

1010 - BOARD OF EDUCATION -- PURPOSES, GOALS, OBJECTIVES

The educational challenges facing the nation, state, and local school districts are greater than ever before. The board of education pledges to provide an educational system that can meet the challenges.

The goals of the district guide the establishment of board policies, the efforts of the local school system, and define the role of the schools.

Goals

The schools should seek to work with the students so that the students develop competence in those areas of life which are essential to individual and group living. The competence areas which are considered essential education goals are:

1. Communication
2. Computation and Science
3. Reasoning
4. Responsible Citizenship
5. Arts and Humanities
6. Physical and Mental Well-Being
7. Learning to Learn

Each of these education goals has a range of elements of varying degrees of measurement. Breadth in scope is needed in order that students of varying capabilities and interest might have alternative routes of reaching the goals. Each goal should allow and encourage high degrees of mastery and yet be such that minimum objectives should be reached by all.

Objectives

The following objectives give measurable definition and provide more specific direction to each of the goals.

1. **Communication**: Fundamental to learning is communication, including reading, writing, listening, speaking, and observation. Each is important in and of itself. Together they allow individuals and groups to learn, and develop. The schools should teach each of the facets of communication.
2. **Computation and Science**: Society demands individuals who know and understand the realm of numbers—the use of finite measures and their creative potential. Schools should teach arithmetic and some of the higher levels of mathematics. Also, schools should provide students with knowledge of emerging and potential means of data and other information processing.

Scientific means and inquiry are increasingly essential to quality living, the preservation of human ability to use the environment constructively and further exploration of the unknown. Schools should complement their teaching of mathematics and information processing with knowledge of and skills in the sciences. School should teach those sciences concerned with earth, life, and atmosphere.

3. **Reasoning**: Logical thinking and self-understanding are important assets for persons in a democratic and progressive society. Schools should teach students the skills of logic inquiry, experimentation, and research. Also, schools should assist students in:
 - a) gaining confidence in their abilities and talents
 - b) learning to control and discipline their own desires, actions, and habits
 - c) becoming aware of their own potential, character, and abilities
 - d) learning to rely upon their own judgments and abilities; and
 - e) forming accurate perceptions of themselves and others. These perceptions and understandings should lead to and emphasize ethics, rationality, and reasoning.

4. **Responsible Citizenship**: Each individual has responsibilities toward society as well as self. Among these societal responsibilities are civic, economic, and social responsibilities.

Good citizenship involves a thorough knowledge of history, tradition, and heritage. This knowledge should include the privileges, burdens, and responsibilities handed down through generations. In addition to this knowledge, students should be provided a variety of experiences in and out the schools to practice or assume responsibilities from maintaining the good that exists in society and to seek to learn about those elements of our culture which might need change.

Economic competence is fundamental to society. Students should have a basic understanding of production, consumption, and finance. Schools should provide such an understanding as well as knowledge about the successes and failures of the various economic systems and of how to function in our system. Also, schools should teach personal finance so that students are able to manage their own affairs effectively. Finally, schools should assist students in recognizing potential vocational skills and in acquiring the preliminary knowledge and skills needed to develop specific vocational competence to be gained in post-secondary education and/or business.

Each person is rapidly becoming more dependent on others and less self-sufficient. In such a society, schools should teach students more about their own society and the various cultures and societies of the state, nation, and world. Also, schools should assist students in developing group skills which can enable individuals to relate more effectively to others.

5. **Arts and Humanities**: Students should learn how to combine their Intel actual and creative abilities. Schools should expose students to the various art forms. In doing so, schools should assist each student in acquiring an appreciation of a variety of aesthetic values. They should expose students to the various elements of the humanities.
6. **Physical and Mental Well-Being**: Physical and mental health are essential to a satisfactory life. Schools should help students to understand and develop good health habits and physical development.
7. **Learning to Learn**: The changing interests of people, altering economic conditions, changing of vocations by persons indicate a clear need for schools to develop in students a desire for continued learning as well as the skills to do so. Schools should teach students that learning is a lifelong process. Also, schools should teach students how to identify and define

a problem they wish to address, gather appropriate information relating to the problem, and develop discrete and logical alternative plans for solving the problem.

Date of Revision: 02-11-2013

1020 - CODE OF ETHICS

The board endorses the Code of Ethics of the National School Boards Association.

- I. As a member of my local board of education, representing all the citizens of my school system, I recognize:
1. that my fellow citizens have entrusted me with the educational development of the children and youth of this community.
 2. that the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
 3. that the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
 4. that my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
 5. that legally the authority of the board is derived from the state which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy.
 6. that I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing consideration, it shall be my constant endeavor.

- II. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.

Date of Revision: 02-11-2013

1030 - ROLE OF THE BOARD

The board of education of the School District #17, St. Edward, is a legally elected representative body as provided in Nebraska Statutes, Chapter 79.

As a legally elected body, the board of education shall perform all governance of the school system according to the guidelines set forth in the several Nebraska Statutes addressed to the operation of a class III public school system in the State of Nebraska

The purpose of the board of education shall be to provide education of the highest feasible character for the residents of this district, taking into account the wishes of the people of the district and their ability and willingness to support such a program of education.

The powers and duties of the board of education shall be those conferred and prescribed by law. Complete and final control as regards all matters pertaining to the educational system of the school district shall be vested in the board.

In the interpretation of the powers and duties of the board, it is understood that the board shall act as a legislative body in the determination of general policies for the control, operation, maintenance and expansion of the public schools. The details of the administration of these policies shall be the responsibility of the superintendent of schools and his administrative staff.

FUNCTIONS AND DUTIES OF THE BOARD

The board of education shall demonstrate leadership. Board members shall:

- 1) know the kinds of schools this community needs.
- 2) analyze the traits necessary in the person who is to organize and operate the school.
- 3) secure the services of a superintendent who has these traits.
- 4) know that the person is professionally qualified.

The board of education shall provide the funds necessary to carry out the educational program set up to meet the needs of the community. This implies knowledge of the financial assets of the district and policies adopted by the board which will insure sufficient money and careful spending.

The board is the legislative rather than the executive head of the school and the duly elected superintendent of schools shall be give reasonable freedom in carrying out the board policies and should be held responsible for results.

Each member should have an understanding of the legal provisions for public education.

Date of Revision: 02-11-2013

1040 - GENERAL POLICY STATEMENT

The organization, management, and control of this school district is vested in its board of education (“board”). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board’s goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

Exceptional Circumstances

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

Validity of Policies

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

Date of Adoption: 02-11-2013

COMMUNITY RELATIONS

Community Relations

Annual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference:

NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: 07-13-2020

1050 - CREATION AND AMENDMENT OF BOARD OF EDUCATION POLICIES**Creation of Board Policies**

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

Amendment of Board Policies

The board may revise policies at a regular or special meeting if the proposed revision, addition, or amendment has been distributed to the board members in writing prior to the meeting at which it is to be adopted.

In the case of an emergency meeting, the board may declare an emergency and revise policies without having distributed copies of the proposed revisions to board members prior to the meeting.

Each policy shall bear the date when it was adopted, revised or reviewed.

The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the superintendent office, and see to it that the policies are maintained on the school district's web site.

Annual Review

The board shall review all policies at least once every three years. Nebraska statutes require an annual review of specific policies, and such policies shall be so identified. The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.

Date of Adoption: 02-11-2013

1060 - DISTRIBUTION OF POLICIES

Distribution of Policies

The superintendent shall see to the posting of a current copy of these policies on the district's web site and to the maintenance of a master copy of the policy manual in the main administrative office. Other copies will be made available as needed throughout the district.

The board and the district's officers and employees shall make other information about the school district and its schools, programs, policies and procedures available to all interested persons, as appropriate.

Date of Adoption: 02-11-2013

1070 - ST. EDWARD PUBLIC SCHOOLS MISSION STATEMENT

Mission Statement

St. Edward Public Schools will provide a quality education, in cooperation with families and the community, to create respectful and responsible citizens.

Date of Revision: 07-11-2016

1080 - ORGANIZATION OF THE BOARD

The board of education will be organized in accordance with that part of the school law which deals with Class III schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

President: The president of the board shall preside at all meetings of the board and shall have a vote on motions placed before the board of action. He or she shall sign such documents on behalf of the board as may require his or her signature. The president shall represent the board in deliberations with other boards, districts, or agencies unless another member of the board is so designated. He or she shall appoint all committees unless otherwise specified by the board, shall call special meetings, and shall perform all other duties as prescribed by law.

Vice-President: The vice-president shall exercise the powers to perform the duties of the president in his or her absence.

Secretary: The secretary shall keep an accurate record of all board business in the school minutes.

Treasurer: The treasurer of the board shall be elected annually at the organization meeting. This officer may be combined with the Secretary position.

According to the Statutes of the State of Nebraska, the president and vice-president shall be elected members of the board of education. The treasurer and secretary may be, or may not be, elected members of the board. Should the treasurer and or secretary be non-elected members of the board, they shall not have a vote. This vote may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Committees as required by the Statutes and by board of education policies shall be appointed for one year terms at the January meeting of the board. The board president and the superintendent of schools are ex-officio members of all standing committees.

The committees are:

1. Budget Committee
2. Building and Ground Committee
3. Policy Committee
4. Negotiations Committee
5. Planning Committee
6. Transportation Committee
7. Committee on American Civics
8. Executive Committee
9. Climate Committee

Standing Board on American Civics

It shall be the policy of St. Edward Public Schools that the committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social

studies textbooks and report findings based on this examination to other members of the Board of Education. The committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of St. Edward Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoptions of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter of consideration.

The board of education shall elect a superintendent of schools who will act as the chief executive of the school system. The superintendent shall answer directly to the board of education in all matters related to the operation of the school system.

Duly elected members of the board of education exercise their authority only when the board of education is in session. Only those actions taken by the board of education as a whole can direct the superintendent or any of the employees of the school district in the performance of their duties.

Remuneration and Reimbursement

Members of the board shall be reimbursed for all necessary and legal expenses incurred in attending any meetings or in making any trips on official business for the school district when so authorized by the board.

Date of Revision: 07-17-2019
Legal Reference: LB 399 (2019)

1090 - OATH OF OFFICE

All new and re-elected board members shall take the following oath before entering into their official duties:

I,, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of

School Board Member of Boone County School District 06-0017 -
AKA St. Edward Public Schools,

according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a

member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Signature

Printed Name

Date

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Date of Revision: 02-11-2013

1100 - GRIEVANCES

Grievances, complaints, and communications from all affected by the schools should be initiated and processed in the following manner. This procedure is to be followed for any matters that may be construed as a grievance or complaint. The person(s) presenting the grievance or complaint may seek assistance or counsel at any time during this grievance procedure.

A grievance shall be defined as a violation or abuse of any item that has been arrived through negotiations or disputes of communication. All other matters shall be treated as complaints.

The purpose of the grievance procedures are to secure, at the lowest possible level, equitable solutions to the problems that may arise from time to time. Problems concerning the interpretation, application, or meaning of rules for classrooms and activities need to follow the correct procedure.

Communications and/or concerns from all affected by the school should be handled and processed in the following manner. This procedure is to be followed in all matters that may be construed as a grievance or concern.

1. If a parent/guardian has a grievance or concern, the person should present the matter to the teacher or activity sponsor involved in an attempt to resolve the matter. Often times, a simple conversation between the parents/guardian and the teacher/activity sponsor can resolve the matter. If not, the grievance or concern should be submitted in writing to the principal and/or activity director and should be signed and dated by both parties who will each receive a copy.
2. If the grievance or concern is one within the power and authority of the teacher/activity sponsor to resolve, he or she should do so as quickly and diplomatically as possible.
3. If the grievance or concern is not resolved by the teacher/sponsor in a way satisfactory to the parent/guardian within seven calendar days, the parent/guardian shall have the authority to report the grievance or concern to the principal and/or activity director. The principal and/or activity director should sign and date the grievance or concern. This report shall be privileged and

- confidential. Upon the receipt of such a grievance or concern, the principal and/or activity director shall conduct a personal investigation and undertake to resolve the grievance or concern.
4. If the grievance or concern is not resolved by the principal and/or activity director in a way satisfactory to the parent/guardian within seven calendar days the parent/guardian shall have the authority to report the grievance or concern to the superintendent. The superintendent should sign and date the grievance or concern. This report shall be privileged and confidential. Upon the receipt of such a grievance or concern, the superintendent shall conduct a personal investigation and undertake to resolve the grievance or concern.
 5. If the superintendent fails to resolve the problem within ten calendar days or if the parent/guardian is dissatisfied with the determination of the superintendent, the parent/guardian shall then submit the grievance or concern to the president of the Board of Education if the superintendent believes the resolution of the problem is policy and not administrative.
 6. The Board of Education shall make an investigation, either as a board or by committee, and shall give the parent/guardian an opportunity to appear before the full board in person, either privately or accompanied by counsel, with the right to present facts and witnesses in full hearing. At the conclusion of such an investigation the Board of Education shall, within thirty calendar days, render its determination in writing.
 7. The elimination of grievances is in the best interest of the educational system, and no reprisals of any kind, implied, direct, or indirect, shall be involved against any person or persons involved in the grievance procedures.
 8. Both grievances and concerns must be treated under the above procedure.

Date of Revision: 02-11-2013

1110 - COMPLAINT POLICY

A **complaint** shall be defined as any complaint other than a grievance. All complaints will be dealt with as per this policy.

Complaints Regarding School Personnel

The Board Places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. All complaints shall be in writing and signed by the complaining party or there will be no official action taken.

The Board of Education directs all complaints regarding school personnel to the Superintendent of Schools. The Superintendent shall establish procedures for handling complaints when they are received. The Board of Education employs school administrators to handle the day to day operation of the school. The Board of Education must stay out of personnel issues regarding certified staff members unless they are brought to the Board by the school administration for formal action.

Personnel decisions concerning certificated staff members resulting in non-renewal of contract, termination, reduction-in-force, or other disciplinary action shall be governed by state statute and board of education policy, and are subject to a hearing before the board of education. The board of education must act impartially on such matters based upon evidence and testimony presented at such a hearing, should a hearing be requested and held. To assure the ability of the board of education to act impartially through the hearing process, it is the policy of the board of education that any public or staff input or communication prior to a hearing concerning a personnel decision or recommendation is referred to the superintendent or other administrators.

All complaints regarding school personnel shall be directed to the Superintendent for investigation and subsequent action or recommendations. In order for investigation and/or action to be taken, complaints need to be in writing with a valid signature and dated by the complaining party. The superintendent will communicate receipt of any such written complaint to the staff member in question to assure his/her knowledge of the existence of the complaint. After investigation is completed, if subsequent action or recommendations are taken, the complaint will be placed in the appropriate personnel file after a copy has been given to the employee in question.

If a conference with, or action by the Superintendent or his/her designee is not successful in resolving disagreements, the party filing the complaint may present their problems to the Board of Education after having their name and nature of business placed on the monthly board agenda by the Superintendent. For the protection of those involved, this may occur in a closed session.

At school board meetings, there shall be no public comments and/or written materials concerning personnel or a personnel decision.

If any staff member directly contacts a member of the Board of Education without going through the complaint process, they will be considered insubordinate. This also applies in providing information to someone else outside of the school system for them to seek public sentiment or action.

If a complaint regards the Superintendent of Schools, it shall be made in writing to the President of the Board of Education for his/her consideration and action.

Complaints Regarding Instructional Materials

It is recognized that opinions differ concerning appropriations of instructional materials. Occasionally an individual or group may find instructional materials used in the schools conflict with their views.

The following procedures have been established to provide a system for receiving, considering and acting upon written complaints regarding instructional materials used by the school district.

All complaints must be presented in writing to the superintendent and will include the name of the author, title, the publisher, and the objections by pages and items; or in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

When a complaint is received by the superintendent, he/she will acknowledge receipt of the complaint and provide appropriate forms for submission of complaints. The superintendent will notify administrators and teachers involved.

An individual student may be excused from using challenged materials after his or her parent or guardian has filed a written complaint. The teacher will then assign the student alternate materials of equal merit.

The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the Superintendent of Schools but individual pupils may be excused from using challenged materials by written request of their parents.

Complaints Regarding School Practices

Educators use a variety of methods to motivate students to learn or to provide learning opportunities for students. In the even the methods are viewed as inappropriate by a student's parent or guardian, the complaint procedure (above) will be followed.

Date of Revision: 02-11-2013

COMPLAINT FORM

This complaint concerns: (be very specific, using names, dates, locations, etc.)

If the complaint is about written materials, please include the following information:

Author

Title

Publisher

Objections by page number

Signature: _____

Date: _____

COMPLAINT FORM

DISCRIMINATION, HARASSMENT OR RETALIATION

THE St. Edward Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint:

(2) Names of any witnesses to the matter being complained about:

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to Remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

Received by: _____ Date: _____

Date of Revision: 07-13-2020

1120 - BOARD OF EDUCATION MEETINGS

It is the policy of the board to announce in advance through the newspapers and such other means as may appear appropriate, the date, time, and place of all regular and special meetings. It shall be the duty of the board secretary to supervise the execution of this policy.

All meetings of the board shall be open to the public.

Special Meetings

Notice of Special Board Meetings that cannot be printed in the paper because of a conflict in publication date and meeting date will be posted at the following locations: the school, the Post Office, the Bank(s), and Werts' GW grocery store

Advance Delivery of Meeting Materials

The board shall require the superintendent to prepare an agenda which shall be mailed to the board members on the Thursday or Friday prior to each regular monthly board meeting.

Meetings

Regular monthly meetings of the board of education will be scheduled on or before the second Monday of each month. The second Monday of the month shall be the standard date for these regular meetings unless a majority of the board of education agrees to move the meeting to an earlier or later date in the month. Regular monthly meetings must be executed by the third Monday of each month.

In conducting the business to come before the board at each meeting the bylaws shall be carefully and fully observed.

All board of education business shall be conducted according to Nebraska Statutes.

All regular and special meetings of the board of education shall be properly publicized through news releases and legal notice to include news releases to the local newspaper if sufficient lead time is available and legal notices in the newspaper unless the lead time is insufficient in which case a posting will take place.

Special meetings shall be called by action of the president of the board of education at his or her discretion, or by any two members of the board of education.

When special meetings of the board of education are called, the agenda and supporting information must be in the hands of each member of the board of education at least 72 hours prior to the time of the meeting; provided that an emergency situation shall receive the attention of the board of shorter call and that the 72 hour agenda requirement shall be waived.

Emergency meetings, when necessary, may be held without reasonable advance public notice, but the nature of the emergency shall be stated in the minutes and any formal action taken at such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment.

Meeting Conduct

In the absence of the president and vice-president at any meeting, the secretary shall conduct the meeting.

When a question is submitted to vote, every member present shall vote upon it, unless excused by the board, or unless he or she is financially interested in it, in which latter case he or she shall not vote.

Upon any question, the roll of board members shall be called and their yeas and nays recorded.

Voting Method

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

Quorum

The quorum of the board of education shall be a minimum of four members present.

When a quorum has been reached, a majority vote of those present may transact business, except as otherwise provided by the Statutes.

Public and Closed Sessions

In compliance with Nebraska Statutes, the board of education 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. Closed sessions may be held for, but shall not be limited to, such reasons as:

1. 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;
2. Discussion regarding deployment of security personnel or devices;
3. Investigative proceedings regarding allegations of criminal misconduct;
4. 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;
5. For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from tragedy of violence or natural disaster.

A closed session shall not be called to consider the appointment or election of a new member to the board of education in case of vacancies.

The vote to hold a closed session shall be taken in open session. The vote of each member on the question of holding a closed session, the reason for the closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. The meeting shall be reconvened open session before any formal action may be taken.

Any member of the board 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. 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.

Parliamentary Procedure

Conduct of the board will be in accord with these bylaws and policies of the board. In absence of applicable bylaws or policies, Roberts Rules of Order, newly revised, will govern board action unless Statutes of Nebraska take precedence.

Date of Revision: 07-17-2019

1130 - PARTICIPATION BY THE PUBLIC

In accord with its policy confirming the right and desirability of the public expressing its point of view to the board, delegations or individuals are welcome at regular meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

1. There shall be no displays of emotion or support of those speaking in public meetings of the board of education through applause or other verbal or physical demonstrations.
2. The following may address the board:
 - a. Residents of the district.
 - b. Members of the staff and students.
 - c. Parents of students enrolled in the district.
 - d. Individuals who have been requested by the superintendent or board to present a give subject.
 - e. Non-residents of the district who have requested and received the permission of the board president or superintendent.
3. To speak to an item on the agenda:
 - a. Stand during the visitor's recognition.
 - b. State your name and address.
 - c. State your agenda item to which you wish to speak.
 - d. Your name will be placed under that subject on the agenda and you will be called upon when that subject comes up for discussion.
 - e. Should a person arrive late and wish to speak on an agenda item to which he or she wishes to speak should be sent to the chairperson through a principal or the superintendent.
4. To speak on an item not on the agenda:
 - a. Stand during recognition of visitors.
 - b. State name and address.
 - c. No action will be taken by the board on items brought up during the visitor's period. If action is desired, the subject should be placed on the agenda of a future meeting.

5. A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for presentation of any specific topic. These time limits may be changed by a majority vote of the members present to extend the time for a specific topic or speaker.
6. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, complaints, or challenges shall be presented to the superintendent or board president in writing, signed by the complainant. All such charges, if presented to the board directly, shall be referred to the superintendent for investigation and report.
7. Any written or printed materials to be circulated for a meeting of the board of education 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.

Date of Revision: 02-11-2013

1140 - METHODS OF OPERATION

All actions of the board shall be taken only in official board meetings called, scheduled and conducted according to these bylaws and the statutes of the state.

Individual members of the board should avoid making decisions as an individual or group outside legal board meetings which will commit the board or district to a particular course of action. Requests for board action presented outside regular board meetings should be accepted without comment and presented at the regular meeting for placement on a future agenda.

No Comments on Issues of Board Meetings

It shall be the policy of all board members to refrain from making any commitment for or against any issue or problem that might be brought individually to board members while the board of education is not in official session. Only after an issue or problem has been presented to the entire board of education and all sides to such issue or problem have been presented and the logic involved has been considered by all members, will individual commitments be made by board members.

Board Members Refrain from Instructing or Directing Employees

It shall be the policy of all board members to inform employees to consult with their immediate superior for instructions. No board member will give instructions or indicate what he or she thinks the superintendent's instructions should be on any specific issue or problem. Employees who approach board members with grievances will be instructed to consult with their immediate superior, and, if necessary, arrangements will be made for employees concerned to meet with the entire board for a complete hearing of issues involved on any problems. Further clarifications are found in the negotiation agreement.

Execution of Policies

Instructions to certified employees of the district as to how the policies, as outlined herein, are to be executed will be supplied by the superintendent of schools. Instructions from the board of education as to specific execution of policies will be given to the superintendent or designated staff member in the absence of the superintendent by official action of a majority of the members of the board.

Date of Revision: 02-11-2013

1150 - CONFLICT OF INTEREST

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest and should file a conflict of interest disclosure with the Nebraska Accountability and Disclosure Commission (NADC).

1. General Rule
 - a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that includes prior public notice and subsequent availability for public inspection during the regular office hours of the school district.
2. Effect of Conflicts
 - a. The existence of any conflict of interest in any contract, or the failure to make public the board member's interest, may render a contract null and void.
 - b. This prohibition of conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the school district or will receive a fee or commission as a result of the contract.
3. Definitions
 - a. Business with which a board member is associated shall include the following:
 - 1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - 2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
4. Employing Board Members
 - a. No member of the board shall be engaged in a contract to teach pursuant to sections 79-817 to 79-821 with this school district.

5. Employing Members of the Immediate Family
 - a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - 1) All district employees.
 - 2) All employees within a specific classification but which does not single out the member of his or her immediate family.
 - b. A board member may recommend for employment or supervise the employment of an immediate family member if:
 - 1) The board member does not abuse his or her position.
 - a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - i. who is not qualified for and able to perform the duties of the position;
 - ii. for any unreasonably high salary;
 - iii. who is not required to perform the duties of the position.
 - 2) The board makes a reasonable solicitation and consideration of applications for employment.
 - 3) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - 4) The board approves the employment or supervisory position.
 - c. The board shall not employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment.
 - d. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
6. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
 - a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - 1) a public official, public employee, or candidate.
 - 2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - 3) a business with which an individual listed in Subparagraph 'a' or 'b' above is associated.
 - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of compensation for financial gain of the board member, a member of his or her immediate family, or a business with which he or she is associated, other than as provided by law.
 - 1) that person's public office or any confidential information received through the holding of the public office;
 - 2) personal resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.
7. Conflict of Interest Relating to Campaigning or Political Issues
 - a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - 1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - 2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question, but in so doing the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.
8. Conflict of Interest Statement
- a. If a board member has a potential conflict of interest, he or she is required to take the following action as soon as he or she is aware of such potential conflict or should be aware of such potential conflict:
 - 1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential interest. (Use NADC Form C-2)
 - 2) Deliver a copy of the statement to the NADC and to the secretary of the board of education. The secretary of the board shall enter the statement into the school board minutes.
 - 3) The board member shall take such action as the NADC shall prescribe to remove himself or herself from influence over the matter.
 - b. The actions set forth in Paragraphs I, II, and III above shall not prevent a board member from making or participation in the making of a governmental decision to the extent that his or her participation is legally required for the action or decision to be made. A board member acting pursuant to this section shall report the occurrence to the NADC.
9. Recordkeeping
- a. The board secretary shall maintain a separate record of the following information:
 - 1) The names of the contracting parties.
 - 2) The nature of the interest of the board member in question.
 - 3) The date that the contract was approved.
 - 4) The amount of the contract.
 - 5) The basic terms of the contract.
 - b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.
10. Any action must be brought within one year after the contract is signed or assigned to have that contract declared void as a result of a conflict of interest.

Date of Revision: 02-11-2013

1160 - ACCOUNTING, AUDIT, AND BONDS

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the Nebraska Department of Education. The superintendent and business staff will be expected to confer with appropriate specialists of the Nebraska State Auditors' Office, Nebraska Department of Education, school district auditors and other knowledgeable persons or groups in achieving that objective.

The Superintendent of Schools shall be responsible for maintaining a complete and accurate accounting of all district funds and accounts. Information regarding the status of each fund will be made available to Board members each month and upon request to other interested parties.

ANNUAL AUDIT

An annual audit shall be made of all school funds and accounts once each fiscal year, by a certified public accountant, appointed by the Board of Education. Such audit shall be made as soon as possible after September 1 of the current year. The audit will be filed with the Nebraska State Auditor's Office and with the Nebraska Department of Education before November 5 of each year. Copies of the audit will be given to each member of the board of education, and such other persons as required by Nebraska School Law.

BOARD OFFICER BOND

The school board secretary/treasurer shall be bonded for an amount equal to the estimated largest deposit of the funds at any one time. The bond expenses are to be paid by school funds.

Date of Revision: 03-11-2013

1170 – BUDGETING AND PAYMENT OF CLAIMS**BUDGETING**

The formulation of the budget shall be the responsibility of the Superintendent. A proposed budget for the next fiscal year will be presented at the annual budget hearing in September of that fiscal year.

The budget, once adopted will include an expenditure plan which shall serve as a guide in the purchasing activities of the Superintendent. Thus, the budget is not only the authority for certifying tax levies, but is also the guide and authority for all expenditures which are to be made throughout the fiscal year. Expenditures should fall within the limits of each category of the budget. At no time, should the limit of general fund expenditures be exceeded.

PAYMENTS

All claims against the School District shall be submitted to the Office of the Superintendent of Schools at least ten (10) calendar days, or at the Administrator's Discretion, before the regularly scheduled School board meeting. The Superintendent shall check all claims for accuracy and validate receipt of materials or services. The Superintendent shall initial and code all claims (fund and fund account to be credited) before recommending the Board pay them. The claims shall then be processed by entering them into the fund accounting system to print checks and provide a ledger of proposed payments. Claims will then be presented to the Board of Education for consideration. The authority to make expenditures from the General Fund and Special Building Fund, must be approved and checks signed by the Board of Education. The authority to make expenditures from all remaining funds is hereby delegated to and such expenditures are made on approval signature of the Superintendent. Claims shall be canceled by marking "paid" on each including the date paid and the check number sent with payment.

In the absence of an imprest account in the general fund, the Superintendent shall be authorized to pay general fund claims of an emergency nature, not to exceed \$500, from the activity account. Such emergency situations could possibly be a late notice of registrations for employees to attend meetings, payment required on delivery, or circumstances which will not permit time to wait for regular board meeting approval. At the next regular meeting, general fund money will be transferred back to the activity account by approval of the Board.

Date of Revision: 11-14-2016

1172 - PURCHASING POLICIES

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.

3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: 07-17-2019

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (small purchase threshold) per procurement event or in aggregate purchases this organization will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than \$250,000 (small purchase threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications
 - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
 - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the small purchase threshold established in the sponsor’s procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)]
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
 3. A cost or price analysis in connection with every procurement action in excess of the Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]
 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 5. Place and confirm orders with vendors or make plans to purchase the required items.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To conduct an in-house procurement review once per year.

Date of Adoption: July 17, 2019

1174 – SALE AND DISPOSAL OF SCHOOL PROPERTY

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: 11-14-2016

1180 - BOARD RECORDS

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between government branches are public records, and access thereto during normal hours of business may be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the superintendent regularly responsible for maintenance of the files.

Not included in the category of records to which the privilege or access is given are the following:

1. Personnel records
2. Pupil records
3. Personal correspondence

Board Meeting Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Revision: 07-13-2015

1182 - RECORDS MANAGEMENT AND DISPOSITION

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete

them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the Superintendent.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit

organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record

that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. ' ' 84-712 through 84-712.09
 Neb. Rev. Stat. ' ' 84-1201 to 84-1227
 Laws 2010, LB 742
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Date of Adoption: 07-13-2015

1190 - VIDEO SURVEILLANCE

1. Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff,

students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

2. Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
3. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.
4. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of Family Educational Rights and Privacy Act (FERPA) shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student's parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent's written consent unless a FERPA exception exists.

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both set of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents, without the written consent of the other student's parent.

7. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
8. Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (34 C.F.R Part 99)

Date of Revision: 10-13-2014

1200 - ASSESSMENTS—ACADEMIC CONTENT STANDARDS

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in October 2010;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: 07-13-2015

1250 - FACILITIES - BIDS AND CONTRACTS

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$100,000, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. §§ 73-101 to 73-106

Date of Adoption: 07/13/2015

1260 PROCEDURES—BIDDING CONSTRUCTION PROJECTS

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional

engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Date of Adoption: 07/13/2015