

BUSINESS OPERATIONS: SECTION 0700

This section includes policies related to the intent of the board to budget, in accordance with statutes, the receipts and expenditures of the district and to manage the business operations of the district for all non-instructional components of the district's operations.

First Approval June 11, 1984

Final Approval July 9, 1984

BUSINESS OPERATIONS: 0700

	NUMBER
Statement of Guiding Principles	0700
Accountability	0701
Internal Controls	070.1
Basis for Budgeting	0702
Borrowing	0703
Investing	0704
Bids	0705
Facilities-Bids and Contracts	0705.1
Report of the Secretary	0706
Report of the Treasurer	0707
Records Management and Disposition	0708
Fund Balance Reporting	0709
Budget	0710
Planning and Development	0711
Preparation and Presentation	0712
Publication	0713
Public Review	0714
Adoption	0715
Accounting Systems	0720
Fiscal Reports	0721
Activity Funds	0722
Receipts	0730
State Funds	0731
Federal Funds	0732
Every Student Succeeds Act	0732.1
Rate of Tuition	0733
Deposits	0734
Fees for materials	0735
Sales and Disposal of School Property	0736
Rental of Property	0737
Gifts, Grants, and Bequests	0738
Insufficient Funds	0739
Expenditures	0740

Statement of Guiding Principals

Contracts and Encumbrance of Funds	0741
Contracting for Service	0741.1
Purchasing Policies	0742
Controls	0742.1
Procedures	0742.2
Relations with Vendors	0742.3
Procurement Plan – School Food Authorities	0742.4
Requisitions	0743
Payments	0744
Inventories	0750
Auxiliary Services	0760
Food Services	0761
Transportation	0762
Rates and Fees	0762.1
Personnel Claims and Reimbursement	0762.2
Bus Drivers	0762.3
Safety Standards	0762.4
Bus Safety Program	0762.41
Safe Pupil Transportation Plan	0762.5
Safe Driving Record Standard for Drivers	0762.6
Educational Services Units – Designated Representative	0763
Building and Grounds	0770
Security	0771
No Smoking Policy	0772
Trespassers	0773
Safety Plan	0774
New Construction	0780
Determination of Need	0781
Site Development	0781.1
Administrative and Legal Services	0782.2
Relations with the Public	0783
Relations with Other Governmental Units	0784
Municipal Improvements	0784.1
Design	0785
Specifications	0785.1
Financing	0786
Determination of Costs	0786.1
Bond Elections	0786.2
Payments	0786.3

Statement of Guiding Principals

Contracting	0787
Supervision	0787.1
Records and Reports	0787.2
Procedures – Bidding Construction Projects	0787.3
Facilities – Performance, Labor and Material	
Payment Bonds	0787.4
Occupying	0788
Audits	0790

0700 **Statement of Guiding Principals**

The board affirms its intent to provide for the efficient and economic management of the business and financial affairs of the district. The board, through its policies and their implementation by its chief executive officer, shall provide overall direction for the collection, protection, and spending of school monies and for school assets and indebtedness.

First Approval June 11, 1984

Final Approval July 9, 1984

0701 **Accountability**

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The board shall account promptly and accurately for all receipts and expenditures through an approved accounting system. The board recognizes the responsibility for it its employees to deal meticulously and honestly with public monies.

All funds received by the district shall be under the control of the board. Accounting procedures specified by the State shall be used for uniform maintenance of records of receipts and disbursements.

The board is responsible for the control of all funds of the school district, including internal funds.

First Approval June 11, 1984

Final Approval July 9, 1984

79-440 Board of education; maintain schoolhouse;

79-4,141 School districts; uniform system of accounting; duty of superintendent of public instruction to prescribe.

0701.1 Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be

accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

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

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated

using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

First Approval June 14, 2021

Final Approval July 12, 2021

0702 **Basis for Budgeting**

The board recognizes that the educational program of the district serves as the basis for the development and administration of each annual budget.

The board also affirms that the approved budget shall serve as the spending plan of the district.

The board reserves the right to approve the transfer of funds between budget categories or to amend the proposed or approved budget, except as prohibited by law.

First Approval June 11, 1984

Final Approval July 9, 1984

79-810 Board of education; budget; tax; levy.

0703 **Borrowing**

The cash income of the school district may not always parallel the rate of expenditures. When the district is temporarily unable to meet general fund obligations, and acting upon the recommendation of the superintendent, the board will authorize the borrowing of sufficient funds from an approved lending agency. These short-term loans will be repaid as soon as district receipts permit the district to meet financial obligations and to retire the debt.

First Approval June 11, 1984

Final Approval July 9, 1984

79-520 Class I, II, III, IV, and VI districts; power to borrow money; interest rate; authorized to accept loans from federal government

0704 **Investing**

The board shall authorize the superintendent to invest through the district treasurer such portion of general fund monies as may be determined to be temporarily in excess of monies needed to meet district obligations. Funds are to be invested in legal depositories as designated by the board.

First Approval June 11, 1984

Final Approval July 9, 1984

79-1308.01 School funds; investment; interest

0705 **Bids**

The board shall solicit bids for provision of large orders of supplies and equipment, new construction, or repair and renovation of facilities and equipment.

The quality of the product or service and its suitability, not price alone, shall be controlling factors in the board's determination of contract awards.

All projects which require the expenditure of five thousand dollars (\$5,000.00) or more shall be performed by contract.

When bids are solicited for goods and services, the superintendent shall prepare a notice to be submitted to vendors and shall provide for the advertisement of a solicitation for bids in those instances where specifications can be written, quality measured or gauged, or quantity measured or counted.

When bids are solicited for goods or services, the board reserves the right to reject any or all bids and further reserves the right to determine which bid, if any, to accept.

Formal Bidding Procedures

When bids have been solicited, vendors wishing to submit a bid to provide requested goods or services shall prepare a written bid in accordance with specifications listed in the bid announcement and shall submit a sealed bid to the office of the district.

Sealed bids will be opened in the office of the board at the specific time stated in the bid announcement; all bidders shall be notified of the time set for opening of sealed bids and shall be invited to be present. Bids or quotations received after the date and time specified in the bid announcement shall be returned to the bidder unopened.

Changes in the amount or conditions of the bid will not be allowed once the bid has been received by the board or its agents. Awards shall be made only on the specifications advertised or amended prior to the official opening of bids.

First Approval June 11, 1984

Final Approval July 9, 1984

73-101 et seq. Public lettings.

0705.1 **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.

First Approval July 13, 2015

Final Approval August 10, 2015

Neb. Rev. Stat. §§ 73-101 to 73-106

0706 **Report of the Secretary**

The secretary of the board shall submit to the board a monthly report of encumbrances and balances and of the financial condition of the district; this report shall be submitted at the regular meeting of the board.

First Approval June 11, 1984

Final Approval July 9, 1984

79-457 Secretary; books, records, and reports; duty to preserve.

79-805 Board of education ; meetings; when held; publication of claims and summary of proceedings; exception.

79-806 Publication of proceedings; noncompliance; by secretary; penalty.

0707 **Report of the Treasurer**

The treasurer shall be custodian of all monies belonging to the school district and shall perform other duties required by law or by the board.

The treasurer shall submit a monthly financial report to the board at the regular meeting of the board.

First Approval June 11, 1984

Final Approval July 9, 1984

79-461 Treasurer; records and reports required; delivery upon expiration of office.

79-809 Board of education; treasurer; duties; bond.

0708 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 records officer.
- 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.

Amended July 13, 2015
First Approval August 13, 2007

Final Approval August 10, 2015
Final Approval September 10, 2007

Legal Reference: Neb. Rev. Stat. 84-712 through 84-712.09 and 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)

0709 **Fund Balance Reporting**

Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB), including GASB #54.

The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.

Fund Balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

The fund balance of the general fund finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.

The five classifications of governmental fund balances are as follows:

1. Non-spendable fund balance means the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).

Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, deferred expenditures, long-term receivables, and outstanding encumbrances.

2. Restricted fund balance includes amounts constrained to a specific purpose by the provider, such as a grantor. Examples of restricted fund balances include: child nutrition programs, technology programs, construction programs, and resources from other granting agencies.

3. Committed fund balance means that portion of the fund balance that is constrained to a specific purpose by the Board. Examples include: potential litigation, claims, and judgments and activity funds.

4. Assigned fund balance means that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Superintendent or designee. Such plans or intent may change and may never be budgeted or may result in expenditures in future periods of time. Examples include: insurance deductibles program start-up costs; and other legal uses.

5. Unassigned fund balance includes amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures. The unassigned fund balance shall be the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.

First Approval August 12, 2013

Final Approval September 9, 2013

0710 **Budget**

The proposed annual budget shall be publicized through advance notification provided by the secretary of the board to news media representatives requesting notification of meetings and to news media designated by the board (0155). After publication, the board shall hold a public hearing to receive information from the public in regard to the proposed budget. A written record shall be kept of the hearing.

After a hearing has been held, the board shall adopt the proposed budget as presented or shall amend and adopt a budget for the annual operations of the school district.

After adoption of a budget, the secretary of the board shall file a copy of the budget with the levying board and the state auditor's office. The budget adopted shall be filed on or before August 25 of each year. The budget adopted shall show the amounts of tax monies to be collected and the estimated number of dollars per hundred dollars of assessed valuation.

First Approval June 11, 1984

Final Approval July 9, 1984

23-921 et seq Budget.

79-439 District board; quorum; meetings; open to public; exceptions.

79-516 Class II and III districts; annual budget; failure to present; penalty.

79-548 Budget; notice; hearing; adoption.

79-810 Board of education; budget; tax; levy.

0711 **Planning and Development**

The superintendent of schools shall prepare and present the proposed annual budget for review and approval by the board.

Budget planning shall occur on a continuous basis throughout each school year. Building administrators and supervisory personnel shall prepare and present proposed annual budgets for programs supervised to the superintendent in accordance with the directions of the superintendent. In preparing budget proposals for transmittal to the superintendent, building administrators and supervisors shall consult with the personnel supervised in planning a proposed budget for program needs.

First Approval June 11, 1984

Final Approval July 9, 1984

0712 **Preparation and Presentation**

After consultation with employees and with the board, a proposed budget statement as prescribed by State law shall be prepared in writing by the superintendent and the board secretary for presentation to the board no later than the regular meeting of the board held in the month of July.

The proposed budget shall be prepared and presented on forms as prescribed by the State.

First Approval June 11, 1984

Final Approval July 9, 1984

79-328 State board of education; powers; duties.

79-516 Class II and III districts; annual budget; failure to present; penalty.

79-810 Board of education; budget; tax; levy.

79-0810.01 Class III district; fiscal year.

0713 **Publication**

After preparation of the proposed budget each year, the board shall conduct a public hearing on such proposed budget. The proposed budget shall contain a summary of proposed expenditures and the date, time, and place for the public hearing shall be stated.

The proposed budget statement shall be published at least five (5) days prior to the date set for the hearing. The proposed budget statements shall be publicized through advance notification provided by the secretary of the board to news media requesting notification of meetings and to news media designated by the board, including a newspaper of general circulation within the school district.

The board at the time of the public hearing shall have copies of the proposed budget in summary form available for the media and the general public.

First Approval June 11, 1984

Final Approval July 9, 1984

79-516 Class II and III districts; annual budget; failure to present; penalty.

0714 **Public Review**

Proposed or approved budgets are public records. Access thereto during normal hours of business shall be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian responsible for maintenance of files (0118).

First Approval June 11, 1984

Final Approval July 9, 1984

23-921 et seq. Budget.

79-548 Budget; notice; hearing; adoption.

79-805 Board of education; meetings; when held; publications of claims and summary of proceedings; exception

84-712 et seq. Public records.

0715 **Adoption**

After publication of a proposed budget each year and after a public hearing has been held for review of the proposed budget, the board shall adopt the proposed budget as presented or shall amend and adopt a budget for the annual operations of the school district.

The adoption of the budget 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 (0159).

First Approval June 11, 1984

Final Approval July 9, 1984

79-457 Secretary; books; records and reports; duty to preserve.

79-806 Publication of proceedings; non-compliance by secretary; penalty.

84-1408 et seq. Public meetings.

0720 **Accounting Systems**

The accounting systems and procedures used shall conform to accounting procedures specified by the State for uniform maintenance of records of receipts and disbursements.

The superintendent and other appropriate district personnel are expected to confer with appropriate specialists from the Nebraska Department of Education, school district auditors, and other knowledgeable persons or groups to ensure that accounting systems and procedures used for management of district funds conform to accounting procedures specified by the State and recommended for best business practice.

First Approval June 11, 984

Final Approval July 9, 1984

79-4,141 School districts; uniform system of accounting; duty of superintendent of public instruction to prescribe.

0721 **Final Reports**

The secretary of the board of education shall maintain the books and records of the district in accordance with procedures as specified by the State or by the board. The secretary shall prepare or cause to be prepared all fiscal reports, keep necessary records to control the financial transactions of the district, and prepare financial statements. The secretary of the board shall file all fiscal reports as required by county, state, or federal agencies.

First Approval June 11, 1984

Final Approval July 9, 1984

79-457 Secretary; books, records and reports; duty to preserve.

0722 **Activity Funds**

The superintendent shall prescribe the accounting system and procedures to be used for uniform maintenance of receipts and disbursements for all activities funds. The superintendent shall provide for a system of internal and annual audits of all activities funds and shall provide a report of receipts and expenditures for annual review by the board.

Approval June 11, 1984

Final Approval July 9, 1984

0730 **Receipts**

All funds received by the district shall be under the control of the board. Accounting procedures specified by the State shall be used for uniform maintenance of records of receipts and disbursements.

Prior to the beginning of each fiscal year, the board shall designate the depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of such depositories.

Any school district funds received by the district secretary shall be deposited into the proper account or accounts of designated depositories.

First Approval June 11, 1984

Final Approval July 9, 1984

77-2350 et seq. Deposit and investment of public funds.

79-460 Treasurer; district funds; receipt and disbursement.

79-0810.01 Class III district; fiscal year.

79-1302 School funds; apportionment to districts and counties by Commissioner of Education; rules governing.

0731 **State Funds**

State funds transmitted directly to the school district, including reimbursement for vocational education and special education, shall be deposited in the proper accounts of banks designated as legal depositories for the school district.

State funds distributed through the office of the county superintendent of schools and deposited with the county treasurer may be transferred as required to the account of the school district treasurer by an order drawn on the county treasurer against the school district account. All orders upon the county treasurer for monies raised for the district's purposes shall be drawn and signed by the secretary of the board and countersigned by the president of the board.

First Approval June 11, 1984

Final Approval July 9, 1984

79-460 Treasurer; district funds; receipt and disbursement.

79-1302 School funds; apportionment to districts and counties by Commissioner of Education; rules governing.

Federal Funds

0732 Federal Funds

Federal funds transmitted directly to the school district shall be deposited in the proper accounts of banks designated as legal depositories for the school district.

Federal funds shall be deposited as part of the general account with the school district treasurer and transferred to the specific budget categories for which the funds were allocated.

Federal funds received, allocated and expended shall be audited on an annual basis in the same manner as all financial records of the district are audited.

First Approval June 11, 1984

Final Approval July 9, 1984

79-1234 Federal Educational Finance Act Funds: local boards receiving funds; reports.

0732.1 **Every Student Succeeds Act**

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I Funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily

accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
- (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;
 - (ii) achieve at high levels within a well-rounded education; and
 - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the

inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

First Approval August 13, 2007

Final Approval Sept. 10, 2007

Amended July 11, 2011

Final Approval August 8, 2011

Amended July 11, 2016

Final Approval August 8, 2016

Amended June 12, 2017

Final Approval July 10, 2017

Legal Reference: ESSA

0733 **Rate of Tuition**

The board may admit nonresident students, may determine the rate of tuition in accordance with State statutes, and may collect such tuition as provided by statute.

The board shall, on an annual basis, establish guidelines for the admission of nonresident students and tuition charges for such students.

First Approval June 11, 1984

Final Approval July 9, 1984

70-445 Nonresident students; admission; tuition; persons exempt.

79-493 Nonresident students; free transportation prohibited; when; exception; violation; penalty.

79-4,102 Nonresident high school education; special education; approved schools and service agencies; duties of county superintendent; tuition rate; how computed.

0734 **Deposits**

Monies collected by school district employees and by students shall be handled with good and prudent business procedures. All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

The superintendent or persons designated by the superintendent shall exercise all reasonable caution in handling monies collected and the superintendent shall make provision for deposit of monies in designated depositories of the district, including deposits made after regular banking hours, to avoid retention of large sums of money in school buildings overnight.

First Approval June 11, 1984

Final Approval July 9, 1984

77-2350 School district, municipal, university or township funds; deposit in banks; conditions.

0735 **Fees for Materials**

Materials for use by teachers and students in providing for instruction are supplied by the school district, except in those instances where students require special materials for use in elective and specialized programs offered within the curriculum of the school district.

The board may assess costs of repair or restitution when school materials are either lost or damaged as a result of negligence. Fees shall be assessed for repair or replacement.

The board may assess fees for the actual costs of materials used in instruction or in other activities approved by the school when such costs are excessive, are incurred as a result of the student's voluntary enrollment or participation in programs offered by the school, and when the costs result in the production of a product which becomes the property of the student.

First Approval June 11, 1984

Final Approval July 9, 1984

79-4,118 Text books; purchase and loan; to public and private schools.

79-4,121 School books ownership; care; liability of students for damage.

0736 **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.

First Approval June 11, 1984
Amended July 11, 2016

Final Approval July 9, 1984
Final Approval August 8, 2016

Legal Reference 79-10,114

0737 **Rental of Property**

The superintendent shall develop guidelines for the rental of school property for review and action by the board. Guidelines for the rental of school property shall be adopted by the board in open session (0159)

Income from the sale or rental of property shall be received by the secretary and deposited in the proper accounts of banks designated as legal depositories for the school district.

Approval June 11, 1984	Final Approval July 9, 1984
Amended July 11, 2016	Final Approval August 8, 2016

79-401 School District; body corporate; powers.

79-441 District property; custody and care; duty of board.

79-4,142 Schoolhouse; use for public assemblies; rentals.

79-507 School district property; sale; how conveyed.

0738 **Gift, Grants, and Bequests**

The board may accept on behalf of and for the school district any bequest or gift of money or property. Gifts, grants, and bequests will be accepted when the gift, grant, or bequest is in accordance with these criteria:

1. Acceptance of the gift, grant, or bequest does not place either a restriction or an obligation upon the district in the use of the gift, grant, or bequest.
2. Acceptance of the gift, grant, or bequest is not in conflict with provisions of the school code, public law, or board policies.
3. Acceptance of the gift does not require or imply the endorsement of any business or commercial product.
4. Acceptance of the gift, grant, or bequest does not require board commitment of district funds except when the board would choose to expend district funds for the same purposes for which the gift, grant, or bequest is offered.
5. Acceptance of the gift, grant, or bequest is judged to be in the best interests of providing quality education for the students of the school district.

All gifts, grants, and bequests shall become school district property.

First Approval June 11, 1984

Final Approval July 9, 1984

79-401 School district; body corporate; powers

79-441 District property; custody and care; duty of board.

0739 Insufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

First Approval June 11, 2018

Final Approval July 9, 2018

Expenditures

0740 **Expenditures**

The board affirms its intent to observe the letter and spirit of all laws and regulations which pertain to the expenditures of funds of the school district and to the control of its finances and property.

The board directs the superintendent to act in such a manner as to carry out the board's intent. Within the framework of applicable laws and good business practices, the superintendent shall develop rules and regulations to detail procedures to be followed for execution of the board's intent. Rules and regulations or procedures developed by the superintendent for execution of this policy shall be stated in written directives or documents and shall be submitted to the board for its review and action.

First Approval June 11, 1984

Final Approval July 9, 1984

79-440 Board of education; maintain schoolhouse.

79-441 District property; custody and care; duty of board

0741 **Contracts and Encumbrance of Funds**

Contracts for services and all other agreements which encumber funds of the district shall be made only by the superintendent or the superintendent's designated representatives when authority to offer such contracts or agreements has been clearly and specifically delegated by policies of the board or by board action (0159).

First Approval June 11, 1984

Final Approval July 9, 1984

79-401 School district; body corporate; powers.

0741.1 **Contracting for Services**

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Bancroft-Rosalie Community Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

First Approval June 14, 2010

Final Approval July 12, 2010

Legal Reference: Neb. Rev. Stat. 4-114

0742 **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 \$90,000. 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 \$90,000 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.

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.

First Approval June 11, 1984
Amended July 11, 2016
Amended June 12, 2017

Final Approval July 9, 1984
Final Approval August 8, 2016
Final Approval July 10, 2017

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

0742.1 **Controls**

The board encourages the superintendent, acting in the role of the purchasing agent of the district, to seek both quality control and the advantages of quantity purchasing. The superintendent should:

1. establish specifications for goods and services.
2. identify and city several available sources of services or "standard brands" for goods which meet established specifications.
3. invite vendors of goods and services to bid on the basis of established specifications for the provision of goods and services identified and cited, or comparable goods and services which the vendor can identify as being in accordance with the established specifications.

No statement in this policy shall be construed as preventing the board, or the superintendent when acting to fulfill the role of purchasing agent, from deviating from the provisions of this policy when specific circumstances are judged to warrant deviation from the policy provisions.

First Approval June 11, 1984

Final Approval July 9, 1984

0742.2 **Procedures**

The authority to make purchases for the school district by use of funds accrued through tax sources is vested in the superintendent. Purchases made by unauthorized persons will not be confirmed by issuance of a purchase order.

The superintendent will prepare, or will require employees to prepare, lists of items of regular supply and equipment for both educational and operational use, setting forth standards and specifications for materials and services and shall further require that all materials and services purchased conform to established standards and specifications.

The superintendent may delegate purchasing powers and the development of purchasing procedures to building administrators and to supervisors within the guidelines established by adoption of an approved budget and for specific funds which are placed under the supervision and direction of a building administrator or supervisor.

First Approval June 11, 1984

Final Approval July 9, 1984

79-441 District property; custody and care; duty of board.

0742.3 **Relations with Vendors**

Employees of the school district shall not extend favoritism to vendors of goods and services. All orders shall be placed on the basis of quality, price, and delivery. The quality of past service will be considered only when all other considerations are equal.

The district's employees shall not solicit funds or materials from vendors, however worthy the purpose of a solicitation.

Employees shall not endorse any product or service of any type or kind in such a manner as to imply endorsement of the product by the school district; if an employee, acting in a private capacity, chooses to endorse a product or service, any advertisement of the endorsement shall not identify the employee as an employee of the school district.

First Approval June 11, 1984

Final Approval July 9, 1984

0742.4 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 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$250,000 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 annual transactions 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 a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid.

4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

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
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 bid threshold established in the sponsor’s procurement policy statement is less than \$50,000, the smaller bid threshold will govern.)

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)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- 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)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.
- F. 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)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
 - Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]

- Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. Duties of Food Service Supervisor:

1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
3. To place and confirm orders with vendors or make plans to purchase the required items.
4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
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 develop a list of acceptable brands. (Multiple brands per bid item when possible.)
9. To conduct an in-house procurement review once per year.

First Approval June 12, 2017

Final Approval July 10, 2017

Amended September 10, 2018

Final Approval October 8, 2018

0743 Requisitions

The superintendent shall specify in writing the rules, regulations, and procedures to be followed in the requisition of goods and services and shall submit such rules, regulations, and procedures to the board for its review and action. Upon board approval, the superintendent shall notify district employees of the procedures to be followed in writing.

Procedures for the requisitioning of goods and services shall specify:

1. Procedures for requisitioning of goods and services available from district stores.
2. Procedures for requisitioning of goods and services from vendors when the goods or services requested are not available from district stores.
3. Procedures for requisitioning of goods and services from agencies which provide supplemental services to the school district; e.g., the educational service unit, the Nebraska Department of Education, or agencies which loan instructional equipment or materials including commercial vendors and libraries.

All requests for goods and services which cannot be filled from district stores require a written requisition and written authorization from the superintendent or personnel designated by the superintendent for approval of requisitions before such materials are ordered.

First Approval June 11, 1984

Final Approval July 9, 1984

Payments

0744 **Payments**

A list of bills to be paid shall be included in the agenda of each regular board meeting (0157).

First Approval June 11, 1984

Final Approval July 9, 1984

79-805 Board of education; meetings; publication of claims; penalty.

84-1411 Public meeting; notice; time; place; agenda.

0750 **Inventories**

An inventory of equipment shall be maintained. All non-consumable items shall be included in the inventory with the exception of fixtures. The equipment inventory shall be used to serve functions of both control and conservation.

An inventory of supplies shall be maintained, especially for supplies which are consumed over periods of time extending beyond a single fiscal year, for purposes of both control and conservation.

The superintendent is authorized to establish rules and regulations for the maintenance of inventories of equipment and supplies.

First Approval June 11, 1984

Final Approval July 9, 1984

79-441 District property; custody and care; duty of board.

0760 **Auxiliary Services**

The board of education reserves the right to authorize, establish and maintain such auxiliary services and non-instructional services it deems necessary.

First Approval June 11, 1984

Final Approval July 9, 1984

0761 **Food Services**

The operation of a food service program is considered to be an integral part of the total education program of the school district. The board affirms its intent to provide a food service program for the students of the district.

To implement the intent of the board, the superintendent shall prepare an annual plan for provision of food services and shall submit the plan to the board for its review and action. The annual plan for provisions of food services should be prepared by the superintendent with the assistance of the Food Services Manager.

In compliance with State and federal laws, a separate account shall be established to maintain records of receipts and expenditures of the food services program.

First Approval June 11, 1984

Final Approval July 9, 1984

79-4,141 School district; uniform system of accounting; duty of superintendent of public instruction to prescribe.

0762 **Transportation**

Within the limits prescribed by statute, the board of education shall establish for each fiscal year the transportation services to be provided by the school district.

To implement this policy, the superintendent shall prepare, for the board's review and action, an annual plan for the provision of transportation services. The superintendent, with the assistance of the Transportation Supervisor, shall prepare plans, rules and regulations which specify regular routes and services; conditions for special transportation services for school-related trips, exceptional children, nonresident students, and on profit private school students; procedures for emergencies and for safety; procedures for maintenance and protection against vandalism, and procedures for approval of the use of private vehicles for transportation of students or employees on school-related activities.

First Approval June 11, 1984

Final Approval July 9, 1984

19-3908 Municipality, county, qualified public-purpose organization; public transportation; powers; municipality or county; contract with school district; conditions.

43-607 Handicapped children; types of services to be furnished; transportation of children; reimbursement; special instruction.

79-485 Elementary pupils; transfer to another district; inapplicable to consolidated districts providing transportation.

79-486 et seq. Transportation of pupils.

0762.1 **Rates and Fees**

The superintendent shall develop, for the board's review and action, rates and fees structures. Such rates and fees structures may include, but are not limited to, nonresident rates, bus rental fees, mileage rates, transportation allowance, and other such rates and fees as the board may direct or the superintendent may propose to the board. The rates and fees structures shall be reviewed on an annual basis by the board.

First Approval June 11, 1984

Final Approval July 9, 1984

79-401 School district; body corporate; powers.

79-488.04 Pupils residing outside district; transportation; fees; cost of operation.

79-490 Pupils transportation allowance; payment, when authorized.

79-491 Pupils; transportation allowance claims; limitation upon action for recovery.

79-492 Pupils; transportation allowance; attendance at another school; residence with relatives; effect.

762.2 **Personnel Claims and Reimbursement**

The superintendent shall develop, for the board's review and action, rules, regulations, and procedures to govern the use of school-owned or privately-owned vehicles on school-related business within the State or out-of-state. After the board's review, action, and approval of said rules, regulations, and procedures, the superintendent shall provide written copies to the district's employees.

The superintendent may authorize the use of personal vehicles for school-related business and transportation provided that the person using the vehicle is properly licensed and has adequate liability and property damage coverage for the vehicle.

Reimbursement rates for use of privately-owned vehicles shall be specified on an annual basis.

First Approval June 11, 1984

Final Approval July 9, 1984

84-306.03 Claims against the State; mileage; rate; how computed; adjustments; application.

0762.3 **Bus Drivers**

School bus drivers are to be qualified and licensed as provided by law. Operation of school buses by persons other than qualified and licensed bus drivers is prohibited.

First Approval June 11, 1984

Final Approval July 9, 1984

79-488.06 Pupils; transportation buses; operator; annual examination; permit; hours of work; violation; penalty.

79-488.07 Pupils; transportation; buses; passengers safely carried; lap belts; operators wear.

79-489 Pupils; transportation; driver liability; policy; conditions; bond.

0762.4 **Safety Standards**

The superintendent, with the assistance of the Transportation Supervisor, shall develop rules, regulations, and procedures to govern the safe operation of school buses, district-owned vehicles, other vehicles used for school-related activities and business and the maintenance of said vehicles. Such rules, regulations, and procedures shall be submitted to the board in written form for the board's review and action. Rules, regulations, and procedures regarding safety of transporting vehicles shall be disseminated to employees, students, and parents and guardians through appropriate channels of communication.

Rules, regulations, and procedures which describe safety standards may include, but are not limited to desired and prohibited student behaviors, penalties for violations of safety rules, duties and responsibilities of district employees and students, student and parental rights and obligations, and others as deemed necessary.

First Approval June 11, 1984

Final Approval July 9, 1984

79-443 District board; schools; supervision and control.

79-486 et seq. Transportation of pupils.

0762.41 BUS SAFETY PROGRAM

The superintendent shall direct the preparation of a Safe Pupil Transportation Plan that, at a minimum, shall address weapons, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, and driver/passenger procedures in the event of mechanical breakdowns of the vehicle.

The superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The superintendent shall monitor the scheduling of in-service and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all in-service meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicles. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Pupil transportation operator procedures will include a prohibition against use of a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a pupil transportation vehicle which is in motion. Handheld wireless communication device means any device that provides for written communication between two or more parties and is capable of receiving, displaying, or transmitting written communication. Written communication includes, but is not limited to, a text message, an instant message, electronic mail, and Internet web sites.

Each pupil transportation vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

Pupil transportation vehicle drivers are required to attend each safety drill.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for pupil transportation vehicles. The superintendent

Bus Safety Program

shall develop a systematic preventive maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

First Approval January 13, 2014

Final Approval February 10, 2014

79-601 to 610 NDE Rule 91; 508.05 Emergency Plans; and Drills 905 Safety Program.

0762.5 **Safe Pupil Transportation Plan**

Bancroft-Rosalie Community Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. Weapons. Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of the situation ***if possible***. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.

B. Pull vehicle over to safe and secure area.

C. Confiscate weapon (if doing so does not jeopardize student or driver safety).

D. Give description of weapon and participating parties to dispatch.

E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. Pupil behavior. Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:

A. First seek to resolve incident through discussion with the student(s) involved.

B. Contact dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

C. Activate emergency flashers.

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.

3. Terrorist threats. A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch ***if possible***.

4. Severe weather. Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials and Unattended Items. Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch ***if possible***.
- F.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. Medical emergencies. Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. ***Only if necessary***, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle. Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area ***if possible***.
- B. Contact dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.

- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

12. Vehicle drivers of small vehicles on activity trips. The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event

of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.

13. Student Instruction. At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

14. Driver Capacity. To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

First Approval June 14, 2004

Final Approval July 12, 2004

Amended June 8, 2020

Final Approval July 13, 2020

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608

Title 92, Nebraska Administrative Code, Chapters 91 and 92

0762.6 Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers:

Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or
3. Reckless driving or willful reckless, within the immediate prior 20 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or the Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips:

Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or
3. Reckless driving or willful reckless, within the immediate prior 20 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or the Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles:

Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or the Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

First Approval June 14, 2004

Final Approval July 12, 2004

Legal Reference: 60-4182, 79-318, 79-602, 79-607, and 79-608.

Title 92, Nebraska Administrative Code, Chapter 91.

0763 **Educational Service Units- Designated Representative**

The Superintendent of Schools shall be the designated representative of this school district for purposes of indicating the approval or disapproval of the school district of proposals of core services offerings and the use of the property tax levy of the educational service unit of which the school district is a member.

First approval Nov. 15, 1999

Final Approval Dec. 13, 1999

LB 363, Laws of 1999

0770 **Buildings and Grounds**

The intent of the board is to provide school plants and facilities which are safe from hazards; sanitary; and properly equipped, lighted, and ventilated so as to be both aesthetically pleasing and conducive to the implementation of the educational programs offered by the school district.

The superintendent is charged with the responsibility for the care and maintenance of all school buildings and grounds and for the supervision of the custodial staff in the preparation and execution of adequate programs for such care and maintenance. The superintendent shall delegate, but retain authority for, these responsibilities to a person who shall be employed as a Buildings and Grounds Supervisor.

First Approval June 11, 1984

Final Approval July 9, 1984

79-440 Board of education; maintain schoolhouse;

79-441 District property; custody and care; duty of board.

0771 **Security**

Buildings and grounds are to be protected from fire hazards, intruders, abuse by employees or members of the public give permission to use or rent building and grounds, and the dangers of faulty equipment.

The superintendent, with the assistance of the Buildings and Grounds Supervisor and the building administrators, shall have the authority to establish administrative rules and regulations for the security of the district's buildings, grounds, and equipment.

First Approval June 11, 1984

Final Approval July 9, 1984

0772 **No Smoking Policy**

There will be no smoking in Bancroft-Rosalie Community School buildings.

First Approval August 14, 1989
First Amended April 8, 2002

Final Approval Sept. 11, 1989
Final Amended May 13, 2002

0773 **Trespassers**

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

First Approval August 13, 2007

Final Approval September 10, 2007

Legal Reference: Neb. Rev. Stat. 28-520 to 28-522

0774 **Safety Plan**

Bancroft-Rosalie Community Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent is designated as and shall serve as the primary liaison between emergency personnel and the District in the event of an incident. The Superintendent shall designate individuals within each building to serve as a liaison between emergency personnel and the District in the event of an incident. The Superintendent shall inform emergency personnel of the persons designated as liaisons.

The Superintendent shall ensure that emergency drills are conducted at least as often as required by law, including fire drills conducted at least once a month with one additional drill being conducted during the first 30 days of school, tornado drills conducted at least once during the first two weeks of school and at least once during the month of March, and bus evacuation drills conducted at least two times during the school year involving all students and appropriate staff.

The Superintendent shall ensure that, in the event of an emergency, the District has methods of communication to reach all internal and external stakeholders and that the District has a plan for public communication to gather, verify, coordinate, and disseminate information during an incident.

The Superintendent shall ensure that multi-hazard training is provided for specified employees in required areas to comply with local, state, and federal regulations, as well as non-required areas to improve safety within the District.

Safety Committee

A Safety Committee is hereby created. The Superintendent shall coordinate and maintain the Safety Committee. The Safety Committee will be made up of community stakeholders willing to serve on the Committee. The Board hopes that the following members of the community are willing to serve on the Safety Committee: parents, law enforcement and local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

The Safety Committee shall meet at least annually to review safety standards and protocols. The Safety Committee may designate subcommittees to report to the Safety Committee.

The Safety Committee shall:

- Prepare and communicate with local authorities (e.g., fire, police, rescue, emergency management personnel) at least annually. Such communications shall include collaborations with local authorities to identify and address safety and security issues.
- Consider, develop and implement guidelines for event and incident management. Such guidelines shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually.
- Consider, develop and implement standard response and practice procedures for emergency situations, such as lock downs, lock outs, evacuations and shelter. Such procedures shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually. Such procedures shall include a plan to identify and document crisis communication procedures with the following stakeholder groups: emergency responders, employees, students, parents/guardians, media, and others as needed. Such procedures shall also provide information to staff to empower staff to initiate protection actions, when appropriate.
- Take any reasonably necessary steps to ensure that the District is in compliance with all applicable fire and life safety codes.
- Take any reasonably necessary steps to ensure that the District has standardized and visible interior and exterior signage for emergency responders.
- Consider, develop and implement strategies and processes to assess observable, positive relationships between students and employees and students and other students.
- Consider, develop and implement strategies and processes to create a respectful, positive, and safe environment conducive to learning.
- Consider, develop and implement procedures to monitor school safety and security protocols for off-campus school sponsored events.
- Consider, develop and implement a student assistance process where problem solving can occur and intervention strategies are recommended and implemented.
- Consider, develop and implement a plan for behavioral threat assessments and conducting threat assessment protocols using trained staff.
- Consider, develop and implement safety and security procedures to monitor before and after-school activities, including other facility users.
- Identify mental health resources and use such resources when appropriate.
- Ensure that procedures are in place that require all District employees to participate annually in at least one hour of suicide prevention training.
- Ensure that all school buildings have designated multiple evacuation assembly locations for each building, and that staff and students within each building are aware of said locations.
- Review the District's bullying policy and student dating violence policy at least annually and recommend to the Board any proposed changes to the District's bullying policy and/or student dating violence policy.

- Consider, develop and implement a protocol for an annual inventory of all chemicals (e.g., classrooms, custodial, buildings, grounds), proper storage, and disposal of unused or outdated chemicals.
 - Ensure that the District maintains immunization records for all students and uses the data for health and safety of students, when appropriate.
 - Conduct a District-wide safety and security self-assessment for each building.
 - Conduct a safety audit on an annual basis.
 - Review at least annually the District's policies and protocols on active supervision throughout school buildings and campus and recommend any changes in policies or protocols to the Board.
 - Review at least annually the District's policies and protocols on security and visitors (including visitors in specialized areas, such as prekindergarten areas, playgrounds, science labs, and so forth) in school buildings, and compare the District's policies and protocols with guidance issued by the Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA), and recommend any changes in policies or protocols to the Board.
 - Conduct a performance review of emergency drills and suggest any changes, when appropriate.
 - For any safety and security procedures or protocols, review said procedures and protocols to ensure that such procedures and protocols accommodate individuals with special needs.
 - Consider, develop and implement procedures supporting academic, physical, operational and psychological/emotional aspects of an incident, after an incident occurs. Such procedures shall ensure that students and employees are supported and given an opportunity to address psychological and emotional health needs after an incident. Such procedures shall also ensure that resource requests and management of the incident be conducted in a way that supports the psychological and emotional needs of students and staff after an incident. The Committee shall explore mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas, and make any recommendations to the Board.
 - Adopt and maintain an effective written Injury Prevention Program for the District.
- The Safety Committee shall maintain documentation of its compliance with this policy.

First Approval March 13, 2017 Final Approval April 10, 2017

Legal Reference: Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 10, Rule 10 Accreditation of Schools, 011.01b, c, d, e, f, g (Seclusion and Restraints, Bullying, Dating Violence);
79-2,137 (Bullying);
79-2,138 to 79-2,142 (Dating Violence);
79-2,146 (Suicide Awareness, 2015-2016); Criminal Code Sec. 28-318 (Sexual Harassment); Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 11, Rule 11 Accreditation of Schools, 004.11g (Pre-K CPR and First Aid) Neb. Rev. Stat. §§ 48-443 to 48-445

0780 **New Construction**

The board recognizes as one of its major responsibilities the duty to assess the need of, to plan for, and to make necessary arrangements for the construction of new buildings to house the educational programs of the district.

First Approval June 11, 1984

Final Approval July 9, 1984

79-401 School district; body corporate; powers

79-440 Board of education; maintain schoolhouse.

0781 **Determination of Need**

In its consideration of the need for new construction, the board will review on an annual basis its actual projected educational programs, enrollment forecasts, the state of existing buildings, and such other factors as may be determined by the board. The board shall seek an optimum balance between the housing needs of the district's educational programs and the district's ability to fund new construction.

In determining the extent of new construction, the board shall seek to serve both short-range and long-range needs of the district and shall plan expenditures so as to provide benefits for the district for both present and future needs.

The board reserves the right to authorize the conduct of a special study of the district's building needs whenever, in the board's judgment, such a study is warranted.

First Approval June 11, 1984

Final Approval July 9, 1984

0781.1 **Site Development**

The board shall acquire and purchase such land and real estate as required to meet the needs of the district's educational programs.

The board shall obtain maximum benefit for the district through judicious selection of land which is expressly suitable for the location of educational programs, free from potential hazards, and situated in attractive surroundings where landscaping may add beauty and dignity to the setting.

First Approval June 11, 1984

Final Approval July 9, 1984

0782.2 **Administrative and Legal Services**

The board, upon the recommendation of the superintendent, may designate individuals to be responsible for the general management of long-range construction programs and for the administration of individual projects.

The board shall seek the advice and counsel of the school attorney and other legal services, e.g., a bond attorney, in the general process of new construction and may make provisions for other legal services as it deems necessary to protect the district and its operation.

First Approval June 11, 1984

Final Approval July 9, 1984

0783 **Relations with the Public**

The board intends to solicit information, advice, and opinions from the public and also to provide information to the public on all matters pertaining to new construction, except in those instances where statute or circumstances support the board's decisions to withhold information, such as on plans to purchase real estate or figures supplied in sealed bids.

The board recognizes the need for the public's cooperation with and support of the district's programs, including new construction, and recognizes that such support is based, in part, upon the board's willingness and actions to involve the internal and external publics of the district in matters pertaining to the district (0620, 0630).

First Approval June 11, 1984

Final Approval July 9, 1984

84-1410 Closed session; when; purpose; reasons listed; vote to hold closed session; recorded; right to challenge; procedure.

0783.1 **Public Ceremonies**

The board may conduct public hearings on the need for new construction, public meetings to report on preliminary designs for new construction or for the opening of bids, or public ceremonies for ground-breaking and dedication of new facilities.

First Approval June 11, 1984

Final Approval July 9, 1984

0784 **Relations with Other Governmental Units**

The board, when new construction is planned, shall seek to inform other governmental units and, whenever possible, shall cooperate with other governmental units in planning facilities to meet community needs.

The board shall comply with all standards, statutes, codes, and regulations of local, county, state, and federal agencies insofar as such standards, statutes, codes, and regulations pertain to new construction designed to house the educational programs of the district.

First Approval June 11, 1984

Final Approval July 9, 1984

0784.1 **Municipal Improvements**

The board will not sign any petition for pavement, sewer, water, or other public improvements or agree to same unless a majority of the other parties involved have previously signed such petition.

First Approval June 11, 194

Final Approval July 9, 1984

Design

0785 **Design**

The board shall solicit designs for new construction which conform to educational standards, meet program needs, comply with health and safety codes, are aesthetically pleasing, and meet the community's expectations for public buildings.

First Approval June 11, 1984

Final Approval July 9, 1984

0785.1 **Specifications**

The board shall have drawn, shall review, and shall approve or reject all drawings and specifications for new construction, equipment, and furnishings.

The board may delegate to the superintendent the responsibility for development of specifications for material, equipment, and furnishings or the responsibility to direct the development of any and all such specifications.

First Approval June 11, 1984

Final Approval July 9, 1984

79-401 School district; body corporate; powers.

0786 **Financing**

The board shall be responsible for determining methods for financing of new construction. In its deliberations to determine methods for financing new construction, the board shall review bonded indebtedness, debt limitations prescribed by law, provisions pertaining to issuance of new bonds, availability of short-term borrowing, accumulated deposits in district funds designated for purposes of capital improvements and new construction, and the availability of monies within the general fund of the district.

The board may employ consultant help for identification of alternate procedures and methods of financing.

First Approval June 11, 1984

Final Approval July 9, 1984

79-422 Schoolhouse; erection or improvement; equipment; special tax.

79-423 Schoolhouse; erection or improvement; submission to voters.

79-424 Schoolhouse; erection or improvement; vote required to approve.

79-425 Schoolhouse; erection or improvement; tax fund; limitation upon use; investment.

0786.1 **Determination of Costs**

The board shall seek to obtain specific figures on costs throughout the general process of new construction. The board shall obtain preliminary estimates on materials, goods, and services for its review and also shall obtain and approve final estimates. During the period of construction, the board shall have the superintendent obtain periodic computations on costs and production schedules and report such information to the board.

Prior to board approval and acceptance of new construction, when a project is finished, the board shall be provided with a final computation of all costs for its review and action.

First Approval June 11, 1984

Final Approval July 9, 1984

0786.2 **Bond Elections**

The board may appoint the superintendent or select other individuals to plan, organize, and conduct bond elections which may be required to finance new construction.

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Final Approval July 9, 1984

79-422 Schoolhouse; erection or improvement; equipment; special tax.

0786.3 **Payments**

The board shall authorize payments to architects, engineers, contractors and other individuals providing goods and services according to the terms of contracts issued by the board.

Contracts shall include specified dates for, and amounts of, payments. Payments shall be made on a periodic basis and shall allow for adjustments and corrections as approved by the board.

Final payments on all contracts shall be made only after the board has accepted all work specified in contracts let; e.g., the final payment to contractors will be made only after the new construction has been accepted by the board.

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0787 **Contracting**

The board may authorize the superintendent to supervise the letting of bids for goods and services related to new construction. The process of bid letting shall provide for:

1. advertisements and solicitations for bids.
2. the provision of plans and specifications to prospective bidders.
3. adequate time for the preparation of bids.
4. a requirement of deposits by bidders.
5. the receipt and opening of bids.
6. means to determine the qualifications of bidders.
7. the withdrawal of bids within the parameters stipulated by the board.
8. the awarding of contracts.

The board shall review and approve or reject all contracts, change orders, guarantees, surety bonds, insurance policies, workmen's protection clauses and contacts, and any other provisions for materials, goods, and services.

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Final Approval July 9, 1984

73-010 et seq. Public lettings.

79-401 School district; body corporate; powers.

0787.1 **Supervision**

The superintendent of schools shall serve as the supervisor for new construction. The superintendent shall have the authority to require that all reports, requests, and communications from architects, engineers, contractors, attorneys, and other suppliers of materials, goods, services, equipment, and furnishings be submitted to the superintendent for transmittal to the board.

The board shall require each firm, agency, supplier, and business providing material, goods, and services to designate one individual to serve as the spokesperson shall submit records, reports, and other documents to the superintendent for transmittal to the board.

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0787.2 **Records and Reports**

The board shall require periodic reports on the progress of new construction and shall include in all contracts a provision that the board shall be furnished upon request, within three workdays, reports and records from any and all businesses or persons providing material, goods, and services to the district.

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0787.3 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

6. 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.
7. 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.
8. 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.

Amended July 13, 2015
First Approval August 13, 2007

Final Approval August 10, 2015
Final Approval September 10, 2007

Neb. Rev. Stat. 52-118; 73-101 *et seq.*; 73-106; 81-34

0787.4 **Facilities - Performance, Labor and Material 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 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.

First Approval August 13, 2007

Final Approval Sept. 10, 2007

Neb. Rev. Stat. 52-118

0788 **Occupying**

The board shall authorize the superintendent to develop plans for the occupying of new construction and shall review and adopt, or amend and adopt, these plans. Such plans may include, but are not limited to:

1. Provisions for training professional and classified employees of the district in the district in the handling and use of new equipment and furnishings.
2. Thorough inspection of the completed project by the architect, superintendent, other administrators, and members of the board of education.
3. Formal acceptance of the completed project after the project has been inspected and after all records, reports, and documents related to the construction project have been filed with the superintendent.
4. Provisions for assembling and preservation of important records and documents pertaining to the project.
5. Dedication of the project, including suitable recording of the names of board members, administrators, architects, engineers, and contractors involved in completion of the new construction.

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0790 **Audits**

An independent audit of all school accounts, including activity fund accounts, shall be made annually under the direction of a public accountant or certified public accountant appointed by the board (0136). A copy of the independent audit shall become a part of the board's official records and shall be filed with the State Commissioner of Education and with the Auditor of Public Accounts on or before November 15, in compliance with statute.

The County Treasurer's books shall be audited by a certified public accountant at school district expense as the board deems necessary.

First Approval June 11, 1984

Final Approval July 9, 1984

79-546 Class II, III, IV, V and VI districts; audit; rules and regulations.

