

801.1 Planning the Budget

The following are the budget date guidelines to be used by the Pleasanton Public School.

July/August Prepare the budget

By September 5 - Suggested date to publish, post or mail notice of budget hearing with summary of the budget statement, at least five days prior to the hearing.

By September 20 - Latest date to adopt the budget, and file with the County Clerk, Auditor of Public Accounts, and State Department of Education.

801.2 Preparation of Document

The Superintendent shall annually present to the Board of Education a proposed budget for school expenditures for the next fiscal year. The Board shall modify such budget as it deems best at a meeting(s) prior to the annual budget hearing, and shall adopt the budget, amended as necessary, at the advertised budget hearing after the budget has been published as required by law.

801.3 Requirements of Document

The budget shall contain the following information (as required by law):

1. For the immediate prior fiscal year, the budgeted revenue and expenditures from all sources, separately stated as to source, and for each fund the budgeted unencumbered cash balance of such fund at the beginning of each fiscal year.
2. For the current fiscal year, the budgeted revenue and expenditures, from all sources, separately stated as to each such source, and for each fund the budgeted unencumbered cash balance of such fund at the beginning of the year. Such statement shall contain the cash reserve for each such fund for each fiscal year. Such cash reserve projections shall be based upon actual experience of prior years. The cash reserve shall not exceed fifty per cent of the total budget adopted for such fund, exclusive of capital outlay items.
3. For the immediate ensuing fiscal year, an estimate of revenue from all sources, other than revenue to be received from taxation, and separately stated as to each such source, to be allocated to each of the several funds, and for each fund actual or estimated unencumbered cash balances, whichever is applicable to be available at the beginning of the year, amounts proposed to be expended during the year plus the amount of cash reserve, based on actual experience of prior years, which cash reserve shall not exceed fifty per cent of the total budget adopted exclusive of outlay items.

801.4 Publication of the Budget

The proposed publication date of the budget shall be at least five days before the budget hearing as required by law.

801.5 Public Review of the Budget

The budget shall be formally reviewed at the Budget Hearing.

Informal review of the budget is available at the Superintendent's office within five days of the Budget Hearing or anytime thereafter.

801.6 Budget Adoption by the Board

After a hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be reviewed from taxation shall be certified to the levying board after the proposed budget statement is adopted, or is amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within twenty days after its adoption in the manner provided in this section, but without provision for a hearing, setting forth the items changed and the reasons for such changes.

801.7 Budget as a Spending Plan

The Board of Education places the responsibility for administering the operating budget, once adopted, with the Superintendent. In order to allow the superintendent to administer and control the budget in an effective and efficient manner, the following guidelines shall be used:

1. All actions of the Superintendent of delegated employees of the district in executing the programs and/or activities as set forth in the adopted operating budget, are authorized to implement all such programs and/or activities, subject, however, to continuous review by the Board, and further limited to other provisions set forth by the Board of Education.
2. All purchases will be conducted using a process of written or computer generated purchase orders to be authorized by the superintendent or his/her designee. Authorization consists of the superintendent or his/her designee's signature upon the purchase order.
3. Listings of expenditures for supplies, materials, and services, are listed monthly for approval as claims by the Board of Education.
4. Some local vendors authorize open charge accounts with the school district. Purchases from these vendors of less than \$50 will not require written purchase

orders. Authorization for these purchases must be received by the employee in advance from the superintendent of his/her designee. Purchases of these types must be documented by a sales receipt signed by the employee and forwarded to the superintendent.

5. No employee of the district may obligate district funds for any purchase or service without prior approval by the superintendent of his/her designee. Failure to gain prior approval for purchases or services will result in the employee being held personally liable for the dollar amount of the purchase or service plus any interest accrued.

801.8 Inactive Account Funds

The Pleasanton Board of Education may have accounts other than those provided in the yearly budget as allowed by law. These accounts may include, but not limited to:

- a. Building Fund Account
- b. Unemployment Account
- c. Sinking Fund
- d. Bus or Transportation Account
- e. Bonded Indebtedness Fund
- f. Activity Account
- g. Lunch Account
- h. Special Accounts approved by the Board for school organizations. (Band, Athletic, Speech, etc.)

801.9 Financial Accounting System

The accounting system used shall conform with the requirements of the State Department of Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

In addition to regular audits performed by the State Auditors office and by state and federal officials in relationship to specialized projects of this district, the books and accounts of the district shall be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements. The certified public accountant shall be selected by the Board of Education and shall perform the audit annually at the close of each fiscal year, or after August 31st.

The audit when completed shall be presented to the Board.

It shall be the policy of this Board that the books and financial records shall be completely open to all parties with cause for review and examination.

802.1 Local, State, and Federal

Local tax revenues are in the form of a levy in taxable property in each school district. When a local school board determines its revenue needs, it certifies the amount to the levying authority in each of the counties in which the district is located. The county levying authorities then tax the appropriate taxable property for the school district. 23-925

State Revenues: The Constitution of Nebraska specifies that proceeds and income from certain public lands and public property shall be used for common purposes. These include state proceeds from land sales or lease, in sections sixteen and thirty-six in each township, and proceeds of land or property obtained by the state through escheat or forfeiture. Neb. Const., 79-1,332; 79-1,333; 79-4,160

Allocation of the funds under the School Foundation and Equalization Act is made according to formulas that consider the following factors:

- (1) Increase in average daily membership over previous year,
- (2) The level of each pupil in school,
- (3) Minimum required levels of local taxation,
- (4) Per pupil amounts available for the education of pupils in each of various grade levels,
- (5) Population density,
- (6) Availability of programs for gifted and deprived children,
- (7) Education level of the faculty, and
- (8) Availability of summer school programs. When there is inadequate money appropriated to carry out these forms of aid, a proportionate reduction is made in the amount paid to each district subject to certain exceptions. 791,333.01; 79-1,334 through 79-1,337; 79-1,342 to 79-1,344.

Federal Funds: The federal government provides financial aid in an attempt to alleviate various kinds of educational problems. The school shall attempt to receive funds for the various programs for which it qualifies.

802.2 Tuition Fees:

The Pleasanton Board of Education shall set the non-resident fees of children attending the Pleasanton School on an annual basis.

802.3 Educational Material Fee

The administration and/or the Board of Education may set fees for certain classes if the need should arise.

802.4 Use of School Property

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

1. Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

2. Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.

- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public.
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff is not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon.

Leases of school facilities require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- b. Tax-supported agencies such as educational entities or units of city, county or state government.
- c. Nonprofit community agencies such as private educational agencies.
- d. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.
- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
 - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.
 - ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
 - iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. An accepted application may be withdrawn by the Applicant, subject to approval of the Superintendent or the Superintendent's designee. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburses the District for any expense the District has incurred.

3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
 - i. Comply with all local, state and federal laws, including health and fire codes.
 - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
 - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.

- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.

- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
 - i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
 - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.
 - iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
 - iv. Possesses a firearm or a weapon.
 - v. Engages in disorderly, lewd, or lascivious conduct.
 - vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related

purpose.

- d. Condition of Premises. Applicant agrees to:
- i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
 - ii. Not use or allow any school equipment to be used without express approval of school administration.
 - iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
 - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
 - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
 - vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
 - vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
 - viii. Not cause or allow others to cause damage to school facilities or equipment.
 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
 - ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean up.
 - x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.

- e. Financial Responsibility. Applicant agrees to:
 - i. Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.
 - ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
 - iii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.

4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use and for clean up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- f. Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when determined to be

needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- a. A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- b. A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

Date of Adoption: July, 2008

802.5 Sale of Bonds

The Board of Education may issue bonds for the following purposes:

1. Retiring registered warrants,
2. Acquiring sites for schools or teacherages,

3. Acquiring schools or teacherages,
4. Building, adding to, or repairing schools or teacherages, and
5. Furnishing schools or teacherages.

Bond issues must be submitted to voters in a state primary or general election and must be approved by a majority of voting electors. There are publishing and notice requirements. If a bond issue is defeated it may not be resubmitted for six months.

Technical requirements of bond sales are specified by law.

802.6 Investments

The school district shall invest any excess funds in the local bank, or other institution approved by the board, at the highest rate of interest and terms possible.

802.7 Gifts, Grants, and Bequests

The Pleasanton School shall accept gifts, grants, and bequests with the approval of the Board of Education.

802.8 Depository of Funds

Each school board shall deposit its funds in one or more banks located within its district that the school board designates as its official depository or depositories. No deposits of school funds may be made in a bank in excess of the amount insured by the Federal Deposit Insurance Corporation, unless the bank provides sufficient security described in statute. Deposits in more than one bank must be prorated on the basis of paid-up capital stock. All deposits shall be subject to payment on check when demanded by the school district.

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Expenditures

803.1 Purchasing Policy

The Superintendent of Schools shall have supervision of school purchasing and shall be authorized to issue purchase orders on his/her own authority in accordance with the previously adopted budget of the Board of Education for the fiscal year.

The Superintendent shall be authorized to maintain a miscellaneous fund account for the purpose of facilitating refunds, for payment of freight, payment of advance registrations, and the making of minor purchases. This shall be a revolving fund, which shall be itemized and reimbursed monthly from the general fund of the school district.

803.2 Requisitions

All requests for purchases shall be made through the Superintendent or his/her designee. Requests for purchases shall be made on the purchase order forms provided by the school or on computer generated purchase orders.

803.3 Purchase Orders

All purchases will be conducted using a process of written purchase orders to be authorized by the superintendent or his/her designee. Authorization consists of the superintendent's or his/her designee's signature upon the purchase order.

Failure by an employee to use duly authorized purchase orders will result in either cancellation of the purchase or if that proves impossible, the employee being held personally liable for the dollar amount of the purchase.

Some local vendors authorize open charge accounts with the school district. Purchases from these vendors may be authorized by the superintendent. Purchases of these types must be documented by a sales receipt signed by the employee and forwarded to the superintendents upon completion of the purchase.

803.4 Receiving Supplies

When supplies are received the superintendent or his/her designee shall check the supplies against the packing slip and the purchase order and make note of any missing or damaged supplies.

803.5 Approval and Payment

All bills shall be submitted to the Board of Education at a monthly or special meeting for their approval. Only after the approval of the bills by the Board of Education will bills be paid from the general fund.

803.6 Unpaid Warrants

A school board may issue warrants to cover unforeseen shortages of revenue or unforeseen emergency expenditures. There must be a public hearing with required notice by publication in a newspaper of general circulation. Warrants shall be paid the next fiscal year from taxes levied therefore.

803.7 Payroll Periods

The payroll period for the Pleasanton School shall be on the 15th (fifteenth) of each month starting in September of each year.

803.8 Payroll Deductions

School districts shall deduct the appropriate amounts for Social Security from the wages of its employees when paid. All monies thus collected shall be paid into the Contribution Fund of the State of Nebraska.

Any teacher or administrator employed by a school district who voluntarily participates in a professional or labor organization may authorize the withholding from his/her wages of an amount to be paid to the professional or labor organization. The school district shall make such deductions each month or pay period and pay the amount deducted to such professional or labor organization. The school district may charge an amount not to exceed the actual cost incurred by the school district for making such deductions.

803.9 Travel Allowance

Travel allowance may be paid in accordance with guidelines established by the Board of Education.

804.1 Secretary's Monthly Report

The board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such other financial records as may be determined necessary by the Board or administration shall be presented periodically.

The accounting system used shall conform with the requirements of the State Department of Education and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

804.2 Treasurer's Annual Report

The treasurer's annual report shall be given annually at the budget hearing. The report shall show the estimated expenditures and receipts for the preceding school year, and the estimated cash on hand.

804.3 Audits

In addition to regular audits performed by the State Auditors office and by state and federal officials in relationship to specialized projects of this district, the books and accounts of the district shall be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements. The certified public accountant shall be selected by the Board and shall perform the audit annually at the close of each fiscal year.

805.1 Board of Education Records

All records of the Board of Education shall be kept in the school office, and are open to the public.

805.2 Personnel Records

The privacy of and access to teacher records kept by the school district are covered by state law. The statute provides access to personal files for any full-time employee of a public school district. The statute also provides an employee the right to authorize others to have access and to respond in writing to any item in the their file. (Access and response rights do not apply to letters of recommendation solicited by the employer.)

No other person, except other school officials performing personnel functions, can have access to the personal files of employees and no contents of such files can be divulged to unauthorized persons.

805.21 Social Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of use more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for District meetings.
 - d. In files with unrestricted access within the District.
 - e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number District for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's coworkers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Full implementation of this Policy shall occur by September 1, 2008.

Legal Reference: Laws 2007, LB 674
 5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: Sept., 2007

805.3 Student Records

State law provides for access to a student's records by the student, the student's parent or guardian, teachers, counselors, and school administrators. The statute denies access to all other persons and forbids the release of any information kept in school, except to authorized persons, including certain state and federal officials. In addition, the statute requires that academic and nonacademic records be kept separate (or at least separable) and that nonacademic records can be destroyed upon the student's graduation or within three years after the student terminates attendance.

805.4 Bonds

The school district shall provide a suitable bond for all employees who are routinely in contact with funds or who are responsible for the accumulation and/or dissemination of monies of the school district.

The designated treasurer of this district shall within ten days after his/her appointment or election execute to the county and file with the secretary a bond of not less than \$500 or in any instance nor more that double the amount of money to come into his/her hands as treasurer at any one time.

805.5 Inventory Records

The Superintendent of schools through the use of appropriate staff, shall be responsible for maintaining an accurate inventory of materials and equipment in the school system.

805.6 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.

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

Neb. Rev. Stat. " 84-1201 to 84-1227

Laws 2010, LB 742

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts (Feb. 1989)

Schedule 24: Local Agencies General Records (March 2005)

Electronic Imaging Guidelines (March 2003)

Date of Adoption: August 2015

805.7 NCLB

It is the policy of the District to comply with the NCLB 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 NCLB 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. NCLB 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 NCLB programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the NCLB 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. 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 NCLB and specific NCLB grant programs in which the District participates.

Legal Reference: NCLB

Date of Adoption: July, 2011

805.8 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 Pleasanton Public School 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.

806.1 Insurance Program

The Board of Education shall purchase insurance coverage against all major exposures that might result in loss to the District including, but not limited to the following:

- a. Fire, extended coverage and vandalism coverage.
- b. General liability insurance.
- c. Auto and bus insurance.
- d. Catastrophe insurance.
- e. Workman's compensation insurance.
- f. Errors and omissions insurance.
- g. Unemployment
- h. Boiler insurance
- i. Medical insurance

806.2 Periodic Review

Insurance coverage of the Pleasanton Public School shall be reviewed by the Board on an annual basis.

