

ARTICLE 3: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Concept and Role in Business and Non-Instructional Operations

Business Management Philosophy

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The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of a district's purposes can best be achieved through excellent fiscal management. Further, the board of education recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustees of local, state, and federal funds allocated for use in public education, the board of education will be diligent in fulfilling its responsibility to see that these funds are used wisely for achievement of purposes for which they are allocated.

It is essential that the district takes specific action to make sure education remains the central focus and the fiscal matters are ancillary and contribute to the educational program. This concept shall be incorporated into the board of education operations and to all aspects of district management and operation.

Utilizing school district resources and with careful fiscal management, the board of education seeks to achieve the following goals:

- I. To involve the staff and community in advance planning and in the development of budgets. These budgets shall serve to guide in the expenditure of money, so as to achieve the greatest educational returns and greatest contributions to the educational programs in relation to the dollars expended.
- II. To establish levels of funding which will provide high quality education for the district's students.
- III. To use the best available techniques for budget development and budget management.
- IV. To provide timely and appropriate information to all staff with fiscal management responsibility.
- V. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

- VI. To take into consideration all possible procedures in operation and planning which will lead to conservation of resources.
- VII. To maintain sufficient reserve funds in established accounts to insure continuous operations without borrowing monies and to plan budgets that take into consideration anticipated major expenditures without the need for periodic, onetime, major levy increases.
- VIII. To insure that district surplus or reserve monies are continuously invested in secure funds or with pledges.

Legal Reference: §79-1084 Board of Education, Budget,
Tax, Levy.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

BUDGET/BUDGET SYSTEM

The board of education regards the annual budget as the district's spending plan and expects that it will be designed on accurate, up-to-date revenue estimates. The anticipated expenses will reflect assessed needs and programs approved by the board of education. Where appropriate, replacement schedules for building improvements and the acquisition of major equipment items will be developed and utilized.

The superintendent of schools shall: (1) Construct an annual budget, adhering to procedures and time lines prescribed by the State Department of Education and the State Auditor's Office. (2) Design a budget calendar which includes board of education and administrative planning sessions and workshops (ordinarily, the first planning session for the ensuing year's budget will be in April), (3) Establish deadlines for submission of teacher requisitions, building budgets, and initial purchasing of instruction materials, and culminates with a public hearing which usually will be held in conjunction with the regular August board meeting. The district's fiscal year shall run from September 1 through August 31. Refer to AR-3105, Budget Time-Line Procedures.

It is expected that all administrators, faculty, and staff will participate in the budget building process by assessing needs and submitting budget requests and requisitions in a timely manner.

Fund balances and General Fund line account expenditures will be reviewed by the board of education at each month's regular board meeting. Deficit expenditures in any General Fund accounts must be approved by the superintendent of schools and reported to the board of education at the monthly meeting. Subject to the board of education's approval, inter-fund transfers shall be allowed during the school year to compensate for fluctuations in revenue, except that funds shall not be borrowed from the debt service (Bond Fund).

Legal Reference:	\$13-504	Budget Statement, Contents, Corrections, Cash Reserve, Limitations.
	\$13-505	Budget Statement, Estimated Expenditures, Estimated Income, Estimated Reimbursements.
	\$13-506	Budget Statement, Notices, Hearings, Adoption, Certify To Board, Exceptions.

\$13-508	Statement for Reimbursement of Property Taxes, Budget Statement, Final Adjusted Budget.
\$79-1091	Fiscal Year.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

The board of education authorizes the establishment of any of the following special funds:

- I. Building or Site Fund. This fund may be used to acquire sites for school buildings, purchasing existing buildings for use as school buildings, including sites upon which future school buildings may be located, for the erection, alteration, equipping, or furnishing of school buildings, for the additions to school buildings for elementary and secondary grades, for any capital outlay expenditure as defined and set forth by the Nebraska statutes by the Nebraska statutes, and for no other purpose. The tax levy limit for this fund shall be restricted as set forth by Nebraska Statutes §79-10,120 or §79-1098.
- II. Hazardous Material Abatement/Handicapped Accessibility Fund. This fund may be used for the removal of environmental hazards and the reduction or elimination of accessibility barriers in the school district. The tax levy limit for this fund shall be restricted as set forth by Nebraska Statute §79-10,110.
- III. Employee Benefit Fund. This fund shall be used to establish reserve General Fund money for the benefit of school district employees for unemployment compensation, early retirement, health insurance deductibles, etc. This fund shall be considered as a component of the General Fund.
- IV. Depreciation Fund. This fund shall be used to facilitate the eventual purchase of any costly capital outlay by reserving money from the General Fund. Money in this fund shall be restricted as part of the Allowable Reserve by the Tax Equity and Educational Opportunities Support Act or by similar legislation. This fund shall be considered as a component of the General Fund.
- V. Contingency Fund. This fund shall be used to assist the school district to fund any uninsured losses and legal fees. Expenditures in this fund shall not exceed five percent of the total budgeted General Fund expenditures of the school district. Money in this fund shall be restricted as part of the Allowable Reserve by the Tax Equity and Educational Opportunities Support Act or by similar legislation.
- VI. Activities Fund. This fund shall be used to finance operations of quasi-independent student organizations, inter-school athletics, and other self-supporting or partially self-supporting school activities not a part of any other fund. The Activity Fund shall not be used to record general

operation revenues or expenditures, nor shall the activity fund be used as a clearing account for the General Fund.

The superintendent of schools is authorized to divide the Activities Fund into more than one account to allocate portions of this fund for different purposes. All activities must receive prior approval of the board of education. Since school activities are a responsibility of the school district any deficits incurred shall be paid from the General Fund. However, any payments from the General Fund to the Activity Fund must have prior approval of the board of education.

VII. School Lunch Fund. This fund shall be used to accommodate the financial activities of the school district's Child Nutrition Programs. Any deficits incurred in the School Lunch Fund shall be paid from the General Fund. However, any payments from the General Fund to the School Lunch Fund must have prior approval of the board of education.

VIII. Bond Fund. The bond fund shall be used to record tax receipts and payment of bond principal and interest. If the fund balance is not sufficient to meet interest or bond retirement payments from the Bond Fund, the General Fund shall be used for these payments. However, any payments from the General Fund to the Bond Fund must have prior approval of the board of education. Revenue from a levy to retire school district bonds shall be retained by the county treasurer, the financial institution serving as a fiscal agent, or by the school district.

Annually, prior to placing money in any of these funds or prior to the expenditure of money from these funds, except for the Activity Fund, a budget of expenditures and receipts shall be developed by the superintendent of schools.

Legal Reference:	\$79-547.04	Fund for Sites and Buildings, Levy of Taxes.
	\$79-10,110	Environmental Hazards, Local School Board Powers and Duties, Tax Levy Authorization, Amended by LB- 1001 in 1992.

The board of education shall require warrants written on the school district's funds to bear signatures as follows:

FUND OR ACCOUNT	PRES.	SECRE.	TREAS.	SUPT.	PRINC.
General Fund					
Building Fund	Required	Required			
Bldg. Fund Savings	Required	Required			
Depreciation Fund	Required		Required		
Dist. Flex Plan IRS Sect. 125					
Dist. Lunch Fund					
Activity Fund				Supt. or Princ.	
Petty Cash Account	Pres., Treas., Supt., or Princ.				

All general fund warrants shall require three signatures-all board members are eligible to sign general fund checks/warrants. All depreciation funds, building funds, and building fund savings warrants shall require two signatures, the board of education's president and secretary. The board of education's vice-president may sign district warrants in the absence of the president.

The board of education authorizes the superintendent of schools to sign warrants drawn on the school district's flex plan fund and the lunch fund. The superintendent of schools and school principals are authorized to sign warrants written on the school district's activity fund.

Either the board of education's president, treasurer, superintendent of schools, or the school principal are authorized to sign warrants drawn on the petty cash account. The petty cash account shall be a part of the school district general fund account.

When the establishment of additional funds are authorized, the board of education shall designate who may sign warrants to draw money from these accounts.

Refer to Bylaws 8205, President, and 8215, Secretary.

Policy Adopted: November 9, 1998
Policy Revised: December 8, 2010

INCOME

Property Sales and Rental

3205

Subject to the approval of the board of education, the superintendent of schools is authorized to conduct periodic sales of surplus, worn, or obsolete texts, equipment, and vehicles. If items can not be sold, they may be disposed of by a method established at the discretion of the board of education. Proceeds from such sales will be deposited in the General Fund, Non-Programmed Revenue Account.

The board of education will adopt a rate schedule for the rental of school facilities. Vehicles, maintenance, and instructional equipment will not be rented nor loaned to non-school related individuals or groups.

Legal Reference:	\$79-10,114	Disposal of Property (Requires
		affirmative vote of the
		board of education.
	\$79-4,142	Schoolhouse, Use for Public,
		Rental.
	\$79-606	Sale of School Bus.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

Prior to the beginning of each fiscal year, the board of education will designate a depository within the school district for all school funds, said depository being a financial institution whose deposits are insured by the FDIC or FSLIC and can pledge securities supported by the U.S. Government for deposits in excess of FDIC/FSLIC coverage.

All district receipts shall be deposited as soon as possible in interest-bearing accounts, and any idle funds will be invested in securities insured by the U.S. Government.

When necessary, the superintendent of schools is authorized to contract with fiscal agents to manage a tax-anticipation-note program. Such action shall require the formal approval of the board of education.

Legal Reference:	\$77-2350	School District, Deposit in Banks.
	\$77-2351	School District, Deposit in Banks, Payment on Demand Required.
	\$79-1070	Power to Borrow Money, Conditions, Authorization to Accept Loans from State or Federal Government.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

EXPENDITURES AND SPENDING AUTHORITY

DEFINITION OF TERMS

For the purpose of these policies and for the efficient operation of Burwell Public Schools District No. 100 the following definition of terms shall apply.

Public Lettings.

Public lettings shall be used for the purchase or construction of new buildings and for any renovation of existing buildings which costs \$5,000 or more. Public lettings shall be used for the purchasing of equipment which costs \$5,000 or more per individual unit. Public lettings shall be used for the service or repair of equipment if the cost of the service or repair exceeds \$5,000. Any action to seek bids through public lettings must have prior approval of the board of education. Items to be included in public lettings shall be described by specifications so that vendors or potential providers will be submitting bids for items, service, or repair of similar quality. Unless an emergency exists and the superintendent of schools is authorized by the board of education, vendor responses resulting from public lettings must be reviewed and approved by the board of education prior to a commitment to expend school district funds.

Price Quotations.

The superintendent of schools is authorized to request price quotations and to purchase any equipment, supplies, or services which have a unit price of less than \$5,000 but more than \$750 and which have previously been approved by the board of education through the adoption of the annual budget of the school district. Items included in requests for price quotations may be described through specifications or may be described as 'similar to' followed by the citing of a specific brand name.

Outright Purchase.

The superintendent of schools is authorized to make outright purchases, with or without developing a set of specifications or requesting price quotations, for small items, new or replacement, through established vendors, which cost \$750 or less. It is expected that the superintendent of schools will use his or her discretion as well as to consult with district personnel to select those items which will best meet the educational needs of the school district. Examples of items to be included in this category are expendable or perishable items, tools, calculators, computers or items to supplement material, which had been

purchased via price quotations but were not purchased in sufficient quantity to complete the school year. Funds to purchase items in this category must have had prior approval of the board of education through the approval of the annual budget.

Procedures for Purchasing.

It is the board of education's intent to seek quality goods and services from reputable vendors and contractors via competitive public lettings, price quotations, or through outright purchases, while maintaining a concern for cost effectiveness, i.e., educational value received for dollar expended. However, in any public letting or price quotation situation the board of education expressly reserves the right of the school district to reject any or all proposals and the board of education will not be obligated to the purchasing of an item because it was represented by the lowest dollar cost per unit.

Exception: The board of education reserves the right not to seek bids through public lettings for items or services costing more than \$5,000 but less than \$40,000 if it is determined that said items or services are not readily available through the public letting process or if an emergency would exist. If the items are not readily available through a public letting process or if an emergency would exist the board of education may instruct the superintendent of schools to proceed to secure the items or services through a non-public letting process.

The purchasing practice of the school district shall be such as to benefit the educational program. To accomplish this result, the decisions on purchases may not always be based upon the lowest price quotation or lowest bid but consideration shall given to the following factors:

- I. Specifications which stress good quality within limitation of the budget.
- II. The lowest cost within adherence to the specifications.
- III. Consideration for the quality of service.
- IV. Promptness of delivery.

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors:

- I. Quality of product.
- II. Suitability of product.

III. Price.

IV. Conformance to specifications.

V. Convenience of delivery.

VI. General reputation of business firms.

VII. Past services to the school district.

General procedures to be followed in purchasing shall include a research of potential suppliers, invitations to participate in public lettings, requests for price quotations, or outright purchases, the issuance of purchase orders, verification of receipt of goods or completion of services, and submission of claims for formal approval by the board of education. Unless otherwise authorized by the board of education only items which have been previously approved through the adoption of the annual budget shall be purchased or contracts made. Prior to the placing of an order or entering into a contract it must first be determined if the school district has adequate funds to cover the expenditure. Ordinarily, bills must be submitted by the Tuesday preceding the next regular board meeting to be approved at that meeting. The board of education is to be informed of any circumstance wherein intended purchases are not within budgetary limitations.

No school employee is to obligate district funds without prior authorization from the superintendent of schools. Any school employee who obligates school funds without proper authorization shall become personally liable for the full amount of the funds obligated. The board of education reserves its right to withhold the purchasing of items which may have had previous budget approval should it deem it appropriate or necessary. =

Legal Reference:	\$73-101	Public	Lettings,	How
		Conducted.		
	\$79-810	Board of Education,	Budget,	
		Tax, Levy,	Publication of	
		Expenditures.		

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

Public Lettings

3305.1

Whenever goods, servicing or repair of equipment, construction or remodeling, or other items needed for the operation of the school district have been identified by the superintendent of schools as falling into the category of items to be secured through public lettings, a recommendation will be made to the board of education to enter into a public bid letting process for the acquisition of items. Once the board of education has agreed to proceed with the process the superintendent of schools shall initiate the following:

- I. Identify current vendors or suppliers of the goods or services whom the school district wishes to submit bids and notify the individuals that the board of education has agreed to enter into a public, competitive bidding process for a stated period of time for receiving the goods or services. The vendors or suppliers will be invited, either through a public notice or in writing, to submit bids which could result in supplying the goods or services.
- II. Create or have created a set of written specifications describing the goods or services desired. Vendors identified in Paragraph I above, will be supplied with these specifications, and a general outline of these specifications shall be published in one or more newspaper(s) of at least county-wide circulation, including the Burwell Tribune, for a period of time of not less than two consecutive weeks.
- III. In addition to specifications for items or services the bid letter will contain the following:
 - A. In order that the amount of the bid remain totally anonymous until all bids are opened, vendors or suppliers are to be informed that all bids must be in sealed envelopes and delivered to the Secretary of the Board of Education on or before the time indicated in the announcement requesting bids. Bids will not be accepted by FAX.
 - B. Vendors or suppliers of items or services shall mark the outside of the letter as "BID" and return the letter to the Secretary of the Board of Education.
 - C. Vendors or suppliers of services shall be responsible for describing in detail any deviation from the listed specifications.
 - D. The board of education reserves the right to reject any or all bids for any reason and shall not be obligated to accept the lowest bid.

- E. Such other information as set forth by statutes and is common to public bid lettings for the State of Nebraska and its governmental subdivisions.

The board of education shall consult with legal counsel as to the need for securing performance bonds, on-sight insurance, or other school district liabilities for construction or remodeling projects.

Legal Reference:	§73-101	Public Lettings, How Conducted
	§73-105	Public Lettings, Violations, Penalties.
	§73-106	School District, Construction, Repair Building, Advertise for Bids, Exception.
	§79-547.04	Board of Education, Special Fund for Sites and Buildings, Levy of Taxes.
	§81-855	Engineers and Architects, Public Works, Supervision by Registered Engineer or Architect Required, Exception.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

Accounting System

Accounting

3405

The superintendent of schools shall administer the school district's accounting system and insure that it is in conformance with guidelines established by the State Department of Education, the State Auditor's Office, and the school district's auditor.

The superintendent of schools shall provide the board of education with monthly statements and reports that show the financial condition of the school district. These reports will include obligations incurred and amount of the budget already expended. A financial statement will be provided for each fund authorized. From time to time the board of education may request the superintendent of schools to present other financial information as it may deem appropriate.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

An independent auditing firm will be contracted to conduct the school district's annual audit. All accounts maintained and administered by the school district shall be audited annually. The report of the audit shall be on record at the office of the superintendent of schools and available for public review during normal school hours.

The auditor will provide the school district with sufficient copies for all members of the board of education, school administration, and send copies to the authorities prescribed by law.

Legal Reference: §79-1089

Audit By Certified Public Accountant.

Credit Cards

3415

The superintendent of school's office is authorized to hold a corporate credit card and gasoline company credit cards and shall be responsible for checking them out to school personnel and for monitoring their use.

Fund Raising

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Any individual, student club, or adult organization wishing to solicit or generate funds for school-related purposes must have written approval of the superintendent of schools or a building principal.

Money generated for any fund-raising group must be deposited on a daily basis. Records of all such transactions shall be kept in the school district's activity fund. When feasible, activity funds shall be deposited in commercial interest bearing accounts. For those organizations which have larger amounts of money on deposit for a significant period of time, the interest earned will be credited to their accounts.

Legal Reference: §79-526 District Board, Supervision
and Control.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

Monies in School Buildings

3425

All monies collected shall be receipted and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safe keeping, and even then no more than a few dollars should be so kept.

Policy Adopted: November 9, 1998
Policy Revised: February 8, 2010

All warrants made out to the school district shall be endorsed by the school district treasurer and promptly deposited into the appropriate bank account. Under no circumstance shall a warrant made out to the school district be presented to the bank for cash or presented to a creditor for the payment of goods purchased or for services rendered.

Policy Adopted: November 9, 1998
Policy Revised: March 15, 2010

NON-INSTRUCTIONAL OPERATIONS

The board of education shall be responsible for approving plans for carrying insurance on every school building in all school plants, including contents, boilers and machinery, and on all school vehicles and other property under control of the board of education, or title to which is vested in the board of education, except as exceptions may be authorized under regulations of the state board of education. The board of education may also purchase liability and errors and omissions insurance which deemed feasible. Refer to AR-3505, Insurance and Bond Coverage.

At least every five years, or more often if deemed necessary, the board of education will seek competitive bids for the district's insurance package from companies with an A. M. Best's rating of "A" or better.

The insurance program will be purchased as a whole package in order to eliminate inconsistency, both within policies or between policies; to reduce or eliminate inconsistency in rates, overlapping coverage, or gaps in the total program.

Property insured will be insured to value on the basis of replacement costs against as wide a range of perils as possible.

All insurance will be purchased through legally licensed agents or brokers of the State of Nebraska, who possess a staff and the technical competency to assure adequate service to the school district.

Insurance coverage will be provided for all major exposures which might result in significant loss through the purchase of the following, but not limited to, types of policies:

- I. Fire, extended coverage, and vandalism.
- II. General liability.
- III. Automobile and bus liability.
- IV. Fidelity and crime.
- V. Catastrophic coverage.
- VI. Workman's compensation.
- VII. Errors and Omissions.

VIII. Other coverage which the board of education may deem appropriate and necessary.

The school district does self-insure for unemployment compensation through creation and management of the Employee Benefit Fund.

To assist in risk management assessment and budget planning, up-to-date inventories on major property items will be kept on file in the office of the superintendent of schools.

Legal Reference:	\$13-401	Personal Liability Insurance, Member, Cost, Payment.
	\$13-917	Liability Insurance, Effect
	\$44-1615	Public Employees, Coverage Authorized.
	\$44-1615.01	Public Employees, Abortion Coverage, Limitations.
	\$79-502	Provide Hospital, Health, Accident, Life Insurance Coverage.
	\$79-610	Pupils, Transportation, Driver, Liability Policy, Conditions.
	\$79-516	Power To Indemnify, Liability Insurance, Purchase, Terms, Defined.

Policy Adopted: November 9, 1998
Policy Revised: March 15, 2010

The school district shall pay for the bonds of all employees who handle school funds. The amount of the bonds shall be determined by the amount of money that the employee handles and as set forth by the statutes.

All bonds will be bid at least once every five years, or as deemed necessary by the board of education.

Legal Reference:	§11-103	Bonds, School District, Form.
	§11-105	Bonds And Oaths, Filing Time.
	§11-119	Bonds, Terms, Penal Sums.

Student Transportation

3515

The school district will not provide transportation for pupils to and from school except for those situations which may be so required by state statutes. The school district will provide mileage payments to eligible families that qualify as per statutes.

School district owned transportation equipment may be used for activity trips, field trips, and athletic trips with the approval of the building principal.

The school bus or any other motor vehicles owned by the school district shall not be used by or for any organization not sponsored by or responsible to Burwell Public Schools District No. 100.

Refer to AR-3515, Use of School Bus.

Legal Reference: §79-611 Students, Transportation, Transportation Allowance, When Authorized, Limitations, Authorize Service.

Policy Adopted: November 9, 1998
March 15, 2010

School transportation services are provided for the benefit and safety of the student population of Burwell Public School District No. 100 and are to be used only in support of programs authorized by and under the auspices of the board of education. All drivers shall hold the appropriate operator's permit and shall have passed the appropriate mental and physical examinations as set forth by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles.

Student behavior regulations will be devised by the building principal with the approval of the superintendent of schools. On activity or field trips, assigned adult sponsors shall be responsible for maintaining rider discipline and for reporting infractions to the building principal. No student will have riding privileges suspended without consultation with the building principal. Any student reported to the building principal for misconduct may be denied bus transportation for a short period of time. Subsequent offenses may result in denial of transportation privileges for the remainder of the semester. Refer to Policy 5335, Activity Buses.

Students shall not be permitted to leave a bus until they have arrived at their destination except on written permission from the school administration and/or the students' parents or guardian. Students who normally do not ride a bus must have written permission from the administration before they are allowed to ride. Refer to AR-3515.1, Transportation Management.

Legal Reference	\$79-601	Pupils, Transportation, Buses, Conditions.
	\$79-602	Pupils, Transportation Vehicles, Inspection, Correction of Defects, Violation, Penalty.
	\$79-603	Pupil, Transportation Vehicles, Safety Features. Violations, Penalty.
	\$79-605	Pupil Transportation, Buses, Operator, Requirements, Violation, Penalty.
	\$79-609	Pupils, Transportation, Buses, Capacity, Instruction in Safe Riding Practice, Emergency Evacuation Drills.

Activity and Field Trips

3515.3

Student activity and field trips that relate to educational purposes and fall within budget limitations may be authorized by the building principal. The board of education reserves the right to assess a charge for the use of school transportation services if it deems appropriate. All school activity groups are to use school-sponsored transportation unless use of private cars are authorized by the school administration. The school district will not be responsible for students driving private vehicles. Overnight trips must be approved by the superintendent of schools and reported to the board of education prior to the activity.

Students who ride a bus to an activity must ride home on the bus unless arrangements have been made by parents prior to the students and team leaving for the activity. Students can also be released if there are extenuating circumstances. These determinations will be made by the superintendent of schools, building principal, activities director and/or coach.

Legal Reference	\$79-601	Pupils, Public or Private, Transportation, Buses, Conditions.
	\$79-602	Pupils, Transportation Vehicles, Inspection, Correction of Defects, Violation, Penalty.
	\$79-603	Pupil, Transportation Vehicles, Safety Features. Violations, Penalty.
	\$79-604	Pupil Transportation, Buses, Operator, Requirements, Violation, Penalty.
	\$79-609	Pupils, Transportation, Buses, Capacity, Instruction in Safe Riding Practice, Emergency Evacuation Drills

Policy Adopted: November 9, 1998
Policy Revised: March 15, 2010

Transportation Vehicle Inspections

3515.5

All school pupil transportation vehicles shall be inspected by a mechanic appointed by the board of education. These inspections shall occur prior to the opening of school each fall and each eighty days during that part of the year when school is in session.

In addition to the inspections set forth in Paragraphs 1, the driver of each transportation vehicle shall make a daily or a pre-trip inspection of such vehicle to insure that the vehicle and its equipment are fully operational. Reports of such daily inspections shall be kept by the driver and filed weekly with the building principal or the person designated to receive these reports.

Legal Reference: §79-602 Pupils, Transportation
 Vehicles, Inspections,
 Correction of Defects.

Policy Adopted: November 9, 1998
Policy Revised: April 12, 2010

The school district shall purchase liability insurance in a limit of not less than \$50,000 to cover the bodily injuries of one person, \$100,000 to cover bodily injuries to more than one person in the same accident, and \$10,000 to cover property damage. Such policy shall be conditioned for the payment of any and all damages on account of bodily injury or death, or injury to or destruction of property that may accrue to any person or persons by reason of any negligence or carelessness in transporting pupils or other school personnel to and from school sponsored activities or when on school business in school-owned vehicles.

Legal Reference: §79-610 Pupil Transportation,
 Liability Insurance.

Policy Adopted: November 9, 1998
Policy Revised: April 12, 2010

Pre-Planning.

- I. Any person operating a Burwell Public School District No. 100 vehicle which is carrying students for a school district event, sanctioned by the school administration or the board of education, must successfully complete the bus driver's examination conducted by the Department of Motor Vehicles for the size of vehicle he or she is operating and pass a physical examination given by a licensed physician.
- II. The school administration shall provide, or arrange for, an inservice training program for all transportation personnel which will include bus evacuation and the school district's bus accident procedures (BAP).
- III. (NOTE: This applies if there are no school activity sponsors on the bus.) If students riding on a school bus are fourteen years of age or older, the driver of the vehicle will identify key students who are to assist in emergency situations and involve these students in assisting in bus evacuation drills. Emergency evacuation drills shall be held as prescribed by statute. Activity sponsors should be familiar with school bus emergency procedures.
- IV. A list of students riding on the activity bus filed with the building principal prior to departure. This list will include the rider's home phone number and the name of the rider's parents or guardian.
- V. The school shall also maintain current and accessible information on each student which will list family physician and other essential medical information.

Accident In Progress.

- I. If the driver at the accident scene has access to a cell phone he or she should contact emergency personnel as soon as the immediate safety of the passengers is resolved. If the vehicle has no cell phone or radio aboard the activity sponsor or a student may be dispatched to the nearest home, if one is within reasonable distance, or a passing traveler may be asked to phone emergency personnel.=_
- II. If the accident occurs within the vicinity of Burwell, another school vehicle should be sent to the scene to render assistance. If personnel is available the assisting bus will carry another staff member besides the driver.

- III. The superintendent of school's office should be contacted as soon as possible with all available information and a pre-designated telephone line should be kept open for the duration of the emergency.
- IV. The superintendent of schools, or a pre-designated person to act on behalf of the superintendent of schools if he or she would be absent, shall serve as official school spokesperson, and all calls will be referred to the central office.
- V. Calls shall be made from the central office to the building principal relating the nature of the emergency.
- VI. Upon arriving at the scene, the assisting bus driver, or extra staff member, will be cautious to avoid compounding traffic problems. They should identify themselves to on-site emergency personnel, stand ready to assist in transporting the injured and to contact the school administration---as circumstances permit---with periodic updates of the situation.
- VII. Unless directed otherwise by hospital personnel, all riders involved in the accident will be transported to an area hospital for a check up.
- VIII. If hospital policies will allow, individual students will be encouraged to phone their parents regarding their condition.

Follow-up Procedures.

- I. Immediately following the emergency and once the general condition of accident victims is known, the superintendent of schools, or the superintendent's designee, will prepare and dispense a press release for area media. To the extent possible, board members will be apprised of the situation.
- II. The building principal should be up-dated on the situation and each should make announcements to the staff and students concerning the accident.
- III. Post-crises counseling for students will be provided if judged appropriate and necessary.
- IV. Within a week or so appropriate school and emergency personnel will meet to review the district's BAP to determine any need for refinement or to correct deficiencies.
- V. The superintendent of schools will prepare a thorough report on the incident for presentation at the next regular meeting

of the board of education.

Legal Reference:	\$79-318	State Board of Education, Power, Duties.
	\$79-602	Pupils, Transportation, Vehicles, Inspections, Correction of Defects, Violation, Penalty.
	\$79-608	Pupils, Transportation, Buses, Operator, Requirements, Violation, Penalty.
	\$79-609	Pupils, Transportation, Buses, Passenger Safety, Instruction in Safe Riding Practice and Participation, Emergency Evacuation Drills.

Policy Adopted: November 9, 1998

Policy Revised: April 12, 2010

Burwell Public School District No. 100 strongly emphasize the necessity for maintaining a safe working environment for all students, employees, and other individuals who may be visiting, conducting business, or attending activities on the premises of the school district. Therefore the district shall establish a safety committee composed of a minimum of four persons. A minimum of two shall be selected from the teaching staff and two people will be selected from the administrative and classified staff. Upon inception of the committee, one person from the teaching staff and one person not a member of the teaching staff shall be appointed to serve on the committee for a term of two years and one person from the teaching staff and one person not from the teaching staff shall be appointed for a term of two years. During succeeding years replacements shall be made for the same period of time of the person being replaced and maintaining the same balance between teaching staff and management. The employer's representatives may be either management or non-management employees.

The safety committee shall meet at least once in every three month period of operation or more often if necessary to review safety conditions within the school district or to respond to unresolved employee complaints concerning safety in the workplace. For the purpose of counting three months or quarterly periods for meetings the school year shall be broken into three month periods as follows: a) September 1 through November 30; b) December 1 through February 28; c) March 1 through May 31; and d) June through August 31. If the total personnel hours expended in a given three month period are 25 percent or less of the personnel hours worked in any calendar quarter in the previous 12 months, the safety committee need meet only three times a year.

The safety committee shall meet during the work day. All meetings shall be announced by the superintendent of schools after consultation with the safety committee chairperson. The announcement of all meetings shall be made at least five (5) days in advance of any meeting, except in the event of a death, injury, or a complaint that is work related, which may be deemed serious and would require immediate attention. In the event a regular safety committee meeting announced by the superintendent of schools would pose a hardship to one or more of the safety committee members, the committee by and through any of its members may communicate such fact to the superintendent of schools, who shall reschedule such regular meeting after consultation with the safety committee chairperson.

At its first meeting each year the safety committee shall select a chairperson and a secretary. The duties of the chairperson shall consist of assisting in the scheduling and

coordinating meetings of the safety committee as needed and required. The chairperson shall serve as the liaison between the safety committee and the superintendent of schools for the purposes of facilitating attendance by the membership of the safety committee. The chairperson may have such other duties as the safety committee deems appropriate in the interest of developing effective safety plans and programs and in enhancing the cooperation between the school district and employees in promoting a safe workplace.

The duties of the secretary shall be to record the proceedings and produce minutes in readable form. Once the minutes of the meeting have been created they shall be filed with the superintendent of schools. It shall thereafter be the duty of the superintendent of schools to maintain a file of such minutes for a period of at least three years after the date of the meeting covered by that set of minutes.

It shall be the duty of the secretary of the safety committee to make known to the superintendent of schools, the board of education, and to all employees of the school district the name, telephone number, and the business address of each safety committee member. The secretary shall make known to the superintendent of schools and each employee of the district any changes which may occur in the membership of the safety committee. Nothing in this policy shall prohibit the administration from seeing that the distribution of names to the employees occurs if the superintendent of schools has knowledge or reason to believe that the distribution of names of the committee as called for in this policy has not occurred or is not likely to occur.

It shall be the duty of the superintendent of school to prepare an injury prevention program with the goal of effectively assisting in preventing job related injuries or death. The program shall address all work sites of the school district and all classes of workers. Once the plan of the superintendent is prepared, it shall be presented to the safety committee.

The program presented shall consist of at least the following as to each work site and for each class of employee at each work site:

- I. It shall list each category of work place danger ascertained by the superintendent of schools.
- II. It shall state the nature and anticipated causation of injuries or illnesses or possible death in the workplace that are anticipated by the superintendent of schools at the time the program is developed.

III. A declaration of methods and strategies proposed by the superintendent of schools to avoid job related injuries or illnesses and death, include such things as safety rule development, describing safe work practices, administrative controls, and making a recommendation for the eventual provision, if necessary, of personal protective equipment to control exposures.

The safety program shall address safety training as follows:

- I. Initial safety orientation of rules, policies, and jobs' specific procedures, for employees new to the work in a manner that is readily understood by each employee.
- II. Specific job training for employees before they perform work that has been identified as potentially dangerous by the superintendent of schools.
- III. Periodic refresher training and dissemination of information on at least an annual basis for employees concerning the district's injury prevention program, as it may be modified by the safety committee, on safety rules, policies, and procedures identified by the superintendent of schools.

It shall be the duty of the superintendent of schools and other such individuals as he or she may identify to develop a school district prevention program.

Nothing in this policy shall be construed to place any greater duties on the school district than is provided by law pertaining to the employer/employee relationship. Additionally, nothing in this policy shall be construed to require duplication of training or disclosure of dangers that have already been done by the school district or are being done by the school district in such areas as but not limited to blood borne pathogens, training, and policy development. All communications of the safety committee shall be advisory in nature and shall have no binding effect.

The safety committee may adopt, reject, or modify the district's safety plan. If the safety committee amends or rejects the district's plan the safety committee shall communicate the amended plan to the administration within five (5) working days of such modification or rejection. If the safety committee rejects the district's plan it shall have the duty to develop a plan of its own within forty-five (45) working days of its receipt of the district's safety program. Additionally, upon receipt of notice that the safety committee has accepted the school district's

safety program or upon on the receipt by the administration of the amended safety committee program or upon receipt of a program developed by the safety committee after the safety committee's rejection of the district's plan, the superintendent of schools shall communicate to all employees, including non-English speaking employees, the safety rules, policies, and procedures and any changes to such rules, policies, and procedures.

If the safety committee has rejected the district's safety plan, or amended it in a manner unacceptable to the superintendent of schools, the superintendent of schools shall develop safety rules and procedures which shall include both general workplace safety and job site specific safety rules. In any event, such rules and procedures of the district shall be communicated to all employees as described herein.

The safety committee may review all deaths and recordable injuries or illnesses which are job related to the school district. After such review, and when appropriate, the committee may make written recommendations regarding future prevention. Such safety committee review shall not supersede normal federal enforcement of insurance investigations that may take place. Such recommendations shall be considered by school officials but shall not be binding on the school district. Nothing in this policy shall be construed to relieve the school district of its duty to report any workplace deaths to OSHA or the Nebraska Department of Labor's Division of Safety and Labor Standards.

An employee representative from the safety committee or such other person as the safety committee may designate, shall accompany a state representative during any Department of Labor inspection of the premises of the school district.

It shall be the policy of the school district to in no manner retaliate or in any other manner unlawfully discriminate against any employee who has made any oral or written complaint to the safety committee or to any governmental agency having regulatory responsibility pertaining to the occupational safety and health issue. Any employee making such a complaint shall not be financially or in any other manner punished for making such complaint. Nothing in this policy shall be construed to vest any complaining employee with any right greater than that which the employee has, based upon the employee's employment relationship with the school district at the time such complaint was made.

Refer to Policy 4025, Work Area Safety and Accident Reporting.

Legal Reference: §48-146.01 Compensation Insurance, Safety
Committee, Failure to
Establish, Effect.

Policy Adopted: November 9, 1998
Policy Revised: April 12, 2010

School Bomb Threat

3530

The following procedures shall be followed should any school personnel receive a call or a message that a bomb or any lethal

explosive device exists or is reported to exist in or around the school:

- I. The person receiving the call or message should attempt to gain all possible information such as:
 - A. The location and time the device will detonate.
 - B. Attempt to remember the caller, including sex, age, voice, and the time the call is received.
- II. The following steps should be taken:
 - A. Notify the superintendent of schools or the building principal.
 - B. In the absence of the superintendent of schools or the building principal, continue with the next step.
 - C. Evacuate all personnel from the school building and direct them to a predetermined site. Since it is possible that a detonating device could be connected to the fire alarm system, the fire alarm system should not be activated. School officials should set up a 'runner' system for alerting personnel for the evacuation of the building for bomb threats.
 - D. Dial 911 and indicate the emergency to the sheriff's department.
 - E. The superintendent of schools, the building principal, staff members, and/or school custodians shall make a final evacuation check to see that all individuals are out of the building.
 - F. School personnel will cooperate fully with fire, police, and/or investigative officers once they are at the scene.
 - G. A decision may be made at any time by the administration to close school for the day and send students home.
 - H. If the decision to close school for the day is made radio and television stations will be notified of the closing.
 - K. Upon the completion of a negative search and a decision has been made that a threat no longer exists, the

student body will be assembled in the gym so that they all will hear from one source what has taken place before returning to their regularly scheduled classes.

III. The following steps will be taken in no specific order:

- A. Once students and staff are assembled at the predetermined site, roll will be taken. Roll will also be taken at the time a decision is made to close school or to resume classes.
- B. The gas company will be contacted to shut off the gas.
- C. Students and faculty will be notified as to when all time lost will be made up.
- D. A report will be made pertaining to students who were absent and other important information.
- E. The superintendent of schools and the building principal will serve as the spokespersons for the school to the press or other information gathering agencies.

The purpose of the school breakfast and lunch program is to serve nutritionally adequate, attractive, and moderately priced meals every day school is in session.

The board of education will participate in the federally subsidized National School Nutrition Program and abide by all program regulations relating to menu, record keeping, and administering free and reduced cost meals for students.

The board of education will set salaries for cafeteria employees and will set meal prices for students and teachers. The superintendent of schools will be responsible for administering the lunch program. He will hire cafeteria employees and will recommend salaries to the board of education.

The building principal will develop student schedules, behavior codes, and lunch-ticket accounting procedures necessary for the efficient operation of the program. He or she may delegate responsibilities to staff members on an equitable basis. The designated lunch room area shall be the only place used for serving and eating school lunches. An exception to this would be if the lunch room personnel prepared sack lunches for students to take on activity or field trips. Students shall be permitted to bring their lunches from home, but purchase lunchroom beverages.=_

The head cook will be directly responsible to the superintendent of schools and perform duties assigned by the superintendent of schools. The head cook will be responsible for food preparation and duty assignments.

The food service program will operate on a non-profit basis. The price of breakfast and lunches will be fixed annually by the board of education at its July meeting and will be calculated to encourage participation in the program.

The cost of breakfast and lunches will be based on the cost for preparation and service of food, cost for components of the meal not federally donated or covered by subsidy, cost for replacement of expendable items, plus a charge for depreciation of equipment.

Children from families whose income is at or below the income poverty guidelines set up by the Federal Government shall be eligible for a free meal or at a reduced price. Parents must fill out an application in order for their children to qualify for free or reduced priced lunches.

Refer to AR-3535, Procedure for Accepting and Filing
Complaints Relating to School Lunch Program.

Legal Reference: §79-526 District Board, Supervision
and Control.

Policy Adopted: November 9, 1998

Policy Revised: April 12, 2010

Policy Update: February 9, 2015

Privacy of Protected Health Information

3540.1A

The Health Insurance Portability and Accountability Act of 1996 protects certain health information. Prior to obtaining or releasing employees' protected health information, employees may be requested to sign an authorization for the disclosure of health information. If protected health information is requested from a third party, the School District will ensure that protected health information is released only by federal and state law.

Policy adopted: August 18, 2003 (first reading)
September 15, 2003 (final reading-adopted)
Policy Revised: April 12, 2010

Memorial Guidelines and Policies

3550

The Burwell Public School's administration, including school board, superintendent, high school and elementary school principals, and crisis team leader, reserve the right to accept and reject any and all memorials donated or purchased in memory of a student, staff member, and/or faculty member.

Memorials appropriate for consideration for school property and school grounds include:

- Scholarships established in the name of the student/staff member/faculty member. These scholarships will be developed by the donors with the assistance of the School Counselor.
- Educational materials: furniture, equipment, books, or other instructional materials. All materials will remain unlabeled.
- Monetary funds designated to a particular school or school activity.
-

Memorials that contain or would cause any of the following to occur may be rejected by the Burwell Public Schools administration.

- Memorials that contain the name and/or picture of the deceased.
- Memorials that may alter the routine of a regular school instruction day.
- Memorials that require the retirement or discontinued use of school property.
- Memorials that require altering of school property or school publications.
- Memorials that require altering of school activities or the school's activity schedule.
- Memorials that require the use of class funds to purchase, develop, or maintain.

Personnel

Recruitment and Selection

3605

This school district is an equal opportunity employer and will employ that individual who is most qualified for each vacancy. Prior to filling any vacancy the position will be publicly advertised in order to get applications from as many qualified applicants as possible. In addition to possessing the education and training necessary to perform the task for the position for which the person has applied, each employee of the school district must be trustworthy, of good moral character, and willing and able to assume the responsibilities of the assigned duties.

Travel and Reimbursement

3610

Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Certified staff may attend educational conferences subject to the approval of the building principal and the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Expenses for attendance at conferences requested by the administration or board of education will be fully reimbursed.

The building principal may attend educational conferences subject to the approval of the superintendent of schools and approved by the board of education. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Board of education members may attend educational conferences subject to the consensus approval of the entire board of education. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Guidelines for travel logistics and reimbursement.

- I. All travel and attendance logistics will be coordinated through the office of the superintendent of schools.
- II. For all reimbursed travel, an accounting of expenses will be submitted to the office of the superintendent of schools, including receipts and vouchers, immediately upon return and placed on file for audit purposes.
- III. When practical and available, school vehicles will be used for transportation.
- IV. Where possible registration and conference related expenses will be prepaid by district warrant. For those expenses that

can not be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses.

- V. If circumstances or distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate predetermined annually by the board of education. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for air fare.

Allowable travel expenses include:

- I. Registration fees.
- II. Necessary lodging. (When travel time is more than two hours, to be determined by the need of attending early A.M. and/or late P.M. sessions.)
- III. Transportation to and from and at the conference. This includes rental car and/or cab fare.
- IV. Meals.
- V. Ancillary costs to include luggage handling and business related telephone calls.

Expenses not allowed include:

- I. Cost of spouse attendance.
- II. Alcoholic beverages.
- III. Personal items.
- IV. Entertainment.

If a staff member wishes to attend a conference at his or her own expense, the superintendent of schools will weigh the merits of the request. Areas of concern shall include the relationship of the conference to the employee's job assignment and the impact of the individual's absence from assigned task.

For any national conference, the attendee shall prepare and submit a summary for the next regular meeting of the board of education and may be requested to present a report to staff members.

Refer to Policies 4220, Staff Development (Classified Employees) and 4635.1, In-Service Expense.

Policy Adopted: November 9, 1998
Policy Revised: April 12, 2010