

## **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: SECTION 7000**

This section included policies and regulations related to money: budget, taxation, purchasing, and accounting.

In addition, non-instructional operations of operation and maintenance, of fixed charges like insurance, of transportation, and of food services appear in this section.

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: SECTION 7000**

**BUSINESS**

<b><u>STATEMENT OF BUILDING PRINCIPLES</u></b>	7000
<b><u>ANNUAL BUDGET</u></b>	7100
Budget Planning and Development	7110
Budget Planning and Development	R7110
Budget Document Preparation	7120
Budget Publication	7130
Budget Adoption	7140
Transfer of Funds Between Categories	7150
Budget Implementation	7160
Budget Implementation	R7160

**INCOME**

District Funds	7200
Local Funds-Unemployment Insurance Fund	7201
State Funds	7210
Federal Funds	7220
Tuition Fees	7230
Special Education Contract Rates	7231
Material Fees	7240
Material Fees	R7240
Sales and Disposal of Books, Equipment, and Supplies	7250
Sale of Rental Property	7260
Gifts, Grants, and Bequests	7270
Gifts, Grants, and Bequests	R7270
Fund Management-Accountability	7280
Fund Management-Borrowing	7281
Fund Management-Investments	7282
Fund Management-Management of Bank Accounts	7283

**EXPENDITURES** 7300

Contract To Encumber Funds	7301
Purchasing	7310
Purchasing	R7310
Purchasing Procedures	R7310
Requesting Goods & Services	R7310
Purchase Orders	R7310
Receiving Goods	R7310
Purchasing Controls	7311
Relations With Vendors	7312

Relations With Vendors	R7312
Local Purchasing	7313
Bids and Quotations	7323
Formal Bidding Procedures	7323
Informal Bidding Procedures	7323
Specifications	R7323
Paving For Goods and Services	7324
Paying For Goods and Services	R7324
Spending Of Public Monies	7325

### **ACCOUNTING SYSTEMS**

7400

Classifications of Expenditures	7410
Fiscal Reports	7420
Activity Funds	7421
Activity Funds	R7421
Periodic Audit	7424
Inventories	7430
Inventories	R7430
Monies in School Buildings	7440
Monies in School Buildings-Cash Receipts	R7440

### **NON-INSTRUCTIONAL**

#### **OPERATION AND MAINTENANCE OF PLANT**

7500

Painting	R7500
Facilities Use	7520
College Lease Agreement for Facilities	7521
Safety	7530
Safety Committee and Risk Management	7531
Safety Committee and Risk Management	R7531
Security of Building and Grounds	7540
Burglary of Damage To School	R7540

#### **INSURANCE**

7600

Employee Bonds	7610
----------------	------

### **TRANSPORTATION**

Student Transportation	7700
Eligibility For Bus Transportation To and From School	7710
Transportation Fee Schedule	7711
Safety	7720
Bus Routes	7730
Regular Routes and Services	R7730
Special Requests	R7730

Residents Students Attending State-Approved, Non-Profit Private Schools	R7730
Special Transportation for Children with Disabilities	R7730
School Related Trips	7740
Bus Complaints	7750
Privately Owned Vehicles	7760
Privately Owned Vehicles	R7760
Vehicle Maintenance	7770
<b><u>FOOD SERVICE</u></b>	7800
Principals Responsibilities and Duties	7810
Cafeteria Services	R7810
Finance	7830
<b><u>NEW CONSTRUCTION</u></b>	7900
Relations with Public	7910
Consultants	7920
Administrative and Legal Services	7930
Public Ceremonies	7940
Financing-Bond Elections	7950
Supervision	7960
Occupying	7970

**State of Guiding Principles**

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

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Annual Budget**

The board recognizes that the purpose of the annual operating budget is to identify adequate financial sources for the education program and to provide a basis for accountability in fiscal management. The board affirms that the approved budget shall serve as the spending plan of the district. The school budget is also the legal basis for the establishment of tax rates.

The budgeting process is regulated and controlled by statutes and regulations, and requirements of the Board of Education. After a legal hearing, the proposed budget will be adopted or amended and adopted and a written record kept of such hearing. After publication and hearing thereon and within the time prescribed by law, the school district shall file with and certify to the levying board, on or before the date set by state statute and file with the state auditor a copy of the property tax request to be levied.

The fiscal year of the Crete Public School District shall commence on September 1 of each year and end on August 31 of each year.

Legal Reference: 79-1084 Board of education; budget; tax; levy; publication of  
expenditure; duty of county board.  
1091 Class III; fiscal year

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Budget Planning and Development**

The budget shall be a matter of continuous year-round development. Teachers and other staff members will be involved in the budget planning. Staff members shall prepare lists of items desirable for inclusion in the next year's budget. Such lists shall be used by the administration in budget preparation.

The board shall study the school program in relation to the present and future needs of the students, the patrons, and the community.

In an effort to make the budget a comprehensive reflection of the financial needs of the school program, steps shall be taken to involve representatives of the community; and professional, classified, and administrative staff in the development of the budget.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Budget Planning and Development**

The finance committee of the Board of Education shall annually establish a growth amount for the following fiscal year budget taking into consideration the amount allowable certified by the Nebraska Department of Education. Each principal shall, with the assistance of his/her assistant administrators and teachers, prepare an estimate of the needs according to the budget code area within the growth amount limitation established by the board committee and submit the estimate to the finance director according to a schedule established by him/her. Budget estimates from principals are due by March 1 of each year.

The Head Custodians, and Maintenance Director shall, with the assistance of his/her staff, prepare an estimate of the needs according to budget code area and submit the estimate to the Business Manager according to a schedule developed by him/her.

Legal Reference: 79-1025 Basic Allowable Growth Rate

Rule

Approved: 5/28/91

Revised: 3/13/00

**Budget Document Preparation**

A proposed budget statement as prescribed by state statutes and regulations shall be prepared in writing by the Business Manager and filed with the board secretary, not later than the first day of August of each year.

Legal Reference: 23-923 Budget Statement; contents; cash reserve; limitation

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Budget Publication**

A proposed budget statement shall be filed with the board secretary and a public hearing on such proposed budget statement shall be held.

Notice of place and time of the budget hearing, together with a summary of the proposed budget statement shall be published at least five (5) days prior to the date set for the hearing in a newspaper of general circulation within the governing body's jurisdiction.

Board members shall have copies of the proposed budget in summary form and copies shall be made available for the media and the general public.

Legal Reference: 23-925 Proposed budget; notice; hearing; adoption; certify to board; exceptions.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Budget Adoption**

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

Within the time prescribed by law, Crete Public Schools shall file with the levying board on or before the date required in state statutes and file with the Auditor of Public Accounts a copy of the adopted budget statement, together with the property tax request.

Legal Reference:                    13-508, 79-1022            Budget statement, final adjusted evaluation; certify; levy; limitations; exceptions.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Transfer of Funds Between Categories**

The Business Manager shall have the authority to transfer funds from one budget item to another within the statutory provisions and within the limitations prescribed by the Board of Education. The Board of Education will be informed when such transfers exceed \$10,000.

No funds shall be transferred out of debt service.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Budget Implementation**

The Business Manager may authorize for purchase those items which have been approved by the board and included in the regular operating budget at its adoption. The district budget serves as a control to direct and limit expenditures. Overall responsibility of this control rests with the Business Manager who will exercise it consistent with policies, procedures, and rules approved by the Board of Education.

The Business Manager will be vigilant in administration of the approved district budget. He/she will accept responsibility for expenditures within approved budget amounts. He/she will report to the superintendent and the board about the level of expenditures and receipts on a monthly basis. Such reports will be written. He/she will submit a special report to the superintendent as soon as he/she discovers a fiscal emergency which will require additional board action on the budget.

Legal Reference: 23-929 Emergency; hearing; warrants; issuance

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Budget Implementation**

The finance committee of the Board of Education shall meet once each quarter to review general fund expenditures and receipts, and the status of the general fund. Other funds, building, payroll, lunch and activities, may be discussed as needed due to questions.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**District Funds**

All funds received directly by the school district shall be deposited in the school district account in banks designated as legal depositories.

Legal Reference: 77-2350 Treasurer; district funds; receipt and disbursement

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Local Funds – Unemployment Insurance Fund**

Each fiscal school year the amount of dollars budgeted for unemployment insurance in the General Fund shall be transferred to employee benefits fund. Such transfer shall be made by the Board of Education as a regular financial transaction at a board meeting. The unemployment insurance shall be used to pay for all unemployment claims against the school district.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**State Funds**

State funds normally transmitted to the school district, including reimbursement for state vocational education and special education, shall be deposited in the school district's account in banks designated as legal depositories for the school district.

Legal Reference:	79-1302	School funds; apportionment to districts and counties by Commissioner of Education; basis; rules governing
	79- 590	Treasurer; district funds; receipt and disbursement

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Federal Funds**

Federal funds received by the school district, including but not limited to P.L. 874 and E.S.E.A Title Funds shall be deposited in the school district's account in the banks designed as legal depositories.

Legal Reference: 79-1224 Federal Educational Finance Act Funds; Local boards receiving funds; report

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Tuition Fees**

The Board of Education shall establish tuition rates for nonresident students.

A tuition rate shall be set for elementary, 7 & 8 grade and 9-12 grade students.

Tuition rates shall be approximated for the next school year by June 1 of each year with final amounts calculated after previous years costs per pupil is known.

Legal Reference: 79-215 Nonresident students; admission; tuition; persons exempt.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Special Education Contract Rates**

Contracts for nonresident special education students shall be calculated as follows:

Student General Education FTE X Current General Education F.T.E. Nonresident  
Tuition Rate

Plus

Student Special Education FTE X Actual Program F.T.E. Pupil Costs X 120%

Equals - Contracted amount for special education student.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Material Fees**

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

The board may assess costs for repair or replacement when school materials are either lost or stolen.

The board reserves the right to require students who voluntarily join school-sponsored organizations to be responsible for expenses incurred for care and cleaning of goods or equipment furnished by the school.

Legal Reference: 79-735 School books; equipment and supplies; purchase  
79-737 School books; ownership; care; liability of pupils for damage.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Material Fees**

Fees for the actual cost of materials and goods used in instruction or in other activities approved by the school may be assessed when such costs are incurred as a result of the students voluntary enrollment or participation in programs beyond the basic curriculum offered by the school, or when the costs result in the production of a product which becomes the property of the student, or when an individual student is the sole user of specialized goods which are the property of the school but which are loaned to the student.

It shall be the responsibility of the principals, in cooperation with the activity director and finance director, to establish guidelines for making such charges and setting fees for these charges.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Sales and Disposal of Books, Equipment, and Supplies****Books and Instructional Materials**

The superintendent or designee shall be authorized to dispose of out-of-date or discontinued books by selling to the highest bidder and shall report all transactions to the board. As a general rule, out-of-date books, which do not have a resale value, will be given to students enrolled in the school district.

**Obsolete Equipment**

The superintendent or designee shall be authorized to dispose of obsolete equipment by selling it to the highest bidder and shall report all transactions to the board. Such authority shall be limited to property having value not in excess of \$5,000.

Legal Reference: 79-10,114 Class III, IV, and VI districts; property; how disposed of.  
79-405 School district; body corporate; powers

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Sale and Rental of Property**

The Board of Education through its committee structure shall work with the superintendent and other administrators in determining the sale and rental of property.

Income from the sale or rental of property shall be deposited in the school district account of banks designated as legal depositories for the school district.

Legal Reference: 79-10,106 Schoolhouse; use for public assemblies; rentals

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Gifts, Grants, and Bequests**

A bequest or gift of money or property to the school district must be formally accepted by the Board of Education. The proposed bequest or gift will be presented to the Board during a regular or special board meeting and formal action will be taken during that meeting.

The superintendent shall establish criteria to be met in the acceptance of gifts, and a procedure for examining and evaluating offers of such gifts to the District.

The Board reserves the right to reject any offer of a gift of money or property.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Gifts, Grants, and Bequests**

The following criteria shall be used for accepting an individual gift of over \$100 by the administration and the Board of Education in determining whether or not a gift, grant, or bequest should be formally accepted by the Board:

1. The gift, grant, or bequest will be consistent with the goals and objectives of the Crete Public Schools.
2. It will be offered to the Crete Public Schools by a donor acceptable to the Board.
3. The gift, grant, or bequest will not initiate a program which the Board would be unwilling to continue when the gift or grant funds are exhausted.
4. Undesirable or hidden costs to the school district would not result from the acceptance of the gift, grant, or bequest.
5. No restrictions will be placed on the school program.
6. The gift, grant, or bequest will not be inappropriate or harmful to providing quality learning opportunities for students.
7. There will not be a conflict with any provision of the school code or applicable law.

All letter of appreciation signed by the president of the board and the superintendent shall be sent to a donor whose gift, grant, or bequest has been formally accepted by the Board of Education. If a donor is deceased, a letter of appreciation will be sent to a member of the immediate family.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Fund Management**

**Accountability**

The Board is responsible for the control of all funds of the school system, including internal funds.

Legal Reference: 79- 501 Board of Education: maintain schoolhouse: accounts

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Fund Management****Borrowing**

The cash income of the school district does not always parallel the expenditure rate. When the district is temporarily unable to meet general fund obligations the board will attempt to use idle monies in the building fund, the employee benefits fund and/or the depreciation fund before borrowing from a lending agency. These short-term loans will be repaid as soon as district receipts permit the district to meet financial obligations and to retire the debt.

Legal Reference: 79- 1070,71 Class I, II, III, IV, and VI districts; power to borrow money; interest rate; authorized to accept loans from federal government.

**Policy**

Adopted: 5/28/91

Revised: 3/13/00

**Fund Management****Investments**

The board shall authorize the Business Manager to invest such portion of the general fund monies as the Business Manager may determine to be temporarily in excess of monies needed to meet district obligations. Funds are to be invested in legal depositories as designated by the board in accordance with statutes. The Business Manager may, with the approval of the board of education of the school district, invest the funds of the school district in securities the nature of which individuals of prudence, discretion, and intelligence acquire or retain in dealing with the property of another. The school district having invested in such securities shall deliver the same as funds of the office. The interest received on any investments authorized by this section shall be credited to the fund from which the money was taken to make the investment. The criteria for investing as state law suggests, "invest the funds of the school district in securities the nature of which individuals of prudence, discretion, and intelligence acquire or retain in dealing with the property of another."

Legal Reference: 77-2341 School district, or township funds; security requirements.  
1043 School funds; investment; interest; repurchase agreements.

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Fund Management**

**Management of Bank Accounts**

Prior to the beginning of each fiscal year, the Board shall designate the depositories for all school funds. All funds received by the District shall be deposited promptly in the proper account of such depository. The safeguarding of all funds shall be insured by surety bonds approved by the Board on securities of the U.S. Government pledged by joint custody receipt.

Legal Reference: 77-2350 School district or township funds; deposit;  
conditions  
77-2350.01 School district or township funds; prorate deposits when  
77-2351 Treasurers; when not liable on bond

Policy  
Adopted: 5/28/91  
Reviewed: 3/13/00

**Expenditures**

The board affirms its intent to observe the letter and spirit of all laws and regulations relating to purchases by the school district and to control of its finances and property.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

The board directs the superintendent to act in such a manner as to carry out the board's intent. The superintendent shall detail the procedures for executing this policy in written administrative regulations, which shall be submitted to the board for its review and action.

Legal Reference: 79-501 District property; custody and care

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Contracts to Encumber Funds**

Contract for services and all other agreements to encumber funds shall be made only by the superintendent or finance director.

Legal reference: 79-405 District; body corporate; powers; name

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Purchasing**

A function of the central administration office shall be to serve the educational program by providing the necessary supplies, equipment, and services.

The board declares its intention to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of services, equipment and supplies shall be centralized in the central administration office under the supervision of the Business Manager.

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Purchasing**

The Business Manager (or other designated person) shall be appointed by the board to serve as purchasing agent. He/she shall be responsible for developing and administering the purchasing program of the school district.

**Purchasing Procedures**

The authority to make purchases for the school systems using funds accrued through tax sources is vested in the Business Manager. Purchases made by unauthorized persons will not be subsequently confirmed by issuance of a purchase order.

All purchases of goods and services with district funds must be made on a properly executed purchase order. Unauthorized purchases or commitments of district funds are not permitted and will be the responsibility of the person making the commitment.

**Requesting Goods and Services**

The responsibility and authority for budgeting and purchasing begins with the principals and the Business Manager but ultimately falls to the Board of Education.

School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds; for all supplies and equipment housed at the building; for all school-related activities carried on there; and for all pupils, teachers, and other employees assigned to the building.

Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building. The Head Custodian and Maintenance Supervisor in consultation with the Business Manager are responsible for the requisitioning, managing, distributing, and utilizing supplies for maintenance and transportation. The central administration office is responsible for the actual purchasing of supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

All purchases are initiated with a purchase or purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the Business Manager or superintendent.

**Purchase orders**

Materials may be purchased outside the school only by special purchase order signed by the Business Manager or superintendent or their designee.

Teachers in the family and consumer science department may place orders for foods and other consumable items directly to the supplier. These orders may be made directly and must be made in accordance with regulations established by the Business Manager.

All other departments, with the exception of food services and the family and consumer science department as aforementioned shall purchase supplies through regular purchasing channels only.

Receiving Goods

Upon receiving an order, the head secretary of each building is responsible for checking the order against the purchase order. A copy of the purchase order is then sent to the district bookkeeper with the packing slip or other documentation sent with the order.

Rule

Approved: 5/28/91

Revised: 3/13/00

**Purchasing**

A function of the central administration office shall be to serve the educational program by providing the necessary supplies, equipment, and services.

The board declares its intention to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of services, equipment and supplies shall be centralized in the central administration office under the supervision of the Business Manager.

**Purchasing Controls**

The board encourages the administration to help achieve both quality and the price advantages of quantity purchasing. The administration is encouraged to:

1. establish specifications for goods and service as needed.
2. cite several existing, commercially available “standards brands” that meet those specifications acceptable as examples.
3. invite vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Relations with vendors**

The board wishes to maintain good working relations with vendors who supply material, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Relations with Vendors**

The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor.

The schools shall not solicit funds or materials from vendors, however worthy the purpose, unless approved by the superintendent of schools and communicated to the Board.

No purchase will be made from the following unless such purchase is made in compliance with applicable state statutes:

- a) a member of the board
- b) his/her parent, spouse, child or a member of his/her immediate household, or
- c) any enterprise in which he/she has a direct or indirect interest (except public utilities)
- d) any person or partner of a business in which there is current or pending litigation from the person or partner of the business against the board, district, or employee of the district when the litigation has to do directly with the operation of the school district.

A position on the school board should not offer an advantage or a disadvantage to a board member's business when selling goods or services to the school district.

No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

Legal Reference: 49-14,103 District officers; interest in contracts with district prohibited; exceptions

Rule

Approved: 5/28/91

Revised: 3/13/00

**Local Purchasing**

The Board believes in patronizing local businesses. Consequently, when proposals are equitable, the contract or purchase will be awarded to the firm, which is located within the district. However, the Board will not sacrifice either quality or economy to patronize local businesses.

Legal Reference: 79-4,118 School books; equipment and supplies; purchase  
79-4,119 School books; equipment and supplies; payment

Policy  
Adopted: 5/28/91  
Reviewed: 3/13/00

**Bids & Quotations**

The board may solicit bids for provision of large orders of supplies and equipment, new construction, or repair and renovation, if such estimated mount shall exceed \$10,000.

The quality of the product, it's suitability to purpose, and not price alone, shall be controlling factors in determining contract awards.

The central administration office shall prepare a notice to be submitted to supply companies for bids on items of supply and equipment.

The board reserves the right to reject any or all bids.

**Formal Bidding Procedures**

In accordance with statute, bids shall be let for the construction, remodeling or repair of any school owned building or for site improvements when such expenditures shall exceed forty thousand dollars (\$40,000).

Sealed bids are to be opened in the office of the board at the specific time stated in the bid form. Bids on construction contracts and items of unusual nature are to be opened in the office of the board at the time stated in the bid form. All bidders shall be notified of the opening and be invited to be present.

Bids or quotations received after the date and time specified in the specifications shall be returned to the bidder unopened.

The board shall have discretion in determining the responsibility of the bidders and shall award the contract to the lowest responsible bidders provided they meet the specifications. If there are local responsible dealers who submit equal bid, or bids within five (5) percent of low bid for the same quality of merchandise, they may be given preference.

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

Written quotes shall be requested by the Business Manager on orders of supplies and equipment, new construction, or repair and renovation, if such estimated amount shall be between \$10,000 and \$40,000. Such written quotations shall be kept for reference.

These quotes can be accepted without board action, but shall be requested in writing and shall be kept on file. If there are local responsible dealers who submit equal quotes or quotes within five (5) percent of the low quote for the same quality of merchandise, they may be given preference.

Legal Reference: 73-101 et seq. Public lettings

Policy

Adopted: 5/28/91

Revised: 3/16/00

**Specifications**

Specifications for materials will not be so restrictive as to prohibit competitive bidding. Specifications will be made available to qualified suppliers and merchants in the school district.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Paying for Goods and Services**

A list of bills to be paid from the general fund, building fund, handicap accessibility, hazards materials, abatement fund, employee benefits fund, and depreciation fund shall be included in the agenda of each regular board meeting.

Legal Reference: 79-580 Board of Education; meetings; when held; publication of claims and summary of proceedings; exception

Policy  
Adopted: 5/28/91  
Revised: 3/16/00

**Paying for Goods and Services**

Payment of bills will be withheld pending receipt of an invoice. The invoice will be checked against the completed purchase order to verify receipt of the merchandise. Invoices will contain the following information:

1. Vendor's name and business location
2. Date of purchase
3. Description of merchandise
4. Quantity
5. Unit price
6. Total cost.

No invoice will be paid without a properly executed purchase order.

All bills will be paid by check.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Expenditures**

**Spending of Public Monies**

This policy interprets how public monies may be expended in relationship to circumstances surrounding “actual and necessary” expense by the School District of Crete. The identified parties include employees and/or the Board of Education.

When deciding what the monies will be expended for, the district should keep in mind these factors:

1. The manner in which government does business must sometimes be different from the way private industry does business.
2. A government body expending public funds should always be able to articulate the statutory or other legal basis for the expenditure.
3. A government body expending public funds should always be able to articulate the public purpose served by the expenditure.
4. Government resources and funds are for government purposes only.

The following guidelines will be used by the School District of Crete when determining the expenditures of monies for the district:

1. If a Board of Education meeting or a Board Committee meeting lasts over a period of (3) three hours and this time extends over a mealtime, meals can be served to the Board, and school employees that are required to attend that meeting.
2. If an employee workshop or in-service is over (2) two hours in length, donuts/cookies and coffee may be served.
3. If an employee workshop or in-service lasts for a complete school day, and this time extends over a mealtime, a meal may be served.
4. Flowers, memorial monies, or gifts of nominal value may be sent to members of the Board of Education and/or their immediate family, or school employees and/or their immediate family when deemed necessary for deaths, births, hospitalization or any other reason deemed necessary by the Board Finance Committee.

5. Appreciation gifts, plaques, certificates or similar tokens of acknowledgment of nominal value for employees, officials or community members may be given by the Board of Education or the Superintendent of Schools or his/her designee.
6. The Board Finance Committee with the Superintendent of Schools may authorize expenditures for donuts/cookies and/or coffee for community functions or speakers when deemed necessary.
7. Purchase of meals for an employee or official when engaged in overnight travel or when the meal is part of the registration fee will be permitted.
8. However, if the meeting is for a one-day travel period, meals will not be provided at district expense.
9. If a Board Meeting lasts over two (2) hours the district may provide coffee for the Board, Community, and members of the staff attending the meeting.
10. The Superintendent and/or designee with approval of the Board of Education Finance Committee shall be able to approve unforeseen expenditures related to this policy.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Accounting Systems**

The accounting system and procedures used shall be set up to conform to the best business practices following procedures specified by the State Department of Education. The finance director shall be expected to confer with appropriate State Department of Educational personnel, school district auditors, and other knowledgeable persons or groups in achieving that objective.

It is understood by the board that support for the purpose of the school shall be a prime objective of the accounting systems and procedures.

Legal Reference: 79-501 District board; duty to maintain schoolhouse; accounts  
79-1088 School districts; uniform system of accounting; duty of Department of Education to prescribe

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Classifications of Expenditures**

Expenditures will be limited to the amount budgeted under the classification of accounts provided for each fund, and to the total amount of the budget. Adjustment may be made as provided for by law and these policies.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

## **BUSINESS**

7420

### **Fiscal Reports**

The Business Manager shall be responsible for maintaining the books and records of the district in auditable form. He/she shall prepare or cause to be prepared all fiscal reports, keep necessary records to control adequately the financial transactions of the district, and prepare financial statements.

A financial report will be submitted monthly to the superintendent of schools and to the Board of Education.

The Business Manager shall file all fiscal reports with the county, state, or federal agencies as required.

Legal Reference: 79-1089 Audit by Public Accountant or Certified Public Accountant;  
report

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Activity Funds**

All activity funds in each school shall be accounted for by a system of receipts and disbursements authorization. The principal/activities director is responsible for all such funds.

A system of accounting shall be prescribed by the finance director who shall provide for a system of internal audits for each school's accounts.

A report showing receipts and expenditures of each activity fund shall be submitted monthly to the superintendent who will present the reports to the board.

Legal Reference: 79-1089 Audit by Public Accountant or Certified Public Accountant; Report.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Activity Funds**

Replenishment of activity funds (Hot Lunch, Crete Public Schools, High School Activity and Elementary Activity) will be based upon the value of vouchers supporting the request.

Each year the school auditor will be asked to audit all activity accounts.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Periodic Audit**

An independent audit of all school accounts including activity accounts shall be made annually under the direction of a public accountant appointed by the board. A copy of the independent audit shall become a part of the board's official minutes shall be filed with the State Commissioner of Education on or before November 1 , in compliance with state law.

The audit will be bid on a three-year basis.

Legal Reference: 79-1089 Audit by Public Accountant or Certified Public Accountant;  
Report

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Inventories**

An inventory of all district property, equipment and supplies, shall be maintained and updated on an annual basis.

The inventory of equipment shall include all items that cost more than \$300 or have a life expectancy of five years or longer with the exception of fixtures and can be identified. The equipment inventory shall serve both the functions of control and conservation.

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

**Inventories**

The Business Manager will:

1. establish procedures for recording, checking, and disposing of property.
2. designate custodians or property at given locations to be accountable for property at those locations.
3. require accountability for property by the designated custodian.
4. conduct periodic inventories of property records annually. All discrepancies will be traced and reconciled.

Principals, the activities director and supervisors are responsible for preparing annual inventories of items not recorded in property records. This includes supplies, equipment items, and other items not attached to the building.

Rule

Approved: 5/28/91

Revised: 3/13/00

**Monies in School Buildings**

Money that is collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All money collected shall be receipted and accounted for and directed without delay to the proper location for deposit.

Principals are discouraged from keeping large amounts of money in schools overnight. Principals shall provide for making bank deposits after regular banking hours in order to avoid leaving a substantial amount of money in the school overnight.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Monies in School Buildings****Cash Receipts**

Receipts shall be issued to each person who turns in funds. These funds include but are not limited to towel fees, library fines, lost books, instrumental rentals, adult education, damages to school property, sale of shop material, etc.

The receipts are to be issued in duplicate, one copy retained by the school, and one copy given to the person from whom the money was received. An explanation shall be made on the receipt as to the purpose for which these funds were received.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Operation and Maintenance of Plant**

The basic purpose of the operation and maintenance activities of the school shall be to provide physical conditions most conducive to carrying out the educational program of the schools. The responsibility of an adequate maintenance program shall be assigned to personnel designated by the superintendent. The director shall recommend to the superintendent for employment such employees as are necessary to carry out the maintenance programs satisfactorily.

The board will endeavor to provide schools that are safe from hazards, sanitary, properly equipped, lighted, ventilated, and aesthetically suited to promoting the goals of the schools.

While working in school buildings, the custodians are directly responsible to the building principal head custodian, who shall advise them of this dual relationship.

Legal Reference: 79-501 District property; care and custody

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Operation and Maintenance of Plant**

**Painting**

The principals and head custodians shall construct schedules planned to provide for the periodic regular painting of district property. This schedule will be determined by budgetary considerations and needs.

Rule

Approved: 5/28/91

Revised: 3/13/00

**Operation and Maintenance of Plant****Facilities Use**

All use of school facilities shall be subject to rules and regulations stated by the superintendent or employees to whom the superintendent has delegated authority for the supervision of school facilities. In the use of school facilities, the following priorities shall prevail:

1. Requirements of school programs shall receive priority over all other considerations in the assignment of use of school facilities.
2. Programs offered for continuing education of the district's citizens or employees will take precedence over non-educational programs.
3. Programs and meetings of school-related organizations will be given priority over programs and meetings of non-school-related organizations.
4. Programs and meetings of approved student groups will be given priority over programs and meetings of adult groups.
5. Programs and meetings of other public agencies, when such programs or meetings are open to the public on a community-wide basis, will be given general priority over programs and meetings of groups, which are special membership groups.

All use of school facilities by non-school groups shall require written application for use and signed approval for use prior to the use of facilities. Signed approval for use shall specify any restrictions on use, any fee to be charged, and shall include provision for replacement or repair of any facilities or equipment lost or damaged by the non-school group using school facilities.

All fees shall be paid to the school district and no employees shall accept or receive gratuities from any group using school facilities.

Legal Reference: 79-501 Board of education; maintain schoolhouse; accounts  
79-10,106 School; use for public assemblies, rental

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Operation and Maintenance of Plant**

**College Lease Agreement for Facilities**

The district may contract with Doane College for use of athletic facilities for home contests in football and track, and facilities for commencement. The lease agreement may allow for investment of school district funds in capital improvements, and costs of maintenance and custodial care.

It shall be the policy to arrange for these agreements over an extended period of time in order to insure the availability of facilities and allow the school district sufficient time for acquisition of other facilities in the event the college facilities should at some time not be available.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Operation and Maintenance of Plant**

**Safety**

The safety of pupils and staff is the first responsibility of operations and maintenance personnel and their supervisors. Induction and orientation sessions, in-service development activities, supervisory review, and bulletins, manuals, and other communications with such personnel shall stress the paramount importance of safety.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Operation of Maintenance of Plant****Safety Committee and Risk Management**

The Crete Public School District is committed to providing and maintaining a safe and healthful work environment. Thus, it shall be our policy to take every reasonable precaution for the safety of the students, employees, visitors, and all others having business with this school district.

Each employee of the school district should show concern for the safety of fellow employees, students, and members of the public to prevent losses of these resources. The Board of Education or designee is further hereby directed to establish the Safety Committee(s) as required by S48-443, R.R.S., etc. seq. or other laws.

The Safety Committee(s) so established shall adopt for this school district and maintain an effective written injury prevention program. The committee shall participate in the development of safety education, training, an establishment of safety rules, policies and procedures as provided in this policy, the school district's written injury prevention program or as otherwise provided by law.

Training for employees shall be conducted annually. Minutes of all meetings of the Safety Committee shall be maintained and on file in the district office. Accident investigation, record keeping procedures, safety rules, safety and health training, and policies will be implemented by the committee. Records shall be maintained for at least three years or longer, if directed by the Department of Labor.

Committee members shall consist of representatives from both certified and non certified staff with the employees and employer having equal representative and shall as follows:

- Crete Education Association (2)
- Support Staff (2)
- Board Members (2)
- Administration (2)
- Resource People
- Superintendent
- Head Custodians
- Business Manager

Legal Reference: 48-146.01 Safety Committee  
Nebraska Regulation: TITLE 230 (Department of Labor)  
Chapter 6 (Workplace Safety Consultation Program)

Policy

Adopted: 5/28/91

Revised: 3/13/00

**Operation and Maintenance of Plant****Safety Committee and Risk Management**

The Safety Committee shall meet at least once every three months or as otherwise dictated on a more frequent basis in the event of an employee complaint or in the event of a job related injury or death. The Safety Committee shall maintain written minutes of all meetings, and a copy of such meetings shall be tendered to the administrator or his designee in the administrative offices of the school district for a period of at least three years, unless otherwise instructed by the Department of Labor or for such longer time as the administrator deem appropriate.

An injury prevention plan shall be developed and presented to the Board of Education by the Safety Committee. This plan is being offered in the spirit of employees working together in a no adversarial, cooperative effort to promote safety at the work sites within the school district.

It shall be the duty of the administrator or his designee to see that safety training for employees of the school is reviewed annually or more frequently, if needed. The administrator or his designee shall provide the following, all as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potentially hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit an safety rules, policies, and procedures pertaining to safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the Safety Committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the Safety Committee.

The administrator or his designee shall establish or cause to be established record keeping procedures to control and maintain all accident injury records pertaining to accidents and injuries within the school district or activities under the control of the school district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

Policy

Adopted: 1/95

Reviewed: 3/13/00

**Operation and Maintenance of Plant**

**Security of Building and Grounds**

Security should mean not only maintenance of a secure building from a locking standpoint, but secure from fire hazards and faulty equipment. Security should also extend to safe practice in the use of electrical, plumbing, and heating equipment. Records and funds should be kept in a safe place and under lock and key when required.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Operation and Maintenance of Plant**

**Security of Buildings and Grounds**

**Burglary or Damage to School**

Incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes, will be reported by phone to the building administrator as soon as discovered. The building administrator will then inform the head custodian and the superintendent. A written report will be prepared on a form entitled "Theft/Vandalism Report Form." These forms, when properly filled out are to be sent to the director of building and grounds and the central administration office. The principal will report the incident to law enforcement officers if they have not already been notified. Major incidents of vandalism shall be reported to the Board of Education by the superintendent. Principal and supervisors shall consider major incidents as those where over \$500 worth of damage was estimated to have been done.

Rule

Approved: 5/28/91

Revised: 3/13/00

**Insurance**

Insurance shall be purchased in such a manner as to provide adequate coverage with satisfactory, convenient service at the lowest cost. In the development of the insurance program for the school district, the advice and services available in the community shall be used. The insurance package shall be bid on a three-year basis.

Legal Reference: Chapter 44 Insurance  
79-610 Pupils; transportation; drivers; liability policy; exemption of district from liability; damages; action; party; collection.  
79-516 School district, power to indemnify; Liability insurance

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Insurance**

**Employee Bonds**

School District Treasurer whose duties require the handling of funds shall be bonded.

Legal Reference: 79-586 Treasurer; bonds; filing; failure to give; effect.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**Responsibilities and Duties**

**Student Transportation**

The Superintendent:

1. Recommends policies to the board of education and establishes regulations for the transportation program.
2. Evaluates the plan and recommends ways to improve effectiveness.

Principals whose buildings are serviced by the school transportation system have the following specific responsibilities:

1. Establish understanding on the part of the students of the necessary transportation regulations.
2. Assists in maintaining student conduct in transit by handling necessary disciplinary follow-up including communication with parents.
3. Interpret transportation policies and regulations for parents.

The transportation supervisor is responsible for implementation of all policies and regulations established by the board and administration for the transportation program.

Bus drivers are responsible for properly covering the prescribed routes, for assigned equipment and for proper care of equipment. They are in charge of passengers in transit.

Legal References:	19-3908	Municipality, county, qualified public-purpose organization; public transportation; powers; municipality or county; contract with school district; conditions.
	79-3322	Handicapped children, types of services to be furnished, transportation; reimbursement; Special Education.
	79-3321	State Department of Education; reimbursement for Special Education Programs, to whom; manner; limitations.
	79-598	Pupils; instruction in another district, contracts authorized; cost per pupil; determination; transportation.

Policy

Adopted: 5/20/96

Revised: 4/14/97, 3/13/00

**Eligibility for Bus Transportation To and From School**

The Board of Education authorizes free transportation to and from school for those elementary students (K-6) and junior/senior high students (7-12) for whom we are required to provide transportation by federal law.

Students for whom transportation is not required by state or federal law may ride a school bus for a fee set annually by the Board of Education. The fee procedures will be outlined in another policy. Designated pick-up points on the regular route will be identified annually by the Board of Education.

Any student living outside the city limits and riding a bus occasionally must contact the transportation contractor by phone if they want the bus to stop.

The board may, in addition, at its discretion, approve other transportation areas on the basis of recommendations of the Building, Ground, and Transportation committee. This committee will review special consideration requests from individual schools, areas of the district or parents.

Mileage requirements for eligible non-public and special education students are not covered under this policy.

Legal References: 79-526 District board; schools; supervision and control.  
79-601 et seq. Transportation of pupils.  
79-611 Transportation; fee authorized; reimbursement; when.

Policy  
Adopted: 5/20/96  
Revised: 4/14/97, 3/13/00

**NON-INSTRUCTIONAL      7711**

**Transportation**

**Payment Fee Schedule**

Students not qualifying for free transportation by state or federal law will pay a transportation fee set annually by the Board of Education. This fee must be paid to the school district prior to receiving transportation. A semester and yearly rate will be established for students riding the bus on a regular basis.

Rides to and from school on an incremental basis will be offered in units of \$20.00 or more to defray bookkeeping costs.

Legal Reference: 76-611 Transportation; fee authorized; reimbursement; when

Policy

Adopted: 4/14/97

Revised: 3/13/00

**Transportation****Safety**

The safety of the student being transported is a primary concern of all involved. When safety conditions are violated, any interested party should report on the condition to whom they believe responsible or their superior.

1. All vehicles used in the transportation program must meet or exceed “The Nebraska Minimum Standards Governing School Transportation Vehicles.”
2. There shall be a systematic preventive maintenance program to insure mechanical safety and efficiency.
3. In addition to meeting statutory requirements for licensing, school bus drivers will participate in those in-service training programs aimed at increasing safety.
4. Rules governing student conduct will emphasize the necessity for safety.
5. The district will provide students/parents with a general outline of the transportation policy which will include information on student safety, rules and regulations, infraction and penalties guidelines, school bus discipline procedures, emergency plans, and school closing plans.

Students who are assigned to ride school buses are responsible for assisting in the safe and efficient operation of the transportation plan by knowing and adhering to the adopted regulations.

The district will have a Nebraska Safe Pupil Transportation Plan as outlined in NDE Rule 91 and 92. This plan will include the following:

- General School Bus Rules and Safe Driving Tips
- School Bus Evacuation
- Blood borne Pathogens Safety
- Passenger Management
- Mechanical Breakdown Procedures
- Weapons on the Bus
- Incidents Procedures
- Collision Procedures
- Medical Emergencies
- Unauthorized Passengers
- Security Threats and Incidents
- Severe Weather Procedures
- Hazardous Materials
- Documentation Under Safe Pupil Transportation Plan
- Transportation of Unsafe Items

This plan will be reviewed annually. A copy of this plan will be available in each building and on each bus.

Legal Ref.: 79-601 Pupils; public or private schools; transportation; buses; conditions  
79-602 Pupils transportation vehicles; inspections; correction of defects  
79-603 Pupil transportation vehicles; safety features; violations; penalty  
Rule: Rule 91 and 92

Policy  
Adopted: 5/20/96  
Revised: 4/14/97, 3/13/00, 11/8/04

**Transportation****Bus Routes**

Approved bus routes and schedules will be published annually in newspapers distributed within the school district, and in the superintendent's newsletter to parents and patrons before the start of school in August.

When permanent changes in routing or scheduling for buses becomes necessary during the school year, parents will be notified in sufficient time to alert all pupils affected before the change is placed in effect. This policy is not applicable to temporary changes made necessary by weather, construction, or other irregularities interrupting normal service.

The bus drivers are responsible for the safety and discipline of pupils when pupils are loading or unloading at points not immediately adjacent to the school, and while in transit.

Breaches of discipline reported to an administrator by the bus driver will be reported orally or in writing by an administrator to the responsible parent or guardian. Repeated misbehavior will be reason to suspend or cancel the transportation privilege. The following statements will apply when taking advantage of the transportation privilege.

1. Suspension of the transportation privilege will be in the form of a written notice to the parent from bus contractor or an administrator, and may contain the following information:
  - a. The reason for suspension
  - b. The number of verbal/written warnings given before suspension became necessary
  - c. The number of days and dates of suspension of transportation services.
2. Pupils will board only the bus to which assigned, unless there is a written note from parents/guardians requesting otherwise.
3. It is the parental responsibility to pay for damage to school vehicles when such damage is the result of vandalism.
4. Students may transport school related items on the bus as long as they do not interfere with the safe movement of the bus or are not considered a safety hazard. Items, which may be comfortably placed in a students lap and have been approved by a classroom teacher and / or Transportation Director, would be an example of and acceptable transport item.
5. The school district will not provide transportation of trap and/or rifle equipment on the school buses.

Policy

Adopted: 5/28/91

Revised: 5/20/96, 4/14/97, 3/13/00

**Transportation****Regular Routes and Services**

Guidelines for routes and services are:

1. Provide efficient and economic service. Bus stops shall be located so as to promote pedestrian and traffic safety, but it is expected that students will walk a reasonable distance to these points to minimize the number of necessary stops. A distance may be considered reasonable if it does not exceed the average that non-transported students must travel to reach school.
2. Provide one-way riding time of approximately one hour.
3. Not established or changed to accommodate nonresident or private school students.

**Bus Routes - Special Requests**

K-12 students that are eligible for transportation services may be picked up and dropped off at different locations if the change doesn't negatively affect the distance or safety aspects of the route. The pickup and drop off location must remain the same but the AM and PM site may be different. Any fees charged for transportation will be determined by the location of their residence rather than the drop off or pick up site. For instance, a student may be picked up at home in the AM but dropped off at the babysitter in the PM.

All stops must be on the approved route.

All special requests must be approved by the Transportation Supervisor.

**Bus Routes - Resident Students Attending State-Approved, Non-Profit Private Schools.**

The Crete Public Schools will provide transportation services to qualified students attending state approved, non-profit private schools.

Private school students who would not be eligible for free transportation to their designated public schools shall not gain eligibility by reason of the student's attendance at a private school. Private school students may elect to pay for transportation under the same guidelines as public school students.

The public school route shall not be altered in implementing this policy except to establish a stop on a regular route as near to the state-approved private school sites as is practical, taking into consideration safety factors.

**Bus Routes - Special Transportation for  
Children with Disabilities**

Transportation of special education students will be provided as required by law.

Legal Reference: 79-601

Legal Reference: 79-1127, 79-1130 Special Education, board, duties

Rule

Adopted: 5/20/96

Revised: 4/14/97, 3/13/00

**Transportation**

**School Related Trips**

After the requirements of home to school transportation are met, a designated number of vehicles will be made available for use in instructional field trips, athletic or activity trips. Transportation may also be made available after completion of regular schedules or on Saturdays according to the following regulations.

Arrangements If bus transportation is needed, principals and the activity director shall follow procedures as established by the transportation director.

Rules The teacher or coach in charge of the trip is responsible for discipline on the bus. Bus drivers are not expected to supervise children during the trip. Students on trips are subject to the same rules as are students on regular bus routes.

Out-of-City Transportation. The transportation office is authorized to schedule district-owned buses for out-of-city trips. Any commercial carrier requirements shall be scheduled by users pursuant to purchasing guidelines.

Transportation Outside School Hours Limited use of buses on weekends and after usual school hours may be arranged with the transportation department. Outside entities must pay a per mile rate based upon actual cost of operation.

Transportation Charges. School buses may be requested for transportation for students and athlete's out-of-town games, activities, or field trips under conditions as outlined below:

1. The cost for operation for this school bus will be charged to the program and the Board of Education will set fees annually to be born by the students using the service, in accordance with the following points:
  - a. The business manager and transportation supervisor will determine the operational cost of each vehicle. Based on the number of students, the activities director will determine if the bus is cost effective.
  - b. Students will pay fees set by the Board of Education for transportation in advance.
2. Reservations for bus transportation should be reported to the transportation supervisor at the earliest possible date, consistent with event planning.

Policy

Adopted: 5/20/96

Revised: 4/14/97

**Transportation**

**Bus Complaints**

All complaints concerning transportation services should be channeled to the transportation supervisor.

1. Specific complaints about bus drivers will be referred in writing to the transportation supervisor with copies to the superintendent.
2. Complaints of student behavior will be reported in writing to the building principal with a copy to the transportation supervisor.

**Transportation**

**Privately Owned Vehicles**

The superintendent shall implement rules, regulations, and procedures to govern the use of school-owned or privately owned vehicles on school-related business within the state or out-of-state.

Reimbursement rates for use of privately owned vehicles shall be specified by the Board of Education.

Legal Reference: 23-1112 County Officers; mileage; rate; amount; allowance; adjustments; applications  
12-1112.01 County Officers; employees, use of automobile; allowance.

Policy

Adopted: 5/28/91

Revised: 5/20/96, 4/14/97

Reviewed: 3/13/00

**Transportation**

**Privately Owned Vehicles**

When it is necessary for an employee to use his/her car on school business, the board will pay the district's designated rate per mile for such use. Application for approval of the use of a personal car for school business is to be made to the Transportation Supervisor and the Business Manager prior to the use of an employee's personal car.

Legal Reference: 79-610 Pupils; transportation; driver's liability policy; exemption of district from liability; damages; action; party; collection.

Rule

Approved: 5/28/91

Revised: 5/20/96, 4/14/97, 3/13/00

**Transportation**

**Vehicle Maintenance**

The Transportation Supervisor will maintain a program of vehicle maintenance that will keep each vehicle in safe and efficient running order and maximize it's useful life.

The Transportation Supervisor will develop and maintain a replacement plan for vehicles which will do the following:

1. Attempt to level expenditures for equipment from year-to-year.
2. Update and improve equipment by carefully drawing specifications, keeping in mind economy of operation as well as technological advances in available equipment.

Legal Reference: 79-488

Policy

Adopted: 5/20/96

Revised: 4/14/97

Reviewed: 3/13/00

**Food Services**

The operation of a food service program is an integral part of the total educational program of the school district. The board affirms it's intent to provide a food service program for the students of the district.

Policy  
Adopted: 5/28/91  
Reviewed: 3/13/00

**Food Service**

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

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Food Services**

**Principals Responsibilities and Duties**

The principal of the school shall be responsible for the conduct of pupils in the lunch room, scheduling lunch services so that they are available at the most advantageous times, custodial services, and furthering the educational program that lunchroom operations make possible.

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**Food Services**

**Cafeteria Services**

The food services manager may order all necessary food items directly from suppliers for the operation of the cafeteria. At the end of each month the food services manager will submit all bills for these purchases to the district bookkeeper for payment. Cafeteria equipment items must be ordered through the regular purchasing channels.

Rule

Approved: 5/28/91

Reviewed: 3/13/00

**Food Services**

**Finance**

The school lunch fund shall be regulated and operated independently from the regular school budget. A separate lunch budget shall be maintained according to state and federal laws.

School lunch shall be operated under the regular school department plan of school administration but shall use receipts from sale of lunches and funds dispersed under state and federal authority for expenses of operation.

The lunch account shall be maintained according to federal and state prescribed regulations and held ready for inspection and audit by authorized agents of the federal and/or state government.

The board of Education shall establish rates for lunch prices prior to the beginning of each school year.

Legal Reference: 79-1088 School district; uniform system of accounting; duty of State Department of Education to prescribe.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**New Construction**

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

In its consideration of the need for new construction, the board will review on an annual basis its actual projected educational programs, enrollment forecasts, the state of existing buildings, and such other factors as may be determined by the board.

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

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

**Determination of Need = Site Development**

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

Legal Reference: 79-501 School district; body corporate; powers.  
79-440 Board of Education; maintain schoolhouse.

Policy  
Adopted: 5/28/91  
Revised: 3/13/00

**New Construction**

**Relations with the Public**

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

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

**Advisory Groups**

The board may involve it's employees and patrons of the district in assessing the need for and planning for new construction. The board may appoint such advisory committees as deemed necessary to solicit the advice and opinions of staff members, patrons, students and other persons.

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

Policy

Adopted: 5/28/91

Revised: 3/13/00

**New Construction**

**Consultants**

The board reserves the right to employ consultants for any or all phases of the processes involved in assessing the need for planning, designing financing, constructing, and occupying new construction.

Policy  
Adopted: 5/28/91  
Reviewed: 3/13/00

**New Construction**

**Administrative and Legal Services**

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

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

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**New Construction**

**Public Ceremonies**

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

Legal Reference: 84-1408 et seq. Public Meetings

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**New Construction**

**Financing – Bond Elections**

The board shall be responsible for determining methods for financing of new construction.

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

Legal Reference:	79-1098	Schoolhouse; erection or improvement; equipment; special tax.
	79-1099	Schoolhouse; erection or improvement; equipment; submission to voters.
	79-10,100	Schoolhouse; erection or improvement; equipment; vote required to approve.
	79-10,101	Schoolhouse; erection or improvement; equipment; tax fund; transfer; limitation upon use; investment.
	702	et seq. School District bonds.

Policy

Adopted: 5/28/91

Revised: 3/13/00

**New Construction**

**Supervision**

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

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

Policy

Adopted: 5/28/91

Reviewed: 3/13/00

**New Construction****Occupying**

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

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

Policy

Adopted: 5/28/91

Reviewed: 3/13/00