

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

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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

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 administrative team will annually review expected needs, including personnel requests, and revenue projections for the coming school year. Consideration will be given to the allowable growth rate certified by the Nebraska Department of Education. Each principal shall, with the assistance of his/her staff, prepare an estimate of the needs according to the budget code areas and submit the recommendations to the Business Manager according to a schedule established by him/her.

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

The Board of Education finance committee will be informed about needs and projections and will have opportunities for input prior to the budget being presented to the full Board.

Legal Reference: 79-1025 Basic Allowable Growth Rate

Rule

Approved: 5/28/91

Revised: 3/00, 5/12

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

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

BUSINESS

R7160

Budget Implementation

The finance committee of the Board of Education shall meet as needed to review general fund expenditures and receipts, and the status of the general fund. Other funds including, building, payroll, lunch and activities, may be discussed as needed whenever questions or concerns arise.

Rule

Approved: 5/28/91

Reviewed: 3/00, 3/12

BUSINESS

7200

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 may establish tuition rates for nonresident students.

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

Policy

Adopted: 5/28/91

Revised: 3/00, 3/12

Special Education Contract Rates

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

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: 3/00, 3/12

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

BUSINESS

7280

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

BUSINESS

7300

Expenditures

The board affirms it's intent to observe the letter and spirit of all laws and regulations relating to purchases by the school district and to control of it's 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 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 amount shall exceed \$10,000.

The quality of the product, its 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 bidder 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 its 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

BUSINESS

R7323

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

BUSINESS

7400

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

BUSINESS

R7421

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.

Policy

Adopted: 5/28/91

Revised: 3/13/00

Inventories

The Business Manager will:

1. establish procedures for recording, checking, and disposing of property.
2. designate custodians of 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

BUSINESS

R7440

Monies in School Buildings

Cash Receipts

Receipts shall be issued to each person who turns in funds. These fund 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

NON-INSTRUCTIONAL

R7500

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 Sec. 48-443, 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, as directed by the Department of Labor.

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: 3/00, 3/12

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

NON-INSTRUCTIONAL

R7540

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 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. The principal or designee 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

Rule

Approved: 5/28/91

Revised: 3/00, 3/12

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

NON-INSTRUCTIONAL

7610

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.

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

Policy

Adopted: 4/14/97

Revised: 3/00, 3/12

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.

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: 4/97, 3/00, 11/04, 3/12

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. Passengers riding on school sponsored trips must be students involved in the activity, teachers and sponsoring adults.

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 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: 4/97, 3/12

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.

Policy

Adopted: 5/20/96

Revised: 4/14/97

NON-INSTRUCTIONAL

7760

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

NON-INSTRUCTIONAL

R7760

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 Director of Maintenance and/or contracted vendor will provide a record of vehicle maintenance which will assure each vehicle is safe and in running order and maximize it's useful life.

The District 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, keeping in mind economy of operation as well as appropriate safety of operation.

Legal Reference: 79-488

Policy

Adopted: 5/20/96

Revised: 4/97, 3/12

NON-INSTRUCTIONAL

7800

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 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

NON-INSTRUCTIONAL

R7810

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

NON-INSTRUCTIONAL

7910

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

NON-INSTRUCTIONAL

7920

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

Construction Manager At Risk Contract

CONSTRUCTION MANAGEMENT AT RISK CONTRACTS

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract.

Definitions

For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means Crete Public Schools.

Procedures

1. Procedures for the preparation and content of requests for proposals shall include the following:
 - A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 2. Policies adopted by the school district pursuant to the Act;
 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms

and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

4. Any bonds and insurance required by law or as may be additionally required by the school district;
 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the construction manager shall be determined on a project-by-project basis and included within the requests for proposals.
 3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
 - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
 - B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
 - (1) The financial resources of the construction manager to complete the project (up to ten percent);
 - (2) The ability of the proposed personnel of the construction manager to perform (up to thirty percent);
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager (up to thirty percent);

- (4) The quality of performance on previous projects (up to thirty percent);
- (5) The ability of the construction manager to perform within the time specified (up to thirty percent);
- (6) The previous and existing compliance of the construction manager with laws relating to the contract (up to ten percent); and
- (7) Such other information as may be secured having a bearing on the selection (up to twenty percent).

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
 - A. The school district shall attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
 5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
 - A. Definitions.

- (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
- (3) Appeals Board shall mean an independent panel of three disinterested individuals appointed by the Superintendent, which individuals shall have a thorough knowledge of the purchasing process and practices and laws applicable thereto.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the bid opening or if the protest is based on the selection of the lowest responsible bidder, not later than five working days following the selection of the lowest responsible bidder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. **Authority to Resolve Protests.** Prior to the commencement of an appeal to the Appeals Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall issue a decision in writing within five working days. The decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review as provided by the Appeals Board. A copy of the decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Appeals Board, but the decision shall be final unless the interested party protester files a timely appeal with the Appeals Board.
- D. **Appeals Board Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for a hearing before the Appeals Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. Upon receipt of an appeal from an interested party protester, the Superintendent shall convene the Appeals Board within ten working days or as soon thereafter as reasonably possible to conduct an administrative review of the appeal. The Appeals Board shall decide whether the solicitation being appealed was in accordance with all applicable laws and regulations and the terms and conditions of all applicable specifications, and whether waiver of specifications, conditions or defects in a bid, if any, were justified and in the best interest of the school district. Within ten working days of hearing such appeal, the Appeals Board shall submit its findings and recommendations to the school district board of education. Should it become impossible to obtain a quorum of three members, the appeal shall proceed directly to the school district board of education without Appeals Board action. No determination by the Appeals Board concerning an issue of law or fact shall be final or binding on the school district.
- E. **Finality of Decision.** The school district board of education shall consider the recommendations of the Superintendent and the Appeals Board and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions

The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Policy
Approved: 3/9/15

Construction Manager At Risk Contract

**RESOLUTION OF THE BOARD OF EDUCATION TO SELECT THE
CONSTRUCTION MANAGER AT RISK CONTRACT DELIVERY SYSTEM**

WHEREAS, the Board of Education ("Board") of Crete Public Schools (legally known as Saline County School District No. 76-0002 and referred to herein as the "School District") believes it to be in the School District's best interest to use the construction manager contract delivery system under the Nebraska Political Subdivisions Construction Alternatives Act ("Act") to complete the Elementary and Middle School renovations and athletic track.

BE IT THEREFORE RESOLVED that the Board hereby selects the construction manager at risk contract delivery system to complete the remaining projects related to the 2013 bond issue and authorizes, empowers and directs the School District's administration to take all actions necessary to comply with the terms of the Act in proceeding with the construction manager at risk contract delivery system.

BE IT FURTHER RESOLVED that the Board hereby adopts the "Construction Management at Risk Contracts" policy and directs the School District's administration to prepare a request for proposals and publish notice of the same in a newspaper of general circulation within the School District and file it with the Nebraska Department of Education.

BE IT FURTHER RESOLVED that no less than five (5) representative individuals will be designated as members of the Construction Manager at Risk Selection Committee:

1. Member of the school board:

2. Member of the school administration or staff:

3. The school's architect or engineer:

4. Individual having special expertise relevant to selection of a construction manager under the Act: _____

5. A resident of the school district other than an individual included in subdivisions (1) through (4): _____

[NOTE: A member of the selection committee designated under subdivision (4) or (5) shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the School District or the school's architect or engineer.]

BE IT FURTHER RESOLVED that all proposals received in response to the request for proposals are hereby referred to the Construction Manager at Risk Selection Committee.

Dated: _____, 2015

President of the Board of Education

ATTEST: _____
Secretary of the Board of Education

Approved: 3/9/15

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