

## **Budget Timeline Procedures**

**AR-3105**

The board of education recognizes that budget development is an ongoing process that requires planning during the entire fiscal year. The superintendent of schools will plan to meet with the board of education's budget committee during the budgeting process to provide information and/or gain board insight and assistance. The following timeline is established for the development of the annual budget:

- (a) February 10. Budget books and requisition forms are to be delivered to building principals.
- (b) March 15. All requisition requests are to be submitted to building principals for review.
- (c) April 20. Superintendent shall have all requisition requests to allow time for any additional review of needs and/or changes. The preparation of non-salaried budget items begins.
- (d) June 1. The superintendent shall present a preliminary list of non-salaried budget items to the board of education at the June monthly board meeting. The board of education will identify items as either approved, not approved, or held for further review. The superintendent will proceed with the ordering process for those items that have been approved. Refer to Policy 3305, Purchasing, and Policy 3305.1, Public Lettings, Bids to Purchase, for purchasing procedures.
- (e) July 1. The superintendent shall submit an actual or estimated budget for employee salaries and related employee benefit costs at the July monthly board of education meeting. This may vary based upon employee negotiations.
- (f) July 1. The superintendent shall prepare the receipts portion of the budget document to submit at the July monthly board of education meeting. Either real or estimated local, county, and state budget information should be available at this time. The public hearing for the general fund budget should be scheduled for the August monthly board meeting.
- (g) August 1. The budget construction should be done. The board of education will set the date for the final adoption of the budget document for the ensuing school year. NOTE: The public notice for the hearing to exceed the applicable allowable growth percentage set forth by the Nebraska Legislature must be published seven days prior to the hearing and must be approved by 75 percent of the board of education members.
- (h) September 20. After the notice of the public hearing is published and the public hearing is held, the adopted budget will be filed with the levying board and state auditor.

Legal Reference:                   Neb. Rev. Stat. §§ 13-501 to 13-508  
  Neb. Rev. Stat. §§ 79-1029 to 79-1030

AR Adopted: August 14, 2014

**School Owned Residential Lease Agreement**

**AR-3270**

Housing Unit # \_\_\_\_\_

Whereas, \_\_\_\_\_, hereinafter called the "Tenant," in order to induce McPherson County Schools, hereinafter called the "Landlord," to enter into the lease as set out below, agrees to the following rules of the Landlord, all of which must be honored:

- (a) The Tenant agrees to pay a monthly rental amount of \$\_\_\_\_\_ for use of the rental unit located in Tryon, NE, designated as dwelling/rental unit No. \_\_\_\_\_ for the term of one month, beginning \_\_\_\_\_. Rent shall be payable in advance on the first day of said term. The Tenant further agrees to pay an additional deposit sum of \$\_\_\_\_\_ upon taking possession of the premises, said deposit to stand as security for the payment of damages and any unpaid monthly rental amount.
- (b) This lease shall be automatically renewed on the first day of each month for successive terms of one month at the rental amount as herein specified, unless terminated by either party.
- (c) The Tenant may terminate the tenancy on any day during the month by giving the Landlord thirty (30) days notice in writing.
- (d) The Landlord may terminate the tenancy without assigning any reason therefore, by giving the Tenant one (1) month's notice in writing to vacate the premises.
- (e) In the event the premises are so badly damaged by fire or other casualty so as to be unlivable, this lease shall automatically terminate.
- (f) If default be made in the payment of rent after the same is due, the Landlord shall have the right, upon proper notice as required by Nebraska law, to seek restitution of the premises from the Tenant.
- (g) The Tenant agrees to not assign this lease, sublet the premises, and/or transfer possession of the premises or any portion thereof without express prior approval of the Landlord made in writing.
- (h) The Tenant agrees to keep the premises and fixtures in a clean and sanitary condition at all times and to dispose of all trash in a sanitary manner.
- (i) The Tenant agrees to not make any repairs or alterations to the premises without the written consent of the Landlord.
- (j) The Tenant agrees to not keep any animals or pets of any kind on or in the premises without the written consent of the Landlord. If consent to keep an

animal or pet on or in the premises is given, the Tenant will have the floors and carpets cleaned when vacating the premises.

- (k) The Tenant agrees to pay all utilities. Any pre-purchased propane gas left over when the Tenant vacates the premises will be purchased by the Landlord at the current price, and such propane gas can and will be sold to the new tenant at the price paid by the Tenant with regard to the cost from the supplier and the amount remaining in the tank.
- (l) Fixtures added to the premises without the consent of the Landlord will become the property of the Landlord with no payment to be made for such unauthorized fixtures.
- (m) The Tenant agrees to furnish his or her own snow removal and lawn care. Any damages caused by the Tenant's failure to exercise good judgment in such snow removal and lawn care will be paid for by the Tenant. Hoses shall be removed from outside faucets prior to the first freeze, and gutters shall be cleaned at least once a year.

Written Agreements: (are to be attached to this lease, if any)

This lease evidences the entire agreement between the Landlord and the Tenant, and no modification thereof shall be made except in writing.

Lease executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Landlord: **McPherson County School District No. 90**

By: \_\_\_\_\_

Tenant: \_\_\_\_\_

(Print or type name)

(Signature)

## **Procedures of Purchasing**

**AR-3305**

It is the intent of the board of education to seek quality goods and services from reputable vendors, suppliers, and contractors via competitive public lettings, price quotations, or outright purchases, while maintaining a concern for cost effectiveness, i.e., educational value received for dollar expended.

Decisions on purchases may not always be based upon the lowest price quotation or lowest bid, but consideration shall be given to the following factors:

- (a) Specifications which stress good quality within the limitations of the budget;
- (b) Lowest cost within adherence to the specifications;
- (c) Consideration for the quality of service; and
- (d) Promptness of delivery.

In any public letting or price quotation situation, the board of education expressly reserves the right of the school district to reject any or all proposals, and the board of education shall not be obligated to the purchasing of an item because it was represented to be the lowest dollar cost per unit.

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

- (a) Quality of product;
- (b) Suitability of product;
- (c) Price;
- (d) Conformance to specifications;
- (e) Convenience of delivery;
- (f) General reputation of business firms; and
- (g) Past services to the school district.

The board of education also reserves the right to not seek bids through public lettings for good or services costing more than \$5,000.00 but less than \$40,000.00 if it is determined that said goods or services are not readily available through the public letting process or if an emergency would exist, in which case the board of education may instruct the superintendent of schools to proceed to secure the goods or services through a non-public letting process.

## **Insurance and Bond Coverage**

**AR-3505**

The school district shall carry insurance and bond coverage as deemed to be in the best interest of the school district. Such coverage shall include, but need not be limited to, the following:

- (a) School district property insurance coverage for fire and extended coverage with a property in possession plan (PIP) for replacement values;
- (b) Comprehensive general liability with limits of at least \$100,000.00 to \$300,000.00, with an umbrella liability coverage of \$1,000,000.00 or more;
- (c) Boiler insurance of \$500,000.00 or more per building;
- (d) Blanket position bonds on all school district employees and the school district treasurer;
- (e) All risk coverage on equipment used in instrumental music, business education, audio-visual, or art, computers, and other items that might be damaged or lost through theft;
- (f) Coverage on members of the board of education and administrators for errors and omissions; and
- (g) Vehicle liability insurance of not less than \$50,000.00 to cover bodily injury to one person, \$100,000.00 to cover bodily injury to more than one person in the same accident, and \$10,000.00 to cover property damage. Such vehicle insurance policy may, at the discretion of the board of education, contain a deductible provision for up to \$1,000.00 of any claim, in which event the school district shall be considered a self-insurer for that amount.

## Use of School-Owned Vehicles

AR-3515.1

All school-owned vehicles are the property of the school district and operated at school district expense. School district vehicles shall not be for personal use. Certain school district vehicles may be driven home by school district employees if such vehicles are to be used for school purposes the following day. Prior to driving a school district vehicle home, the school district employee must clear the action with the transportation supervisor.

***School district vehicles are to be driven or operated by the specific school district employee who reserved and checked out the vehicle for use, or may be driven or operated by any other school district employee being transported in the same vehicle on the same trip. School district employees will also be required to complete the Driver Certification form.***

Non-school district employees are prohibited from driving a school district vehicle without specific written permission, which may be provided by the superintendent of schools, any one of the building principals, or the activities director. Such permission shall require the non-school district employee to provide his or her age and date of birth and a copy of his or her current driver's license. The office responsible for assignment or checking out school district vehicles will be expected to maintain a record of written permission given for non-school district employees. Non-school district employees will also be required to complete the Driver Certification form.

In emergency situations, when a school district employee is incapable of completing the trip back to school, permission may be given verbally by one of the aforementioned administrators for a non-school district employee to drive. The appropriate written permission shall be completed upon arrival at the school.



**DRIVER CERTIFICATION FOR USE OF  
SCHOOL DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS**

This certification is required for all persons who: (1) drive school district-owned or leased vehicles, (2) drive students as part of their employment, or (3) provide pupil transportation services which is sponsored or approved by the school district.

Name: \_\_\_\_\_ Operator's License No: \_\_\_\_\_

License Class: \_\_\_\_\_

I certify that the following information is true and accurate:

\_\_\_\_\_ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

\_\_\_\_\_ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

|                          |                             |
|--------------------------|-----------------------------|
| _____ Corrective Lenses  | _____ Outside Mirrors       |
| _____ Automatic Signals  | _____ Maximum Speed Rest    |
| _____ Mechanical Aids    | _____ Daylight Only         |
| _____ Restricted Area    | _____ 2 Lane, 2 Way Only    |
| _____ Automatic Trans.   | _____ No Interstate Driving |
| _____ No One Way Streets | _____ Other: _____          |

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the school district relating to driving a motor vehicle. Seatbelts and child restraint systems will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

\_\_\_\_\_ I have been given instruction on emergency evacuation procedures, first aid, and other instruction applicable to the group of pupil being transported.

\_\_\_\_\_ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

\_\_\_\_\_ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of any of the following events:

- (a) Suspension, revocation, withdrawal, or expiration of my driver's license;
- (b) Any ticket or accident while in a school district-owned vehicle or while engaged in school business;
- (c) Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time; and
- (d) Any circumstance which may result in any of the responses on this Driver Certification not continuing to be completely accurate or which may indicate that I should not be driving a school district vehicle or transporting students.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Driver

**Pre-Planning**

- (a) Any person operating a school bus, as set forth by Nebraska statutes, must successfully complete the bus driver's examination conducted by the Department of Motor Vehicles and pass a physical examination given by a licensed physician.
- (b) The school district shall provide, or arrange for, an in-service training program for all transportation personnel, which will include bus evacuation and the school district's bus accident procedures (BAP). The transportation supervisor shall inform all school bus drivers or prospective school bus drivers as to when these programs will be conducted.
- (c) The school bus driver for each bus route shall identify key students who are to assist in emergency situations and involve these students in assisting in bus evacuation drills. Emergency evacuation drills shall be held as prescribed by law. Reports of these evacuation drills shall be given to the transportation supervisor.
- (d) Each school bus driver, in conjunction with the school district administration, shall develop and maintain a current list of student riders on each bus route. This list shall be placed in any route bus and a duplicate list, with each student's home telephone number, shall be kept in the offices of the transportation supervisor and each building principal.
- (e) All student files, with family physician noted, shall be kept current and accessible.

**Accident in Progress**

- (a) The school bus driver at the accident scene shall contact the school district office via cell phone, describe the location of the school bus, and request that emergency personnel be phoned, or the school bus driver shall designate a student to go to the nearest home or contact a traveler to phone emergency personnel. Emergency telephone numbers shall be posted in each school bus. In the event the school bus driver is incapacitated, the designated student shall call the school district office.
- (b) The school district office shall dispatch a second school bus to the scene to render assistance. If personnel is available, the second school bus shall carry another school district employee in addition to the substitute school bus driver.
- (c) The person receiving the school bus driver's call shall contact the superintendent of school's office with all available information, and a pre-designated telephone line should be kept open for the duration of the emergency. When circumstances permit, the president of the board of education should be contacted and advised of the situation.
- (d) The superintendent, or a pre-designated person to act on behalf of the superintendent if he or she is absent, shall serve as the official school district spokesperson, and all calls shall be referred to the school district office.

- (e) Calls shall be made from the school district office to each building principal relating the nature of the emergency.
- (f) Upon arriving at the scene, the substitute school bus driver and/or extra school district employee shall be cautious to avoid compounding traffic problems. They should identify themselves to on-site emergency personnel, stand ready to assist in transporting any injured persons, and contact the school district office with periodic updates of the situation as circumstances permit.
- (g) Unless directed otherwise by emergency medical personnel or hospital personnel, all persons riding on the school bus involved in the accident shall be transported to an area hospital for a checkup.
- (h) If hospital policies allow, individual students shall be encouraged to contact their parents regarding their condition.

#### Follow-up Procedures

- (a) Immediately following the emergency, and once the general condition of accident victims is known, the superintendent, or his or her designee, shall prepare and dispense a press release for area media. Board of education members shall be apprised of the situation to the extent possible.
- (b) Each building principal shall be updated on the situation and should make announcements to their staff and students concerning the accident.
- (c) Within twenty-four to forty-eight hours, a meeting shall be convened with parents for the purpose of sharing information and assisting with any insurance logistics.
- (d) Post-crises counseling for students shall be provided if judged appropriate and necessary.
- (e) Within a week, or at an appropriate time, school district employees and emergency personnel shall meet to review the school district's BAP to determine any need for refinement or to correct deficiencies.
- (f) The superintendent shall prepare a thorough report on the incident for presentation at the next regular meeting of the board of education.

## **Bomb Incident Plan**

**AR-3525**

Students are the best pro-active defense for preventing bomb threats, shootings, or other major disasters caused by individuals in the school district. School district employees have the responsibility to secure the confidence of students and encourage them to report to their teachers, guidance counselor, principal, pastor, or parents if they hear from or of anyone threatening violence to the school district or to fellow students. School district employees should be alert for rumors or boastful comments made by students or other persons regarding any threats of violence or harm to the school district or other students, especially after a similar event has occurred elsewhere and received wide publicity.

The school district shall keep all exterior school building doors locked, with the exception of the main entrance door. Such exterior doors should be equipped with panic bars that will facilitate exiting the building, but they shall be keyed and kept locked, thereby preventing ready access from the outside. Such panic bars or other locks shall not create safety problems should it become necessary to evacuate the building in an emergency. Supply room or storage area doors shall be kept locked when not in use. This will reduce the areas where a bomb might be placed, and thereby reduce the time it might take to search these areas.

School district custodial employees shall frequently check exterior doors to ensure that no items have been placed in a normally locked door to allow persons to enter the building through such door instead of the main entrance door.

The following steps shall be taken in the event of a bomb threat:

### **Step 1**

A bomb threat notice may come from a telephone call, a report from another person, a written note or letter, or e-mail. If possible, one individual shall be assigned to take the majority of all incoming telephone calls. This individual should be a person who can remain calm while taking a bomb threat call. The BOMB THREAT CHECKLIST shall be kept near all telephones that take incoming calls. It is important for the person receiving the bomb threat notice to get as much information as possible about the bomb and the person making the threat.

### **Step 2**

The superintendent of schools, or his or her designee, shall be notified as soon as possible when the school district receives a bomb threat notice. Upon such notice, the superintendent should have a prearranged plan for notifying all school district employees of the bomb threat.

The preferred method of notifying school district employees of a bomb threat is through predetermined runners using a coded message, as employees will understand the meaning of such coded message and students will not become unduly alarmed. The coded message may be changed depending upon the frequency in which the school

district receives bomb threats. If the use of runners would be impractical, the school intercom system might be used if the circumstances of the bomb threat do not lead to the possibility that the bomb is connected to the intercom and the use of the intercom would trigger the bomb.

Upon receipt of a bomb threat notice, all classroom teachers shall have their students be seated and immediately take roll to determine which students are absent from the classroom, where such students are at that time, and whether such students have been absent all day. If students normally move from one room to another based upon a bell, any student movement should be discontinued until Step 2 is completed.

School district employees should immediately survey their areas for any unlikely or unidentified objects or containers. Custodial employees should check hallways, unlocked storage areas, and the outside of the school building for unidentified objects or vehicles parked in an unauthorized place or in an uncharacteristic manner. Any unidentifiable objects shall not be moved. School district employees should report their findings. Classroom teachers can post their findings by placing a note on the outside of their classrooms. Custodial employees can report directly to the superintendent or principal.

The superintendent, or his or her designee, shall make a decision on whether to evacuate the school building. Such decision shall be made upon a consideration of (a) whether any unidentified objects have been found inside the school building which require further investigation, (b) whether there are questionable areas in the school building in which students should not pass, and (c) whether the outside of the building appears safe and whether students can be moved outside without fear of larger, more dangerous bombs or possible exposure to snipers.

### Step 3

If the decision is made to evacuate the school building, there should be pre-assigned "safe areas." These "safe areas" should be open areas, which are not surrounded by clumps of shrubs or trees. Upon reaching the "safe area," each classroom teacher shall take a count of his or her students to determine if all students left the school building and have arrived at the "safe area." The location of these pre-assigned "safe areas" should be changed so that students do not go to the same area each time the building is evacuated.

After all students have arrived at the "safe areas" and have been accounted for, school officials shall determine whether classes should continue at alternate sites or whether students should be sent home. If deciding whether students are to be sent home, school officials should consider whether there will be parents at home or whether students will be able to go to a predetermined alternate location with adult supervision.

If the school building and premises are to be further searched after evacuation, such search shall be done by two-person teams. These teams shall include one school

district employee and a fireman or other emergency personnel. School district employees shall assist in identifying objects which are common to a school. As many teams should be formed as possible.

Each team shall be designated specific rooms or areas to search. Each room or area shall be divided into sectors: Sector 1 is the floor, Sector 2 is the floor to shoulder height, Sector 3 is shoulder height to the ceiling, and Sector 4 is the ceiling. Each team shall move around the room or area together a total of four times, double checking each sector. Upon completing a room or area, it shall be marked to indicate it has been checked. Areas such as athletic fields, stadium, storage facilities, buses, and bus barns shall also be checked.

Upon completing the search, the teams involved shall meet to review the process and this administrative regulation. Any suggested amendments shall be presented to the superintendent, who will review them with the board of education.

## BOMB THREAT CHECKLIST

- (a) When is the bomb going to explode?
- (b) Where is the bomb right now?
- (c) What does the bomb look like?
- (d) Is there one bomb or multiple bombs?
- (e) What will cause the bomb to explode?
- (f) Did you place the bomb?
- (g) Why?
- (h) What is your name?
- (i) What is your address?

Comments or other remarks: \_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Telephone number which received the call: \_\_\_\_\_

Time and date call was received: \_\_\_\_\_

### CALLER'S VOICE CHARACTERISTICS

|                       |                      |                |
|-----------------------|----------------------|----------------|
| Calm _____            | Soft _____           | Stutter _____  |
| Excited _____         | Laughter _____       | Rasp _____     |
| Rapid _____           | Normal _____         | Nasal _____    |
| Angry _____           | Loud _____           | Lisp _____     |
| Slow _____            | Crying _____         | Deep _____     |
| Distinct _____        | Slurred _____        | Ragged _____   |
| Deep Breathing _____  | Disguised _____      | Familiar _____ |
| Whispered _____       | Cracking Voice _____ | Accent _____   |
| Clearing Throat _____ | Other _____          |                |

BACKGROUND SOUNDS

|                     |                     |                        |
|---------------------|---------------------|------------------------|
| Street Noises _____ | Long Distance _____ | Static _____           |
| Voices _____        | Motor _____         | House Noises _____     |
| Animal Sounds _____ | Booth _____         | Local _____            |
| PA System _____     | Crockery _____      | Office Machinery _____ |
| Music _____         | Clear _____         | Other _____            |

BOMB THREAT LANGUAGE

|                    |                  |
|--------------------|------------------|
| Well Spoken _____  | Taped _____      |
| Foul _____         | Incoherent _____ |
| Message Read _____ | Irrational _____ |

Other Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Receiving Phone Call: \_\_\_\_\_

Position: \_\_\_\_\_ Date Checklist Completed: \_\_\_\_\_

## **Travel Expenses**

**AR-3610**

Authorized travel expenses may be paid as follows:

- (a) A check will be paid to the employee after the event to reimburse for actual meal costs up to \$25 per day.
- (b) Reimbursement for mileage at the federal standard mileage rate will be paid to the employee after returning from the trip.
- (c) If Direct Billing is not available, A VISA Card will be issued for the payment of lodging. If the place of lodging does not accept VISA cards, lodging expenses shall be reimbursed after the trip.
- (d) All expenses must have receipts.

Expenses incurred by school district employees during travel without students shall be subject to the following guidelines:

- (a) If such travel is based upon a request by a school district administrator, expenses shall be provided in accordance with board of education policy.
- (b) For professional trips (i.e., non-credit professional development in assignment area), expenses shall be provided in accordance with board of education policy and only if approved by school district administration.
- (c) For personal trips, no expenses shall be provided.