I. Call to Order
   A. Pledge of Allegiance
   B. Roll Call
   C. Excused Absences (Motion Needed)

Open Meetings Law: Posted at entrance to room.

Notes Regarding Agenda: The Board will generally follow the sequence of the published agenda but may change the order of items when appropriate and may elect to act on any of the items listed.

II. Communications
   A. Public Comment on Items Not on the Agenda
      Public questions and comments regarding items not on the agenda may take place now in the agenda. Individuals who want to address the Board must complete a Guidelines for Public Comments form with the date, topic addressing, name and address and give it to the board clerk prior to the meeting. When called upon by the presiding officer, the individual shall proceed to the podium and state their name and address. An individual may not exceed three (3) minutes, and total time for all individuals who want to speak shall not exceed 30 minutes unless a majority vote of the Board approves extending allocated time. This time for public comment shall not be used to address specific individual student discipline or employee performance issues. Complaint and grievance processes are in place to deal with issues of this nature.
   B. Superintendent’s Report
   C. Board Comments
   D. Committee Reports
      1. Buildings, Grounds, & Finance
      2. Human Resources & Student Services
      3. Curriculum & Americanism

Public Comment: Public questions and comments regarding items that are on the agenda may be allowed by the Board as each agenda item is discussed during regular board meetings. Individuals who want to address the Board must complete a Guidelines for Public Comments form with the date, topic addressing, name and address and give it to the board clerk prior to the meeting. Anyone wanting to address the Board may do so if recognized and called upon by the presiding officer. When called upon by the presiding officer they shall state their name and address for the record. Comments of an individual may not exceed three (3) minutes, and total time for all individuals who wish to speak regarding a specific agenda item shall not exceed 30 minutes unless a majority vote of the Board approves extending allocated time.

III. Action Items (Motion Needed)
   A. Action by Consent
      1. Approval of Meeting Agenda
      2. Finance
      3. Out-of-State Travel
      4. Personnel
   B. Board Meeting Minutes of September 14, 2020
   C. Final Property Tax Request Resolution
   D. Policy 8000 – Board Organization & Operation
   E. Superintendent 2020/21 Goals

IV. Discussion/Information Items
   A. District Fundraising Policy
   B. Remote Learning Update
   C. District Subbing Update
   D. 2021/22 District Calendar

V. Future Board Calendar
   - September 29, 2020: Liaison Lunch @ Trumble Park, 11:30am w/Lodes
   - September 30, 2020: Liaison Lunch @ La Vista West, 11:45 w/Witt
   - October 6, 2020: Liaison Lunch @ STAR, 10:30 w/Fisher
   - October 9, 2020: No School for Staff or Students
   - October 12, 2020: Staff Development Day, no School for Students
   - October 12, 2020: Board of Education Meeting @ 6:00pm - Central Office

VI. Adjournment

The Papillion La Vista Community Schools Board of Education reserves the right to go into Closed Session for purposes in accordance with Nebraska Open Meetings Act NE REV STAT 84-1407 through 1414.
# Financial Statement

**PAPILLION-LA VISTA PUBLIC SCHOOL DISTRICT #27**  
**FINANCIAL STATEMENT**  
**08/31/20**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BALANCE FROM 08/01/20</strong></td>
<td>$ 22,205,789.43</td>
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<tr>
<td><strong>REVENUE:</strong></td>
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<tr>
<td>Property Taxes</td>
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<tr>
<td>Interest</td>
<td>757.65</td>
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<tr>
<td>School Lunch Receipts</td>
<td>456,363.95</td>
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<td>Federal/State Receipts</td>
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<td>Cooperative Funds</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$ 22,653,926.91</td>
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<tr>
<td><strong>DISBURSEMENTS:</strong></td>
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</tr>
<tr>
<td>Payroll</td>
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<tr>
<td>Payroll Taxes</td>
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<td>Accounts Payable/Liabilities</td>
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<td>Payflex Fees</td>
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<td>Health Savings Acct.</td>
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<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td>$ 9,710,172.36</td>
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<td><strong>ENDING BALANCE AS OF 08/31/20</strong></td>
<td>$ 35,149,543.98</td>
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Prepared By: Brenda Fahy
### BOND FUND #3

**Beginning Balance 8/01/2020** $3,807,012.12

**Revenue:**
- Sarpy County Property Tax $1,209,415.78
- Interest $92.07
- Deposit $0.00
- Internal Transfer $0.00

**Total Revenue** $1,209,507.85

**Disbursements:**
- Principal/Interest Payments $0.00
- Internal Transfer $0.00

**Total Disbursements** $0.00

**Ending Balance Thru 8/31/2020** $5,016,519.97

### BOND FUND #4

**Beginning Balance 8/01/2020** $2,527,798.18

**Revenue:**
- Sarpy County Property Tax $1,040,188.13
- Interest $64.02
- Internal Transfer $0.00
- Deposit $0.00

**Total Revenue** $1,040,252.15

**Disbursements:**
- Principal/Interest Payments $0.00
- Internal Transfer $0.00
- Fee $0.00

**Total Disbursements** $0.00

**Ending Balance Thru 8/31/2020** $3,568,050.33

### BOND FUND #5

**Beginning Balance 8/01/2020** $1,357,292.88

**Revenue:**
- Sarpy County Property Tax $1,286,607.81
- Interest $43.22
- Internal Transfer $0.00
- Deposit $0.00

**Total Revenue** $1,286,651.03

**Disbursements:**
- Principal/Interest Payments $0.00
- Internal Transfer $0.00

**Total Disbursements** $0.00

**Ending Balance Thru 8/31/2020** $2,643,943.91
**BOND FUND #6**

Beginning Balance 8/01/2020 $520,546.04

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<td>Sarpy County Property Tax</td>
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<td>Deposit</td>
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<td><strong>TOTAL REVENUE</strong></td>
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<td>Internal Transfer</td>
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<tr>
<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td><strong>$0.00</strong></td>
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**ENDING BALANCE THRU 8/31/2020** $1,285,983.22

Treasurer

RETURN TO AGENDA
### BUILDING FUND

**Beginning Balance 8-1-20**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>669,440.13</td>
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**Receipts:**

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<th>Item</th>
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<tbody>
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<td><strong>507,157.25</strong></td>
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**Disbursements:**

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<tbody>
<tr>
<td>A/P Checks</td>
<td>37,500.00</td>
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<td>Internal Transfer</td>
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<td><strong>37,500.00</strong></td>
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**Ending Balance 8-31-20**

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<thead>
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<th>Amount</th>
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<td>1,139,097.38</td>
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### CONSTRUCTION FUND

**Beginning Balance 8-1-20**

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**Receipts:**

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**Disbursements:**

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**Ending Balance 8-31-20**

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<tbody>
<tr>
<td>20,208,045.80</td>
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Treasurer

**RETURN TO AGENDA**
The Board of Education of the School District of Papillion La Vista, in the County of Sarpy, in the State of Nebraska, met in open and public session at 6:09 p.m., Monday, September 14, 2020. The meeting was held at the Papillion La Vista Community Schools Administration Office, 420 South Washington Street, Papillion, Nebraska.

Notice of the meeting was provided in advance by publication in the *Papillion Times*, September 9, 2020. Notice of the meeting was simultaneously given to all members of the Board of Education. Their acknowledgment of receipt of the agenda is maintained at the Papillion La Vista Community Schools Administration Office. The proceedings, hereafter shown, were taken while the convened meeting was open to the attendance of the public.

**Call to Order**
Board President Bret Brasfield called the meeting to order and publicly stated a copy of the Nebraska Open Meetings Law is posted at the entrance to the Board Room. Mr. Brasfield led the group in the Pledge of Allegiance.

Roll call was taken. Board members present were Mr. Brian Lodes, Mr. Chuck Zurcher, Ms. SuAnn Witt, Dr. Fred Tafoya, Ms. Valerie Fisher, and Mr. Bret Brasfield. There were no comments from the Board or audience.

**Communication**
Ms. Patricia Conway, community member, addressed the Board with her concerns related to the District’s Policy #1409-Special Projects Fundraising. Ms. Conway read a letter that she prepared stating six mistakes she believes the District made related to fundraising and the construction of the PE classroom at PLSHS. Ms. Conway asked the Board to reevaluate the mistakes and make the appropriate steps to correct them.

**Student Council Report**
McKenzie Welsh, representatives from Papillion La Vista High School, reported for the Student Council. Fall sports including softball, volleyball, football, boy’s tennis, girls golf, and cross country have begun. The softball team is notably ranked #1 in the country. The marching band is performing during our half time football games. The Drama club will be hosting their annual food drive in October with all collections being donated to the Tri-Country Food Pantry. Homecoming week starts Monday, September 21. Coronation will take place Friday night during the football game. September 22 all seniors will take the ACT test with juniors taking the Pre-ACT test.

**Superintendent’s Report**
Dr. Rikli provided a report of highlights and activities he has attended this past month. Dr. Rikli shared that he and his wife, Amy, have been asked to serve on the Nebraska Vietnam Veterans Memorial Foundation. The NVVMF is in the process of constructing a Vietnam Memorial for the State of Nebraska. The memorial will be located south of the Papillion Sumtur Amphitheater.

Dr. Rikli and Mr. Brasfield wrote a thank you letter in response to a posting made on Linkedin by Union Pacific, Baxter, Conagra, Mutual of Omaha, Valmont, and the Greater Omaha Chamber of Commerce. The Linkedin message thanked all area school leaders for their work during the COVID-19 pandemic.
Dr. Rikli was invited to attend a meeting with US Secretary of Agriculture, Senator Sonny Perdue, Governor Ricketts, and Congressman Bacon at the Heartlands Food Bank. Dr. Rikli shared what the District was doing to support our families during the pandemic with our feeding program.

The US Federal Government has waived some regulations related to our school lunches. Starting September 21, the school lunch regular meal prices will be waived for all students regardless of the family’s income level. This program will end by December 31 or before if the funds run out earlier.

PLHS Titan’s Homecoming week was September 7th through the 11th. PLHS Monarch’s will have Homecoming the week of September 21 through the 25th.

Dr. Rikli hosted the first Student Advisory meeting for 2020/21 on September 10 at PLSHS, with 16 students attending. These meetings are held monthly alternating from PLSHS to PLHS.

The Governor revised the Directive Health Measures (DHM) on Monday to a phase four, lighter restrictions. The revised transition will not alter the District’s plan for safety. The District continues to monitor the Sarpy County Health dial which currently sits at the yellow status or moderate risk category.

Board Comments
Dr. Tafoya provided face masks with the Titan and Monarch logo on each of the masks to board members. The masks were provided by Ms. Jodi Stice, Dr. Joel Janssen and the Basler family.
Mr. Brasfield shared that the month of September is National Suicide prevention month. Mr. Brasfield shared the District’s PLV Cares program’s website and phone number to our community.
Ms. Fisher and Mr. Lodes both thanked the Administration and the Community for their support in the opening of our schools.

Committee Reports
- Building & Grounds & Finance: Mr. Zurcher reported the committee had not met.
- HR & Student Services Committee: Mr. Lodes reported the committee had not met.
- Curriculum and Instruction Committee: Ms. Fisher reported the committee had not met.

Action Items
A motion was made by Ms. Fisher and seconded by Mr. Zurcher to approve the Action by Consent Items: The meeting agenda, bills, out of state travel and personnel items as presented. There were no comments from the Board or audience. Roll call vote was taken. Ayes: Zurcher, Witt, Tafoya, Fisher, Brasfield, and Lodes. Nays: None. The motion carried.

A motion was made by Ms. Witt and seconded by Dr. Tafoya to approve the Board meeting minutes, Board Retreat minutes, and the Budget Hearing minutes of August 24, 2020. Ms. Witt asked the Board Retreat minutes to be amended by adding “Board discussed and agreed to regularly scheduled subcommittee meetings to its calendar.” There were no comments from the audience. Roll call vote was taken. Ayes: Witt, Tafoya, Fisher, Brasfield, Lodes, and Zurcher. Nays: None. The motion carried.

A motion was made by Ms. Fisher and seconded by Mr. Zurcher to accept the Title IX New Regulations as presented. Ms. Fisher asked what the timeframe is that staff must complete the training. Dr. Steele replied there is no specific time, it will be completed during the 2020/21 school year. There were no comments from the audience. Roll call vote was taken. Ayes: Tafoya, Fisher, Brasfield, Lodes, Zurcher, and Witt. Nays: None. The motion carried.
A motion was made by Mr. Lodes and seconded by Dr. Tafoya to approve the combined District budgets for 2020.

1. Approval of the General Fund budget for 2020-2021 in the amount of $147,265,858 with a budgeted cash reserve of $20,475,594.
2. Approval of the Depreciation Fund budget for 2020-2021 in the amount of $2,000,000.
3. Approval of the Special Building Fund budget for 2020-2021 in the amount of $80,776,217.
4. Approval of the Bond Fund budget for 2020-2021 in the amount of $27,589,348 with a budgeted cash reserve of $11,944,957.
5. Approval of the School Nutrition Fund budget for 2020-2021 in the amount of $6,571,944 with a budgeted cash reserve of $2,952,908.
6. Approval of the Cooperative Fund budget for 2020-2021 in the amount of $200,000 with a budgeted cash reserve of $13,966.
7. Approval of the Student Fee Fund budget for 2020-2021 in the amount of $1,000,000 with a budgeted cash reserve of $218,527.
8. Approval of the Activity Fund budget for 2020-2021 in the amount of $3,500,000 with a budgeted cash reserve of $942,869.

There were no comments from the Board or audience. Roll call vote was taken. Ayes: Fisher, Brasfield, Lodes, Zurcher, Witt, and Tafoya. Nays: None. The motion carried.

A motion was made by Ms. Fisher and seconded by Mr. Lodes to recognize Papillion-La Vista Education Association as the exclusive bargaining agent for negotiation for the 2021-22 and the 2022-23 teachers’ contract. There were no comments from the Board or audience. Roll call vote was taken. Ayes: Brasfield, Lodes, Zurcher, Witt, Tafoya, and Fisher. Nays: None. The motion carried.

**Discussion/Information Items**

**Athletic Directors** Jason Ryan, Papillion La Vista High School, and Jeremy Van Ackeren, Papillion La Vista South High School, prepared for the Board a 2019-20 activity update from both high schools. Both shared the Titans and Monarchs Athletics/Activities philosophy along with the accomplishments for the sports and fine arts for the year. Challenges due to the COVID-19 pandemic were shared also.

Dr. Kati Settles, Assistant Superintendent of Human Resources, provided some changes to the Policy #8000-Board Organization and Operation. 1. Policy 8001: Alternate names in which the District can be recognized as would include “Papillion La Vista Community Schools.” 2. Policy 8210, Item E: Digital copies and print outs by request are provided of Board Policies and Item H: A computer is provided only by request. 3. Policy 8230, Item H: Board members would be issued a computer only by request and the proposal would strike language regarding purchasing computers as this is an outdated practice. The proposed changes will be acted on at the September 28 regular board meeting.

Dr. Rikli shared the proposed six new Superintendent goals for the 2020/21 school year. These goals serve as the foundation for Dr. Rikli’s annual Superintendent evaluation by the Board of Education during the 2020-21 school year. Dr. Rikli typically provides the Board a mid-year update on his progress in November or December. The Board will be presented with a final summary of his progress at the conclusion of the 2020-21 school year in May.

1. Implement school reopening and pandemic response plans. 2. Execute District diversity and inclusivity programs. 3. Continue work on District facility needs and 2018 bond projects. 4. Adopt and implement long-term planning initiatives. 5. Update District leadership succession planning processes. 6. Expand District technology and information services plans.
Board President Brasfield reviewed the future board calendar. Board President Brasfield adjourned the meeting at 7:12 p.m.

SuAnn Witt, Secretary
Papillion La Vista Community School District
Board of Education
Subject: Property Tax Requests for 2020-2021

Meeting Date: September 28, 2020

Prior Meeting Discussion Date: Public Hearing: September 14, 2020

Department: Business Services

Action Desired: Approval X Discussion Information Only

Background:
A public hearing was held relative to the Papillion La Vista Community School’s tax request and tax rates for all funds for 2020-2021 prior to the regular scheduled board meeting. The hearing was published in the Papillion Times. The attached Tax Request Resolution corresponds to the 2020-2021 budget adopted by the Board on September 14, 2020.

General Fund $68,067,518.00 (tax rate $1.033413)
Bond Fund 3 $ 3,200,904.00 (tax rate $0.053178)
Bond Fund 4 $ 3,326,183.00 (tax rate $0.050821)
Bond Fund 5 $ 4,050,051.00 (tax rate $0.061881)
Bond Fund 6 $ 4,361,598.00 (tax rate $0.066248)
Building Fund $ 1,652,495.00 (tax rate $0.025088)

Recommendation: Motion to approve the Tax Request Resolution as presented.

Responsible Person: Doug Lewis

Superintendent’s Approval

Signature

RETURN TO AGENDA
2020/2021 TAX REQUEST RESOLUTION
FOR
Sarpy County SCHOOL DISTRICT 77-0027-000

WHEREAS, public was given at least five days in advance of a Special Public Hearing called for the purpose of discussing and approving or modifying the District’s Tax Requests for the 2020/2021 school fiscal year for the General Fund, Bond Fund, Special Building Fund, and Qualified Capital Purpose Undertaking Fund of Sarpy County School District 77-0027-000; and,

WHEREAS, such Special Public Hearing was held before the Board of Education (hereinafter “the Board”) of Sarpy County School District 77-0027-000 (hereinafter “the District”) at the time, date, and place announced in the notice published in a newspaper of general circulation, a copy of which notice and proof of publication of which is attached hereto as Exhibit A, all as required by law; and,

WHEREAS, the Board provided an opportunity to receive comment, information and evidence from persons in attendance at such Special Hearing; and,

WHEREAS, the total assessed value of the property differs from last year’s total assessed value by 6.08%; the tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be $1.217384 per $100 of assessed value; the Papillion La Vista Community Schools proposes to adopt a property tax requests that will cause its tax rate to be $1.290629 per $100 of assessed value.

WHEREAS, based on the proposed property tax request and changes in other revenue, the total operating budget of Papillion La Vista Community Schools will exceed last year’s by 18 percent.

WHEREAS, the Board, after having reviewed the District’s Tax Requests for each said fund, and after public consideration of the matter, has determined that the Final Tax Requests as listed below are necessary in order to carry out the functions of the District, as determined by the Board for the 2020/2021 school fiscal year.

NOW BE IT THEREFORE RESOLVED that (1) the Tax Request for the General Fund should be, and hereby is set at $1.033413; (2) the Tax Request for the Bond Fund 3 should be, and hereby is set at $0.053178; (3) the Tax Request for the Bond Fund 4 should be, and hereby is set at $0.050821; (4) the Tax Request for the Bond Fund 5 should be, and hereby is set at $0.061881; (5) the Tax Request for the Bond Fund 6 should be, and hereby is set at $0.066248; (6) and the Tax Request for the Special Building Fund should be, and hereby is set at $0.025088.

It is so moved by ______________________ and seconded by ______________________ this 28th day of September, 2020.

Roll Call vote as follows:

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<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Valerie Fisher</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Fred Tafoya</td>
<td>YES</td>
<td>NO</td>
</tr>
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<td>Susan Witt</td>
<td>YES</td>
<td>NO</td>
</tr>
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<td>Bret Brasfield</td>
<td>YES</td>
<td>NO</td>
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<td>Brian Lodes</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Chuck Zurcher</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

The undersigned herewith certifies, as Secretary of the Board of Education of Sarpy County School District 77-0027-000, that the above Resolution was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.

_______________________ , Secretary
Subject: Policy 8000 – Board Organization and Operation

Meeting Date: September 28, 2020

Prior Meeting Discussion Date: August 10, 2020
August 24, 2020
September 14, 2020

Department: Human Resources

Action Desired: Approval _____ Discussion _______ Information Only ________

Background:
The 8000 policies concerning Board Organization and Operation are up for annual review. The following minor changes are proposed:

- Policy 8001: Alternate names in which the District can be recognized as would include “Papillion La Vista Community Schools.”
- Policy 8210, Item E: Digital copies and print outs by request are provided of Board Policies and Item H: A computer is provided only by request.
- Policy 8230, Item H: Board members would be issued a computer only by request and the proposal would strike language regarding purchasing computers as this is an outdated practice.
- Policy 8309-Determining the Agenda: Subcommittee Reports – the five committees have been condensed down to three subcommittees. The subcommittees are 1. Building, Grounds and Finance, 2. Human Resources and Student Services, and 3. Curriculum and Americanism.

Recommendation: Motion to accept the proposed changes as presented.

Responsible Person: Dr. Kati Settles & Brian Lodes

Superintendent’s Approval

Signature

RETURN TO AGENDA
The corporate name of this school district shall be “Papillion-La Vista School District” in the County of Sarpy, in the State of Nebraska." The District shall also be recognized as Papillion La Vista Community Schools, Papillion-La Vista Public Schools, and School District 27, Sarpy County, Nebraska. This is a Class III District.

Reviewed Date: 03/26/2012

Policy Revision History: (Adopted 09-09-91)(Revised 03-26-12)
Policy: 8210 Orienting New Board Members

The Board of Education and the Superintendent are responsible for orienting newly elected or appointed board members.

A. The incoming member shall be given selected material on the job of being a board member.

B. The incoming member shall be invited to attend board meetings.

C. The Superintendent shall supply material pertinent to meetings and shall explain its use to the incoming member. Incoming members shall be advised of the rules concerning attorney-client communication.

D. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.

E. A digital copy of the Board’s policies and bylaws (printed by request), a copy of the Handbook for School Board Members (NASB), the most recent copy of the Nebraska School Law book, and a copy of Robert’s Rules of Order will be given to the new member by the board president.

F. The board president or designee will assume responsibility to conduct an informational session with incoming and current board members before the member takes office. The session will include information about the Open Meetings Act.

G. The incoming board member will be informed of and invited to attend the Nebraska Association of School Boards Convention workshops held in November.

H. New board members will be installed by the board president, or designee, and take an oath of office at the organizational meeting in January following their election or at the first meeting at which an appointed member assumes the seat.

I. The District will furnish the incoming board member with a laptop computer for board business and communications by request of the board member.

J. Incoming board members shall be provided information on the statutes that apply to the individual board member, including the open meeting laws

Procedure 8210

Documentary materials applicable and appropriate for performance of the duties and responsibilities of school board members will be given to each new incoming board member. The materials shall be supplied by the Superintendent who will review and explain the use and purpose of the documents and materials. The Superintendent shall introduce the newly elected incoming board members to administrative personnel and the Superintendent and the administrators shall review, explain and discuss the services each performs for the Board.

Upon election, the newly elected incoming board members shall be invited and encouraged to attend board meetings and also the Nebraska Association of School Boards Convention workshops held in November.

The newly elected incoming board members shall be advised of the rules of attorney/client communications as those rules apply to the board and restrictions on the disclosure of such communications. The newly elected incoming members shall be advised as to the care and custody of
confidential information received as a board member and the legal restrictions on the disclosure of the contents of staff and student files.

The board president will be responsible for conducting an informational session with the newly elected incoming board members before the incoming member takes office. No more than two other board members shall attend the informal session. The newly elected incoming members, at the informal session, will be advised on the laws which pertain to open and closed or executive sessions and meetings and Robert’s Rules of Order. The newly elected incoming members, shall be given by the board president, a copy of a current edition of the Open Meetings Act. Newly elected incoming board members shall be furnished a computer upon which to carryout board responsibilities.

Newly elected incoming board members will be provided with an identification badge, which shall be worn whenever the board member is on district property and performing duties as a board member.

Newly elected incoming board members and re-elected board members will be installed by the board president or designee and take the oath of office at the first meeting of their terms.

All items apply to members appointed to fill a board vacancy.

**Procedure Revision History:** (Established 03-24-08)(Revised 09-24-2018)

**Policy Revision History:** (Adopted 03-24-08)
Members of the Board shall be reimbursed for all necessary expenses incurred in attending any meetings or in making any trips on official business for the school district when so authorized by the Board.

**Procedure 8230**

Reimbursements and remuneration to board members shall be made through the board treasurer in accordance with the following guidelines:

A. Each board member may attend one major convention per fiscal year; provided, however, that the board member has notified the Board in a regular or special meeting of the intention to attend the meeting and the identification thereof. Attendance at any additional meetings or events for which the board member wishes to be reimbursed for expenses shall be approved by the Board before the expenses are incurred.

B. Receipts and an expense report will be filed at the conclusion of the trip with the District.

C. Car rental expenses related to the board member’s attendance at meetings will be reimbursed with prior approval.

D. Board members will pay expenses for spouses or family members who might accompany him or her on a trip, if that expense would not have been otherwise incurred by the board member.

E. Lodging, registration, and reservations may be made through the Superintendent’s secretary.

F. Board members will be reimbursed at the current rate established by the Nebraska Department of Administrative Services for use of his or her automobile while on board business and in accordance with rules and opinions of the Nebraska Accountability and Disclosure Commission. A mileage report will be submitted to the District for reimbursement.

G. Board members will be reimbursed for materials purchased, which are deemed necessary by the Board for board purposes, such as books and other publications. Those materials will become property of the District and will become part of the board library.

H. A computer meeting the “district standard” shall be loaned to each board member by request during his or her term of office to assist in fulfilling their responsibilities as a board member. Upon retiring from the Board, the board member will be offered the opportunity to purchase the loaned computer based on fair market value. Board members will also be offered the opportunity to purchase the computer based on fair market value should the computer be replaced during their term of office. Such sales must be approved by a two-thirds vote of the entire board.

I. Board members will recuse themselves from approving their own expenses.

**Procedure Revision History:** (Established 03-24-08) (Revised 10-22-2018)

**Policy Revision History:** (Adopted 03-24-08)
The Superintendent of Schools and the Board President shall have the responsibility for developing the agenda.

**Procedure 8309**

**Board Meeting Format**

Papillion-La Vista Public Schools #27
Board of Education Meeting
Date & Time

420 South Washington Street
Papillion, NE 68046

Web Page: www.paplv.org
Phone: (402) 537-6207

**Purpose & Direction**

*Our Purpose* is to prepare every student for a successful transition into the next phase of his or her life.

*Our Direction* is to prepare every student for success through superior educational programs delivered by highly effective educators who use innovative, researched-based strategies in a safe and supportive environment in collaboration with family and community members.

**I. Call to Order**

A. Pledge of Allegiance
B. Roll Call
C. Excused Absences *(Motion Needed)*

**Open Meetings Law:** Posted at entrance to room.

**Notes Regarding Agenda:** The Board will generally follow the sequence of the published agenda, but may change the order of items when appropriate and may elect to take action on any of the items listed.

**II. Communications**

A. Public Comment on Items Not on the Agenda
   Public questions and comments regarding *items not on the agenda* may take place at this time in the agenda. When called upon by the presiding officer, the individual shall proceed to the podium and state their name and address. An individual may not exceed three (3) minutes, and total time for all individuals who wish to speak shall not exceed 30 minutes unless a majority vote of the Board approves extending allocated time. Before leaving the podium each individual who addresses the Board must complete the Public Comment card providing their name, address and topic of comment. This time for public comment shall not be used to address specific individual student discipline or employee performance issues. Complaint and grievance processes are in place to deal with issues of this nature.

B. Special Presentation
C. Student Council Report *(high schools rotate)*
D. Superintendents Report
E. Board Comments
F. Subcommittee Reports

1. Buildings & Grounds
2. Finance
3. Personnel
4. Curriculum & Americanism
5. Student Services

Public Comment: Public questions and comments regarding items that are on the agenda may be allowed by the Board as each agenda item is discussed during regular board meetings. Anyone wishing to address the Board may do so if recognized and called upon by the presiding officer. Individuals wishing to address the Board shall proceed to the podium. When called upon by the presiding officer they shall state their name and address for the record. Comments of an individual may not exceed three (3) minutes, and total time for all individuals who wish to speak regarding a specific agenda item shall not exceed 30 minutes unless a majority vote of the Board approves extending allocated time. Before leaving the podium each individual who addresses the Board must complete the sign in sheet providing their name, address and topic of comment.

III. Action Items (Motion Needed)
A. Action by Consent
   1. Approval of Meeting Agenda
   2. Bills or Finance Report
   3. Out-of-State Travel
   4. Personnel
B. Meeting Minutes
   1. Meeting of (date of past meeting/s)
C.

IV. Discussion/Information Items
A.

V. Future Board Calendar

VI. Adjournment

The Papillion-La Vista School District Board of Education reserves the right to go into Closed Session for purposes in accordance with Nebraska Open Meetings Act NEREC STAT 84-1407 through 1414

 Reviewed Date: 02/01/2015

Policy Revision History: (Adopted 03-24-08) (Revised 09-28-20)
Subject: Superintendent’s Performance Goals Update, 2020-21

Meeting Date: September 28, 2020

Prior Meeting Discussion Date: August 24, 2020 Board Retreat
September 14, 2020

Department: Administration

Action Desired: Approval X Discussion ________ Information Only ________

Background:
The Papillion La Vista Schools Board of Education, working in collaboration with the Superintendent, developed several goals for the 2020-21 school year. The attached summary outlines each of the goals.

Six new goals were proposed for the Superintendent to implement during the 2020-21 school year (see below). These goals serve as the foundation for Dr. Rikli’s annual Superintendent evaluation by the Board of Education during the 2020-21 school year. Dr. Rikli typically provides the Board a mid-year update on his progress in November or December. The Board will be presented with a final summary of his progress at the conclusion of the 2020-21 school year in May.

1. Implement school reopening and pandemic response plans
2. Execute District diversity and inclusivity programs
3. Continue work on District facility needs and 2018 bond projects
4. Adopt and implement long-term planning initiatives
5. Update District leadership succession planning processes
6. Expand District technology and information services plans

Recommendation: Motion to approve the Superintendent’s 2020-21 Performance Goals as presented.

Responsible Person: Dr. Andy Rikli

Superintendent’s Approval

Signature
Papillion La Vista Community Schools

PROPOSED 2020-21 Superintendent Goals

September 14, 2020

DRAFT

These goals are preliminary and subject to approval by the Board of Education. The draft goals are based on feedback from the 2019-20 BOE Superintendent Evaluation, the 2019-20 Superintendent Survey, 2019-20 Staff and Parent Surveys, and the District Strategic Planning Goals.

Proposed Superintendent Goals, 2020-21

1. Implement School Reopening and Pandemic Response Plan
   Possible Indicators
   - Execute School Reopening Plan including in-person model at all grade levels and Remote Learning option
   - Continue collaboration with Sarpy/Cass County Health Department, Nebraska Department of Education, surrounding school districts, and other public health and policymaking agencies
   - Monitor communication efforts with staff, parents, and students including the use of Facebook Live
   - Update the School Reopening Plan as needed and required by public health officials
   - Review lessons learned from School Reopening Plan including possible changes to District Calendar

2. Execute District Diversity and Inclusivity programs
   Possible Indicators
   - Review staffing recruitment and retention strategies to enhance greater diversity
   - Work with outside group to conduct a District Equity Audit
   - Utilize Superintendent’s Student Advisory Committee to increase involvement of student body
   - Explore creation of possible district-level diversity/inclusivity leadership position
   - Implement professional development for certified and classified staff to support diversity/inclusivity efforts
   - Review current Advisory Council structure, hold dedicated listening sessions, and determine if additional Diversity/Inclusivity Council is needed
   - Collaborate with outside partners to provide necessary supports and resources

3. Continue work on District facility needs and 2018 bond projects
   Possible Indicators
   - Finish voter-approved projects for current bond work including expansion at PLHS, PLSHS, Anderson Grove, G. Stanley Hall, and Ashbury Elementary
   - Initiate expansion projects at Carriage Hill, La Vista West, Rumsey Station, Liberty Middle School, and Foundation Field
   - Continue implementation of Bond Communication Plan including Bond Squad series and signage at work sites
   - Deploy updated security cameras and infrastructure at the secondary level
   - Update long-term building needs, land acquisition plans, and list of facility needs for next bond in 3-4 years

4. Adopt and implement long-term planning and improvement initiatives
   Possible Indicators
   - Finalize and formally adopt District Strategic Planning goals
   - Form District Action Teams to execute the long-term Strategic Plan
   - Implement Cognia/AdvancED accreditation continuous improvement strategies
   - Review all District fundraising policies and update language and practices as needed
   - Continue implementation of District Health Insurance Committee to monitor insurance coverage and usage
• Implement National Math and Science Initiative (NMSI) program at PLSHS
• Collaborate with PLV Schools Foundation to expand and market the PLCS Family Fund
• Review ALICAP insurance claims data and implement any needed training to reduce claims
• Implement 2020-21 District Theme: Greatness Happens Together
• Review District Crisis and Safety protocols and provide necessary training for staff
• Deploy cameras, buzzers, and secured entryways at Central Office
• Continue work on legislative matters including GNSA and leadership of GNS group and community involvement through Papio 150
• New service on National Vietnam Veterans Monument Honorary Committee

5. **Update District leadership succession planning processes**
   Possible Indicators
   • Implement updated PLCS Leadership Cohort in the fall of 2021
   • Collaborate with HR position to market, fill, and transition Asst. Supt. of Business position
   • Reorganize the Business Team as needed working with existing team and new Asst. Supt.
   • Develop plan for future long-term openings including Communications, PLHS principal, and CO directors
   • Collaborate with District Diversity/Inclusivity initiatives to “grow our own” teachers and administrators
   • Continue annual one on one mtgs meetings between Superintendent and administrative team
   • Monitor effectiveness of new District Title 1 Assistant Administrator and Cadre Supervisor positions

6. **Expand District technology and information services plans**
   Possible Indicators
   • Develop budget plan to build and sustain staff and student device replacement schedule
   • Continue deployment and support of new K-12 staff laptops
   • Deploy new devices at Grades 7-12 as they are received by the District
   • Transition to Google docs service from Office 365
   • Build professional development plan to support technology skills for staff
   • Review technology infrastructure including network security needs
   • Review current technology staffing model to determine if changes are needed
Subject: District Fundraising Policies

Meeting Date: September 28, 2020

Prior Meeting Discussion Date: July 13, 2020 and August 24, 2020

Department: Business Services

Action Desired: Approval ______ Discussion ______ Information Only ________

Background:
Currently policy language regarding fundraising in the District can be found in board Policy #1405 - Solicitation in Schools, Policy #1409 - Special Projects Fundraising, and Policy #3203 - Periodic Financial Reporting and Money Handling.

The draft fundraising policy language presented tonight is a three-tiered model which delineates based on the estimated project cost and the group doing the fundraising. The draft proposal will not eliminate any of the policies above. However, the procedure in Policy #3203 and #1405 pertaining to fundraising will be eliminated in those policies and included in the procedure of the new fundraising policy. Policy #1409 would become the new policy and the updated special projects policy would be numbered #1410 to provide an appropriate order for these two policies.

In the three-tiered model, tier one would apply to only student-based groups within the school or district. Tier two and tier three would apply to any group fundraising for projects with the identified estimated costs. Ongoing yearly commitments from the Papillion La Vista Schools Foundation are excluded from these requirements.

The draft policy has been reviewed by the Board subcommittee, district administrators, high school principals, high school activities directors, and building level administrators. We will be reviewing the draft policies with PTO and booster leadership in early October.

Recommendation: Discussion only

Responsible Person: Doug Lewis

Superintendent’s Approval ____________________________

Signature

RETURN TO AGENDA
Fundraising Policy

Policy 1409

The Papillion La Vista Community Schools recognizes and supports a desire and a need for ongoing fundraising support for needs of schools and school programs over and above the support available through regular District sources. The District also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. The Board requires that great care and restraint be exercised by school level personnel in planning and implementing Fundraising Activities. All fundraising for student organizations and school supporting organizations must have prior administrative or board approval prior to commencing any fundraising activities.

Papillion La Vista Community Schools recognize that fundraising efforts, donations, and public support vary among schools. Papillion La Vista Community Schools is committed to appropriate distribution of unrestricted funds and the management of fundraising to ensure that the educational and extracurricular opportunities of all students are equitable and fair. The superintendent or designee will develop procedures to provide equity, accountability, safeguarding of funds, and compliance with all state and federal laws.

All monies raised through fundraisers by school sponsored student-based organizations are considered public funds. Papillion La Vista Community Schools and individual schools are ultimately responsible for the expenditure and allocation of all monies collected and expended through student and school organized fundraising. All monies, goods, equipment or property collected through fundraising by PTO, booster organizations or other non-student-based groups are considered gifts and are also subject to Board Policy 3308. Papillion La Vista Community Schools reserve the right to prohibit, decline, restrict or limit any donations, gifts, and fundraising proceeds or activities. All improvements, equipment or other material items purchased with funds from school or district approved fundraising events become the property of Papillion La Vista Community Schools.

Procedure XXXX
Guidelines Regarding Fundraising in the School District

Fundraising is permitted within Papillion La Vista Community Schools to raise additional funds to supplement school-sponsored academic and co-curricular programs with advanced approval.

Fundraising is one means for our district community to provide funds, materials and services for needs of the schools and school programs over and above those available through regular District
sources. Fundraising is defined as the selling of a product, providing a service or activity, or the requesting of any type of donation.

School affiliated student-based means activities, clubs, camps, clinics, programs, sports, etc. that are authorized by Papillion La Vista Community Schools and satisfy the following criteria.

1. Managed or supervised by a Papillion La Vista Community Schools employee.
2. Made up solely of students attending the Papillion La Vista Community School in which the organization is associated.

A. General Fundraising Standards

1. No fundraising activities can begin until the proper approvals have been secured as outlined in this procedure.
2. No fundraising activities shall be approved that conflict with the competitive food regulations of the U.S. Department of Agriculture.
3. Papillion La Vista Community Schools reserves the right to prohibit, restrict or limit any fundraising activities associated with Papillion La Vista Community Schools.
4. Faculty and student participation in fundraisers are voluntary. However, employees may be directed to supervise specific activities as an employment assignment.
5. Participation in fundraising shall not affect a student’s grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student’s fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver or scholarship requirements.
6. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser.
7. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
9. All fundraising proceeds must be administered through a school activity account, through a sanctioned support group account, or through the Papillion La Vista Schools Foundation.
10. Fundraising activities should impact students’ education such as support for curricular, extracurricular and enrichment activities.
11. Fundraising activities shall not interrupt instructional time.
12. All funds raised in school-sponsored fundraising activities are public funds and are to be used for the benefit of students and school programs or activities.
13. Materials or items purchased with funds from school or district sponsored fundraising events become the property of Papillion La Vista Community Schools.
14. Staff shall refrain from using their position of influence to profit commercially or benefit personally from fundraising.
15. Parent support organizations such as booster clubs shall coordinate fundraising activities with the building administrator and activities director. The District recommends the use
of Papillion La Vista Schools foundation as the depository for project funds by these organizations.

16. Any use of fundraising money or donated goods for capital improvement or furniture expenditures need to have the approval from the Assistant Superintendent of Business Services prior to a decision to proceed with the project and must conform to district-wide equipment specifications and guidelines.

17. Only school sponsored student-based organizations have permission to use the school and/or district name and logo. All other organizations must get the express permission of Papillion La Vista Community Schools to use a school and/or district name for fundraising purposes.

18. Media releases associated with any fundraising activities shall be coordinated through the Papillion La Vista Community Schools Director of Communications.

19. School facilities, part of any school facility, room, equipment and/or property cannot be named for a donor without the express written consent of the Board of Education. (or is the sole responsibility of the Board of Education.)

B. Fundraising by PTO, booster clubs, school clubs, activity groups, etc.:

1. Fundraising approval requirements are based on type of organization and estimated cost of the project for which the organization is fund raising, including any costs associated with the fundraising activity itself. (See flowchart for approval steps for each tier).
   a. Tier 1 fundraising applies to projects undertaken by school affiliated student-based clubs, groups and organizations only with an estimated cost up to $10,000, including any costs associated with the fundraiser.
   b. Tier 2 fundraising applies to projects undertaken by school affiliated student-based clubs, groups and organizations or any school support organizations such as PTO and Booster organizations with an estimated project cost up to $50,000, including any costs associated with the fundraiser activity (supplies, postage, printing, signage, plaques, banners, etc.).
   c. Tier 3 fundraising applies to all projects undertaken by any organization with an estimated cost of $50,000 or greater, including any costs associated with the fundraiser activity (supplies, postage, printing, signage, plaques, banners, etc.). Tier 3 fundraising projects are considered Special Projects and are subject to Board Policy 14XX in addition to the provisions for general fundraising policy found in board policy XXXX.

2. A district fundraising request form detailing the project, estimated cost, fundraising methodology, and timeline must be completed and is required by all organizations. The completed fundraising request form will be directed to the Building Administrator or District Director overseeing the project for initial approval.

3. Fundraising should be targeted for a specific project and estimated amount. Funds raised beyond the needed amount may be used to fund general operating expenses, future approved projects or contributed to other fundraising projects in the District as directed by the Superintendent or designee.

4. The building administrator or district director is responsible for securing any additional required approvals and monitoring the fundraising activity once approved. The building
administrator and staff responsible for the supervision of school-sponsored fundraising activities shall ensure that district policy and guidelines for handling and depositing funds, bidding and purchasing are strictly followed.

5. Elementary groups may run their own fundraising activities within their elementary attendance area. These activities are encouraged to not take any more school time than is necessary. No door to door is allowed at the elementary level.

6. Secondary buildings may conduct fundraising activities within their attendance area. These activities are encouraged to not take any more school time than is necessary and to limit students’ door-to-door sales activity to friends, family, and neighbors.

7. Fundraising activity for a project may occur over a multiple year time span, but the project must be approved as determined by the estimated total project cost prior to any fundraising activity occurring.

8. Projects cannot be broken into smaller projects for the sole purpose of avoiding a project cost which would require further approval requirements.

9. Fundraising for general operating expenses of PTO’s, Booster organizations and school support organizations are subject to the organizations by-laws only.

10. Specified ongoing annual commitments from support organizations, which are general in nature, require principal approval in addition to by-law requirements.

11. Student-based activities must comply with all fee approval and fee waiver provisions.

C. Fundraising activities and other such activities by organizations that would involve students in school:

1. In general, we will not allow school time for participation in these activities or to foster and encourage their coordination.

2. If it is an event that requires no school organizing, collecting, etc., flyers could be made available (not handed out to students during class) if students wish to pick them up.

3. If a particular school organization (honor society, math club, etc.) chooses to participate in a particular fundraising event as an activity, this could be undertaken with the permission of the building principal and knowledge of Central Office Administration.

4. If a local community organization (Lion's Club, church, etc.) requests school cooperation for a specific activity, this would be reviewed for a decision at a Principals' meeting.

D. Activities in which the students or the school may earn prizes (Book-It from Pizza Hut, World Book Reading Program, etc.):

1. These activities will be considered on an individual basis within a Principals' meeting and a decision made based on the merit of the project.

2. A project may be approved for general use in the district or left open for buildings to voluntarily participate.

3. The District will, as a general rule, limit these types of activities to not overburden students and staff.

E. Staff Fundraising:

1. The United Way of the Midlands Campaign and Papillion La Vista Schools Foundation donations will be the only staff fundraising activity.

2. All other requests require approval by the Superintendent.
District Fundraising

Tier One
School affiliated student-based clubs or organizations only, fundraising for projects estimated $10,000 or less.

- Principal Authorization
  - Yes: Fundraising Impacts facility
  - No: Proceed with fundraiser

Tier Two
School affiliated student-based clubs or organizations fundraising for projects costing between $10,001 and $49,999. All projects fundraised by PTO, Booster club, and school support organizations regardless of amount.

- Principal Authorization or Director Authorization
  - Yes: Proceed with fundraiser
  - No: Assistant Superintendent for Business Services
    - Yes: Superintendent
      - Yes: Proceed with fundraiser
      - No: Proceed with fundraiser
  - No: Proceed with fundraiser

Tier Three
All fundraising for projects $50,000 or more regardless of organization or purpose. Follows Board Policy 1409.

- Principal Authorization or Director Authorization
  - Yes: Assistant Superintendent for Business Services
    - Yes: Board of Education
      - Yes: Approve Proceed with fundraiser
      - No: Proceed with fundraiser
    - No: Proceed with fundraiser
  - No: Proceed with fundraiser
The Papillion La Vista Board of Education recognizes and supports the need for participation by the community in maintaining and improving our district facilities and programs for needs beyond the regular budgeting process. The Board also recognizes the need to manage major fundraising activities to coordinate communication, limit excessive solicitation of businesses and patrons, ensure student safety, limit undue distractions and time commitments, assure equity and maintain proper financial practices. The Board requires that great care and restraint be exercised by school level personnel in planning and implementing fundraising activities.

Donations of funding or materials for site or facility modifications in excess of $50,000 or greater, including any costs associated with the fundraising campaign require Papillion La Vista Board of Education approval prior to commencement of any fundraising activity or promotion. Special projects are defined as changes, updates, additions or enhancements to current district owned facilities financed through fundraising efforts, any project or group of projects, structural or non-structural, presented together and fundraised together with an estimated cost of $50,000 or greater regardless of time required to raise the funds or the number of fundraisers required to meet the fundraising goal. Papillion La Vista School Foundation yearly support grants are not considered special projects. All special projects require a process for obtaining Board of Education approval regardless of the organization associated with the project.

The Superintendent or designee will develop procedures for special project fundraising to ensure accountability, safeguarding of funds, congruence with district standards, equity, title IX compliance and compliance with all other state and federal laws.

Any materials or contracted labor for special projects approved by the Board must be bid in accordance with Board policy and district purchasing procedures and practices. All funds for special projects shall be committed prior to any work proceeding. All fundraising campaigns and activities, including signs, banners, flyers, or other forms of advertising must be approved by the Superintendent or designee prior to their use. The physical facilities of all district schools are owned and operated by the District. No facility or part of any school facility or equipment may be named by or for a donor without the express written consent of the Board. The Board, at its sole discretion, will consider naming rights for donations on a case by case basis prior to any fundraising activities.

The Papillion La Vista Community Schools reserve the right to prohibit, restrict or limit any fundraising activities associated with the District, individual schools, departments, classes or school facilities and to decline any and all donations which do not follow board policy and procedure.
Special Projects: Special projects are defined as 1) any project with an estimated cost of $50,000 or greater regardless of time or number of fundraisers required to meet the goal or 2) any group of projects, presented together and fundraised together estimated to cost $50,000 or greater. The Papillion La Vista Schools Foundation annual support grants are not considered special projects.

Classroom space, defined as space utilized for curriculum delivery for the majority of each school day, is considered a District responsibility.

All special projects in excess of $50,000 shall require written approval by the Superintendent and Board of Education prior to commencement of the fundraising efforts.

All applications for approval of special projects must be approved and submitted by the building principal(s) or program administrator and sent to the Assistant Superintendent of Business Services. All individuals and groups directly involved in a special project shall work directly with and through the building principal or program administrator.

Special Projects shall be clearly defined and include detailed information about the project including but not limited to estimated costs including costs of the campaign and preliminary designs if appropriate. The District may require that a project have preliminary designs to be considered and The District may require that a project be designed or approved by an architect and/or engineer. The architect and/or engineer shall be selected by (and directed by) the District. The cost of such services shall be paid for by the District.

Preliminary designs and cost estimates must be approved by the Assistant Superintendent of Business Services prior to submission to the Board of Education for review.

To be considered for approval by the Superintendent and Board of Education the special project application will satisfactorily address the items below:

a. The project ability to meet all building, fire, and safety codes; all ADA requirements; and all other requirements of local, state, and federal law;
b. The project’s potential for creating programmatic and/or facility-based inequities across the District;
c. The project’s potential for creating Title IX inequities;
d. The project’s fundraising plan. The plan should address fundraising methods, timeline and potential for overextending community members or business leaders with fundraising requests;
e. The project’s potential impact on district resources including but not limited to design costs, maintenance, staffing, heating/cooling, insurance, licensing, general upkeep, replacement, technology support and existing / planned facility projects;
f. Use of any funds raised in excess of the amount required for the project;
g. Any other reasonable, related criteria determined by the Superintendent and Board of Education.

All funds for special projects shall be committed prior to any work proceeding.

Any materials or contracted labor for special projects approved by the Board of Education must be bid in accordance with board policy and district purchasing procedures and practices.

All fundraising campaigns, activities, and advertising, both print and electronic media, must be approved by the Superintendent or designee prior to their use. No silent fundraising is allowed. All media releases for fundraising campaigns shall be coordinated through the District Director of Communications.

Once approved by the Board of Education, the Superintendent or designee has sole authority to enter into contracts, make and approve changes, or make alterations to the project or fundraising campaign.

The proceeds of fundraising efforts for special projects over $50,000 shall be collected through the Papillion La Vista Schools Foundation.

Fundraising efforts for Special Projects (i.e., those under $50,000) may be collected and dispersed at the building level with the express approval of the building principal and the Assistant Superintendent of Business.
Agents, solicitors or salesmen may not visit teachers during school hours except with permission of the building principal or Superintendent. Individuals who wish to confer with a teacher or pupil about non-school matters should do so when school is not in session.

The Board believes that student fund-raising should be kept to a minimum. Solicitation will be allowed only for school related activities.

**Procedure 1405**

All fundraising should follow the following procedures:

**Student/Parent Organizations:**

Fundraising activities of student school organizations and parent groups are allowed with the permission of the principal. No activities shall be approved that conflict with the competitive foods regulations of the U.S. Department of Agriculture.

**Staff Fundraising:**

Staff members can bring fundraising offers for their children's activities. These solicitations shall be left in the lounge with a note describing the activity and products being sold. No office to office or classroom to classroom solicitations shall occur. District e-mail shall not be used.

No outside solicitors are permitted to market any items to staff during the school day. This includes, but is not limited to, investment and/or insurance companies, employment services companies and other similar marketing efforts. District fringe benefit providers are allowed to present options to staff during periods of open enrollment or to explain changes in coverage.

In no instance shall staff lists be shared with any marketing firm so that contacts can be made to individuals employed by the District.

**Philanthropies:**

Donations to various philanthropic organizations that have been approved by the Superintendent are not
considered solicitations.

**Procedure Revision History:** (Established 05-14-07)

**Revisions History:** (Adopted 09-09-91)(Revised 01-10-94)(Revised 01-24-00)(Revised 03-28-11)
Papillion La Vista Community Schools

Series Name: 3000 - Business and Noninstructional Operations

Topic: 3200 - Accounting System

Policy: 3203 Periodic Financial Reports and Money Handling

The Superintendent and Assistant Superintendent for Business Services is responsible for maintaining the financial books and records of the district. He/she will supervise the compilation of all financial records and the preparation of all financial statements for the Board, the public or the auditors. He/she will also file all required financial reports with county, state and federal agencies.

The Superintendent and Assistant Superintendent for Business Services will prepare monthly financial reports to ensure that the Board is fully familiar with fund balances and the district's financial condition.

There will be independent annual audits of all school accounts and federal fund accounts as required by law. A copy of each annual audit will become a part of the Board's official minutes and will be filed with the State Department of Education and the Auditor of Public Accounts on or before the date prescribed by statute. (Legal Reference 79-1089)

All school employees who handle funds will be bonded or covered by district insurance.

Monies collected by district employees and by student organizations shall be handled under prudent business procedures, both as a matter of good practice and to teach such procedures to students. Procedures to monitor fund raising by schools, school clubs, parent groups or other organizations will be developed by the Superintendent.

No monies will be left overnight in the schools, except in a safe provided for the security of valuables.

Procedure 3203

Guidelines Regarding Fund-Raising in the School District

A. Fund-raising by PTO/PTA/PTN, clubs, activity groups, etc.:

   1. Elementary groups may run their own fund-raising activities within their elementary attendance area. These activities are encouraged to not take any more school time than is necessary and to limit students' door-to-door sales activity.

   2. Secondary buildings may conduct fundraising activities within their attendance area.

B. Fund-raising activities and other such activities run by organizations that would involve students in school:

   1. In general, we will not allow school time for participation in these activities or to foster and encourage their coordination.

   2. If it is an event that requires no school organizing, collecting, etc., flyers could be made available (not handed out to students during class) if students wish to pick them up.
3. If a particular school organization (honor society, math club, etc.) chooses to participate in a particular fund-raising event as an activity, this could be undertaken with the permission of the building principal and knowledge of central office administration.

4. If a local community organization (Lion’s Club, church, etc.) requests school cooperation for a specific activity, this would be reviewed for a decision at a Principals’ Meeting.

C. Activities in which the students or the school may earn prizes (Book-It from Pizza Hut, World Book Reading Program, etc.):

   1. These activities will be considered on an individual basis within a Principals’ Meeting and a decision made based on the merit of the project. A project might be approved for general use in the district or left open for buildings to participate in, as they would desire.

D. Staff fund-raising:

   1. The United Way of the Midlands Campaign and Papillion La Vista Schools Foundation donations will be the only staff fund-raising activity. Any other requests would need to be approved by the central administration.

(Revised 11-14-94)(Revised 03-27-00)(Revised 07-26-04)(Revised 07-09-07)

Revisions History: (Adopted 09-09-91)(Revised 11-14-94)(Revised 03-27-00) (Revised 07-28-03)(Revised 10-14-13)
Subject: District Remote Learning Update

Meeting Date: September 28, 2020

Prior Meeting Discussion Date:

Department:

Action Desired: Approval _______ Discussion _______ Information Only  X  

Background:
Information on the Remote Learning Program will be shared for the first semester. Information included in the presentation will include overall structure, number of sections per grade level, staffing considerations, struggle and strengths of the program.

Recommendation: Information only.

Responsible Person: Shureen Seery

Superintendent’s Approval

Signature

RETURN TO AGENDA
Subject: District Subbing Update

Meeting Date: September 28, 2020

Prior Meeting Discussion Date: HR Subcommittee Meetings:
   September 21, 2020
   January 13, 2020
   December 9, 2019

Department: Human Resources

Action Desired: Approval _____ Discussion _____ Information Only _____ X _____

Background:
Papillion La Vista Community Schools requires between 50-120 sub teachers and paras on any given day. As with many school districts across the nation, we have experienced sub shortages in the last several years. These shortages are even greater during COVID times. District administrators and the HR Board Subcommittee partnered together, looked at research, and then took creative action to combat the problem. Some of the strategies we have used & results we have seen will be shared with the Board.

Recommendation: Information only

Responsible Person: Kati Settles, Becky Meyers, Trent Steele

Superintendent’s Approval

Signature
Subject: 2020-21 School Calendar

Meeting Date: September 28, 2020

Prior Meeting Discussion Date: August 24, 2020 Board Retreat
September 21, 2020 HR Subcommittee Meeting

Department: Human Resources

Action Desired: Approval_______Discussion___X___Information Only______

Background:
This Board of Education is very proud of the extra efforts by staff and families to successfully educate students both in person and remotely during challenging COVID times. Many of the adjustments for this year have required great diligence on the part of staff including meticulous planning and follow through. It is understood that this can lead to increased stress and fatigue. The Board of Education requested Administration look at the existing school district calendar and propose changes that would accomplish additional time for school staff for planning and natural breaks that may allow for staff, students, and families to recharge.

Suggested changes to the existing calendar will be proposed.

Recommendation: Discussion of 2020-2021 School Calendar

Responsible Person: Dr. Kati Settles/ Mr. Brian Lodes

Superintendent’s Approval ____________________________
Signature

RETURN TO AGENDA