

## 8000 Series Policy (Updated and Reviewed May, 2021)

- 8153 Standing Committee on American Civics
- 8231 Coffee Act Policy
- 8342 Designated Method of Giving Notice of Meetings

## Addendum

Extracurricular Groups and Clubs Receiving Financial Support from the District

Agreement and Authorization Regarding Transportation

Standing Committee on American Civics

It shall be the policy of Leigh Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of Leigh Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference:     Neb. Rev. Stat. § 79-724  
                          Neb. Rev. Stat. § 79-520  
                          LB 399 (2019)

Date of Adoption:    [August, 2019]

Coffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
  2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204  
Neb. Rev. Stat. §79-546

Date of Adoption: [2019]

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. The Board may also give advance notice of meetings by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: [Jan. 2021]

**Addendum: Extracurricular Groups and Clubs Receiving Financial Support from the District**  
(as per Board Meeting Minutes)

The school board has established guidelines for supporting groups that require funds to travel to events that they have qualified for. Although the actual amounts provided to offset the costs of student and supervisor travel are not found in policy, the board, through action, has set limits on how much money will be provided and to whom. The Leigh Board's practice has included FCCLA and FFA and those two organizations exclusively are named in the Board minutes since 2004. The practice of giving \$800.00 to a group was established on April 14, 2008, and paying for all or part of the advisors expenses was established on May 14, 2007, although the amount has varied in the past, in 2008 the board agreed to pay for all the advisors expenses.

We also established a practice of allowing the students who would represent the school and organization on a national stage the opportunity to earn more money by doing work for the school. This practice was put into place in the summer of 2007 at a flat rate of \$200.00 per student. This rate was changed to minimum wage so that no laws concerning compensation were broken.

On March 12, 2007, the Senior Physics Class requested financial support to take a physics field trip to Worlds of Fun. The board approved an amount equal to fifty dollars per student to be put toward the trip (6 students attended the board meeting the night of the request).

On May 11, 2009, the Board rejected providing financial support to the Spanish Club by not making a motion to approve their request for additional resources to go on a trip to Paris (Their trip plans had changed due to a H1N1 (Swine Flu) outbreak in Mexico). The Board felt that since the group formed on its own and never approached the Board to be recognized as a school sponsored club they did not meet the Board's conditions for support.

Other items considered important but alone would not eliminate possible financial support are provided below:

- 1)The group's sponsor(s) were not paid by the district to sponsor the club
- 2)The group was not a competitive academic group.
- 3)The group would not represent the school or state in any official capacity due to an election
- 4)The group was offered other options that would not cost the group any additional funds and would provide them an opportunity to go to a Spanish speaking country (Puerto Rico).
- 5)The group's presentation concerning their trip lacked depth concerning learning objectives.
  - a) The group failed to tie learning outcomes/curriculum objectives to the experience.

On June 18th, 2012 the Board approved financial support of \$1000 for the FCCLA group going to National Convention (included 2 girls) and to pay all registration, lodging and transportation expenses for the advisor/sponsor.

On June 10\*, 2013 the Board approved financial support of \$1000 for the FCCLA group going to National Convention (included 2 girls) and to pay all registration, lodging and transportation expenses for the advisor/sponsor.

\*\*The Board desires to retain its right to provide financial support based on a case by case basis.

May 13, 2019 the board approved \$500.00 to be contributed to the Leigh student for FBLA Nationals and up to ½ FBLA sponsor cost for Nationals.

## **Agreement and Authorization Regarding Transportation**

We, the undersigned, have read this agreement and understand all its terms. We agree to it voluntarily and with full knowledge of its significance.

***Supervision and Transportation of Students.*** Leigh Community Schools provides Softball, Football, Basketball, Volleyball, Golf and Track as an extracurricular activity. School personnel supervise students participating in practice and at competitions, but not at other times. The District provides transportation to competitions. The District **does** provide transportation to most practices, but by signing this form, you are authorizing your child to transport him/herself to practices and/or home games in Clarkson or Dodge.

***Authorization for Private Transportation.*** We authorize our child to drive to and from practices and/or home games in Clarkson or Dodge. We are familiar with the routes to and from the practice or activity, including the route to the practice or activity sites, and judge them to be safe. We understand that the school district cannot supervise our child when driving or riding to and from the practice or activity in a non-school vehicle, and that the school district cannot be responsible for his or her behavior or safety. We accept full responsibility for our child's behavior and safety when he or she is driving or riding to or from the practice or activity in a non-school vehicle, and, except for injury caused by the negligence of school district personnel, waive any liability on the part of the school district. For the purpose of this waiver, students may only transport or ride with siblings.

**This signed form must be turned in to the Principal/Activities Director one day in advance. Failure to submit will result in the loss of practice or game time.**

**This privilege can be revoked at any time.**

Authorized to drive to and from practices and/or games in Clarkson/Dodge

Event(s) and Date(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Student and Date

\_\_\_\_\_  
Signature of Parent and Date