

Internal Board Policies - Board MembersReporting Procedures

It shall be the policy of Holdrege Public Schools that any School Board member who has a direct or indirect interest in a formal contract entered into with Holdrege Public Schools, or an open account, shall provide the Superintendent of Schools with the following:

- A. Names of the contracting parties.
- B. Nature of the interest of the School Board member.
- C. Date that the contract was approved by the School Board.
- D. Amount of the contract.
- E. Basic terms of the contract.

The above information shall be provided to the Superintendent of Schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the School Board member. The ledger kept by the Superintendent of Schools shall be available for public inspection during the normal working hours.

It shall further be the policy of Holdrege Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: §49-14,103.02

Date of Adoption: February 14, 2005