

June Board Meeting
Monday, June 16, 2025 6:15 PM

High School Media Center
740 Sherman Ave
Grant, Nebraska 69140

Agenda

1. Call to Order
 - 1.1. Pledge of Allegiance
 - 1.2. Reminder to Public of Open Meetings Law
 - 1.3. Roll Call
 - 1.4. Verification of Notice of Meeting
2. Consent Agenda
 - 2.1. Consider Approving the May 19, 2025, Board Minutes
 - 2.2. Approve all Bills and Payroll
3. Reports
 - 3.1. Elementary - Mr. Reisig
 - 3.2. Jr./Sr. High School - Mr. Pettera
 - 3.3. Activities Director - Mr. Cole
 - 3.4. Curriculum Coordinator - Mrs. Bishop
 - 3.5. Technology Coordinator - Mrs. Seiler
 - 3.6. Superintendent Report - Mr. Jolliffe
 - 3.6.1. Facilities Update
 - 3.6.2. Budget Update
 - 3.6.3. Strategic Plan Update
 - Tobin Buchanan - FNBO - TANS Loan Update and Information
4. Public Comment
5. Discussion Items/Action Items
 - 5.1. Review, discuss and take action to approve breakfast, lunch and activity fees.
 - 5.2. Review, discuss and take action to approve textbook orders for college algebra and intro to teaching.
 - 5.3. Review, discuss and take action to approve Rauner and Associates, CPA to conduct the annual audit for up to \$14,900.
 - 5.4. Take action to remove Dana Lee, administrative assistant and add Dawnya Dreiling, administrative assistant, as signers for Adams Bank lunch fund checking and activities account along with Sandhills Bank, transaction cash checking.
 - 5.5. Review, discuss and take action to approve \$30,000 in contractor supplies (wrestling room project) to Paintin Construction.
 - 5.6. Review, discuss and take action to approve the following policies provided by KSB school law: Policy 1002 Creation, Amendment and Distribution of Policies; 2006 Complaint Procedure; 2008 Meetings; 3003 Bidding for Construction, Remodeling, Repair or Site Improvements; 3004.1 Fiscal Management for Purchasing and Procurement using Federal Funds; 3023 Record Management and Retention, 3026 Handbooks, 3036 Purchasing (credit) Card Program, 3043 Design-Build Contracts, 3047 Data Breach Response, 3056 Title IX (slim), 3060 Firearms and Weapons,

4051 Staff and District Social Media Use, 4057 Superintendent Evaluation, 4059 Behavior and Mental Health Training, 5001 Compulsory attendance and excessive absenteeism, 5015 Protection of Pupil Rights, 5016 Student Records, 5018 Parental Involvement in Education Practices, 5031 Student Appearance, 5034 Intentionally Left Blank, 6025 Student Cell Phone and Other Electronic Devices, 6031 Emergency Exclusion, 6034 Concussion Awareness, 6044 Participation and Assignment of Athletic Teams, 6045 Behavioral Intervention.

- 5.7. Review, discuss and approve the teaching contract of Clifford Swank, Resource teacher for \$38,400 with the \$2500 incentive stipend.
6. Executive Session - The Board of Education reserves the right to enter into executive session for the protection of the public interest, or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
7. Adjournment

PERKINS COUNTY SCHOOLS
BOARD OF EDUCATION BOARD DATA WORKSHOP
May 19, 2025

The regular monthly meeting of the Perkins County Schools Board of Education was called to order in the Junior High/High School Media Center on Monday, May 19, 2025, at 6:01 p.m. by President Chris Fryzek. The following board members answered roll call: Jayson Bishop, Holly Cornelius, Chris Fryzek, Tori Gengenbach, Jason Noyes, and Cameron Sis. The Pledge of Allegiance was recited, notation of the posted Open Meetings Law was made, and Jayson Bishop and Holly Cornelius verified they had seen the published notice of the meeting.

2. Consent Agenda

2.1 Consider approving the April 21, 2025 Board Minutes.

This motion to approve the April 21, 2025 Board Minutes, made by Jayson Bishop and seconded by Jason Noyes passed by roll call vote. Yea: 6, Nay: 0.

2.2 Approve all Bills and Payroll

This motion to pay General Fund claims of \$732,008.38 and Lunch Fund claims of \$40,201.31 made by Holly Cornelius and seconded by Cameron Sis passed by roll call vote. Yea: 6, Nay: 0.

This motion to pay Special Building Fund claim to Great Mats of \$15,402.00 made by Tori Gengenbach and seconded by Jayson Bishop passed by roll call vote. Yea: 6, Nay: 0.

3. Reports

3.1 Elementary – Mr. Reising

3.2 JH/SR High School – Mr. Pettera

3.3 Activities Director – Mr. Cole

3.4 Curriculum Coordinator – Mrs. Bishop

3.4.1 Perkins County Annual Report

3.5 Technology Coordinator – Mrs. Seiler

3.6 Superintendent Report – Mr. Jolliffe

3.6.1 Facilities Update

3.6.2 Budget

3.6.3. Strategic Plan Update

4. Public Comment

5. Discussion Items/Action Items

5.1. Review, discuss and take action to approve the following revised policies: Policy 3025 Returned and Outstanding Checks, Policy 3030 Automatic External Defibrillator (AED) Program, Policy 3036 Purchasing (Credit) Card Program. All policies were approved as presented. This motion to approve the policies made by Cameron Sis and seconded by Jason Noyes passed by roll call vote. Yea: 6, Nay: 0.

5.2. Review and discuss the following board policies: Policy 3039 Threat Assessment and Response, Policy 3040 School Safety and Security, Policy 3041 Crisis Team Duties, Policy 3042 Construction Management at Risk Contracts, Policy 3043 Design Build Contracts, Policy 3044 Incidental or De Minimis Use of Public Resources, Policy 3045 Use of Sniffer Dogs, Policy 3046 Service Animals, Policy 3047 Data Breach Response, Policy 3049 Drones and Unmanned Aircraft, Policy 3050 Technology in the Classroom.

All policies were reviewed.

5.3. Review, discuss and take action to approve the lowest, most qualified and responsible bid to build a wrestling room in the Pritchett gym upper level.

This motion to accept the bid by Paintin Construction made by Jason Noyes and seconded by Tori Gengenbach passed by roll call vote. Yea: 6, Nay: 0.

5.4. Review, discuss and take action to approve the payment of \$17,463.40 to Perkins County Treasurer for the property tax correction of Wheatland Industries, LLC.

This motion was approved within the motion 2.2 Approve all Bills and Payroll.

5.5. Approve principal contracts for the 2025-2026 school year.

This motion to approve the principal contracts made by Jayson Bishop and seconded by Cameron Sis passed by roll call vote. Yea: 6, Nay: 0.

5.6. Approve Superintendent's contract for 2025-2026 school year.

This motion to approve the Superintendent's contract for the 2025-2026 school year made by Chris Fryzek and seconded by Holly Cornelius passed by roll call vote. Yea: 6, Nay: 0.

7. Adjournment

This motion to adjourn the meeting at 8:32 p.m., made by Jayson Bishop and seconded by Cameron Sis, passed by majority vote.

Next Regular Meeting: Monday, June 16, 2025, at 6:15 p.m. in the Junior High/Senior High Media Center.

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
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Period from 05/01/2025 through 05/31/2025

Description: May 2025

Cleared Checks

015311	Sarah Fraizer	03/07/2025	80.00
015334	District IX	03/19/2025	150.00
015340	John Boyd	03/21/2025	251.50
015368	Sidney High School	04/02/2025	75.00
015385	McCook High School	04/11/2025	125.00
015389	Pinnacle Bank	04/15/2025	413.00
015394	Victoria Glandon	04/15/2025	367.00
015412	Alexa Tollman	04/23/2025	150.00
015418	Chase County High School	04/28/2025	80.00
015419	Garden County High School	04/28/2025	60.00
015422	Jimmy L's BBQ	04/28/2025	3,100.00
015423	Dundy Co. High School	04/30/2025	150.00
015424	Fitness Factory	04/30/2025	3,149.00
015425	Perkins County Chamber	04/30/2025	225.00
015426	Sport Boards	04/30/2025	566.35
015427	Nebraska FFA Association	04/30/2025	1,953.00
015428	West Holt Schools	04/30/2025	121.15
015429	North Platte St. Pats	04/30/2025	217.00
015431	Lunch Fund	05/05/2025	90.00
015432	Awards Unlimited	05/06/2025	226.36
015433	Chesterman Co.	05/06/2025	659.46
015434	Impact Applications Inc	05/06/2025	800.00
015435	Kimball Public Schools	05/06/2025	50.00
015436	Nebraska FFA Association	05/06/2025	1,200.00
015438	BSN Sports	05/06/2025	417.19
015439	Hatch's Super Foods	05/06/2025	148.38
015440	Mitchell High School	05/09/2025	100.00
015442	Alecia Einspahr	05/09/2025	330.25
015443	The Sports Shoppe	05/09/2025	50.00
015444	The Leadership Center	05/09/2025	1,100.00
015445	Crandal Creek	05/13/2025	125.00
015446	Pinnacle Bank	05/13/2025	801.51
015447	Barefoot	05/14/2025	486.00
015448	Cash-Wa Distributing	05/14/2025	1,318.47
015449	Lori Day	05/14/2025	120.00
015450	Fitness Factory	05/14/2025	8,374.00
015451	Nathan Kemling	05/14/2025	600.00
015452	Adams Lumber	05/19/2025	315.46
015453	Adams Bank	05/19/2025	1,200.00
015454	Katie Arndt Photography	05/19/2025	800.00
015455	Blume Flower Design Studio	05/19/2025	990.00
015456	High Plains News	05/19/2025	125.25
015457	Pinnacle Bank	05/19/2025	5,572.95
015458	Potts Electric	05/19/2025	13,471.91
015459	Pronto Convenience	05/19/2025	364.85

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
015460	Susie's Creative Stitches	05/19/2025	82.00
015461	Wells Fargo	05/19/2025	1,034.75
015462	Blume Flower Design Studio	05/19/2025	349.00
015463	NCA	05/19/2025	2,475.00
015464	Little Bluestem	05/21/2025	137.32
015465	Adams Bank	05/21/2025	490.00
015467	KIM STENGEL	05/21/2025	300.00
015468	Peaceful Prairie Nursery Inc	05/21/2025	633.48
015469	Pitstop Potties	05/21/2025	240.00
015470	Adams Bank	05/21/2025	360.00

Cleared Check Total: 57,171.59

Outstanding Checks

014576	Jenn Dillinger	01/26/2024	80.00
014613	Kristina Miller	02/05/2024	175.00
014651	Cathy Howard	02/20/2024	75.00
014685	Jeanne Gentry	03/11/2024	157.50
014689	Candy Spady	03/11/2024	142.00
014737	Orpheus	04/10/2024	100.00
015322	Amanda Wood	03/17/2025	13.50
015388	Ogallala Public Schools	04/15/2025	35.00
015395	Sheila Johnson	04/15/2025	231.00
015400	LaDonna Swedberg	04/15/2025	271.00
015417	Amanda Wood	04/24/2025	286.98
015421	Sutherland High School	04/28/2025	100.00
015437	Ogallala Public Schools	05/06/2025	80.00
015441	Nebraska School Activities Association	05/09/2025	1,445.00
015466	Jack Rabbit Run Golf Course	05/21/2025	180.00
015471	CheerU Camps & Choreography, LLC	05/27/2025	1,779.00
015472	Nebraska School Activities Association	05/29/2025	188.00
015473	BSN Sports	05/29/2025	357.19

Outstanding Check Total: 5,696.17

Voided Checks

015366	Dundy County Stratton Schools	05/02/2025	-80.00
015409	Sutherland High School	05/02/2025	-100.00

Voided Check Total: -180.00

Bank Statement Reconciliation

Check Number Vendor Name Check Date Check Amount

Bank Statement Reconciliation Summary

1. Statement Balance	204,473.03
2. - Outstanding Checks	5,696.17
3. + Outstanding Receipts	0.00
4. Total	<u>198,776.86</u>
5. + Investments	0.00
6. Book Balance	<u>198,776.86</u>

SELECTED Data

Check RegisterArranged by:
Check Number

Check Number	Check Date	Vendor Name	Description	Amount
015431	05/05/2025	Lunch Fund	reim. 6th grade parent meals	90.00
015432	05/06/2025	Awards Unlimited	years of service/retirement awards	226.36
015433	05/06/2025	Chesterman Co.	SUPPLIES	659.46
015434	05/06/2025	Impact Applications Inc	renewal subscriptions for software	800.00
015435	05/06/2025	Kimball Public Schools	boys golf entry fees	50.00
015436	05/06/2025	Nebraska FFA Association	PC FFA COLT REGISTRATION	1,200.00
015437	05/06/2025	Ogallala Public Schools	Boys golf entry fees	80.00
015438	05/06/2025	BSN Sports	JH track uniforms	417.19
015439	05/06/2025	Hatch's Super Foods	supplies	148.38
015440	05/09/2025	Mitchell High School	District track entry fee	100.00
015441	05/09/2025	Nebraska School Activities	NSAA Membership for 25/26	1,445.00
015442	05/09/2025	Alecia Einspahr	supplies	330.25
015443	05/09/2025	The Sports Shoppe	Track spike supplies	50.00
015444	05/09/2025	The Leadership Center	FFA Colt housing	1,100.00
015445	05/13/2025	Crandal Creek	Golf-Practice Round	125.00
015446	05/13/2025	Pinnacle Bank	supplies	801.51
015447	05/14/2025	Barefoot	FFA 1/4 zip pullover	486.00
015448	05/14/2025	Cash-Wa Distributing	supplies	1,318.47
015449	05/14/2025	Lori Day	teachers retirement	120.00
015450	05/14/2025	Fitness Factory	weight supplies	8,374.00
015451	05/14/2025	Nathan Kemling	piano tuning for District Music	600.00
015452	05/19/2025	Adams Lumber	supplies	315.46
015453	05/19/2025	Adams Bank	State track meals	1,200.00
015454	05/19/2025	Katie Arndt Photography	grad pictures	800.00
015455	05/19/2025	Blume Flower Design Studio	grad flowers	990.00
015456	05/19/2025	High Plains News	Hired hand thank you	125.25
015457	05/19/2025	Pinnacle Bank	supplies	5,572.95
015458	05/19/2025	Potts Electric	Electrical for building	13,471.91
015459	05/19/2025	Pronto Convenience	supplies	364.85
015460	05/19/2025	Susie's Creative Stitches	FFA jacket name change	82.00
015461	05/19/2025	Wells Fargo	supplies	1,034.75
015462	05/19/2025	Blume Flower Design Studio	supplies	349.00
015463	05/19/2025	NCA	Coaching clinic	2,475.00
015464	05/21/2025	Little Bluestem	SUPPLIES	137.32
015465	05/21/2025	Adams Bank	Boys State Golf	490.00
015466	05/21/2025	Jack Rabbit Run Golf Course	Entry fees	180.00
015467	05/21/2025	KIM STENGEL	PC GBB team camp registration	300.00
015468	05/21/2025	Peaceful Prairie Nursery Inc	supplies-trees	633.48
015469	05/21/2025	Pitstop Potties	supplies	240.00
015470	05/21/2025	Adams Bank	FFA Colt	360.00
015471	05/27/2025	CheerU Camps & Choreography,	PC Cheer camp entry fee	1,779.00
015472	05/29/2025	Nebraska School Activities	TRACK AWARDS	188.00
015473	05/29/2025	BSN Sports	JH track uniforms	357.19

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		Amount Less Tax
Journal Number: 349 May 2025				Posted: 06/02/2025 08:00:05 AM		
000000	05/01/2025	track meet timing system	School			
1	4021	Live-Streaming		200.00	0.00	200.00
		Receipt Totals:		200.00	0.00	200.00
000000	05/01/2025	FFA Ag Day sponsors	Patrons			
1	3005	FFA		300.00	0.00	300.00
		Receipt Totals:		300.00	0.00	300.00
000000	05/01/2025	FFA Plant Sale	Patrons			
1	3005	FFA		684.00	0.00	684.00
		Receipt Totals:		684.00	0.00	684.00
000000	05/02/2025	FFA Ag Day Sponsors	Patrons			
1	3005	FFA		150.00	0.00	150.00
		Receipt Totals:		150.00	0.00	150.00
000000	05/05/2025	Track Meet timing system	Schools			
1	4021	Live-Streaming		400.00	0.00	400.00
		Receipt Totals:		400.00	0.00	400.00
000000	05/05/2025	Entry fee	School			
1	4017	Entry Fees		100.00	0.00	100.00
		Receipt Totals:		100.00	0.00	100.00
000000	05/05/2025	Fees	Students			
1	6080	Laptop		30.00	0.00	30.00
2	5001	I.A.		120.00	0.00	120.00
3	5001	I.A.		144.00	0.00	144.00
4	6080	Laptop		40.00	0.00	40.00
5	6080	Laptop		40.00	0.00	40.00
6	6080	Laptop		600.00	0.00	600.00
7	5003	Library-HS		11.00	0.00	11.00
8	1026	Class of 2025-Seniors		25.00	0.00	25.00
		Receipt Totals:		1010.00	0.00	1010.00
000000	05/05/2025	fees	student			
1	6080	Laptop		195.00	0.00	195.00
2	6080	Laptop		600.00	0.00	600.00
		Receipt Totals:		795.00	0.00	795.00
000000	05/05/2025	grad. flowers	students			
1	1026	Class of 2025-Seniors		211.25	0.00	211.25
		Receipt Totals:		211.25	0.00	211.25
000000	05/06/2025	concessions	patrons			
1	1028	Class of 2027-Sophomore		190.80	0.00	190.80
2	4012	Concession Stand		233.20	0.00	233.20

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
Receipt Totals:				424.00	0.00	424.00
000000	05/06/2025	entry fee	schools			
1		4017 Entry Fees		150.00	0.00	150.00
Receipt Totals:				150.00	0.00	150.00
000000	05/06/2025	grad flower	students			
1		1026 Class of 2025-Seniors		27.98	0.00	27.98
Receipt Totals:				27.98	0.00	27.98
000000	05/07/2025	Grad flowers	students			
1		1026 Class of 2025-Seniors		22.50	0.00	22.50
Receipt Totals:				22.50	0.00	22.50
000000	05/07/2025	fees	students			
1		6080 Laptop		600.00	0.00	600.00
Receipt Totals:				600.00	0.00	600.00
000000	05/07/2025	FFA plant sale	patrons			
1		3005 FFA		2514.00	0.00	2514.00
Receipt Totals:				2514.00	0.00	2514.00
000000	05/08/2025	district music entry fees	schools			
1		4008 Tournament Fund II-NSAA		542.22	0.00	542.22
Receipt Totals:				542.22	0.00	542.22
000000	05/09/2025	fees	STUDENT			
1		6080 Laptop		195.00	0.00	195.00
Receipt Totals:				195.00	0.00	195.00
000000	05/09/2025	district music entry fee	schools			
1		4008 Tournament Fund II-NSAA		338.70	0.00	338.70
Receipt Totals:				338.70	0.00	338.70
000000	05/09/2025	lunch fund	patron			
1		5003 Library-HS		8.00	0.00	8.00
Receipt Totals:				8.00	0.00	8.00
000000	05/09/2025	flowers	students			
1		1026 Class of 2025-Seniors		363.27	0.00	363.27
Receipt Totals:				363.27	0.00	363.27
000000	05/12/2025	district music entry fees	schools			
1		4008 Tournament Fund II-NSAA		1160.26	0.00	1160.26
Receipt Totals:				1160.26	0.00	1160.26
000000	05/12/2025	JV track entry fee	schools			
1		4017 Entry Fees		100.00	0.00	100.00

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
Receipt Totals:				100.00	0.00	100.00
000000	05/13/2025	JH track entry fee	school			
1	4017	Entry Fees		100.00	0.00	100.00
Receipt Totals:				100.00	0.00	100.00
000000	05/13/2025	district music entry fee	school			
1	4008	Tournament Fund II-NSAA		270.86	0.00	270.86
Receipt Totals:				270.86	0.00	270.86
000000	05/13/2025	yearbooks	Patrons			
1	5017	Annual		80.00	0.00	80.00
Receipt Totals:				80.00	0.00	80.00
000000	05/14/2025	fees	student			
1	6080	Laptop		195.00	0.00	195.00
Receipt Totals:				195.00	0.00	195.00
000000	05/14/2025	District music entry fee	school			
1	4008	Tournament Fund II-NSAA		234.35	0.00	234.35
Receipt Totals:				234.35	0.00	234.35
000000	05/14/2025	FFA Plant sale 5/9/25	Patrons			
1	3005	FFA		2135.00	0.00	2135.00
Receipt Totals:				2135.00	0.00	2135.00
000000	05/16/2025	book fine	Student			
1	5024	Math Counts		50.00	0.00	50.00
Receipt Totals:				50.00	0.00	50.00
000000	05/16/2025	entry fee	Schools			
1	4008	Tournament Fund II-NSAA		510.89	0.00	510.89
2	4008	Tournament Fund II-NSAA		381.10	0.00	381.10
Receipt Totals:				891.99	0.00	891.99
000000	05/19/2025	District Music Contest	schools			
1	4008	Tournament Fund II-NSAA		909.37	0.00	909.37
Receipt Totals:				909.37	0.00	909.37
000000	05/20/2025	purchase laptop	Patrons			
1	6080	Laptop		2140.00	0.00	2140.00
Receipt Totals:				2140.00	0.00	2140.00
000000	05/20/2025	fuel	general fund			
1	6006	Miscellaneous		40.37	0.00	40.37
Receipt Totals:				40.37	0.00	40.37
000000	05/20/2025	ffa chicken purchase	patrons			
1	3005	FFA		60.00	0.00	60.00

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
			Receipt Totals:	60.00	0.00	60.00
000000	05/20/2025	concessions	patrons			
1	4012	Concession Stand		102.60	0.00	102.60
			Receipt Totals:	102.60	0.00	102.60
000000	05/21/2025	stucco	students			
1	3003	Student Council-HS		425.00	0.00	425.00
			Receipt Totals:	425.00	0.00	425.00
000000	05/21/2025	stucco	students			
1	3003	Student Council-HS		6.00	0.00	6.00
			Receipt Totals:	6.00	0.00	6.00
000000	05/21/2025	woods projects	students			
1	5001	I.A.		126.00	0.00	126.00
			Receipt Totals:	126.00	0.00	126.00
000000	05/21/2025	casey's reward points	patrons			
1	6025	Always for Kids		1.60	0.00	1.60
			Receipt Totals:	1.60	0.00	1.60
000000	05/21/2025	laptop purchase	patron			
1	6080	Laptop		100.00	0.00	100.00
			Receipt Totals:	100.00	0.00	100.00
000000	05/21/2025	elem. pop machine	patrons			
1	6003	Faculty Lounge-Elem & MS		520.20	0.00	520.20
			Receipt Totals:	520.20	0.00	520.20
000000	05/21/2025	book fines	students			
1	6025	Always for Kids		1.00	0.00	1.00
			Receipt Totals:	1.00	0.00	1.00
000000	05/21/2025	woods projects	students			
1	5001	I.A.		135.00	0.00	135.00
			Receipt Totals:	135.00	0.00	135.00
000000	05/21/2025	finest/dues	students			
1	1027	Class of 2026-Juniors		25.00	0.00	25.00
			Receipt Totals:	25.00	0.00	25.00
000000	05/21/2025	stucco fees	students			
1	1027	Class of 2026-Juniors		14.00	0.00	14.00
			Receipt Totals:	14.00	0.00	14.00
000000	05/21/2025	ffa flower sale	patrons			
1	3005	FFA		1904.00	0.00	1904.00

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
Receipt Totals:				1904.00	0.00	1904.00
000000	05/22/2025	book fine	student			
1	6025	Always for Kids		26.00	0.00	26.00
Receipt Totals:				26.00	0.00	26.00
000000	05/22/2025	library book fines	students			
1	5003	Library-HS		10.00	0.00	10.00
Receipt Totals:				10.00	0.00	10.00
000000	05/22/2025	laptop purchase	students			
1	6080	Laptop		403.00	0.00	403.00
Receipt Totals:				403.00	0.00	403.00
000000	05/22/2025	library book fine	students			
1	5003	Library-HS		20.00	0.00	20.00
Receipt Totals:				20.00	0.00	20.00
000000	05/22/2025	book fines	students			
1	6025	Always for Kids		12.00	0.00	12.00
Receipt Totals:				12.00	0.00	12.00
000000	05/22/2025	woods project	students			
1	5001	I.A.		74.00	0.00	74.00
2	5001	I.A.		40.00	0.00	40.00
3	5001	I.A.		91.00	0.00	91.00
Receipt Totals:				205.00	0.00	205.00
000000	05/22/2025	stucco	students			
1	3003	Student Council-HS		8.00	0.00	8.00
Receipt Totals:				8.00	0.00	8.00
000000	05/22/2025	ffa scarf	student			
1	3005	FFA		13.00	0.00	13.00
Receipt Totals:				13.00	0.00	13.00
000000	05/22/2025	elem library fine	student			
1	5004	Library-Elem		25.00	0.00	25.00
Receipt Totals:				25.00	0.00	25.00
000000	05/22/2025	concessions	patrons			
1	4012	Concession Stand		66.80	0.00	66.80
Receipt Totals:				66.80	0.00	66.80
000000	05/22/2025	ffa	patron			
1	3005	FFA		100.00	0.00	100.00
Receipt Totals:				100.00	0.00	100.00
000000	05/23/2025	GBB camp	students			

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
1	4020	Organizational Concessions		225.00	0.00	225.00
Receipt Totals:				225.00	0.00	225.00
000000	05/23/2025	woods projects	patrons			
1	5001	I.A.		75.00	0.00	75.00
2	5001	I.A.		60.00	0.00	60.00
3	5001	I.A.		75.00	0.00	75.00
Receipt Totals:				210.00	0.00	210.00
000000	05/23/2025	woods projects	patrons			
1	5001	I.A.		120.00	0.00	120.00
Receipt Totals:				120.00	0.00	120.00
000000	05/23/2025	class dues/fines	students			
1	1027	Class of 2026-Juniors		25.00	0.00	25.00
Receipt Totals:				25.00	0.00	25.00
000000	05/23/2025	laptop purchase	patron			
1	6080	Laptop		200.00	0.00	200.00
Receipt Totals:				200.00	0.00	200.00
000000	05/23/2025	ffa	patron			
1	3005	FFA		72.00	0.00	72.00
Receipt Totals:				72.00	0.00	72.00
000000	05/23/2025	concessions	patrons			
1	4012	Concession Stand		14.10	0.00	14.10
2	4012	Concession Stand		20.00	0.00	20.00
3	4012	Concession Stand		22.40	0.00	22.40
4	4012	Concession Stand		24.40	0.00	24.40
Receipt Totals:				80.90	0.00	80.90
000000	05/27/2025	donation	Ne FFA foundation			
1	3005	FFA		1928.57	0.00	1928.57
Receipt Totals:				1928.57	0.00	1928.57
000000	05/27/2025	GVB camp	student			
1	4020	Organizational Concessions		100.00	0.00	100.00
Receipt Totals:				100.00	0.00	100.00
000000	05/28/2025	laptop purchase	patrons			
1	6080	Laptop		100.00	0.00	100.00
Receipt Totals:				100.00	0.00	100.00
000000	05/31/2025	interest earned	Adams Bank			
1	6090	Interest Earned		74.73	0.00	74.73
Receipt Totals:				74.73	0.00	74.73

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
Journal Totals:				24788.52	0.00	24788.52

Updated May 31, 2025

2024-25 Perkins County Schools Certificates of Deposit/Investments

	CD INTEREST	MATURITY DATE(S)	CURRENT AMOUNTS
GENERAL FUND CD'S/INVESTMENTS			
Nebraska Liquid Asset Fund #9300632			\$19.49
Total			\$19.49
DEPRECIATION FUND CD'S			
Total			\$0.00
SPECIAL BUILDING FUND			
Total			\$0.00
ACTIVITY FUND CD'S			
Total			\$0.00
EMPLOYEE BENEFIT CD'S			
Total			
Total Certificates of Deposit/Investments			\$19.49

CLAIMS LIST SUMMARY
TO BE APPROVED AT THE JUNE 16, 2025, BOARD MEETING

GENERAL FUND

Payroll	\$ 276,986.98
Bills	<u>\$ 478,442.81</u>
Total	\$ 755,429.79

LUNCH FUND

Payroll	\$ 10,110.26
Bills	<u>\$ 22,385.93</u>
Total	\$ 32,496.19

DEPRECIATION FUND

Paintin Construction	\$30,000.00
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SPECIAL BUILDING FUND

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01	GENERAL					
01-2-01100-111-001	Sec Teachers Salary	1,150,000.00	968,444.91	0.00	181,555.09	15.78
01-2-01100-111-002	Elem Teachers Salary	875,000.00	713,764.67	0.00	161,235.33	18.42
01-2-01100-114-001	Technology Staff	82,000.00	69,949.05	0.00	12,050.95	14.69
01-2-01100-120-001	Comm Coaches Salary	70,000.00	69,657.50	0.00	342.50	0.48
01-2-01100-121-001	Sec Temporary Teacher	0.00	0.00	0.00	0.00	0.00
01-2-01100-123-001	Sec Substitute Salary	55,000.00	49,881.55	0.00	5,118.45	9.30
01-2-01100-123-002	Elem Substitute Salary	70,000.00	49,611.35	0.00	20,388.65	29.12
01-2-01100-151-001	Sec Additional Compensation	177,000.00	149,385.99	0.00	27,614.01	15.60
01-2-01100-151-002	Ele Additional Compensation	2,000.00	1,935.67	0.00	64.33	3.21
01-2-01100-152-001	Sec Aides Addl Comp	0.00	80.00	0.00	-80.00	0.00
01-2-01100-153-001	Sec Substitutes Addl Comp	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01100-211-001	Sec Health Insurance	400,000.00	351,289.54	0.00	48,710.46	12.17
01-2-01100-211-002	Elem Health Insurance	350,000.00	298,256.84	0.00	51,743.16	14.78
01-2-01100-220-001	Sec Soc Sec Non Instruct	5,000.00	5,328.89	0.00	-328.89	-6.57
01-2-01100-220-002	Elem Soc Sec Non Instruct	100.00	130.65	0.00	-30.65	-30.65
01-2-01100-221-001	Sec Soc Sec	105,000.00	83,574.81	0.00	21,425.19	20.40
01-2-01100-221-002	Elem Soc Sec	67,000.00	53,485.93	0.00	13,514.07	20.17
01-2-01100-222-001	Sec Aides Soc Sec	0.00	5.61	0.00	-5.61	0.00
01-2-01100-223-001	Sec Substitute Soc Sec	4,000.00	3,816.14	0.00	183.86	4.59
01-2-01100-223-002	Elem Substitute Soc Sec	5,500.00	3,774.30	0.00	1,725.70	31.37
01-2-01100-224-001	Technology Soc Sec	6,700.00	5,171.43	0.00	1,528.57	22.81
01-2-01100-230-001	Sec Retirement Non Instruct	50.00	0.00	0.00	50.00	100.00
01-2-01100-230-002	Elem Retirement Non Instruct	150.00	173.84	0.00	-23.84	-15.89
01-2-01100-231-001	Sec Retirement	135,000.00	110,083.25	0.00	24,916.75	18.45
01-2-01100-231-002	Elem Retirement	87,000.00	70,802.90	0.00	16,197.10	18.61
01-2-01100-232-001	Sec Aides Retire	0.00	7.90	0.00	-7.90	0.00
01-2-01100-233-001	Sec Substitute Retirement	700.00	1,779.78	0.00	-1,079.78	-154.25
01-2-01100-233-002	Elem Substitute Retirement	1,200.00	682.20	0.00	517.80	43.15
01-2-01100-234-001	Technology Retirement	8,700.00	6,901.30	0.00	1,798.70	20.67
01-2-01100-237-000	Increased Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-261-000	Unemployment	0.00	0.00	0.00	0.00	0.00
01-2-01100-281-000	Insurance Health Benefit	56,617.00	20,971.59	0.00	35,645.41	62.95
01-2-01100-320-001	Sec ESU Contracted Serv	0.00	0.00	0.00	0.00	0.00
01-2-01100-320-002	Elem ESU Contracted Serv	1,000.00	1,560.00	0.00	-560.00	-56.00
01-2-01100-330-001	Sec Staff Development	8,000.00	4,068.46	0.00	3,931.54	49.14
01-2-01100-330-002	Elem Staff Development	10,000.00	2,607.00	0.00	7,393.00	73.93
01-2-01100-382-001	Distance Learning	0.00	0.00	0.00	0.00	0.00
01-2-01100-580-001	Sec Travel Expense	6,000.00	2,549.22	0.00	3,450.78	57.51
01-2-01100-580-002	Elem Travel Expense	5,000.00	1,384.71	0.00	3,615.29	72.30
01-2-01100-610-001	Sec Teaching Supplies	50,000.00	52,763.93	0.00	-2,763.93	-5.52
01-2-01100-610-002	Elem Teaching Supplies	30,000.00	26,191.89	0.00	3,808.11	12.69

Expense Budget Report

ALL Data

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-640-001	Sec Textbooks and	60,000.00	47,129.08	0.00	12,870.92	21.45
01-2-01100-640-002	Elem Textbooks and	130,000.00	146,398.77	0.00	-16,398.77	-12.61
01-2-01100-650-001	Sec Computer Supplies	10,000.00	9,509.32	0.00	490.68	4.90
01-2-01100-650-002	Elem Computer Supplies	10,000.00	1,005.47	0.00	8,994.53	89.94
01-2-01100-733-001	Sec Furn and Equip	30,000.00	53,845.02	0.00	-23,845.02	-79.48
01-2-01100-733-002	Elem Furn and Equip	30,000.00	6,189.88	0.00	23,810.12	79.36
01-2-01100-734-001	Sec Computer Hardware	50,000.00	24,672.86	0.00	25,327.14	50.65
01-2-01100-734-002	Elem Computer Hardware	15,000.00	2,940.00	0.00	12,060.00	80.40
01-2-01125-111-002	Flex-Spending Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-112-002	Flex-Spending Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-221-002	Flex-Sp Soc Sec Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-222-002	Flex-Sp Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-231-002	Flex-Sp Retire Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-232-002	Flex-Sp Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-610-002	Flex-Spending Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01150-111-002	LEP Teachers	65,000.00	54,461.98	0.00	10,538.02	16.21
01-2-01150-112-001	Sec LEP Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-112-002	Elem LEP Aides	0.00	12,130.39	0.00	-12,130.39	0.00
01-2-01150-212-002	LEP Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-01150-221-002	LEP Soc Sec Teachers	5,300.00	4,112.45	0.00	1,187.55	22.40
01-2-01150-222-001	Sec LEP Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-222-002	Elem LEP Soc Sec Aides	0.00	927.97	0.00	-927.97	0.00
01-2-01150-231-002	LEP Retire Teachers	6,600.00	5,365.29	0.00	1,234.71	18.70
01-2-01150-232-001	Sec LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-232-002	Elem LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-580-002	LEP Travel Expense	0.00	0.00	0.00	0.00	0.00
01-2-01150-610-002	LEP Supplies	800.00	456.63	0.00	343.37	42.92
01-2-01150-890-002	LEP Misc	0.00	0.00	0.00	0.00	0.00
01-2-01160-110-001	Teammates Director	0.00	0.00	0.00	0.00	0.00
01-2-01160-111-001	Sec Poverty Teachers	6,000.00	4,862.02	0.00	1,137.98	18.96
01-2-01160-111-002	Elem Pov Teach &	7,500.00	3,490.65	0.00	4,009.35	53.45
01-2-01160-112-002	Poverty Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-220-001	Teammates Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01160-221-001	Sec Pov Teachers Soc Sec	500.00	351.96	0.00	148.04	29.60
01-2-01160-221-002	Elem Pov Teachers Soc Sec	600.00	262.95	0.00	337.05	56.17
01-2-01160-222-002	Poverty Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	Sec Pov Teachers Retire	600.00	486.44	0.00	113.56	18.92
01-2-01160-231-002	Elem Pov Teachers Retire	800.00	344.80	0.00	455.20	56.90
01-2-01160-232-002	Poverty Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	Poverty Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01160-733-001	Poverty Furniture	0.00	0.00	0.00	0.00	0.00
01-2-01160-734-001	Poverty Comp Hardware	0.00	0.00	0.00	0.00	0.00

Expense Budget Report

ALL Data

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01190-111-002	Preschool Teachers	43,000.00	35,929.18	0.00	7,070.82	16.44
01-2-01190-112-002	Preschool Aides	36,000.00	39,819.00	0.00	-3,819.00	-10.60
01-2-01190-122-002	Preschool Aides Subs	0.00	0.00	0.00	0.00	0.00
01-2-01190-123-002	Preschool Teacher Substitute	0.00	0.00	0.00	0.00	0.00
01-2-01190-132-002	Preschool Aides Overtime	200.00	0.00	0.00	200.00	100.00
01-2-01190-211-002	Presch Teachers Health Ins	28,500.00	23,442.60	0.00	5,057.40	17.74
01-2-01190-212-002	Presch Aides Health Ins	21,000.00	8,722.40	0.00	12,277.60	58.46
01-2-01190-221-002	Preschool Teachers Soc Sec	3,500.00	2,748.54	0.00	751.46	21.47
01-2-01190-222-002	Preschool Aides Soc Sec	3,000.00	3,046.16	0.00	-46.16	-1.53
01-2-01190-223-002	Preschool Subs Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01190-231-002	Preschool Teachers Retire	4,300.00	3,513.20	0.00	786.80	18.29
01-2-01190-232-002	Preschool Aides Retire	3,700.00	3,914.60	0.00	-214.60	-5.80
01-2-01190-610-002	Preschool Supplies	3,500.00	1,101.26	0.00	2,398.74	68.53
01-2-01190-733-002	Preschool Furniture	0.00	773.04	0.00	-773.04	0.00
01-2-01190-773-002	Non-NDE Account	2,000.00	0.00	0.00	2,000.00	100.00
01-2-01200-111-001	SPED Sec Teachers	75,000.00	65,991.29	0.00	9,008.71	12.01
01-2-01200-111-002	SPED Elem Teachers	205,000.00	167,507.83	0.00	37,492.17	18.28
01-2-01200-112-001	SPED Sec Aides	65,000.00	67,833.42	0.00	-2,833.42	-4.35
01-2-01200-112-002	SPED Elem Aides	127,000.00	135,670.02	0.00	-8,670.02	-6.82
01-2-01200-113-001	SPED Sec Substitutes	500.00	0.00	0.00	500.00	100.00
01-2-01200-113-002	SPED Elem Substitutes	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-122-002	SPED Elem Aides Substitutes	4,000.00	1,724.66	0.00	2,275.34	56.88
01-2-01200-123-001	SPED Sec Teacher Subs	0.00	0.00	0.00	0.00	0.00
01-2-01200-123-002	SPED Elem Teacher Subs	0.00	145.00	0.00	-145.00	0.00
01-2-01200-132-001	SPED Sec Aides Overtime	4,500.00	0.00	0.00	4,500.00	100.00
01-2-01200-132-002	SPED Elem Aides Overtime	200.00	662.63	0.00	-462.63	-231.31
01-2-01200-211-001	SPED Sec Teach Health Ins	21,000.00	17,458.40	0.00	3,541.60	16.86
01-2-01200-211-002	SPED Elem Teach Health Ins	60,000.00	49,214.30	0.00	10,785.70	17.97
01-2-01200-212-001	SPED Sec Aides Health Ins	32,000.00	17,444.80	0.00	14,555.20	45.48
01-2-01200-212-002	SPED Elem Aides Health Ins	53,000.00	47,641.56	0.00	5,358.44	10.11
01-2-01200-221-001	SPED Sec Teachers Soc Sec	6,000.00	4,995.17	0.00	1,004.83	16.74
01-2-01200-221-002	SPED Elem Teachers Soc	16,000.00	12,786.06	0.00	3,213.94	20.08
01-2-01200-222-001	SPED Sec Aides Soc Sec	4,800.00	5,173.60	0.00	-373.60	-7.78
01-2-01200-222-002	SPED Elem Aides Soc Sec	9,500.00	10,306.55	0.00	-806.55	-8.49
01-2-01200-223-001	SPED Sec Sub Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01200-223-002	SPED Elem Sub Soc Sec	100.00	11.09	0.00	88.91	88.91
01-2-01200-231-001	SPED Sec Teachers Retire	7,700.00	6,475.54	0.00	1,224.46	15.90
01-2-01200-231-002	SPED Elem Teachers Retire	19,000.00	16,517.45	0.00	2,482.55	13.06
01-2-01200-232-001	SPED Sec Aides Retire	6,400.00	6,663.10	0.00	-263.10	-4.11
01-2-01200-232-002	SPED Elem Aides Retire	12,500.00	13,443.36	0.00	-943.36	-7.54
01-2-01200-330-001	Sec SPED Emee Training	100.00	25.00	0.00	75.00	75.00
01-2-01200-330-002	Elem SPED Emee Training	100.00	75.00	0.00	25.00	25.00

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01200-332-001	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00
01-2-01200-332-002	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-001	Tuition To Other Districts	0.00	0.00	0.00	0.00	0.00
01-2-01200-591-001	Sec SPED Services Purch	10,000.00	6,910.58	0.00	3,089.42	30.89
01-2-01200-591-002	Elem SPED Services Purch	25,000.00	23,128.05	0.00	1,871.95	7.48
01-2-01200-610-001	Sec SPED Supplies	2,000.00	120.88	0.00	1,879.12	93.95
01-2-01200-610-002	Elem SPED Supplies	4,000.00	3,047.49	0.00	952.51	23.81
01-2-01200-640-001	Sec SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-640-002	Elem SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-643-001	SPED Sec Software SRS	500.00	0.00	0.00	500.00	100.00
01-2-01200-643-002	SPED Elem Software SRS	500.00	0.00	0.00	500.00	100.00
01-2-01200-733-001	Sec SPED Furniture	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01200-733-002	Elem SPED Furniture	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01200-890-001	Sec SPED Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-890-002	Elem SPED Miscellaneous	1,000.00	285.00	0.00	715.00	71.50
01-2-01291-591-002	SPED Indirect Ages 3-5	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01292-591-002	SPED Indirect Ages 0-2	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02110-432-000	Student Attendance	7,000.00	6,295.00	0.00	705.00	10.07
01-2-02120-111-001	Sec Guidance	59,000.00	50,200.80	0.00	8,799.20	14.91
01-2-02120-111-002	Elem Guidance	39,000.00	33,446.02	0.00	5,553.98	14.24
01-2-02120-211-001	Sec Guidance Health Ins	20,000.00	15,904.90	0.00	4,095.10	20.47
01-2-02120-211-002	Elem Guidance Health Ins	28,200.00	23,442.60	0.00	4,757.40	16.87
01-2-02120-221-001	Sec Guidance Soc Sec	4,500.00	3,574.94	0.00	925.06	20.55
01-2-02120-221-002	Elem Guidance Soc Sec	3,000.00	2,519.81	0.00	480.19	16.00
01-2-02120-231-001	Sec Guidance Retirement	5,900.00	4,939.86	0.00	960.14	16.27
01-2-02120-231-002	Elem Guidance Retirement	3,900.00	3,296.59	0.00	603.41	15.47
01-2-02120-580-001	Sec Guidance Travel	500.00	0.00	0.00	500.00	100.00
01-2-02120-580-002	Elem Guidance Travel	500.00	0.00	0.00	500.00	100.00
01-2-02120-610-001	Sec Guidance Supplies	3,000.00	207.86	0.00	2,792.14	93.07
01-2-02120-610-002	Elem Guidance Supplies	3,000.00	309.57	0.00	2,690.43	89.68
01-2-02120-733-001	Sec Guidance Furn & Equip	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02120-733-002	Elem Guidance Furn & Equip	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02120-890-001	Sec Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-002	Elem Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-000	Director Nursing	42,000.00	35,535.00	0.00	6,465.00	15.39
01-2-02130-116-002	Health Services	300.00	0.00	0.00	300.00	100.00
01-2-02130-216-000	Dir. Nursing Health Ins	28,200.00	23,442.60	0.00	4,757.40	16.87
01-2-02130-226-000	Director Nursing Soc Sec	3,400.00	2,616.43	0.00	783.57	23.04
01-2-02130-226-002	Health Soc Sec	25.00	0.00	0.00	25.00	100.00
01-2-02130-236-000	Director Nursing Retirement	4,300.00	3,510.14	0.00	789.86	18.36
01-2-02130-236-002	Health Retirement	50.00	0.00	0.00	50.00	100.00
01-2-02130-610-002	Health Supplies	3,000.00	2,364.64	0.00	635.36	21.17

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01-2-02140-111-000	School Psych Salary	0.00	0.00	0.00	0.00	0.00
01-2-02140-221-000	School Psych Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02140-231-000	School Psych Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02140-591-001	Sec Non-SPED Psych	0.00	17,663.11	0.00	-17,663.11	0.00
01-2-02140-591-002	Elem Non-SPED Psych	0.00	4,407.31	0.00	-4,407.31	0.00
01-2-02141-111-000	SPED School Psych Salary	0.00	0.00	0.00	0.00	0.00
01-2-02141-211-000	SPED Sch Psych Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02141-221-000	SPED Sch Psych Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02141-231-000	SPED Sch Psych Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02141-591-001	Sec SPED Psych Contract	20,000.00	47,189.26	0.00	-27,189.26	-135.94
01-2-02141-591-002	Elem SPED Psych Contract	31,000.00	71,099.58	0.00	-40,099.58	-129.35
01-2-02151-591-001	Sec SPED Speech/Aud	11,000.00	452.16	0.00	10,547.84	95.88
01-2-02151-591-002	Elem SPED Speech/Aud	52,000.00	53,630.90	0.00	-1,630.90	-3.13
01-2-02151-610-002	SPED Speech Supplies On	500.00	0.00	0.00	500.00	100.00
01-2-02152-650-002	Presch SPED Tech Sup	0.00	0.00	0.00	0.00	0.00
01-2-02161-591-001	Sec SPED OT Contract Serv	10,000.00	0.00	0.00	10,000.00	100.00
01-2-02161-591-002	Elem SPED OT Contract Serv	30,000.00	35,052.87	0.00	-5,052.87	-16.84
01-2-02171-591-001	Sec SPED PT Contract Serv	4,000.00	0.00	0.00	4,000.00	100.00
01-2-02171-591-002	Elem SPED PT Contract Serv	10,000.00	12,829.00	0.00	-2,829.00	-28.29
01-2-02181-591-001	Sec SPED Vision Contract	1,500.00	0.00	0.00	1,500.00	100.00
01-2-02181-591-002	Elem SPED Vision Contract	1,500.00	3,152.44	0.00	-1,652.44	-110.16
01-2-02190-110-001	Activity Bus/Van Drivers	25,000.00	20,397.93	0.00	4,602.07	18.40
01-2-02190-220-001	Activity Bus/Van Soc Sec	2,000.00	1,552.09	0.00	447.91	22.39
01-2-02190-230-001	Activity Bus/Van Retirement	1,600.00	544.01	0.00	1,055.99	65.99
01-2-02190-580-001	Activity Drivers Travel	500.00	162.12	0.00	337.88	67.57
01-2-02190-610-001	Sec Support Services	12,000.00	10,594.12	0.00	1,405.88	11.71
01-2-02190-610-002	Elem Support Services	2,500.00	4,704.99	0.00	-2,204.99	-88.19
01-2-02220-111-001	Sec Library	0.00	0.00	0.00	0.00	0.00
01-2-02220-111-002	Elem Library	59,000.00	50,704.48	0.00	8,295.52	14.06
01-2-02220-112-001	Sec Library Aides	0.00	0.00	0.00	0.00	0.00
01-2-02220-132-001	Sec Library Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-001	Sec Library Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-002	Elem Library Health Ins	28,500.00	23,442.60	0.00	5,057.40	17.74
01-2-02220-212-001	Sec Library Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	Sec Library Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-002	Elem Library Soc Sec	4,500.00	3,516.71	0.00	983.29	21.85
01-2-02220-222-001	Sec Library Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-001	Sec Library Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-002	Elem Library Retirement	6,000.00	5,015.65	0.00	984.35	16.40
01-2-02220-232-001	Sec Library Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-610-001	Sec Library Supplies	1,000.00	159.05	0.00	840.95	84.09
01-2-02220-610-002	Elem Library Supplies	3,000.00	1,445.32	0.00	1,554.68	51.82

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01-2-02220-640-001	Sec Library Books/Periodicals	4,000.00	2,999.10	0.00	1,000.90	25.02
01-2-02220-640-002	Ele Library Books/Periodicals	3,000.00	1,869.32	0.00	1,130.68	37.68
01-2-02220-650-002	Elem Library Tech Supplies	2,000.00	3,050.76	0.00	-1,050.76	-52.53
01-2-02220-733-001	Sec Library Furniture	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02220-733-002	Elem Library Furniture	1,000.00	632.44	0.00	367.56	36.75
01-2-02224-382-001	Distance Learning	23,000.00	23,000.00	0.00	0.00	0.00
01-2-02230-432-000	Tech Repairs/Support	3,000.00	5,358.37	0.00	-2,358.37	-78.61
01-2-02310-151-000	Employee Incentive Agmt	0.00	0.00	0.00	0.00	0.00
01-2-02310-270-000	Worker's Comp Non-Instruct	12,900.00	12,882.50	0.00	17.50	0.13
01-2-02310-271-000	Worker's Comp Teachers	30,000.00	29,887.40	0.00	112.60	0.37
01-2-02310-272-000	Worker's Comp Aides	9,000.00	8,760.10	0.00	239.90	2.66
01-2-02310-520-001	Sec Property/Liability	85,000.00	84,279.00	0.00	721.00	0.84
01-2-02310-520-002	Elem Property/Liability	57,000.00	56,186.00	0.00	814.00	1.42
01-2-02310-540-000	Advertising	5,000.00	6,007.43	0.00	-1,007.43	-20.14
01-2-02310-580-000	Board Educ Travel Expense	2,500.00	1,447.83	0.00	1,052.17	42.08
01-2-02310-610-000	Board Educ Supplies	500.00	115.43	0.00	384.57	76.91
01-2-02310-810-000	Board Educ Dues and Fees	8,500.00	9,519.00	0.00	-1,019.00	-11.98
01-2-02310-890-000	Board Educ Misc Expense	6,000.00	0.00	0.00	6,000.00	100.00
01-2-02320-105-000	Superintendent Salary	147,000.00	122,500.00	0.00	24,500.00	16.66
01-2-02320-110-001	Sec Clerical Staff	50,000.00	53,563.45	0.00	-3,563.45	-7.12
01-2-02320-130-001	Sec Clerical Staff Overtime	2,000.00	2,346.40	0.00	-346.40	-17.32
01-2-02320-210-001	Sec Clerical Health Ins	10,500.00	12,211.39	0.00	-1,711.39	-16.29
01-2-02320-215-000	Superintendent Health Ins	21,500.00	17,458.40	0.00	4,041.60	18.79
01-2-02320-220-001	Sec Clerical Soc Sec	4,000.00	4,232.29	0.00	-232.29	-5.80
01-2-02320-225-000	Superintendent Soc Sec	11,000.00	9,131.50	0.00	1,868.50	16.98
01-2-02320-230-001	Sec Clerical Retirement	4,800.00	5,217.90	0.00	-417.90	-8.70
01-2-02320-235-000	Superintendent Retirement	14,500.00	12,100.30	0.00	2,399.70	16.54
01-2-02320-295-000	Superintendent Other Benefits	900.00	0.00	0.00	900.00	100.00
01-2-02320-580-000	Superintendent Travel	3,000.00	878.00	0.00	2,122.00	70.73
01-2-02320-610-000	Superintendent Supplies	500.00	23.92	0.00	476.08	95.21
01-2-02320-733-000	Superintendent Furniture	2,500.00	1,690.38	0.00	809.62	32.38
01-2-02320-810-000	Superintendent Dues and	4,000.00	1,636.00	0.00	2,364.00	59.10
01-2-02320-890-000	Superintendent Misc Expense	750.00	0.00	0.00	750.00	100.00
01-2-02330-317-000	Contracted Legal Services	17,000.00	7,545.40	0.00	9,454.60	55.61
01-2-02410-110-001	Sec Clerical Staff	0.00	0.00	0.00	0.00	0.00
01-2-02410-110-002	Elem Clerical Staff	37,000.00	38,066.05	0.00	-1,066.05	-2.88
01-2-02410-111-001	Sec Principal Salary	94,500.00	78,750.00	0.00	15,750.00	16.66
01-2-02410-111-002	Elem Principal Salary	94,500.00	78,750.00	0.00	15,750.00	16.66
01-2-02410-120-001	Sec Clerical Subs/Temp	750.00	1,160.00	0.00	-410.00	-54.66
01-2-02410-120-002	Elem Clerical Subs/Temp	750.00	797.50	0.00	-47.50	-6.33
01-2-02410-130-002	Elem Clerical Staff Overtime	6,500.00	8,922.15	0.00	-2,422.15	-37.26
01-2-02410-210-002	Elem Clerical Health Ins	10,500.00	8,722.40	0.00	1,777.60	16.92

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01-2-02410-211-001	Sec Principal Health Ins	28,200.00	23,442.60	0.00	4,757.40	16.87
01-2-02410-211-002	Elem Principal Health Ins	28,200.00	23,442.60	0.00	4,757.40	16.87
01-2-02410-220-001	Sec Clerical Soc Sec	50.00	88.73	0.00	-38.73	-77.46
01-2-02410-220-002	Elem Clerical Soc Sec	3,500.00	3,574.55	0.00	-74.55	-2.13
01-2-02410-221-001	Sec Principal Soc Sec	7,200.00	5,862.36	0.00	1,337.64	18.57
01-2-02410-221-002	Elem Principal Soc Sec	7,200.00	6,000.20	0.00	1,199.80	16.66
01-2-02410-230-002	Elem Clerical Retirement	4,400.00	4,720.19	0.00	-320.19	-7.27
01-2-02410-231-001	Sec Principal Retirement	9,300.00	7,778.79	0.00	1,521.21	16.35
01-2-02410-231-002	Elem Principal Retirement	9,300.00	7,778.80	0.00	1,521.20	16.35
01-2-02410-580-001	Sec Principal Travel Expense	1,000.00	551.10	0.00	448.90	44.89
01-2-02410-580-002	Elem Principal Travel Expense	1,000.00	219.93	0.00	780.07	78.00
01-2-02410-610-001	Sec Principal Supplies	500.00	193.86	0.00	306.14	61.22
01-2-02410-610-002	Elem Principal Supplies	500.00	0.00	0.00	500.00	100.00
01-2-02410-733-001	Sec Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-733-002	Elem Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-810-001	Sec Principal Dues and Fees	1,200.00	1,227.00	0.00	-27.00	-2.25
01-2-02410-810-002	Elem Principal Dues and Fees	1,200.00	785.00	0.00	415.00	34.58
01-2-02410-890-001	Sec Principal Misc Expense	500.00	0.00	0.00	500.00	100.00
01-2-02410-890-002	Elem Principal Misc Expense	500.00	0.00	0.00	500.00	100.00
01-2-02490-111-001	Activities Director Salary	38,000.00	34,283.33	0.00	3,716.67	9.78
01-2-02490-121-001	Temporary Activities Dir	0.00	0.00	0.00	0.00	0.00
01-2-02490-221-001	Activities Dir Soc Sec	2,800.00	2,562.82	0.00	237.18	8.47
01-2-02490-231-001	Activities Dir Retirement	3,500.00	3,386.40	0.00	113.60	3.24
01-2-02510-110-000	Business Manager Salary	52,000.00	42,916.36	0.00	9,083.64	17.46
01-2-02510-130-000	Business Manager Overtime	15,000.00	14,292.06	0.00	707.94	4.71
01-2-02510-210-000	Business Manager Health Ins	10,300.00	8,722.40	0.00	1,577.60	15.31
01-2-02510-220-000	Business Manager Soc Sec	5,000.00	4,358.94	0.00	641.06	12.82
01-2-02510-230-000	Business Manager Retirement	6,400.00	5,609.45	0.00	790.55	12.35
01-2-02510-315-000	Auditing Services	15,500.00	15,459.79	0.00	40.21	0.25
01-2-02510-531-000	Postage	4,500.00	5,568.39	0.00	-1,068.39	-23.74
01-2-02510-610-000	Office Supplies	16,000.00	20,822.20	0.00	-4,822.20	-30.13
01-2-02510-733-000	Business Manager Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02510-890-000	Business Manager Misc	500.00	510.02	0.00	-10.02	-2.00
01-2-02580-432-000	Administrative Tech Support	100,000.00	87,668.90	0.00	12,331.10	12.33
01-2-02610-110-001	Sec Custodial Salary	75,000.00	61,037.70	0.00	13,962.30	18.61
01-2-02610-110-002	Elem Custodial Salary	70,000.00	55,491.20	0.00	14,508.80	20.72
01-2-02610-130-001	Sec Custodial Overtime	15,000.00	26,325.03	0.00	-11,325.03	-75.50
01-2-02610-130-002	Elem Custodial Overtime	10,000.00	8,555.39	0.00	1,444.61	14.44
01-2-02610-210-001	Sec Health Ins	21,000.00	17,444.80	0.00	3,555.20	16.92
01-2-02610-210-002	Elem Health Ins	21,000.00	17,444.80	0.00	3,555.20	16.92
01-2-02610-220-001	Sec Soc Sec	5,800.00	6,529.70	0.00	-729.70	-12.58
01-2-02610-220-002	Elem Soc Sec	6,000.00	4,652.57	0.00	1,347.43	22.45

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01-2-02610-230-001	Sec Retirement	8,600.00	8,325.05	0.00	274.95	3.19
01-2-02610-230-002	Elem Retirement	7,500.00	6,202.64	0.00	1,297.36	17.29
01-2-02610-382-000	Telecomm & Internet	17,000.00	17,510.17	0.00	-510.17	-3.00
01-2-02610-410-001	Sec Water, Sewer & Garbage	32,000.00	19,378.38	0.00	12,621.62	39.44
01-2-02610-410-002	Elem Water, Sewer &	11,000.00	8,517.16	0.00	2,482.84	22.57
01-2-02610-442-000	Copier Rental	21,000.00	31,443.72	0.00	-10,443.72	-49.73
01-2-02610-531-000	Postage	0.00	0.00	0.00	0.00	0.00
01-2-02610-610-001	Sec Custodial Supplies	40,000.00	31,611.42	0.00	8,388.58	20.97
01-2-02610-610-002	Elem Custodial Supplies	30,000.00	25,320.07	0.00	4,679.93	15.59
01-2-02610-621-001	Sec Utility Energy Services	130,000.00	115,035.22	0.00	14,964.78	11.51
01-2-02610-621-002	Elem Utility Energy Services	55,000.00	44,051.33	0.00	10,948.67	19.90
01-2-02620-110-000	Plant Maintenance Salary	65,000.00	54,032.00	0.00	10,968.00	16.87
01-2-02620-210-000	Maintenance Health Ins	10,300.00	8,722.40	0.00	1,577.60	15.31
01-2-02620-220-000	Maintenance Soc Sec	5,200.00	4,119.45	0.00	1,080.55	20.77
01-2-02620-230-000	Maintenance Retirement	6,500.00	5,295.70	0.00	1,204.30	18.52
01-2-02620-430-000	Contracted Main & Repairs	0.00	0.00	0.00	0.00	0.00
01-2-02620-431-000	Contracted Main & Repairs	100,000.00	131,906.01	0.00	-31,906.01	-31.90
01-2-02620-610-001	Sec Building Supply	25,000.00	18,145.36	0.00	6,854.64	27.41
01-2-02620-610-002	Elem Building Supply	25,000.00	18,279.28	0.00	6,720.72	26.88
01-2-02620-720-000	Building Improvements	150,000.00	15,355.00	0.00	134,645.00	89.76
01-2-02620-890-000	Maintenance Misc Expense	9,000.00	9,650.00	0.00	-650.00	-7.22
01-2-02630-340-000	Other Professional Services	0.00	0.00	0.00	0.00	0.00
01-2-02630-710-000	Non-NDE Account	10,000.00	0.00	0.00	10,000.00	100.00
01-2-02650-732-000	Vehicle Acquisition	100,000.00	91,290.00	0.00	8,710.00	8.71
01-2-02710-110-000	Bus Driver Salary	48,000.00	46,395.00	0.00	1,605.00	3.34
01-2-02710-220-000	Bus Driver Soc Sec	4,000.00	3,455.10	0.00	544.90	13.62
01-2-02710-230-000	Bus Driver Retirement	5,000.00	4,467.19	0.00	532.81	10.65
01-2-02710-332-000	Route Mileage	4,000.00	1,508.51	0.00	2,491.49	62.28
01-2-02710-626-000	Bus/Van Gasoline	50,000.00	32,501.18	0.00	17,498.82	34.99
01-2-02710-732-000	Bus Acquisition	0.00	0.00	0.00	0.00	0.00
01-2-02710-890-000	Bus Misc Expenses	3,000.00	934.08	0.00	2,065.92	68.86
01-2-02712-110-001	SPED Transportation Salary	0.00	0.00	0.00	0.00	0.00
01-2-02712-220-001	SPED Transp Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02712-230-001	SPED Transp Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-001	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-002	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-519-002	SPED Transp Handibus	0.00	0.00	0.00	0.00	0.00
01-2-02730-431-000	Bus/Van Repairs &	35,000.00	13,460.51	0.00	21,539.49	61.54
01-2-03535-610-001	High Ability	6,000.00	3,888.48	0.00	2,111.52	35.19
01-2-03551-610-001	Career Education Supplies	0.00	0.00	0.00	0.00	0.00
01-2-04600-450-000	Site Improvements	0.00	0.00	0.00	0.00	0.00
01-2-05000-807-000	Repayment Of Taxes	82,000.00	98,977.08	0.00	-16,977.08	-20.70

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06200-111-002	Title I Teachers Salary	68,500.00	61,313.67	0.00	7,186.33	10.49
01-2-06200-112-002	Title I Aides Salary	18,000.00	14,491.11	0.00	3,508.89	19.49
01-2-06200-132-002	Title I Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06200-211-002	Title I Teachers Health Ins	21,000.00	17,458.40	0.00	3,541.60	16.86
01-2-06200-212-002	Title I Aides Health Ins	10,500.00	8,722.40	0.00	1,777.60	16.92
01-2-06200-221-002	Title I Teachers Soc Sec	5,235.00	4,580.87	0.00	654.13	12.49
01-2-06200-222-002	Title I Aides Soc Sec	1,400.00	1,106.62	0.00	293.38	20.95
01-2-06200-231-002	Title I Teachers Retirement	6,800.00	5,631.80	0.00	1,168.20	17.17
01-2-06200-232-002	Title I Aides Retirement	1,800.00	1,431.40	0.00	368.60	20.47
01-2-06200-395-002	Title I ESU Contr Serv	3,500.00	4,268.72	0.00	-768.72	-21.96
01-2-06200-610-002	Title I Supplies	1,000.00	0.00	0.00	1,000.00	100.00
01-2-06210-221-002	Title I Acct Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06210-231-002	Title I Acct Retirements	0.00	0.00	0.00	0.00	0.00
01-2-06210-320-002	Title I Acct Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06406-591-000	IDEA Base Preschool	5,000.00	4,589.00	0.00	411.00	8.22
01-2-06408-591-000	IDEA Base and	80,000.00	66,814.20	0.00	13,185.80	16.48
01-2-06412-334-000	IDEA Mileage Paid	500.00	0.00	0.00	500.00	100.00
01-2-06412-591-000	IDEA Prop Share Nonpublic	5,000.00	0.00	0.00	5,000.00	100.00
01-2-06421-330-000	IDEA ARP Prof Dev	0.00	0.00	0.00	0.00	0.00
01-2-06421-591-000	IDEA ARP ESU	0.00	0.00	0.00	0.00	0.00
01-2-06421-610-002	IDEA ARP Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-001	IDEA ARP Sec Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-002	IDEA ARP Elem Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06422-591-000	IDEA Preschool ARP	1,000.00	0.00	0.00	1,000.00	100.00
01-2-06423-591-000	IDEA School Age ARP	750.00	0.00	0.00	750.00	100.00
01-2-06450-320-000	Medicaid Contract Services	0.00	0.00	0.00	0.00	0.00
01-2-06700-610-000	Perkins Grant Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06700-739-000	Perkins Grant Equipment	0.00	0.00	0.00	0.00	0.00
01-2-06969-395-000	Title IV	0.00	10,000.00	0.00	-10,000.00	0.00
01-2-06990-220-002	PBIS Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06990-230-002	PBIS Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06990-320-002	PBIS Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06990-330-000	Training Stipends PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06990-580-000	Travel Expense PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06990-610-000	Supplies PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06992-890-000	REAP Funds	33,383.00	36,834.00	0.00	-3,451.00	-10.33
01-2-06992-950-000	Special Budget Items	1,461,440.00	0.00	0.00	1,461,440.00	100.00
01-2-06996-610-000	CARES Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06997-610-000	ESSER II Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06997-640-000	ESSER II Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06997-643-000	ESSER II Web Software	0.00	0.00	0.00	0.00	0.00
01-2-06997-650-000	ESSER II Technology	0.00	0.00	0.00	0.00	0.00

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06997-734-000	ESSER II Computer Hardware	0.00	0.00	0.00	0.00	0.00
01-2-06998-112-002	ESSER III Aides Salary	0.00	0.00	0.00	0.00	0.00
01-2-06998-132-002	ESSER III Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06998-151-002	ESSER III Addl Comp	0.00	0.00	0.00	0.00	0.00
01-2-06998-212-002	ESSER III Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-06998-221-002	ESSER III Addl Comp Soc	0.00	0.00	0.00	0.00	0.00
01-2-06998-222-002	ESSER III Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06998-231-002	ESSER III Addl Comp Retire	0.00	0.00	0.00	0.00	0.00
01-2-06998-232-002	ESSER III Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06998-330-000	ESSER III Employee Training	0.00	0.00	0.00	0.00	0.00
01-2-06998-431-000	ESSER III Contracted Main	0.00	0.00	0.00	0.00	0.00
01-2-06998-580-000	ESSER III Travel	0.00	0.00	0.00	0.00	0.00
01-2-06998-610-000	ESSER III Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06998-640-000	ESSER III Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06998-650-000	ESSER III Technology	0.00	0.00	0.00	0.00	0.00
01-2-06998-734-000	ESSER III Computer	0.00	0.00	0.00	0.00	0.00
01-2-06998-890-000	ESSER III Misc Expenses	0.00	0.00	0.00	0.00	0.00
01-2-08000-912-000	Transfer To Lunch Fund	70,000.00	30,000.00	0.00	40,000.00	57.14
01-2-08000-913-000	Transfer To Activity Fund	60,000.00	0.00	0.00	60,000.00	100.00
01 Current Year Account Totals:		10,113,200.00	7,320,632.75	0.00	2,792,567.25	27.61
01 FUND Totals:		10,113,200.00	7,320,632.75	0.00	2,792,567.25	27.61

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
02	DEPRECIATION FUND					
02-2-02900-450-000	Construction Services	181,708.00	35,489.00	0.00	146,219.00	80.46
02-2-02900-732-000	Vehicle Acquisition	80,000.00	0.00	0.00	80,000.00	100.00
02-2-02900-739-000	Equipment	80,000.00	26,500.00	0.00	53,500.00	66.87
02 Current Year Account Totals:		341,708.00	61,989.00	0.00	279,719.00	81.85
02 FUND Totals:		341,708.00	61,989.00	0.00	279,719.00	81.85

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
03	EMPLOYEE BENEFIT FUND					
03-2-08000-911-000	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
	03 Current Year Account Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	03 FUND Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
05	ACTIVITY FUND					
05-2-02900-340-000	Referees	40,000.00	38,222.72	0.00	1,777.28	4.44
05-2-02900-580-000	Travel	42,000.00	20,548.61	0.00	21,451.39	51.07
05-2-02900-610-000	Supplies - General	65,000.00	81,199.84	0.00	-16,199.84	-24.92
05-2-02900-650-000	Supplies - Technology Related	25,000.00	4,199.71	0.00	20,800.29	83.20
05-2-02900-739-000	Equipment	20,000.00	13,293.39	0.00	6,706.61	33.53
05-2-02900-810-000	Dues and Fees	4,000.00	4,177.00	0.00	-177.00	-4.42
05-2-02900-890-000	Misc Student Expenditures	118,064.00	153,847.46	0.00	-35,783.46	-30.30
05 Current Year Account Totals:		314,064.00	315,488.73	0.00	-1,424.73	-0.45
05	FUND Totals:	314,064.00	315,488.73	0.00	-1,424.73	-0.45

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
06	CAFETERIA FUND					
06-2-03100-110-001	Sec Kitchen Staff	65,000.00	56,357.47	0.00	8,642.53	13.29
06-2-03100-110-002	Elem Kitchen Staff	56,000.00	60,160.90	0.00	-4,160.90	-7.43
06-2-03100-120-001	Sec Kitchen Substitutes	2,000.00	739.88	0.00	1,260.12	63.00
06-2-03100-120-002	Elem Kitchen Substitutes	2,000.00	0.00	0.00	2,000.00	100.00
06-2-03100-130-001	Sec Kitchen Staff Overtime	3,000.00	6,253.50	0.00	-3,253.50	-108.45
06-2-03100-130-002	Elem Kitchen Staff Overtime	3,000.00	1,128.11	0.00	1,871.89	62.39
06-2-03100-210-001	Sec Kitchen Staff Health Ins	21,000.00	11,339.12	0.00	9,660.88	46.00
06-2-03100-210-002	Elem Kitchen Staff Health Ins	21,000.00	26,167.20	0.00	-5,167.20	-24.60
06-2-03100-220-001	Sec Kitchen Staff Soc Sec	5,500.00	4,795.63	0.00	704.37	12.80
06-2-03100-220-002	Elem Kitchen Staff Soc Sec	4,500.00	4,664.79	0.00	-164.79	-3.66
06-2-03100-230-001	Sec Kitchen Staff Retirement	7,000.00	5,004.40	0.00	1,995.60	28.50
06-2-03100-230-002	Elem Kitchen Staff Retirement	4,000.00	6,007.36	0.00	-2,007.36	-50.18
06-2-03100-630-001	Sec Food Expense	100,000.00	83,138.02	0.00	16,861.98	16.86
06-2-03100-630-002	Elem Food Expense	100,000.00	89,666.78	0.00	10,333.22	10.33
06-2-03100-890-001	Sec Food Service Misc	4,669.00	10,754.70	0.00	-6,085.70	-130.34
06-2-03100-890-002	Elem Food Service Misc	4,669.00	5,016.03	0.00	-347.03	-7.43
06-2-08000-911-000	Fund Transfer to General	0.00	0.00	0.00	0.00	0.00
06 Current Year Account Totals:		403,338.00	371,193.89	0.00	32,144.11	7.96
06	FUND Totals:	403,338.00	371,193.89	0.00	32,144.11	7.96

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
08	BUILDING FUND					
08-2-02620-720-000	Building Improvements	347,780.00	485,300.00	0.00	-137,520.00	-39.54
08-2-04600-710-000	Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
08-2-05000-831-000	Note Principal Repayment	1,165,000.00	0.00	0.00	1,165,000.00	100.00
08-2-05000-832-000	Note Interest Repayment	65,000.00	41,557.50	0.00	23,442.50	36.06
08-2-05000-833-000	Bond Issuance & Other Costs	0.00	0.00	0.00	0.00	0.00
08-2-05000-890-000	Fees For Services	0.00	0.00	0.00	0.00	0.00
08 Current Year Account Totals:		1,577,780.00	526,857.50	0.00	1,050,922.50	66.60
08	FUND Totals:	1,577,780.00	526,857.50	0.00	1,050,922.50	66.60
Report Totals:		12,750,090.00	8,596,161.87	0.00	4,153,928.13	32.57

Payroll Expense Summary

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Arranged by:
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Fund	Account Number	Account Description	Earning	Withholding	Employer
FUND: 01					
	01-2-01100-111-001	Sec Teachers Salary	106,236.10		
	01-2-01100-111-002	Elem Teachers Salary	72,761.57		
	01-2-01100-114-001	Technology Staff	7,174.04		
	01-2-01100-123-001	Sec Substitute Salary	8,308.75		
	01-2-01100-123-002	Elem Substitute Salary	4,881.25		
	01-2-01100-151-001	Sec Additional Compensation	15,238.19		
	01-2-01100-151-002	Ele Additional Compensation	193.57		
	01-2-01100-211-001	Sec Health Insurance			35,009.27
	01-2-01100-211-002	Elem Health Insurance			31,082.61
	01-2-01100-221-001	Sec Soc Sec			9,110.97
	01-2-01100-221-002	Elem Soc Sec			5,462.14
	01-2-01100-223-001	Sec Substitute Soc Sec			635.63
	01-2-01100-223-002	Elem Substitute Soc Sec			372.34
	01-2-01100-224-001	Technology Soc Sec			530.16
	01-2-01100-231-001	Sec Retirement			11,627.87
	01-2-01100-231-002	Elem Retirement			7,074.69
	01-2-01100-233-001	Sec Substitute Retirement			355.23
	01-2-01100-233-002	Elem Substitute Retirement			32.23
	01-2-01100-234-001	Technology Retirement			700.53
	01-2-01100-610-001	Sec Teaching Supplies	193.28		
	01-2-01150-111-002	LEP Teachers	5,654.98		
	01-2-01150-112-002	Elem LEP Aides	1,566.00		
	01-2-01150-221-002	LEP Soc Sec Teachers			427.22
	01-2-01150-222-002	Elem LEP Soc Sec Aides			119.80
	01-2-01150-231-002	LEP Retire Teachers			544.26
	01-2-01160-111-001	Sec Poverty Teachers	486.21		
	01-2-01160-111-002	Elem Pov Teach & Teammates	349.07		
	01-2-01160-221-001	Sec Pov Teachers Soc Sec			39.62
	01-2-01160-221-002	Elem Pov Teachers Soc Sec			26.32
	01-2-01160-231-001	Sec Pov Teachers Retire			54.18
	01-2-01160-231-002	Elem Pov Teachers Retire			34.48
	01-2-01190-111-002	Preschool Teachers	4,513.16		
	01-2-01190-112-002	Preschool Aides	3,875.50		
	01-2-01190-211-002	Presch Teachers Health Ins			2,344.26
	01-2-01190-212-002	Presch Aides Health Ins			872.24
	01-2-01190-221-002	Preschool Teachers Soc Sec			345.27
	01-2-01190-222-002	Preschool Aides Soc Sec			296.48
	01-2-01190-231-002	Preschool Teachers Retire			410.00
	01-2-01190-232-002	Preschool Aides Retire			364.15
	01-2-01200-111-001	SPED Sec Teachers	8,208.29		
	01-2-01200-111-002	SPED Elem Teachers	17,009.83		
	01-2-01200-112-001	SPED Sec Aides	5,414.44		
	01-2-01200-112-002	SPED Elem Aides	14,842.78		
	01-2-01200-122-002	SPED Elem Aides Substitutes	97.88		
	01-2-01200-132-002	SPED Elem Aides Overtime	441.75		
	01-2-01200-211-001	SPED Sec Teach Health Ins			1,745.84
	01-2-01200-211-002	SPED Elem Teach Health Ins			4,921.43
	01-2-01200-212-001	SPED Sec Aides Health Ins			1,744.48
	01-2-01200-212-002	SPED Elem Aides Health Ins			5,287.50
	01-2-01200-221-001	SPED Sec Teachers Soc Sec			622.61
	01-2-01200-221-002	SPED Elem Teachers Soc Sec			1,298.42

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-01200-222-001	SPED Sec Aides Soc Sec			413.92
	01-2-01200-222-002	SPED Elem Aides Soc Sec			1,165.50
	01-2-01200-231-001	SPED Sec Teachers Retire			767.83
	01-2-01200-231-002	SPED Elem Teachers Retire			1,651.55
	01-2-01200-232-001	SPED Sec Aides Retire			497.49
	01-2-01200-232-002	SPED Elem Aides Retire			1,486.43
	01-2-02120-111-001	Sec Guidance	5,956.11		
	01-2-02120-111-002	Elem Guidance	3,584.84		
	01-2-02120-211-001	Sec Guidance Health Ins			1,590.49
	01-2-02120-211-002	Elem Guidance Health Ins			2,344.26
	01-2-02120-221-001	Sec Guidance Soc Sec			416.40
	01-2-02120-221-002	Elem Guidance Soc Sec			270.33
	01-2-02120-231-001	Sec Guidance Retirement			569.46
	01-2-02120-231-002	Elem Guidance Retirement			346.94
	01-2-02130-116-000	Director Nursing	3,553.50		
	01-2-02130-216-000	Dir. Nursing Health Ins			2,344.26
	01-2-02130-226-000	Director Nursing Soc Sec			262.06
	01-2-02130-236-000	Director Nursing Retirement			351.02
	01-2-02190-110-001	Activity Bus/Van Drivers	2,166.75		
	01-2-02190-220-001	Activity Bus/Van Soc Sec			165.66
	01-2-02190-230-001	Activity Bus/Van Retirement			92.83
	01-2-02220-111-002	Elem Library	5,335.98		
	01-2-02220-211-002	Elem Library Health Ins			2,344.26
	01-2-02220-221-002	Elem Library Soc Sec			371.99
	01-2-02220-231-002	Elem Library Retirement			527.08
	01-2-02320-105-000	Superintendent Salary	12,250.00		
	01-2-02320-110-001	Sec Clerical Staff	8,756.78		
	01-2-02320-130-001	Sec Clerical Staff Overtime	74.37		
	01-2-02320-210-001	Sec Clerical Health Ins			1,744.48
	01-2-02320-215-000	Superintendent Health Ins			1,745.84
	01-2-02320-220-001	Sec Clerical Soc Sec			671.10
	01-2-02320-225-000	Superintendent Soc Sec			913.15
	01-2-02320-230-001	Sec Clerical Retirement			844.62
	01-2-02320-235-000	Superintendent Retirement			1,210.03
	01-2-02410-110-002	Elem Clerical Staff	7,128.05		
	01-2-02410-111-001	Sec Principal Salary	7,875.00		
	01-2-02410-111-002	Elem Principal Salary	7,875.00		
	01-2-02410-130-002	Elem Clerical Staff Overtime	396.71		
	01-2-02410-210-002	Elem Clerical Health Ins			872.24
	01-2-02410-211-001	Sec Principal Health Ins			2,344.26
	01-2-02410-211-002	Elem Principal Health Ins			2,344.26
	01-2-02410-220-002	Elem Clerical Soc Sec			575.65
	01-2-02410-221-001	Sec Principal Soc Sec			586.31
	01-2-02410-221-002	Elem Principal Soc Sec			600.02
	01-2-02410-230-002	Elem Clerical Retirement			743.28
	01-2-02410-231-001	Sec Principal Retirement			777.87
	01-2-02410-231-002	Elem Principal Retirement			777.88
	01-2-02490-111-001	Activities Director Salary	3,428.33		
	01-2-02490-221-001	Activities Dir Soc Sec			256.51
	01-2-02490-231-001	Activities Dir Retirement			338.64
	01-2-02510-110-000	Business Manager Salary	4,168.13		
	01-2-02510-130-000	Business Manager Overtime	1,389.38		

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02510-210-000	Business Manager Health Ins			872.24
	01-2-02510-220-000	Business Manager Soc Sec			421.64
	01-2-02510-230-000	Business Manager Retirement			548.96
	01-2-02610-110-001	Sec Custodial Salary	7,006.07		
	01-2-02610-110-002	Elem Custodial Salary	5,498.19		
	01-2-02610-130-001	Sec Custodial Overtime	3,271.09		
	01-2-02610-130-002	Elem Custodial Overtime	849.67		
	01-2-02610-210-001	Sec Health Ins			1,744.48
	01-2-02610-210-002	Elem Health Ins			1,744.48
	01-2-02610-220-001	Sec Soc Sec			781.01
	01-2-02610-220-002	Elem Soc Sec			468.61
	01-2-02610-230-001	Sec Retirement			923.33
	01-2-02610-230-002	Elem Retirement			627.03
	01-2-02620-110-000	Plant Maintenance Salary	5,361.20		
	01-2-02620-210-000	Maintenance Health Ins			872.24
	01-2-02620-220-000	Maintenance Soc Sec			408.74
	01-2-02620-230-000	Maintenance Retirement			529.57
	01-2-02710-110-000	Bus Driver Salary	5,310.00		
	01-2-02710-220-000	Bus Driver Soc Sec			400.50
	01-2-02710-230-000	Bus Driver Retirement			497.84
	01-2-06200-111-002	Title I Teachers Salary	10,000.44		
	01-2-06200-112-002	Title I Aides Salary	1,403.50		
	01-2-06200-211-002	Title I Teachers Health Ins			1,745.84
	01-2-06200-212-002	Title I Aides Health Ins			872.24
	01-2-06200-221-002	Title I Teachers Soc Sec			754.07
	01-2-06200-222-002	Title I Aides Soc Sec			107.37
	01-2-06200-231-002	Title I Teachers Retirement			563.18
	01-2-06200-232-002	Title I Aides Retirement			138.63
	01-931	Payable Account		-113,098.75	
FUND 01 Totals:			390,085.73	-113,098.75	173,840.13
FUND: 06					
	06-2-03100-110-001	Sec Kitchen Staff	5,692.75		
	06-2-03100-110-002	Elem Kitchen Staff	6,749.56		
	06-2-03100-120-001	Sec Kitchen Substitutes	87.75		
	06-2-03100-130-001	Sec Kitchen Staff Overtime	569.25		
	06-2-03100-130-002	Elem Kitchen Staff Overtime	28.13		
	06-2-03100-210-001	Sec Kitchen Staff Health Ins			872.24
	06-2-03100-210-002	Elem Kitchen Staff Health Ins			2,616.72
	06-2-03100-220-001	Sec Kitchen Staff Soc Sec			485.51
	06-2-03100-220-002	Elem Kitchen Staff Soc Sec			516.08
	06-2-03100-230-001	Sec Kitchen Staff Retirement			431.09
	06-2-03100-230-002	Elem Kitchen Staff Retirement			622.82
	06-931	Payable Account		-3,017.18	
FUND 06 Totals:			13,127.44	-3,017.18	5,544.46
Report Totals:			403,213.17	-116,115.93	179,384.59

Preliminary Check Register

Check Date Invoice	DD Invoice Date	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
Checks Available to Print						
01 - GENERAL						
61525	06/11/25		FRENCHMAN	Frenchman Valley Co-op gas		488.03
					Check Total	488.03
					Vendor Total	488.03
3115	06/11/25		2020TECH	2020 Technologies support		18.75
					Check Total	18.75
					Vendor Total	18.75
3HSAABTJK.381	06/12/25		ABTJKHSA	Adams Bank FBO Jonette Kemling HSA June 2025 Payroll		255.07
					Check Total	255.07
					Vendor Total	255.07
61525	06/11/25		ADAMLUMB	Adams Lumber classroom, maintenance supplie		1,673.30
					Check Total	1,673.30
					Vendor Total	1,673.30
2AFLAC12.381	06/12/25		AFLAC12	American Family Life June 2025 Payroll		3,172.33
2AMFA.381	06/12/25			June 2025 Payroll		1,286.31
					Check Total	4,458.64
					Vendor Total	4,458.64
61525	06/11/25		AMAZON	Amazon Capital Services computer supplies, furniture		8,863.09
					Check Total	8,863.09
					Vendor Total	8,863.09
361347	06/11/25		AMPLIFY	Amplify ES textbooks		84,156.07
361420	06/11/25			ES textbooks		750.00
					Check Total	84,906.07
					Vendor Total	84,906.07
62515	06/11/25		BARKEN	Ken Bartels meal reimbursement		8.00
					Check Total	8.00
					Vendor Total	8.00
1566	06/11/25		BARKTECH	Bark Technologies google workspace		625.00
					Check Total	625.00

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	625.00
6/25-1		06/11/25	BHE4317	Black Hills Energy gas		174.63
					Check Total	174.63
					Vendor Total	174.63
6/25-2		06/11/25	BHE4318	Black Hills Energy gas		1,193.44
					Check Total	1,193.44
					Vendor Total	1,193.44
6/25-3		06/11/25	BHE4319	Black Hills Energy gas		347.01
					Check Total	347.01
					Vendor Total	347.01
6/25-4		06/11/25	BHE4479	Black Hills Energy gas		361.38
					Check Total	361.38
					Vendor Total	361.38
6/25-5		06/11/25	BHE5611	Black Hills Energy gas		168.00
					Check Total	168.00
					Vendor Total	168.00
6/25-6		06/11/25	BHE9834	Black Hills Energy gas		140.38
					Check Total	140.38
					Vendor Total	140.38
6/25-7		06/11/25	BHE9835	Black Hills Energy gas		1,607.82
					Check Total	1,607.82
					Vendor Total	1,607.82
61525		06/11/25	BLICDICK	Blick Art Materials classroom supplies		2,627.17
					Check Total	2,627.17
					Vendor Total	2,627.17
3DENTAL.381		06/12/25	BLUECR01	Blue Cross/Blue Shield June 2025 Payroll		7,406.85
3HEAL.381		06/12/25		June 2025 Payroll		99,897.43
61525		06/11/25		Additional Premiums		1,110.93
					Check Total	108,415.21

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	108,415.21
55264396		06/11/25	BOMGAARS	Bomgaars classroom supplies		79.98
					Check Total	79.98
					Vendor Total	79.98
39353954		06/11/25	CAPITALBUS	Capital Business Systems copier rental		607.89
					Check Total	607.89
					Vendor Total	607.89
53014495&52994 089		06/11/25	CAROBIO	Carolina Biological Supply classroom supplies		1,320.42
					Check Total	1,320.42
					Vendor Total	1,320.42
6/25 ACT		06/11/25	CASHWA	Cash-Wa Distributing Honor Night		181.60
					Check Total	181.60
					Vendor Total	181.60
6/25 ES		06/11/25	CITYOFGR	City Of Grant ES electricithy & other utilit		3,006.49
6/25 HS		06/11/25		HS electricith & other utiliti		7,219.85
					Check Total	10,226.34
					Vendor Total	10,226.34
105033		06/11/25	CROWPLAZ	Crowne Plaza motel		339.90
					Check Total	339.90
					Vendor Total	339.90
61525		06/11/25	EAKES	Eakes Office Solutions office, maintenance supplies		4,049.00
					Check Total	4,049.00
					Vendor Total	4,049.00
1761015		06/11/25	EBSCOTOO	EBSCO magazines		643.89
1761017		06/11/25		magazines		164.97
					Check Total	808.86
					Vendor Total	808.86
2FICA.381		06/12/25	EFTPS	EFTPS Payroll Deposit June 2025 Payroll		23,744.40
2FICM.381		06/12/25		June 2025 Payroll		5,553.12

Preliminary Check Register

Check Date Invoice	DD Invoice Date	Check Number	Vendor ID PO Number	Vendor Name PO Date Description	Manual Check Number	Amount
2USIT.381		06/12/25		06/12/25	June 2025 Payroll	23,596.57
3FICA.381		06/12/25		06/12/25	June 2025 Payroll	23,744.40
3FICM.381		06/12/25		06/12/25	June 2025 Payroll	5,553.12
Check Total						82,191.61
Vendor Total						82,191.61
61525		06/11/25	ENSHZARD	06/11/25	Ensz Hardware maintenance supplies	1,275.01
Check Total						1,275.01
Vendor Total						1,275.01
26197		06/11/25	ESU10	06/11/25	ESU #10 computer repair	85.00
Check Total						85.00
Vendor Total						85.00
2324		06/11/25	ESU16	06/11/25	ESU #16 visual impaired instruction	281.40
Check Total						281.40
Vendor Total						281.40
1558692		06/11/25	FOLLSOFTWA	06/11/25	Follett Software Destiny Migration	1,080.00
Check Total						1,080.00
Vendor Total						1,080.00
223772		06/11/25	FRONTLINE	06/11/25	Frontline Technologies Absence/Substitute License	5,040.09
Check Total						5,040.09
Vendor Total						5,040.09
186112		06/11/25	GEOCOMM	06/11/25	GeoComm Floorplan Creation Services	9,000.00
Check Total						9,000.00
Vendor Total						9,000.00
2485		06/11/25	GOFFSERV	06/11/25	Goff Services plumbing repair	710.33
Check Total						710.33
Vendor Total						710.33
61525		06/11/25	GREAPL02	06/11/25	Great Plains Communications telephone	1,652.18
Check Total						1,652.18
Vendor Total						1,652.18
HATCSUPE Hatch's Super Foods						

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
2468-6/25		06/11/25		classroom supplies		17.55
2610-6/25		06/11/25		maintenance		37.52
6005-6/25		06/11/25		classroom supplies		114.65
6060-6/25		06/11/25		supplies		9.68
7005-6/25		06/11/25		classroom supplies		63.13
Check Total						242.53
Vendor Total						242.53
			HENDJAMI	Jami Hendricks		
61525		06/11/25		mileage reimbursement		907.01
Check Total						907.01
Vendor Total						907.01
			HOMETOWNL	Hometown Leasing		
61525		06/11/25		copier leasing		1,760.15
Check Total						1,760.15
Vendor Total						1,760.15
			IDEALLIN	Ideal Linen Supply		
61525		06/11/25		mops, mats		1,523.86
Check Total						1,523.86
Vendor Total						1,523.86
			JANRICH	Richelle Janssen		
61525		06/11/25		meal reimbursement		16.06
Check Total						16.06
Vendor Total						16.06
			KSBSCHOOL	KSB School Law		
19030		06/11/25		legal services		1,500.00
Check Total						1,500.00
Vendor Total						1,500.00
			LAWSPRO	Lawson Products Inc		
9312493257		06/11/25		supplies		94.31
Check Total						94.31
Vendor Total						94.31
			LEGALSHIEL	LegalShield		
2LEGALSH.381		06/12/25		June 2025 Payroll		101.70
Check Total						101.70
Vendor Total						101.70
			MACGILL	William V Macgill & Co		
899672		06/11/25		health supplies		465.00
899797		06/11/25		health supplies		220.26
Check Total						685.26

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	685.26
61525		06/11/25	MARQJEFF	Jeff Marquardt meal reimbursement		11.59
					Check Total	11.59
					Vendor Total	11.59
136849244001		06/11/25	MCGRCOMP	Mcgraw-Hill textbooks		1,552.47
					Check Total	1,552.47
					Vendor Total	1,552.47
2MG403B.381		06/12/25	MGTRUST	MG Trust Company June 2025 Payroll		450.00
2MG403ROTH.381		06/12/25		June 2025 Payroll		3,950.00
					Check Total	4,400.00
					Vendor Total	4,400.00
110765		06/11/25	MIDWDOOR	Midwest Door & Hardware front door repair		750.00
					Check Total	750.00
					Vendor Total	750.00
2598834		06/11/25	MOSYLE	Mosyle Corp. license fee		2,942.50
					Check Total	2,942.50
					Vendor Total	2,942.50
61525		06/11/25	NAPAAUTO	Imperial NAPA supplies		333.98
					Check Total	333.98
					Vendor Total	333.98
813436 & 811651		06/11/25	NASCO	Nasco classroom supplies		214.99
					Check Total	214.99
					Vendor Total	214.99
61525		06/11/25	NCSA	NCSA registrations		432.00
					Check Total	432.00
					Vendor Total	432.00
2NEIT.381		06/12/25	NEBRDEPT	Nebraska Depart. Of Revenue June 2025 Payroll		11,179.43
					Check Total	11,179.43

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	11,179.43
			NEBRRETI	Nebraska Retirement System		
2NTRT.381		06/12/25		June 2025 Payroll		35,652.57
3NTRT.381		06/12/25		June 2025 Payroll		36,009.11
					Check Total	71,661.68
					Vendor Total	71,661.68
			NPPD	Nebraska Public Power District		
61525		06/11/25		Elsie electricity		32.63
					Check Total	32.63
					Vendor Total	32.63
			NSBEGHSA	Nebraska State Bank FBO Emily Glause HSA		
3HSANSBEG.38 1		06/12/25		June 2025 Payroll		342.53
					Check Total	342.53
					Vendor Total	342.53
			NWEA	NWEA		
833115		06/11/25		support		380.00
					Check Total	380.00
					Vendor Total	380.00
			PANHANCOLL	Panhandle Collections		
2GARNPANHA.3 81		06/12/25		June 2025 Payroll		175.45
					Check Total	175.45
					Vendor Total	175.45
			PCSB CBS	Perkins County Schools		
2BCBS.381		06/12/25		June 2025 Payroll		172.52
					Check Total	172.52
					Vendor Total	172.52
			PEPPER	J. W. Pepper & Son, Inc		
61525		06/11/25		music		175.00
					Check Total	175.00
					Vendor Total	175.00
			PERKCOHE	Perkins Co. Health Services		
61525		06/11/25		DOT physical		150.00
					Check Total	150.00
					Vendor Total	150.00
			PERRYGUTH	PGH&G Attorneys At Law		
53		06/11/25		legal services		309.60
					Check Total	309.60

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	309.60
61525		06/12/25	PETTDALT	Dalton Pettera mileage, gas reimbursement		338.57
					Check Total	338.57
					Vendor Total	338.57
61525		06/11/25	PINNVISAGF	Pinnacle Bank gas		130.76
					Check Total	130.76
					Vendor Total	130.76
QUOTE3537204		06/11/25	PLATATHL	Platform Athletics site license		1,300.00
					Check Total	1,300.00
					Vendor Total	1,300.00
9699		06/11/25	POTTSELEC	Potts Electric repair		271.88
					Check Total	271.88
					Vendor Total	271.88
4444386		06/11/25	POWERSCHOO	PowerSchool Group EMS PowerSchool Management		3,830.60
					Check Total	3,830.60
					Vendor Total	3,830.60
61525		06/11/25	PRONTO	Pronto gas		2,214.61
					Check Total	2,214.61
					Vendor Total	2,214.61
95003		06/11/25	RAPIFIRE	Rapid Fire fire alarm repair		1,556.00
					Check Total	1,556.00
					Vendor Total	1,556.00
8866807		06/11/25	REALGOOD	Really Good Stuff, Inc. classroom supplies		269.94
					Check Total	269.94
					Vendor Total	269.94
12981&12964		06/11/25	REESMECH	Reese Mechanical HVAC repairs		8,592.00
					Check Total	8,592.00
					Vendor Total	8,592.00
			RENOSOFT	Renato Software		

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
4005		06/11/25		IPAD monitoring		4,250.00
					Check Total	4,250.00
					Vendor Total	4,250.00
118461		06/11/25	SCENARIO	Scenario Learning teacher evaluations		1,521.33
					Check Total	1,521.33
					Vendor Total	1,521.33
12427894		06/11/25	SCHOINC	Scholastic, Inc. classroom supplies		398.58
					Check Total	398.58
					Vendor Total	398.58
630554		06/11/25	SCHOOLMATE	SchoolMate planners		350.00
					Check Total	350.00
					Vendor Total	350.00
95281		06/11/25	SCHOOLSIN	Schoolsin chairs		649.90
					Check Total	649.90
					Vendor Total	649.90
61525		06/11/25	SCHOSP02	School Specialty Inc. classroom, office supplies		3,136.18
					Check Total	3,136.18
					Vendor Total	3,136.18
3HSASSBJL.381		06/12/25	SSBJLHSA	Sandhills State Bank FBO Jasmine Lehl HSA June 2025 Payroll		255.07
					Check Total	255.07
					Vendor Total	255.07
3HSASSBTS.381		06/12/25	SSBTSHSA	Sandhills State Bank FBO Tristan Stephenson H June 2025 Payroll		255.07
					Check Total	255.07
					Vendor Total	255.07
61525		06/11/25	SWESJOR	Jordon Swesey meal reimbursement		34.51
					Check Total	34.51
					Vendor Total	34.51
2LTD.381		06/12/25	T & T MAR	Principal Life Group June 2025 Payroll		297.04
					Check Total	297.04

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	297.04
			UBBGHSA	Omnify/Union Bank FBO Brendan Geier HSA		
3HSAUBBG.381		06/12/25		June 2025 Payroll		121.48
					Check Total	121.48
					Vendor Total	121.48
			USPOSTALS	U.S. Postal Service		
61525		06/11/25		Post Box Rental		266.00
					Check Total	266.00
					Vendor Total	266.00
			VALLPRO	Valley Pro Irrigation		
96448		06/11/25		supplies		57.60
					Check Total	57.60
					Vendor Total	57.60
			VENLEAR	Ventris Learning		
20254469		06/11/25		classroom supplies		1,128.75
					Check Total	1,128.75
					Vendor Total	1,128.75
			VIAERO	Viaero		
061525		06/11/25		cell phone		82.30
					Check Total	82.30
					Vendor Total	82.30
			VISIONSP	Vision Service Plan (CT)		
2VSPVISION.381		06/12/25		June 2025 Payroll		642.65
					Check Total	642.65
					Vendor Total	642.65
			WAGEWORKS	WageWorks, Inc.		
2CAFE.381		06/12/25		June 2025 Payroll		1,718.66
2DCARE.381		06/12/25		June 2025 Payroll		1,406.00
					Check Total	3,124.66
					Vendor Total	3,124.66
			WFBUSMC	Payment Remittance Center		
61525		06/11/25		motel, technology, supplies		708.93
					Check Total	708.93
					Vendor Total	708.93
			WOODYS	Woody's Pivot Service		
48476		06/11/25		supplies		68.55
					Check Total	68.55
					Vendor Total	68.55

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Manual Check Number	Amount	
7863470		06/11/25	WWADMINFEE	WageWorks admin fee	06/11/25		194.00	
							Check Total	194.00
							Vendor Total	194.00
759187		06/11/25	YANDAS	Yandas Music 2 tubas	06/11/25		5,088.00	
							Check Total	5,088.00
							Vendor Total	5,088.00
							01 - GENERAL Totals:	478,442.81
06 - CAFETERIA FUND								
			BLUECR01	Blue Cross/Blue Shield				
3DENTAL.381		06/12/25		June 2025 Payroll	06/12/25		216.24	
3HEAL.381		06/12/25		June 2025 Payroll	06/12/25		3,272.72	
							Check Total	3,488.96
							Vendor Total	3,488.96
			CASHWA	Cash-Wa Distributing				
6/25 ES		06/11/25		ES food expense	06/11/25		4,144.18	
6/25 HS		06/11/25		HS food expense	06/11/25		4,493.10	
							Check Total	8,637.28
							Vendor Total	8,637.28
			EFTPS	EFTPS Payroll Deposit				
2FICA.381		06/12/25		June 2025 Payroll	06/12/25		811.75	
2FICM.381		06/12/25		June 2025 Payroll	06/12/25		189.84	
2USIT.381		06/12/25		June 2025 Payroll	06/12/25		621.08	
3FICA.381		06/12/25		June 2025 Payroll	06/12/25		811.75	
3FICM.381		06/12/25		June 2025 Payroll	06/12/25		189.84	
							Check Total	2,624.26
							Vendor Total	2,624.26
			HATCSUPE	Hatch's Super Foods				
2410-6/25		06/11/25		food expense	06/11/25		767.90	
							Check Total	767.90
							Vendor Total	767.90
			HILDAIRY	Hiland Dairy				
61525		06/11/25		milk	06/11/25		321.64	
							Check Total	321.64
							Vendor Total	321.64
			HOLIDLINC	Holiday Inn Express				
61525		06/11/25		motel	06/11/25		630.00	
							Check Total	630.00

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
						Vendor Total	630.00
2NEIT.381		06/12/25	NEBRDEPT	06/12/25	Nebraska Depart. Of Revenue June 2025 Payroll		316.29
						Check Total	316.29
						Vendor Total	316.29
			NEBRRETI		Nebraska Retirement System		
2NTRT.381		06/12/25		06/12/25	June 2025 Payroll		1,043.46
3NTRT.381		06/12/25		06/12/25	June 2025 Payroll		1,053.91
						Check Total	2,097.37
						Vendor Total	2,097.37
			USFOOD		US Foods - Div #2365		
6/25 ES		06/11/25		06/11/25	ES food expense		2,388.31
6/25 HS		06/11/25		06/11/25	HS food		1,079.16
						Check Total	3,467.47
						Vendor Total	3,467.47
			VISIONSP		Vision Service Plan (CT)		
2VSPVISION.381		06/12/25		06/12/25	June 2025 Payroll		34.76
						Check Total	34.76
						Vendor Total	34.76
						06 - CAFETERIA FUND Totals:	22,385.93
						Total of Checks Available to Print:	500,828.74
						Report Total:	500,828.74

SELECTED Data

Revenue Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01	GENERAL				
01-1-01100-000-000	Taxes	6,695,960.00	4,084,983.30	2,610,976.70	38.99
01-1-01115-000-000	Carline Taxes	200.00	107.90	92.10	46.05
01-1-01120-000-000	Public Power Dist Sales Tax	70,000.00	68,961.66	1,038.34	1.48
01-1-01125-000-000	Motor Vehicle Taxes	390,000.00	330,971.88	59,028.12	15.13
01-1-01140-000-000	Prop Tax Penalties & Interest	7,000.00	5,000.85	1,999.15	28.55
01-1-01190-000-000	County Treasurer's Commission	-66,960.00	-40,423.65	-26,536.35	39.63
01-1-01315-000-000	Tuition Received DL Spanish	80,000.00	42,441.00	37,559.00	46.94
01-1-01370-000-000	Preschool Tuition	0.00	0.00	0.00	0.00
01-1-01510-000-000	Interest	40,000.00	57,759.00	-17,759.00	-44.39
01-1-01911-000-000	Local License Fees	2,500.00	2,350.00	150.00	6.00
01-1-01925-000-000	Corporate/Other Private Grants	7,000.00	6,860.40	139.60	1.99
01-1-01955-000-000	Dual Credit Reimbursement	7,000.00	4,400.00	2,600.00	37.14
01-1-01990-000-000	Other Local Receipts	2,200.00	0.00	2,200.00	100.00
01-1-02110-000-000	County Fines & License	500.00	600.00	-100.00	-20.00
01-1-02130-000-000	Other County Receipts	300.00	0.00	300.00	100.00
01-1-02210-000-000	ESU Receipts	5,000.00	6,155.84	-1,155.84	-23.11
01-1-03110-000-000	State Aid	681,000.00	613,393.00	67,607.00	9.92
01-1-03120-000-000	Special Education Sch Age	550,000.00	356,087.00	193,913.00	35.25
01-1-03125-000-000	SPED Transportation Sch Age	0.00	83,235.00	-83,235.00	0.00
01-1-03130-000-000	Homestead Exemption	40,000.00	24,428.76	15,571.24	38.92
01-1-03131-000-000	Property Tax Credit	700,000.00	2,543,216.23	-1,843,216.23	-263.31
01-1-03132-000-000	Personal Property Tax Credit	0.00	0.00	0.00	0.00
01-1-03133-000-000	Nameplate Capacity Tax-Renew Energy	200.00	0.00	200.00	100.00
01-1-03180-000-000	Prorate Motor Vehicle	14,000.00	9,186.71	4,813.29	34.38
01-1-03400-000-000	State Apportionment	120,000.00	182,841.60	-62,841.60	-52.36
01-1-03512-000-000	Distance Ed Incentive Pymnt	25,000.00	22,786.80	2,213.20	8.85
01-1-03535-000-000	High Ability Learners	5,200.00	0.00	5,200.00	100.00
01-1-03551-000-000	Career Education Grant	7,500.00	0.00	7,500.00	100.00
01-1-03552-000-000	School Safety/Security Grant	0.00	0.00	0.00	0.00
01-1-03599-000-000	Other State Category	0.00	0.00	0.00	0.00
01-1-03800-000-000	NPPD In Lieu Taxes	0.00	0.00	0.00	0.00
01-1-03990-000-000	Other State Receipts	0.00	0.00	0.00	0.00
01-1-04105-000-000	E-Rate Rebates	0.00	0.00	0.00	0.00
01-1-04310-000-000	REAP	0.00	0.00	0.00	0.00
01-1-04421-000-000	IDEA Part B	10,000.00	0.00	10,000.00	100.00
01-1-04422-000-000	IDEA Preschool ARP	1,200.00	0.00	1,200.00	100.00
01-1-04423-000-000	IDEA ARP	800.00	0.00	800.00	100.00
01-1-04505-000-000	Title I	43,000.00	64,236.00	-21,236.00	-49.38
01-1-04506-000-000	Title I Accountability	0.00	0.00	0.00	0.00
01-1-04509-000-000	Title IIA	0.00	0.00	0.00	0.00
01-1-04512-000-000	IDEA Base Allocation	0.00	0.00	0.00	0.00
01-1-04516-000-000	IDEA Preschool	4,600.00	0.00	4,600.00	100.00
01-1-04518-000-000	IDEA Base & Enrollment Poverty	90,000.00	0.00	90,000.00	100.00
01-1-04519-000-000	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00

SELECTED Data

Revenue Budget Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/25

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01-1-04521-000-000	IDEA Nonpublic	7,700.00	0.00	7,700.00	100.00
01-1-04525-000-000	Perkins Grant	0.00	0.00	0.00	0.00
01-1-04530-000-000	Other Federal Receipts-PBIS	0.00	0.00	0.00	0.00
01-1-04708-000-000	Medicaid Payments (MIPS)	0.00	0.00	0.00	0.00
01-1-04709-000-000	Medicaid Admin Activities (MAAPS)	3,000.00	2,420.51	579.49	19.31
01-1-04969-000-000	Title IV	0.00	20,000.00	-20,000.00	0.00
01-1-04996-000-000	CARES Emergency Relief	0.00	0.00	0.00	0.00
01-1-04997-000-000	ESSER II	0.00	0.00	0.00	0.00
01-1-04998-000-000	ESSER III	0.00	0.00	0.00	0.00
01-1-05200-000-000	Other Fund Transfers In	100,000.00	84,921.15	15,078.85	15.07
01-1-05300-000-000	Sale Of Property	5,000.00	17,001.65	-12,001.65	-240.03
01-1-05301-000-000	Insurance Adjustment	10,000.00	2,264.40	7,735.60	77.35
01-1-05690-000-000	Other Non Revenue	60,000.00	20,497.10	39,502.90	65.83
01-1-06300-000-000	Special Budget Items	394,300.00	0.00	394,300.00	100.00
01-2-01100-151-999	Addl Comp Acct-Not Used	0.00	0.00	0.00	0.00
01	FUND Totals:	10,113,200.00	8,616,684.09	1,496,515.91	14.79
	Report Totals:	10,113,200.00	8,616,684.09	1,496,515.91	14.79

Revenue Journal (Preliminary)

Fiscal Year: 2025

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
Journal:		06/12/25					
Entry	06/12/25				May receipts	A GENERAL	Sandhills State
1	01-1-01100-000-000		Taxes			0.00	1,138,601.09
2	01-1-01140-000-000		Prop Tax Penalties & Interest			0.00	1.10
3	01-1-01190-000-000		County Treasurer's Commission			0.00	-11,467.45
4	01-1-01125-000-000		Motor Vehicle Taxes			0.00	25,672.05
5	01-1-03130-000-000		Homestead Exemption			0.00	8,142.92
6	01-1-03131-000-000		Property Tax Credit			0.00	1,274,247.26
7	01-1-01115-000-000		Carline Taxes			0.00	91.96
8	01-1-03180-000-000		Prorate Motor Vehicle			0.00	7.65
9	01-1-03110-000-000		State Aid			0.00	67,598.00
10	01-1-01911-000-000		Local License Fees			0.00	1,420.00
11	01-1-05690-000-000		Other Non Revenue			0.00	702.16
12	01-1-05200-000-000		Other Fund Transfers In			0.00	9,927.79
13	01-1-01315-000-000		Tuition Received DL Spanish			0.00	5,418.00
14	01-1-02210-000-000		ESU Receipts			0.00	480.00
15	01-1-01510-000-000		Interest			0.00	9,672.77
Totals for Entry 10788						0.00	2,530,515.30
Totals for Journal						0.00	2,530,515.30

Bank Account Totals			
A	GENERAL FUND	Sandhills State Bank	2,530,515.30

Fund Summary		Receivable	Received
01	GENERAL	0.00	2,530,515.30

2024-2025 Perkins County Schools Treasurer's Report - June 2025 Board Meeting - (For the month of May 2025)						
ANNUAL PERCENTAGE YIELD EARNED:			3.04% Sandhills State	2.27% Pinnacle		
	GENERAL FUND	LUNCH FUND	SPECIAL BUILDING FUND	DEPRECIATION FUND	EMPLOYEE BENEFIT FUND	ACTIVITY FUND
Balance Forward	\$2,361,881.32	\$57,677.30	\$857,643.99	\$292,517.70	\$0.00	\$223,826.75
EXPENDITURES						
Payroll	\$268,489.21	\$9,927.79				
Bills	\$473,446.96	\$30,273.52	\$15,402.00			\$49,967.78
Total Bills	\$741,936.17	\$40,201.31	\$15,402.00	\$0.00	\$0.00	\$49,967.78
RECEIPTS						
LOCAL RECEIPTS	\$1,180,519.47	\$9,169.70	\$145,398.64			\$24,713.79
STATE RECEIPTS	\$1,349,995.83	\$10,941.30				
FEDERAL RECEIPTS						
Total	\$2,530,515.30	\$20,111.00	\$145,398.64	\$0.00	\$0.00	\$24,713.79
Void Checks	\$2,971.00					\$180.00
Returned Checks						
Transfers	\$56,500.00			\$26,500.00		
CD Deposit into Checking						
Bank Charges						\$41.63
Bank Error/Correction						\$9.00
Lunch/Other Refunds						
Interest		\$21.18	\$2,367.13	\$509.92		\$74.73
Ending Balance	\$4,209,931.45	\$37,608.17	\$990,007.76	\$266,527.62	\$0.00	\$198,776.86
CD's/Investments	\$19.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FUND BALANCE	\$4,209,950.94	\$37,608.17	\$990,007.76	\$266,527.62	\$0.00	\$198,776.86
EXPENDITURES TO-DATE	\$6,594,673.96	\$338,697.70	\$542,259.50	\$35,489.00	\$0.00	\$384,028.10
Fund Budget Totals:	\$10,113,200.00	\$403,338.00	\$1,577,780.00	\$341,708.00	\$0.00	\$314,064.00
Budget Total:	\$12,750,090.00					TOTAL CD's/INVEST:
						\$19.49

June

2025



PERKINS COUNTY ELEMENTARY SCHOOL

Perkins County Elementary

“Where every day is a **GREAT** day to be a Plainsmen”

Conferences and Workshops:

- **NE School Mental Health Conference: Kearney, May 28-29** - Mrs. Swesey was able to attend this conference. The conference offered access to innovative resources, expert-led training, and practical strategies to enhance early intervention and deliver comprehensive wraparound services for youth and families.
- **Inclusive Practice Workshop: North Platte ESU, June 11** - Led by Dr. Lisa Dieker, will focus on teachers collaborating across disciplines in inclusive classrooms, emphasizing teacher education, special education, and innovative use of technology. We will have 5-7 staff members participating from the elementary.
- **Family Literacy Committee Meeting: Thursday, June 12** - Our literacy team will soon begin meeting to plan for the upcoming school year, focusing on engaging events, stronger community connections, and building overall literacy awareness. We're excited to collaborate on ideas that support students and families both in and out of the classroom. Plans are already in place to meet monthly, ensuring ongoing momentum and meaningful progress. We're grateful to have such a dedicated and committed group working together to promote a culture of literacy across our school and community.
- **WORDS Principal Workshop: Grant, June 16** - Mr. Reisig will be attending an online principal workshop via Zoom with Ms. Sublette for continued training on the WORDS program. This session will help us prepare for next year's staff training and ensure we're ready to support effective literacy instruction schoolwide.
- **MTSS Summit: Kearney, June 24 - 25** - We're excited to have a team attending the upcoming **NEMTSS Conference**, including both building administrators. This year's conference will focus on sessions that offer educators the opportunity to develop their own "road maps" for systematically promoting inclusive practices and supporting staff in improving outcomes for all students. It's a valuable chance to align our efforts and bring back strategies to strengthen support across our system. This year, there is a major emphasis on literacy.
- **Educators Academy for Legislative Advocacy: Lincoln, June 26-27** - The Educators Academy covers key topics like the legislative structure, roles of the three government branches, and the public hearing process. It also explains the Nebraska budget process, the Fiscal Office's role, and how to navigate the Unicameral website. Participants learn to read and analyze legislation and receive tips on effective advocacy.
- **PowerSchool Rollover: Ogallala, July 1** - Mr. Reisig and Mr. Pettera will be attending the PowerSchool end-of-year rollover at the ESU.

Summer School: Mrs. Armstrong and Ms. White have been running a smooth and successful summer school session. With a group of 9 students, they've done an excellent job engaging learners across multiple subject areas while building on their reading skills and encouraging curiosity. Their dedication and creativity have made this a positive experience for all involved.

June

2025



PERKINS COUNTY
ELEMENTARY SCHOOL

Substitute Recruitment: To support substitute recruitment, administration reviewed the requirements for a substitute certificate. NDE states that individuals need at least 48 college credit hours and have taken the Human Relations course. Central Community College in Hastings offers this required course in a two-week online format for approximately \$110.

Looking Ahead:

- July 23-25 Admin Days in Kearney

Austin Reisig
Perkins County Elementary Principal



Jr/Sr High Principal's Board Report

6/16/25

- We had our CIP Retreat on June 5th at the JH/HS. Thank you to all the staff members who attended. We developed specific goals for the 2025-2026 school year based on our strategic plan and feedback from the perceptual survey. The goals for the JH/HS are included on the second page of this document.
- I continue to work on completing the end-of-year reporting through Adviser.
- I have completed our setup for NextPath. This will be our replacement for Educlimber as a data system. I am still learning how to use it fully, but this system is a significant improvement and will help provide digestible information and graphs for all stakeholders.
- I will be attending the Mid-Nebraska PowerSchool Conference at ESU 10 in Kearney on June 10th and 11th. This will continue to enhance my skills in PowerSchool and help streamline some of our processes, ultimately reducing work time.
- Mr. Reisig and I will be attending the Principendent Day at ESU 16 in North Platte on Friday, June 13th. Jimmy Casas will be speaking, and it should be an excellent opportunity to network with other administrators in our area.
- We will have a large group of staff, including Mr. Reisig and myself, attending the ESU 16 MTSS Retreat on June 24th and 25th in North Platte. This will provide us with some meaningful strategies to improve our intervention processes and ensure that we are providing kids with the assistance they need. This is an area that we have needed to improve at the JH/HS, and I hope this will get us moving in the right direction.
- On July 1, Mr. Reisig and I will complete the PowerSchool rollover and begin preparing for the 2025-2026 school year. This is a time-consuming process, but we feel much better about it in year three.

Dalton Pettera

Principal - Perkins County Jr/Sr High

25-26 JH/HS CIP Goals

By May 2026, through increased usage of informational text across the curriculum, students in grades 7–10 will demonstrate improved ability to analyze, summarize, and cite evidence from informational texts, as measured by a 10% increase or maintenance in advanced proficiency (80%+) on MAP Reading assessments.

By May 2026, we will enhance student-to-student relationships and mitigate issues related to bullying and harassment, as measured by a 15% increase in positive responses on student perceptual surveys over the 2024–2025 baseline, through the implementation of schoolwide social-emotional learning initiatives and peer support programs.

By May 2026, we will reduce the percentage of chronically absent students (defined as those missing 10 or more instructional days) by at least 20% from the baseline of the 2024–2025 school year, through the implementation of targeted attendance interventions, improved communication with families, and early identification systems.

Students with 10+ Absences:

24-25 = 59

23-24 = 65

22-23 = 48

*Excludes school activities and absences where we received a doctor's note.

June 2025 - School Board Meeting

Athletic Director Report



Things I have been working on:

- Boys state track championship
 - Getting banners for the gyms
 - Ordered medals for the entire boys team.
 - Will get them handed out when we get them
- Schedule for 25-26
 - Made Public June 1
 - Always going to have changes
- Gym floors scheduled for maintenance this summer.
 - Hardwood Craftsman–July 21-25
- Coaching/Sponsors 2025-26 school year.
 - [2025-26 Coaching Assignments](#)
- Quinton Hite–Basketball Camp June 18-20
 - 3rd-8th Grade—
 - 3rd-5th 10.00 AM-12.00 PM
 - 6th-8th 12.30 PM-2.30 PM
- Track Resurfacing–
 - Week of June 16th
- Alumni Banquet was June 14th
- Summer activities are in full swing

Curriculum Report

School Board Meeting - June 16, 2025

Submitted By: Deanne Bishop - Curriculum Coordinator

1. Update - Ongoing Curriculum Work

- a) Applied Math textbooks have been ordered and received.
- b) On May 20, 2025, I submitted a request for a Pearson quote regarding College Algebra and College Education. On May 24, 2025, I confirmed this request by phone with the Pearson rep. On June 5, 2025, I attended a Zoom call with the Pearson Rep. He hopes to deliver quotes to me by Tuesday, June 10, 2025.
- c) All of the 2024-25 curriculum maps have been written and aligned with Nebraska state standards.
- d) I will continue to maintain Perkins County Schools social media sites throughout the summer.
- e) I attended the CIP Team workday on June 5, 2025.



PERKINS COUNTY SCHOOLS

Technology Department

740 SHERMAN AVENUE ♦ PO BOX 829 ♦ GRANT, NE 69140
Phone: 308-352-4735 Extension 110

Renee Seiler - Technology Director
Submitted: June 5, 2025

Current/Ongoing Work

- Cleaning/Relabeling laptops and iPads
- Changing out chargers, cases, and bags when necessary
- Preparing 2025-2026 Mosyle profiles to run a trial run using SSO through Google
- Updating phone extensions, on-phone directories, and phone server firmware
- Updating PaperCut and Sharp Copier driver firmware
- Preparing staff laptops (Peyton Woodmancy-Rowley, Mallory Perez, and Clifford Swank)
- Suspending accounts for staff leaving the district (Lee, Summers, McCormick, Loeffler)
- Reached out to Marshall at Nebraska Safety & Fire to come speak to the board; haven't heard back from him yet

Completed Work

- All laptops and/or iPads have been returned
- 25 laptops have been sent to ESU10 for repairs - the majority of them have damaged displays and bad batteries - will impress upon students the importance of taking care of their devices for the 2025-2026 school year
- 5 Seniors purchased their laptops
- Created emails and logins for new staff (Woodmancy-Rowley, Perez, Swank)
- Updated the Attendance Enterprise timecard system for classified staff

Upcoming Work

- Recable HS and EL switches with color-coded patch cables (summer)
- Clean up cabling in the main server room (summer)
- Remove the cabinet from around switches in the main server room (summer)
- Install new rack in 2nd floor switch room (summer)
- Finish setting up the kiosk in HS Commons (summer)



**NEBRASKA SAFETY
and FIRE EQUIPMENT**

PROPOSAL NO. 16971
PAGE NO. 1 of 2
MARCH 12, 2025
(MS)

PO BOX 1229, 2719 HALLIGAN DRIVE
NORTH PLATTE, NEBRASKA 69103-1229
PHONE 308-534-7833 FAX 308-532-9413

PROPOSAL SUBMITTED TO: PERKINS COUNTY SCHOOLS
740 SHERMAN AVENUE
GRANT, NE 69140

JOB LOCATION: PERKINS COUNTY ELEMENTARY

We hereby propose to furnish the materials and perform the labor necessary to INSTALL A BOGEN NYQUIST IP INTERCOM SYSTEM. Price includes the following terms:

- ◆ PRICE INCLUDES INSTALLING ONE (1) BOGEN NYQUIST E7000MCR-48 INTERCOM SYSTEM INCLUDING A SYSTEM CONTROLLER, TWO (2) ANALOG STATION BRIDES, ONE (1) I/O CONTROLLER, ONE (1) MATRIX MIXER PRE-AMP, AND ONE (1) ADMIN IP PHONE.
- ◆ PRICE INCLUDES INSTALLING ONE (1) ADDITIONAL BOGEN COLOR DISPLAY ADMINISTRATIVE PHONE.
- ◆ PRICE INCLUDES INSTALLING NEW WIRE AND SPEAKERS THROUGHOUT.
- ◆ PRICE DOES NOT INCLUDE ANY 120 VAC WORK INCLUDING OUTLET FOR POWER SUPPLY, IF NECESSARY.
- ◆ PRICE INCLUDES A WHEELED RACK.
- ◆ PRICE INCLUDES REMOVAL OF BOGEN MCP35A EQUIPMENT.
- ◆ ATLEAST ONE DATA PORT WILL BE REQUIRED FOR REMOTE ACCESS TO SYSTEM CONTROLLER FUNCTIONS.
- ◆ PRICE INCLUDES ONE YEAR SOFTWARE UPDATE SUBSCRIPTION. ADDITIONAL LENGTH SUBSCRIPTIONS AVAILABLE AT ADDITIONAL COST.
- ◆ PRICE INCLUDES FREIGHT AND CUSTOMER TRAINING.
- ◆ PRICE DOES NOT INCLUDE TAX.
- ◆ PRICE SUBJECT TO LIMITATION OF LIABILITY NOTED BELOW.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of \$61,879.00 (SIXTY-ONE THOUSAND EIGHT HUNDRED SEVENTY-NINE DOLLARS) with payment to be made as follows: \$61,879.00 as installation progresses. Equipment \$39,137.00 / Labor \$22,742.00

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workers' compensation and public liability insurance on the above work to be taken out by Nebraska Safety & Fire Equipment Inc.

RESPECTFULLY SUBMITTED
NEBRASKA SAFETY & FIRE EQUIPMENT, INC.

Conrad Buhrman
CONRAD BUHRMAN

3/12/2025
DATE

This proposal may be withdrawn by us if not accepted within 60 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE

DATE

LIMITATION OF LIABILITY

Pye-Barker, referred to as PB from here on, makes no warranties, expressed or implied, including, without limitation, warranties of merchantability and/or fitness for a particular purpose. No promise not contained herein or affirmation of fact made by an employee, agent or representative of PB shall constitute a warranty by the PB or give rise to any liability or obligation. PB's liability to Subscriber for personal injury, death, or property damage arising from performance under this contract shall be limited to the contract price. Subscriber shall hold PB harmless from any and all third-party claims for personal injury, death, or property damage arising from Subscribers failure to maintain these systems or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall PB be liable for any special, indirect, incidental, consequential, or liquidated, penal or any economic damages of any character, including but not limited to loss of use of the Subscribers property, loss of profits or loss of production, whether claimed by the Subscriber or any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise.

1	NQ-E7000SWL	NYQUIST ED SYSTEM SOFTWARE LICENCE
3	NQ-E7000SSL	NYQUIST ED SYSTEM STATION LICENCE (25 PK)
1	NQ-E7000CCL	NYQUIST ED SYSTEM CONCURRENT CALL LICENCE (10 PK)
1	NQ-E7000MCR-48	NYQUIST E7000 PRECONFIGURED RACK SYSTEM - 48 PORTS
1	MC-CASTER-KIT	RACK CASTER KIT
1	NQ-T1100	NYQUIST IP PAGING SYSTEM - ADMIN IP PHONE
1	NQ-E7WARANTY90	90 DAY SOFTWARE WARRANTY
1	NQ-E7MAINT 1Y	SYSTEM S/W MAINT AGREEMENT 1 YR (INCLUDES FIXES)
10	MB8TSQ	SPEAKER, SQUARE METAL BOX ENCLOSURE, 8" 4W TRANSFORMER
50	CSD2X2U-V2	SPEAKER, CEILING, DROP IN PANEL, 2X2, BRIGHT WHITE, VERSION-2
3	SPT15A	SPEAKER, PAGING HORN w/ TRANSFORMER, 15 WATT
3	TCSP1	COVER, TERMINAL, FOR CONDUIT
10	WG-31141112	18/2 STRANDED PLENUM 1000'

Superintendent Update - June 16, 2025

1. Excited to watch our track athletes compete and the boys bring home a State Championship. First since 1976. Way to go Coaches!
2. Excited to take the boys' golf team to State in Grand Island. We had a nervous first round but improved 20 shots on the second round. Zaybreon finished 11th, Cade Kroeker shot a 79, Oscar made an eagle, Jet made a couple of long putts and Myles battled both days. I want to thank Jayson Bishop for assisting the team as the second coach both days and for several tournaments.
3. We have a full teaching staff for the third straight year.
4. On June 5th, we held our School Improvement team workshop, where we reviewed data, worked on the strategic plan, and developed SMART goals for the upcoming year. We will need a board workshop to go over this information.
5. I spent time with both Gene Russell and Adam Lambert to discuss their nutrition services program, budget sheets, and various other topics.
6. Moving forward, passenger vans will only be allowed to carry 9 passengers and one driver. There is a company that will modify our vans for between \$2700-3500 and then recertify them for legal use. I have communicated the necessary information to the modifier.
7. I spent 27 hours of community service and goodwill at the golf course to remove 57 stumps two weekends ago.
8. Attended the quarterly school foundation meeting. They have supported our students, teachers and schools financially over the year. Our students received over \$40,000 in scholarships, provided \$25 to each staff member for staff appreciation and awarded Deanne Bishop with \$3700 for an interactive planetarium (teacher grant).
9. Attended webinar and conference on legislative updates and legal issues.
10. I have begun working on the budget for next year and with our 3% bump, things are looking solid. More to come.

Facilities Report - 6-16-25

Track - Refurbishment Project - Summer 2025 - Start next week

Carpet - Scheduled carpet replacement - HS music room, 3 Elem Classrooms, Library - will be completed this summer. - Music classroom done, Resume work at elementary on June 23.

Terrazzo Floor - Jr High/High School - Start June 23, 2025 - Roughly 7-10 days

Supplies are here and work is under way on the wrestling room. (Supplies check requested)

Painting exterior doors, weight room and locker rooms.

Facility Advocates - entrance/office safety remodel at elementary and Jr. High/High School - Detailed plans have arrived - final adjustments being made - pricing will come next - (Summer of 2026)

Additional Interior Door Locks - 2025-2026 (25-30 = \$35-40,000)

Looking at several exterior door replacements at elementary (3rd/4th grade - fire safety and North gym exit) **(2 doors ordered for installation)**

Football field crown, sprinklers, dirt work, seed or sod - Same with practice field area.

Football Pressbox remodel is underway - Bishop and Krutz.

Football concrete work on sidewalks and pad for visitors to bring up to ADA standards

Elementary Front Steps and ADA access

Elementary Parking Lot

Elementary drainage and sidewalk/foundation work

Remodel Old Kitchen to FFA classroom - Remodel bathroom in that area (Unisex)

Lunch Prices	Current Price	Proposed Price
Adult	\$4.40	\$5.00
7th-12th Grade	\$3.90	\$4.50
PK-6th Grade	\$3.40	\$4.00
Breakfast		
Adults	\$2.55	\$3.00
PK-12th Grade	\$2.10	\$2.50
Seconds		
7th-12th Grade	\$1.60	\$2.50
PK-6th Grade	\$1.10	\$2.00
Activity Fees	\$25.00	\$30.00
Laptop Fees	\$30.00	\$40.00
Class Dues	\$25.00	\$30.00
Event Passes		
Adult Pass	\$50.00	\$60.00
K-6th Grade	\$25.00	\$30.00
7th-12th Grade (Included with Activities Fee)	\$25.00	\$30.00
Senior Pass (65+ Years Old)	\$25.00	\$30.00
Family Pass (2 Adults & 2 + Elem Kids)	\$130.00	\$150.00



Pearson Education, Inc
 221 River St
 Hoboken, NJ 07030
 E-mail: pearsoncrce@pearson.com

The fees & terms in this document are valid until expiration date.

Expiration Date 9/7/2025

Customer Details:

Perkins CO High School
 Deana Bishop
deana_bishop@pcs.esu16.org

Sales Consultant Details:

Brett West
brett.west@pearson.com

Product	ISBN	Quantity	Sales Price	Subtotal	Freight Cost	Total Price
College Algebra Essentials [PEARSON CHANNEL]	9780136804543	24.00	USD 164.99	USD 3,959.76	USD 316.78	USD 3,959.76

*All prices in this Document in USD	Subtotal	USD 3,959.76
	Freight Cost	USD 316.78
	Grand Total	USD 4,276.54

***Freight cost is an estimate.**

This Quote and the delivery and usage of the products listed herein are governed by the Terms and Conditions for Pearson Education Programs located at [Terms and Conditions for Business Purchasers of Physical Products \(pearson.com\)](#) which are incorporated herein and become a part hereof. In the event of a conflict, prices listed in this Quote shall govern.

Please note that this quote excludes any applicable sales tax.

This Quote will be considered accepted if received before the Expiration Date noted above.

To accept this quote, please submit a signed and dated copy of this Quote, attention to the above named sales representative, via one of the methods below:

E-mail: pearsoncrce@pearson.com

Remittance Address:
 Pearson Education Inc
 PO Box 409479
 Atlanta, GA
 30384-9479

Authorized by: _____
 Printed Name: _____
 Title: _____
 Date: _____

Is a PO required prior to billing? If yes, please provide PO with signed quote.



Pearson Education, Inc
 221 River St
 Hoboken, NJ 07030
 E-mail: pearsoncrce@pearson.com

The fees & terms in this document are valid until expiration date.

Expiration Date 8/27/2025

Customer Details:

Perkins CO High School
 Deana Bishop
deana_bishop@pcs.esu16.org

Sales Consultant Details:

Brett West
brett.west@pearson.com

Product	ISBN	Quantity	Sales Price	Subtotal	Freight Cost	Total Price
Becoming a Teacher	9780134990552	10.00	USD 74.99	USD 749.90	USD 67.49	USD 749.90

***All prices in this Document in USD**

Subtotal	USD 749.90
Freight Cost	USD 67.49
Grand Total	USD 817.39

***Freight cost is an estimate.**

This Quote and the delivery and usage of the products listed herein are governed by the Terms and Conditions for Pearson Education Programs located at [Terms and Conditions for Business Purchasers of Physical Products \(pearson.com\)](https://www.pearson.com/terms-and-conditions) which are incorporated herein and become a part hereof. In the event of a conflict, prices listed in this Quote shall govern.

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Authorized by: _____

Printed Name: _____

Title: _____

Date: _____

Is a PO required prior to billing? If yes, please provide PO with signed quote.

1002
Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the . Such notice shall contain a statement that the agenda

shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session,

and the record shall state how each member voted, or if the member was absent or not voting.

- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

Option 2 - use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 - use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for

electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of **60 days** from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043
Design-Build Contracts

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

- I. **Definitions.** For purposes of this policy:
 - A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.
 - B. **Board** means the District's Board of Education.
 - C. **Department** means the Nebraska Department of Education.
 - D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
 - E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.
 - F. **District** means Public Schools.
 - G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.
 - H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.
 - I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.
 - J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development

requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

- K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.
- L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;
- M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;
- N. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.
 - 1. **Project Cost \$896,000 and Below.** For a project whose basic construction cost is estimated by the District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:
 - a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

- b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
 - c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.
2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:
- a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the project;
 - ii. How interested firms can apply for consideration by the District; and
 - iii. The date by which individuals or firms must submit their statements of qualifications; and
 - iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
 - b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
 - c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an

applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.

- d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.
- e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.

B. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

- 1. **Prohibition Against Contingent Fees.** The contract between the District and the PCD must contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee

working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

C. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. Board-Designated Committee. The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

IV. **Pre-Qualifying Design-Builders**

- A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:
1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
 2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
 3. Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.
- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

V. **Preparing Requests for Proposals (RFP).** The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

- A. The identity of the District for which the project will be built and the District that will execute the design-build contract;
- B. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;
- C. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The

proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;
- F. Budget parameters for the project;
- G. Any bonds and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
 - 1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - 3. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - 4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - 5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent directly to the prequalified Design-Builders only.

VII. **Preparing and Submitting Proposals**

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VIII. **Evaluating Proposals**

- A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e
- B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:
 - 1. One or more members of the Board;
 - 2. One or more members of the District's administration or staff;
 - 3. The PCD;
 - 4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and
 - 5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

- C. The District shall refer the Proposals for recommendation to the selection committee.

- D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
 2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
 3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
 4. The quality of performance on previous projects **(up to thirty percent)**;
 5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
 6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
 7. Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

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

F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

IX. **Negotiating a Design-Build Contract**

- A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor

- C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.
- D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.
- E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.
- F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts

- A. **Definitions.** For this section on “Formal Protests Related to the Solicitation of Execution of D-B Contracts” the following definitions apply:
 - 1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.
 - 2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.
- B. **Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope

containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the District to take to resolve the protest.

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

- C. **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. Refinements and Changes. A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. Projects Excluded. The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Approved vendors/contractors that have access to personal information or personally identifiable information,
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.
3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Affected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

NOTE TO BE DELETED: THIS POLICY IS FOR CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS. IF YOU ARE A CLASS I OR II SCHOOL DISTRICT THAT HAS DECIDED NOT TO ALLOW ARMED EMPLOYEES AND CONTRACTORS, YOU SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE AND MAKE NO CHANGES. IF YOU ARE A CLASS III OR LARGER SCHOOL DISTRICT, YOU CANNOT ALLOW THIS AND SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE. THE CUTOFF FOR CLASS III IS A SCHOOL DISTRICT WITH A POPULATION OF 5,000 OR MORE.

3060

Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers;
3. The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

4. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
5. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
6. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle;
7. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area; or
8. Firearms carried by authorized security personnel who are employed by or contracted with the school district pursuant to this policy.

Authorized Security Personnel

The school district may employ or contract with authorized security personnel who may carry a firearm on school grounds, in a school-owned vehicle, or at a home school-sponsored activity or athletic event as provided in this policy. ***Authorized security personnel may not carry a firearm at away school activities or athletic events unless authorized to do so by the host school or agency.***

1. Personal Qualifications.
 - A. Background Check. The individual must pass a comprehensive background check as arranged by the school district. The school district will determine if the person is authorized to provide services, in accordance with state, federal, and local policy.
 - B. Mental Health Evaluation. The individual will submit to a mental health evaluation with a mental health professional as arranged

by the school district. The school district will review the evaluation and determine if, in its discretion, the individual is qualified to provide services.

- C. Employee or Contractor. The individual with either be an existing employee of the district or shall enter into a written agreement to provide security services.
 - D. Letters of Recommendation. The individual shall submit at least three letters of recommendation. The Superintendent or designee shall contact the authors of the letters to verify their content and authenticity.
 - E. Concealed Carry Permit: The individual must possess a valid Nebraska Concealed Carry Permit.
2. Training. The individual must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings before providing any security services to the school district.
 3. Appropriate Firearms and Ammunition. Authorized security personnel may only use a handgun that has been approved by the school board. Any ammunition must be recommended or approved by the firearm manufacturer.
 4. Appropriate Use of Force. Although authorized security personnel are not law enforcement officers and do not have the authority to act in that capacity, they must know and understand the appropriate use of force. Authorized security personnel may take actions necessary to prevent or abate an active threat and temporarily detain an individual when they have reasonable cause to believe an individual has committed or is about to commit a forcible act of violence that could cause serious bodily injury or death. Authorized security personnel must understand deadly use of force as well as the potential of criminal and civil liability.
 5. Firearm Storage. **[OPTION 1 - OVERNIGHT STORAGE ALLOWED]** Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
- B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
- C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
- D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
- E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
- F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
- G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
- H. The room in which the firearm, ammunition, and safe are stored shall be monitored by school district video cameras.
- I. Any firearms or ammunition to be stored in the safe will be transported at a time and in a concealed manner to minimize disruption.

[OPTION 2 – OVERNIGHT STORAGE NOT ALLOWED] Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
- B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
- C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
- D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
- E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
- F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun

safe.

- G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
- H. The room in which the firearm, ammunition, and safe are stored shall be monitored by school district video cameras.
- I. Any firearms or ammunition to be stored in the safe will be transported at a time and in a concealed manner to minimize disruption.
- J. ***The authorized security personnel must be physically present on school grounds when their firearm or ammunition is stored in the biometric safe.***

6. Memorandum of Understanding (MOU). The authorized security personnel will enter into an MOU with the school district to address the requirements of this policy as well as other appropriate matters.

7. Notification. The authorized security personnel must notify all local law enforcement agencies, the Nebraska State Patrol, and local fire and rescue personnel and first responders, and the regional emergency manager of their position at the school district.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and [insert other standing authorized expenditures]. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$[insert amount].

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: [redacted]. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees making a purchasing card purchase must submit an itemized receipt *and* a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and [redacted] will conduct independent reviews of credit card expenses, or a sample thereof, on a **monthly** basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**3026
Handbooks**

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district’s handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district’s handbooks creates a “contract” between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Bulldog Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media

applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the **October** board meeting, and (2) at or prior to the **January** board meeting. Annual evaluations shall generally take place during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education’s list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

Commented [1]: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

Commented [2]: The board may select any number of unexcused absences to trigger the notification and meeting requirements.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

[OPTION 1] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is _____ **[INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]**

[OPTION 3] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal

and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student

seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

- written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
- i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
- i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term "personal information" means individually identifiable information including:
 - i. student's and parent(s)' first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5031 Student Appearance

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs,

grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5034
[INTENTIONALLY LEFT BLANK]

Adopted on: _____

Revised on: _____

Reviewed on: _____

5018
Parent Involvement in Education Practices

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
 - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
 - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

a. The principal must approve all surveys intended to gather information from students before they are administered to students.

- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
 - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]

(USE AT SCHOOL OPTION)

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's

administration, be subject to additional discipline, up to and including suspension or expulsion.

(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. **[INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]**

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this

policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

(COMPLETE BAN OPTION)

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing

the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6045

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least **X** hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
[INSERT ALL OF YOUR SPORTS]	

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

TEACHER'S CONTRACT

THIS CONTRACT is made by and between Perkins County School District No. 68-0020, (also known as Perkins County Schools and referred to herein as the "District"), and Clifford Swank, a legally qualified teacher (referred to here as "Teacher").

WITNESSETH: The Board of Education of the District agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about August 8, 2025, and end on May 22, 2026, and shall consist of 184 days of service. The Teacher agrees to accept such employment at a salary of \$38,400.00, and under the following conditions. Index: BA (1.00) Years of Experience: 1
Teacher shall also receive incentive pay in the total amount of \$2,500.00.

FIRST: Teacher's salary of \$38,400.00 shall be payable in 13 equal installments. The first installment shall be payable on the 15th day of August, 2025, and the remaining installments shall be payable on the 15th day of each month thereafter. Teacher's incentive pay in the amount of \$2,500.00 shall be payable in 2 equal installments, with the first \$1,250.00 paid in September 2025 and the second \$1,250.00 paid in May 2026.

SECOND: Teacher agrees to be governed by the policies, regulations of the Board of Education and the directives of the Administration. Teacher's duties are subject to assignment by the Superintendent of Schools. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and the Teacher or a duly authorized bargaining agent for the Teacher.

FOURTH: This contract may be canceled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

FIFTH: Upon termination of this contract for just cause, or upon the release of Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service set forth herein. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SIXTH: There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District; and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the abovestated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract, he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the County Superintendent of Schools in this county and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: The wages set forth in this agreement shall be subject to such wage adjustment as may, from time to time, be agreed upon by the Board and the Teacher or a duly authorized bargaining agent for the Teacher.

TENTH: The Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before May 16, 2025, shall constitute a rejection by the Teacher of this offer of employment.

ELEVENTH: Other Contract Terms:

Executed May 14, 2025

Clifford Swank
Teacher

Executed: May 14, 2025

By: _____
Board President

Board Secretary