

## **Board of Education Regular Meeting**

Monday, August 10, 2020 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

1. Call to Order and Pledge of Allegiance.
2. Announcement of the Open Meetings Act Posting
3. Public Comment
4. Discussion Items- Committee Reports
  1. Bond Refinancing Discussion
  2. Tremco Roofing Warranty Update
  3. Americanism Committee Update
5. Consent Agenda
  1. Approval of minutes of previous meetings
  2. Financial Report
  3. Approval of Claims/Payment of Bills and Payroll
  4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
  5. Olson Foundation progress report
6. Administrative Reports
  1. Superintendent's Report
  2. High School Principal
  3. Elementary Principal
  4. Activities Report
7. Action Items
  1. "Phase V" Superintendent Evaluation Document
  2. Presentation, discussion and or official action with regard to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) to approve the Applications for Payment and billing statements related to the Project, including, but not limited to the cost of the legal services, architectural design and planning, and site preparation costs
  3. Student and Staff Handbook Covid Related Additions
8. Board of Education Development
  1. Return to School Plan Update
9. Topics for Next Month's Agenda:
  - Budget Development
10. Closed Session
11. Adjournment.

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Chairperson

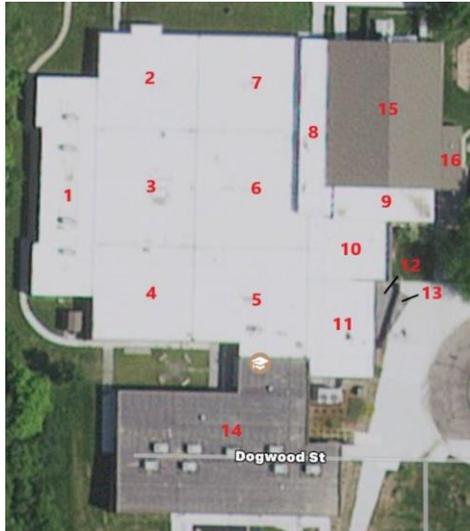
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Superintendent



## Project Completion Overview

### PHOTO REPORT



Overview of Bennet Elementary. Roof areas that were replaced include roofs 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11.



Overview of Palmyra High School. Roof areas that were replaced include roofs 1, 2, 3, 4, 5, and 6.



## PHOTO REPORT



Before  
Bennet Elementary



After  
Bennet Elementary  
Highlighting the better detailing  
around roof top units and all  
new metal.



## PHOTO REPORT



Before  
Bennet Elementary



After  
Bennet Elementary  
Highlighting new drains and  
overflows with strainers.



## PHOTO REPORT



Before  
Palmyra High School



After  
Palmyra High School  
Highlighting the repair to the  
damaged section from previous  
construction and new metal  
wall panels.



## PHOTO REPORT



Before  
Palmyra High School



After  
Palmyra High School  
Highlighting the detailing  
around drains/units and the use  
of a reglet counter flashing  
detail.

## **Board of Education Regular Meeting**

Monday, July 13, 2020 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools  
425 F Street  
Palmyra, NE 68418

Jaimi Calfee: Present  
Doug Church: Present  
Brandon Desh: Present  
Lance Gee: Present  
Clayton Maahs: Present  
Susan Royal: Present

### 1. Call to Order and Pledge of Allegiance

- Meeting called to order by Board of Education President Maahs at 7:00 p.m.

### 2. Announcement of the Open Meetings Act Posting

### 3. Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Doug Church and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

### 3.1. Approval of minutes of previous meetings

- Official Board of Education minutes are available on the district web site at [www.districtor1.org](http://www.districtor1.org)

### 3.2. Approval of Claims/Payment of Bills and Payroll

### 3.3. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

### 3.4. Financial Report

### 4. Public Comment

- Public comment on superintendent transition and district operations.

4.1. In compliance with the provisions of State Statute Section 79-2,133, 134 the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy 5416 Student Fees.

- The hearing was opened by Board President Maahs. Time was allowed for discussion of the hearing and the hearing was closed after no public comment.

4.2. In compliance with the provisions of State Statute Section 79-2,531 79-532, 79-533, the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy 6400 Parental Involvement.

approve Policy 6400 Parental Involvement Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

## 5. Administrative Reports

Administrative reports are available in their entirety at:

<https://meeting.sparqdata.com/Public/Organization/174>

Some of the topics covered in the reports include Olson Project updates and upcoming district events.

### 5.1. Superintendent's Report

- Administrative reports are available in their entirety at:  
<https://meeting.sparqdata.com/Public/Organization/174>
- No updated reports were submitted this month from the elementary or high school

## 6. Discussion Items- Committee Reports

### 6.1. Americanism Report

- The Americanism Committee was unable to have the last committee meeting of 2019-2020 due to the COVID-19 pandemic.
- Further review on social studies curriculum standards is in process.
- The committee will begin meeting again after school begins.

### 6.2. Olson Foundation progress report

- Board members reviewed information from the most recent Olson Foundation progress meetings. Board members had an opportunity to ask questions about specific items in the project scope. Board member Desh clarified questions regarding property boundaries, pedestrian traffic on the walkways, facility security, facility usage, and grading issues.

## 7. Action Items

7.1. Presentation, discussion and or official action to approve on second reading of BOE policy 6111 Classroom Environment.

motion to pass Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

7.2. Presentation, discussion and or official action to approve the 2020-2021 Staff Handbooks. Motion to Approve the 2020-2021 staff Handbooks. Passed with a motion by Doug Church and a second by Jaimi Calfee.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

- Board members reviewed information from the updated Staff Handbooks. Board members had an opportunity to ask questions about specific items in the handbooks. Questions related to handbook formatting and staff groupings were discussed.

7.3. Presentation, discussion and or official action to review and revise Board of Education Policy 5416 Student Fees.

Motion to reaffirm Board of Education Policy 6400 Parental Involvement. Passed with a motion by Doug Church and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Board members reviewed information regarding student fees. Board members had an opportunity to ask questions about specific items in the policy. Questions related to increases in elementary after school program fees and school lunches were discussed.

7.4. Presentation, discussion and or official action to review Board of Education Policy 6400 Parental Involvement.

Motion to reaffirm Board of Education Policy 6400 Parental Involvement. Passed with a motion by Doug Church and a second by Susan Royal.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

7.5. Presentation, discussion and or official action to review Board of Education Policy 5415 Bullying Prevention.

Motion to reaffirm Education Policy 5415 Bullying Prevention. Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

7.6. Presentation, discussion or official action to establish option enrollment capacities pursuant to policy 5006.

motion to ratify capacity limits as presented pursuant to policy 5006 Passed with a motion by Brandon Desh and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

- Board members reviewed information regarding option enrollment. Board members had an opportunity to ask questions about specific items in the policy. Questions related to preschool enrollment, grade level capacities, student age requirements, and special education were discussed

7.7. Presentation, discussion and or official action with regard to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) to approve the Applications for Payment and billing statements related to the Project, including, but not limited to the cost of the legal services, architectural design and planning, and site preparation costs.

Motion to Approve the Applications for Payment and billing statements related to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) as presented Passed with a motion by Jaimi Calfee and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

7.8. Presentation, discuss and or official action to approve the "Return to School" resolution. Motion to approve the "Return to School" Resolution. Passed with a motion by Brandon Desh and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Board members reviewed information regarding the "Return to School" resolution. Board members had an opportunity to ask questions about specific items contained in the resolution. Questions related to legal consultation, administrative authority, and staff /stakeholder collaboration were discussed.

8. Board of Education Development: "Phase V" Training Board members discussed the structure of the upcoming board retreat and location for the event.

#### 9. Return to School Planning

- Superintendent Hart reviewed information regarding the return to school planning draft document. Board members had an opportunity to ask questions about specific items in the presentation. Questions and discussion related to distance learning, internet infrastructure and functionality, PPE requirements and implementation, communication, school calendar, activities, and public health guidance were discussed.

10. Topics for Next Month's Agenda The next regular board is scheduled for Monday, August 10th at 7:00 p.m.

Topics include:

- Beginning of School Activities
- Committee updates
- Legislation
- Budget Development
- Americanism Update

#### 11. Closed Session

12. Adjournment The meeting was duly adjourned at 8:50 p.m. July 13, 2020

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Chairperson

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Superintendent

## Work Session-Board of Education

Wednesday, July 29, 2020 5:00 PM

Transformational Marketing  
208 Locust Street  
Panama, NE 68419

Jaimi Calfee: Absent  
Doug Church: Present  
Brandon Desh: Present  
Lance Gee: Present  
Clayton Maahs: Present  
Susan Royal: Present  
Jaimi Calfee: Present

1. Call to Order Meeting called to order by Board of Education President Maahs
2. Announcement of the Open Meetings Act Posting
3. "Phase V" Superintendent Goal Setting
  - Dr. Derrick Joel and Dr. Mike Lucas from McPherson/Jacobson led the board in a collaborative discussion to develop superintendent goals for the 2020 / 2021 school year. The goals created during the work session form the basis for the superintendent evaluation in year one.
  - Discussion centered around brainstorming various "big ideas" and then narrowing these ideas into 3-4 specific performance goals. These goals centered around instructional leadership, communication and relationships, budget, and school culture and climate. These specific goals will be will be formatted into a formal document and shared in the near future.
4. Next Regular Meeting
5. Adjournment

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Chairperson

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Superintendent

**SUPERINTENDENT'S REPORT  
REGULAR BOARD MEETING**

**Date:** August 10, 2020

**TO:** Palmyra District OR-1 BOE

**From:** Michael Hart

**Re:** BOE meeting notes for June

Next Month's regular meeting is scheduled for Monday, September 12<sup>th</sup> 2020

Possible agenda items include:

- Budget
- Facilities Audit Review

**A. Consent Agenda Items**

**QCPUF:**

- **Black Hawk Roofing: \$131,500.** This amount is a combination of some work completed on the roofs and the remaining "retainage" dollars previously allocated to be held by the district until completion of the roofing project. The roofing projects are now complete and under warranty through Tremco and the money is being released per the work agreement.

**Building Fund:**

- **Blackhawk Roofing: \$10,535:** This expense was the cost for the replacement of the deteriorated siding. Work involved removing and replacing 210sf of siding with 2 layers of CCA FR ¾" Plywood. In addition, work was completed to remove and replace 315lf of 16" wide parapet wall nailers with 2x8" CCA FR and ¾" plywood.
- **John Henry: \$204.30** – Plumbing work at Bennet Elementary
- **Hamilton Service: \$421.93** – Electrical work, HVAC, and ice maker maintenance at the high school
- **Trane: \$259.00** – HVAC work not under warranty.
- **Clark Enerson: \$2,222.50** – Professional services for facilities assessment

**B. General Fund Claims:**

- **TC & B \$1,485.** This purchase was for youth sized masks for our elementary students to have when they start school.
- **STRIV TV: \$2,975.00** - Yearly subscription fee
- **ESU#4: \$375.00** - Legal Fees for policy updates
- **N-Jump Natural Gas: \$1,599.83**
- **Meidinger Fire Protection: \$1,381:** Annual fire sprinkler and backflow inspections.
- **Southwest Auto: \$7,914.73:** Vehicle maintenance and repair.

**Transfers from the General Fund**

- **Lunch Fund: \$15,000**
- **Depreciation: \$160,000**
- **Activities: \$15,000**
- **Yearbook: \$5,000**

Black Hawk Roof of Nebraska, Inc.  
4346 South 187 St  
Omaha, NE 68135 US  
+1 4028070755  
dfields@blackhawkroofne.com



# INVOICE

**BILL TO**  
District OR-1 Public Schools  
425 F Street  
Palmyra, NE 68418

**INVOICE #** 19-117-118-099  
**DATE** 06/26/2020  
**DUE DATE** 07/26/2020  
**TERMS** Per Contract

**PROJECT NUMBER**  
19-117

**JOB NAME**  
Bennet Elementary School

DESCRIPTION	QTY	RATE	AMOUNT
Work completed at Bennet Elementary School, 50 Dogwood St, Bennet, NE. Removed and replaced 210sf of siding with 2 layers of CCA FR 3/4" Plywood. Removed and replaced 315lf of 16" wide parapet wall nailer with 2x CCA FR and CCA FR 3/4" Plywood.			10,535.00

BALANCE DUE

**\$10,535.00**

From Tim Wood - 8/4/2020

removed siding and put plywood in to have  
the gym wall <sup>plush</sup> and tearing off old wood nailers  
and replace with new wood nailers.

# Statement

Date: 7/29/2020



Please remit to:  
2949 Cornhusker Hwy  
Lincoln, NE 68504

Bill to:  
Bennet Elementary School  
50 Dogwood Street  
Bennet, NE 68317 USA

Invoice #	Customer PO	Invoiced On	Technicians	Location	Due Date	Total	Payments	Balance	Balance Subtotal
352446		6/8/20	Eric G	50 Dogwood Street	6/8/2020	\$118.30	\$0.00	\$118.30	\$118.30

<b>\$0.00</b> ≤ 30	<b>\$118.30</b> 30 - 60	<b>\$0.00</b> 60 - 90	<b>\$0.00</b> 90 - 120	<b>\$0.00</b> > 120
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<b>\$118.30</b> Total Invoices	<b>\$0.00</b> Total Payments	<b>\$118.30</b> Balance
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*Spent Kelly*



# Statement

Date: 7/29/2020

Please remit to:  
2949 Cornhusker Hwy  
Lincoln, NE 68504

Bill to:  
Palmyra High School  
425 F Street  
Palmyra, NE 68418 USA

Invoice #	Customer PO	Invoiced On	Technicians	Location	Due Date	Total	Payments	Balance	Balance Subtotal
338283		12/18/19	Josh E	425 F Street	12/18/2019	\$86.00	\$0.00	\$86.00	\$86.00

<b>\$0.00</b> ≤ 30	<b>\$0.00</b> 30 - 60	<b>\$0.00</b> 60 - 90	<b>\$0.00</b> 90 - 120	<b>\$86.00</b> > 120
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<b>\$86.00</b> Total Invoices	<b>\$0.00</b> Total Payments	<b>\$86.00</b> Balance
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# HAMILTON SERVICE CO.

- Electrical
- Heating & Air Conditioning
- Automatic Doors
- Box Balers & Trash Compactors
- Refrigeration
- Commercial Equipment Repair
- Restaurant Equipment
- Data Cabling

Commercial • Industrial • Residential  
**24 HOUR SERVICE**

3235 N 33rd St. Suite #5 • Lincoln, NE 68504  
 402-440-9776 • hamilton-service.com

Work Order # \_\_\_\_\_ PO # \_\_\_\_\_  
 Date Started 1/1 Completed 6/26/20

**TERMS: NET 10 DAYS • PLEASE PAY FROM THIS INVOICE**  
 A FINANCE CHARGE OF 1-12% PER MONTH (18% PER ANNUM) WILL BE ADDED TO ALL ACCOUNTS PAST DUE.

BILL TO: \_\_\_\_\_ JOB LOCATION: Palmyra High school

Maintenance Agreement  Complete Equipment Make Manitowoc Model QY024A  
 Warranty  Incomplete Unit # \_\_\_\_\_ Serial # 110076994

**SERVICE REQUESTED:** Ice machine in cafeteria closet water running by and noise

**Work Done:**  
 Checked ice machine and found water basin had fallen down in front and water pump not picking up water. Pulled water basin out and glued eyelet that broke back together and reattached. ~~was~~ Water not spilling out and unit making ice.  
 Steve noticed water on rolling tile. Checked drain for AHV for principals office and found that drain line was plugged up again. Used CO2 to clean out drain.

Qty	Material Description						Amount
	Refrigerant Recovery Unit						
	Vacuum Pump						
	Welder						
	Refrigerant Leak Detector						
	Duck Lift/Scissor Lift/Boom Truck						
	Freight						
REFRIGERANT WEIGHT VERIFIED							
Type	Drum #	In	Out	Total	Initial		
1lb	CO2					2.52	

Tech Comments: No charge time on ice machine  
 Tech John Date 6/26/20 In 9:45 am/pm Out 11:00 am/pm  
 Tech \_\_\_\_\_ Date / / In : am/pm Out : am/pm  
 Tech \_\_\_\_\_ Date / / In : am/pm Out : am/pm  
 Tech \_\_\_\_\_ Date / / In : am/pm Out : am/pm  
 Reg.  O.T.

MILEAGE CHARGE _____ miles X _____	
MATERIAL SUBTOTAL	<u>7.50</u>
MATERIAL SALES TAX	
<u>No charge time on ice machine</u>	
Hours@ \$ <u>9.50</u> per hr	47.50
Hours@ \$ _____ per hr	
PRICES SHOWN SUBJECT TO CORRECTION	
LABOR SUBTOTAL	<u>47.50</u>
LABOR SALES TAX	

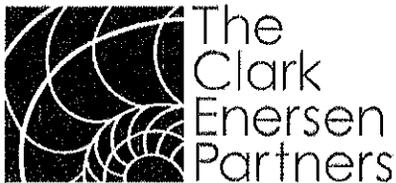
**HAMILTON SERVICE COMPANY did NOT inspect for mold and is not responsible for mold.**  
 All parts sold or used are subject to the Federal Magnuson-Moss Act and the merchandise purchased is under limited warranty by the manufacturer.  
**WE ASSUME NO PRODUCT LIABILITY.**  
 If buyer fails to make payment for the equipment within 30 days, Hamilton Service in addition to other remedies may repossess the equipment without notice and the buyer agrees to pay the cost and expenses of collection and/or repossession.

Work authorized by:

**X**

INVOICE NUMBER 29332 PAID  CHARGE   
 TOTAL \$ 50.00

*Thank You!* PLEASE PAY FROM THIS INVOICE



Robert Hanger  
 District OR-1 Public Schools  
 PO Box 130  
 Palmyra, NE 68418

July 15, 2020  
 Project No: 845-003-19.  
 Invoice No: 3

Project 845-003-19 District OR1 Facilities Assessment  
For professional services rendered for the period May 30, 2020 to July 3, 2020 for the referenced project.

**Professional Personnel**

	Hours	Rate	Amount	
Kent, Adam	1.50	190.00	285.00	
Praeuner, Lauren	15.75	55.00	866.25	
Preister, Jordan	.50	130.00	65.00	
Ripp, Timothy	2.25	275.00	618.75	
Silvey, Eric	.75	110.00	82.50	
Stansberry, Myriah	2.50	70.00	175.00	
Totals	23.25		2,092.50	
<b>Total Labor</b>				<b>2,092.50</b>

**Reimbursable Expenses**

Printing			130.00	
<b>Total Reimbursable Expenses</b>			<b>130.00</b>	<b>130.00</b>

**Billing Limits**

	Current	Prior	To-Date
Labor	2,092.50	5,905.00	7,997.50
Limit			8,500.00
Remaining			502.50
Expenses	130.00	116.01	246.01
Limit			246.01

**Total this Invoice \$2,222.50**

*Melanie D Stover*

Melanie D. Stover  
 Business Manager

~~THE~~ TAR

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

*Handwritten signature*



# MONTHLY STATEMENT

PALMYRA SCHOOL DISTRICT OR1  
 PO BOX 130  
 Palmyra NE 68418

Statement Date:	30-JUN-20
Entity:	US OU USD TCS
Customer Number:	142102
Internal Account:	3648820-304882

### Payment Instructions

Trane U.S. Inc.  
 P. O. Box 845053  
 DALLAS TX 75284-5053

### For questions please call or email

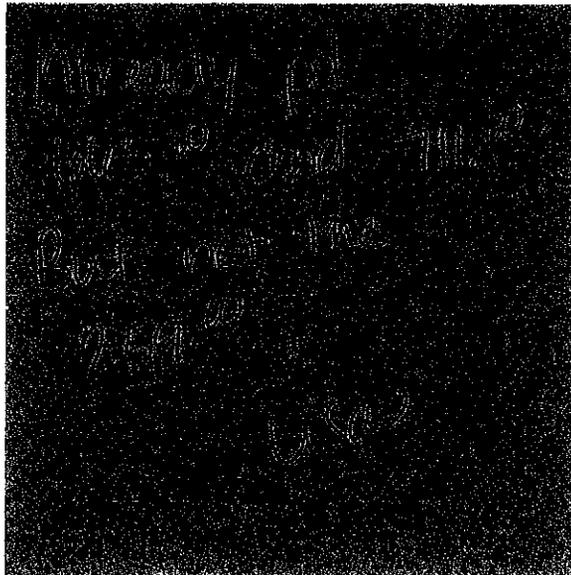
Account Representative	Account Representative
Telephone	888-832-5266
Email	Accountrep@trane.com

Please submit all tax exemption forms online at <http://taxexempt.trane.com>

### Comments/Instructions:

Due this Month	Current	1-30 Days	31-60 Days	60+ Days	Credits	Total (USD)
1,635.00	1,376.00	0.00	0.00	259.00	(0.00)	1,635.00

Transaction#	Invoice Date	PO Number	Sales Order#	Reference#	Due Date	Amount Due	<input type="checkbox"/>
39860693	04/25/2019	SER C17A0025	19-800700	39860693	05/25/2019	259.00	<input checked="" type="checkbox"/>
310869175	06/04/2020	RH200519	20-846864	31086917	07/04/2020	665.00	<input type="checkbox"/>
310927686	06/30/2020	RH200508	20-846157	31092768	07/30/2020	711.00	<input type="checkbox"/>



*259.00  
 April Paid*

\*Designates that transaction is partially or fully in dispute. The disputed balance is excluded from the Amount Due this Month.

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

**TO CONTRACTOR:** Weidner Architecture LLC  
4810 N 159 Plaza #89  
Omaha NE 68116

**PROJECT:** District OR-1 Public Schools  
Roofing Improvements 2019

**APPLICATION NO:** 8  
**Distribution to:** 8  
**APPLICATION DATE:** 7/14/2020  
**OWNER:** 7/14/2020 ARCHITECT  
**PERIOD TO:** February 20, 2019  
**CONTRACTOR:** February 20, 2019

**FROM CONTRACTOR:** Black Hawk Roof of Nebraska, Inc.  
4346 South 187 Street  
Omaha NE 68135

**PROJECT NOS:** Our job #19-117/19-118

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM \$ 1,300,000.00
- 2. Net change by Change Orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,300,000.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,300,000.00

- 5. RETAINAGE:
  - a. 10 % of Completed Work (Column D + E on G703) 130,000.00
  - b. 10 % of Stored Material (Column F on G703) 0.00

- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 130,000.00
- 6. TOTAL EARNED LESS RETAINAGE \$ 1,170,000.00
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,168,650.00
- 8. CURRENT PAYMENT DUE \$ 1,350.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 130,000.00

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....\$ 1,350.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: WEIDNER ARCHITECTURE LLC

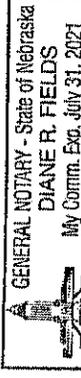
By: *Tim A. Weidner* Date: 8/1/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

Notary Public for Timothy W. Wood  
Notary Public for Diane R. Fields  
My Commission Expires July 31, 2021

By: Timothy W. Wood County of: Douglas  
Subscribed and sworn to before me this 14<sup>th</sup> day of July, 2020  
Notary Public: Diane R. Fields  
My Commission expires: 7-31-21



# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES 2 OF 2

8

APPLICATION NO: 7/14/2020

APPLICATION DATE: 7/31/2020

PERIOD TO: PROJECT NO: Our job #19-117/19-118

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D.O.R.E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
	<b>BENNET ELEMENTARY SCHOOL</b>								
01	Payment & Performance Bond	\$4,700.00	\$4,700.00	\$0.00	\$0.00	\$0.00	\$4,700.00	\$0.00	\$470.00
02	Mobilization	\$15,600.00	\$15,600.00	\$0.00	\$0.00	\$0.00	\$15,600.00	\$0.00	\$1,560.00
03	Demolition	\$62,400.00	\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00	\$0.00	\$6,240.00
04	Insulation Materials	\$75,800.00	\$75,800.00	\$0.00	\$0.00	\$0.00	\$75,800.00	\$0.00	\$7,580.00
05	Roofing Materials	\$122,500.00	\$122,500.00	\$0.00	\$0.00	\$0.00	\$122,500.00	\$0.00	\$12,250.00
06	Install Roof System	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$15,000.00
07	Sheet Metal Material	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$1,600.00
08	Sheet Metal fabrication & installation	\$15,500.00	\$14,725.00	\$775.00	\$0.00	\$0.00	\$15,500.00	\$0.00	\$1,550.00
09	Equipment	\$32,600.00	\$32,600.00	\$0.00	\$0.00	\$0.00	\$32,600.00	\$0.00	\$3,260.00
10	Miscellaneous Expenses	\$29,900.00	\$29,900.00	\$0.00	\$0.00	\$0.00	\$29,900.00	\$0.00	\$2,990.00
11	SubContractor-Plumber	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$2,500.00
	<b>Palmyra High School</b>								
01	Payment & Performance Bond	\$6,400.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$640.00
02	Mobilization	\$16,850.00	\$16,850.00	\$0.00	\$0.00	\$0.00	\$16,850.00	\$0.00	\$1,685.00
03	Demolition	\$69,750.00	\$69,750.00	\$0.00	\$0.00	\$0.00	\$69,750.00	\$0.00	\$6,975.00
04	Insulation Materials	\$110,000.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$11,000.00
05	Roofing Materials	\$205,300.00	\$205,300.00	\$0.00	\$0.00	\$0.00	\$205,300.00	\$0.00	\$20,530.00
06	Install Roof System	\$161,300.00	\$161,300.00	\$0.00	\$0.00	\$0.00	\$161,300.00	\$0.00	\$16,130.00
07	Sheet Metal Material	\$16,800.00	\$16,800.00	\$0.00	\$0.00	\$0.00	\$16,800.00	\$0.00	\$1,680.00
08	Sheet Metal fabrication & installation	\$14,500.00	\$13,775.00	\$725.00	\$0.00	\$0.00	\$14,500.00	\$0.00	\$1,450.00
09	Equipment	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$3,500.00
10	Miscellaneous Expenses	\$34,100.00	\$34,100.00	\$0.00	\$0.00	\$0.00	\$34,100.00	\$0.00	\$3,410.00
11	SubContractor-Plumber	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$5,000.00
12	SubContractor-Mechanical	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$3,000.00
	<b>GRAND TOTALS</b>	\$1,300,000.00	\$1,298,500.00	\$1,500.00	\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$130,000.00

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**Black Hawk Roof of Nebraska, Inc.**

4346 South 187 St  
Omaha, NE 68135 US  
+1 4028070755  
dfields@blackhawkroofne.com



# INVOICE

**BILL TO**

District OR-1 Public Schools  
425 F Street  
Palmyra, NE 68418

**INVOICE #** 19-117-118-09ret

**DATE** 07/15/2020

**DUE DATE** 08/14/2020

**TERMS** Per Contract

---

**PROJECT NUMBER**

19-117-118

**JOB NAME**

Bennet Elem/Palmyra HS

DESCRIPTION	QTY	RATE	AMOUNT
Retention billing for work completed at Bennet Elem and Palmyra High School. See attached AIA form.			130,000.00

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BALANCE DUE

**\$130,000.00**

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

**TO CONTRACTOR:** Weidner Architecture LLC  
4810 N 159 Plaza #89  
Omaha NE 68116

**PROJECT:** District OR-1 Public Schools  
Roofing Improvements 2019

**APPLICATION NO:** 7/14/2020 OWNER  
**APPLICATION DATE:** 7/31/2020 ARCHITECT  
**PERIOD TO:** February 20, 2019 CONTRACTOR  
**CONTRACT DATE:** February 20, 2019 CONTRACTOR

	X

**FROM CONTRACTOR:** Black Hawk Roof of Nebraska, Inc.  
4346 South 187 Street  
Omaha NE 68135

**PROJECT NOS:** Our job #19-117/19-118

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,300,000.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,300,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,300,000.00

5. RETAINAGE:
  - a. 0.00 % of Completed Work (Column D + E on G703)
  - b. 0.00 % of Stored Material (Column F on G703)

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 1,300,000.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,170,000.00
8. CURRENT PAYMENT DUE \$ 130,000.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3, less Line 6) \$ 0.00

**CONTRACTOR:** Black Hawk Roof of Nebraska, Inc.

**By:** Timothy W. Wood

Signature required by Timothy W. Wood  
Notary Public, State of Nebraska, Commission Expires 07/31/2021  
My Commission Expires: 07/31/2021

State of: NE  
Subscribed and sworn to before me this 14th day of July, 2020  
Notary Public: Diane R. Fields  
My Commission expires: 7-31-21



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....\$ 130,000.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES by Change Order</b>		\$0.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** WEIDNER ARCHITECTURE LLC

**By:** Timothy W. Wood

Date: 8/1/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 9 Retention

Contractor's signed certification is attached.

APPLICATION DATE: 7/14/2020

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 7/31/2020

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO: Our job #19-117/19-118

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	<b>BENNETT ELEMENTARY SCHOOL</b>								
01	Payment & Performance Bond	\$4,700.00	\$4,700.00	\$0.00	\$0.00	\$0.00	\$4,700.00	\$0.00	\$0.00
02	Mobilization	\$15,600.00	\$15,600.00	\$0.00	\$0.00	\$0.00	\$15,600.00	\$0.00	\$0.00
03	Demolition	\$62,400.00	\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00	\$0.00	\$0.00
04	Insulation Materials	\$75,800.00	\$75,800.00	\$0.00	\$0.00	\$0.00	\$75,800.00	\$0.00	\$0.00
05	Roofing Materials	\$122,500.00	\$122,500.00	\$0.00	\$0.00	\$0.00	\$122,500.00	\$0.00	\$0.00
06	Install Roof System	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00
07	Sheet Metal Material	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$0.00
08	Sheet Metal fabrication & installation	\$15,500.00	\$15,500.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$0.00	\$0.00
09	Equipment	\$32,600.00	\$32,600.00	\$0.00	\$0.00	\$0.00	\$32,600.00	\$0.00	\$0.00
10	Miscellaneous Expenses	\$29,900.00	\$29,900.00	\$0.00	\$0.00	\$0.00	\$29,900.00	\$0.00	\$0.00
11	SubContractor-Plumber <i>Palmyra High School</i>	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00
01	Payment & Performance Bond	\$6,400.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$0.00
02	Mobilization	\$16,850.00	\$16,850.00	\$0.00	\$0.00	\$0.00	\$16,850.00	\$0.00	\$0.00
03	Demolition	\$69,750.00	\$69,750.00	\$0.00	\$0.00	\$0.00	\$69,750.00	\$0.00	\$0.00
04	Insulation Materials	\$110,000.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$0.00
05	Roofing Materials	\$205,300.00	\$205,300.00	\$0.00	\$0.00	\$0.00	\$205,300.00	\$0.00	\$0.00
06	Install Roof System	\$161,300.00	\$161,300.00	\$0.00	\$0.00	\$0.00	\$161,300.00	\$0.00	\$0.00
07	Sheet Metal Material	\$16,800.00	\$16,800.00	\$0.00	\$0.00	\$0.00	\$16,800.00	\$0.00	\$0.00
08	Sheet Metal fabrication & installation	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$14,500.00	\$0.00	\$0.00
09	Equipment	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00
10	Miscellaneous Expenses	\$34,100.00	\$34,100.00	\$0.00	\$0.00	\$0.00	\$34,100.00	\$0.00	\$0.00
11	SubContractor-Plumber	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
12	SubContractor-Mechanical	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00
	<b>GRAND TOTALS</b>	\$1,300,000.00	\$1,300,000.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 01 GENERAL FUND</b>				
<u>Current Assets</u>				
01 101	CASH IN BANK	2,641,163.45	(378,640.83)	2,262,522.62
01 900	Cash County Treasurer	775,981.37	0.00	775,981.37
	Current Assets Subtotal:	3,417,144.82	(378,640.83)	3,038,503.99
<u>Other Assets</u>				
01 390	Budgeted Revenue	6,445,997.00	0.00	6,445,997.00
01 392	Less: Revenue Received	(6,143,076.52)	(133,590.04)	(6,276,666.56)
	Other Assets Subtotal:	302,920.48	(133,590.04)	169,330.44
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>3,720,065.30</b>	<b>(512,230.87)</b>	<b>3,207,834.43</b>
<u>Current Liabilities</u>				
01 450	PAYROLL DEDUCTION PAYABLE	1,037.51	0.00	1,037.51
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE	795.67	0.00	795.67
01 454	RETIREMENT PAYABLE	33.78	0.00	33.78
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	1,866.96	0.00	1,866.96
<u>Other Liabilities</u>				
01 690	Budgeted Expenditures	7,497,765.54	0.00	7,497,765.54
01 692	Less: Expenditures to Date	(5,924,921.59)	(512,230.87)	(6,437,152.46)
	Other Liabilities Subtotal:	1,572,843.95	(512,230.87)	1,060,613.08
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	3,197,122.93	0.00	3,197,122.93
01 705	Budgeted Fund Balance	(1,051,768.54)	0.00	(1,051,768.54)
	Fund Balance Subtotal:	2,145,354.39	0.00	2,145,354.39
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>3,720,065.30</b>	<b>(512,230.87)</b>	<b>3,207,834.43</b>

**Balance Sheet**  
 Period Ending: July 2020  
 Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 02 Depreciation</b>				
<u>Current Assets</u>				
02 101	CASH	217,930.32	0.00	217,930.32
	Current Assets Subtotal:	217,930.32	0.00	217,930.32
<u>Other Assets</u>				
02 392	LESS: REVENUE RECEIVED	(674.52)	0.00	(674.52)
	Other Assets Subtotal:	(674.52)	0.00	(674.52)
	<b>Total Assets and Deferred Outflows of Resources:</b>	217,255.80	0.00	217,255.80
<u>Other Liabilities</u>				
02 692	LESS: EXPENDITURES TO DATE	(151,915.41)	0.00	(151,915.41)
	Other Liabilities Subtotal:	(151,915.41)	0.00	(151,915.41)
<u>Fund Balance</u>				
02 704	FUND BALANCE	369,171.21	0.00	369,171.21
	Fund Balance Subtotal:	369,171.21	0.00	369,171.21
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	217,255.80	0.00	217,255.80

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 03 Unemployment</b>				
<u>Current Assets</u>				
03 101	CASH	18,993.52	3.60	18,997.12
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	<u>38,993.52</u>	<u>3.60</u>	<u>38,997.12</u>
<u>Other Assets</u>				
03 392	LESS: REVENUE RECEIVED	(165.76)	(3.60)	(169.36)
	Other Assets Subtotal:	<u>(165.76)</u>	<u>(3.60)</u>	<u>(169.36)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>38,827.76</u>	<u>0.00</u>	<u>38,827.76</u>
<u>Fund Balance</u>				
03 704	FUND BALANCE	38,827.76	0.00	38,827.76
	Fund Balance Subtotal:	<u>38,827.76</u>	<u>0.00</u>	<u>38,827.76</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>38,827.76</u>	<u>0.00</u>	<u>38,827.76</u>

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 06 Hot Lunch</b>				
<u>Current Assets</u>				
06 101	CASH	58,162.74	(610.90)	57,551.84
	Current Assets Subtotal:	58,162.74	(610.90)	57,551.84
<u>Other Assets</u>				
06 392	LESS: REVENUE RECEIVED	(269,552.90)	(137.02)	(269,689.92)
	Other Assets Subtotal:	(269,552.90)	(137.02)	(269,689.92)
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>(211,390.16)</b>	<b>(747.92)</b>	<b>(212,138.08)</b>
<u>Other Liabilities</u>				
06 692	LESS: EXPENDITURES TO DATE	(296,537.99)	(747.92)	(297,285.91)
	Other Liabilities Subtotal:	(296,537.99)	(747.92)	(297,285.91)
<u>Fund Balance</u>				
06 704	FUND BALANCE	85,147.83	0.00	85,147.83
	Fund Balance Subtotal:	85,147.83	0.00	85,147.83
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>(211,390.16)</b>	<b>(747.92)</b>	<b>(212,138.08)</b>

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 07 Bond</b>				
<u>Current Assets</u>				
07 101	CASH	355,559.70	9,807.07	365,366.77
07 900	Cash County Treasurer	197,489.39	0.00	197,489.39
	Current Assets Subtotal:	<u>553,049.09</u>	<u>9,807.07</u>	<u>562,856.16</u>
<u>Other Assets</u>				
07 392	LESS: REVENUE RECEIVED	(721,335.84)	(9,807.07)	(731,142.91)
	Other Assets Subtotal:	<u>(721,335.84)</u>	<u>(9,807.07)</u>	<u>(731,142.91)</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>(168,286.75)</u>	<u>0.00</u>	<u>(168,286.75)</u>
<u>Other Liabilities</u>				
07 692	LESS: EXPENDITURES TO DATE	(735,317.50)	0.00	(735,317.50)
	Other Liabilities Subtotal:	<u>(735,317.50)</u>	<u>0.00</u>	<u>(735,317.50)</u>
<u>Fund Balance</u>				
07 704	FUND BALANCE	567,030.75	0.00	567,030.75
	Fund Balance Subtotal:	<u>567,030.75</u>	<u>0.00</u>	<u>567,030.75</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>(168,286.75)</u>	<u>0.00</u>	<u>(168,286.75)</u>

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 08 Special Building Fund</b>				
<u>Current Assets</u>				
08 101	CASH	545,984.39	(11,305.38)	534,679.01
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
08 900	Cash County Treasurer	86,588.38	0.00	86,588.38
	Current Assets Subtotal:	<u>682,572.77</u>	<u>(11,305.38)</u>	<u>671,267.39</u>
<u>Other Assets</u>				
08 392	LESS: REVENUE RECEIVED	(362,500.22)	(3,549.22)	(366,049.44)
	Other Assets Subtotal:	<u>(362,500.22)</u>	<u>(3,549.22)</u>	<u>(366,049.44)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>320,072.55</u>	<u>(14,854.60)</u>	<u>305,217.95</u>
<u>Other Liabilities</u>				
08 692	LESS: EXPENDITURES TO DATE	(304,216.92)	(14,854.60)	(319,071.52)
	Other Liabilities Subtotal:	<u>(304,216.92)</u>	<u>(14,854.60)</u>	<u>(319,071.52)</u>
<u>Fund Balance</u>				
08 704	FUND BALANCE	624,289.47	0.00	624,289.47
	Fund Balance Subtotal:	<u>624,289.47</u>	<u>0.00</u>	<u>624,289.47</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>320,072.55</u>	<u>(14,854.60)</u>	<u>305,217.95</u>

**Balance Sheet**

Period Ending: July 2020

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 09 Qualified Capital Purpose Fund</b>				
<u>Current Assets</u>				
09 101	CASH	280,074.41	(64,130.26)	215,944.15
	Current Assets Subtotal:	280,074.41	(64,130.26)	215,944.15
<u>Other Assets</u>				
09 392	LESS: REVENUE RECEIVED	(118,623.00)	(903.74)	(119,526.74)
	Other Assets Subtotal:	(118,623.00)	(903.74)	(119,526.74)
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>161,451.41</b>	<b>(65,034.00)</b>	<b>96,417.41</b>
<u>Other Liabilities</u>				
09 692	LESS: EXPENDITURES TO DATE	(476,772.92)	(65,034.00)	(541,806.92)
	Other Liabilities Subtotal:	(476,772.92)	(65,034.00)	(541,806.92)
<u>Fund Balance</u>				
09 704	FUND BALANCE	638,224.33	0.00	638,224.33
	Fund Balance Subtotal:	638,224.33	0.00	638,224.33
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>161,451.41</b>	<b>(65,034.00)</b>	<b>96,417.41</b>

Monthly; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 05    Activity Fund</b>				
<u>Current Assets</u>				
05 101	CASH	145,289.53	(656.60)	144,632.93
	Current Assets Subtotal:	<u>145,289.53</u>	<u>(656.60)</u>	<u>144,632.93</u>
<u>Other Assets</u>				
05 392	LESS: REVENUE RECEIVED	(125,529.49)	(2,656.75)	(128,186.24)
	Other Assets Subtotal:	<u>(125,529.49)</u>	<u>(2,656.75)</u>	<u>(128,186.24)</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>19,760.04</u>	<u>(3,313.35)</u>	<u>16,446.69</u>
<u>Other Liabilities</u>				
05 692	LESS: EXPENDITURES TO DATE	(139,192.62)	(3,313.35)	(142,505.97)
	Other Liabilities Subtotal:	<u>(139,192.62)</u>	<u>(3,313.35)</u>	<u>(142,505.97)</u>

Annual; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 05 Activity Fund</b>				
<u>Current Assets</u>				
05 101	CASH	145,289.53	(656.60)	144,632.93
	Current Assets Subtotal:	145,289.53	(656.60)	144,632.93
<b>Total Assets and Deferred Outflows of Resources:</b>		145,289.53	(656.60)	144,632.93

<u>Fund Balance</u>				
05 704 0001	ATHLETICS	7,946.86	300.00	8,246.86
05 704 0002	ANNUAL	6,236.60	0.00	6,236.60
05 704 0003	MUSIC	1,240.80	0.00	1,240.80
05 704 0004	ELEMENTARY UNIT	9,933.36	(720.00)	9,213.36
05 704 0005	STUDENT COUNCIL	2,137.84	0.00	2,137.84
05 704 0006	FFA	7,323.67	(55.00)	7,268.67
05 704 0007	HIGH SCHOOL UNIT	5,395.45	(37.74)	5,357.71
05 704 0008	LIFE SKILLS	672.61	0.00	672.61
05 704 0009	FCCLA	3,016.10	0.00	3,016.10
05 704 0010	MISC ACCOUNT	1,395.73	0.00	1,395.73
05 704 0011	ART CLUB	464.47	0.00	464.47
05 704 0012	NATIONAL HONOR SOCIETY	971.50	0.00	971.50
05 704 0013	SPEECH	503.28	0.00	503.28
05 704 0014	1ST GRADE	716.84	0.00	716.84
05 704 0015	BOYS BASKETBALL	2,763.41	(550.00)	2,213.41
05 704 0016	CONCESSIONS	5,173.70	0.00	5,173.70
05 704 0017	GIRLS BASKETBALL	979.20	0.00	979.20
05 704 0019	INTEREST	445.65	5.87	451.52
05 704 0020	UNION BANK	3,067.38	0.00	3,067.38
05 704 0022	FIELDS SCHOLARSHIP	4,263.80	0.00	4,263.80
05 704 0023	CROSS COUNTRY	1,281.60	0.00	1,281.60
05 704 0024	INDUSTRIAL ARTS SHOP	534.69	0.00	534.69
05 704 0025	LIBRARY	1,997.31	0.00	1,997.31
05 704 0026	PARTY GROUP	1,132.31	0.00	1,132.31
05 704 0027	CLASS OF 2021	1,185.72	30.00	1,215.72
05 704 0028	MUSICAL/DRAMA	3,540.61	0.00	3,540.61
05 704 0029	WRESTLING	196.11	0.00	196.11
05 704 0030	GENERAL FUND REIMBURSEMENT	0.00	(265.61)	(265.61)
05 704 0031	6TH GRADE	734.13	0.00	734.13
05 704 0032	WEIGHTS	5,128.69	0.00	5,128.69
05 704 0033	VOLLEYBALL ACCOUNT	6,214.03	336.00	6,550.03
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	1,257.85	1,984.88	3,242.73
05 704 0037	BENNET BACK-PACK PROGRAM	333.21	0.00	333.21
05 704 0038	CLASS OF 2020	1,374.49	(470.00)	904.49
05 704 0039	FAMILY PASSES	6,755.00	0.00	6,755.00

**Balance Sheet**

Period Ending: July 2020

Annual; Processing Month 07/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0040	STUDENT FEES	4,662.00	0.00	4,662.00
05 704 0041	QUIZ BOWL	600.08	0.00	600.08
05 704 0042	JR HIGH BASKETBALL	20.50	0.00	20.50
05 704 0044	SPANISH	44.55	0.00	44.55
05 704 0045	ENGLISH/PSYCHOLOGY	62.01	0.00	62.01
05 704 0046	NEW BAND UNIFORMS	11,896.40	0.00	11,896.40
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0049	SHOW CHOIR	1,064.93	0.00	1,064.93
05 704 0050	CHROMEBOOK INSURANCE	26,432.08	(1,215.00)	25,217.08
05 704 0051	GOLF	0.00	0.00	0.00
05 704 0052	CIRCLE OF FRIENDS	603.30	0.00	603.30
Fund Balance Subtotal:		145,289.53	(656.60)	144,632.93
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>145,289.53</b>	<b>(656.60)</b>	<b>144,632.93</b>

**Balance Sheet**

Period Ending: August 2020

Annual; Processing Month 08/2020; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 05</b>	<b>Activity Fund</b>			
<u>Current Assets</u>				
05 101	CASH	144,632.93	(10,646.75)	133,986.18
	Current Assets Subtotal:	144,632.93	(10,646.75)	133,986.18
Total Assets and Deferred Outflows of Resources:		144,632.93	(10,646.75)	133,986.18

Fund Balance

05 704 0001	ATHLETICS	8,246.86	0.00	8,246.86
05 704 0002	ANNUAL	6,236.60	0.00	6,236.60
05 704 0003	MUSIC	1,240.80	0.00	1,240.80
05 704 0004	ELEMENTARY UNIT	9,213.36	(79.92)	9,133.44
05 704 0005	STUDENT COUNCIL	2,137.84	0.00	2,137.84
05 704 0006	FFA	7,268.67	0.00	7,268.67
05 704 0007	HIGH SCHOOL UNIT	5,357.71	(79.92)	5,277.79
05 704 0008	LIFE SKILLS	672.61	0.00	672.61
05 704 0009	FCCLA	3,016.10	0.00	3,016.10
05 704 0010	MISC ACCOUNT	1,395.73	0.00	1,395.73
05 704 0011	ART CLUB	464.47	0.00	464.47
05 704 0012	NATIONAL HONOR SOCIETY	971.50	0.00	971.50
05 704 0013	SPEECH	503.28	0.00	503.28
05 704 0014	1ST GRADE	716.84	(9,583.14)	(8,866.30)
05 704 0015	BOYS BASKETBALL	2,213.41	0.00	2,213.41
05 704 0016	CONCESSIONS	5,173.70	0.00	5,173.70
05 704 0017	GIRLS BASKETBALL	979.20	0.00	979.20
05 704 0019	INTEREST	451.52	0.00	451.52
05 704 0020	UNION BANK	3,067.38	0.00	3,067.38
05 704 0022	FIELDS SCHOLARSHIP	4,263.80	0.00	4,263.80
05 704 0023	CROSS COUNTRY	1,281.60	0.00	1,281.60
05 704 0024	INDUSTRIAL ARTS SHOP	534.69	0.00	534.69
05 704 0025	LIBRARY	1,997.31	0.00	1,997.31
05 704 0026	PARTY GROUP	1,132.31	0.00	1,132.31
05 704 0027	CLASS OF 2021	1,215.72	0.00	1,215.72
05 704 0028	MUSICAL/DRAMA	3,540.61	0.00	3,540.61
05 704 0029	WRESTLING	196.11	0.00	196.11
05 704 0030	GENERAL FUND REIMBURSEMENT	(265.61)	(552.77)	(818.38)
05 704 0031	6TH GRADE	734.13	0.00	734.13
05 704 0032	WEIGHTS	5,128.69	0.00	5,128.69
05 704 0033	VOLLEYBALL ACCOUNT	6,550.03	(351.00)	6,199.03
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	3,242.73	0.00	3,242.73
05 704 0037	BENNET BACK-PACK PROGRAM	333.21	0.00	333.21
05 704 0038	CLASS OF 2020	904.49	0.00	904.49

**Balance Sheet**

Period Ending: August 2020

Annual; Processing Month 08/2020; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0039	FAMILY PASSES	6,755.00	0.00	6,755.00
05 704 0040	STUDENT FEES	4,662.00	0.00	4,662.00
05 704 0041	QUIZ BOWL	600.08	0.00	600.08
05 704 0042	JR HIGH BASKETBALL	20.50	0.00	20.50
05 704 0044	SPANISH	44.55	0.00	44.55
05 704 0045	ENGLISH/PSYCHOLOGY	62.01	0.00	62.01
05 704 0046	NEW BAND UNIFORMS	11,896.40	0.00	11,896.40
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0049	SHOW CHOIR	1,064.93	0.00	1,064.93
05 704 0050	CHROMEBOOK INSURANCE	25,217.08	0.00	25,217.08
05 704 0051	GOLF	0.00	0.00	0.00
05 704 0052	CIRCLE OF FRIENDS	603.30	0.00	603.30
Fund Balance Subtotal:		144,632.93	(10,646.75)	133,986.18
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>144,632.93</b>	<b>(10,646.75)</b>	<b>133,986.18</b>

Regular, Processing Month 07/2020; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES	4,613,015.00	59,645.47	3,934,756.08	85.30	678,258.92
01 1115	CARLINE TAX	0.00	0.00	0.00	0.00	0.00
01 1120	In-Lieu 1957 Levy Tax	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLE TAXES	283,952.00	14,492.10	284,068.25	100.04	(116.25)
01 1140	Interest Levied Tax	0.00	0.00	0.00	0.00	0.00
01 1190	OTHER TAXES	0.00	0.00	0.00	0.00	0.00
01 1312	SUMMER SCHOOL TUITION	10,000.00	0.00	0.00	0.00	10,000.00
01 1312 1001	DRIVERS EDUCATION - SUMMER FEES	0.00	0.00	0.00	0.00	0.00
01 1315	TUITION FROM DISTRICTS - SENCAP	0.00	0.00	914.80	0.00	(914.80)
01 1370	PRESCHOOL TUITION & FEES	10,000.00	0.00	20,223.50	202.24	(10,223.50)
01 1421	TRANSPORTATION OTHER DISTRICTS	0.00	0.00	0.00	0.00	0.00
01 1510	INTEREST ON INVESTMENTS	0.00	105.63	968.03	0.00	(968.03)
01 1800	REC PROGRAM - COMMUNITY SERVICES	25,000.00	0.00	23,268.58	93.07	1,731.42
01 1910	RENTAL OF SCHOOL FACILITY	200.00	0.00	0.00	0.00	200.00
01 1911	LOCAL LICENSE FEES	0.00	0.00	630.00	0.00	(630.00)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	200.00	0.00	(200.00)
Subtotal: LOCAL RECIEPTS		4,942,167.00	74,243.20	4,265,029.24	86.30	677,137.76
01 2110	COUNTY FINES & LICENSE FEES	20,000.00	1,471.69	22,055.28	110.28	(2,055.28)
01 2130	OTHER COUNTY RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 2150 0002	SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00
01 2210	ESU RECEIPTS	5,000.00	0.00	1,003.00	20.06	3,997.00
Subtotal: COUNTY AND ESU RECEIPTS		25,000.00	1,471.69	23,058.28	92.23	1,941.72
01 3110	STATE AID	938,830.00	0.00	943,471.00	100.49	(4,641.00)
01 3120	SPED SCHOOL AGE	200,000.00	0.00	378,594.91	189.30	(178,594.91)
01 3125	SPED TRANSPORTATION	1,500.00	0.00	0.00	0.00	1,500.00
01 3130	HOMESTEAD EXEMPTION	20,000.00	15,381.15	164,796.42	823.98	(144,796.42)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATE MOTOR VEHICLE	7,000.00	0.00	0.00	0.00	7,000.00
01 3400	STATE APPORTIONMENT	52,000.00	0.00	75,734.70	145.64	(23,734.70)
01 3500	QUALITY ED INCENTIVE GRANT	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE EDUCATON INCENTIVE PAYMENTS	0.00	0.00	0.00	0.00	0.00
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	3,500.00	0.00	5,789.00	165.40	(2,289.00)
01 3540	STATE EARLY CHILDHOOD	60,000.00	0.00	0.00	0.00	60,000.00
01 3570	TEACHER DEVELOPMENT GRANT	0.00	0.00	0.00	0.00	0.00
01 3800	REVENUE IN LIEU OF SCHOOL LAND TAX	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	25,000.00	0.00	44,272.64	177.09	(19,272.64)
Subtotal: STATE RECEIPTS		1,307,830.00	15,381.15	1,612,658.67	123.31	(304,828.67)
01 4300	RESTRICTED GRANTS-IN-AID FROM FED GOV	5,000.00	0.00	0.00	0.00	5,000.00
01 4310	REAP	35,000.00	0.00	44,729.00	127.80	(9,729.00)
01 4500	GRANTS FROM THE FED GOV THROUGH STATE	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE 1 PART A - CARRY OVER	0.00	42,038.00	42,038.00	0.00	(42,038.00)
01 4506	TITLE 1 PART A - CURRENT YEAR	32,000.00	0.00	0.00	0.00	32,000.00
01 4507	TITLE 1 SCHOOL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II SUPPORTING EFFECTIVE INSTRUCTIO	0.00	0.00	0.00	0.00	0.00
01 4511	TITLE V, REAP RURAL LOW INCOME SCH GRANT	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA PART B BASE ALLOCATIONS	0.00	0.00	40,630.00	0.00	(40,630.00)
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	0.00	0.00	3,908.00	0.00	(3,908.00)
01 4519	IDEA ENROLLMENT/POVERTY	85,000.00	0.00	69,598.67	81.88	15,401.33
01 4521	IDEA PART B PROPORTIONATE	0.00	0.00	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00

Regular; Processing Month 07/2020; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4525	FEDERAL VOCATIONAL & APPLIED TECH EDUC	0.00	0.00	0.00	0.00	0.00
01 4580	Ed Jobs	0.00	0.00	0.00	0.00	0.00
01 4599	Fed State Fiscal Stabilization ARRA	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: Idea Part B Enrollment /Pover	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA idea	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID REIMBURSEMENT SPED	7,500.00	0.00	0.00	0.00	7,500.00
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	5,500.00	0.00	0.00	0.00	5,500.00
01 4750	School to Work	0.00	0.00	0.00	0.00	0.00
01 4810	ARRA TITLE 1	0.00	0.00	0.00	0.00	0.00
01 4900	OTHER FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4955	NCLB Title II Part A (teacher/princ	0.00	0.00	1,825.20	0.00	(1,825.20)
01 4965	Goals 2000	0.00	0.00	0.00	0.00	0.00
01 4967	TITLE IV, PART A SSAE GRANT	0.00	0.00	282.00	0.00	(282.00)
01 4975	Innovation in Education (Frameworks	0.00	0.00	0.00	0.00	0.00
01 4985	NCLB Title II Part D (Technology)	0.00	0.00	0.00	0.00	0.00
01 4994	SCIP	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		170,000.00	42,038.00	203,010.87	119.42	(33,010.87)
01 5200	FUND TRANSFERS	0.00	0.00	146,939.83	0.00	(146,939.83)
01 5300	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	97.00	0.00	(97.00)
01 5400	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
01 5610	Art Class Receipts	0.00	0.00	0.00	0.00	0.00
01 5620	Industrial Arts Receipts	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	1,000.00	0.00	25,416.67	2,541.67	(24,416.67)
Subtotal: NON-REVENUE RECEIPTS		1,000.00	0.00	172,453.50	17,245.35	(171,453.50)
01 9000	NON-PROGRAMMED RECEIPTS	0.00	456.00	456.00	0.00	(456.00)
Subtotal: NON-PROGRAM RECEIPTS		0.00	456.00	456.00	0.00	(456.00)
Fund Total:		6,445,997.00	133,590.04	6,276,666.56	97.37	189,330.44

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	27488040	Access Systems Leasing	08/10/2020	2,329.90
01 1100 440 001		HS Copier Lease		1,164.95
01 1100 440 003		Elem Copier Lease		1,164.95
Total	Access Systems Leasing			2,329.90
	2020 GOOGLE SUMMIT	Brown, Burke	08/10/2020	1,031.00
01 1100 330 001		HS Professional Development		515.50
01 1100 330 003		Elem Professional Development		515.50
Total	Brown, Burke			1,031.00
	DN046 - 07242020	CASEY'S BUSINESS MASTERCARD	08/10/2020	353.06
01 2710 626 000		Bus Gas and Oil		353.06
Total	CASEY'S BUSINESS MASTERCARD			353.06
	08032020 DOT EXAM CF	COMPLETE CHIROPRACTIC & WELLNESS CENTER	08/10/2020	65.00
01 2710 890 000		Bus Misc. Expenses		65.00
	08032020 DOT EXAM SR	COMPLETE CHIROPRACTIC & WELLNESS CENTER	08/10/2020	65.00
01 2710 890 000		Bus Misc. Expenses		65.00
	08032020 DOT EXAM TS	COMPLETE CHIROPRACTIC & WELLNESS CENTER	08/10/2020	65.00
01 2710 890 000		Bus Misc. Expenses		65.00
Total	COMPLETE CHIROPRACTIC & WELLNESS CENTER			195.00
	INV0340555	DakTech Inc.	08/10/2020	1,458.00
01 2510 610 000		Superintendent Secretary Office Supplies		1,458.00
Total	DakTech Inc.			1,458.00
	1226532	DAS State ACCTG-Central Finance	08/10/2020	229.32
01 2224 530 000		Internet Service		229.32
Total	DAS State ACCTG-Central Finance			229.32
	9359	EDUCATIONAL SERVICE UNIT #4	08/10/2020	375.00
01 2310 317 000		BOE Legal Services		375.00
Total	EDUCATIONAL SERVICE UNIT #4			375.00
	14102	EDUCATIONAL SERVICE UNIT #6	08/10/2020	398.36
01 2224 530 000		Internet Service		398.36
Total	EDUCATIONAL SERVICE UNIT #6			398.36
	315780B	EGAN SUPPLY CO	08/10/2020	165.72
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		165.72
Total	EGAN SUPPLY CO			165.72
	16112	EKSTRUM AUTO TECH INC.	08/10/2020	367.75
01 2710 430 000		Bus Repairs and Maintenance		367.75
	16113	EKSTRUM AUTO TECH INC.	08/10/2020	409.85
01 2710 430 000		Bus Repairs and Maintenance		409.85
Total	EKSTRUM AUTO TECH INC.			777.60
	LN053262	ELECTRONIC CONTRACTING COMPANY	08/10/2020	87.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 430 003		Elem Repairs and Maintenance Services		87.00
	LN053263	ELECTRONIC CONTRACTING COMPANY	08/10/2020	87.00
01 2620 430 001		HS Repairs and Maintenance		87.00
Total		ELECTRONIC CONTRACTING COMPANY		174.00
	08032020 REC REIMB	FICK, WARREN & LAURA	08/10/2020	96.55
01 3300 890 003		Rec Program Misc. Expenses		96.55
Total		FICK, WARREN & LAURA		96.55
	08032020 PAYFLEX	FIRST CONCORD BENEFITS	08/10/2020	100.00
01 2510 890 000		Superintendent Secretary Misc. Expenses		100.00
Total		FIRST CONCORD BENEFITS		100.00
	2020 MASKS	HART, MICHAEL	08/10/2020	17.94
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		17.94
	2020 MOVING EXPEN	HART, MICHAEL	08/10/2020	2,500.00
01 2320 890 000		Superintendent Misc. Expenses		2,500.00
Total		HART, MICHAEL		2,517.94
	559184163	HOME DEPOT PRO, THE	08/10/2020	45.44
01 2610 610 003		Elem Custodian Supplies		45.44
	563332154	HOME DEPOT PRO, THE	08/10/2020	156.72
01 2610 610 003		Elem Custodian Supplies		156.72
Total		HOME DEPOT PRO, THE		202.16
	058830	JAYMAR Business Forms, Inc.	08/10/2020	509.40
01 2510 610 000		Superintendent Secretary Office Supplies		509.40
Total		JAYMAR Business Forms, Inc.		509.40
	0233090 - 082020	JOHNSON, HEATH	08/10/2020	984.00
01 2410 330 001		HS Principal Professional Development		984.00
Total		JOHNSON, HEATH		984.00
	10383385	JourneyEd.com, Inc.	08/10/2020	500.00
01 1100 735 001		HS Technology Software		250.00
01 1100 735 003		Elem Technology Software		250.00
Total		JourneyEd.com, Inc.		500.00
	99803	JUDSON IRRIGATION, INC.	08/10/2020	6,352.00
01 2620 430 003		Elem Repairs and Maintenance Services		6,352.00
Total		JUDSON IRRIGATION, INC.		6,352.00
	5299	KANSAS CITY AUDIO-VISUAL, INC	08/10/2020	4,616.20
01 1100 734 003		Elem Computer Hardware		4,616.20
Total		KANSAS CITY AUDIO-VISUAL, INC		4,616.20
	111209872	KELLEY, DANIEL	08/10/2020	62.50
01 2710 890 000		Bus Misc. Expenses		62.50
Total		KELLEY, DANIEL		62.50

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	INV529548	KURITA AMERICA INC	08/10/2020	340.00
01 2610 431 003		Elem Upkeep of Building		340.00
Total	KURITA AMERICA INC			340.00
	51666780	MATHESON-TRI-GAS INC	08/10/2020	40.24
01 1100 610 001		HS General Supplies		40.24
Total	MATHESON-TRI-GAS INC			40.24
	IN20150	Meininger Fire Protection, Inc	08/10/2020	860.00
01 2620 430 003		Elem Repairs and Maintenance Services		335.00
01 2620 430 001		HS Repairs and Maintenance		525.00
Total	Meininger Fire Protection, Inc			860.00
	40651	MENARDS	08/10/2020	256.09
01 2610 610 001		HS Custodian Supplies		256.09
	41133	MENARDS	08/10/2020	96.95
01 2610 610 001		HS Custodian Supplies		96.95
	42063	MENARDS	08/10/2020	121.97
01 2610 610 001		HS Custodian Supplies		121.97
	42213	MENARDS	08/10/2020	220.14
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		110.07
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		110.07
	42329	MENARDS	08/10/2020	121.46
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		32.97
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		32.97
01 2610 610 001		HS Custodian Supplies		4.28
01 2610 610 003		Elem Custodian Supplies		51.24
Total	MENARDS			816.61
	3RD QRT MILEAGE EM	MOORE, ELYSE	08/10/2020	73.32
01 2150 610 003		Speech Elem Supplies		73.32
Total	MOORE, ELYSE			73.32
	0380553-IN	NEBRASKA AIR FILTER, INC	08/10/2020	616.25
01 2610 610 001		HS Custodian Supplies		616.25
	0380903-IN	NEBRASKA AIR FILTER, INC	08/10/2020	94.49
01 2610 610 001		HS Custodian Supplies		94.49
	0381026-IN	NEBRASKA AIR FILTER, INC	08/10/2020	869.86
01 2610 610 003		Elem Custodian Supplies		869.86
Total	NEBRASKA AIR FILTER, INC			1,580.60
	1546-1 0605- 07082020	NEBRASKA CITY UTILITIES	08/10/2020	88.31
01 2610 622 001		HS Electricity		88.31
	3273-0 0605- 07082020	NEBRASKA CITY UTILITIES	08/10/2020	3,916.23
01 2610 622 003		Elem Electricity		3,916.23
	3321-7 0605- 07082020	NEBRASKA CITY UTILITIES	08/10/2020	6,942.61
01 2610 622 001		HS Electricity		6,942.61
	39368-6 0605- 070820	NEBRASKA CITY UTILITIES	08/10/2020	27.00
01 2610 622 001		HS Electricity		27.00
	43577-6 0605- 070820	NEBRASKA CITY UTILITIES	08/10/2020	23.46

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 622 001		HS Electricity		23.46
	43679-0 0605-070820	NEBRASKA CITY UTILITIES	08/10/2020	38.10
01 2610 622 001		HS Electricity		38.10
	44277-2 0605-070820	NEBRASKA CITY UTILITIES	08/10/2020	67.40
01 2610 622 001		HS Electricity		67.40
	44718-5 0605-070820	NEBRASKA CITY UTILITIES	08/10/2020	346.22
01 2610 622 001		HS Electricity		346.22
Total NEBRASKA CITY UTILITIES				11,449.33
	2020 ADMIN DAYS	NEBRASKA COUNCIL OF SCHOOL ADMIN.	08/10/2020	140.00
01 2320 330 000		Superintendent Mileage		140.00
	2020 TITLE IX TRAIN	NEBRASKA COUNCIL OF SCHOOL ADMIN.	08/10/2020	150.00
01 2320 330 000		Superintendent Mileage		150.00
Total NEBRASKA COUNCIL OF SCHOOL ADMIN.				290.00
	2020-21 MEMBER	NRCSA	08/10/2020	850.00
01 2310 810 000		BOE Dues and Fees		850.00
Total NRCSA				850.00
	JULY 2020 JO	O'Neil, Jan	08/10/2020	1,724.45
01 6408 320 000		IDEA Part B Birth-4 Pre-diagnosis		1,335.06
01 6406 320 003		IDEA Preschool Professional Service		389.39
Total O'Neil, Jan				1,724.45
	1502-20200731	ONE SOURCE THE BACKGROUND CHECK COMPANY	08/10/2020	211.00
01 2310 890 000		BOE Misc. Expenses		211.00
Total ONE SOURCE THE BACKGROUND CHECK COMPANY				211.00
	07162020 POSTAGE	PALMYRA ACTIVITY FUND	08/10/2020	265.61
01 2510 531 001		HS Postage		132.81
01 2510 531 003		Elem Postage		132.80
Total PALMYRA ACTIVITY FUND				265.61
	62	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	08/10/2020	225.00
01 2310 317 000		BOE Legal Services		225.00
Total Perry, Guthery, Hasse & Gessford, P.C., L.L.O.				225.00
	8535376	QUILL	08/10/2020	139.96
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		69.98
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		69.98
	8542267	QUILL	08/10/2020	299.90
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		149.95
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		149.95
Total QUILL				439.86
	PHS 07/25/2020	RECYCLING ENTERPRISES OF NE, INC.	08/10/2020	90.00
01 2610 431 001		HS Upkeep of Building		90.00
Total RECYCLING ENTERPRISES OF NE, INC.				90.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	153409	Southwest Auto	08/10/2020	6,306.63
01 2710 430 000		Bus Repairs and Maintenance		6,306.63
	153752	Southwest Auto	08/10/2020	360.00
01 2710 430 000		Bus Repairs and Maintenance		360.00
	153893	Southwest Auto	08/10/2020	1,185.14
01 2710 430 000		Bus Repairs and Maintenance		1,185.14
	153915	Southwest Auto	08/10/2020	62.40
01 2710 430 000		Bus Repairs and Maintenance		62.40
Total Southwest Auto				<u>7,914.17</u>
	SNP4595	STEPNPULL	08/10/2020	134.80
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		134.80
Total STEPNPULL				<u>134.80</u>
	2928	STRIV, INC	08/10/2020	2,975.00
01 1100 735 001		HS Technology Software		2,975.00
Total STRIV, INC				<u>2,975.00</u>
	7731774	SYMMETRY ENERGY SOLUTIONS LLC	08/10/2020	1,018.80
01 2610 621 003		Elem Natural Gas		209.97
01 2610 621 001		HS Natural Gas		123.38
01 2610 621 001		HS Natural Gas		675.45
01 2610 621 003		Elem Natural Gas		10.00
	8062934	SYMMETRY ENERGY SOLUTIONS LLC	08/10/2020	581.03
01 2610 621 003		Elem Natural Gas		116.17
01 2610 621 001		HS Natural Gas		71.27
01 2610 621 001		HS Natural Gas		383.59
01 2610 621 003		Elem Natural Gas		10.00
Total SYMMETRY ENERGY SOLUTIONS LLC				<u>1,599.83</u>
	435777433438	SYNCB/AMAZON	08/10/2020	64.65
01 2410 610 001		HS Principal Supplies		64.65
	445645744478	SYNCB/AMAZON	08/10/2020	16.98
01 1100 734 003		Elem Computer Hardware		16.98
	465895893463	SYNCB/AMAZON	08/10/2020	497.99
01 2410 610 001		HS Principal Supplies		497.99
	554344449837	SYNCB/AMAZON	08/10/2020	33.97
01 2320 890 000		Superintendent Misc. Expenses		33.97
	754963347549	SYNCB/AMAZON	08/10/2020	28.86
01 2410 610 001		HS Principal Supplies		28.86
	774789743888	SYNCB/AMAZON	08/10/2020	56.85
01 2610 610 001		HS Custodian Supplies		56.85
	984753975549	SYNCB/AMAZON	08/10/2020	39.85
01 2410 610 001		HS Principal Supplies		39.85
Total SYNCB/AMAZON				<u>739.15</u>
	44174	T.C. AND B. CORPORATE WEARABLES, INC	08/10/2020	1,485.00
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		1,485.00
Total T.C. AND B. CORPORATE WEARABLES, INC				<u>1,485.00</u>
	239704	Uribe Refuse Services, Inc.	08/10/2020	386.00
01 2610 431 003		Elem Upkeep of Building		386.00
Total Uribe Refuse Services, Inc.				<u>386.00</u>

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	58647	VILLAGE OF BENNET	08/10/2020	1,914.50
01 2610 410 003		Elem Water & Sewer		1,877.94
01 2610 622 003		Elem Electricity		36.56
Total	VILLAGE OF BENNET			1,914.50
	23001 - 0627-072420	VILLAGE OF PALMYRA	08/10/2020	137.47
01 2610 410 001		HS Water & Sewer		137.47
	257001 - 0627-072420	VILLAGE OF PALMYRA	08/10/2020	172.75
01 2610 410 001		HS Water & Sewer		172.75
	274001 - 0627-072420	VILLAGE OF PALMYRA	08/10/2020	24.00
01 2610 410 001		HS Water & Sewer		24.00
Total	VILLAGE OF PALMYRA			334.22
	223265	VOICE NEWS	08/10/2020	7.57
01 2310 540 000		BOE Advertising		7.57
	223490	VOICE NEWS	08/10/2020	96.00
01 2310 540 000		BOE Advertising		96.00
	223491	VOICE NEWS	08/10/2020	96.00
01 2310 540 000		BOE Advertising		96.00
	223531	VOICE NEWS	08/10/2020	121.19
01 2310 540 000		BOE Advertising		121.19
	223721	VOICE NEWS	08/10/2020	6.73
01 2310 540 000		BOE Advertising		6.73
Total	VOICE NEWS			327.49
	0042183	VOLLI COMMUNICATIONS, INC	08/10/2020	113.63
01 2510 382 001		HS Telephone		56.82
01 2510 382 003		Elem Telephone		56.81
Total	VOLLI COMMUNICATIONS, INC			113.63
	10201137-00	VOSS LIGHTING	08/10/2020	646.10
01 2610 610 003		Elem Custodian Supplies		646.10
Total	VOSS LIGHTING			646.10
Fund Number	01			61,253.62
Checking Account ID	1			61,253.62

Bills August 2020 \$61253.62

Payroll July 2020 \$411691.37

Total \$472944.99



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Regular, Processing Month 07/2020; Fund Number 01

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Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4690	ARRA- STATE FISCAL STAB FUNDS NON-SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	ARRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630	ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	FED VOC & APP TECH ED (CARL PERKINS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730	PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4955	ARRA ESEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4960	TITLE IV, PRT A NCLB-SAFE & DRUG FREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4985	TITLE II, PART D NCLB TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4994	SPED CONTINUOUS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	86,325.75	59,308.08	89.42	7,017.67	0.00	0.00	7,017.67
6310	NCLB TITLE II PART A	44,186.00	5,571.20	12.61	38,624.80	0.00	0.00	38,624.80
6330	REAP GRANT	21,000.00	29,207.00	139.08	(8,207.00)	0.00	0.00	(8,207.00)
6406	IDEA PRESCHOOL	20,585.00	11,713.03	56.87	8,881.97	0.00	0.00	8,881.97
6408	IDEA ENROLLMENT/POVERTY	147,112.14	135,321.67	91.99	11,790.47	0.00	0.00	11,790.47
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	10,090.85	0.00	0.00	10,090.85	0.00	0.00	10,090.85
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	45,001.00	16,697.04	37.10	28,303.96	0.00	0.00	28,303.96
6996	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	7,497,765.54	6,437,152.46	85.85	1,060,613.08	0.00	0.00	1,060,613.08



## Punch List

Project: Palmyra Sports Complex  
Site and Electrical Punchlist

Project Number: 845-002-18  
Palmyra, NE

Owner: Village of Palmyra and District OR-1 Schools

Contractor: Nemaha Sports Construction  
Lincoln, NE

Issue Date:

Inspection Date:

Inspected By: Jordan Preister/ Eric Silvey

Copies To: Kyle King, Rob Hanger, File

The items listed on the following page are not completed or need to be corrected in order to meet the requirements of the contract documents.

The Contractor shall submit a signed copy of this punch list which has been dated and initialed at each item thereby indicating that the item has been completed or corrected.

Initials/Date    Item:

## Site

•

## Electrical

- Install 3 WP/GFI receptacles as indicated on E0.02 in the two dugouts and near the bleachers behind home plate.
- The baseball scoreboard has an open backbox and appears to have a ground wire cut? Verify scoreboard circuit is operational. There is also a green ground wire coming out of the ground that is not terminated on anything? Finish installation of scoreboard circuit and verify circuit is correctly marked within the panelboard as indicated on E0.02
- Circuits for scoreboard, P-tac units and irrigation controllers don't match what is indicated in the circuit directory. The owner couldn't locate these so the panelboard directories need to be updated to reflect the actual circuit breakers. Verify connectivity of these circuits with the owner.
- Pressbox occupancy sensors are not installed tight to ceiling. Additionally, ceiling needs painted where drywall was patched to install dimmer switches. Verify painting with general contractor.



- There is an unused piece of conduit sitting on the intermediate bleacher support right outside the pressbox stairway. Please remove conduit.
- Receptacles within communication boxes are not securely tightened to boxes in some cases. Additionally, since proper drainage of communication boxes did not happen, we would like small pin holes drilled in the conduits that were bored into the boxes so water isn't sitting in the conduits. Lastly, the communication boxes are not rated boxes for wiring terminations. All splice points must occur in a rated backbox with coverplate, secured tightly within the communication box. This remains true for all communication boxes as indicated on E0.03.
- Are the down lights (Type C) not able to be controlled via the integral photocell of the adjacent fixture Type B, just outside the restroom entry of the Sports Complex Concession/Restroom building as indicated on E1.11?
- Is there a way to clean up the finishing detail around receptacles in the metal panels? The exposed, rough caulking does not look good.

The General Contractor is to sign and date below certifying that all above work has been completed and reviewed. The Clark Enersen Partners will re-inspect above items only after receiving a signed copy of the Project Punch List.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERINTENDENT'S REPORT  
REGULAR BOARD MEETING  
Information Items:**

**Date:** August 10, 2020  
**TO:** Palmyra District OR-1 BOE  
**From:** Michael Hart

**Olson Complex Project Update:**

- A “punch list” walkthrough of the complex was completed on Thursday, July 23<sup>rd</sup>. The project is nearing completion and Nemaha project managers are in the process of completing the “punch list” items. I will review a few of the “punch list items during the board meeting tonight.
- Discussions and planning continues for a possible complex dedication event (depending on the current DHM’s) for some time in October. Stay tuned for more updates as we get closer to finalizing a specific date and time.

**Sidewalk Progress:**

- The sidewalk to the north of the high school building continues to improve. Listed below are some recent photos of the current status of the project.



**Board Work Session Meeting:**

- Just a reminder that we are scheduled to have a board work session on Wednesday, August 26<sup>th</sup> at 7:00 p.m. to discuss 2020/2021 budget development.

**Upcoming District Events:**

- **Monday, August 10<sup>th</sup>:** All staff report back
- **Thursday, August 13<sup>th</sup>:** First day for all students.

High School Principal's  
August Board Report

1. New Teacher Orientation was held on August 6<sup>th</sup>.
2. Staff Development- August 10<sup>th</sup>-12<sup>th</sup>.  
Agenda attached to my report.
3. A special thank you to the maintenance team for all their hard work this summer in preparing the building for staff and students. Also a big thank you to Jane for all her hard work getting prepared for students and staff.

Elementary Principal's Board Report  
August 10th, 2020

1. Please welcome our new certified staff:  
  
Mikayla Batman-6<sup>th</sup> grade  
Abby Eastep- Special Education  
Karen Redd- Special Education  
Amy Buchanan- Speech Pathologist  
Elizabeth Pohlen- Occupational Therapist
2. Staff from both buildings participated in Google Summit and Canvas this summer.
3. Bennet Elementary had our KDG Open House on Wednesday, August 5<sup>th</sup> from 5:30-7:30 PM.
4. New teacher Orientation was on Thursday, August 6<sup>th</sup>.
5. Staff Development- August 10<sup>th</sup>-12<sup>th</sup>.
6. MAPS testing is scheduled for August 24<sup>th</sup>-September 4<sup>th</sup> for Bennet Elementary.
7. A special thank you to Scott and Ted the maintenance team for all their hard work this summer in preparing the building for staff and students. Also, thank you to Laura for all her hard work this summer!



# Palmyra

## August, 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 6:00pm-7:00pm Kindergarten Roundup- @ Bennet Elementary	6 8:00am-12:00pm New Teacher Orientation- @ Palmyra High School	7	8
9	10 Fall Practice Starts- 8:00am-4:00pm Faculty Inservice- @ Multiple Locations	11 8:00am-4:00pm Faculty Inservice- @ Multiple Locations	12 8:00am-4:00pm Faculty Inservice- @ Multiple Locations	13 First Day of School-	14	15
16	17	18	19	20	21	22 9:30am Volleyball-Varsity Palmyra vs. Multiple Schools @ Palmyra High School Main Gym
23	24	25	26	27 9:00am Golf-G/Varsity Syracuse @ Syracuse High School 6:00pm Volleyball-Varsity Palmyra vs. Multiple Schools @ Palmyra High School	28 7:00pm Football-Varsity Omaha Christian Academy @ Palmyra High School Olson Sports Complex	29
30	31 FFA State Fair Livestock Show- @ Kearney 9:00am ECNC Leadership Summit- @ Palmyra High School Main West Gym					

## **August Activities Board Report**

Fall conditioning the week of August 3<sup>rd</sup>-7<sup>th</sup>

Fall sports practices begin August 10<sup>th</sup>

## **August Activities Calendar Attached**





## District OR-1



### COMMENTS:

#### #3 - INSTRUCTIONAL LEADERSHIP

- Pursue ideas to create more participation and pride in school and community activities.
- Create community and local partnerships to provide real world experiences for students
- Seek out career experiences with SCC and dual credit opportunities for students

### GRADE FOR MIKE IN THIS AREA:

A B C D F

### COMMENTS:

#### #4 - SCHOOL CLIMATE AND CULTURE

- Become a familiar with the culture and history of District OR1 to jump start the future strategic planning process
- Create a pre and post school wide survey for staff and students to gauge level of climate and culture.
- Engage a climate and culture committee comprised of teachers, support staff, and students
- Work with the digital media club to create platforms of communication to showcase celebrations and marketing for all stakeholders

### GRADE FOR MIKE IN THIS AREA:

A B C D F

### COMMENTS:

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**OVERALL GRADE FROM BOARD:** A B C D F

**OVERALL SUMMARY COMMENTS:**

*Board approved: 8.10.2020*

**EXHIBIT "E"**  
**REQUEST OF RECIPIENT FOR PAYMENT OF INVOICE/CONTRACT**

**THE LELAND J. AND DORTHY H. OLSON CHARITABLE FOUNDATION**  
**REQUEST OF RECIPIENT FOR PAYMENT OF INVOICE/CONTRACT**

NOTICE: Pursuant to the Grant and Escrow Agreement, request may be made only for payment of invoices to construct certain improvements to the land of Recipients and install certain facilities thereon, as more particularly described in the Grant and Escrow Agreement.

**DATE: August 10, 2020**

The above name Recipients, being the Recipients of the Olson Foundation under the Grant and Escrow Agreement, hereby jointly request payment of the invoice/contract attached hereto directly to the Payee.

PAYEE:

As Listed Below:

DESCRIPTION OF GOODS OR SERVICES TO BE PURCHASED: [Attach copy of invoice]

<b>Firm</b>	<b>Amount</b>
Clark Enersen Partners	\$3,525.18
Benesch	\$2,986.80
Nemaha Construction Pay App #15	\$62,375.00
Nemaha Construction: Pay App # 16	\$95,969.17

DATE PAYMENT ON INVOICE/CONTRACT DUE: Completed

DATE OF DELIVERY OF CONVEYANCE, SERVICES,  
WORK OR GOODS: Completed

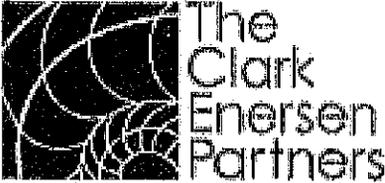
The undersigned hereby certifies that the foregoing request for payment of invoice/contract is duly authorized and for the purchase of items authorized by the Grant and Escrow Agreement and for amounts owed pursuant to the terms and conditions of the Project Contracts, as such term is defined in the Grant and Escrow Agreement.

/s/ Michael T. Hart: Secretary

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1.1. Presentation, discussion and or official action with regard to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) to approve the Applications for Payment and billing statements related to the Project, including, but not limited to the cost of the legal services, architectural design and planning, and site preparation costs.

Motion to Approve the Applications for Payment and billing statements related to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) as presented



Mike Hart  
 District OR-1 Public Schools  
 PO Box 130  
 Palmyra, NE 68418

July 15, 2020  
 Project No: 845-002-18  
 Invoice No: 20

Project 845-002-18 District OR-1 Palmyra Sports Complex  
 For professional services rendered for the period May 30, 2020 to July 3, 2020 for the referenced project.

**Fee Earned:**

Total Fee	350,000.00		
Percent Complete	99.00	Total Earned	346,500.00
		Previous Fee Billing	343,000.00
		Current Fee Billing	3,500.00
		Total Fee	3,500.00

**Reimbursable Expenses**

Printing		1.60	
Travel		23.58	
Total Reimbursable Expenses		25.18	25.18

**Billing Limits**

	Current	Prior	To-Date
Fees	3,500.00	343,000.00	346,500.00
Limit			350,000.00
Remaining			3,500.00
Expenses	25.18	3,579.73	3,604.91
Limit			3,604.91

Total this Invoice 33,525.18

*Melanie D. Stover*

Melanie D. Stover  
 Business Manager

**Check/TAR**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.



Rob Hanger  
 Superintendent  
 District OR-1 Public Schools  
 426 F Street  
 Palmyra, NE 68418

Geotechnical Services  
 Palmyra Sports Complex

June 18, 2020  
 Project No: 00111853.00  
 Invoice No: 159542

Professional Services from May 11, 2020 to June 14, 2020

Task 00002 Construction Observation & Testing

Professional Personnel

	Hours	Rate	Amount	
Senior Field/Lab Technician				
Wells, William	3.50	87.00	304.50	
Field/Lab Technician II				
Cranford, Patrick	6.50	57.00	370.50	
Hergenrader, Cameron	2.00	57.00	114.00	
Hergenrader, Marshall	20.00	57.00	1,140.00	
Totals	32.00		1,929.00	
<b>Total Labor</b>				<b>1,929.00</b>

Reimbursable Expenses

Travel

5/19/2020	Hergenrader, Cameron	Personal Vehicle 42 @ .575	24.15	
5/21/2020	Hergenrader, Cameron	Personal Vehicle 42 @ .575	24.15	
	<b>Total Reimbursables</b>		<b>48.30</b>	<b>48.30</b>

Unit Billing

2016 Chevy Silverado-U1E318 223JPS

5/18/2020	0.75 Days @ 65.00	48.75	
5/29/2020	0.75 Days @ 65.00	48.75	
5/30/2020	0.25 Days @ 65.00	16.25	

2020 Chevy Silverado-WHY591 29CVHZ

5/11/2020	0.25 Days @ 65.00	16.25	
5/12/2020	0.25 Days @ 65.00	16.25	
5/15/2020	0.25 Days @ 65.00	16.25	

Compression Test - Cylinder

5/14/2020	21.0 Tests @ 19.00	399.00	
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Handling Charge - Reserve Cylinder

5/14/2020	6.0 Cylinders @ 7.00	42.00	
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Single-Use Concrete Cylinder Mold

5/14/2020	21.0 Each @ 3.00	63.00	
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**Total Units 666.50 666.50**

**Total this Task \$2,643.80**



Michael Hart  
Superintendent  
District OR-1 Public Schools  
425 F Street  
Palmyra, NE 68418

July 15, 2020  
Project No: 00111853.00  
Invoice No: 181456

Geotechnical Services  
Palmyra Sports Complex

Professional Services from June 15, 2020 to July 12, 2020

Task	00002	Construction Observation & Testing		
Unit Billing				
Compression Test - Cylinder				
7/12/2020		14.0 Tests @ 19.00	266.00	
Handling Charge - Reserve Cylinder				
7/12/2020		11.0 Cylinders @ 7.00	77.00	
	<b>Total Units</b>		<b>343.00</b>	<b>343.00</b>
		<b>Total this Task</b>		<b>\$343.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	343.00	40,591.60	40,934.60	
Limit			43,257.00	
Remaining			2,322.40	
		<b>Total this Invoice</b>		<b>\$343.00</b>



AIA Type Document  
Application and Certification for Payment

TO (OWNER):  
Deals OR 1 Public Schools  
425 F Street  
Palmyra, ME 03418

PROJECT: Palmyra Sports Complex  
APPLICATION NO: 15  
PERIOD TO BE PAID:

DISTRIBUTION  
TO:  
OWNER  
ARCHITECT  
CONTRACTOR

FROM (CONTRACTOR): Nemaha Landscape Const., Inc.  
941 S 1st St  
Lincoln, NE 68508

VIA (ARCHITECT): The Clark Eversatt Palmyra  
100 Johnson Mill, Suite 200  
Lincoln, NE 68510

CONTRACT DATE: 2/28/2018

CONTRACT FOR: Palmyra Sports Complex

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Allowance	50,000.00	31,056.22	0.00	0.00	31,056.22	62.19	18,943.78	1,534.81
2	Mobilizations	50,000.00	38,000.00	0.00	0.00	38,000.00	100.00	0.00	1,950.00
3	General Conditions	195,000.00	151,000.00	3,000.00	0.00	154,000.00	88.98	2,000.00	5,700.00
4	Bonds & Insurance	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00	0.00	2,750.00
5	SMUPE, Temp Fence, Traffic Control	45,000.00	38,000.00	500.00	0.00	38,500.00	85.75	500.00	1,975.00
6	Demolition	320,000.00	315,000.00	3,000.00	0.00	318,000.00	99.38	2,000.00	15,900.00
7	Site Utilities (Water, Sanitary, Drainage)	195,000.00	157,000.00	4,000.00	0.00	161,000.00	100.00	0.00	4,500.00
8	Field Subdrainage and Fabric	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00	0.00	3,250.00
9	Concrete, Rebar, Scaffolds and Pavement Markings	550,000.00	557,000.00	28,000.00	0.00	585,000.00	97.73	20,000.00	42,000.00
10	CMU	28,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	1,500.00
11	Metals (Structural Steel, Railings, Stairstring, Etc)	54,000.00	48,000.00	0.00	0.00	48,000.00	88.89	6,000.00	2,400.00
12	Metal Roofing/Walkways	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00	0.00	1,575.00
13	Rough Carpentry	62,000.00	62,000.00	0.00	0.00	62,000.00	100.00	0.00	3,100.00
14	Insulation	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	255.00
15	Windows and Doors	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00	0.00	2,000.00
16	Wall/Ceiling Finishes	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00	0.00	1,000.00
17	Flooring and Resilient Base	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	375.00
18	Tiling	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	1,100.00
19	Casework and Countertops	25,000.00	23,000.00	0.00	0.00	23,000.00	100.00	0.00	1,150.00
20	Partition Accessories, Partitions, Marker Boards and Signage	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00	0.00	850.00

**AIA Type Document**  
Application and Certification for Payment

**TO (OWNER):** District OR 1 Public Schools  
425 F Street  
Palmyra, NE 68418

**PROJECT:** Palmyra Sports Complex

**APPLICATION NO:** 15  
**PERIOD TO:** 03/30/2020

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** Nensha Landscape Const., Inc.  
541 S 1st St  
Lincoln, NE 68502

**VIA (ARCHITECT):** The Clark Sorenson Partners  
1010 Lincoln Mall, Suite 200  
Lincoln, NE 68510

**ARCHITECT'S PROJECT NO:**

**CONTRACT FOR: Palmyra Sports Complex**

**CONTRACT DATE:** 2/28/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
21	Paint	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00	0.00	900.00
22	Flagpoles	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00	0.00	225.00
23	Scoreboards	32,000.00	32,000.00	0.00	0.00	32,000.00	100.00	0.00	1,600.00
24	Playground Structure	53,000.00	53,000.00	0.00	0.00	53,000.00	100.00	0.00	2,650.00
25	Athletic Equipment, Sand Pits and Nests	98,000.00	95,000.00	2,000.00	0.00	97,000.00	98.98	1,000.00	4,950.00
26	Bleachers	94,000.00	94,000.00	0.00	0.00	94,000.00	100.00	0.00	4,700.00
27	Plumbing and Drinking Fountains	80,000.00	80,000.00	0.00	0.00	80,000.00	100.00	0.00	4,000.00
28	HVAC	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	1,100.00
29	Electrical	750,000.00	750,000.00	0.00	0.00	750,000.00	100.00	0.00	38,500.00
30	Asphalt	155,000.00	155,000.00	0.00	0.00	155,000.00	100.00	0.00	7,750.00
31	Soilgen Construction and Synthetic Turf	16,000.00	8,000.00	3,000.00	0.00	11,000.00	68.75	5,000.00	466.00
32	Track & Field Aggregates	215,000.00	215,000.00	0.00	0.00	215,000.00	100.00	0.00	10,750.00
33	Ballfield Fine Grading, Infields, Warning Tracks and Sod	185,000.00	180,000.00	12,000.00	0.00	172,000.00	92.97	13,000.00	6,500.00
34	Fencing, Spectators, Dugouts and Top-Rail Cap	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00	0.00	7,500.00
35	Irrigation	98,000.00	91,000.00	0.00	0.00	91,000.00	92.86	7,000.00	3,500.00
36	Site Fine Grading/Seed/Sod/Restoration	45,000.00	30,000.00	10,000.00	0.00	40,000.00	88.89	5,000.00	2,500.00
37	Landscaping Items	35,000.00	25,000.00	0.00	0.00	25,000.00	71.43	10,000.00	1,250.00
38	Alternates FS-FSC (Synthetic Turf)	394,300.00	394,300.00	0.00	0.00	394,300.00	100.00	0.00	19,715.00
39	Alternates F-100 (Track Surfacing)	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00	0.00	7,945.00

AIA Type Document  
Application and Certification for Payment

TO (OWNER):  
 Cedar CR 1 Public Schools  
 425 F Street  
 Palmyra, NE 68418

PROJECT: Palmyra Sports Complex

APPLICATION NO: 15  
 PERIOD TO: 6/30/2020

DISTRIBUTION:  
 TO: OWNER  
 ARCHITECT  
 CONTRACTOR

FROM (CONTRACTOR):  
 Kemahs Landscape Const., Inc.  
 541 S 1st ST  
 Lincoln, NE 68508

VIA (ARCHITECT):  
 The Clark Embury Partners  
 1010 Lincoln USA, Suite 200  
 Lincoln, NE 68510

ARCHITECT'S  
 PROJECT NO:

CONTRACT FOR: Palmyra Sports Complex

CONTRACT DATE: 2/28/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
40	Alumina E-1 (Electrical MC Casting)	-2,100.00	-2,100.00	0.00	0.00	-2,100.00	100.00	0.00	-105.00
<b>REPORT TOTALS</b>		\$4,853,000.00	\$4,847,096.22	\$95,500.00	\$0.00	\$4,712,996.22	97.51	\$120,403.78	\$225,478.87

TO (OWNER): District OR 1 Public Schools  
425 F Street  
Palmira, NE 68418

PROJECT: Palmira Sports Complex

APPLICATION NO: 16  
PERIOD TO: 7/31/2020

DISTRIBUTION  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR

FROM (CONTRACTOR): Nemaha Landscape Const., Inc.  
541 S 1st ST  
Lincoln, NE 68508

VIA (ARCHITECT): The Clark Eriksen Partners  
1010 Lincoln Mall, Suite 200  
Lincoln, NE 68510

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR: Palmira Sports Complex

CONTRACT DATE: 2/28/2019

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	4,833,000.00
2. Net Change by Change Orders .....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	4,833,000.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	4,813,774.29
5. RETAINAGE:		
a. 5.00% of Completed Work	\$	240,688.71
b. 0.00% of Stored Material	\$	0.00
Total retainage (Line 5a + 5b) .....	\$	240,688.71
6. TOTAL EARNED LESS RETAINAGE .....	\$	4,573,085.58
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate) .....	\$	4,477,116.41
8. CURRENT PAYMENT DUE .....	\$	95,969.17
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	259,914.42

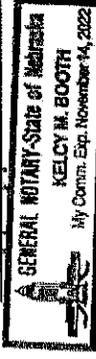
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Nemaha Landscape Const., Inc.  
541 S 1st ST Lincoln, NE 68508

By: 

Date: 7/24/2020



State of: NE

County of: Lancaster

Subscribed and Sworn to before me this 24th Day of July 2020

Notary Public: 

My Commission Expires: 11/14/22

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 95,969.17

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  Date: 8/6/20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document  
Application and Certification for Payment

TO (OWNER): District OR 1 Public Schools  
425 F Street  
Palmyra, NE 68418

PROJECT: Palmyra Sports Complex

APPLICATION NO: 16  
PERIOD TO: 7/31/2020

DISTRIBUTION  
TO:  
OWNER  
ARCHITECT  
CONTRACTOR

FROM (CONTRACTOR): Nemaha Landscape Const., Inc.  
541 S 1st ST  
Lincoln, NE 68508

VIA (ARCHITECT): The Clark Eriksen Partners  
1010 Lincoln Mall, Suite 200  
Lincoln, NE 68510

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR: Palmyra Sports Complex

CONTRACT DATE: 2/28/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Allowance	50,000.00	31,096.22	2,678.07	0.00	33,774.29	67.55	16,225.71	1,688.71
2	Mobilizations	39,000.00	39,000.00	0.00	0.00	39,000.00	100.00	0.00	1,956.00
3	General Conditions	196,000.00	194,000.00	2,000.00	0.00	196,000.00	100.00	0.00	9,800.00
4	Bonds & Insurance	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00	0.00	2,750.00
5	SWPPP, Temp Fence, Traffic Control	40,000.00	39,500.00	500.00	0.00	40,000.00	100.00	0.00	2,000.00
6	Demo/Earthwork	320,000.00	318,000.00	2,000.00	0.00	320,000.00	100.00	0.00	16,800.00
7	Site Utilities (Water, Sanitary, Drainage)	196,000.00	196,000.00	0.00	0.00	196,000.00	100.00	0.00	9,800.00
8	Field Subdrainage and Fabric	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00	0.00	3,250.00
9	Concrete, Rebar, Sealants and Pavement Markings	880,000.00	860,000.00	20,000.00	0.00	880,000.00	100.00	0.00	44,000.00
10	CMU	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00	0.00	1,300.00
11	Metals (Structural/ Steel, Railings, Stairs/Grating, Etc.)	54,000.00	48,000.00	3,000.00	0.00	51,000.00	94.44	3,000.00	2,550.00
12	Metal Roofing/Walls/Gutters	33,000.00	33,000.00	0.00	0.00	33,000.00	100.00	0.00	1,650.00
13	Rough Carpentry	62,000.00	62,000.00	0.00	0.00	62,000.00	100.00	0.00	3,100.00
14	Insulation	5,900.00	5,900.00	0.00	0.00	5,900.00	100.00	0.00	295.00
15	Windows and Doors	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00	0.00	2,000.00
16	Wall/Ceiling Finishes	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00	0.00	1,000.00
17	Flooring and Resilient Base	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	375.00
18	Tiling	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	1,100.00
19	Casework and Countertops	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00	0.00	1,150.00
20	Restroom Accessories, Partitions, Marker Boards and Signage	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00	0.00	850.00

TO (OWNER): District OR 1 Public Schools  
425 F Street  
Palmyra, NE 68418

PROJECT: Palmyra Sports Complex

APPLICATION NO: 16  
PERIOD TO: 7/31/2020

DISTRIBUTION  
TO:  
OWNER  
ARCHITECT  
CONTRACTOR

FROM (CONTRACTOR): Nemaha Landscape Const., Inc.  
541 S 1st ST  
Lincoln, NE 68508

VIA (ARCHITECT): The Clark Eriksen Partners  
1010 Lincoln Mall, Suite 200  
Lincoln, NE 68510

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR: Palmyra Sports Complex

CONTRACT DATE: 2/28/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
21	Paint	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00	0.00	900.00
22	Flagpole	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00	0.00	225.00
23	Scoreboards	32,000.00	32,000.00	0.00	0.00	32,000.00	100.00	0.00	1,600.00
24	Playground Structure	53,000.00	53,000.00	0.00	0.00	53,000.00	100.00	0.00	2,650.00
25	Athletic Equipment, Sand Pits and Nailer	98,000.00	97,000.00	1,000.00	0.00	98,000.00	100.00	0.00	4,900.00
26	Bleachers	94,000.00	94,000.00	0.00	0.00	94,000.00	100.00	0.00	4,700.00
27	Plumbing and Drinking Fountains	80,000.00	80,000.00	0.00	0.00	80,000.00	100.00	0.00	4,000.00
28	HVAC	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	1,100.00
29	Electrical	790,000.00	790,000.00	0.00	0.00	790,000.00	100.00	0.00	39,500.00
30	Asphalt	155,000.00	155,000.00	0.00	0.00	155,000.00	100.00	0.00	7,750.00
31	Bulpen Construction and Synthetic Turf	16,000.00	11,000.00	5,000.00	0.00	16,000.00	100.00	0.00	800.00
32	Track & Field Aggregates	215,000.00	215,000.00	0.00	0.00	215,000.00	100.00	0.00	10,750.00
33	Ballfield Fine Grading, Infields, Warning Tracks and Sod	185,000.00	172,000.00	13,000.00	0.00	185,000.00	100.00	0.00	9,250.00
34	Fencing, Backstops, Dugouts and Top-Rail Cap	190,000.00	160,000.00	30,000.00	0.00	190,000.00	100.00	0.00	9,500.00
35	Irrigation	98,000.00	97,000.00	7,000.00	0.00	98,000.00	100.00	0.00	4,900.00
36	Site Fine Grading/Seed/Sod/Restoration	45,000.00	40,000.00	5,000.00	0.00	45,000.00	100.00	0.00	2,250.00
37	Landscapeing Items	35,000.00	25,000.00	10,000.00	0.00	35,000.00	100.00	0.00	1,750.00
38	Alternates F3-F3C (Synthetic Turf)	394,300.00	394,300.00	0.00	0.00	394,300.00	100.00	0.00	19,715.00
39	Alternate F-10D (Track Surfacing)	158,900.00	158,900.00	0.00	0.00	158,900.00	100.00	0.00	7,945.00

AIA Type Document  
Application and Certification for Payment

TO (OWNER): District OR 1 Public Schools  
425 F Street  
Palmyra, NE 68418

PROJECT: Palmyra Sports Complex

APPLICATION NO: 16  
PERIOD TO: 7/31/2020

DISTRIBUTION  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR

FROM (CONTRACTOR): Nemaha Landscape Const., Inc.  
541 S. 1st ST  
Lincoln, NE 68508

VIA (ARCHITECT): The Clark Eriksen Partners  
1010 Lincoln Mall, Suite 200  
Lincoln, NE 68510

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR: Palmyra Sports Complex

CONTRACT DATE: 2/28/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
40	Alternate E-1 (Electrical MC Cabling)	-2,100.00	-2,100.00	0.00	0.00	-2,100.00	100.00	0.00	-105.00
<b>REPORT TOTALS</b>		\$4,833,000.00	\$4,712,596.22	\$101,178.07	\$0.00	\$4,813,774.29	99.60	\$19,225.71	\$240,688.71

**District OR1**  
**2020-2021 STAFF HANDBOOK: COVID-19 SUPPLEMENT**  
**Updated August 2020**

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send staff members written notification of any such changes. It is each staff member's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a staff member has any questions about the interpretation or implementation of these rules and expectations, it is the staff member's responsibility to promptly contact their administrator.

**1. Masks.** Unless otherwise directed by the Superintendent, every staff member must wear an appropriate mask on school grounds and while in school vehicles. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the staff member's nose and mouth. A staff member who does not fully comply with this rule (such as having the mask cover their mouth but not their nose) is in violation of District rules and expectations. Staff members may remove their masks only in settings approved in advance by the administration, such as during lunchtime. It is the staff member's responsibility to seek clarification from an administrator if the staff member is uncertain as to whether they may remove their mask at work. Staff members who do not comply with the mask requirement may face discipline, up to and including termination of employment.

**2. Enforcement of Mask and Safety Rules.** Every staff member has an obligation to ensure that all other persons on school grounds and in school vehicles abide by the mask requirement. If a staff member observes another staff member or student not wearing a mask, the staff member must promptly remind the staff member or student to wear their mask. If a staff member observes another staff member or student repeatedly not wearing a mask, then the staff member must promptly notify their administrator.

**3. COVID-19 Symptoms.** A staff member who experiences any of the following symptoms (even when off duty) must promptly notify their administrator:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

If a staff member wakes up in the morning of a workday with any of the aforementioned symptoms, the staff member must immediately contact their administrator to determine if the staff member should report for work that day.

If a staff member exhibits any of the aforementioned symptoms (including experiencing the symptoms within 48 hours of the next workday), the staff member's administrator will then evaluate the staff member's symptoms to determine if the staff member should report for work on the next workday.

Staff members who report to work without contacting their administrator about potential symptoms do so under the following conditions: (1) that the staff member is not experiencing any of the aforementioned symptoms; and (2) the staff member agrees to certain non-invasive, permissible medical checks (such as temperature scans) and/or health screening questionnaires.

Any employee who fails to follow these procedures or is dishonest about his or her symptoms to avoid reporting for work may be subject to discipline, up to and including termination of employment.

**4. Potential Exposure.** A staff member who has reason to suspect that he or she may have been exposed to COVID-19 must promptly inform their administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a "hot spot," or receiving notification from a health official or medical professional of a potential exposure. Staff members who plan to travel outside of the community for non-work reasons must notify and consult with their administrator in advance to determine the potential consequences (such as quarantine restrictions upon return) of such travel. A staff member who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the administration, in its sole and absolute discretion, determines that the staff member may safely return to school. A staff member's failure to promptly notify a building administrator of a potential exposure could result in discipline, up to and including termination of employment.

**5. Work at Home.** In very limited circumstances (for example, the district moves to an all "remote learning" environment) the District may allow staff members to work from home. Any staff member who works from home must adhere to all of the District's rules and expectations during the workday. These rules and expectations include, but are not limited to, the staff member devoting their full time and attention during the workday to the performance of their job duties, refraining from personal business or activities, refraining from prohibited conduct (such as consuming alcohol) and promptly responding to emails or calls. A staff member working from home who violates these rules and expectations could face discipline, up to and including termination of employment.

**6. Activities.** A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to serve as a coach or sponsor until the District, in its sole and absolute discretion, determines that the staff member may safely return to work. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19

symptoms will not be permitted to attend any practices or competitions, even if the staff member attempts to undertake measures to social distance at such practices or competitions.

**7. Failure to Disclose.** These rules and expectations are designed and will be implemented to ensure the health and safety of all students and staff. One staff member's refusal to disclose a potential exposure or symptoms could jeopardize the health and safety of other staff members and students. If the District determines that a staff member has not fully disclosed accurate information to the administration, then the staff member may face discipline, up to and including termination of employment.

**8. Off Duty Conduct.** Generally, the District does not monitor or govern a staff member's conduct outside of duty hours. However, as a reminder, the District maintains an interest in a staff member's "off duty" conduct when such conduct interferes with the staff member's ability to perform their job. As a result, all staff members must adhere to health and safety best practices while "off duty," including frequent hand washing, wearing a mask in public areas in alignment with current directed health measures, maintaining social distancing in public areas, and not attending gatherings in excess of the allowable number allowed by the current directed health measures where social distancing cannot be maintained at all times (such as at a party). A staff member who intentionally imposes his or her own "self-quarantine" or is otherwise unable to perform his or her job duties because of choices made while "off duty" may be subject to discipline, up to and including termination of employment.

**9. Other Health and Safety Rules.** At any time, the administration may impose or require a staff member to abide by other health and safety requirements. Every staff member must follow such health and safety requirements or face discipline.

BOE approved: 8.10.2020

**District OR1**  
**2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT**  
**Updated July: 2020**

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

**1. Masks.** Unless otherwise directed by the Superintendent, every student must wear an appropriate mask on school grounds and while in school vehicles. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission, such as during mask "breaks" or during lunchtime. If a staff member provides specific mask directives to a student, the student shall comply with those directives. Students who do not comply with the mask requirement or directives will be subject to disciplinary consequences in alignment with our school discipline protocols.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing and social distancing.

**2. COVID-19 Symptoms.** A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school

vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms may be subject to disciplinary consequences in alignment with our school discipline protocols.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

**3. Potential Exposure.** Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a “hot spot,” or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student’s arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure may be subject to disciplinary consequences in alignment with our school discipline protocols.

**4. Academic Work at Home.** A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student’s COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student’s COVID-19 related absence.

**5. Activities.** A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

**6. Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family’s confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student’s potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student’s potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the

potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

**7. Other Health and Safety Rules.** At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements or face discipline.

**9. Assumption of the Risks.** In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

BOE Approval: August 10.2020



## **District OR-1: Home of the Panthers!!**

### **“Remote Learning” Student and Parent Agreement Updated: August 4, 2020**

District OR-1 recognizes there is a need to provide remote learning services for students with conditions putting them (or their family) at a higher risk than indicated by the health departments governing District OR-1 Schools. Additionally, District OR-1 recognizes the possible need to close schools (“emergency school closure”) and move quickly and effectively to a remote learning model to allow for social distancing, as recommended by public health officials to prevent the spread of COVID-19 during the 2020-2021 school year.

#### **District OR-1 Recognizes the Following:**

##### ***1. Essential Criteria***

1.1. The Parties believe that no remote learning model can provide a comprehensive and sufficient learning environment, as our schools are critical providers of not only education, but also basic services like food, social experiences, and other essential 21<sup>st</sup> Century Skills.

1.1.1. The Parties believe that a remote learning model can only be successful through strong communication and effective partnerships among students, parents, teachers, and administration.

1.2. Due to the unprecedented circumstances of the COVID-19 pandemic, District OR-1 is offering a remote learning option for “higher-risk” students or families to utilize out of an abundance of caution in an effort to provide continued educational opportunities while still enrolled in the district.

1.3 Students must show a need for remote learning through an IEP, 504 plan, or a physician's order to be enrolled in remote learning. Requests for exceptions for qualification for remote learning should be made to the Superintendent.

##### ***2. Defining “Remote Learning,” Assessment, and Student Expectations***

2.1. The District recognizes the importance of maintaining safe learning opportunities for the benefit of the students and communities served by the District and its certificated staff. For the purpose of this agreement, “remote learning” or having a “remote learner status” means instruction in which the student and instructor are not in the same classroom or instructional area. Methods for remote learning could include: on-line instruction, printed instructional materials, phone calls, emails, text reminder applications, and other means of communication applicable to the availability of resources.



## **District OR-1: Home of the Panthers!!**

2.1.1. As educators work to implement remote learning, flexibility and grace for all will be crucial. At this moment, we will all need to model resilience, critical and creative thinking, thoughtful responsiveness, and empathy to ensure that students continue to grow personally and academically.

2.2. District and State summative assessments scheduled for the 2020-2021 school year will take place as directed and all students will be expected to participate and give their best efforts on the assessments. Efforts for remote testing will be made; however, District OR-1 may ask students to take summative assessments on campus following appropriate PPE utilization and social distancing guidelines.

2.2.1. District OR-1 instructors may expect unit tests and other timed assignments to be completed during the same time as in-school students.

2.3. Students approved for remote learning will be held to the same (or educationally equivalent) instructional expectations as students attending school on-site. Additionally, students will receive grades for assignments in alignment with the standard grading policies of District OR-1, including qualifying for activities and competitions.

2.4. The District, in collaboration with certificated staff, agrees to make provisions for certificated staff to enable students to engage in remote learning without visiting campus. However, a guardian or other representative may be asked to deliver (and receive) paper and other physical assignments from the building the student would typically attend.

### ***3. Implementing Remote Learning***

3.1. Graded remote learning and IEP timelines will be honored in accordance with District OR-1 policy.

3.2. The District will provide Chromebooks and chargers to students between the grades of 4 and 12 and utilize the Canvas student portal.

3.3. Students taking Chromebooks home must enroll in the District Insurance Plan or sign for financial responsibility for the device.

3.4. The District will make available appropriate materials online via Canvas (our district instructional management tool). Additionally, printed instructional materials for students who are unable to access online instruction will be provided.

### ***4. Attendance and Homework***

4.1. Due to compulsory attendance requirements, students will be required to follow the same basic schedule as on-campus instruction. Although remote learning students will not be expected to stay on the computer, etc. uninterrupted for the duration of the school day, they will need to participate and engage in class activities



## **District OR-1: Home of the Panthers!!**

and complete assignments/class work according to the teacher's expectations. For example, attendance will be taken at the beginning of each period, the lesson will be introduced, and work for the instructional period will be explained. To establish consistency, it is recommended that students log into their Canvas account and log into the waiting room of their class 10 minutes early. If a remote learning student is unable to participate in the instruction (due to an illness, appointment, etc.) parents should immediately notify the school office and the student will be marked absent. Elementary attendance will be taken twice daily (once in the morning and one after lunch) and assignments will be at the discretion of the individual teacher or grade level team.

4.2 Neither the remote learner (student), nor the parent/guardian will record lessons, take screenshots of lessons, or post information from the class on social media concerning students in the classroom or the teacher.

4.3. Remote learning students who are ill or at excused appointments will be allotted make-up days as stated in District OR-1 policy. A parent or guardian must notify the appropriate school secretary to request an excused absence prior to the start of the student's class.

4.3.1. Students granted an excused absence must initiate contact with teachers to request additional help.

### **5. *Communication, Collaboration, Privacy, and Security***

5.1. Students must check their District OR-1 email in alignment with teacher expectations and use the same email for all correspondence with teachers.

5.2. Efforts will be made to ensure parents have access to the PowerSchool, Planbook, and Canvas accounts of their students. Training (remote or in -person) will be provided to families to ensure understanding and access is satisfactory.

5.3. Students will be required to use Canvas, G-Suite, and other district-approved applications to complete homework. Parents of students without Internet connectivity must contact their school to request paper equivalents.

5.3.1. Students shall follow acceptable use policies and sign off on these agreements.

### **6. *Counselors and Nurses***

6.1. Counselors may provide virtual or telephone appointments to remote learning students for regular school counseling, monitoring, and guidance. These



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appointments or conversations may be conducted via email, telephone, or other virtual tools, as determined by the counselor’s professional discretion.

6.2. School nurses may provide regular school nurse services to students via email, telephone, or other virtual tools, as determined by the school nurse’s professional discretion.

**7. *Special Education***

7.1. The District shall provide secure remote learning tools to hold any necessary IEP meetings, and to meet and collaborate on IEPs.

7.2 A schedule will be developed with individual case managers to ensure IEP compliance.

**8. *Activities and Participation:***

8.1 Students identified as remote learners under the parameters identified in this document may participate in extracurricular activities held after normal school hours.

8.2.1. Students must meet the academic expectations in alignment with the district eligibility guidelines and meet all attendance requirements.

8.3 When reporting for activities, students must check in immediately with the activity sponsor. The activity sponsor will document attendance and report the attendance to the high school office.

8.4 Students must enter the door nearest to their activity and remain in the activity space for the duration of the practice or contest.

8.5 Students will adhere to all current DHM’s (directed health measures) and school operational guidelines during the activity.

**9. *Miscellaneous/Other Provisions***

9.1. Students choosing remote learning may elect to return to in-school learning status; however they must meet with school administration prior to returning to campus. If a student returns to an in-school learner status, he or she will not be granted the opportunity to return to remote learner status during the remainder of the 2020-2021 school year.

9.2. In the case of school closings due to COVID-19, all students will be considered “temporary” remote learners and will follow district remote learning guidelines. All students, except for those already approved for remote learning prior to the school closure, will return to an in-school learner status on the first day back.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



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**District Signature:**

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**Date**



**District OR-1: Home of the Panthers!!**



**“Return to School” Plan**

**Fall 2020**

**Updated July 31, 2020**



## **District OR-1: Home of the Panthers!!**



### **Document Purpose:**

The purpose of this “Return to School” document is to provide a comprehensive framework for the return of students to District OR-1 facilities in a manner that maximizes student safety and learning. This plan is intended to be dynamic in nature, meaning that it can be adapted and updated at any time based upon current COVID incidences within our district and guidance from local, state, and federal government and health officials.

### **A Moment of Reflection:**

This pandemic is unlike anything we have ever experienced before and the fluidity of the ever changing conditions and ambiguity surrounding it may continue to frustrate us moving forward. Thinking back, we have been out of school since the second week of March. We are guessing that not even in our wildest dreams, did any of us ever think that this scenario was a possibility when it all began.

Fast forward through the spring and summer and we still find ourselves with plenty of uncertainty. That uncertainty remains our “new normal” and finding ways to effectively cope with that uncertainty will need to be a collaborative effort. We are still dealing with the very real trauma of sudden change and the ever present shadow of fear, but we want you to know that you are not alone. We want you to know that your kids are not alone. Schools play a vital role in the economic vitality and social fabric of our communities and students and staff getting back to learning in whatever form it presents (in-person, remote, etc... if it can be done safely and effectively) is critical to strengthening our community foundation.

This pandemic has affected all of us in different ways and it is our hope that by utilizing a solution based approach to challenges, embracing a “seek first to understand” rather than a “rush to judgement” philosophy, and working together to address various differences of opinion, we will move forward and be better.

Acknowledging our anxiety and facing the reality of what we are feeling is difficult. The concerns are real and we will do our best to hear everyone’s voice, but we also must collectively find the resolve to move forward. It is possible that not everyone will agree with every decision and action contained in this plan. We understand the frustration and confusion that has accompanied this virus and we are very cognizant that the different DHM’s ( directed health



## **District OR-1: Home of the Panthers!!**



measures) and protocols we invoke may not directly align with everyone’s own personal beliefs in every area. That is the reality of our situation, but please know that staff and student safety and support, and a commitment to student learning are the underlying core principles of this plan.

We know that there are still many decisions that need to be made as we move forward in finalizing a plan around keeping our students, staff, and our community stakeholders safe. We are hopeful this plan demonstrates confidence that we can adjust to any condition, that we have the best interests of our students and staff at the forefront, and that our commitment to educating our children is paramount.

To that end, we want to say “thank you”. Thank you for being a part of our district and thank you in advance for your flexibility and support as we navigate these uncharted waters. Our district remains tremendously appreciative of the support of our families and community members and it is our hope to provide students the best possible learning experience regardless of the context and circumstances of our present situation.

### **“Risk Dials” and District Operations:**

The general format that our district will follow for day-to-day operations for the school year 2020-2021 will fall into one of the “risk dial” areas noted below. These “risk dials” (developed by our local health departments) are based on the level of threat of community spread of COVID-19 for the district. The different risk levels are: **Green**: Low Spread, **Yellow**: Medium Spread, **Orange**: Moderate Spread, and **Red**: Severe Spread,

District OR-1 operations will be based on the [Lancaster County Health Department](#) and [Southeast District Health Department](#) “risk dials”. These dials will be updated as needed and may change very quickly according to a variety of different factors. Final decisions on DHM’s (Directed Health Measures) will be dependent upon guidance and requirements from state and local officials, and plans may need to change at a moment’s notice as the school year progresses.

The “Return to School” Plan has been a collaborative effort and the plan has been developed by the District OR-1 COVID-19 “Return to School” Team based upon information provided by the Center for Disease Control (CDC), the Nebraska Department of Education (NDE), ESU#4, and the Lancaster County and Southeast District Health Departments.



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### Risk Dials:

For the purpose of monitoring our current level of risk, we will be using the Lancaster County and Southeast District Health Department “Risk Dials” to assist with decisions regarding the operation of schools during the coronavirus pandemic. The various “Risk Dials” for our district can be accessed at the following sites:

### Current COVID-19 “Risk Dial” Conditions:

- [Lancaster County Health Department](#)
- [Southeast District Health Department](#)

<i>“Risk Dial” Definitions</i>			
<i>Low Level - Virus</i>	<i>Medium Level - Virus</i>	<i>Moderate Level Virus</i>	<i>High Level - Virus</i>

### “Low Risk” Level:

- This type of school operations would mean that all students and staff return and school buildings are open with minimal restrictions, but with preventative practices or additional proactive protocols in place to meet current health district and NDE guidance.
- Low does not mean “no risk”. Precautions are still implemented as a means of remaining in an uninterrupted, in-person learning environment status.
- For this level, 100% of students are “on site” for face to face learning.



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### **Medium Risk Level:**

- This level means that enhanced precautions are implemented as a means of remaining in an uninterrupted, in-person learning environment.
- 100% of students are on site for face to face learning.

### **Moderate Risk Level:**

- Further enhanced precautions could be implemented as a means of minimizing disruptions to the in-person learning environment status.
- This level could also result in a “Hybrid” model of learning meaning that a combination of on-site/in-person instruction would be paired with remote (home-based) learning opportunities. Students could be divided into two learning groups with 2 days on-site/in-person instruction and 3 days remote/home-based learning opportunities each week.
- **Please note:** *If we need to move to a “hybrid learning” scenario, we will do our best to minimize the disruption to families in terms of scheduling that accommodates all family members. For example, if a parent has two children at the elementary and one at the high school, we would make sure those children attend the same days.*

### **High Risk Level:**

- Remote/home-based learning only
- No students will report for on-site/in-person learning unless special circumstances exist (Special education needs determined by an IEP, etc.).
- As evidenced by last spring, school districts can operate remotely. This is not an ideal situation because the relationship between a teacher and student is critical.
- This level also creates obstacles in establishing routines and transitions as well as gathering baseline data on students.
- If we were to operate at this level, we would not need to follow social distancing guidelines as students would not be on campus

### **“Return to School” Plan Objectives:**

- Paramount focus is placed on student, staff, and community safety
- Facilitate practical, purposeful, and effective instructional practices to maximize learning opportunities for all students
- Alignment with current Directed Health Measures
- Equity and access for all students



## **District OR-1: Home of the Panthers!!**



### **Guiding Principles:**

- We will center decisions on what is best for all students, families, and educators.
- We will be purposeful and proactive in our planning.
- We will provide “portability of instruction” and equitable access of school-based support systems and learning to all of our students.
- We will critically analyze and honestly reflect on “lessons learned” and strive to get better each day.
- We understand that flexibility is essential.
- We will work collaboratively to maintain a “solution based” growth mindset.
- We will actively listen to others and seek first to understand opinions that may be different.
- We will work to maximize our resources and problem solve solutions to various challenges.
- We will provide clarity about what we can control and what is outside of our control, we will admit mistakes, and adapt quickly to changing conditions.
- We will demonstrate respect for diversity, and show compassion and empathy for others.

### **Guiding Safety Protocols:**

- Encourage staff and students to stay home when they are sick and support staff and students in their absence.
- Maintain and practice social distancing protocols as applicable
- Utilize Personal Protective Equipment (PPE) in support of the current Directed Health Measures as directed.
- Adequate amounts of supplies and equipment will be available for use (masks, cleaning supplies, hand sanitizer, etc.).
- Maximize learning opportunities and provide training for cleaning, disinfecting, and sanitizing.
- Teach and role model good personal hygiene protocols (handwashing, cover coughs, sneezes, etc.).
- Provide appropriate training and expectations for staff, students, and community members.



## **District OR-1: Home of the Panthers!!**



### **District Vision:**

- Together we prepare our students to successfully meet the challenges of the future.

### **District Beliefs:**

- **OR-1 will:**
  - Model and reinforce self-respect and respect for others.
  - Provide equal opportunity for each student to develop his/her potential.
  - Seek to develop a sense of individual responsibility and integrity.
  - Seek and integrate educationally sound innovations into the curriculum.
  - Provide a safe learning environment.

### **District Mission:**

District OR-1 commits to a course of action providing continued academic growth through a curriculum that recognizes limitless potential and inspires faith in a positive future for every student. With a sense of community ownership and responsibility, we will remain fiscally accountable and attentive to current and future high-tech facility and staffing needs.

### **District Survey Results:**

At the beginning of July, we sent out a survey to families about conditions for returning to school. We had approximately 350 responses to each question. Listed below is a summarized list of responses. We greatly appreciate the feedback from our parents and families. Thank You!

**Question # 1:** In an effort to ensure all students can connect to school resources, efforts are being made to facilitate Internet Connectivity to those who are unable to afford reliable broadband. Do you have internet access at your home?

- **95% responded Yes.**

**Question # 2:** If student(s) return to school this fall, are you comfortable sending your student(s) to school?

- **75% responded Yes.**

**Question # 3:** If students return to school this fall with a requirement to wear a mask, will you be comfortable and agreeable with your student(s) wearing a mask at school?

- **75% responded Yes.**



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### **“Return to School” Planning Team Members:**

- **Michael Hart:** Superintendent of Schools
- **Heath Johnson:** High School Principal
- **Linde Walter:** Elementary School Principal
- **Aaron Hoefft:** Activities Director/ Special Education Teacher
- **Burke Brown:** Technology Coordinator
- **Michael Chaffee:** Guidance Counselor
- **Laura Dawson:** Bennet Elementary Secretary
- **Clarrisa Dush:** Food Service
- **Rebecca Dvorak -** Kindergarten Teacher
- **Brad Gabriel:** Industrial Technology Teacher
- **Rebecca Gill-Rose:** Spanish Teacher
- **Karen Hatcher:** Superintendent's Office
- **Julie Hippen:** Parent/ Community Member
- **Casey Lundquist:** School Nurse
- **Tyler Maas:** Math Teacher
- **Braston Maibaum:** 6th Grade Teacher
- **Beth McCreight:** K-12 Vocal Music Teacher
- **Nichole Ourada:** 4th Grade Teacher
- **Lisa Phillips:** Superintendent's Office
- **Ryan Pollock:** English/ Psychology Teacher
- **Jane Powell:** 7-12 Secretary
- **Sarah Swartzendruber:** K-12 Art Teacher
- **Karen Skinner:** Food Service
- **Ronald Wergin:** 7-12 Physical Education Teacher
- **Lisa Wilen:** Parent/ Community Member

The manner in which District OR-1 will operate during the COVID-19 pandemic is addressed in this plan by recommendations from our planning team in the following categories:

- **Custodial / Health**
- **Transportation**
- **SPED/ 504/ Student Services**
- **Calendar/ Logistics**
- **Instruction / Class Size**
- **Activities**



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- **Food Service**
- **Technology/ Communications**
- **Personnel**

### **General Expectations and Administrative Information:**

During the 2020-2021 school year, there might be a short-term closure or a long-term closure because of a COVID-19 outbreak in our area. We are encouraging parents to plan for both scenarios this school year. If the state declares this pandemic over, all COVID-19 related resolutions and plans will end appropriately.

### **Conflicts with Policy and Handbooks:**

For components of this reopening plan that contradict board-approved mandates, **the provisions in this document shall supersede any other Board policies, handbook provisions, or safety plans** until such time that the District OR-1 Board of Education takes action to discontinue or amend this plan, or until COVID-19 pandemic conditions diminish to a degree that renders this plan no longer applicable.

### **Administrative Discretion:**

Administration shall determine specific aspects of day-to-day school operations, not clearly addressed in this plan, for each category at each risk level. The superintendent has the final authority to determine the risk mode in which the school will operate any given day, using his/her best judgment in applying health department “risk dial” levels to the District. Changes in school operations and risk levels will be communicated to parents in an expeditious manner.

### **Student Attendance, Make Up Work/, Learning Expectations, amd Medically Excused Absences:**

Attendance is expected for all students and attendance will be taken for all students every day. Student instruction will occur in-person in the classroom (or in an online-learning mode) unless otherwise directed by law.

All students who are enrolled in the school district are required to attend school on all days when school is open for providing instruction, unless they are excused from attendance by law. Student IEP or 504 Plan teams may take into consideration alternate learning accommodations based on risks associated with specific student disabilities.



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Students who quarantine due to COVID-19 contraction or exposure, or students who stay home because they have COVID-19 related symptoms, are expected to make up missed school work and learning in the same manner as for any illness-related missed school days as outlined in the student handbooks and board policy.

All COVID-19 related missed school days will be treated as medically-excused absences with a parent/guardian note, and will not require a doctor's note to be medically excused. Medically-excused absences with a parent note applies to students who quarantine due to COVID-19 contraction or exposure, as well as students who stay home because they have COVID-19 related symptoms.

### **Quarantining and Application of Directed Health Measures (DHM) for Students:**

Students who test positive for COVID-19 are required to quarantine from school until they can provide a doctor's note indicating they no longer have the virus. Students who have come in contact with someone with COVID-19, as defined by [Directed Health Measures](#) are expected to quarantine from the school as defined in the DHM's.

Unless a DHM specifically requires the District to enforce a quarantine, it is the student's responsibility to quarantine. Because the District lacks the authority to enforce law (a DHM is a law), the District will not enforce any student quarantine, based on DHM's directed only at individuals and not at school districts, including when a student has interacted with a COVID-19 positive individual.

### **COVID Symptoms and Response Protocols:**

The following symptom screening criteria for ill students and staff is based on the most current research. Because people with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness, the following criteria has been developed to assist schools in identifying presumptive positive COVID-19 cases.

1. Fever (measured or subjective)
2. Chills,
3. Rigors,
4. Myalgia,
5. Headache,
6. Sore throat,
7. Nausea,
8. Vomiting
9. Loss of smell
10. Diarrhea



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### **Testing Protocol for Students and Responding to Positive Cases**

- Students who develop a fever or fall ill at school should be transported by their parents, or ambulance if clinically unstable, for off-site testing.
- Parents should be notified of the presence of any positive cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- In the event that a student tests positive, immediate efforts should be made to contact any close contacts (those who spent more than 10 minutes in close proximity to the student) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, testing of all students in the class is not recommended, only those that develop symptoms require testing.

### **District Response to Positive Tests Among Students**

- In the event of a positive test among staff or a student, the classroom or areas exposed should be immediately closed until cleaning and disinfection can be performed.
- If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals (2-5 days) may be required to clean and disinfect the larger areas. This decision should be made in collaboration with local public health departments.
- If possible, smaller areas should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Staff and students should be prepared to do online learning if the building is closed for 24 hours or more to clean.
- Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.
- Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.



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### **Protocols for Students experiencing Symptoms, but have not been tested:**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever of greater than **100.4** degrees Fahrenheit for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared.
- For additional questions, here is the Link to [Nebraska COVID-19 testing facilities](#)

### **Protocols for Students who test positive for COVID-19 and are symptomatic:**

Persons who experience symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever for 72 hours (without the use of medicine that reduces fevers); and
- Other symptoms have improved (cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared

### **Protocols for Students who have Tested Positive, but are Asymptomatic:**

- Persons who have not had symptoms, but tested positive for COVID-19 may return when they have gone ten calendar days from the date they tested positive and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

### **Protocols for Students who tested Negative for COVID-19:**

- Persons who have been excluded due to COVID-19 symptoms and have tested negative may return once they are fever free for at least 24 hours without medication.

### **Protocols for Students with Underlying Medical Conditions**

- If a student has an underlying medical condition, the parents/guardians can contact the



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building principal to set up an off campus 504 Plan for their son or daughter during the 2020-2021 school year.

### **Protocols for Medical Inquiries:**

- If a parent tells the district/school that a student is ill, the district/school will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.

***Special Note:** Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days. Decisions in these circumstances will be made in collaboration with public health officials and will vary based upon the specific circumstances.*

### **Clinical Space for COVID-19 Symptomatic Students:**

- Health offices will have a separate space for students and staff displaying symptoms of COVID-19 where they can be evaluated or wait for pick up to return home.
- If students or staff are being evaluated for symptoms of COVID-19 they will be required to wear a face mask at all times as directed by the health office staff.
- Strict social distancing will be required and health staff will wear appropriate PPE.
- A record will be kept of all persons who enter the isolation room and will be disinfected after every use.
- Upon entering, students and staff will be asked to perform hand hygiene by washing with soap and water or using hand sanitizer.

### **Clinical Space Non-COVID-19 Related Students:**

- Students who do not display symptoms of COVID-19 can be seen and treated after screening by health office staff.
- Strict social distancing will be required and health office staff will wear appropriate PPE.
- The health office will be disinfected throughout the day and staff and students



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will be asked to perform hand hygiene with resources available.

### **Communication Protocols**

District OR-1 will utilize a number of communication methods to ensure parents, students, staff, and the community are all informed of potential changes. To help us maximize these resources, **it is vital that all students are registered for the 2020-2021 school year and all parent/guardian contact information is updated and current.** Students should be registered in Powerschool. If you have questions about registration, contact the elementary or high school school offices. Other communication key points are listed below:

- Please make sure that your contact information is complete and updated. It is vital to be able to contact families in the case of emergencies, etc.
- Phone, email and text messages to parents will be sent through Powerschool, the district website, and various social media platforms.
- Contacting administration is the district's preferred method for communication. Please also contact our school offices immediately if there is an address, name, etc. update so that we can be sure information is distributed accurately to everyone.
- In-person on-site meetings are strongly discouraged and should be scheduled in advance. Any on-site visitors will go through a screening process and attendance will be documented.
- Meetings between parents and teachers will be scheduled as requested.
- At this time, there will be no in-person district scheduled parent/teacher conferences this year. Parents should contact their students' teachers as needed.
- We also will plan to use a standardized model for communication by sending weekly comprehensive updates via the website and district social media accounts. We plan for this to go out consistently on the same day of the week, creating a reliable source of accurate and timely information.
- We will be printing/laminating signage to be posted around the schools. These signs are from the CDC website and address knowing the symptoms of Covid-19, stopping the spread, and washing your hands. These are to be cues to students and staff throughout their day to be aware of ways to protect themselves and others.



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### **Face Coverings/Masks:**

Face masks will be worn by students and staff at all times in a manner that is reasonable and appropriate. Staff and students will be required to wear masks at the **yellow** and **orange** levels. Masks are strongly encouraged for students at the **green** level and they are required for staff at the **green** level.

The use of cloth face masks consistently among students/staff who are unable to physically distance by 6 feet is a critical factor in determining the need for quarantine if a positive COVID-19 case arises in our district. For example, local health officials have indicated that when a COVID positive case arises in a school setting, staff and students who were around that person may not be required to quarantine IF face coverings were worn consistently and appropriately (unless extenuating circumstances apply).

Staff and students who were around the infected person will be required to quarantine IF face coverings were NOT worn by the COVID positive individual and/or those individuals who were near that person (within the 6' radius).

Although we are doing everything we can to create the safest environment possible for all students, it is not possible for students and staff to maintain 6 feet of social distancing space around each individual at all times throughout the day. All things considered, face masks are the best way to reduce the risk to students and staff from potential exposure to COVID and the resulting 14 day quarantines. Because of this, we are asking all parents to assist us in encouraging students to wear their masks throughout the school day--consistently and appropriately. In addition, we are requiring our staff to wear their masks throughout the day at all levels until further notice. There will be certain times (mask breaks, eating, various physical activities, etc.) where students will be allowed to remove their masks for short periods of time.

To help facilitate this expectation, our district will provide two cloth masks for all students in grades 7-12 and five smaller masks for students in grades Pre-K- 6th grade to wear at school. Bandanas are not an acceptable face covering/mask.

When our district is operating within the **Green** “Risk Dial”, masks will be recommended for all students. (Masks will be required for staff at this level until further notice). Masks will also be worn at all times when students are riding on district transportation vehicles.

When our district is operating within the **Yellow** “Risk Dial”, masks will be required for students



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and staff. Masks will also be worn at all times when students are riding on district transportation vehicles.

When our district is operating within the **Orange** “Risk Dial”, masks will be required for students and staff. Masks will be worn at all times when students are riding on district transportation vehicles.

When our district is operating within the **Red** “Risk Dial, students will not be reporting to school on-site. If staff are at school in the red “Risk Dial” they will be required to wear masks as directed and as appropriate for the situation.

**Special Note:** Individual waivers may be provided to those students with legitimate and documented medical reasons for not wearing a face mask. If you need more information regarding a potential waiver, please contact your building principal.

### **Transportation Plan**

District OR-1 will ensure all students and bus drivers are safe at all times. Due to the inability to safely social distance on district vehicles, masks will be worn on the bus by staff and students at all times. A list of bus procedures is listed below:

- We will load all vehicles with students in a back to front order and all students will exit the vehicle in a front to back order.
- Students will be required to sit by their siblings (if applicable) on all bus rides.
- We are highly recommending older siblings that currently drive to school to take their younger sibling each day to school to allow for more social distance space on daily bus routes.
- All bus drivers will clean their vehicles thoroughly after every daily bus route.
- Bus drivers will keep a couple windows down on all bus routes to provide ventilation for bus riders These window protocols will change during the winter months.



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### **Special Considerations for Preschool Students and Parents:**

We will do our best to remain as normal as possible, with mitigation measures in place wherever possible and when necessary based on current DHM guidelines. Preschool will follow any additional guidelines of the school location. Preschool will follow last year's schedule and sanitation of classrooms will take place between morning and afternoon sessions. Preschool students will be encouraged to wear a mask during pick up and drop of times.

#### **Daily Operating Protocols:**

- Parents will not be allowed to bring preschoolers in the building.
- Visitors will not be allowed during the school day.
- Students will be screened and wash hands immediately upon arrival.
- Students will be escorted directly to their classroom once they wash their hands.
- Students will be dismissed directly from their classroom and escorted to parents outside the building after each session.. This may cause a little longer dismissal process.
- Breakfast/lunch will be served in classrooms with social distancing.
- Classes will not join with other classes for any activities.
- Restrooms are assigned to specific classrooms and students may only use those designated restrooms.
- No dress-up clothes or stuffed animals will be allowed.
- Center areas will be limited due to sanitizing and cleaning guidelines.
- All sensory activities will be individual rather than shared.
- All students will have individual supplies rather than shared when possible.
- All shared materials will rotate between classrooms and will be sanitized between each classroom.
- Only items able to be cleaned between usage can be shared.
- All students and staff will wash hands before and after using any equipment.
- Anything in contact with bodily fluids will be removed and sanitized. Gloves will be worn.
- Enhanced cleaning from everyone will help keep the classrooms, buildings and items sanitized.

**Attached to this document is a link to a more detailed plan for Preschool Operations:**

- [Preschool COVID-19 Classroom Protocol](#)



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### **Bennet Elementary “Return To School” Plan**

#### **Entering the Building:**

When students enter the building they will be required to wear a mask.

1. All staff will be required to wash their hands and be temperature checked before going to their classroom.
2. Preschool students will enter beginning at 7:55 through the preschool playground door (Mrs. Hohensee’s classroom) and the preschool entrance for Ms. Lamb’s classroom. All students will be temperature checked and wash hands upon sitting down for breakfast/lunch.
3. Bus students will enter through the front doors at 7:35 and be temperature checked and use hand sanitizer. Bus duty students will sit at the lunchroom tables until 7:45 when staff take them outside. 8:20 bus duty students will enter through the front doors, use hand sanitizer and walk to their classrooms.
4. Students using the before school program will be temperature checked and wash hands before entering the REC room by a staff member.
5. Students who are not at bus duty or use the before and after school program will NOT be allowed in the buildings until 8:00. Students will enter through the front doors and use hand sanitizer and be temperature checked before going into their classroom.
6. Students who ride the bus will be dismissed off the bus and enter through the North doors. There a staff member will temperature check all students before entering their classroom.

Students who temperature check high will be highlighted on the clipboard and be allowed to continue to class. Once all students have been temperature checked and checked in a follow up temperature screening will be provided to these students.

#### **Mask Breaks:**

All classrooms will take a mask break each hour. This schedule will be determined by the principal and followed by all classroom teachers.

#### **Lunch/Recess:**

One grade level at time will be allowed on the playground during their scheduled time. Students will be allowed on the equipment during recess. There will be no sport balls, hula hoops, jump ropes, etc. used at recess. Equipment will be sprayed down after each grade level.

- K-3 grade will eat in their classrooms.



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- 4<sup>th</sup>-6<sup>th</sup> grade will eat in the lunch room.

### **Dismissal:**

Kdg-3<sup>rd</sup> Grade bus students will be dismissed at 3:05 out the North doors. 4<sup>th</sup>-6<sup>th</sup> grade bus students will be dismissed from their classrooms at 3:15.

KDG-3<sup>rd</sup> grade students who are using REC will be dismissed at 3:10. 4<sup>th</sup>-6<sup>th</sup> grade REC students will be dismissed with their classrooms.

KDG students who are parent pick up will exit out the preschool doors:

- Dvorak: 3:10
- Nietzsche: 3:15
- Wusk: 3:20

1<sup>st</sup>-3<sup>rd</sup> students who are parent pick up will exit out the front entrance.

- 1<sup>st</sup> grade will exit at 3:10
- 2<sup>nd</sup> grade will exit at 3:20
- 3<sup>rd</sup> grade will exit at 3:15

4<sup>th</sup>-6<sup>th</sup> students who are parent pick up will exit out the gym doors.

- 4<sup>th</sup> grade will exit at 3:10
- 5<sup>th</sup> grade will exit at 3:15
- 6<sup>th</sup> grade will exit at 3:20

Parents may walk up to meet their students. Social distancing and mask wearing will be recommended during this time. Parents may also wait in their vehicles and have students come to them.

### **Block/Specials Classes:**

Each block class will follow a 10-day rotation: example: 3<sup>rd</sup> grade will have PE for 10 days and then Music for the next 10 days, followed by Art the next 10 days, etc.

If you have any question regarding the elementary “Return to School” plan, please contact the Bennet Elementary school office at (402) 782-3535.



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**Summarized “Return To School” Area / Procedure Protocols for all Risk Levels:**

<b>Screenings for Students</b>	<ul style="list-style-type: none"><li>● Parents are encouraged to check student’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of <u>100.4 or greater</u> should stay home and consider coronavirus testing if no other explanation is available.</li><li>● Parents are encouraged to ask their children or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent to keep the student home from school and seek out testing.</li><li>● Parents should also screen their children at home for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea</li><li>● If symptomatic, students will not report to school and parents should consult a medical professional</li><li>● Students will be screened once they arrive at school.</li><li>● Additional temperature checks may be taken as reasonable and directed throughout the school day by health office personnel</li><li>● Results of temperature checks will be strictly confidential in line with state and local guidelines</li></ul>
<b>Pick-up / Drop-Off of Students</b>	<ul style="list-style-type: none"><li>● Parents will remain in their vehicles during pick-up and drop-off until further notice</li><li>● Congregating at the building entrances or exit areas will not be allowed</li></ul>
<b>Entering Building</b>	<ul style="list-style-type: none"><li>● Current social distancing practices will be in place</li><li>● Students will enter through assigned doors</li><li>● Early entry into the building will be considered in extreme weather temperatures/conditions</li></ul>
<b>Masks</b>	<ul style="list-style-type: none"><li>● Face coverings are required by all staff and all students in the Green (staff only), Yellow, and Orange levels.</li><li>● Appropriate face coverings such as face shields or clear view masks may be utilized when needed. A face shield</li></ul>



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	<p>is not an acceptable alternative for a mask.</p> <ul style="list-style-type: none"><li>● Until further notice, while in any district facilities, everyone will wear a face covering that covers their mouth and nose. All students should clearly label their mask with name/initials and grade level.</li><li>● Clear face masks will be available for students relying on lip reading or needing to see lip movement in certain classes.</li><li>● Parents are responsible for cleaning masks and sending them back to school with students.</li><li>● Preschool will take extra precautions, and screen students daily until wearing face coverings becomes routine.</li><li>● All face coverings must follow our district dress code policy. Apparel must comply with the health and safety codes and not interfere with the educational process or cause a disruption to the learning environment.<ul style="list-style-type: none"><li>○ We will not allow messages or drawings, especially intimidating, hostile or offensive messages or drawings on face coverings. Apparel that advocates tolerance for (or advertises) controlled or illegal products or substances will also not be permitted.</li><li>○ Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher or building administrator.</li></ul></li><li>● If an individual is not around others (i.e. one individual teacher in a classroom, individual in office alone with the door closed) the face covering may be removed until such time as others enter the space.</li><li>● “Masks breaks” will be scheduled throughout the day as needed.</li><li>● Individuals are encouraged to wash their hands or use hand sanitizer after putting on, touching, or removing face coverings.</li><li>● Face coverings should only be removed for meals or at the request of a staff member.</li><li>● A limited supply of face covering will be provided at no charge at the beginning of the school year. Families may choose to bring their own mask if it meets the guidelines listed above.</li></ul>
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	<ul style="list-style-type: none"><li>● If a student comes to school without a face covering, we will provide one as needed.</li><li>● Staff will support students in the monitoring and education about the use of face coverings in the classroom/ buildings. Wearing a face covering should be respected and not ridiculed.</li><li>● Students will be required to wear face masks during passing times and times spent in common areas unless otherwise directed. Masks may be removed while eating lunch, during physical exercise or sports practices, or while singing or playing a musical instrument, etc.).</li><li>● 7-12 students may be allowed to temporarily remove their facemask <u>if students' chairs or assigned areas are adequately distanced</u> at the discretion of the teacher or supervisor.</li><li>● Students refusing to wear a face mask when instructed to by school personnel (unless not required to do so under an IEP or 504 Plan accommodation) are subject to discipline for violating district behavior expectations, and are subject to discipline as outlined in the student handbook and board policy.</li><li>● Face shields are not considered an equivalent replacement for face masks to prevent COVID-19 spread. However, for students with disabilities preventing them from wearing masks, IEP or 504 Plan teams may consider face shields as replacements for masks.</li><li>● Students in grades K-6 will be required to wear masks due to lack of social distancing space requirements.</li></ul>
<p><b>Hand Washing / Hand Sanitizing</b></p>	<ul style="list-style-type: none"><li>● Students and staff will wash or sanitize their hands when entering the buildings (i.e. first classroom a student enters), when entering and exiting individual classrooms, when entering and exiting cafeteria, and when exiting a building.</li><li>● Hand sanitizer will be available throughout the day.</li><li>● Cleaning and disinfecting is everyone's responsibility.</li><li>● The district will provide training on disinfecting and cleaning chemicals and other supplies.</li><li>● The district has cleaning equipment to quickly and effectively take care of entire buildings.</li></ul>



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	<ul style="list-style-type: none"><li>● Personal items will be cleaned and disinfected immediately after use by the user.</li></ul>
<b>Media Center</b>	<ul style="list-style-type: none"><li>● Media center access will be restricted. A schedule will be developed for classes to have the opportunity to check out library materials.</li><li>● The media center will follow strict guidelines set by the State Library Commission.</li><li>● Returned materials will be placed in a box or container for four days before the items are put back on the shelves,</li><li>● Students will be allowed one book/item to check out at a time.</li></ul>
<b>“High Touch” Surface Cleaning</b>	<ul style="list-style-type: none"><li>● Enhanced cleaning protocols will be in place throughout the school day.</li><li>● Routine and “high-touch” areas will be cleaned and disinfected often.</li></ul>
<b>Technology:</b>	<ul style="list-style-type: none"><li>● Technology will be critical for all risk levels and adequate infrastructure and access for all students will be available for learning and instruction.</li></ul>
<b>Sharing of Supplies/ Equipment</b>	<ul style="list-style-type: none"><li>● We are asking staff members to keep each child’s belongings separated from others and to keep belongings in individually labeled containers, cubbies, or designated areas. We want staff to minimize the sharing of high touch materials to the greatest extent possible (Books, electronic devices, school supplies, and toys).</li><li>● If equipment needs to be used by a group of students, staff members will only allow one student at a time to use the equipment and the staff members must clean and disinfect the equipment between uses.</li></ul>
<b>Cafeteria / Meals</b>	<ul style="list-style-type: none"><li>● <b>Elem:</b> Breakfast/Lunch: KDG-3rd grade eat in classrooms, 4th-6th eat in the lunchroom.</li><li>● <b>JH/ HS:</b> May increase the number of lunch periods and eat in additional common spaces to allow for social</li></ul>



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	<p>distancing as needed.</p> <ul style="list-style-type: none"><li>● No salad bar or self serve items will be available.</li><li>● No cash at point of sale. Money may be deposited on account through the main office.</li><li>● Small groups may be allowed to eat in the gym or other areas if needed using social distancing.</li></ul>
<b>Water Fountains</b>	<ul style="list-style-type: none"><li>● We are asking all students and staff members to use water bottles throughout the 2020-2021 school year.</li><li>● Only the water bottle filler part of the drinking fountain will be able to be used.</li><li>● Bottled water will be provided as needed to students that forget to bring water bottles.</li><li>● Students can refill bottles from appropriate water sources.</li></ul>
<b>Passing Periods</b>	<ul style="list-style-type: none"><li>● Students will walk on the right side of the hallways</li><li>● Students will carry all supplies in backpacks as no locker use will be permitted</li><li>● HS: Walk on the right side of the hallway / lockers may be available depending on risk levels.</li><li>● Elementary: follow arrows as directed.</li></ul>
<b>Social Distancing Expectations in Classrooms</b>	<ul style="list-style-type: none"><li>● Social distancing of 6 feet will be expected in classrooms when physically possible.</li><li>● If 6 feet cannot be established between individual students, students will be seated in pods and socially distanced as the classroom allows.</li></ul>
<b>Exiting the Building</b>	<ul style="list-style-type: none"><li>● Social distancing practices will be in place for exiting the buildings.</li><li>● <b>Elem:</b> see Elementary “Return To School” plan.</li><li>● Parents stay in vehicles.</li><li>● Students will exit through designated points.</li><li>● <b>HS:</b> Students will exit through designated points.</li></ul>
<b>Visitors to School</b>	<ul style="list-style-type: none"><li>● Parents, guardians, and visitors will be extremely limited in our buildings until further notice. Access will be limited to school extracurricular activities and appointments must be made ahead of time.</li><li>● All formal educational meetings may need to occur online or over the phone (Individual Education</li></ul>



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	<p>Meetings, Parent Teacher Conferences, 504 Meetings, etc.).</p> <ul style="list-style-type: none"><li>● Only staff currently on payroll, individuals that drop off needed supplies, and personnel that need to work on the facilities will be allowed in the district facilities.</li><li>● If a visitor is allowed and makes an appointment, the visitor will need to wear a mask until further notice. Masks will be available outside the front door if needed.</li><li>● Visitors will not be allowed past the school office.</li><li>● For all students who need to leave the buildings during school hours, (appointment, illness, need to leave early, etc.) parents should call the school office upon arrival to the building and the student will then be released.</li><li>● Visitors to the school will be required to wear a facemask while they are in the school buildings unless directed otherwise by school officials.</li><li>● Visitors into school will be limited by administration to individuals necessary to support the education of children, such as ESU and OT/PT workers, guest speakers, mentors, volunteer workers, etc.</li><li>● Parents, grandparents, student family members, etc. will only be allowed into the school building on an emergency basis or for scheduled meetings (such as IEP meetings).</li><li>● Parents/guardians may come to the elementary and high school main offices to turn in paperwork, check out their children, or bring items to their children. However, they will not be allowed to go beyond the main office other than for emergency situations or pre-scheduled meetings.</li></ul>
<p><b>Bus Transportation</b></p>	<ul style="list-style-type: none"><li>● Students will be assigned seats and will be required to wear masks as conditions dictate; drivers and riders will be required to wear a mask until further notice.</li><li>● Surfaces will be wiped/sprayed down between routes.</li><li>● Students with special needs will be spaced as far apart as possible on vehicles.</li></ul>



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<b>School Assemblies</b>	<ul style="list-style-type: none"><li>● School assemblies and large gatherings of students as part of the curriculum will be restricted during the 2020-2021 school year.</li><li>● Social distancing will be practiced at all home extra-curricular activities when possible.</li></ul>
<b>Facility Usage by Outside Organizations</b>	<ul style="list-style-type: none"><li>● We will follow state Directed Health Measures (DHM) and current NSAA guidance.</li><li>● Facility usage by outside organizations will be extremely limited until further notice.</li></ul>
<b>Extracurricular Activities</b>	<ul style="list-style-type: none"><li>● Activities such as the homecoming dance and prom will be evaluated based on the Directed Health Measure throughout the 2020-2021 school year.</li><li>● Extra-curricular activities (Instrumental &amp; Vocal music performances, Play Production, and Speech), athletic teams (Football, Wrestling, Volleyball, Basketball, and Track), and school sponsored clubs (Future Business Leaders of America, Future Farmers of America, National Honor Society, Student Council, etc.) will be evaluated based on the Directed Health Measure throughout the 2020-2021 school year.</li><li>● For high school NSAA-governed activities, the District will follow the <u>NSAA Return to Activities</u> document, or any additional forthcoming guidance from NSAA, as well as the provisions detailed below.</li><li>● Jr. High activities, that are the same activities as those covered by the NSAA for high school students, will follow the same guidelines for participation and public attendance as applied to NSAA-governed high school activities.</li><li>● Activities not governed by NSAA (e.g. FFA, NHS, Quiz Bowl, Student Council, etc.) shall follow the same guidelines for participation and public attendance as applied to NSAA-governed activities.</li><li>● Administration shall have the authority to limit the degree of physical interaction for activities, beyond NSAA guidance, if administration deems it appropriate to ensure safety based on community COVID-19</li></ul>



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	<p>circumstances.</p> <ul style="list-style-type: none"><li>● Music concerts, public performances, banquets, fun nights, and other gatherings of people in school buildings for public performances may be restricted during the pandemic.</li><li>● For the duration of this plan, there will be no school sponsored trips during the 2020-2021 school year (college visits, class trips, field trips, etc.).</li></ul>
<b>Recess (Elementary)</b>	<ul style="list-style-type: none"><li>● Social distancing of 6 feet between groups of more than four will be expected when physically possible</li><li>● Outside recess will be allowed as scheduled if weather conditions allow it.</li><li>● On days when students cannot go outside due to weather, we will have recess in the gym or other area.</li><li>● Students will wear masks if unable to maintain appropriate social distancing guidelines.</li><li>● Students may have structured activity time in the classroom in place of recess in case of inclement weather.</li></ul>
<b>Physical Education and “Specials” Classes:</b>	<ul style="list-style-type: none"><li>● “Specials” teachers will rotate through classrooms on a regular schedule.</li><li>● “Specials” classes curriculum will be adjusted as needed to fit class and space needs.</li></ul>
<b>Technology:</b>	<ul style="list-style-type: none"><li>● Chromebooks will be available to grades 4-12 and students will be expected to take home their devices every night and utilize the device to access and complete learning and assignment expectations.</li></ul>



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**Additional Information on Specific Areas of Consideration:  
Categorized by Risk Level**

**Entering and Exiting Buildings:**

LOW or MODERATE SPREAD	HIGH SPREAD	SEVERE SPREAD
<p><b><u>Student Entrance @ High School</u></b></p> <ul style="list-style-type: none"> <li>• All students who drive or walk to school will enter through the east doors.</li> <li>• Students may not enter the cafeteria in the morning (breakfast serving is addressed in the Food Service section).</li> <li>• Students will not be allowed into school buildings in the mornings until 8:00 a.m. unless they have made arrangements with a specific teacher or sponsor or are eating breakfast</li> <li>• Students in grades 7-12 will be required to wear face masks to enter the building.</li> <li>• Students will be screened upon entering the building.</li> <li>• All students who ride bus transportation will enter through the south doors of the east gym.</li> <li>• All students who enter will be temperature screened upon arrival.</li> <li>• Students 7-12 will remain in the east gym regardless of eating school breakfast or not until the 1<sup>st</sup> bell.</li> <li>• Students are expected to apply hand sanitizer upon entering the building, and after every transition. Hand sanitizer will be available in every classroom.</li> <li>• All elementary students will remain in the east commons for breakfast or awaiting transportation to the elementary.</li> </ul> <p><b><u>Student Exit @ High School</u></b></p> <ul style="list-style-type: none"> <li>• All 7-12 students who participate in activities, drive or walk will be dismissed at the bell.</li> <li>• All other 7-12 students remaining for bus transportation will be dismissed by an “all call” from the office after that first group.</li> <li>• Students are not allowed to hang out in the hallways before reporting to class.</li> <li>• Student assemblies will not be conducted unless 6’ social distancing can be maintained throughout the assembly.</li> </ul> <p><b><u>Student Entrance at the Elementary School:</u></b></p> <ul style="list-style-type: none"> <li>• See the plan listed in a previous section.</li> </ul>		<ul style="list-style-type: none"> <li>• Logistics and transitions for daily physical operations of school are not applicable due to the closure of facilities to students until the school is no longer in the Severe Spread mode.</li> </ul>



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	<b>Elementary</b>	<b>High School</b>
<b>Green Dial</b>	<ul style="list-style-type: none"> <li>• Students move through hallways as usual.</li> <li>• Frequent hand washing and sanitizing.</li> <li>• Teachers wash/sanitize classroom tables during school day.</li> <li>• Recess as usual with handwashing/hand sanitizer prior to going to playground and upon entry to building</li> <li>• Standard attendance policies unless a plan is developed for specific students</li> <li>• Minimize use of shared equipment and school supplies, sanitize between use</li> </ul>	<ul style="list-style-type: none"> <li>• Students exit school using the closest exit.</li> <li>• Regular passing periods.</li> <li>• Frequent sanitizing and handwashing.</li> <li>• Standard attendance policies unless a plan is developed for specific students.</li> <li>• Minimize use of shared equipment and supplies and/or cleaning/sanitizing between use.</li> <li>• No water fountain use. Bottle filling stations are available and students will bring their own water containers.</li> </ul>
<b>Yellow Dial</b>	<ul style="list-style-type: none"> <li>• Classrooms move through hallways as noted by directions provided/arrows while maintaining social distancing.</li> <li>• No visitors or volunteers to the building.</li> <li>• Frequent hand washing and sanitizing.</li> <li>• Teachers wash/sanitize classroom tables during school day.</li> <li>• Parent/guardian meetings via video conferencing</li> <li>• Student pick up-parent/adults stay in the entryway.</li> <li>• Staff meetings conducted with 6+ ft of social distancing and face coverings or virtual.</li> <li>• Recess by classroom with hand hygiene upon entry to the building.</li> <li>• Standard attendance policies unless a plan is developed for specific students.</li> <li>• Individualized school equipment and school supplies, disinfected</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/Students maintain social distancing in line and upon entering.</li> <li>• Students will exit the closest exit immediately after school/upon completion of responsibilities.</li> <li>• One-way directional movement in halls during passing periods and before/after school.</li> <li>• Parents/guardians enter the building only by administrative permission.</li> <li>• Parents arriving to pick up students will wait in vehicle or vestibule for students to exit the building.</li> <li>• Staff meetings conducted with 6+ ft. of social distancing and face coverings or virtual.</li> <li>• No field trips.</li> <li>• Standard attendance policies unless a plan is developed for specific students.</li> <li>• Individualized school equipment and school supplies and disinfect between uses. (devices, PE equipment, art supplies, etc.)</li> <li>• No water fountain use. Use bottle filling stations or students will bring their own water containers.</li> <li>• Students are all seated and facing the same direction in classrooms with a goal of 3-6 ft. social distancing.</li> </ul>



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		<ul style="list-style-type: none"> <li>● Staff work areas at half capacity.</li> </ul>
<p><b>Orange</b></p>	<ul style="list-style-type: none"> <li>● No student movement, teachers rotate between classes.</li> <li>● Scheduled bathroom breaks by grade level/classroom.</li> <li>● Classrooms will follow noted direction in hallways and maintain social distancing.</li> <li>● Staggered exit at the end of the day via grade level doors.</li> <li>● Teachers wash/sanitize classroom tables during school day.</li> <li>● Parent/guardian meetings via video conferencing.</li> <li>● Student pick up-parent/adults stay in the entryway.</li> <li>● No assemblies or field trips.</li> <li>● Staff meetings via video conferencing</li> <li>● Outdoor recess when feasible grouped by classroom with enhanced social distancing, reduced sharing of play equipment, and hand hygiene upon entry to the building.</li> <li>● Standard attendance policies unless a plan is developed for specific students</li> <li>● Individualized school equipment and school supplies, disinfected between uses.</li> <li>● Staff workrooms closed for group events and gatherings</li> </ul>	<ul style="list-style-type: none"> <li>● Staff/Students enter the building maintaining social distancing in line and upon entering.</li> <li>● Students proceed directly to their classroom. Students are not allowed to be in common areas (halls, cafeteria, gymnasiums, etc.) before/after school.</li> <li>● Students will exit the closest exit immediately after school/upon completion of responsibilities.</li> <li>● One-way directional movement in halls during passing periods and before/after school.</li> <li>● Student release staggered with 6 feet of social distancing maintained at all times for passing periods and dismissal at the end of the day.</li> <li>● Students will not utilize locker spaces and may not linger in hallways during passing.</li> <li>● No visitors or volunteers to the building.</li> <li>● Parents/guardians enter the building only by administrative permission.</li> <li>● Parents arriving to pick up students will wait in vehicle.</li> <li>● Frequent sanitizing and handwashing.</li> <li>● Large meetings will be facilitated electronically.</li> <li>● No shared equipment and supplies.</li> <li>● No water fountain use. Utilize bottle filling stations or students will bring their own water containers.</li> <li>● In classrooms, students are all seated and facing the same direction with a goal of 3-6 ft. of social distancing.</li> </ul>



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**Food Services:**

**Practices to follow for COVID-19 safety to provide students with breakfasts and lunches:**

- All food service staff will wear facemasks and other PPE appropriate to prevent COVID-19 spread.
- The food service staff, along with administration, will develop a system for providing individually-wrapped grab-and-go breakfasts to students.
  - Breakfasts will be prepared and placed in grab-and-go bags and made available to students at point-of-service stations in the mornings. Students will take breakfast bags with them and eat them in their classrooms.
- Lunch point-of-service will not involve any student self-service, such as salad bar or buffet.
  - Food service staff will dish food onto students’ trays at least 6’ away from where students/staff stand to be served.
  - Seconds and a’ la carte food options will be prepackaged for students to request at the original point of service.
  - The staff member responsible for tracking point-of-sale meals will enter students’ ID rather than each student typing his/her own code.
  - Students are allowed to bring their own lunches to school and can eat their own lunches in the same manner, and with the same provisions, as students who eat school lunches.

Additional provisions for **Green or Yellow** Spread mode:

- Students in preschool will have their meals pre-packaged and delivered to their classroom.
- After elementary lunch times in the classrooms conclude, food service and custodial staff will come to each classroom to collect trays for cleaning and waste for disposal.
- Elementary fruit & veggie options will be placed in individual student baggies so that students do not touch or breathe on other students’ snacks.

**Additional provisions for High Spread mode:**

- Students (grades 7-12) will walk to the lunchroom, receive their filled tray with a tray cover, and bring it back to their homeroom to eat.
- Lunch serving times to/from each secondary class will be staggered to help ensure social distancing.
- After secondary lunch times in the classrooms conclude, food service and custodial staff will come to each classroom to collect trays for cleaning and waste for disposal.
- Configuration of the lunchroom to be used for effective social distancing for grade 6-12 students who eat lunch in the lunchroom.



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<ul style="list-style-type: none"> <li>● Grades 6-12) will walk to the lunchroom to receive their food and eat in a socially-distanced manner in the lunchroom or commons area.</li> <li>● Secondary students will wear face masks as they transition to the lunchroom, receive their tray, and exit the lunchroom to their next class.</li> <li>● Face masks should only be removed after students are seated and during the time that they are eating.</li> <li>● The secondary class schedule may be adjusted, to the degree possible, to balance the number of 6-12 students at lunch.</li> </ul>	
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## Cleaning Protocols

District	
<b>Green</b>	<ul style="list-style-type: none"> <li>● Proactive purchase of cleaning supplies (9 week supply):</li> <li>● Use electrostatic sanitizing gun in all classrooms and common spaces every 2-4 days</li> </ul>
<b>Yellow</b>	<ul style="list-style-type: none"> <li>● Set the heating ventilating &amp; air conditioning (HVAC) systems to enhance fresh air throughout the facility. Increase inventory of filters and replace more frequently (define increased frequency)</li> <li>● Proactive purchase of clearing supplies (9 week supply):               <ul style="list-style-type: none"> <li>○ Use electrostatic sanitizing in all classrooms and common spaces every 1-2 days</li> </ul> </li> </ul>
<b>Orange</b>	<ul style="list-style-type: none"> <li>● Closely monitor the heating ventilating &amp; air conditioning (HVAC) systems to ensure fresh air flows in an efficient manner throughout the facility. Further increase inventory of filters and replace more frequently (define increased frequency)</li> </ul>



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	<ul style="list-style-type: none"> <li>Proactive purchase of clearing supplies (12 week supply):             <ul style="list-style-type: none"> <li>Use electrostatic sanitizing in all classrooms and common spaces every 1 day</li> </ul> </li> </ul>
<b>Red</b>	<ul style="list-style-type: none"> <li>Deep cleaning of the appropriate room(s)/building(s) with fogger and Cleaning Guidelines prior to occupancy. Shampoo floors. Change air filters on HVAC.</li> </ul>



**Activities:**

- **Hisk Risk Activities:** Cheerleading, Dance, Football, Wrestling
- **Moderate Risk Activities:** Basketball, Soccer, Softball, Tennis, Volleyball
- **Lower Risk Activities:** Cross Country, Golf, Track & Field

LOW SPREAD	MODERATE SPREAD	HIGH SPREAD	SEVERE SPREAD
<p><b><u>Practices to follow for COVID-19 safety with activities:</u></b></p> <ul style="list-style-type: none"> <li>For high school NSAA-governed activities, the District will follow the <a href="#">NSAA Return to Activities</a> document, or any additional forthcoming guidance from NSAA, as well as the provisions detailed below.</li> <li>Jr. high activities, that are the same activities as those covered by the NSAA for high school students, will follow the same guidelines for participation and public attendance as applied to NSAA-governed high school activities.</li> <li>Activities not governed by NSAA (e.g. FFA, NHS, Quiz Bowl, Student Council, etc.) shall follow the same guidelines for participation and public attendance as applied to NSAA-governed activities.</li> <li>Administration shall have the authority to limit the degree of physical interaction for activities, beyond NSAA guidance, if administration deems it appropriate to ensure safety based on community COVID-19 circumstances.</li> <li>Coaches and sponsors that intend to have morning before-school practices, will communicate with administration about how to ensure proper health screenings before the practice begins.</li> </ul>		<p>In-person activities, including practices and individual skill development, may discontinue until the school is no longer in the high spread mode.</p>	<p>No activities</p>



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<ul style="list-style-type: none"> <li>• Music concerts, public performances, banquets, fun nights, and other gatherings of people in school buildings for public performances may be discontinued during the pandemic.</li> </ul>			
<p>Additional provisions for <b>Green</b> or <b>Yellow</b> Spread mode:</p> <ul style="list-style-type: none"> <li>• For contests, administration will monitor the risk mode of the host school or visiting school to determine if local guidelines for competition are safe.</li> <li>• Contests for activities that are NSAA-governed events, such as play production, speech, and music contests, will be allowed to occur following NSAA guidelines.</li> <li>• Indoor public performances for those activities will not be allowed.</li> <li>• Virtual broadcasts of high school performances will be allowed if the students can properly social distance during the performance.</li> <li>• Outdoor public performances by activity groups, such as the band marching in a parade or playing at a football</li> </ul>	<p>Additional provisions for <b>Orange</b> Spread mode:</p> <ul style="list-style-type: none"> <li>• Field trips, college visits, and other student trips, as well as off-site community activities, are not allowed.</li> <li>• Outdoor public performances by activity groups, such as the band marching in a parade, will not be allowed.</li> <li>• Administration shall disallow a District-hosted contest to occur.</li> <li>• Teams and organizations are allowed to continue to practice following NSAA guidance and other provisions of this document.</li> <li>• If the District is in Low or Moderate spread, but administration determines that COVID-19 conditions of the visitor school(s)' community/communities to be in High Spread (or the equivalent for their health region),</li> </ul>		



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<p>game, will be allowed.</p> <ul style="list-style-type: none"><li>● Spectators in attendance at activity contests are encouraged to wear facemasks, but doing so is not required.</li><li>● Food served at home contests concessions must be limited to prepacked or premade items (e.g. popcorn can be premade and served, but cannot be made while it is being served).</li><li>● Hot food service can be provided (such as hot dogs and hamburgers) but again must be premade and pre-wrapped.</li><li>● Shared condiment containers cannot be available to the public to use.</li><li>● Condiments need to be provided in individual packets, or applied by concessions workers at least 6' behind the serving window.</li><li>● No food can be prepared within 6' of the serving window.</li><li>● All concession workers must wear face masks at all times while</li></ul>	<p>administration shall disallow the District-hosted contest to occur.</p> <ul style="list-style-type: none"><li>● If the District is in Low or Moderate spread, but administration determines the COVID-19 conditions of a host or participating schools' communities to be in High Spread (or the equivalent for their health region), administration shall disallow the District from participating in a contest at that host school.</li></ul>		
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preparing or serving concession food. <ul style="list-style-type: none"> <li>Fundraiser meals sponsored by groups at activity contests, or as standalone fundraiser meals at the school, will not be allowed during the pandemic.</li> </ul>			
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	Athletics	Fine Arts	Activities, Co-Curriculars, & Field Trips	External Facility Use
<b>Green</b>	<ul style="list-style-type: none"> <li>Practice &amp; Competition Season as Originally Scheduled</li> <li>Sanitary &amp; Safety Protocols</li> <li>Personnel: (Non-essential - Spectators and Vendors)</li> <li>Follow Sanitation &amp; Safety Protocols</li> <li>Transportation Guidelines (Essential Travel Personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Activities as Originally scheduled</li> <li>Activity Practices with smaller groups, Competitions in Larger Venue Locations where they can Accommodate Spacing</li> <li>Personnel: (Non-essential - Spectators and vendors)</li> <li>Follow Sanitation &amp; Safety Protocols</li> <li>Transportation guidelines (Essential Travel Personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Activities and Co-curricular activities as originally scheduled</li> <li>Follow Sanitation &amp; Safety Protocols</li> <li>No Field Trips 1st Semester</li> <li>No Assemblies 1st Semester</li> <li>Possibly Semester 2:</li> <li>Waivers signed by all families with specific Covid-19 language for fields trips</li> <li>Personnel: (Non-essential - Spectators and vendors)</li> <li>Transportation guidelines (Essential Travel</li> </ul>	<ul style="list-style-type: none"> <li>Facility Rental permissible depending on the level of risk associated with the activity(activity classifications noted above)</li> <li>Facility use for outside use is preferred over indoor use.</li> <li>Waiver signed by both organization and individual families with specific Covid-19 language</li> <li>Signage posted around facilities to inform the community of potential risk</li> </ul>



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			Personnel)	
<b>Yellow</b>	<ul style="list-style-type: none"> <li>Altered Schedule in place to reduce travel and exposure:</li> <li>Locker rooms are not available</li> <li>Reduced Attendance</li> <li>Personnel(Essential &amp; Media )</li> <li>STRIV Options for viewers</li> <li>Refer to Transportation Tenet for Guidelines (Essential Travel Personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Film Musical with limited audience in accordance to Nebraska occupancy guidelines. DVD for purchase</li> <li>Locker/Dressing rooms are not available</li> <li>Film/Live Stream performances with limited audience in accordance with occupancy guidelines.</li> <li>Virtual options for quiz bowl and speech/debate</li> <li>Transportation Guidelines (Essential Travel Personnel)</li> </ul>	<ul style="list-style-type: none"> <li>No field trips</li> <li>No assemblies</li> <li>Locker/Dressing rooms are not available</li> <li>Transportation Guidelines (Essential Travel Personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Facility Use limited to District OR1 Activities Only.</li> </ul>
<b>Orange</b>	<ul style="list-style-type: none"> <li>Locker rooms are not available</li> <li>Personnel (Essential Personnel - Athletes, coaches, officials, event staff, medical staff, security)</li> </ul>	<ul style="list-style-type: none"> <li>Locker/Dressing rooms are not available</li> <li>Personnel (Essential - sponsors, students, event staff, medical staff, security)</li> <li>May move</li> </ul>	<ul style="list-style-type: none"> <li>No field trips</li> <li>No assemblies</li> <li>Locker/Dressing rooms are not available</li> <li>Transportation Guidelines (Essential Travel Personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Possible Facility use restricted and/or cancelled for all activities:</li> <li>Varsity only, cancel all lower level practices</li> </ul>



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	<ul style="list-style-type: none"> <li>• Transportation Guidelines (Essential Travel Personnel)</li> <li>• Possible Cancellation of partial/entire athletic Programming</li> <li>• Cross Country, but not Football</li> <li>• Varsity, but cancel Lower levels</li> </ul>	<p>Events to Spring</p> <ul style="list-style-type: none"> <li>• Possible cancellations of partial/entire season</li> <li>• Film/Live Stream performances with no audience</li> <li>• Transition Activities for Quiz Bowl, Speech &amp; Debate to online format</li> <li>• Transportation Guidelines (Essential Travel Personnel)</li> </ul>		
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**Instruction/ Class Size:**

LOW SPREAD	MODERATE SPREAD	HIGH SPREAD	SEVERE SPREAD
<p><b>Practices to follow for COVID-19 safety for class size and instruction:</b></p> <ul style="list-style-type: none"> <li>• Desks and workstations in classrooms and other learning areas will be socially distanced--preferably 6' apart, but if that is not possible, students will be distanced to the greatest degree possible.</li> <li>• The libraries will have protocol established to socially distance students when they visit the library. All books will be sanitized when returned before being placed back on the shelf for checkout.</li> </ul>			<p>Facilities will be closed to students, other than to check out and turn in items at the front offices, until the school is no longer in the Severe Spread mode:</p> <ul style="list-style-type: none"> <li>• The first week of closure will be</li> </ul>



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<p>Additional provisions <b>for Low or Moderate Spread mode:</b></p> <ul style="list-style-type: none"> <li>● Classrooms will be assigned with students at normal capacity, with reasonable health measures implemented to prevent the spread of COVID-19.</li> <li>● Shared school supplies will be limited to the degree possible, and when they are shared, items will be sanitized before exchanging from one student to another.</li> <li>● In the elementary building (grades PK-6) instruction will remain typical with the following conditions, as well as other provisions within this document: <ul style="list-style-type: none"> <li>○ Breakfast and lunch will be eaten in the classroom (more details about breakfast and lunch are provided in the Food Service section).</li> <li>○ Art will be taught in the elementary classrooms rather than in the art classroom. The Art teacher will travel between classrooms with materials on a cart.</li> <li>○ Band and recorder instruction will be provided, with chairs in the band room spaced out as much as possible.</li> <li>○ Computer instruction will be provided in the classroom on students' 1:1 Chromebooks and iPads.</li> <li>○ Vocal instruction will be taught in a larger room with students standing in the seating section at least 6' apart.</li> </ul> </li> <li>● In the secondary building (grades 7-12) instruction will remain typical with the following conditions, as well as other provisions within this document: <ul style="list-style-type: none"> <li>○ Students will follow a normal bell schedule, walking from class to class as usual between classes</li> <li>○ Breakfast will be eaten in the classroom (more details about breakfast and lunch is provided in the Food Service section).</li> <li>○ Lessons that are interactive in nature, such as Art projects and STEM activities, will be modified to better ensure social distancing and sanitizing of items between use by students.</li> <li>○ Band instruction will be provided, with chairs in the band room spaced out as much as possible.</li> <li>○ Vocal instruction will be provided, but will be taught in a larger room.</li> <li>○ "Remote learning" options for green, yellow, and orange "risk dial" levels will be made available for parents and families that meet criteria for qualification.</li> </ul> </li> </ul>	<p><b>Additional provisions for High Spread mode:</b></p> <ul style="list-style-type: none"> <li>● In the elementary building (grades PK-6) the class size will be the same as it was for the Low or Moderate Spread mode.</li> <li>● The instruction model will remain largely the same as for the Low or Moderate Spread mode, with the exception that Art, Band, and/or Vocal will be taught differently or rescheduled based on administrative discretion.</li> <li>● Classrooms will continue to operate at normal capacity, with reasonable health measures implemented to prevent the spread of COVID-19.</li> <li>● In the secondary building (grades 7-12), instruction will move from direct interactive learning, to asynchronous online learning.</li> <li>● Instruction will be provided</li> </ul>	<p>considered days off for students (just like snow days).</p> <ul style="list-style-type: none"> <li>● If the Superintendent determines that the District is likely going to remain in Severe Spread for more than a week, he/she will notify students and staff that learning will transition to online learning from home.</li> <li>● During a closure, students will be allowed to check out their school-issued 1:1 Chromebooks or iPads.</li> <li>● For families without internet, the district will work with those families to possibly provide internet hotspots, to the degree possible in areas where they have signal.</li> <li>● The days that online learning from home shall occur will correspond with days students would have been in session on the Board-approved calendar.</li> <li>● Online learning from home <u>will be required for all students</u> enrolled in our district.</li> <li>● Online learning from home <u>will include mandatory assignments</u> that will be graded and entered into PowerSchool for students in grades 1-12.</li> </ul>
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	<p>online by teachers using various learning mediums, such as Google Classroom, Blackboard, Canvas, etc.</p> <ul style="list-style-type: none"><li>● Instruction and learning may not be live, but rather occur asynchronously.</li><li>● Students will be allowed to leave their rooms to work with special education teachers and other support service providers, on an individualized or small-group basis, following a schedule that prevents large group interactions.</li><li>● Students will need to supply their own headphones, ear phones, or ear buds so that they can listen to any audio instruction without disrupting other students.</li><li>● Teachers' online instructional workload for students will be comparably equal to the regular workload for</li></ul>	
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	in-person instruction. <ul style="list-style-type: none"> <li>Grades for assignments will be weighted comparably equal as for assignments during in-person instruction.</li> </ul>	
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**Student Services/ SPED / 504:**

	Elementary	High School
<b>504's</b>	Plans will be developed to meet individual student needs	Plans will be developed to meet individual student needs
<b>Special Education</b>	Plans and services will meet all Rule 51 requirements	Plans and services will meet all Rule 51 requirements



**Technology:**

Access: Devices & Internet	Help Desk/Support	Professional Development for Staff, Students & Families
<ul style="list-style-type: none"> <li>Students in grades 4-12 will have access to Chromebooks</li> <li>Canvas, Powerschool,</li> </ul>	<ul style="list-style-type: none"> <li>The number for tech support will be listed on the district website.</li> </ul>	<ul style="list-style-type: none"> <li>Training will be provided for staff, students, and families on how to access and utilize district technology resources.</li> </ul>



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and Planbook will be used to facilitate technology.		
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**Transportation:**

<ul style="list-style-type: none"> <li>• Adults on the bus must wear face masks at all times while students are on the bus.</li> <li>• All passengers must wear face masks while on the bus, including activity trips. <ul style="list-style-type: none"> <li>○ If a parent does not want his/her child to wear a mask on the bus, the parent will be responsible for transporting the child to and from school, or to or from an activity.</li> </ul> </li> <li>• Students with a temperature above 100.4 may not ride the morning bus route.</li> <li>• All students and staff shall apply hand sanitizer as they enter the vehicle.</li> <li>• When doubling/tripling up is necessary, students from the same household will sit together.</li> <li>• A seating arrangement will be used and will be based on the order that students get on and off the bus (e.g. for AM routes, the first student on, sits at the back of the bus, the last student on, sits at the front of the bus). <ul style="list-style-type: none"> <li>○ To maintain consistent seating arrangements, students not assigned by administration to a specific route with a pickup/dropoff location, may not ride on that route (e.g. a group of students cannot ride to classmate's house for a birthday party, a group of students cannot ride a bus to be dropped of for religion class, ect.).</li> </ul> </li> <li>• Students shall disembark from front of the bus front to back to minimize exposure.</li> <li>• Drivers shall stay home if they have a fever or other COVID-19 related symptoms.</li> <li>• Surfaces will be sanitized after every route or trip.</li> </ul>	
<p>Additional provisions for <b>Low or Moderate</b> Spread mode:</p> <ul style="list-style-type: none"> <li>• Bus routes and activity trips will operate at full student capacity, with the reasonable health measures above implemented to prevent the spread of COVID-19.</li> </ul>	<p><b>Additional provisions for High Spread mode:</b></p> <ul style="list-style-type: none"> <li>• Bus routes will generally operate at full student capacity, however student capacity may be reduced to the extent possible as determined by administration.</li> <li>• Heavily populated route families may be provided the option to bring their child(ren) to/from school rather than ride the bus.</li> <li>• Administration may consider using multiple vehicles for activity trips to better space students for large activity groups, if doing so is feasible.</li> <li>• If all certified drivers become suddenly unavailable due to COVID-19 related circumstances, clause 001.02A (iv) in</li> </ul>



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	<p>NDE Rule 91 may be utilized, allowing for "...the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board."</p>
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	<p style="text-align: center;"><b>Practices to follow for COVID-19 safe transportation:</b></p> <ul style="list-style-type: none"> <li>● Adults on the bus must wear face masks while students are on the bus.</li> <li>● All passengers must wear face masks while on the bus, including activity trips. <ul style="list-style-type: none"> <li>○ If a parent does not want his/her child to wear a mask on the bus, the parent will be responsible for transporting the child to and from school, or to or from an activity.</li> </ul> </li> <li>● Students with a temperature above 100.4 may not ride the morning bus route.</li> <li>● All students and staff shall apply hand sanitizer as they enter the vehicle.</li> <li>● When doubling/tripling up is necessary, students from the same household will sit together.</li> <li>● A seating arrangement will be used and will be based on the order that students get on and off the bus (e.g. for AM routes, the first student on, sits at the back of the bus, the last student on, sits at the front of the bus). <ul style="list-style-type: none"> <li>○ To maintain consistent seating arrangements, students not assigned by administration to a specific route with a pickup/dropoff location, may not ride on that route (e.g. a group of students cannot ride to classmate's house for a birthday party, a group of students cannot ride a bus to be dropped of for religion class, ect.).</li> </ul> </li> <li>● Students shall disembark from front of the bus front to back to minimize exposure.</li> <li>● Drivers shall stay home if they have a fever or other COVID-19 related symptoms.</li> <li>● Surfaces will be sanitized after every route or trip.</li> </ul>	
<b>Green</b>	<p>Additional provisions for <b>Low</b> or <b>Moderate</b> Spread mode:</p> <ul style="list-style-type: none"> <li>● Bus routes and activity trips will operate at full student capacity, with the reasonable health measures above implemented to prevent the spread of COVID-19.</li> </ul>	<p>Additional provisions for <b>High</b> Spread mode:</p> <ul style="list-style-type: none"> <li>● Bus routes will generally operate at full student capacity, however student capacity may be reduced to the extent possible as determined by administration.</li> <li>● Heavily populated route families may be provided the option to bring their child(ren) to/from school rather than ride the bus, and be paid mileage at administrative discretion.</li> <li>● Administration may consider using multiple buses for activity trips to better space students for large activity groups, if doing so is feasible.</li> </ul>



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		<ul style="list-style-type: none"><li>● If all certified drivers become suddenly unavailable due to COVID-19 related circumstances, clause 001.02A (iv) in NDE Rule 91 may be utilized, allowing for "...the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board."</li></ul>
<b>Yellow</b>	<ul style="list-style-type: none"><li>● Specific bus guidelines will be provided for Special Education Routes.</li><li>● Students and parents will be encouraged to self-screen for cold or flu-like symptoms prior to coming to the vehicle.</li><li>● Staff and students will apply hand sanitizer upon entering the vehicle when it is safe to do so as it relates to traffic.</li><li>● Maintain open windows to promote airflow on the vehicle when feasible (e.g., weather elements).</li><li>● If applicable, on extracurricular trips, students should space out and sit one per seat.</li><li>● All students and drivers wear face coverings during times when ~6 ft of social distancing is not feasible.</li><li>● Parents will be reminded of the opportunity to transport their own child in lieu of school bus transportation as a strategy to reduce bus density.</li><li>● Encourage parents to drop children off at school rather than ride the school bus to reduce bus density.</li></ul>	
<b>Orange</b>	<ul style="list-style-type: none"><li>● All vehicles will be sanitized between each use.</li><li>● Specific Guidelines will be provided for Special Education Routes.</li><li>● Students and parents will be encouraged to self-screen for cold or flu-like symptoms prior to coming to the vehicle.</li></ul>	



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	<ul style="list-style-type: none"> <li>● Staff and students will apply hand sanitizer upon entering/exiting the vehicle.</li> <li>● Maintain open windows to promote airflow on the vehicle when feasible (e.g., weather elements).</li> <li>● All students and drivers wear face coverings.</li> <li>● Parents will be reminded of the opportunity to transport their own child in lieu of school bus transportation as a strategy to reduce bus density.</li> <li>● Be prepared for a reduced bus capacity requirement of one student per seat if the dial moves to deep orange and/or take other steps to reduce bus density.             <ul style="list-style-type: none"> <li>○ Staff will mark seats for student seating to promote social distancing (row 1 = window seat; row 2 = isle; alternate by left/right side of bus).</li> <li>○ Consider running multiple back-to-back routes to reduce bus density.</li> </ul> </li> <li>● Encourage parents to drop children off at school rather than ride the school bus to reduce bus density.</li> </ul>	
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**Personnel:**

LOW or MODERATE SPREAD	HIGH SPREAD	SEVERE SPREAD
<p><b>Practices to follow for COVID-19 safety with staff members:</b></p> <ul style="list-style-type: none"> <li>● Staff members will be required to wear face masks at all risk levels and anytime they are in close contact with students, unless specified otherwise in this document.             <ul style="list-style-type: none"> <li>○ If a staff member has a plexiglass shield between him/herself and the student(s), then a face mask is not necessary.</li> </ul> </li> </ul>		<p>Practices to follow for COVID-19 safety with staff members:</p> <ul style="list-style-type: none"> <li>● In-person instruction will discontinue until the school is no longer in the Severe Spread mode.</li> </ul>



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<ul style="list-style-type: none"> <li>● Staff members with temperatures of 100.4 or higher are to stay home until they are fever free for 24 hours without the assistance of pain medication. <ul style="list-style-type: none"> <li>○ Staff members with flu-like symptoms, including chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, should consider staying home from school if symptoms are not obviously the result of explainable circumstances.</li> </ul> </li> <li>● The District will provide staff members with the PPE and protection they need to be safeguarded from virus exposure. <ul style="list-style-type: none"> <li>○ For staff members in a high risk category, PPE such as KN95 facemasks and face shields will be made available, to the extent that the District can find suppliers of such PPE.</li> <li>○ Staff members are entitled to accommodations and leave is applicable under law and policy (such as ADA, FMLA, and PTO or sick leave) however the fear of exposure is not itself a valid excuse to not report to work.</li> </ul> </li> <li>● Due to COVID-19, staff members may be assigned duties that are not typical to them, such as bus monitoring, extra lunch room duty, extra cleaning, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Based on the circumstances, the Superintendent, and potentially the School Board, will decide who can or should report to the school building to work.</li> </ul>
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## **Staff and Student Wellness:**

Social and Emotional Supports are critical for students and staff as we continue to navigate the myriad of changes associated with the pandemic.

### **Resources For Educators and Families:**

- [COVID Coach](#) (Education about coping during the pandemic, mood trackers, and lots of great stress management techniques and exercises)
- [Headspace](#)
- [Insight Timer](#) (Free with thousands of guided meditations)
- [Mindfulness Coach](#)
- [PTSD Coach](#)
- [EHA](#)
- [Launch Nebraska](#)
- [WSCC](#)



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- [Calming Room website](#)
- CDC Guidance [Talking with children about Coronavirus Disease 2019](#)
- [Healthier Generation](#)
- National [SHAPE](#)
- [COVID-19 Screener](#)



### **Health Services:**

**Health services will remain the same through all “Risk Dial” levels**



## **District OR-1: Home of the Panthers!!**

### **Practices to follow for COVID-19 safety with matters of custodial sanitation and the health of individuals in the District:**

- Students, staff, or visitors with temperatures of 100.4 or higher are to stay home until they are fever free for 24 hours without the assistance of medication.
  - Students, staff, or visitors with flu-like symptoms, including chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, should consider staying home from school if symptoms are not obviously the result of explainable circumstances.
- If during the day a student becomes ill or develops a fever, they will be required to wear a mask and be placed in an isolated room.
  - Staff working with ill students are to wear a medical-grade-equivalent face mask, or KN95 if available, eye covering (glasses or a shield) and gloves while attending to the student.
  - After the student is picked up, the areas in which he/she was kept are to be thoroughly sanitized.
- Hand sanitizer dispensers will be available at main entrances to buildings, and at the entrance of each classroom or learning area.
  - Students are expected to apply hand sanitizer upon entering the building and after transitions.
- Cleaning supplies will be made available in all learning settings.
  - Students will be utilized by teachers/monitors as needed to sanitize their desks or station prior to transitioning to their next learning settings, or within their learning sessions as needed.
  - Commonly used classroom surfaces, such as door handles, will be sanitized multiple times daily by teachers, students, and/or custodial staff.
- Restrooms will be sanitized multiple times daily when school is in session.
  - Hand sanitizer shall be encouraged to be used before and after using the restroom.
  - Teachers and support staff shall promote effective hand-washing procedures upon students.
- Surfaces commonly touched in high-use common areas will be sanitized routinely.
- Students and staff are recommended to have their own water bottles that they can refill at water fountains. Students and staff are discouraged from drinking directly from water fountains.
- Recess and playground areas will have access to hand sanitizer.
  - Students are to apply hand sanitizer before and after using recess and playground areas.
  - Cleaning and sanitizing will continue to occur in areas of the school used by staff members while the school facilities are closed to students.
  - Thorough sanitizing of facilities will be conducted before students return for on-campus learning.
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### **Additional Roles of the Health Office Staff:**

- Continue to promote Good Hygiene Practices ( handwashing, covering coughs and sneezes, staying home when ill, social distancing, ) with students and staff.
- Assist with screening absentee calls from parents and follow-up on reports of Covid-19 symptoms in students.
- Document all student office visits.
- If a family has had an exposure to Covid or has a positive COVID test result offer ongoing support (make formal contact).
- Work with local Health Departments on all positive COVID cases.



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**Face Covering Basics:**

	<b>District</b>
<b>Face Covering Basics</b>	<ul style="list-style-type: none"> <li>● <u>Criteria for Self-Provided Face Coverings:</u> <ul style="list-style-type: none"> <li>○ Multilayer cloth or disposable face covering</li> <li>○ Must cover the nose and mouth</li> <li>○ No inappropriate images or messages.</li> <li>○ Fits snugly and comfortably around the side of the face</li> </ul> </li> <li>● <u>The following face covering wear and care procedures will be promoted to students and staff:</u> <ul style="list-style-type: none"> <li>○ Face coverings should be placed over the nose and mouth while being worn and secured with ties, ear loops or elastic bands that fit around the head.</li> <li>○ Face coverings should fit snugly and comfortably around the side of the face.</li> <li>○ Wash or sanitize hands before putting a face covering on and after taking it off.</li> <li>○ Try to avoid touching your face covering as much as possible.</li> <li>○ Remove face covering by lifting it off of ear loops without touching the front of the mask on your face.</li> <li>○ Regularly wash face coverings with soap and water or in the washing machine with detergent (or as otherwise directed by the manufacturer of the face covering). We recommend that cloth face coverings are washed daily.</li> <li>○ <b>Mask Storage:</b> Carefully fold the mask so the contaminated outside is folded inward and against itself. Place in a clean or new bag.</li> </ul> </li> <li>● <u>Scenarios where a student or staff member may not be able to wear a face covering:</u> <ul style="list-style-type: none"> <li>○ Those with a disability that prevents them from comfortably wearing or removing a face covering.</li> <li>○ Those with certain medically documented respiratory conditions or trouble breathing.</li> </ul> </li> </ul>

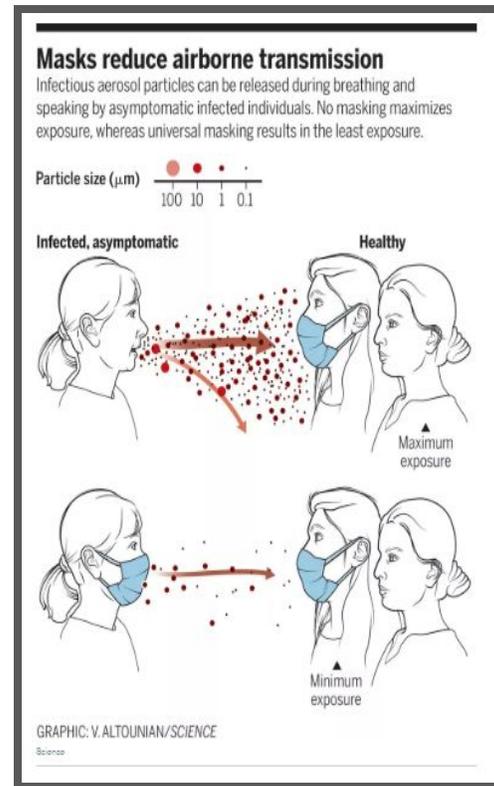
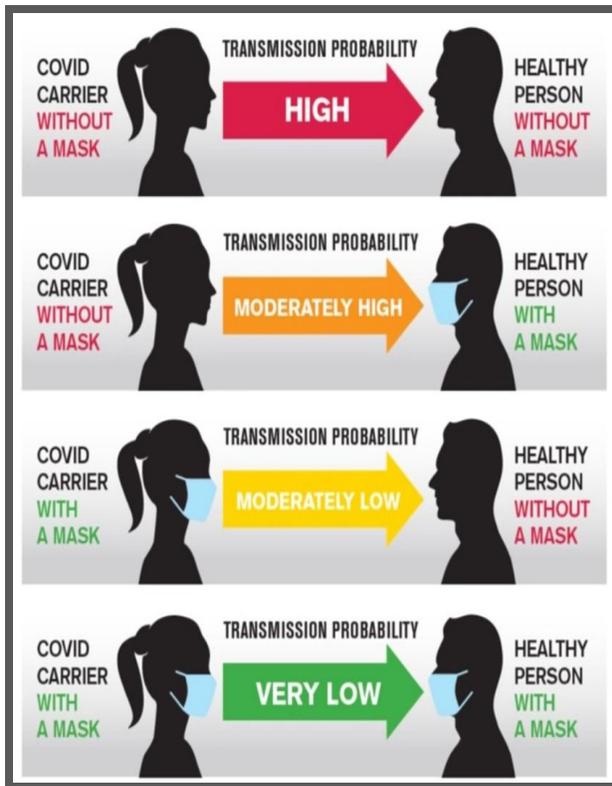


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	<ul style="list-style-type: none"><li>○ Those who are deaf or hard of hearing and use facial and mouth movements as part of communication.</li><li>○ Those advised by a medical or behavioral health professional that wearing a face covering may pose a risk to that person.</li></ul> <p><b>Note:</b> Face shields should be considered as a secondary option when a student or staff member is unable to wear a face covering.</p> <p><b>Note:</b> Those unable to wear face coverings or face shields may be required to complete additional screening procedures (e.g., daily temperature).</p>
<b>Green</b>	<ul style="list-style-type: none"><li>● Face coverings will be <u>required for staff</u> and mask use for students in the green level is strongly recommended,</li><li>● Each student and staff member will receive face coverings. Students and staff may also furnish their own face covering provided they meet the basic criteria.</li><li>● School nurses will be provided N95 fit-tested masks or surgical masks and reusable face shields.</li></ul>
<b>Yellow</b>	<ul style="list-style-type: none"><li>● Face coverings are expected to be worn by all K-12 students and staff except when the following circumstances exist:<ul style="list-style-type: none"><li>○ While eating lunch;</li><li>○ When at least 6 feet of social distancing from others is possible in an indoor setting;</li><li>○ While working privately in an office or conference room;</li><li>○ During physical education class (assuming an emphasis on physical distancing and/or outdoor activity);</li><li>○ When separated by a physical barrier from others (e.g., plexiglass divider);</li><li>○ While outdoors when at least 3+ feet of social distancing is provided.</li></ul></li><li>● Face coverings are required for all school visitors.</li><li>● Face shields (or clear face coverings) will be provided as appropriate for students and staff being served in specialized programs or with documented health needs and/or settings (e.g., Speech Language). A face shield is not a replacement for a mask.</li><li>● <b>Note:</b> School staff will look for intentional opportunities during the school day to create safe opportunities for students to remove face coverings (e.g., creating sufficient physical distancing, outdoor time, etc.).</li><li>● <b>Note:</b> There is an understanding that with the use of face coverings at lower grade levels (e.g., K-1), may be developmentally difficult for some students. Nothing about the mask expectation is intended to preclude elementary school administrators or teachers from intentionally scaffolding and building face covering stamina and routines over time so long as the overarching intent is conceptually consistent with the universal face covering protocol.</li></ul>



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*“My face covering protects you and your face covering protects me.”*

### Additional Resources for Parents and the Community:



- Nebraska Department of Education ([Launch Nebraska](#))
- Centers for Disease Control ([CDC](#))



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- Lincoln-Lancaster County Health Department ([LLCHD](#))
- Nebraska School Activities Association ([NSAA](#))
- Nebraska Department of Health and Human Services ([DHHS](#))
- Educational Service Unit #4 ([ESU4](#))
- Southeast District Health Department. ([SEDHD](#))
- [COVID-19 Symptom Checker](#)
- [COVID-19 Resources for School Nurses](#)
- [Autism Little Learners](#)
- <https://www.autismresourcecentral.org/social-stories-for-young-and-old-on-covid19/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.htm>



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