

Board of Education Regular Meeting
Monday, August 16, 2021 7:30 PM
Fillmore Central High School
1410 L Street
Geneva, NE 68361-1599

1. **Call to Order**
2. **Recognize Open Meetings Laws and location of the poster**
3. **Roll Call**
4. **Declaration of Legal Meeting/Excuse Absences**
 1. Declaration of Legal Meeting
 2. Excuse Absences
5. **Public Comment**
6. **Reports from Administration**
7. **Action Items**
 1. Consent Agenda
 1. Approval of the Minutes of the following board meetings: July 12, 2021, special meeting and July 12, 2021, regular meeting.
 2. Receive, review and accept Finance reports
 3. Review and approve the General Fund Claims
 4. Review and approve the Building Fund Claims
 2. Approve Board Policies
 1. Approve Board Policy #1340 Conflict of Interest (KSB #2005)
 2. Approve Board Policy #1520 Budget and Property Tax Request (KSB #3001)
 3. Approve Board Policy #3310 Bid Letting and Contracts (KSB #3003)

4. Approve Board Policy #3310.1 Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds (KSB #3003.1)
5. Approve Board Policy #3311 Construction Management at Risk Contracts (KSB #3042)
6. Approve Board Policy #3312 Design - Build Contracts (KSB #3043)
7. Approve Board Policy #5520 Audio and Video Recording (KSB #5063)
8. Adopt Board Policy #6270 Reading Instruction and Intervention Services (KSB #6036)
3. Consider and approve the movement of \$50,000 from the General Fund into the Depreciation Fund
4. Review, Discuss and Take any Necessary Action on the Back to School Framework - Safety Plan
8. **Discussion Items**
 1. Traffic Study Report
 2. ESSER III Spending Discussion
 3. KSB Board Policies #3004 and 3004.1
 4. Social Media and Policy
 5. Beef Boosters
 6. Downtown Gym and City of Geneva Usage Arrangement
 7. Next Regular Meeting is September 13, 2021 @ 7:30 PM
9. **Adjourn meeting**

Elementary BOE Report

August 16, 2021

I would like to acknowledge our staff members for building their capacity throughout the summer by taking summer classes, attending workshops, and finding new materials online to engage students. Ron and Judy have also been working all summer to get the building ready for the school year.

Summer school was attended by 43 students.

Current K-4 Attendance - 214
(K-43, 1-35, 2-56, 3-38, 4-42)
(Male-120, Female-94)

Open House

FCES hosted the annual open house on Tuesday, August 10th, from 4:00 – 5:30 p.m. Between 90-95 percent of students and families participated.

HVAC Project

HVAC is running strong. Still have some issues to be completed.

New Staff/Teaching Assignments

Julie Johnson-Title, Liz Zoucha-3rd grade. Genevieve Korbelik-para educator

COVID Related Items

Water Fountains and Bottles

Water fountains will be used as they have traditionally. Water bottles will also be encouraged. Students will fill water bottles at the hands free bottle filling stations.

Volunteers/Visitors

Volunteers and other visitors are allowed into the building with no restrictions.

Hand and Surface Sanitation

Hand sanitizing stations will be available at the main entrance and also at the entrance to the cafeteria. Students will also sanitize or wash hands as they enter from recess or other areas around the building. Staff are using sanitizing spray and wipes regularly for surface sanitation.

Middle School Principal Report
Submitted by Lisa Lamb
FCPS BOE Meeting August 16, 2021

School Year

The 2021-2022 school year is off to a great start, through the efforts of all the Middle School teachers and staff. The staff welcomed students to the first day of the 2021-2022 school year on August 12, 2021.

Building Improvements

The custodial staff (Chris Gangstad and Trenton Hayes) did a wonderful job this summer preparing both inside and outside of the building for the start of the school year.

Enrollment

Our current total enrollment is 174 students at FCMS. (80 Males and 94 Females). 33 – 5th grader students, 47- 6th grader students, 46 – 7th grader students, and 48– 8th grade students.

Middle School Open House

The annual FCMS Open House was held on August 11, 2021 from 4:30pm-6:00pm. Approximately 90-95 percent of Middle School students and families participated in the event. As part of the Open House, a 5th grade Orientation was also held in the gymnasium to provide an informational session for both 5th grade students and parent. Additionally, the Fillmore Central Public Schools TEAMMATES members served a hot dog meal for students and families attending the Open House. A pool party for incoming 5th-8th grade students was held prior to the Open House at Fairmont pool with approximately 50 students participating.

Bell Schedule and PRIDE

All middle school students and staff will be on the same bell schedule this year. The bell schedule change allows for better utilization of shared staff members within the district. PRIDE groups have been reinstated in the Middle School this year as they have been a cornerstone of middle school philosophy and have been successful in developing peer relationships.

New Staff/Teaching Assignments

Carissa Eberhardt: 5th Grade teacher

Tonia Frey: ICU Para-Educator

Susan Janing: Para-Educator

Tyra Reardon: Family and Consumer Science teacher (shared staff member with FCHS)

COVID Related Items

Covid mitigation strategies continue to be in place at the Middle School. Hand sanitizer stations are placed at the entrances and throughout the school. Students are encouraged to bring a water bottle and use the hands-free water bottle filling stations. Staff also use sanitizing spray and wipe down highly used or touched surfaces regularly.

August 2021
Mr. Theobald

AD Report

- As of right now, the NSAA is recommending that the fall sports will start as normal with no restrictions in place. They will be working with the NDE, the governor's office and local health departments to monitor how things are going. Should things need to change, they will let us know as soon as possible. They will be encouraging the following safety measures:
 - Work closely with your local health departments
 - Keep groups small and attendance recorded
 - Wash your hands regularly
 - Disinfect equipment regularly
 - Stay home if you don't feel well
 - Have a plan dealing with quarantining
 - Embrace the opportunities for vaccination
- Fall Sports Night was held on Aug. 2nd. This was expanded to include 7th and 8th students. This night also included an activity fair for students/parents, a pep rally and a meal sponsored by the FFA Booster Club. We had a really good turnout and I anticipate continuing with a similar format for next year.
- Fall Sports Numbers:
 - Football - 38
 - Volleyball - 16
 - Softball - 18 (FC-8, EM-5, F-5)
 - Cross Country - 12 (3 girls and 9 boys)

Principal Report

- Our first day enrollment was 163 students.
- I really appreciate everyone's assistance in getting through the first few days of school in my absence.

August 2021 Board Report

6. Superintendent's Report

HVAC Update – They have requested final payment.

Bus Update -

Events that Board Members can access through NASB

NASB Area Membership Meetings – September 15th in York

NASB Facilities and Construction Workshop September 9th in Kearney

NASB Labor Relations Conference Oct 12-13 in Lincoln

NASB State Education Conference November 17th – 19th in Omaha

Budget Timeline – Budget due September 20th, Board Meeting on September 13th

To approve the budget, Levy Hearing prior to the Board Meeting on

September 13th, Budget Hearing prior to the Levy Hearing on September

13th. Board Budget Workshop on August 23rd

Follow-up from building tours-

Elem. School

Middle School

High School

Downtown gym

CEDARS meeting with City committee on July 29

EMC Insurance and Cyber Security

Classified Hires –

7. Action Items:

7.1 Consent Agenda – if there is anything in this consent agenda that you want to vote separately on, you can.

7.1.1 Minutes: The minutes of the July 12th Special and Regular Board Meeting are for review.

7.1.2 Financial Reports: The reports are attached on the Sparq website for your review.

7.1.3 General Fund Claims: If you need any more information on any claims contact Lynne or I prior to the meeting and we will get that for you.

7.1.4 Building Fund Claims

7.2 Approve Board Policies as Recommended by KSB

7.3 Consider and approve the movement of \$50,000 from the general fund into the depreciation fund.

7.4 Review, discuss, and take any necessary action on the Back to School Framework – Safety Plan

8. Discussion Items

8.1 JEO Traffic Study Report - attached

8.2 ESSER III Spending Discussion

8.3 Policy 3004 and 3004.1

8.4 Beef Boosters

8.5 Downtown Gym and usage arrangement with City of Geneva

8.6 Next Board meeting – Special Meeting-Budget Workshop, August 23rd at 7:30, Budget Hearing- September 13th, Levy Hearing - September 13th, and Regular Board Meeting -September 13th.

9. Adjourn

Special Meeting

Monday, July 12, 2021 5:00 PM Central

Posting Locations:

Fillmore Central Middle School
950 F Street
Fairmont, NE 68354

- Nebraska Signal

Posted Date: July 6, 2021

1. Call meeting to Order

President Shaun Farmer called the special meeting for July 12, 2021 to order at the Fillmore Central Middle School at 5:03 p.m.

2. Recognize Open Meetings Laws and Location of Poster

3. Declaration of Legal Meeting

3.1. Declaration of Legal Meeting

Recommendation that this special meeting of July 12, 2021 be declared a legal meeting passed with a motion by Doug Gergen and a second by Chad Engle.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Scott Schelkopf: Yea

Yea: 6, Nay: 0

3.2. Excuse Absences – There were none.

4. Review and discuss school district facilities and conduct Middle School facility tour

Chris Gangstad led a tour of the classrooms, gym, cafeteria, and west boiler room.

5. Recess meeting; travel from Middle School to Elementary School

President Shaun Farmer recessed the special meeting at 5:52 p.m. for the Board to travel to the Elementary School.

6. Resume meeting at Elementary School; notice of location of posting of Open Meetings Act; review and discuss school district facilities and conduct Elementary School tour.

President Shaun Farmer reconvened the Special Meeting at the Fillmore Central Elementary School at 6:05 p.m.

Aaron Veleba led a tour of the building which included classrooms. He also discussed the asphalt, sinking areas, and student drop off /pick up issues.

7. Recess meeting; travel from Elementary School to Downtown Gymnasium

President Shaun Farmer recessed the special meeting at 6.52 p.m. for the Board to travel to the downtown gym in Geneva.

8. Resume meeting at Downtown gym; notice of location of posting of Open Meetings Act; review and discuss school district facilities and conduct Downtown Gym tour

President Shaun Farmer reconvened the special meeting at the Downtown Gym at 6:58 p.m. The Board toured locker rooms, reviewed key issues, looked at doors.

9. Recess meeting; travel from Downtown Gym to High School

President Shaun Farmer recessed the special meeting at 7:15 p.m. for the Board to travel to the High School.

10. Resume meeting at High School; notice of location of posting of Open Meetings Act; review and discuss school district facilities and conduct High School tour

President Shaun Farmer reconvened the special meeting at the Fillmore Central High School at 7:26 p.m.

11. Adjourn

Recommendation that this special meeting of July 12, 2021 be adjourned at 7:27 p.m. passed with a motion by Christin Lovegrove and a second by Chad Engle.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Scott Schelkopf: Yea

Yea: 6, Nay: 0

Board of Education Regular Meeting
Monday, July 12, 2021 7:30 PM Central
Posting Locations:

Fillmore Central High School
1410 L Street
Geneva, NE 68361-1599

- Nebraska Signal

Posted Date: July 7, 2021

Chad Engle: Present
Shaun Farmer: Present
Doug Gergen: Present
Christin Lovegrove: Present
Whitney Peppard: Present
Scott Schelkopf: Present
Present: 6.

1. Call to Order

President Shaun Farmer called the meeting to order at 7:30 p.m.

2. Recognize Open Meetings Laws and location of the poster

3. Roll Call

4. Declaration of Legal Meeting/Excuse Absences

4.1. Declaration of Legal Meeting

Recommendation that this regular meeting of July 12, 2021 be declared a legal meeting passed with a motion by Whitney Peppard and a second by Christin Lovegrove.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea,
Whitney Peppard: Yea, Scott Schelkopf: Yea
Yea: 6, Nay: 0

4.2. Excuse Absences

There were no absences.

5. Public Comment

FC Beef Boosters, Micky Tatro, Joe Birky, and Brian Mumm spoke to the Board. The Fillmore Central Beef Boosters is a 501c3 with a goal of providing Fillmore Central students with better tasting and more nutritional beef. Beef is purchased at Circle 5 and then processed at Henderson Meats. Usually 12 head a year is donated with the Fillmore Central with the district hot lunch staff ordering cuts of meat needed., The average costs of meat donated is \$28,000 per year (between \$26,000 and \$34,000). The Fillmore Central Beef Boosters also provide ag education in each of the school buildings. In five years they have raised over \$175,000. Raising this money is the main purpose of the board. The major fundraising drive happens every other year. The Fillmore Central Boosters are asking that a portion of the processing fees to be paid by the Fillmore Central School to keep the program as sustainable

as possible. The 12 head donated provide approximately 9 meals a month. Donations have dropped recently. The highest amount of donations was received in the first two years.

6. Reports from Administration

Fillmore Central Superintendent Cumpston reported on the Elementary HVAC project. The coils will be installed by the end of the week. The Americanism Committee will meet before the August 16, 2021 regular meeting. Cost of a 16 passenger bus was reviewed. NASB events were discussed. The budget timeline was reviewed with new changes noted. A letter from NDE Commissioner Matt Blomstedt was read.

7. Action Items

7.1. Consent Agenda

Recommendation that the Board approve the consent agenda passed with a motion by Chad Engle and a second by Christin Lovegrove.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Scott Schelkopf: Yea
Yea: 6, Nay: 0

7.1.1. Approval of the Minutes of the following board meetings: June 14, 2021 Regular Meeting

7.1.2. Receive, review and accept Finance reports

7.1.3. Review and approve the General Fund Claims

7.1.4. Review and approve the Building Fund Claims

7.2. Review and approve the 2021-2022 Miscellaneous Charges Schedule

Recommendation that the Board approve the 2021-2022 Miscellaneous Charges schedule as presented passed with a motion by Doug Gergen and a second by Whitney Peppard.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Scott Schelkopf: Yea
Yea: 6, Nay: 0

7.3. Discuss, review, and take any necessary action on the Back to School Framework

Recommendation that the Board approve the Back to School Framework plan as presented knowing that as circumstances and DHMs change, the plan may need to be adjusted by the superintendent and reviewed by the Board at the next meeting passed with a motion by Doug Gergen and a second by Christin Lovegrove.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Scott Schelkopf: Yea
Yea: 6, Nay: 0

The framework document was posted online and received very little public comment. The document was also reviewed with Public Health Solutions and Fillmore County Hospital personnel.

The Board held a brief five minute recess at 8:30 p.m. After the recess the Board toured the High School facility.

8. Discussion Items

8.1. Facility Tour Discussion/ Facility Tours (Tours only if not completed during the July 12, 2021 special meeting held prior to the start of the July 12, 2021 regular meeting)

Starting the facilities plan - identify immediate needs, 3-5 year needs, and 5+ year needs. Important to outline the issues and get on a schedule. Immediate priorities -- sagging concrete on the northeast corner of elementary school, drain at the middle school, radon testing. Security of the downtown gym, how it is being used, use of the senior area by the city in the future.

8.2. Student Fee Review

8.3. KSB Policy Recommendations

These policies update the conflict-of-interest policy, the budget earing policy, bid thresholds, federal dollar accountability, at-risk contracts, and updates on assessments. KSB's policy numbers will need to be changed as they do not follow the Fillmore Central Board Policy structure.

8.4. EMC Insurance Renewal

The renewal is approximately \$8,000 higher than last year. A large portion of this cost is for increased cyber security.

8.5. ESSER III Discussion

8.6. Next Meeting will be August 16, 2021

9. Adjourn meeting

Recommendation that this regular meeting of July 12, 2021 be adjourned at 9:09 pm passed with a motion by Whitney Peppard and a second by Chad Engle.

Chad Engle: Yea, Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Scott Schelkopf: Yea

Yea: 6, Nay: 0

CLERK'S REPORT

Reporting Period: 7/31/2021

Beginning Checking Account Balance

\$3,084,817.59

Fillmore County Treasurer	General Taxes	\$357,990.75
Educational Service Unit #6	July Rent	\$8,551.70
Educational Service Unit #6	Hybrid-VR Grant Stipend	\$500.00
Payroll Accounts	Payroll Tax Deposits	\$85,522.39
South Central Nebraska USD #5	Eberhardt/High Health Insurance Premiums	\$2,008.16
City of Geneva	Senior Center Rent	\$130.00
State of Nebraska	Spring Wards Of Court	\$145,854.26
Heartland Bank	Checking Interest	\$248.41

Total Receipts	\$600,805.67
Plus Transfer from Hot Lunch Fund to Checking (Payroll Direct Deposits)	\$0.00
Plus Voided Direct Deposit	\$330.28
Less Disbursements	\$919,565.25

Checking Account Balance

\$2,766,388.29


Bank Statement Balance	\$2,768,106.25
Less Outstanding Checks	(\$1,717.96)
Outstanding Hot Lunch Fund Direct Deposits	\$0.00

Checking Account Balance

\$2,766,388.29

General Fund Checking Account Balance	\$2,766,388.29
FCPS Checking Account Balance	\$25,260.88
General Fund CD's (including accrued interest)	\$0.00
Total General Fund Balance	\$2,791,649.17

Prepared By:



Approved By:



Date Prepared:

8/5/2021

FCPS FUND - July 2021

Quadient Finance USA Inc	High School Postage	\$800.00
Verizon Wireless	Cell Phones	\$243.14
Jodi Meyer	Mileage	\$24.25
Wanda Moses	Census	\$400.00
Country Inns & Suites	Lodging	\$192.00
Windstream	Telephone	\$749.46
TOTAL		\$2,408.85

MASTERCARD - July 2021

WalMart	Equipment	\$53.66
Barnes & Noble	Books	\$161.09
TOTAL		\$214.75

FUND REPORTS - July 2021							
BUILDING FUND							
9/1/2020	Month	YTD	Month	YTD	YTD	Current	Current
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance	Checking	CD
\$ 126,726.51	\$ 23,092.28	\$ 555,094.96	\$ -	\$ 290,794.46	\$ 391,027.01	\$ 391,027.01	\$ -
GENERAL FUND PROPERTY TAX RECAP							
Budgeted	Current Mo.	YTD	YTD %				
Amount	Collected	Collected	Collected				
\$ 7,476,205.00	\$ 93,942.92	\$ 8,028,173.85	107.38%				
DEPRECIATION FUND							
9/1/2020	Month	YTD	Month	YTD	YTD	Current	Current
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance	Checking	CD
\$ 209,817.38	\$ 5.58	\$ 105.75	\$ -	\$ 141,993.00	\$ 67,930.13	\$ 67,930.13	\$ -
EMPLOYEE BENEFIT FUND							
9/1/2020	Month	YTD	Month	YTD	YTD		
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance		
\$ 46,246.01	\$ 3,456.59	\$ 42,020.71	\$ 5,209.72	\$ 34,830.67	\$ 53,436.05		
PAYROLL RETIREMENT FUND							
9/1/2020	Month	YTD	Month	YTD	YTD		
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance		
\$ -	\$ 61,917.72	\$ 800,566.71	\$ 61,917.72	\$ 800,566.71	\$ -		
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND							
9/1/2020	Month	YTD	Month	YTD	YTD		
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance		
\$ 2,135.46	\$ -	\$ 2.61	\$ 2,138.07	\$ 2,138.07	\$ -		
UNEMPLOYMENT SAVINGS ACCOUNT							
9/1/2020	Month	YTD	Month	YTD		Current	Current
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance	Savings	CD
\$ 64,135.51	\$ 1.41	\$ 75.38	\$ -	\$ -	\$ 64,210.89	\$ 34,200.94	\$ 30,009.95
HOT LUNCH PROGRAM - MAY 2021							
9/1/2020	Month	YTD	Month	YTD	YTD		
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance		
\$ 981.16	\$ 19.78	\$ 470,180.51	\$ 4,895.03	\$ 394,182.05	\$ 76,979.62		
ACTIVITIES REPORT							
9/1/2020	Month	YTD	Month	YTD	YTD	Current	Current
Beg. Bal.	Receipts	Receipts	Disburse.	Disburse.	Balance	Checking	CD/Checking
\$ 316,120.41	\$ 13,266.01	\$ 213,996.43	\$ 3,038.26	\$ 215,052.08	\$ 315,064.76	\$ 203,388.95	\$ 111,675.81

FILLMORE CO. SCHOOL DIST. #30-0025
COUNTY TREASURER'S RECEIPTS

Reporting Period: July 1-31 2021

TAX SOURCE	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Y-T-D
Levied Tax 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2015	\$32.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2015	\$18.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.86
Levied Tax 2016	\$29.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.96
Interest 2016	\$13.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.12
Levied Tax 2017	\$30.80	\$0.00	\$0.00	\$0.00	\$33.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.57
Interest 2017	\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.18
Levied Tax 2018	\$266.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$599.75	\$0.00	\$34.72	\$0.00	\$901.28
Interest 2018	\$41.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.16
Levied Tax 2019	\$1,649,419.99	\$434,906.95	\$20,162.59	\$1,880.32	\$7,646.39	\$6,850.27	\$6,062.24	\$319.17	\$0.00	\$26.35	\$152.94	\$630.24	\$2,128,057.45
Interest 2019	\$1,113.08	\$1,343.63	\$570.12	\$75.38	\$408.29	\$489.12	\$515.58	\$24.20	\$0.00	\$3.34	\$20.50	\$90.46	\$4,653.70
Levied Tax 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$1,054,759.07	\$538,611.19	\$71,029.76	\$771,437.63	\$2,008,981.95	\$661,208.07	\$316,385.84	\$59,491.93	\$5,481,915.44
Interest 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315.15	\$378.84	\$548.80	\$1,242.79
Vehicle Tax 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2019	\$39,494.94	\$18,879.06	\$15,215.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,589.12
Vehicle Tax 2020	\$0.00	\$0.00	\$0.00	\$20,270.23	\$33,375.05	\$98,503.77	\$26,472.27	\$32,451.76	\$23,216.41	\$20,864.88	\$26,641.66	\$24,593.19	\$306,389.22
Homestead Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,683.09	\$8,683.09	\$8,683.09	\$8,683.09	\$8,588.30	\$52,003.75
Property Tax Credit	(\$16,509.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,046.88)	\$0.00	(\$2,231.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,788.39)
Property Tax Total	\$1,673,960.78	\$455,129.64	\$35,947.83	\$22,225.93	\$1,096,222.57	\$642,407.47	\$112,762.94	\$810,684.10	\$2,041,491.20	\$691,100.88	\$352,297.59	\$93,942.92	\$8,028,173.85

Prepared by: 

Approved by: _____

Date Prepared: 8/10/2021

FILLMORE CO. SCHOOL DIST. #30-0025
COUNTY TREASURER'S RECEIPTS

Reporting Period: July 1-31 2021

TAX SOURCE	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Y-T-D
Levied Tax 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2015	\$32.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.64
Interest 2015	\$18.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.86
Levied Tax 2016	\$29.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.96
Interest 2016	\$13.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.12
Levied Tax 2017	\$30.80	\$0.00	\$0.00	\$0.00	\$33.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.57
Interest 2017	\$9.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.18
Levied Tax 2018	\$266.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$599.75	\$0.00	\$34.72	\$0.00	\$901.28
Interest 2018	\$41.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.16
Levied Tax 2019	\$1,649,419.89	\$434,906.95	\$20,162.59	\$1,880.32	\$7,646.39	\$6,850.27	\$6,062.24	\$319.17	\$0.00	\$26.35	\$152.94	\$630.24	\$2,128,057.45
Interest 2019	\$1,113.08	\$1,343.63	\$570.12	\$75.38	\$408.29	\$489.12	\$515.58	\$24.20	\$0.00	\$3.34	\$20.50	\$0.00	\$4,653.70
Levied Tax 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$1,054,759.07	\$538,611.19	\$71,029.76	\$771,437.63	\$2,008,991.95	\$661,208.07	\$316,385.84	\$59,491.93	\$5,481,915.44
Interest 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315.15	\$378.84	\$548.80	\$1,242.79
Vehicle Tax 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2019	\$39,494.94	\$18,879.06	\$15,215.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,589.12
Vehicle Tax 2020	\$0.00	\$0.00	\$0.00	\$20,270.23	\$33,375.05	\$98,503.77	\$26,472.27	\$32,451.76	\$23,216.41	\$20,864.88	\$26,641.66	\$24,593.19	\$306,389.22
Homestead Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,683.09	\$8,683.09	\$8,683.09	\$8,683.09	\$8,683.09	\$8,683.09	\$8,588.30	\$52,003.75
Property Tax Credit	(\$16,509.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,046.83)	\$0.00	(\$2,231.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,788.39)
Pro-Rata Vehicle	\$1,673,960.78	\$455,129.64	\$35,947.83	\$22,225.93	\$1,096,222.57	\$642,407.47	\$112,762.94	\$810,684.10	\$2,041,491.20	\$691,100.88	\$352,297.59	\$93,942.92	\$8,028,173.85
Carline Tax	\$504.80	\$0.00	\$0.00	\$0.00	\$2,743.41	\$0.00	\$0.00	\$5,209.43	\$0.00	\$0.00	\$0.00	\$0.00	\$12,431.27
Co.Court Fines & Lic	\$2,334.70	\$1,935.12	\$2,402.19	\$4,394.64	\$1,374.69	\$2,826.75	\$1,725.05	\$2,856.11	\$1,748.64	\$2,727.94	\$2,704.16	\$1,293.79	\$28,323.78
Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Railroad Money	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
In Lieu of Tax/Pub Power	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
In Lieu of Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Police Court Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nameplate Capacity Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Taxes Total	\$2,839.50	\$3,424.55	\$2,402.19	\$4,394.64	\$4,118.10	\$2,826.75	\$1,725.05	\$8,065.54	\$17,844.15	\$2,727.94	\$2,704.16	\$1,293.79	\$57,355.36
TOTAL COLLECTED	\$1,676,800.28	\$458,554.19	\$38,350.02	\$26,620.57	\$1,100,340.67	\$645,234.22	\$114,487.99	\$818,749.64	\$2,069,335.35	\$693,828.82	\$357,990.75	\$95,236.71	\$8,085,529.21

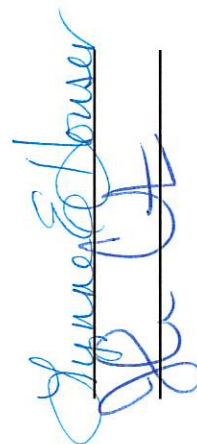
Prepared by: 

Approved by: _____

Date Prepared: 8/10/2021

Recap of Property Taxes
 (Includes Real Estate, Personal, Special, Motor Vehicle, & Homestead Exemption Collections)

Month	YTD% Collected		YTD% Collected		YTD% Collected		YTD% Collected		YTD% Collected		
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
SEPTEMBER	\$1,502,837.29	\$1,567,553.65	\$1,536,236.05	\$1,781,105.11	\$1,673,960.78	23.71%	23.71%	22.70%	24.65%	22.39%	22.39%
OCTOBER	\$286,045.73	\$224,393.30	\$218,749.09	\$383,583.52	\$455,129.64	28.28%	27.11%	25.93%	29.96%	28.48%	28.48%
NOVEMBER	\$29,192.25	\$37,318.35	\$117,622.74	\$49,316.08	\$35,947.83	28.74%	27.67%	27.67%	30.65%	28.96%	28.96%
DECEMBER	\$21,143.77	\$36,048.59	\$26,527.18	\$23,425.25	\$22,225.93	29.08%	28.22%	28.06%	30.97%	29.26%	29.26%
JANUARY	\$1,253,627.00	\$1,427,240.70	\$1,233,519.48	\$1,106,083.07	\$1,096,222.57	48.90%	49.81%	46.29%	46.28%	43.92%	43.92%
FEBRUARY	\$289,925.54	\$691,897.33	\$580,559.34	\$645,698.72	\$642,407.47	53.48%	60.28%	54.87%	55.22%	52.51%	52.51%
MARCH	\$390,035.56	\$76,719.07	\$76,025.96	\$76,392.49	\$112,762.94	59.65%	61.44%	55.99%	56.28%	54.02%	54.02%
APRIL	\$595,912.71	\$370,143.32	\$416,804.53	\$771,612.49	\$810,684.10	69.07%	67.04%	62.15%	66.96%	64.86%	64.86%
MAY	\$1,522,646.78	\$2,044,465.75	\$2,228,410.13	\$1,990,514.40	\$2,041,491.20	93.15%	97.97%	95.08%	94.51%	92.17%	92.17%
JUNE	\$770,257.76	\$440,765.26	\$711,926.55	\$564,776.14	\$691,100.88	105.32%	104.63%	105.60%	102.33%	101.41%	101.41%
JULY	\$42,409.08	\$75,548.79	\$41,512.10	\$82,809.79	\$352,297.59	105.99%	105.78%	106.22%	103.48%	106.13%	106.13%
AUGUST	\$88,002.20	\$71,425.52	\$86,415.20	\$79,307.96	\$93,942.92	107.39%	106.86%	107.49%	104.57%	107.38%	107.38%
YTD TOTAL	\$ 6,792,035.67	\$ 7,063,519.63	\$ 7,274,308.35	\$ 7,554,625.02	\$ 8,028,173.85	107.39%	106.86%	107.49%	104.57%	107.38%	107.38%
BUDGET	\$ 6,324,860.00	\$ 6,610,272.00	\$ 6,767,152.00	\$ 7,224,154.00	\$ 7,476,205.00	107.39%	106.86%	107.49%	104.57%	107.38%	107.38%
%/BUDGET	107.39%	106.86%	107.49%	104.57%	107.38%						

Prepared by: 

Approved by: _____

Date Prepared: 8/10/2021

Reporting Period: 07/01/21-07/31/21

GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2021

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
100	OVERTIME SALARIES NON-	2,456,484.00	183,767.56	2,220,254.90	90.38	236,229.10
200	RETIREMENT NON-INSTRUCTIONAL	1,191,716.00	103,658.14	1,039,462.08	87.22	152,253.92
300	PROFESSIONAL SERVICES	32,975.00	643.27	25,356.96	93.34	7,618.04
400	BUS REPAIRS AND MTNCE	94,500.00	2,435.85	100,367.21	111.78	(5,867.21)
500	TRAVEL EXPENSE AND MILEAGE	15,900.00	1,084.82	13,060.28	82.14	2,839.72
600	BOOKS, TEXTBOOKS & PERIODICALS	100,735.00	2,191.66	79,906.08	82.62	20,828.92
700	730	63,000.00	3,049.92	51,063.42	96.33	11,936.58
800	MISC OBJECTS	7,350.00	71.97	7,832.08	139.28	(482.08)
1100	ALL INSTRUCTION	3,962,660.00	296,903.19	3,537,303.01	89.92	425,356.99
1200	SPECIAL EDUCATION PROGRAMS					
100	OVERTIME SALARIES NON-	498,100.00	32,757.61	472,629.18	94.89	25,470.82
200	HEALTH BENEFITS NON-	252,350.00	17,347.40	218,147.20	86.45	34,202.80
300	PROFESSIONAL SERVICES	85,000.00	2,705.00	30,570.72	35.97	54,429.28
500	TUITION(TYKE)	1,157,250.00	194,142.96	783,479.69	78.29	373,770.31
600	BOOKS, TEXTBOOKS & PERIODICALS	5,700.00	47.53	2,180.12	38.42	3,519.88
700	730	9,000.00	0.00	3,859.47	42.88	5,140.53
1200	ALL INSTRUCTION	2,007,400.00	247,000.50	1,510,866.38	81.37	496,533.62
1300	DRIVERS EDUCATION					
100	SALARIES NON-INSTRUCTIONAL	6,000.00	489.33	5,382.63	89.71	617.37
200	RETIREMENT NON-INSTRUCTIONAL	1,000.00	85.77	943.46	94.35	56.54
1300	ALL INSTRUCTION	7,000.00	575.10	6,326.09	90.37	673.91
2100	SUPPORT SERVICES/PUPIL SERVICE					
100	ADDITIONAL COMPENSATION NON-	380,960.00	24,741.09	334,782.72	87.88	46,177.28
200	RETIREMENT NON-INSTRUCTIONAL	84,790.00	5,834.63	75,555.76	89.11	9,234.24
300	PROFESSIONAL SERVICES	316,400.00	22,199.60	285,451.76	99.41	30,948.24
400	BUS REPAIRS AND MTNCE	10,000.00	0.00	0.00	0.00	10,000.00
500	TRAVEL EXPENSE AND MILEAGE	346,900.00	76,627.59	236,738.59	82.45	110,161.41
600	ENERGY-FUEL	35,500.00	532.75	13,272.42	40.00	22,227.58
800	MISC OBJECTS	37,800.00	1,466.56	34,532.10	98.99	3,267.90
2100	SUPPORT SERVICES	1,212,350.00	131,402.22	980,333.35	87.64	232,016.65
2200	SUPPORT SERVICES/LIBRARY-MEDIA					
100	OVERTIME SALARIES NON-	85,500.00	7,329.43	75,106.32	87.84	10,393.68
200	RETIREMENT NON-INSTRUCTIONAL	36,750.00	2,445.96	30,723.33	83.60	6,026.67
300	PROFESSIONAL SERVICES	13,000.00	0.00	3,820.34	34.77	9,179.66
500	TELEPHONE	10,600.00	24.25	24.25	0.23	10,575.75
600	BOOKS, TEXTBOOKS & PERIODICALS	16,850.00	0.00	8,217.91	49.00	8,632.09
700	730	3,000.00	0.00	299.73	9.99	2,700.27
800	MISC OBJECTS	8,250.00	0.00	7,000.00	84.85	1,250.00

EXPENDITURES MONTH GROUP REPORT/BOARD OF
07/2021

GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2021

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
2200	SUPPORT SERVICES	173,950.00	9,799.64	125,191.88	72.39	48,758.12
2300	SUPPORT SERVICES-GEN ADMIN					
100	SALARY	145,000.00	12,083.37	132,916.67	91.67	12,083.33
200	290	50,200.00	3,105.97	34,165.57	68.06	16,034.43
300	310	49,000.00	192.00	36,654.85	74.81	12,345.15
400	BUS REPAIRS AND MTNCE	2,000.00	0.00	1,902.22	101.12	97.78
500	TRAVEL EXPENSE AND MILEAGE	10,200.00	651.96	5,539.09	54.30	4,660.91
600	SUPPLIES	2,500.00	515.75	1,491.76	66.74	1,008.24
800	MISC OBJECTS	13,800.00	28.04	12,582.32	96.00	1,217.68
2300	SUPPORT SERVICES	272,700.00	16,577.09	225,252.48	82.95	47,447.52
2400	OFFICE OF PRINCIPAL					
100	ADDITIONAL COMPENSATION NON-	382,600.00	25,602.75	351,831.05	91.96	30,768.95
200	HEALTH BENEFITS NON-	136,750.00	8,762.85	122,267.92	89.41	14,482.08
500	TRAVEL EXPENSE AND MILEAGE	5,500.00	128.04	3,984.42	72.44	1,515.58
600	SUPPLIES	3,000.00	0.00	371.97	12.40	2,628.03
800	MISC OBJECTS	6,200.00	230.08	3,790.10	69.11	2,409.90
2400	SUPPORT SERVICES	534,050.00	34,723.72	482,245.46	90.39	51,804.54
2500	SUPPORT SERVICES-GEN BUSINESS					
100	OVERTIME SALARIES NON-	46,500.00	4,387.15	47,951.20	103.12	(1,451.20)
200	WORKER'S COMP NON-INSTRUCTIONAL	50,800.00	2,224.70	45,605.91	89.78	5,194.09
300	PROFESSIONAL SERVICES	6,000.00	500.00	4,690.00	78.17	1,310.00
400	BUS REPAIRS AND MTNCE	8,000.00	4,828.00	8,399.19	107.18	(399.19)
500	TRAVEL EXPENSE AND MILEAGE	88,100.00	8,939.17	78,595.91	89.29	9,504.09
600	SUPPLIES	3,000.00	0.00	2,488.33	83.32	511.67
700	730	4,000.00	0.00	1,736.54	43.41	2,263.46
800	DUES AND FEES	500.00	0.00	0.00	0.00	500.00
2500	SUPPORT SERVICES	206,900.00	20,879.02	189,467.08	91.70	17,432.92
2600	SUPPORT SERVICES-BLDGS & SITES					
100	OVERTIME SALARIES NON-	262,700.00	24,548.37	237,472.93	90.40	25,227.07
200	RETIREMENT NON-INSTRUCTIONAL	140,400.00	13,789.54	134,416.66	95.74	5,983.34
300	PROFESSIONAL SERVICES	32,000.00	886.06	16,470.00	51.47	15,530.00
400	BUS REPAIRS AND MTNCE	261,000.00	5,781.35	137,926.87	53.08	123,073.13
500	TRAVEL EXPENSE AND MILEAGE	8,600.00	0.00	5,967.36	70.22	2,632.64
600	SUPPLIES	290,500.00	15,824.52	187,370.87	66.75	103,129.13
700	730	110,000.00	0.00	25,369.26	23.06	84,630.74
800	MISC OBJECTS	3,800.00	84.45	485.31	12.77	3,314.69
2600	SUPPORT SERVICES	1,109,000.00	60,914.29	745,479.26	67.87	363,520.74
2700	SUPPORT SERVICES-PUPIL TRANS					
100	SALARIES NON-INSTRUCTIONAL	138,000.00	0.00	100,205.95	72.61	37,794.05

EXPENDITURES MONTH GROUP REPORT/BOARD OF
07/2021

GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2021

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
200	RETIREMENT NON-INSTRUCTIONAL	46,450.00	0.00	23,909.37	51.47	22,540.63
300	330	20,500.00	0.00	0.00	0.00	20,500.00
400	BUS REPAIRS AND MTNCE	71,000.00	34.30	18,591.07	27.59	52,408.93
500	STUDENT TRANSPORTATION SVS.	54,500.00	307.78	8,393.90	15.40	46,106.10
600	ENERGY-FUEL	53,500.00	247.03	27,645.26	51.67	25,854.74
700	730	35,000.00	0.00	0.00	0.00	35,000.00
800	MISC OBJECTS	4,050.00	235.20	3,140.52	78.09	909.48
2700	SUPPORT SERVICES	423,000.00	824.31	181,886.07	43.24	241,113.93
3300	COMMUNITY SERVICES OPERATIONS					
800	MISC OBJECTS	14,000.00	0.00	10,000.00	71.43	4,000.00
3300	COMMUNITY SERVICES	14,000.00	0.00	10,000.00	71.43	4,000.00
3500	HIGH ABILITY LEARNING					
100	SALARIES NON-INSTRUCTIONAL	2,800.00	687.70	2,884.45	103.02	(84.45)
200	RETIREMENT NON-INSTRUCTIONAL	500.00	120.54	505.60	101.12	(5.60)
600	SUPPLIES	100.00	0.00	839.18	839.18	(739.18)
700	730	1,800.00	0.00	384.20	21.34	1,415.80
800	DUES AND FEES	4,000.00	0.00	3,925.00	98.13	75.00
3500	COMMUNITY SERVICES	9,200.00	808.24	8,538.43	92.81	661.57
6200	TITLE I					
100	SALARIES TEMP NON-INSTRUCTIONAL	63,100.00	3,738.90	60,626.46	96.08	2,473.54
200	HEALTH BENEFITS NON-	26,000.00	1,367.92	23,183.32	89.17	2,816.68
300	PUPIL SERVICES	9,825.00	0.00	0.00	0.00	9,825.00
600	SUPPLIES	13,265.00	0.00	0.00	0.00	13,265.00
800	MISC OBJECTS	0.00	0.00	0.00	0.00	0.00
6200	FEDERAL SERVICES	112,190.00	5,106.82	83,809.78	74.70	28,380.22
6300	TITLE II TITLE VI					
100	SALARIES NON-INSTRUCTIONAL	9,416.00	845.87	8,797.57	93.43	618.43
200	HEALTH BENEFITS NON-	3,138.00	331.82	3,744.47	119.33	(606.47)
6300	FEDERAL SERVICES	12,554.00	1,177.69	12,542.04	99.90	11.96
6400	IDEA PART B					
300	PUPIL SERVICES	0.00	0.00	0.00	0.00	0.00
500	TUITION (TYKE)	142,000.00	0.00	140,378.00	98.86	1,622.00
6400	FEDERAL SERVICES	142,000.00	0.00	140,378.00	98.86	1,622.00
6900	OTHER FEDERAL SERVICES					
300	PROFESSIONAL SERVICES	7,500.00	0.00	0.00	0.00	7,500.00
400	LEASE VEHICLE	41,000.00	0.00	41,000.00	100.00	0.00
600	SUPPLIES	2,500.00	3,650.00	48,687.96	5,105.60	(46,187.96)
700	730	0.00	0.00	42,193.00	0.00	(42,193.00)
6900	FEDERAL SERVICES	51,000.00	3,650.00	131,880.96	413.40	(80,880.96)
8000	TRANSFERS					

EXPENDITURES MONTH GROUP REPORT/BOARD OF
 07/2021

GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2021

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
900 910		110,000.00	0.00	110,000.00	100.00	0.00
8000	TRANSFERS	110,000.00	0.00	110,000.00	100.00	0.00
9000	NON-PROGRAMMED CHARGES					
100	SALARIES NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00
200	RETIREMENT NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00
800	MISC OBJECTS	0.00	0.00	0.00	0.00	0.00
9000	NON-PROGRAMMED CHARGES	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	10,359,954.00	830,341.83	8,481,500.27	84.96	1,878,453.73

ACTIVITY FUND BALANCE REPORT SUMMARY - JULY 2021

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0001	STUDENT FEES	13,427.05	0.00	0.00	0.00	13,427.05
05 704 0002	ATHLETICS	25,367.84	60.00	7,470.00	0.00	32,777.84
05 704 0003	CHEERLEADERS	(1,281.03)	641.09	0.00	0.00	(1,922.12)
05 704 0004	CONCESSIONS	4,500.91	0.00	0.00	0.00	4,500.91
05 704 0005	FC CLUB	20,732.65	1,142.24	5,360.00	0.00	24,950.41
05 704 0006	FFA	29,829.49	48.00	0.00	0.00	29,781.49
05 704 0007	FCCLA	20,940.40	0.00	0.00	0.00	20,940.40
05 704 0008	FBLA	5,436.41	20.55	0.00	0.00	5,415.86
05 704 0009	BAND	6,200.58	0.00	0.00	0.00	6,200.58
05 704 0011	NHS/STUCO	153.48	0.00	0.00	0.00	153.48
05 704 0014	FAMILY & CONSUMER SCIENCE	254.41	0.00	0.00	0.00	254.41
05 704 0015	AG SHOP	3,207.52	0.00	0.00	0.00	3,207.52
05 704 0017	ART	2,158.40	0.00	0.00	0.00	2,158.40
05 704 0018	CLOSE-UP	523.27	0.00	0.00	0.00	523.27
05 704 0019	FOREIGN LANGUAGE	2,468.26	0.00	0.00	0.00	2,468.26
05 704 0021	HIGH SCHOOL LIBRARY	1,457.02	0.00	0.00	0.00	1,457.02
05 704 0022	INDUSTRIAL TECH	698.63	0.00	0.00	0.00	698.63
05 704 0024	ONE-ACT	5,094.86	0.00	0.00	0.00	5,094.86
05 704 0025	PRINCIPAL'S ACCOUNT	1,645.50	492.66	76.92	0.00	1,229.76
05 704 0026	SUCCESS 4	0.00	0.00	0.00	0.00	0.00
05 704 0027	MILK MACHINE	2,730.55	0.00	0.00	0.00	2,730.55
05 704 0029	COF GRANT	1.21	0.00	0.00	0.00	1.21
05 704 0030	ELEMENTARY LIBRARY	1,361.67	0.00	0.00	0.00	1,361.67
05 704 0035	ELEMENTARY SCHOOL	7,281.25	0.00	0.00	0.00	7,281.25
05 704 0040	SPEECH	2,359.43	407.11	0.00	0.00	1,952.32
05 704 0045	BIOLOGY ACCOUNT	293.94	0.00	0.00	0.00	293.94
05 704 0047	TESTS	2,070.13	0.00	0.00	0.00	2,070.13
05 704 0048	OUTDOOR CLASSROOM PROJECT	7,767.97	0.00	0.00	0.00	7,767.97
05 704 0049	FLINT HILLS SCHOLARSHIP	1,000.00	0.00	0.00	0.00	1,000.00
05 704 0052	CLASS OF 2024	1,110.32	0.00	0.00	0.00	1,110.32
05 704 0076	CLASS OF 2020	226.61	226.61	0.00	0.00	0.00
05 704 0077	CLASS OF 2021	325.56	0.00	0.00	0.00	325.56
05 704 0078	CLASS OF 2022	1,036.27	0.00	0.00	0.00	1,036.27
05 704 0079	CLASS OF 2023	1,579.02	0.00	0.00	0.00	1,579.02
05 704 0080	MS STUDENT COUNCIL	2,953.72	0.00	0.00	0.00	2,953.72
05 704 0081	MS PRINCIPAL'S FUND	1,453.98	0.00	31.77	0.00	1,485.75
05 704 0082	MS LIBRARY	2,226.31	0.00	0.00	0.00	2,226.31

ACTIVITY FUND BALANCE REPORT SUMMARY - JULY 2021

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0084	MS MUSIC	2,186.07	0.00	0.00	0.00	2,186.07
05 704 0085	MS ART	55.07	0.00	0.00	0.00	55.07
05 704 0086	MS PACK	1,632.02	0.00	0.00	0.00	1,632.02
05 704 0087	MS BAND	(337.87)	0.00	0.00	0.00	(337.87)
05 704 0097	MABEL NEDZA SCHOLARSHIP FUND	111,353.96	0.00	321.85	0.00	111,675.81
05 704 0098	CLEARING	4,993.41	0.00	0.00	0.00	4,993.41
05 704 0099	INTEREST	6,360.76	0.00	5.47	0.00	6,366.23
Fund Total: 05		304,837.01	3,038.26	13,266.01	0.00	315,064.76

ACTIVITY FUND BALANCE REPORT SUMMARY - SEPTEMBER 1 2020 TO JULY 31 2021

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0001	STUDENT FEES	18,252.78	12,313.23	7,487.50	0.00	13,427.05
05 704 0002	ATHLETICS	14,686.80	50,227.90	68,368.94	0.00	32,777.84
05 704 0003	CHEERLEADERS	1,423.64	8,640.93	5,295.17	0.00	(1,922.12)
05 704 0004	CONCESSIONS	2,051.47	21,798.87	24,248.31	0.00	4,500.91
05 704 0005	FC CLUB	23,064.14	19,811.61	21,687.88	0.00	24,950.41
05 704 0006	FFA	28,666.72	22,950.94	24,065.71	0.00	29,781.49
05 704 0007	FCCLA	25,206.61	9,060.74	4,794.53	0.00	20,940.40
05 704 0008	FBLA	6,304.67	5,215.37	4,326.56	0.00	5,415.86
05 704 0009	BAND	1,296.98	6,176.65	11,080.25	0.00	6,200.58
05 704 0011	NHS/STUJO	474.78	1,201.08	879.78	0.00	153.48
05 704 0014	FAMILY & CONSUMER SCIENCE	95.90	58.99	217.50	0.00	254.41
05 704 0015	AG SHOP	675.26	604.82	3,137.08	0.00	3,207.52
05 704 0017	ART	2,418.40	260.00	0.00	0.00	2,158.40
05 704 0018	CLOSE-UP	523.27	0.00	0.00	0.00	523.27
05 704 0019	FOREIGN LANGUAGE	1,998.27	0.00	469.99	0.00	2,468.26
05 704 0021	HIGH SCHOOL LIBRARY	1,430.32	0.00	26.70	0.00	1,457.02
05 704 0022	INDUSTRIAL TECH	534.59	550.96	715.00	0.00	698.63
05 704 0024	ONE-ACT	7,475.60	6,605.74	4,225.00	0.00	5,094.86
05 704 0025	PRINCIPAL'S ACCOUNT	2,847.24	3,773.49	2,156.01	0.00	1,229.76
05 704 0026	SUCCESS 4	4,527.20	4,527.20	0.00	0.00	0.00
05 704 0027	MILK MACHINE	2,511.33	842.57	1,061.79	0.00	2,730.55
05 704 0029	COF GRANT	1.21	0.00	0.00	0.00	1.21
05 704 0030	ELEMENTARY LIBRARY	1,376.71	2,669.35	2,652.31	0.00	1,361.67
05 704 0035	ELEMENTARY SCHOOL	8,266.11	3,291.25	2,306.39	0.00	7,281.25
05 704 0040	SPEECH	1,404.50	3,429.40	3,977.22	0.00	1,952.32
05 704 0045	BIOLOGY ACCOUNT	293.94	0.00	0.00	0.00	293.94
05 704 0047	TESTS	1,788.54	93.41	375.00	0.00	2,070.13
05 704 0048	OUTDOOR CLASSROOM PROJEC	14,226.34	6,581.37	121.00	0.00	7,767.97
05 704 0049	FLINT HILLS SCHOLARSHIP	0.00	0.00	1,000.00	0.00	1,000.00
05 704 0052	CLASS OF 2024	0.00	0.00	1,110.32	0.00	1,110.32
05 704 0076	CLASS OF 2020	226.61	226.61	0.00	0.00	0.00
05 704 0077	CLASS OF 2021	2,811.24	2,485.68	0.00	0.00	325.56
05 704 0078	CLASS OF 2022	2,307.03	3,918.92	2,648.16	0.00	1,036.27
05 704 0079	CLASS OF 2023	293.80	0.00	1,285.22	0.00	1,579.02
05 704 0080	MS STUDENT COUNCIL	2,592.82	884.25	1,245.15	0.00	2,953.72
05 704 0081	MS PRINCIPAL'S FUND	3,041.11	7,554.24	5,998.88	0.00	1,485.75
05 704 0082	MS LIBRARY	2,114.31	2,825.42	2,937.42	0.00	2,226.31

ACTIVITY FUND BALANCE REPORT SUMMARY - SEPTEMBER 1 2020 TO JULY 31 2021

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0084	MS MUSIC	2,446.71	260.64	0.00	0.00	2,186.07
05 704 0085	MS ART	55.07	0.00	0.00	0.00	55.07
05 704 0086	MS PACK	1,802.88	403.69	232.83	0.00	1,632.02
05 704 0087	MS BAND	(337.87)	0.00	0.00	0.00	(337.87)
05 704 0097	MABEL NEDZA SCHOLARSHIP FUND	111,899.14	1,500.00	1,286.67	0.00	111,675.81
05 704 0098	CLEARING	6,815.41	4,306.76	2,484.76	0.00	4,993.41
05 704 0099	INTEREST	6,284.83	0.00	81.40	0.00	6,366.23
Fund Total: 05		316,120.41	215,052.08	213,996.43	0.00	315,064.76

BUILDING FUND RECAP

BEGINNING FISCAL BALANCE: (9-1-2020)

\$126,726.51

Reporting Period: July 1-31 2021

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL
RECEIPTS													Y-T-D
Sink Fund-Co. Treas.	\$131,322.56	\$34,864.23	\$1,651.27	\$155.75	\$74,868.98	\$38,231.34	\$6,116.23	\$54,920.85	\$142,744.69	\$47,026.71	\$23,060.96	\$0.00	\$554,963.57
Interest	\$12.86	\$1.35	\$1.46	\$0.00	\$2.45	\$7.70	\$11.04	\$12.68	\$19.53	\$31.20	\$31.32	\$0.00	\$131.39
Interest on CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$131,335.22	\$34,865.58	\$1,652.73	\$155.75	\$74,871.43	\$38,239.04	\$6,127.27	\$54,933.53	\$142,764.22	\$47,057.91	\$23,092.28	\$0.00	\$555,094.96
DISBURSEMENTS													TOTAL
Fillmore County Treasurer	\$0.00	\$0.00	\$5,057.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,057.58
Engineering Technologies Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$7,736.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,736.88
Genesis Contracting Group	\$250,000.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,000.00
CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$250,000.00	\$0.00	\$33,057.58	\$0.00	\$7,736.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290,794.46

CURRENT YEAR-TO-DATE BALANCE:

\$391,027.01

Current Checking Balance

\$391,027.01

Current CD Balance

\$0.00

PREPARED BY:

[Signature]

APPROVED BY:

DATE PREPARED: 8/5/2021

Hot Lunch Report

BEGINNING BALANCE \$79,892.05

RECEIPTS

	Current Month 8/1/21	Received to Date
Students	\$0.00	\$29,149.62
Adults	\$0.00	\$3,678.60
Federal Reimbursement	\$0.00	\$351,005.78
State Reimbursement	\$0.00	\$929.25
District Transfer	\$0.00	\$80,000.00
Milk/Other	\$0.00	\$5,261.27
Interest	\$19.78	\$155.99
	<hr/>	<hr/>
Total	\$19.78	\$470,180.51

EXPENSES

	Current Month 8/1/21	Spent to Date
Labor	\$3,477.27	\$183,941.46
Food	\$0.00	\$193,857.80
Equipment	\$0.00	\$492.07
Supplies	\$0.00	\$15,479.68
Check Write Off's	\$0.00	\$0.00
Ticket Refund	\$0.00	\$856.10
Misc. Expenses	\$0.00	\$100.00
Returned Checks	\$0.00	\$0.00
	<hr/>	<hr/>
Total	\$3,477.27	\$394,727.11

ENDING BALANCE

\$76,434.56

Vehicle Transportation Report

LARGE BUSES

		Odometer 07/1/2021	Odometer 08/1/2021	Miles Driven
Bus #1	Thomas (2012)	173,405	173,405	0
Bus #2	Thomas (2012)	153,518	153,518	0
Bus #6	International (2001)	132,995	132,995	0
Bus #7	Thomas (2015)	171,869	171,869	0
Bus #8	Thomas (2016)	118,966	118,966	0
Bus #9	Thomas (2020)	45,791	45,791	0
Bus #10	Thomas (2020)	25,221	25,221	0
			Total	0

SPECIAL EDUCATION VEHICLES

		Odometer 07/1/2021	Odometer 08/1/2021	Miles Driven
Mini-Bus #1	Thomas (2012)	117,269	117,269	0
Mini-Bus #2	Chevrolet (2016)	12,038	12,050	12
Suburban #2	Chevrolet (2004)	164,007	164,024	17
Grey Van	Chevrolet (2011)	102,271	102,456	185
			Total	214

ACTIVITY VEHICLES

		Odometer 07/1/2021	Odometer 08/1/2021	Miles Driven
Suburban #3	Chevrolet (2016)	81,855	82,561	706
Suburban #4	Chevrolet (2016)	69,138	70,769	1,631
White Van	Chevrolet (2010)	118,334	118,682	348
			Total	2,685

MAINTENANCE VEHICLES

		Odometer 07/1/2021	Odometer 08/1/2021	Miles Driven
Van 100	Ford (1999) Elementary	168,394	168,471	77
Van 101	Ford (1998) High School	133,722	133,781	59
Van 102	Dodge (1998) Middle School	86,654	86,654	0
Pickup	Chevrolet (2013) Grounds	96,683	97,208	525
			Total	661

Natural Gas

	Elementary					Middle School					High School					Downtown Gym				
	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21
Sept	\$83	\$72	\$19	\$100	\$33	\$183	\$190	\$19	\$188	\$189	\$183	\$169	\$92	\$175	\$158	\$134	\$123	\$39	\$118	\$109
Oct	\$88	\$81	\$89	\$92	\$0	\$183	\$186	\$371	\$197	\$0	\$259	\$191	\$201	\$206	\$0	\$134	\$124	\$140	\$116	\$0
Nov	\$117	\$120	\$100	\$91	\$99	\$189	\$209	\$223	\$183	\$615	\$455	\$254	\$202	\$301	\$1,172	\$144	\$146	\$137	\$96	\$248
Dec	\$112	\$112	\$142	\$66	\$115	\$239	\$250	\$657	\$640	\$813	\$786	\$476	\$1,665	\$1,257	\$1,831	\$178	\$157	\$344	\$256	\$335
Jan	\$337	\$765	(\$905)	\$10	\$108	\$280	\$291	-\$926	\$1,121	\$1,164	\$1,472	\$1,669	-\$1,485	\$2,112	\$2,564	\$330	\$715	-\$982	\$663	\$697
Feb	\$1,971	\$1,010	\$1,413	\$474	\$0	\$658	\$1,609	\$1,834	\$1,611	\$0	\$4,226	\$2,197	\$4,029	\$2,950	\$0	\$1,746	\$865	\$1,011	\$988	\$0
Mar	\$1,891	\$2,201	\$1,014	\$169	\$157	\$2,805	\$1,529	\$1,275	\$1,119	\$1,648	\$4,488	\$3,842	\$2,762	\$4,568	\$3,707	\$1,795	\$1,544	\$194	\$1,876	\$989
Apr	\$1,096	\$1,736	\$1,721	\$140	\$157	\$2,957	\$2,867	\$2,322	\$1,650	\$1,851	\$3,115	\$2,796	\$4,422	\$3,801	\$4,348	\$1,206	\$1,231	\$1,255	\$975	\$1,138
May	\$925	(\$333)	\$1,280	\$0	\$213	\$1,873	\$854	\$1,711	\$0	\$2,338	\$2,679	(\$190)	\$3,021	\$0	\$4,842	\$928	(\$56)	\$873	\$0	\$1,453
June	\$333	\$674	\$437	\$111	\$0	\$1,325	\$1,083	\$1,019	\$1,452	\$0	\$982	\$1,136	\$1,650	\$3,269	\$0	\$563	\$588	\$433	\$859	\$0
July	\$245	\$106	\$146	\$94	\$0	\$911	\$1,128	\$585	\$1,266	\$0	\$714	\$344	\$971	\$2,421	\$0	\$315	\$238	\$221	\$605	\$0
Aug	\$90	\$95	\$104	\$35	\$253	\$562	\$408	\$232	\$314	\$253	\$210	\$224	\$312	\$594	\$253	\$141	\$197	\$116	\$149	\$253
Totals	\$7,288	\$6,639	\$5,560	\$1,382	\$1,135	\$12,175	\$10,604	\$9,322	\$9,741	\$8,871	\$19,569	\$13,108	\$17,842	\$21,654	\$18,875	\$7,614	\$5,872	\$3,781	\$6,701	\$5,222

Electricity

	Elementary					Middle School					High School					Downtown Gym				
	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21	16-17	17-18	18-19	19-20	20-21
Sept	\$3,593	\$3,961	\$3,746	\$3,483	\$3,509	\$4,617	\$3,238	\$2,960	\$3,889	\$3,394	\$6,706	\$7,304	\$8,805	\$7,663	\$8,170	\$389	\$354	\$320	\$317	\$243
Oct	\$3,836	\$3,245	\$2,968	\$3,155	\$2,580	\$4,409	\$4,122	\$4,030	\$4,270	\$3,646	\$6,621	\$5,659	\$6,137	\$7,056	\$7,456	\$358	\$277	\$248	\$51	\$197
Nov	\$2,075	\$2,163	\$1,946	\$1,829	\$1,731	\$2,912	\$2,855	\$2,678	\$3,031	\$2,642	\$3,651	\$3,657	\$4,021	\$4,272	\$4,455	\$132	\$237	\$195	\$227	\$286
Dec	\$2,026	\$1,881	\$1,915	\$1,612	\$1,258	\$2,705	\$2,785	\$2,718	\$2,874	\$2,566	\$3,277	\$2,896	\$3,692	\$3,389	\$3,148	\$319	\$227	\$402	\$285	\$252
Jan	\$1,803	\$1,814	\$1,733	\$1,617	\$1,464	\$3,017	\$2,477	\$2,572	\$2,481	\$2,370	\$3,035	\$2,881	\$3,365	\$3,470	\$3,568	\$370	\$392	\$424	\$379	\$286
Feb	\$1,900	\$2,142	\$1,885	\$1,828	\$1,217	\$2,944	\$3,067	\$2,608	\$2,328	\$2,659	\$3,055	\$3,267	\$3,809	\$3,631	\$3,232	\$333	\$505	\$505	\$500	\$314
Mar	\$1,844	\$1,688	\$1,718	\$1,538	\$1,421	\$2,907	\$2,596	\$2,921	\$2,724	\$2,643	\$3,070	\$2,623	\$3,551	\$3,070	\$3,574	\$308	\$361	\$533	\$387	\$525
Apr	\$1,844	\$1,905	\$1,587	\$1,385	\$1,376	\$2,812	\$2,575	\$2,485	\$2,281	\$2,309	\$3,154	\$2,979	\$3,207	\$2,637	\$3,609	\$260	\$323	\$389	\$252	\$368
May	\$1,693	\$1,885	\$1,501	\$1,005	\$1,519	\$2,656	\$2,476	\$2,932	\$1,866	\$2,358	\$3,269	\$3,210	\$3,428	\$2,765	\$4,137	\$186	\$270	\$207	\$185	\$278
June	\$2,032	\$2,905	\$1,995	\$603	\$1,708	\$2,811	\$2,757	\$2,365	\$1,709	\$2,759	\$4,100	\$4,223	\$4,294	\$4,049	\$4,991	\$183	\$240	\$216	\$145	\$193
July	\$2,668	\$3,443	\$2,493	\$596	\$2,577	\$2,689	\$2,314	\$2,150	\$2,513	\$0	\$6,150	\$4,945	\$5,157	\$7,404	\$7,517	\$371	\$360	\$280	\$282	\$200
Aug	\$2,385	\$4,083	\$2,742	\$725	\$2,574	\$2,116	\$2,260	\$2,774	\$3,112	\$6,305	\$5,510	\$5,269	\$5,925	\$8,521	\$8,028	\$340	\$394	\$317	\$360	\$188
Totals	\$27,699	\$31,115	\$26,229	\$19,376	\$22,934	\$36,595	\$33,522	\$33,193	\$33,078	\$33,651	\$51,598	\$48,913	\$55,391	\$57,927	\$61,885	\$3,549	\$3,940	\$4,036	\$3,370	\$3,330

GENERAL FUND CLAIMS FOR AUGUST 16 2021

34 ELECTRIC LLC	SERVICES	195.00
360 TREE SPRAYING	SERVICES	250.00
ATCO INTERNATIONAL	SUPPLIES	134.00
B & J AUTOMOTIVE LLC	SERVICES	162.50
BI-VERSAL PEST CONTROL	SERVICES	280.00
BSN SPORTS LLC	SUPPLIES	12.93
BYTESPEED	EQUIPMENT/SERVICES	4,498.00
C & M SUPPLY INC	FUEL	368.04
CDW GOVERNMENT LLC	SUPPLIES	1,415.66
CERTIFIED TRUCK & TRAILER	SERVICES	6,653.25
CHANEY CHEMICAL INC	SUPPLIES	574.55
CITY OF GENEVA	WATER/SEWER	2,088.00
DAS STATE ACCOUNTING - CENTRAL FINANCE	SERVICES	232.49
EAKES OFFICE SOLUTIONS	SUPPLIES	2,878.47
EDUCATIONAL SERVICE UNIT #5	SERVICES	3,502.95
EDUCATIONAL SERVICE UNIT #6	SERVICES	189,276.73
EMC COMPANIES	LIABILITY/PROPERTY INSURANCE	7,545.09
ENGINEERED CONTROLS INC	SERVICES	3,220.70
FARMERS COOPERATIVE	SUPPLIES	16.27
FCPS DEPRECIATION FUND	VEHICLE AQUISITION	50,000.00
FCPS EMPLOYEE BENEFIT FUND	PAYFLEX ADMINISTRATIVE FEES	100.00
FCPS FUND	GENERAL FUND REIMBURSEMENT	2,408.85
FILLMORE COUNTY HOSPITAL	SERVICES	2,916.67
FILLMORE COUNTY MEDICAL CENTER	SERVICES	212.18
GENEVA BUILDING SUPPLY	SUPPLIES	55.22
GENEVA HOME CENTER	SUPPLIES	909.63
GENEVA TIRE PROS	SERVICES	1,438.38
GENEVA TREE SERVICE	SERVICES	1,500.00
GLENWOOD TELECOMMUNICATIONS INC	SERVICES	47.53
GRAND ISLAND PHYSICAL THERAPY	SERVICES	3,472.13
HOMEDEPOT PRO, THE	SUPPLIES	286.11
HOMETOWN LEASING	COPIER LEASE	1,478.46
HOUSER, LYNNE	MILEAGE	145.50
HUDL	SERVICES	4,099.00
INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	504.24
JEO CONSULTING GROUP INC	SERVICES	9,900.00
JJ BERNIKLAU ED SOLUTIONS TEAM	SERVICES	21,049.94
JW PEPPER & SON INC	SUPPLIES	145.03
KELCH PLUMBING, HEATING & REFR	SERVICES	1,025.50
KSB SCHOOL LAW	SERVICES	96.00
LICHTI OIL	FUEL	393.89
LOUP VALLEY LIGHTING INC	SUPPLIES	1,033.50
MASTERCARD CENTER	EQUIPMENT/SUPPLIES	214.75
MICEK, KARL	SERVICES	600.00
MID-AMERICAN RESEARCH CHEMICAL	SUPPLIES	3,602.20
NABER'S LOCKSMITH	SERVICES	42.00
NANTKES, JENN	SERVICES	292.87
NEBRASKA COUNCIL SCHOOL ADMIN	REGISTRATIONS	945.00
NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	10,882.36
NEBRASKA SAFETY CENTER	BUS DRIVING TRAINING	500.00
NEBRASKA SIGNAL	ADVERTISING	266.28
NICHOLS COLLISION CENTER INC	SERVICES	999.20
NOVA FITNESS EQUIPMENT	EQUIPMENT	176.95
ONE SOURCE	SERVICES	15.00
PATTERSON, BRITNEY	FUEL	71.94
PIONEER MANUFACTURING COMPANY	EQUIPMENT	735.94
PROTEX CENTRAL INC	SERVICES	118.75
RAKA	SERVICES	371.25

GENERAL FUND CLAIMS FOR AUGUST 16 2021

STRIV INC	SERVICES	3,124.00
SYMMETRY ENERGY SOLUTIONS LLC	FUEL	1,265.76
TEACHERS PAY TEACHERS	SUPPLIES	72.98
THEOBALD, RYUN	MILEAGE	171.34
TIME MANAGEMENT SYSTEMS INC	SERVICES	180.00
UNITE PRIVATE NETWORKS LLC	SERVICES	1,261.68
VELEBA, AARON	MILEAGE	87.30
VILLAGE OF FAIRMONT	UTILITIES	6,304.76
VVS CANTEEN	SUPPLIES	283.86
WASTE CONNECTIONS OF NEBRASKA INC	SERVICES	1,092.90
WOODWARD'S DISPOSAL SERVICE INC	SERVICES	75.00
	Fund Total:	360,276.46

BUILDING FUND CLAIMS FOR AUGUST 16 2021

34 ELECTRIC LLC

HIGH SCHOOL LIGHTS

\$ 12,535.00

FUND TOTAL:

\$ 12,535.00



34 Electric, LLC
 PO Box 186
 Geneva, NE 68361

Invoice

Date	Invoice #
7/12/2021	7763

Bill To
FILLMORE CENTRAL PUBLIC SCHOOLS 1410 L STREET GENEVA, NE 68361

P.O. No.	Terms
	Due on receipt

Description	Amount
29- 2X2 LED TROFFERS PER QUOTE	
Amount Due	5,510.00
23- LED EXIT LIGHTS PER QUOTE	
Amount Due	4,600.00
6- GYM FANS PER QUOTE	
Amount Due	2,425.00

Thank you for your business.	Total	\$12,535.00
	Payments/Credits	\$0.00
	Balance Due	\$12,535.00

Phone #
402-366-5875

INTERNAL BOARD POLICIES

Membership

#1300

Conflict of Interest

#1340
(KSB #2005)

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:
 - a. Business with which a board member is associated shall include the following:
 - (1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.
2. Contracts with the School District.
 - a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - (1) All district employees.
 - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
 - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (3) The board makes a reasonable solicitation and consideration of applications for employment.
 - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - (5) The board approves the employment or supervisory position.
- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

- c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
- d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:
 - (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
 - (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Policy Adopted: 12-13-99

Policy Revised: 11-12-01

7-13-15

8-16-21

Policy Reviewed: 10-10-05

7-11-11

Fillmore Central Public School

INTERNAL BOARD POLICIES

Meetings

#1500

Budget and Property Tax Request

#1520
(KSB Policy #3001)

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to:
<https://nep.education.ne.gov/> .

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the

hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

Policy Adopted: 12-13-99

Policy Reviewed: **11-12-01**
 11-14-05
 08-15-11

Policy Revised: **8/12/21**

Fillmore Central Public School

BUSINESS & NON-INSTRUCTION OPERATIONS

Expenditures

#3300

Bidding for Construction, Remodeling, Repair, or Site Improvement #3310 (KSB #3003)

I. Applicability of this policy.

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

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

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

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

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.
- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and

estimates when the anticipated cost of the project exceeds \$118,000.

C. Advertising for Bids

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

D. Bid Documents

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

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

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

Policy Adopted: 1-10-00
Policy Revised: 7-10-00

*Policy Reviewed: 12-10-01
2-13-12*

*Policy Revised: 02-13-06
08-10-09
08-17-15
08-12-21*

Fillmore Central Public School

BUSINESS & NON-INSTRUCTION OPERATIONS

Expenditures

#3300

Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

#3310.1
(KSB #3003.1)

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as

required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

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

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district’s standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District’s Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district

at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor

within 30 days of bid submission.

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

V. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

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

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will

include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

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

VI. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as

applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

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

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

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

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

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

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

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and

State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Policy Adopted: 8-12-21

Fillmore Central Public School

BUSINESS & NON-INSTRUCTION OPERATIONS

Expenditures

#3300

Construction Management at Risk Contracts

#3311
(KSB #3042)

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

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means Fillmore Central Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 2. Policies adopted by the school district pursuant to the Act;
 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 4. Any bonds and insurance required by law or as may be additionally required by the school district;
 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the construction manager shall be determined on a project-by-project basis and included within the requests for proposals.
3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
 - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection

committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.

B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

- (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;
- (2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;
- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

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

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

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

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

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

C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's

investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

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

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Policy Adopted: 08-12-21

Fillmore Central Public School

BUSINESS & NON-INSTRUCTION OPERATIONS

Expenditures

#3300

Design – Build Contracts

#3312

(KSB #3043)

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

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

Definitions. For purposes of this policy:

1. Board means the District’s Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means _____ Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under a DB Contract to determine adherence

to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals (“RFP”) by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District’s Superintendent of Schools.

Procedures. The District shall follow the procedures below in connection with any DB Contract.

1. **Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**
 - A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - (1) A general description of the Design-Build project;
 - (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
 - (3) The date by which persons or organizations must submit their applications; and
 - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District’s Design-Build Contract Policy from the Superintendent.
 - B. To apply to be the District’s PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any

information provided to the District to reflect any changed conditions of the applicant.

- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.
- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.
- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate

negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.

- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.
- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.
- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
 - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
 - (3) Be sent by first-class mail to any Design-Builder upon request.

- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.
 - C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
 - D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- 3. Procedures for the preparation and content of RFPs.**
- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
 - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
 - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
 - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - (4) A project statement which contains information about the scope and nature of the project;
 - (5) Project Performance Criteria;
 - (6) Budget parameters for the project;
 - (7) Any bonds or insurance required by law or as may be additionally required by the District;
 - (8) The criteria for evaluation of Proposals and the relative weight of each criterion;

- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:

- (1) Published in a newspaper of general circulation within the District;
- (2) Filed with the Department; and
- (3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

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

5. Procedures for evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.
- C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
 - (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
 - (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
 - (4) The quality of performance on previous projects **(up to thirty percent)**;
 - (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;

- (6) The previous and existing compliance of the design-builder with laws relating to the contract (**up to ten percent**); and
- (7) Such other information as may be secured having a bearing on the selection (**up to twenty percent**).

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

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

- D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.

6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

A. Definitions.

- (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective bidder.
- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

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

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

C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation.

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

- D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.
- 8. **Refinements and Changes.** A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.
 - 9. **Projects Excluded.** The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

STUDENT PERSONNEL

Audio and Video Recording

#5520
(KSB #5063)

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately **10** days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher’s permission;

- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Policy Adopted: 8-12-21

Fillmore Central Public School

INSTRUCTIONAL PROGRAM

Instruction

#6200

Reading Instruction and Intervention Services

#6270

(KSB #6036)

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska

Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention

services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Policy Adopted: 7-9-18

Policy Revised 8-12-21

Fillmore Central Public School



ENGINEERING ■ ARCHITECTURE ■ SURVEYING ■ PLANNING

Fillmore Central Elementary School Traffic Study - DRAFT Geneva, NE

JEO Project No. 201415.00

***Prepared for:
Fillmore Central Public Schools***

*Prepared by:
JEO Consulting Group*

*Date:
July 21, 2021*

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TABLE OF CONTENTS

1.0 Introduction	1
1.1 Project Description and Objective	1
1.2 Report Organization	1
2.0 Existing Conditions	3
2.1 Existing Street Geometrics and Traffic Control	3
2.1.1 H Street	3
2.1.2 I Street	3
2.1.3 17 th Street	4
2.1.4 18 th Street	4
2.1.5 Intersection of 17 th Street and H Street	5
2.1.6 Intersection of 17 th Street and I Street	6
2.1.7 Intersection of 18 th Street and H Street	6
2.2 Existing Signage	8
2.3 Existing Traffic Volumes	9
2.4 Study Methodology	10
2.5 Existing Conditions Capacity Analysis	11
3.0 Safety Study	13
4.0 Circulation Review	14
4.1 School Bus Pick-up/Drop-off	14
4.2 On-Street Parking Challenges	15
5.0 Safety Improvements and Other Traffic Calming Strategies	16
5.1 School Crossing Signage and Pavement Markings	16
5.2 On-Street Parking	17
5.3 Off-Street Parking	18
5.4 Separating Bus Drop-off/Pick-up from Parent Drop-off/Pick-up	18
5.4.1 School Bus Drop-off/Pick-up Area	18
5.4.1.1 West School Bus Drop-off/Pick-up Area	18
5.4.1.2 North School Bus Drop-off/Pick-up Area	18
5.4.2 Parent Drop-off/Pick-up Area	19
5.4.2.1 Westbound Drop-off/Pick-up on H Street – Short/Long Term	19
5.4.2.2 Church Parking Lot – Long Term Solution	20
5.4.2.3 New Internal Circulation Road – Long Term Solution	22
5.5 Traffic Calming	23
5.5.1 Bulb-outs	23

5.5.2	Raised Crosswalks	23
5.5.3	Rectangular Rapid-Flashing Beacon	24
5.5.4	Roundabouts	25
6.0	Recommendations and Conclusion	26

LIST OF FIGURES

Figure 1:	Vicinity Map	2
Figure 2:	H Street, West of Intersection with 18 th Street (Looking West)	3
Figure 3:	I Street, West of Intersection with 17 th Street (Looking West)	4
Figure 4:	17 th Street, South of Intersection with I Street (Looking South)	4
Figure 5:	18 th Street, South of Intersection with H Street (Looking South)	5
Figure 6:	Intersection of 17 th Street and H Street (Overhead and Looking South)	5
Figure 7:	Intersection of 17 th Street and I Street (Overhead and Looking North)	6
Figure 8:	Intersection of 18 th Street and H Street (Overhead and Looking East)	7
Figure 9:	Lane Geometrics and Traffic Control	8
Figure 10:	Existing School Signage	9
Figure 11:	AM and PM Peak Hour Volumes	10
Figure 12:	AM and PM Peak Hour Level of Service	12
Figure 13:	Crash Diagram	13
Figure 14:	Existing Parking Areas	14
Figure 15:	School Bus Pick-up Through Parked Cars	15
Figure 16:	Perpendicular Parked Vehicles Backing Out in Front of Westbound Through Vehicles	15
Figure 17:	School Crossing Signage at Uncontrolled Approaches to Intersections	16
Figure 18:	Proposed School Signage	17
Figure 19:	Northern Bus Drop-off/Pick-up Area	19
Figure 20:	Westbound Parent Drop-off/Pick-up Lane	20
Figure 21:	Off-Street Pick-up Staging within the Church parking lot	21
Figure 22:	Back Driveway	22
Figure 23:	Residential Bulb-Outs	23
Figure 24:	Raised Crosswalk	24
Figure 25:	RRFB Installation	24

LIST OF TABLES

Table 1: Level of Service (LOS) Interpretation 11
Table 2: Short-Term Recommendations 26
Table 3: Long-Term Recommendations 27

LIST OF APPENDICES

Appendix A: Synchro Output Sheets

DRAFT

1.0 Introduction

This report documents the results of a traffic study conducted for the Fillmore Central Elementary School in the City of Geneva, Nebraska. This elementary school is located just west of US Highway 81 (US-81) on the northeast corner of the intersection of 17th Street and H Street.

1.1 Project Description and Objective

Fillmore Central Public Schools administration, in addition to Fillmore Central Elementary School staff, has expressed concerns about the safety of pedestrians as well as the general traffic flow around the elementary school during the pick-up and drop-off periods before and after school. For this reason, this traffic study includes a safety study, a school circulation review, and a discussion on some possible traffic calming strategies that could be used to increase safety in the area. A vicinity map showing the local area, as well as the three study intersections, is available in Figure 1.

1.2 Report Organization

The remainder of this report is organized as follows:

- 2.0 Existing Conditions
- 3.0 Safety Study
- 4.0 Circulation Review
- 5.0 Safety Improvements and Other Traffic Calming Strategies
- 6.0 Recommendations and Conclusion

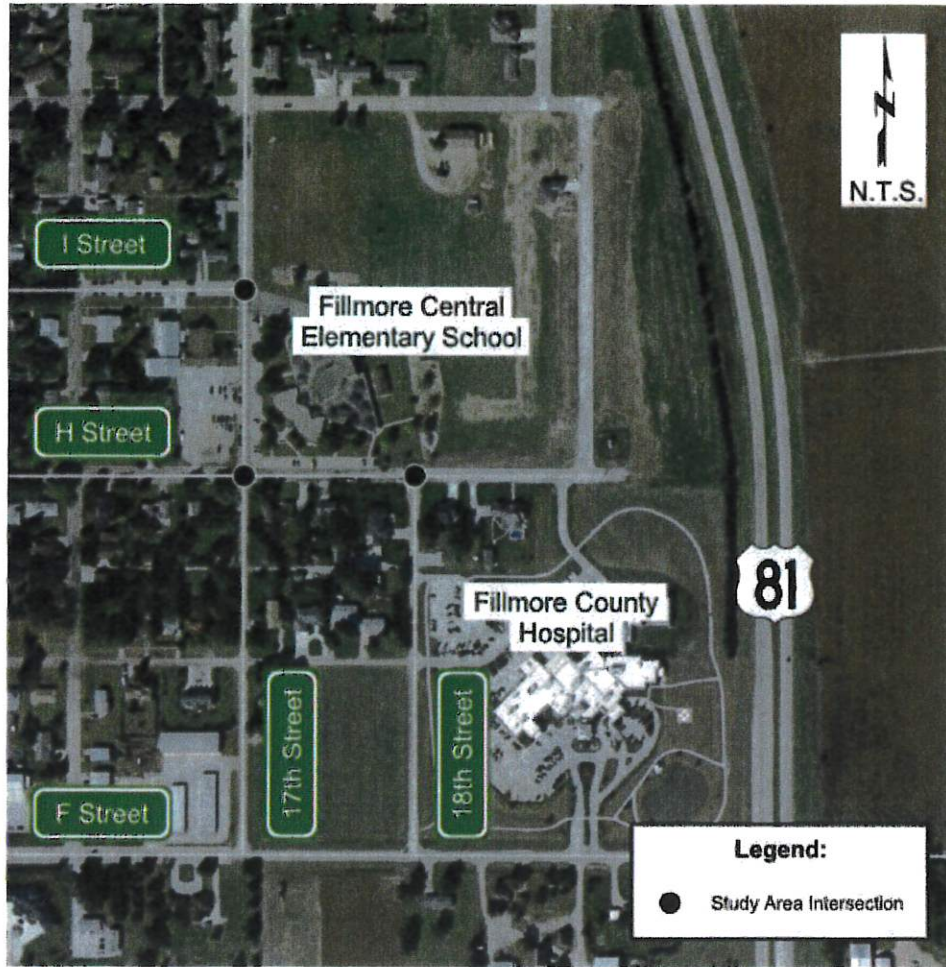


Figure 1: Vicinity Map

2.0 Existing Conditions

This section of the report summarizes the existing study area conditions.

2.1 Existing Street Geometrics and Traffic Control

The existing study area includes the following streets and intersections:

2.1.1 H Street

H Street is a two-lane, two-way 'local' street, as defined by the state functional classification map. H Street is 38' wide, back-of-curb to back-of-curb (BOC to BOC), with parallel on-street parking provided on both sides, except for the north side between 17th Street and 18th Street where perpendicular on-street parking is provided. West of 17th Street, 4' sidewalks are provided directly behind the curb on both sides of the street, while east of 17th Street, the only sidewalk is an 8' sidewalk provided adjacent to the perpendicular on-street parking. Street lighting is provided between 17th Street and 18th Street via luminaires on the south side of H Street. While not posted, a speed limit of 25 mph was assumed for H street. A picture of H Street is shown in Figure 2.

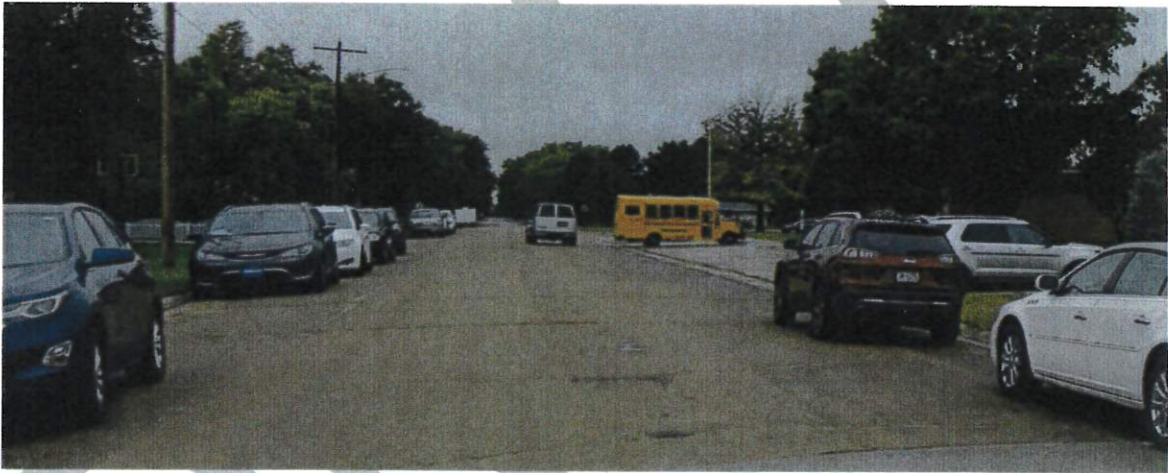


Figure 2: H Street, West of Intersection with 18th Street (Looking West)

2.1.2 I Street

I Street is a two-lane, two-way 'local' street, as defined by the state functional classification map. I Street is 38' wide, BOC to BOC, with parallel on-street parking provided on both sides, except for 5 perpendicular on-street parking spaces located approximately 140' west of 17th Street. A 4' sidewalk is provided along both sides of the street, with the north sidewalk being on the BOC and the south sidewalk being approximately 25' behind the BOC. Street lighting is not provided along I street. While not posted, a speed limit of 25 mph was assumed for I Street. A picture of I street is shown in Figure 3.



Figure 3: I Street, West of Intersection with 17th Street (Looking West)

2.1.3 17th Street

17th Street is a two-lane, two-way 'local' street, as defined by the state functional classification map. 17th Street is 38' wide, BOC to BOC, and parallel on-street parking is provided on both sides of the street except for the east side between H Street and I Street where perpendicular on-street parking is provided. The only sidewalk along 17th Street is an 8' sidewalk adjacent to the perpendicular on-street parking. 17th Street is lit via luminaires on the west side of the street between H Street and I Street. While not posted, a speed limit of 25 mph was assumed for 17th Street. A picture of 17th Street is shown in Figure 4.

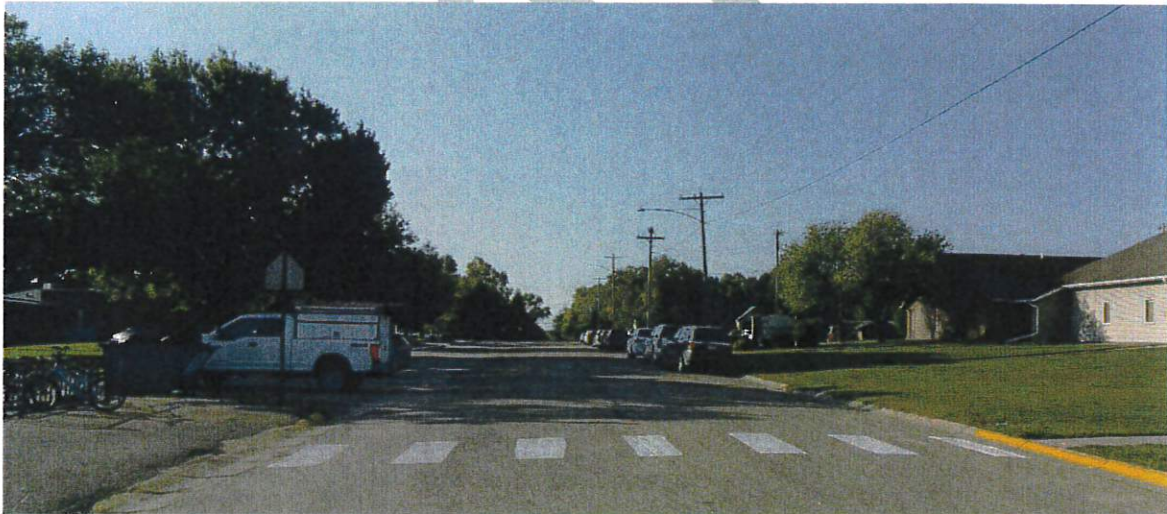


Figure 4: 17th Street, South of Intersection with I Street (Looking South)

2.1.4 18th Street

18th Street is a two-lane, two-way 'local' street, as defined by the state functional classification map. 18th Street is 38' wide, BOC to BOC, and parallel on-street parking is provided on both sides of 18th Street. There are no sidewalks along 18th Street and the street is not lit. While not posted, a speed limit of 25 mph was assumed for 18th Street. A picture of 18th Street is shown in Figure 5.



Figure 5: 18th Street, South of Intersection with H Street (Looking South)

2.1.5 Intersection of 17th Street and H Street

The two-way stop-controlled (TWSC) intersection of 17th Street and H Street is a four-legged intersection with 17th Street forming the stop-controlled northbound and southbound approaches and H Street forming the uncontrolled eastbound and westbound approaches. All four approaches consist of one shared left-, through, and right-turn lane. The intersection is lit via a single luminaire on the southwest corner. Signed and marked crosswalks are provided across the eastbound and southbound approaches. Although not shown in the aerial photo, curb ramps are currently being constructed to support crosswalks across all four legs of the intersection. There will also be a sidewalk on the northwest, southwest, and southeast corners that connect these curb ramps. Pictures of this intersection are provided in Figure 6.

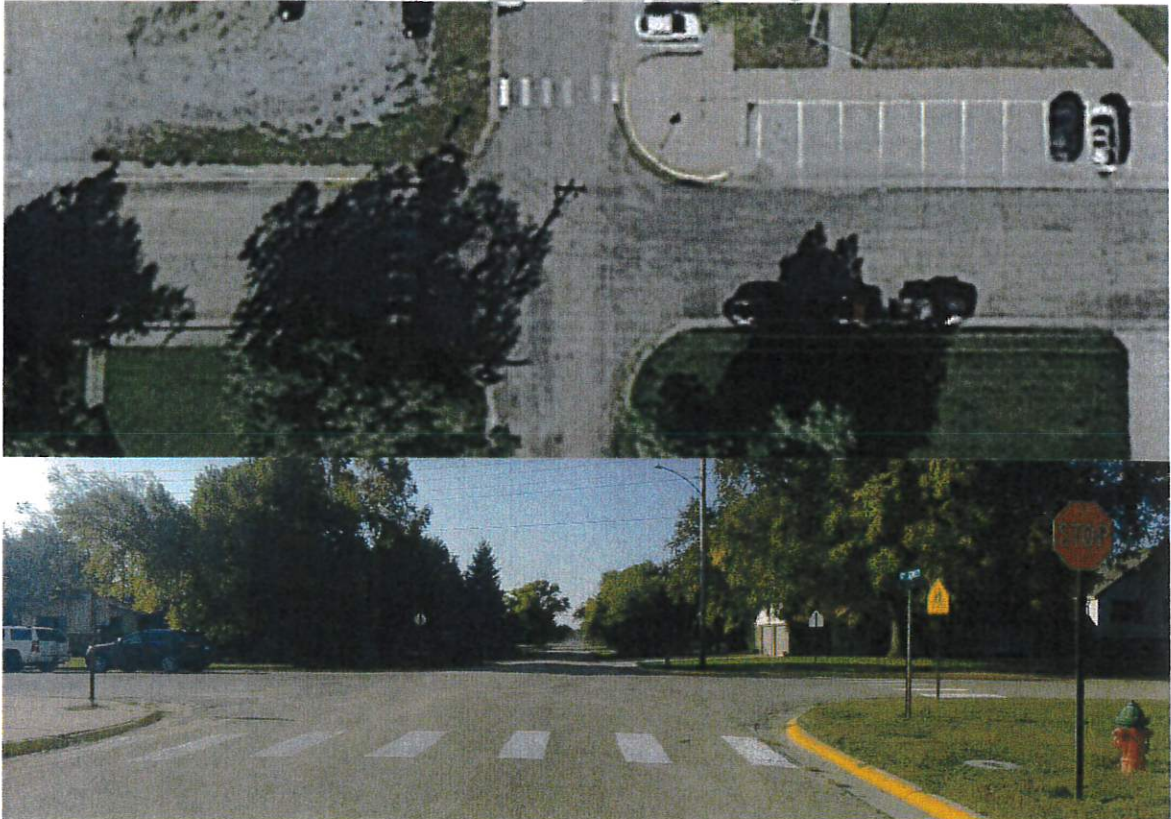


Figure 6: Intersection of 17th Street and H Street (Overhead and Looking South)

(Overhead Courtesy: Google Earth)

2.1.6 Intersection of 17th Street and I Street

The TWSC intersection of 17th Street and I Street is a three-legged 'T' intersection with 17th Street forming the uncontrolled northbound and southbound approaches and I Street forming the stop-controlled eastbound approach. The northbound approach consists of one shared through and left-turn lane, the southbound approach consists of one shared through and right-turn lane, and the eastbound approach consists of one shared left- and right-turn lane. The intersection is lit via a single luminaire on the northwest corner. Signed and marked crosswalks are provided across both the eastbound and northbound approaches however, while the crosswalk on the eastbound approach has curb ramps, the crosswalk across the northbound approach does not. Pictures of this intersection are provided in Figure 7.

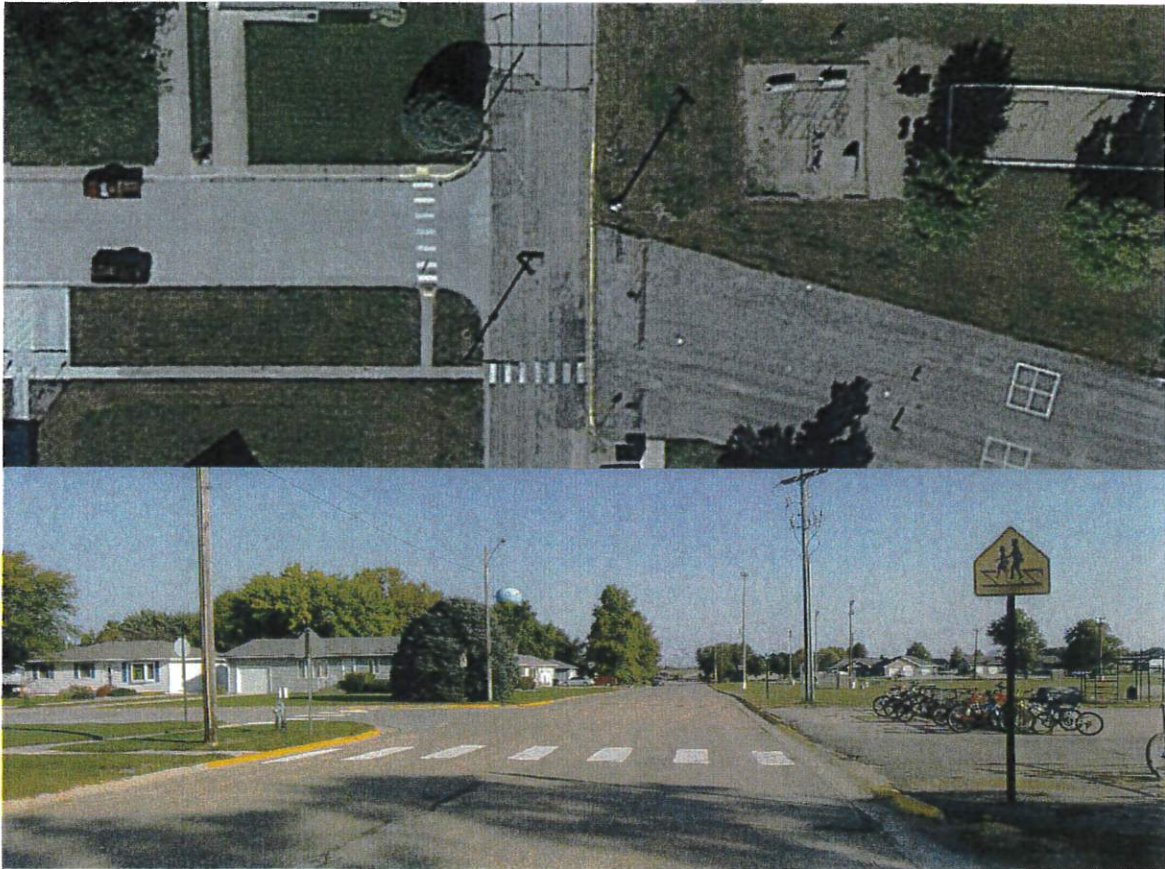


Figure 7: Intersection of 17th Street and I Street (Overhead and Looking North)

(Overhead Courtesy: Google Earth)

2.1.7 Intersection of 18th Street and H Street

The all-way stop-controlled (AWSC) intersection of 18th Street and H Street is a three-legged 'T' intersection with 18th Street forming the northbound approach and H Street forming the eastbound and westbound approaches. The eastbound approach consists of one shared through and right-turn lane, the westbound approach consists of one shared through and left-turn lane, and the northbound approach consists of one shared left- and right-turn lane. The intersection is lit via a single luminaire on the southwest corner. There are no pedestrian accommodations of any kind at this intersection. Pictures of this intersection are provided in Figure 8.

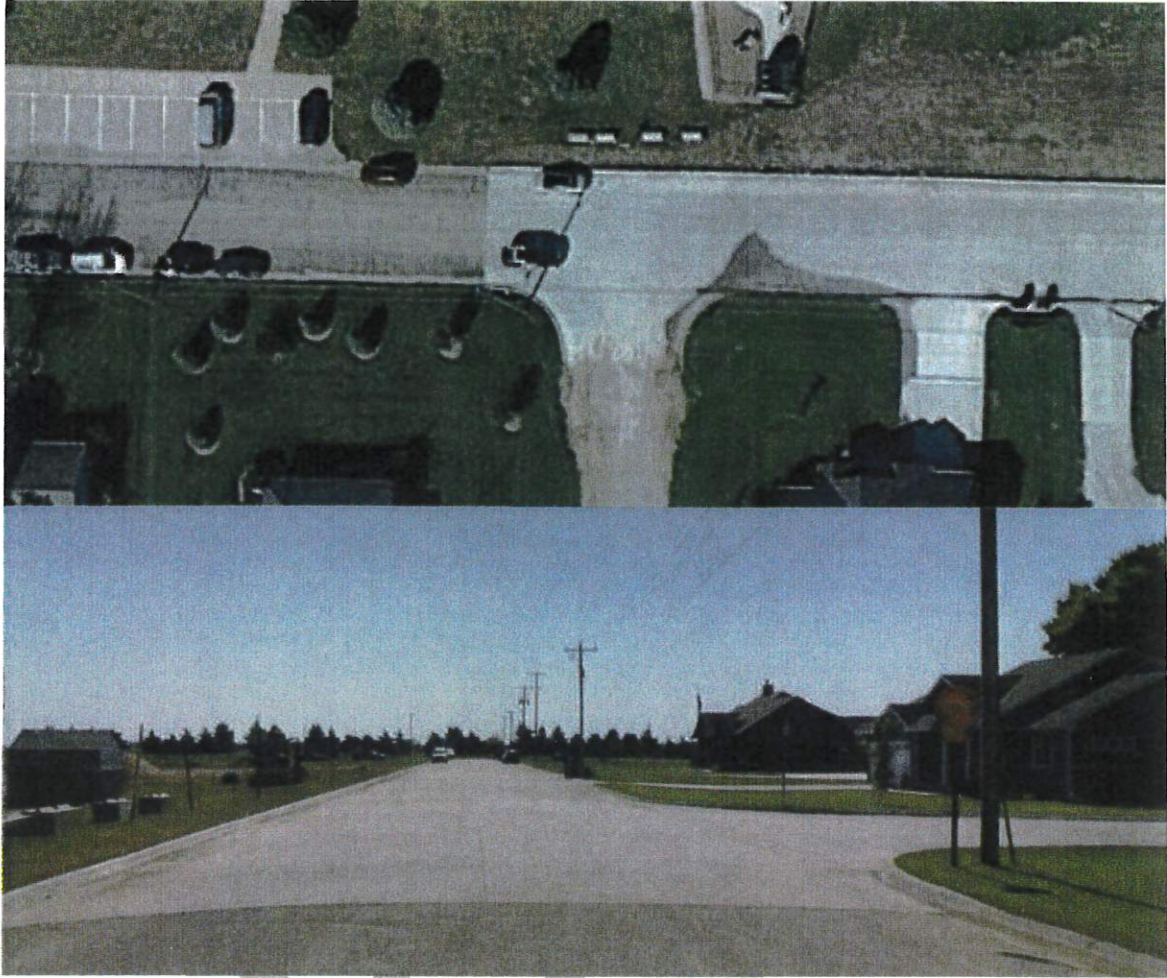


Figure 8: Intersection of 18th Street and H Street (Overhead and Looking East)
(Overhead Courtesy: Google Earth)

Further details of lane geometrics and traffic control throughout the study area are shown in Figure 9.

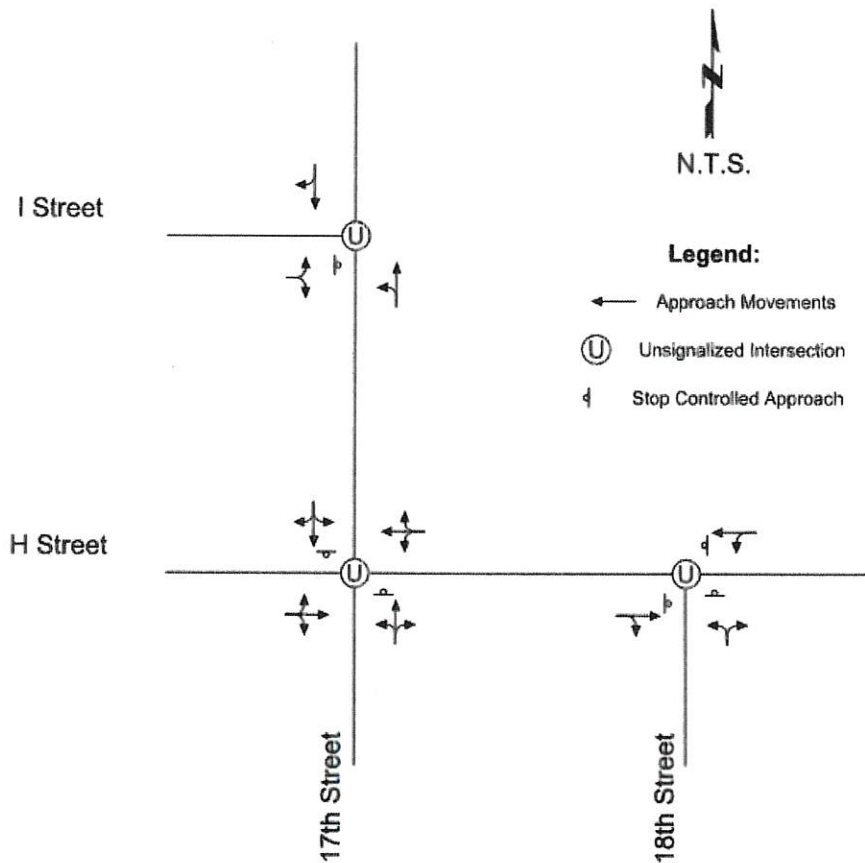


Figure 9: Lane Geometrics and Traffic Control

2.2 Existing Signage

There are several existing school crossing signs throughout the study area. All existing school signage is illustrated in Figure 10.

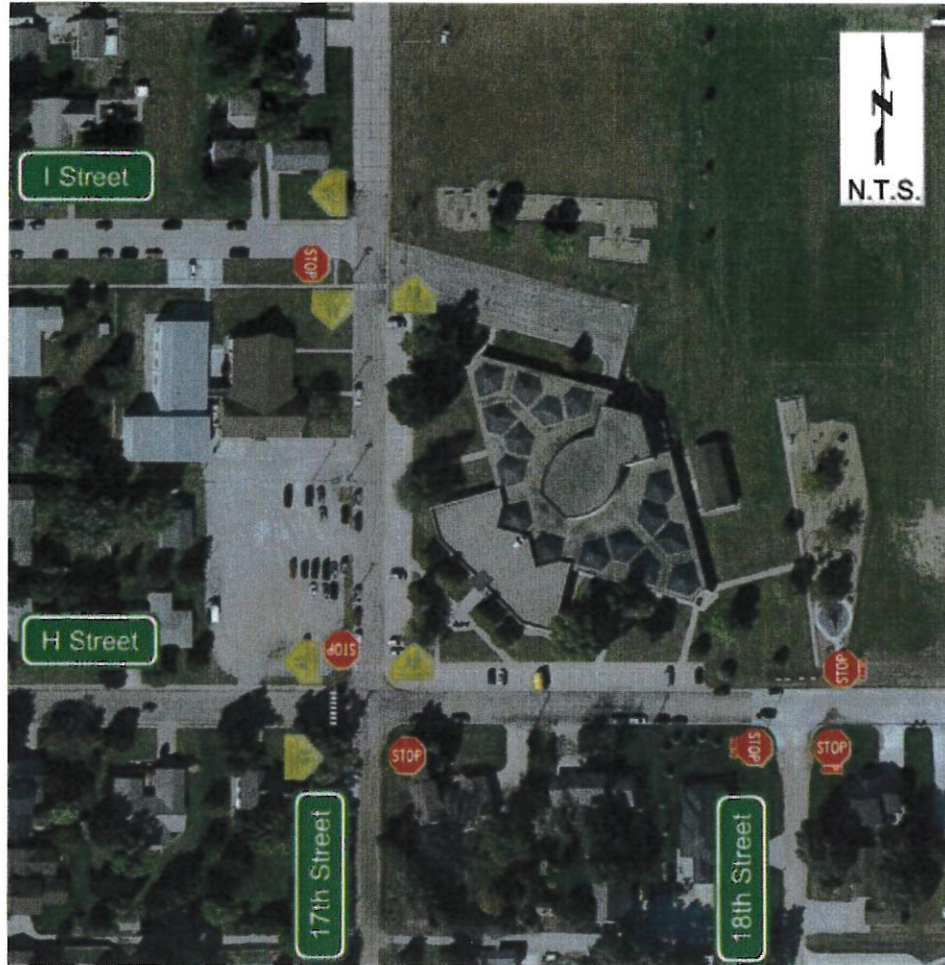


Figure 10: Existing School Signage

2.3 Existing Traffic Volumes

Existing turning movement volumes were collected at all study area intersections using Miovision Scout Cameras on Thursday, September 10th, 2020. The observed weekday AM peak hour for both 17th Street intersections occurred between 7:15 am – 8:15 am, while the intersection of 18th Street and H Street peaked slightly later at 7:30 am – 8:30 am. The PM peak hour was consistent throughout all study intersections and occurred between 2:45 pm and 3:45 pm. AM and PM peak hour turning movement volumes are shown in Figure 11.

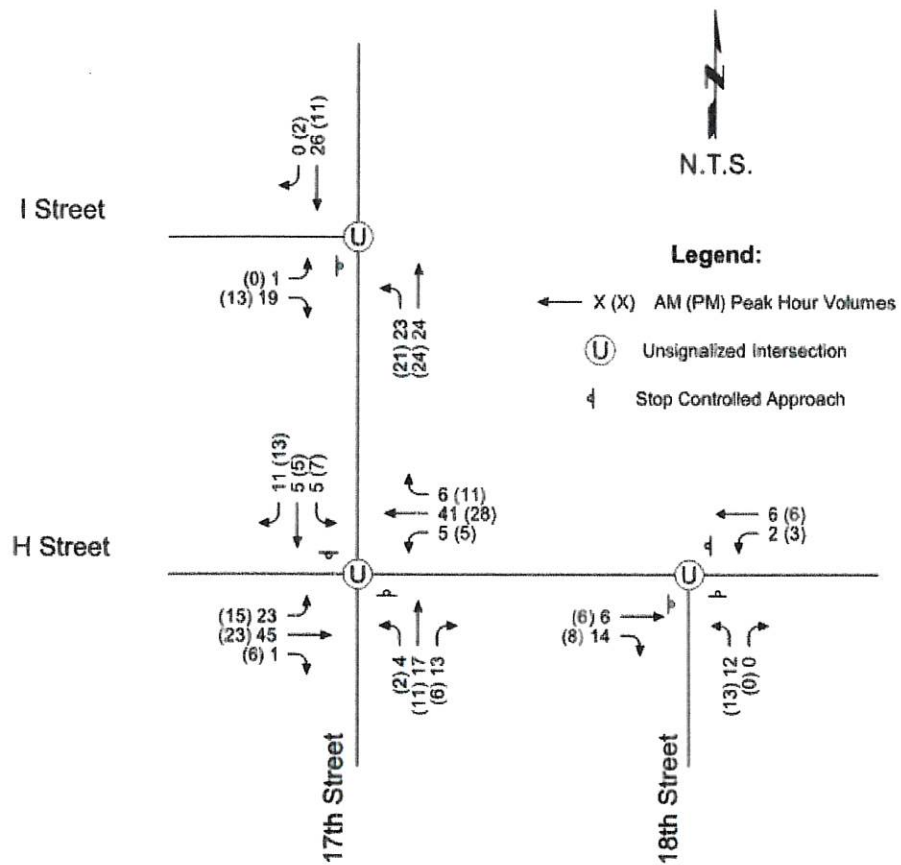


Figure 11: AM and PM Peak Hour Volumes

2.4 Study Methodology

The peak hour volumes for the study area intersections were analyzed using the unsignalized intersection capacity analysis procedures outlined in the Highway Capacity Manual, 6th Edition (HCM). Per the HCM, Level of Services (LOS) is presented as a letter grade (A through F) based on the calculated average delay for an intersection or movement during a specific time period (such as the AM and PM peak hours). LOS A represents free flow movement with very little to no delay, while LOS F represents congested flow at or exceeding the capacity of the street. Further detail regarding the LOS methodology can be found in Table 1.

Table 1: Level of Service (LOS) Interpretation

Level of Service	Description	Signalized Intersection Delay (seconds per vehicle)	Stop-Controlled Intersection & Roundabout Delay (seconds per vehicle)
A	Free-flow operations. Vehicles are almost completely unimpeded in their ability to maneuver within the traffic stream.	< 10	< 10
B	Reasonably free flow. The ability to maneuver within the traffic stream is only slightly restricted.	>10 and < 20	>10 and < 15
C	At or near free flow. Freedom to maneuver within the traffic stream is noticeably restricted.	>20 and < 35	>15 and < 25
D	Speeds begin to decline slightly. Freedom to maneuver within the traffic stream is noticeably limited.	>35 and < 55	>25 and < 35
E	At capacity. Maneuverability within the traffic stream is extremely limited.	>55 and < 80	>35 and < 50
F	Breakdown. Vehicles are jammed. Generally, queues form behind the breakdown condition.	> 80	> 50

Source: *Highway Capacity Manual, 6th Edition, A Guide for Multimodal Mobility Analysis*, Transportation Research Board, Washington, D.C.

2.5 Existing Conditions Capacity Analysis

The existing weekday AM and PM peak hour traffic conditions were analyzed using the existing traffic volumes and intersection geometrics described above via software that uses HCM methodology, entitled Synchro 11. As shown in Figure 12, all intersections and movements in the study area operate at LOS B or better during the AM and PM peak hours. All 95th percentile queues were less than 1 vehicle. Synchro output reports are included in Appendix A.

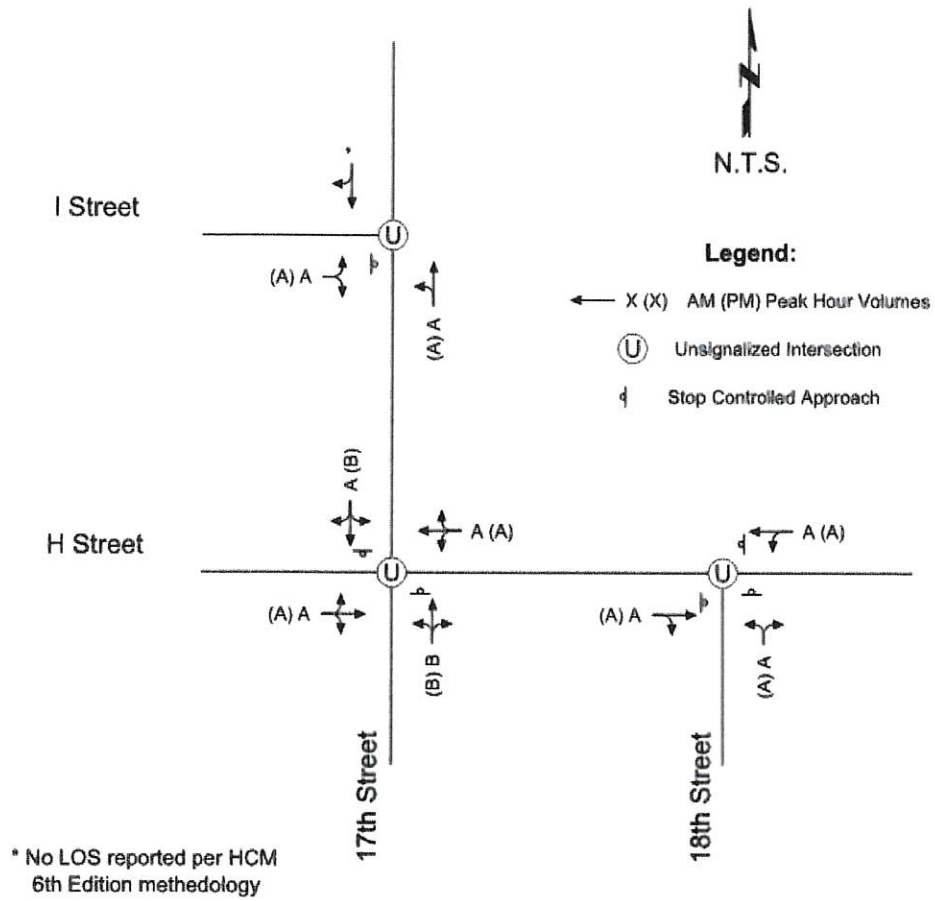


Figure 12: AM and PM Peak Hour Level of Service

3.0 Safety Study

Crash data within the study area was obtained for the most current three-year period (2018 – 2020). According to this data, provided both by the Nebraska Department of Transportation (NDOT) and the Fillmore County Sheriff's Office, there has been only one reported crash within the study area in the past three years. This crash happened along 17th Street, north of H Street, on December 17th, 2020 at 7:11 pm. As shown in Figure 13, a vehicle was backing out of a perpendicular parking space and backed into a car that was parallel parked across the street.

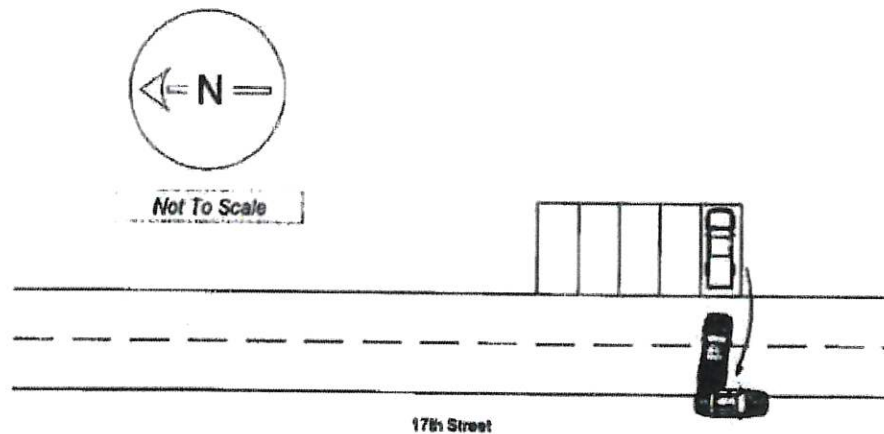


Figure 13: Crash Diagram

Upon additional review of the crash data, the only other reported crash in the study area in the last ten years happened on H Street between 17th Street and 18th Street on October 7th, 2013. In this crash, a van sideswiped another parked van while trying to park.

As no crashes have happened within any of the study intersections, all study intersections would not be considered high crash locations.

4.0 Circulation Review

As shown in Figure 14 below, most staff that work at the Fillmore Central Elementary School park in one of two locations: the Geneva E-Free Church's parking lot or the parallel on-street parking provided opposite the perpendicular parking in front of the school. The perpendicular on-street parking is mainly used by the parents during the drop-off and pick-up times. During the morning drop-off time, trips are fairly brief, which allows most parents to use the perpendicular on-street parking adjacent to the school. However, as parents arrive before school releases for pick-up time, parents will fill in any available parking on the adjacent streets as well as the Church's parking lot.

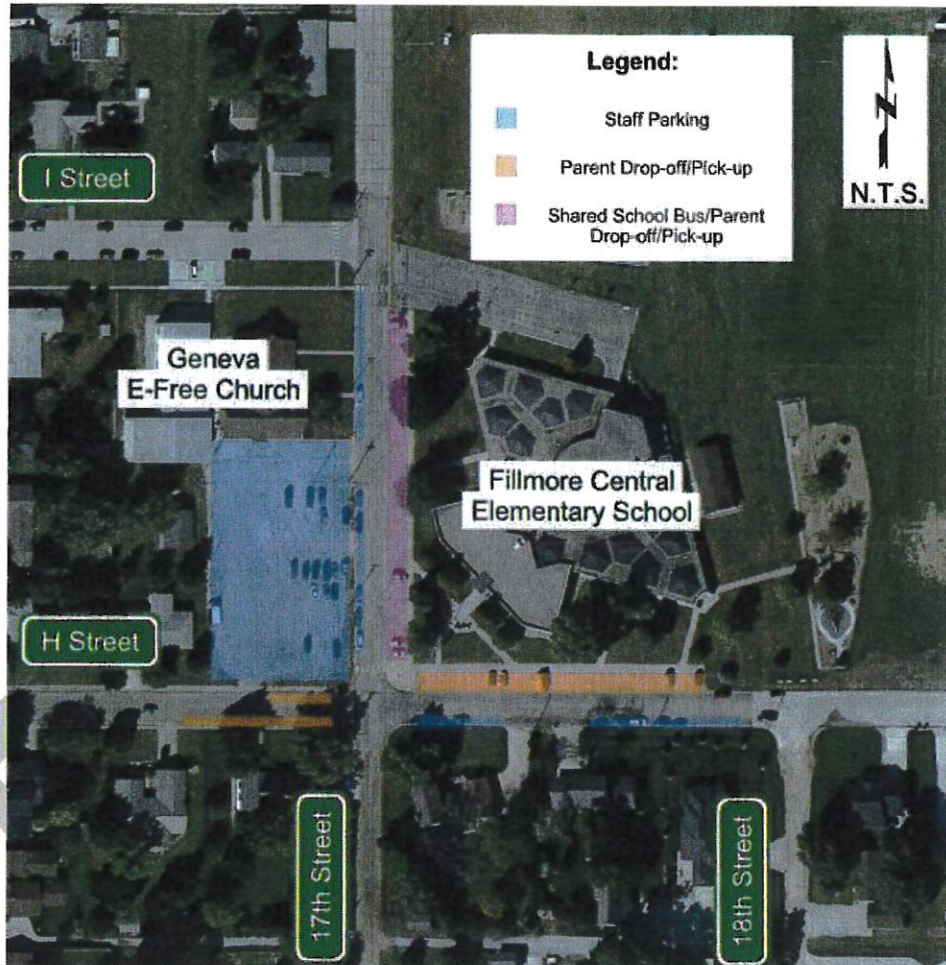


Figure 14: Existing Parking Areas

4.1 School Bus Pick-up/Drop-off

As part of the morning drop-off period, three full-sized school buses each individually arrive, and parallel park, in the perpendicular on-street parking area along 17th Street (including across the four designated accessible parking spaces). The first of these buses arrive around 7:36 am and all three buses leave once the final bus arrives at about 7:48 am.

During the school pick-up time period, one full-size bus arrives at around 3:05 pm and picks up students. However, as all the perpendicular on-street parking is already taken by parents arriving early, this bus is forced to load students while parked in the through lane of traffic and students must walk

through parked cars to get to the school bus. This situation was recorded with one of the Miovision Scout Cameras and a clip from this recording is included as Figure 15. It should also be noted that four additional full-sized school buses do also arrive, but not until closer to 3:40 pm. These buses can parallel park in the perpendicular on-street parking along 17th Street as most parents have cleared out by this time.



Figure 15: School Bus Pick-up Through Parked Cars
(View from the Intersection of 17th Street and I Street, Looking South)

4.2 On-Street Parking Challenges

During the morning drop-off period, parents begin dropping their kids off at around 7:30 am and continue to drop kids off until around 8:10 am. This elongated drop-off time helps to reduce the number of parents dropping off at any one time. This improves sight distance when drivers are backing out of the perpendicular on-street parking spaces due to the lack of surrounding vehicles. During the afternoon time period however, most parents arrive before the school pick-up time, leading to most (if not all) perpendicular spots being taken. This, combined with the greater number of vehicles on both 17th Street and H Street adjacent to these perpendicular on-street parking spaces does reduce visibility for the vehicles when backing out of the parking spaces and increases the likelihood of traffic in the adjacent through lane. Although, as mentioned during the safety study, no crashes have been reported during the pick-up time, several near misses were recorded and are shown in Figure 16. In both situations, the driver backing out of the parking space pulled out in front of a westbound vehicle, forcing the westbound vehicle to suddenly stop. However, the westbound drivers should know they are driving next to a school and should be aware that vehicles may be pulling out.



Figure 16: Perpendicular Parked Vehicles Backing Out in Front of Westbound Through Vehicles

5.0 Safety Improvements and Other Traffic Calming Strategies

The following sections discuss several safety improvements and other traffic calming strategies that may be considered for use around the Fillmore Central Elementary School.

5.1 School Crossing Signage and Pavement Markings

According to the Nebraska Supplement to the Manual on Uniform Traffic Control Devices (MUTCD), all school crosswalks need to be signed. An example of this signage is provided in Figure 17. However, it should be noted that when an approach is stop-controlled, the stop sign generally replaces the sign designated by the letter 'A' in Figure 17.

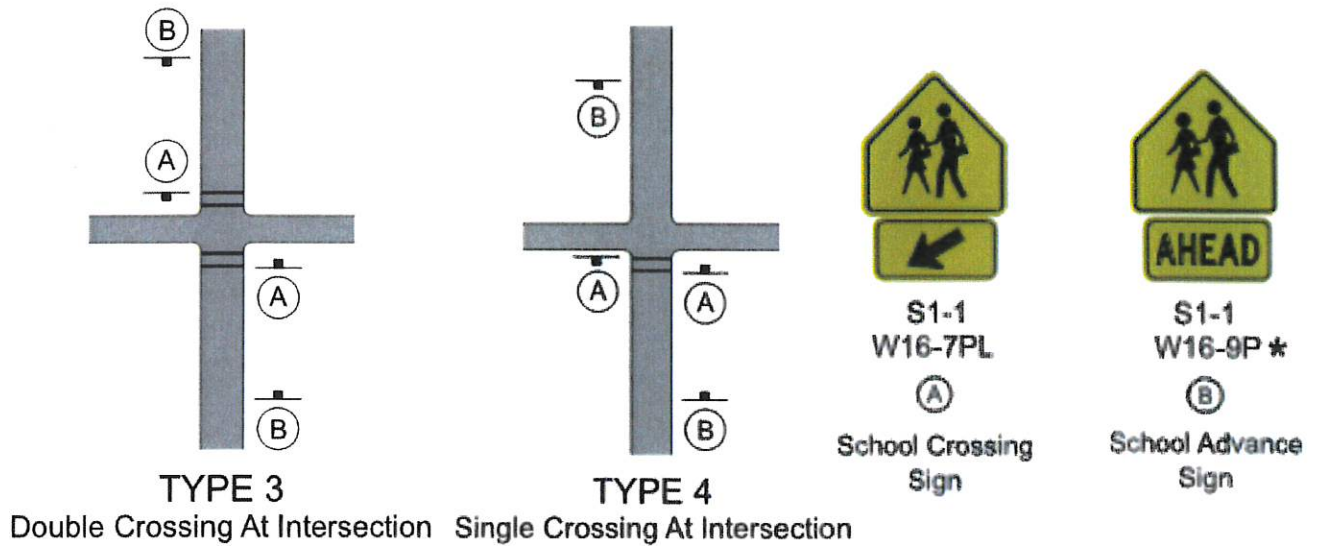


Figure 17: School Crossing Signage at Uncontrolled Approaches to Intersections

Current sign legend symbology in the field is outdated and should be updated per MUTCD requirements. With regards to pavement markings, the crosswalks should be painted consistently with other crosswalks in the area. A figure showing what updated school crossing signage and pavement markings could look like is included in Figure 18.

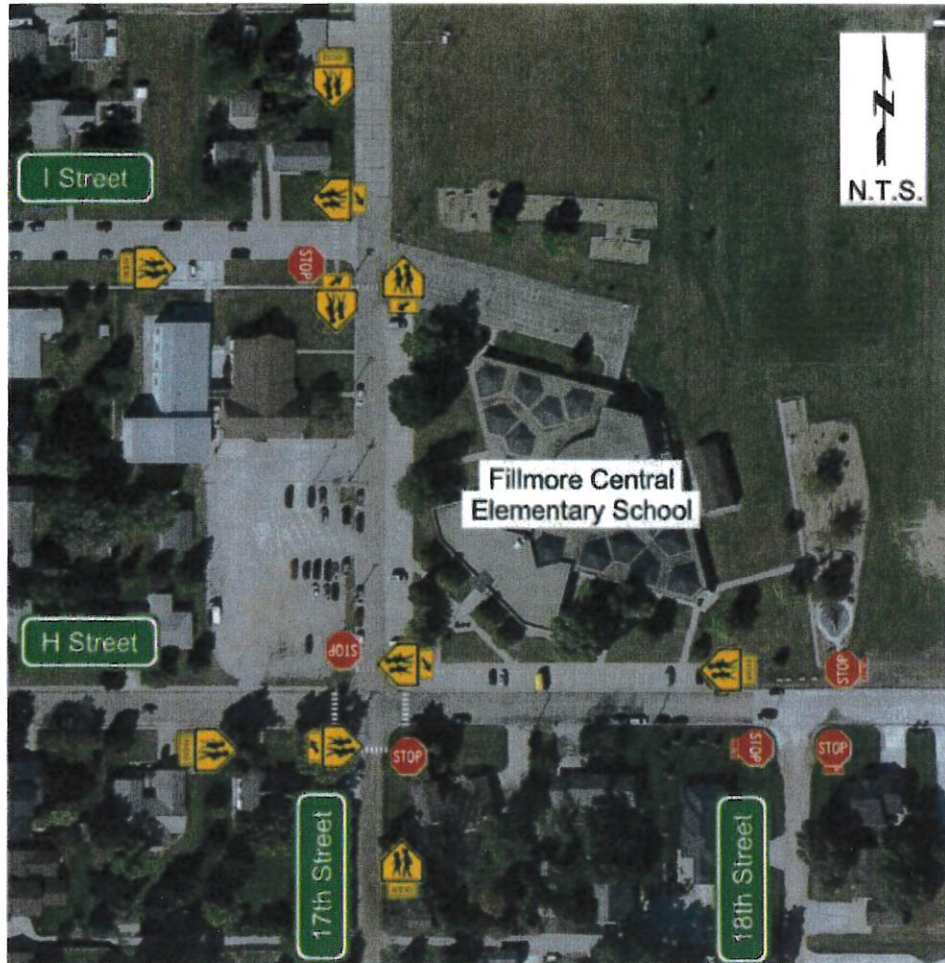


Figure 18: Proposed School Signage

5.2 On-Street Parking

Generally, when on-street parking is allowed, parallel on-street parking is provided. This is due both to the relatively small amount of pavement width needed for parallel on-street parking but also because drivers have greater visibility of the adjacent street when they are pulling out compared to the limited visibility of angled or perpendicular on-street parking. Another benefit to parallel on-street parking is that students have direct loading and unloading access without the need to walk in front of, or between, stationary and/or moving vehicles. However, parallel on-street parking also takes up more curb length than other parking configurations, and for this reason, other options may be considered when looking to increase the number of on-street parking spaces.

Other parking options that are sometimes considered include both perpendicular parking and variations of angled parking. Perpendicular on-street parking provides potentially the highest stall counts of parking spaces; however, it is often less efficient due to the difficulty of pulling into these stalls. Additionally, it is not always feasible or desirable due to street widths and sight distance limitations. Angled, on-street parking can be utilized to improve the driver maneuver into stall locations, but in similar fashion to perpendicular parking, can provide limited sight distance when backing out of angled stalls. In less frequent situations, back-in angled parking can be utilized to assist

with the safety and ease of exiting parking stalls in a heavy pedestrian area or when adjacent to bike lanes. However, angled back-in parking spaces are often difficult to enter from the street and can cause more congestion during initial parking maneuvers. The use of back-in angle parking may be less desirable in this setting due to the sight distance limitations while backing adjacent to the school's sidewalks where schoolchildren may be present.

5.3 Off-Street Parking

According to research documented in the Institute of Transportation Engineers' (ITE) publication entitled *School Site Planning, Design, and Transportation*, required on-site queue demands for the parent pick-up period can be estimated based on student enrollment. The pick-up period is used because, generally, parents arrive before school gets out causing greater queuing when compared to the relatively short visit of a morning drop-off. Based on this methodology, and the current and anticipated elementary school enrollment of 262 students, the school can expect a queue length of 434' during a normal day, with a maximum queue of 564' on the busiest days. There are several ways that this queue may be managed, both on-street and off-street, and several are discussed in the sections that follow.

5.4 Separating Bus Drop-off/Pick-up from Parent Drop-off/Pick-up

According to the Pedestrian and Bicycle Information Center's *Safe Routes to School Guide*, "School bus loading areas should be separated from parent drop-off and pick-up areas if at all possible". To accomplish this at the Fillmore Central Elementary School, either the school bus drop-off/pick-up area or the parent drop-off/pick-up area would need to be relocated.

5.4.1 School Bus Drop-off/Pick-up Area

Currently, the school bus drop-off/pick-up area is in the perpendicular on-street parking to the west of the school. Buses are then forced to load/unload in the street when these parking spaces are filled, requiring schoolchildren to weave between parked cars to reach the bus. To designate a separate school bus area, a couple of concepts were evaluated.

5.4.1.1 West School Bus Drop-off/Pick-up Area

The simplest solution to designate a separate bus area would be to eliminate most/all perpendicular on-street parking along 17th Street, west of the school. While this would eliminate a fair number of parking spaces, it would allow buses the ability to load and unload directly onto the school's sidewalk. If this option were to be used in combination with the parent off-street parking concept presented in Section 5.4.2.2, it could mitigate the loss of on-street parking.

5.4.1.2 North School Bus Drop-off/Pick-up Area

Another, more long-term, solution could be to relocate the bus drop-off/pick-up area to the paved area located north of the school building. While this area is currently used during recess, with some small modifications this area could be used for both recess during the school day and change to bus drop-off/pick-up operations before and after school with enough spacing for four 36' buses to be parked concurrently. However, the existing pavement area is not quite large enough for a standard 36' school bus to turn around, so a small amount of additional pavement would be needed for this alternative. This turning template, along with the storage of four buses, is shown in Figure 19.

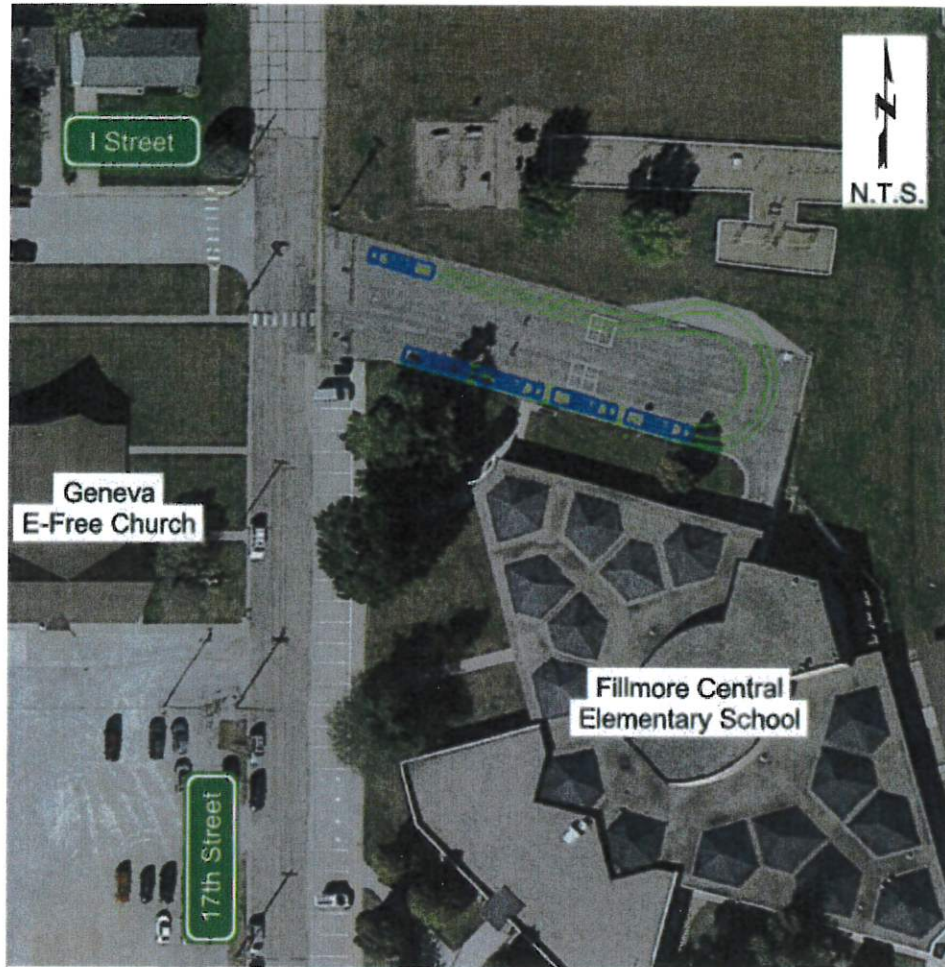


Figure 19: Northern Bus Drop-off/Pick-up Area

5.4.2 Parent Drop-off/Pick-up Area

Instead of relocating the bus drop-off/pick-up, the parent drop-off/pick-up operations could be relocated to provide the needed separation. To designate a separate parent pick-up/drop-off area, several short-term and long-term concepts were evaluated.

5.4.2.1 Westbound Drop-off/Pick-up on H Street – Short/Long Term

One approach to providing a separate parking drop-off/pick-up area could be to designate the perpendicular on-street parking currently provided along H Street as a parent pick-up/drop-off lane. This lane would allow for parents to pull in parallel to the sidewalk to drop their kids off. In this concept, parents would need to travel around the block, as illustrated in Figure 20. This 'around the block' movement would allow for full queue storage, combining the storage within the pick-up/drop-off lane with additional storage on neighborhood streets. However, for this to operate effectively, several items would need to be considered. H Street is not wide enough for eastbound drivers to be able to make a U-turn safely, so parents would need to be persuaded to take the full 'around the block' movement. To further prevent eastbound drivers from entering the westbound drop-off/pick-up lane, candlestick cones or other such traffic control devices would need to be present in the middle of H Street, discouraging U-turning into the lane. This

alternative could be installed with cones and other such temporary traffic control devices in the current perpendicular on-street parking area as a trial run and then, if it operated successfully, modifications, including the possibly extension of the drop-off/pick-up lane, could be more permanently constructed.



Figure 20: Westbound Parent Drop-off/Pick-up Lane

5.4.2.2 Church Parking Lot – Long Term Solution

Another concept for designating a parent drop-off/pick-up area includes using the adjacent church's parking lot across 17th Street and is shown conceptually in Figure 21.



Figure 21: Off-Street Pick-up Staging within the Church parking lot

In this concept, parents could both line up around the perimeter of the parking lot, as well as in the interior spaces that are not taken by school staff. Once school lets out, the students could cross the street at the crosswalk to the parking lot where their parents are waiting. This concept allows all kids to be picked up off the street and eliminates the issues associated with perpendicular on-street parking. It should be noted that while this concept only provides about 520' of storage around the indicated perimeter, the additional storage length could be provided by both the internal parking spaces and by additional on-street parking. However, this concept is not without its drawbacks. This concept would require that the parking lot be paved, making this concept a larger investment than others. To potentially mitigate this expense, if this idea were to be evaluated further, cost-sharing options between the school and the church could be explored. Enforcement of this concept will be critical as parents will probably try to park in the closer perpendicular on-street parking spaces that they are currently used to. Another challenge to this concept is the large distances possible between the current crosswalk that students utilize and where their parents may be waiting, increasing the temptation to randomly cross the street at uncontrolled locations. If this became an issue, 17th Street could be temporarily closed from H Street north to the parking lot entrance. This would allow increased safety and prevent schoolchildren from having to cross an active street to get to their appropriate vehicle. However,

as this street is in the public right-of-way, the City of Geneva would need to be consulted with before any public street is closed, even if it is only temporarily during the school day. Additionally, the closure of the street would take daily enforcement and the cones (or other closure devices) would need to be set out and picked up each day.

5.4.2.3 New Internal Circulation Road – Long Term Solution

Another concept to provide a separate parent drop-off/pick-up area is to provide an on-site driveway around the back of the school, as shown in Figure 22. This would allow vehicles to pull up parallel to a sidewalk and then pull back out into a through lane. This concept provides ample amount of on-site storage with over 610' of queue storage, all on-site. Another benefit to this concept is it would be a private road completely on school grounds. This would allow for the closure of the street during the day, providing safe passage for schoolchildren during recess, while still being able to use it for drop-off/pick-up operations both before and after school. However, as this concept would require the construction of a road, it could be cost prohibitive.

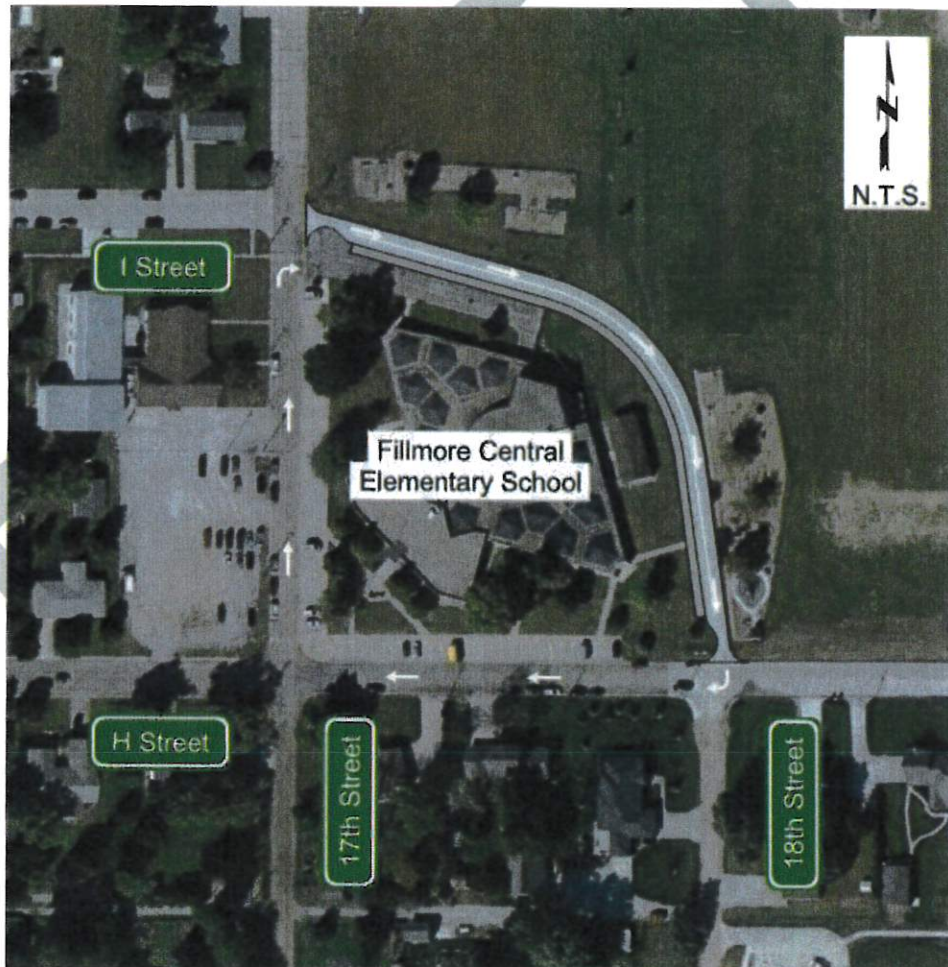


Figure 22: Back Driveway

5.5 Traffic Calming

Traffic calming is a traffic management approach that uses varying methods to reduce vehicle speeds subsequently creating safer conditions for all transportation modes. Proactively incorporating traffic calming design features can aid in creating a safer environment for traffic operations within sensitive land use areas such as schools where vulnerable modes of travel, like pedestrian and bicycling, are more frequent. The following sections identify some options that may encourage slower vehicle speeds and therefore safer for multi-modal use.

5.5.1 Bulb-outs

Bulb-outs can be used to extend the sidewalk and the curb line to shadow a parking lane, which reduces the width needed for a pedestrian to cross the street at the intersection. This reduction in width increases safety at the pedestrian crossing location by reducing the time needed to cross the street, increases the visibility between pedestrians and conflicting vehicles, and may lead to reduced speeds due to physically narrowing the street. A bulb-out is already being used on the northeast corner of the intersection of 17th Street and H Street but could be further investigated for use at the other corners of intersection of 17th Street and H Street as well as the intersection of 17th Street and I Street. An example of bulb-outs being used at a residential intersection is provided in Figure 23.



Figure 23: Residential Bulb-Outs

(Credit: Google Earth)

5.5.2 Raised Crosswalks

While vehicle speed data was not collected for this study, if speeding becomes an issue, raised crosswalks could be one way of both slowing traffic down and increasing pedestrian visibility. Raised crosswalks function as a speed hump but are wide enough to accommodate a pedestrian crosswalk. Any raised crosswalk installation would be in addition to the accompanying school crossing signage and crosswalk pavement marking, in accordance with the latest edition of the MUTCD. The raised crosswalk could be installed at uncontrolled mid-block school crossing but also uncontrolled approaches to intersections. An example of a raised crosswalk is shown in Figure 24.

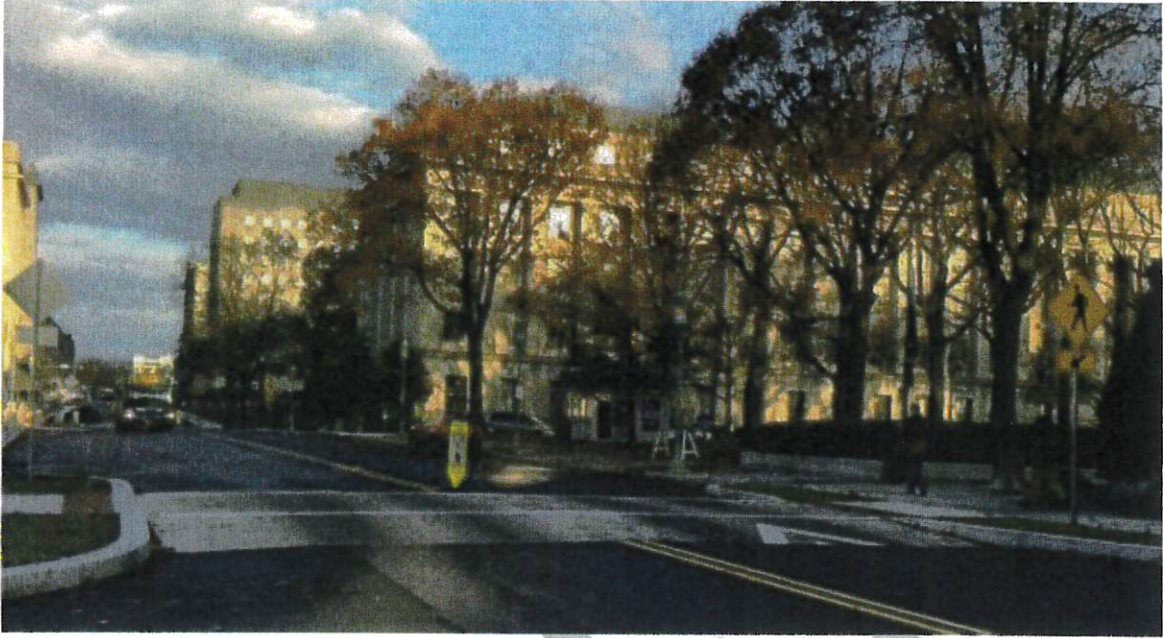


Figure 24: Raised Crosswalk

(Source: Pennsylvania Department of Transportation)

5.5.3 Rectangular Rapid-Flashing Beacon

If speeding becomes a significantly frequent occurrence and/or pedestrians have trouble crossing the street, a pedestrian crossing can be further enhanced through the installation of Rectangular Rapid-Flashing Beacons (RRFB). RRFBs are pedestrian-activated or passive detection activated flashing LED beacons installed at uncontrolled pedestrian crossings. These beacons use an irregular flashing pattern to better draw the driver's attention to a crossing pedestrian. RRFB installation could also be compatible with both roundabout and raised crosswalk installation, as discussed in Sections 5.5.2 and 5.5.4 in this report. An example of an RRFB installation is shown in Figure 25.

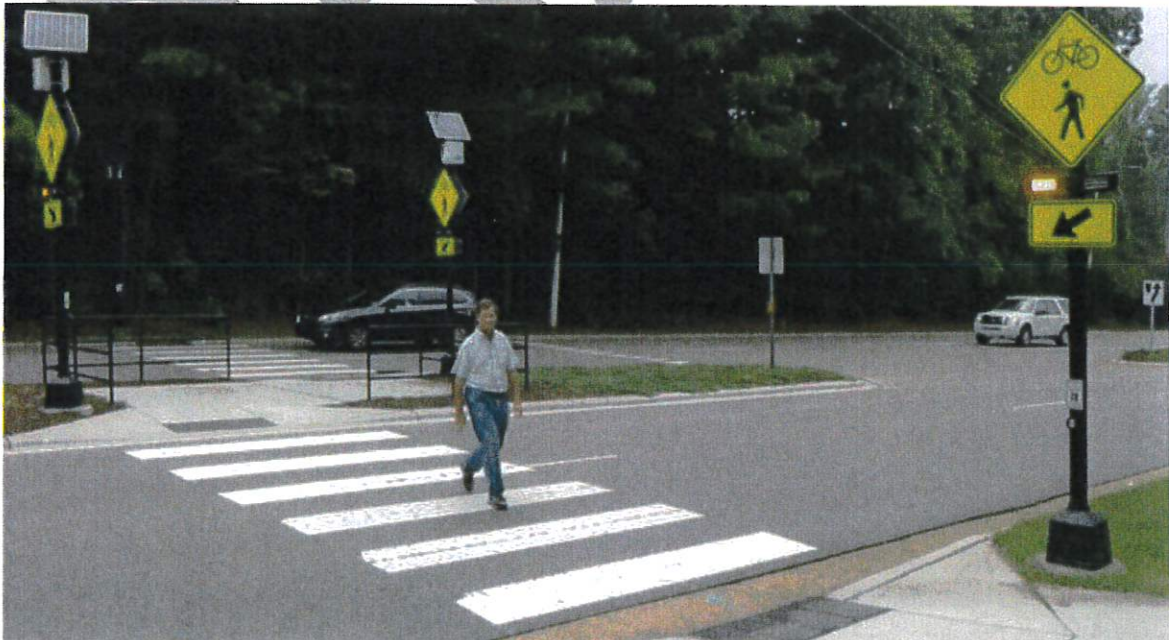


Figure 25: RRFB Installation

(Source: Texas A&M Transportation Institute)

5.5.4 Roundabouts

Roundabouts can not only provide efficient operations for vehicles at intersections but also provide the following safety benefits:

1. Slows vehicle speed thereby reducing the frequency and severity of crashes,
2. Provides better visibility of pedestrians,
3. Pedestrians can utilize the median refuge island to cross the street one direction at a time rather than multiple directions at once, and
4. Per the 2010 Highway Safety Manual and the Crash Modification Clearinghouse, overall crashes can be reduced by 39% and severe crashes by 81% with roundabout control versus two-way stop control at single-lane urban intersections.

However, due to the lack of crashes at study intersections combined with the higher cost of construction and right-of-way acquisition, the advantages of roundabout usage, in this case, may be limited.

6.0 Recommendations and Conclusion

Upon evaluating the traffic operations at the Fillmore Central Elementary School and the adjacent street network, the following short and long-term strategies for improvements are recommended and summarized in Table 2.

Table 2: Short-Term Recommendations

Time Frame	Reference	Recommendation
Short-Term #1	Section 5.1	School Zone Signage should be updated to comply with the most recent edition of the MUTCD
Short-Term #2	Section 5.1	Painted Crosswalks should be provided at all School Crosswalks
Short-Term #3	Section 2.1.6	Curb Ramps should be provided for the school crossing on the northbound approach to the intersection of 17 th Street and I Street.
Short-Term #4	Section 5.2	Perpendicular on-street parking may remain in place. While the sight distance could be enhanced, current conditions have not led to a pattern of crashes. Should the school wish to increase the sight distance at the cost of parking spaces, parallel on-street parking could be implemented where perpendicular on-street parking is currently.
Short-Term #5	Section 5.4.2.1	To designate a separate parent drop-off/pick-up area, the perpendicular on-street parking could be temporarily converted into a westbound drop-off/pick-up area. This temporary installation could help to evaluate this recommendation's long term feasibility. This recommendation is also contingent on the enforcement of parents to 'drive around the block', as shown previously in Figure 20.

Table 3: Long-Term Recommendations

Time Frame	Reference	Recommendation
Long-Term #1	Sections 5.4.1.1 & 5.4.1.2	<p>A separate and exclusive Bus pick-up/drop-off area should be established that allows students to enter/exit directly onto school frontage. One alternative, discussed in section 5.4.1.1 would be to convert the perpendicular on-street parking adjacent to 17th Street into a bus pick-up/drop-off lane. Another alternative, discussed in sections 5.4.1.2 and illustrated in Figure 19 would be to convert the existing pavement north of the school into a bus pick-up/drop-off area. However, this would require the construction of a small amount of additional pavement to support the bus turning movement.</p>
Long-Term #2	Sections 5.4.2.1, 5.4.2.2, & 5.4.2.3	<p>A specific parent drop-off/pick-up area should be established that does not require schoolchildren to cross between vehicles, uncontrolled vehicle lanes or parking aisles. One long-term alternative that provides this area could be the construction of a permanent parent pick-up/drop-off lane where the current perpendicular on-street parking is adjacent to H Street. The feasibility of this idea could also be determined through Short-Term Recommendation #5. Two other possible alternatives include the creation of a parent drop-off/pick-up area within the Geneva E-Free Church’s parking lot, discussed in Section 5.4.2.2 and the creation of a new internal circulation road along the back side of the school, discussed in Section 5.4.2.3.</p>
Long-Term #3	Sections 5.5.1, 5.5.2, & 5.5.3	<p>If speeding becomes an issue, or if schoolchildren, or pedestrians in general, have trouble crossing 17th Street, H Street, or I Street at the school crossing locations, improvements such as intersection bulb-outs, raised crosswalks, or RRFBs could be considered.</p>
Long-Term #4	Section 5.5.4	<p>If speeding becomes a significantly frequent occurrence and all other traffic calming measures discussed have not mitigated it, consideration and study of a roundabout at the intersection of 17th Street and H Street and/or the intersection of 17th Street and I Street is recommended.</p>

3004
General Purchasing and Procurement

I. Applicability of this policy.

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

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

II. General Purchasing Policy

- A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
- B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. **Purchasing Procedures**

- A. School personnel must secure the approval of an authorized administrator before making any purchases.
- B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than [REDACTED] prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.
- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.
- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from

only one source and may be used only when one or more of the following circumstances apply:

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
- 2.** Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

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

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Financial Management

A. Identification.

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

VI. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records

regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

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

D. Privacy

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

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