

Board of Education Regular Meeting
Monday, July 11, 2022 7:00 PM
Technology Room #112
810 Central Avenue
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE***
2. **APPROVE THE AGENDA**
3. **WELCOME PATRONS AND GUESTS**
4. **PATRON COMMENT**
5. **APPROVE CONSENT AGENDA**
 - 5.1. Meeting Minutes
 - 5.2. Bills for Payment
 - 5.3. Review Treasurer's report
6. **REPORTS**
 - 6.1. Principal Othmer
 - 6.2. NASB Report - Neal Kanel
7. **DISCUSSION ITEMS**
 - 7.1. Committee Meetings
 - 7.1.1. HRC roof Report discussed in Building and Grounds
 - 7.2. Personal
8. **ACTION ITEMS**
 - 8.1. Approve board member's leave of absence
 - 8.2. Second Vote on Proposed Policy Changes
 - 8.3. Student Fees Policy 5045.
 - 8.4. Admission prices
 - 8.5. Approve the 4-H Extension Assistant position (Jami Ankrom) Contract for the 2022-23 school year.
 - 8.6. Approve Coach/Sponsors for 2022-2023
 - 8.7. Approve Certified and Classified Staff Handbooks
 - 8.8. Extended Learning Grant Summer and After-school Program approval.
 - 8.9. Approve School Resource Officer Memorandum of Understanding with the Richardson County Sheriff's Office
 - 8.10. Accept resignation of Sandy Boring
 - 8.11. Expense Allowance: Meals/Mileage
9. **SUPERINTENDENT GRIFFITH REPORT**
10. **BOARD MEMBER CONCERNS**
11. **ADJOURN**

Board of Education Regular Meeting

Monday, June 13, 2022 7:00 PM

Music Room, Humboldt

Attendance Taken at 6:48 PM. Kyle Hilgenfeld: Present, Mike Kanel: Present, Neal Kanel: Present, Scott Ogle: Present, Leah Reyes: Absent, Tim Schardt: Present. Attendance Update Taken at 7:04 PM. Leah Reyes: Present.

1. OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL -PLEDGE OF ALLEGIANCE*

2. APPROVE THE AGENDA

Motion to approve agenda passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 5, Nay: 0

3. WELCOME PATRONS AND GUESTS

4. PATRON COMMENT – none.

5. APPROVE CONSENT AGENDA

Passed with a motion by Scott Ogle and a second by Kyle Hilgenfeld. Yea: 5, Nay: 0

5.1. Meeting Minutes

5.2. Bills for Payment

5.3. Review Treasurer's report

6. REPORTS

6.1. Principal Othmer

Detailed report on MTSS and it's many levels of resources and prep for the upcoming school year.

6.2. Assistant Principal Lottman

The report mentioned summer prep work, data retreat, new staff mentoring day, and annual teacher absence report.

6.3. NASB Report - Neal Kanel

To clarify news, NASB voted to postpone paying of annual dues to national association due to the high cost.

7. DISCUSSION ITEMS

7.1. Committee Meetings

7.1.1. Building Committee

The items discussed are included in action items below.

7.1.2. Policy

The committee reviewed some policies that needed updated including lunch fund policy.

8. ACTION ITEMS

8.1. Approve board member's leave of absence

8.2. Approve AHRS Bid for Learning Center Renovation

Move forward with bid from AHRS passed with a motion by Scott Ogle and a second by Tim Schardt. Yea: 6, Nay: 0

8.3. Approve Prime Communication's Bid for Fiber to Learning Center. The cost increased \$3,950 due to the increase in the price of fiber.

Approval passed with a motion by Mike Kanel and a second by Leah Reyes. Yea: 6, Nay: 0

8.4. Approve the bid from Phillips Plumbing & HVAC for the Roof Top unit and units in the elementary wing.

Passed with a motion by Scott Ogle and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

8.5. Accept Resignation of Para Journey Woosley

Passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

8.6. Approve Resignation of Jaime Frey from the position of High School Speech Coach and Drill Team Sponsor

Passed with a motion by Tim Schardt and a second by Mike Kanel. Yea: 6, Nay: 0

8.7. Accept Resignation of Administrative Assistant Megan Herr

Accept passed with a motion by Mike Kanel and a second by Scott Ogle. Yea: 6, Nay: 0

8.8. Approve Policy Updates

Approve as presented by the policy committee and Superintendent passed with a motion by Scott Ogle and a second by Tim Schardt. Yea: 6, Nay: 0

8.9. Approve Samantha Wamsley for the position of Administrative Assistant

Passed with a motion by Kyle Hilgenfeld and a second by Scott Ogle. Yea: 6, Nay: 0

8.10. Approve Student Handbook/Laptop Handbook

Approve as presented passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

9. SUPERINTENDENT GRIFFITH REPORT

Dr. Griffith will be attending the national conference in Geneva, WI.

10. BOARD MEMBER CONCERNS-short discussion on electric buses.

11. ADJOURN

Neal Kanel declared the meeting adjourned at 7:19 pm.

Respectfully submitted,

Kellie Workman

Account Number	Detail Description	Amount
01 1100 643 000	7274 mathseeds subs 1 yr	768.75
Total 3P LEARNING INC		768.75
01 2630 340 000	lawn fertilizer	433.50
Total AG PARTNERS COOPERATIVE, INC		433.50
01 1100 610 001	7280 weldon science	732.42
Total ARBOR SCIENTIFIC		732.42
01 1100 643 000	7301 ROBISON-WEB BIO/ANAT PLATFORM	1,149.77
Total ARGOSY PUBLISHING INC		1,149.77
01 2310 540 000	advertising	90.00
Total AUBURN NEWSPAPERS		90.00
01 1100 440 000	copies	535.96
Total CAPITAL BUSINESS SYSTEMS, INC		535.96
01 2620 610 000	MAINT Supplies	25.44
01 2410 330 000	KL Admin Days-NCSA	260.00
01 2410 580 000	LO/KL meal	17.38
01 3541 610 003	Sixpence -Valentinos-Fam Inv	46.36
01 1100 610 001	Weldon/Robison-science	331.52
01 1100 610 003	elem bind coils/paper	548.66
01 2510 531 000	stamped envelopes	2,778.40
01 2230 643 000	jg-tech-amazon	961.24
01 6989 610 000	STEAM summer-ESSERSIIIARP	5,124.96
01 2410 610 001	ls office/tchr	390.33
01 2320 330 000	GG/BR conf & fuel	585.31
01 3541 610 003	Sixpence - Arbor Farm-Fam Inv	103.64
01 2213 330 000	Bj wksp	75.00
01 1100 610 003	k roundup	31.65
01 1100 610 002	growing leaders	610.23
01 1100 640 001	bowen 7296/7295	298.55
01 2410 310 000	LO NCSA dues	335.00
01 2410 330 000	LO admin days NCSA	308.00
01 2410 580 000	Hilton-LO/LK	277.85
01 2710 890 000	car wash	12.00
01 2213 330 000	future ready conf-ec,mb,ks	150.00
01 2213 330 000	LL nurse conf	253.68
01 1100 610 003	clements 7259	426.45
01 1100 610 001	dreier 7286	558.90
Total CARDMEMBER SERVICE		14,510.55
01 2620 410 000	23770.1	93.44
01 2620 410 000	20370	14.26
01 2620 410 000	20947	125.66
01 2620 410 000	20945	93.20
01 2620 410 000	20380	180.15
01 2620 410 000	20360	298.90
01 2620 410 000	20365	90.38
Total CITY OF HUMBOLDT		895.99
01 2310 540 000	advertising	54.00
Total COURIER TRIBUNE, THE		54.00
01 1100 640 001	7268 Joyner art curr.	2,389.58
Total DAVIS PUBLICATIONS, INC		2,389.58
01 6200 733 003	7260 Wheeler Title whiteboard	369.01
Total DECKER INC		369.01
01 2620 610 000	gary-maint supplies	146.61
Total EGAN SUPPLY CO		146.61
01 2510 340 000	emplmt background screenings	28.70

Account Number	Detail Description	Amount
Total ESSENTIAL SCREENS		28.70
01 2230 591 000	wifi issues	112.50
01 2410 330 000	nemtss- LO/kl	60.00
01 2151 591 000	SPED services summer	895.02
01 1200 330 000	CPI wksp	875.00
01 2213 330 000	ELA stadards-AB	30.00
01 2213 330 000	8 to great-rogers	60.00
01 2141 591 000	elem Psych	305.76
01 2141 591 000	secdary psych	305.76
01 2151 591 000	secondary deaf ed	96.09
01 1200 591 001	secondary learning center	667.82
01 1200 591 002	elem learning center	2,114.75
01 1292 591 003	0-2 EC consult	254.18
01 1291 591 003	3-5 EC consult	254.18
01 1200 591 001	SPED dir secondary	988.79
01 1200 591 003	SPED dir elem	988.79
01 2151 591 000	Elem audiology	640.38
01 2151 591 000	Secondary audiology	640.37
01 2230 643 000	DVLG dues for 2022-23	14,200.00
01 1292 591 003	0-2 EC SPED Dir	109.86
01 1292 591 003	3-5 EC SPED Dir	109.86
01 2153 591 003	0-2 EC audiology	71.15
01 2152 591 003	3-5 EC audiology	71.15
01 1292 591 003	EC 0-2 EC	920.00
Total ESU #4		24,771.41
01 2230 643 000	tech hosting services	52.50
Total ESU #6		52.50
01 2213 330 000	sci of reading wksp/book	70.00
Total ESU 5		70.00
01 2320 330 000	trash-utilities	461.70
Total FALLS CITY SANITATION		461.70
01 2620 610 000	maint.	23.71
Total FASTENAL		23.71
01 1100 382 001	distance learning	1,388.45
Total FIBER PLATFORM, LLC		1,388.45
01 2620 431 000	quote1972-flake floors-rest/locker rooms	22,932.00
Total FROESCHL FLOORS		22,932.00
01 2620 610 000	7229 mop head	2.02
Total HOME DEPOT PRO, THE		2.02
01 1100 640 002	7297 bowen MS	1,327.80
01 1100 640 002	7287 bowen MS tchr ed	200.10
01 1100 643 000	7297 BOWEN LIT MS WEBBASED	1,209.60
01 1100 643 000	7287 bowen - digital literature	504.00
Total HOUGHTON MIFFLIN CO		3,241.50
01 1100 733 001	reimb ActAcct-Trent flag & base	165.00
Total HTRS ACTIVITY FUND		165.00
01 102	payroll expenses	469,432.47
Total HTRS PAYROLL ACCT		469,432.47
01 1100 643 000	7255 1year failure free reading	900.00
Total JFL Enterprises, Inc		900.00
01 1190 610 003	7292 JFrey prek	609.39
Total KAPLAN COMPANIES INC		609.39
01 6408 340 003	0-2 YO	177.75
01 6408 340 003	3-5 YO	375.25
01 2161 340 000	SA sped	1,053.28

Account Number	Detail Description	Amount
Total MALCOLM, MARY		1,606.28
01 2712 732 000	2016 DODGE CARAVAN 5+1 SPED TRANSP	26,500.00
Total MASTER'S TRANSPORTATION, INC		26,500.00
01 2620 350 000	blade set	73.69
Total MERZ FARM EQUIPMENT		73.69
01 1200 643 000	7256 eppens SPED annual bundle	263.90
01 1200 643 000	7254 eppens SPED annualUNIQUElearn	733.46
Total N2Y		997.36
01 2320 330 000	gg-2022 law conf	170.00
Total NASB NEBRASKA ASSN OF SCHOOL BOARDS		170.00
01 1100 610 002	7279 BalsaBridge pack	90.95
Total NASCO		90.95
01 6408 340 003	0-2 YO	67.00
01 6408 340 003	3-5 YO	234.50
01 2171 340 000	SA sped	774.72
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		1,076.22
01 2320 330 000	GG-NCE conf reg	600.00
01 2410 330 000	Lottman annual dues	335.00
Total NCSA - NEBRASKA COUNCIL OF SCHOOL ADMIN		935.00
01 1100 643 000	7252 Kim-Kami annual license	1,950.00
Total NOTABLE, INC		1,950.00
01 2610 621 000	43465	40.70
01 2610 621 000	43471	6,078.18
Total NPPD		6,118.88
01 2310 810 000	2022-23 dues	850.00
Total NRCSA		850.00
01 2620 610 000	veh maint.	65.03
Total PAWNEE TRUE VALUE		65.03
01 2230 650 000	RedEd-1/2 LearnCenter camera/access	5,904.49
01 1200 650 000	SPED-1/2 LearnCenter camera/access	5,904.48
Total PRIME SECURED		11,808.97
01 1100 643 000	annual music curriculum	2,520.00
Total QUAVERED, INC		2,520.00
01 1100 610 003	7277 freeman, rept card env	362.50
Total ROCHESTER 100 INC.		362.50
01 3541 330 003	Sixpence-tuition reimbursement	4,000.00
Total Sayer, Kelsee		4,000.00
01 2630 340 000	renew annual termite control	800.00
Total SCHENDEL PEST CONTROL		800.00
01 2130 610 000	7242 nursel supplies	2,649.49
Total SCHOOL NURSE SUPPLY		2,649.49
01 6989 610 000	summer STEAM-ESSERS III ARP	85.52
01 1100 610 003	7269 freeman-paper rolls for el	116.20
Total SCHOOL SPECIALTY LLC		201.72
01 2620 350 000	semi annual fire alarm insp.	305.00
Total SECURITY SERVICES		305.00
01 1100 610 001	7249 student laptop bags/straps	1,811.50
Total SHI INTERNATIONAL CORP		1,811.50
01 2310 540 000	advertising	30.00
01 2310 540 000	advertising	30.00
01 2310 540 000	advertising	105.00

Board Report - Detail

Account Number	Detail Description	Amount
Total STERUP ENTERPRISES, LLC		<u>165.00</u>
01 1100 610 002	snacks/trays for STEAM summer school	596.45
Total SYSCO LINCOLN		<u>596.45</u>
01 1100 643 000	annual-musicPlay Online	174.95
Total THEMES & VARIATIONS		<u>174.95</u>
01 2320 650 000	monthly contract or service	242.00
Total TIME MANAGEMENT SYSTEMS		<u>242.00</u>
01 2710 340 000	2014 freightliner jobs	1,940.03
01 2710 340 000	bus inspection	439.46
Total TRUCK CENTER COMPANIES		<u>2,379.49</u>
01 1100 890 003	7303 LO-Acadience annual	118.50
Total VOYAGER SOPRIS LEARNING		<u>118.50</u>
01 2510 530 000	9335	106.94
01 2510 530 000	7215	739.66
Total WINDSTREAM NEBRASKA		<u>846.60</u>
01 1100 610 003	7284 freeman/badertscher	354.25
Total ZANER-BLOSER, INC		<u>354.25</u>
Checking Account ID 1		<u>615,924.82</u>

Account Number	Detail Description	Amount
01 1100 640 001	7306 dreier microsoft textbooks	4,849.76
Total BE PUBLISHING		4,849.76
01 2610 621 000	fuel-utilities	2,574.66
Total BLACK HILLS ENERGY		2,574.66
01 2620 610 000	dan-maint supplies/outdoor chem	970.94
Total BOOMGARN, RENEE		970.94
01 1100 440 000	copier lease	2,377.75
Total CANON FINANCIAL SERVICES		2,377.75
01 1100 610 002	harbor frt-Michael C music	216.95
01 1100 733 003	clements 7291 chairs	73.76
Total CARDMEMBER SERVICE		290.71
01 1100 610 001	coffey-music-ADDTL budget-instr repairs	1,433.00
Total DIETZE MUSIC HOUSE		1,433.00
01 2220 640 000	annual library subscription	50.00
Total FALLS CITY JOURNAL		50.00
01 2620 610 000	dan-maint supplies	723.85
Total FARM & CITY SUPPLY		723.85
01 2310 540 000	advertising	121.72
Total HUMBOLDT STANDARD		121.72
01 2230 643 000	7299 tech-sophos license/server	2,250.12
Total JOURNEYED.COM, INC		2,250.12
01 2610 621 000	elec-utilities	31.58
Total NPPD		31.58
01 2310 540 000	advertising	52.00
Total SABETHA HERALD, THE		52.00
01 1100 610 002	reeds-music	110.96
01 1100 610 002	repairs instr. music	280.00
Total SCHMITT MUSIC		390.96
01 2230 643 000	1219 annual SAS & K12 Docs	9,140.00
Total Software Unlimited, Inc.		9,140.00
01 2710 340 000	change oil/filter-2016 freightliner	733.02
Total TRUCK CENTER COMPANIES		733.02
Checking Account ID 1		25,990.07

**Expenditure Report by Function/Object -
Detail_KW**

07/07/2022 12:31 PM

Regular; Processing Month 07/2022; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	GENERAL FUND				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 111 000	Extra Duty Salary	158,000.00	1,561.38	92.79	11,385.44
01 1100 111 001	HS Teacher Salaries	725,000.00	64,622.13	102.43	(17,630.79)
01 1100 111 002	MS Teacher Salaries	239,000.00	17,026.49	76.22	56,828.30
01 1100 111 003	EL Teacher Salaries	374,250.00	35,717.64	112.75	(47,721.99)
01 1100 112 002	MS AIDE/PARA	70,000.00	0.00	0.00	70,000.00
01 1100 112 003	EL AIDE/PARA	15,000.00	2,884.02	144.38	(6,656.58)
01 1100 113 001	HS SUB TCHR	13,000.00	0.00	268.42	(21,895.00)
01 1100 113 002	MS SUB TCHR	2,000.00	0.00	0.00	2,000.00
01 1100 113 003	EL SUB TCHR	22,000.00	0.00	108.72	(1,917.64)
01 1100 153 000	TEACH SUB/CLASS COVERAGE	3,500.00	1,443.75	96.50	122.50
01 1100 153 001	EXTRA DUTY / STIPENDS	4,500.00	62.50	154.17	(2,437.50)
01 1100 153 002	CERT Unused Leave Payouts	7,000.00	7,303.00	208.89	(7,622.00)
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	28,000.00	58.16	93.34	1,863.84
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	243,500.00	20,683.03	91.11	21,653.14
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	69,800.00	5,542.51	82.33	12,335.73
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	147,800.00	13,702.91	98.67	1,961.73
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	0.00	468.67	0.00	(468.67)
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	0.00	118.41	0.00	(11,108.99)
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	44,500.00	4,875.86	126.03	(11,585.52)
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	15,000.00	1,268.32	90.53	1,420.28
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	23,800.00	2,710.96	133.78	(8,038.72)
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	0.00	221.13	0.00	(1,660.83)
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	0.00	110.45	0.00	(258.24)
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	0.00	4.77	0.00	(3,199.94)
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	0.00	558.60	0.00	(1,118.33)
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	(1,831.51)
01 1100 231 000	D RETIREMENT TCHR/PROF	0.00	154.22	0.00	(12,945.58)
01 1100 231 001	HS RETIREMENT TCHR/PROF	71,000.00	6,383.23	98.81	841.36
01 1100 231 002	MS RETIREMENT TCHR/PROF	24,000.00	1,681.84	74.98	6,005.52
01 1100 231 003	EL RETIREMENT TCHR/PROF	34,500.00	3,528.12	116.27	(5,614.11)
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 002	MS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 003	EL RETIREMENT AIDE/PARA	0.00	230.16	0.00	(2,007.00)
01 1100 233 000	RETIREMENT Tchr Class Covg	0.00	142.62	0.00	(333.69)
01 1100 233 001	HS RETIREMENT SUB TCHR	0.00	6.18	0.00	(685.30)
01 1100 233 002	MS RETIREMENT SUB TCHR	0.00	0.00	0.00	0.00
01 1100 233 003	EL RETIREMENT SUB TCHR	0.00	0.00	0.00	(544.06)
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

07/07/2022 12:31 PM

Regular; Processing Month 07/2022; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 260 000	D UNEMPLOYMENT PMTS	0.00	0.00	0.00	(348.25)
01 1100 281 000	D LTD/STD TCHR/PROF	0.00	3.37	0.00	(269.18)
01 1100 281 001	HS LTD/STD TCHR/PROF	1,300.00	441.53	377.06	(3,601.80)
01 1100 281 002	MS LTD/STD TCHR/PROF	500.00	108.99	231.59	(657.97)
01 1100 281 003	EL LTD/STD TCHR/PROF	800.00	245.11	345.67	(1,965.35)
01 1100 282 001	HS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 002	MS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 003	EL LTD/STD AIDE/PARA	0.00	11.11	0.00	(94.42)
01 1100 283 001	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1100 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	(22.99)
01 1100 320 000	PROF EDUC SERVICES	0.00	0.00	0.00	(6,915.92)
01 1100 333 000	MILEAGE PAID TO CERTIFIED	0.00	0.00	0.00	(1,493.78)
01 1100 382 001	Tuition - Distance Learning	0.00	1,388.45	0.00	(4,996.92)
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
01 1100 440 000	DISTRICT RENTALS/LEASES	20,000.00	535.96	173.76	(14,751.25)
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	1,000.00	0.00	0.00	1,000.00
01 1100 610 001	HS Teaching Supplies	25,000.00	3,434.34	102.80	(699.74)
01 1100 610 002	MS Teaching Supplies	10,000.00	1,297.63	57.72	4,228.41
01 1100 610 003	EL Teaching Supplies	15,000.00	1,839.71	48.44	7,733.47
01 1100 640 001	HS Textbooks	25,000.00	2,688.13	16.61	20,847.50
01 1100 640 002	MS Textbooks	20,000.00	1,527.90	10.60	17,880.42
01 1100 640 003	EL Textbooks	15,000.00	0.00	11.55	13,268.21
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	1,000.00	9,177.07	1,287.27	(11,872.74)
01 1100 733 001	HS Furniture And Equipment	1,000.00	165.00	246.50	(1,465.00)
01 1100 733 002	MS Furniture And Equipment	1,000.00	0.00	30.00	700.00
01 1100 733 003	EL Furniture And Equipment	0.00	0.00	0.00	(1,200.00)
01 1100 890 001	HS Other Expense	5,000.00	0.00	147.50	(2,374.97)
01 1100 890 002	MS Other Expense	4,000.00	0.00	17.00	3,320.00
01 1100 890 003	EL Other Expense	6,000.00	118.50	35.18	3,889.40
1100	REGULAR INSTRUCTIONAL PROGRAMS	2,486,750.00	216,053.86	98.42	39,272.98
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 211 003	ELA GROUP INSURANCE TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 221 003	ELA SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 231 003	ELA RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 281 003	ELA LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	0.00	17,112.59	0.00	(154,013.31)
01 1160 113 003	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	0.00	3,634.67	0.00	(32,367.31)
01 1160 221 003	Social Security - Poverty	0.00	1,287.45	0.00	(11,586.20)
01 1160 231 003	Retirement - Poverty	0.00	1,690.34	0.00	(15,213.07)
01 1160 281 003	Long Term Disability - Poverty	0.00	106.57	0.00	(942.25)
01 1160 610 003	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
01 1160 890 003	Other Expense - Poverty	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS	0.00	23,831.62	0.00	(214,122.14)
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	103,430.00	8,618.83	91.66	8,622.87
01 1190 112 003	EC Early Childhood Aide	8,600.00	0.00	89.84	874.15
01 1190 113 003	EC Substitute Salaries	1,000.00	0.00	14.00	860.00

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01 1190 211 003	EC Health Insurance	35,000.00	3,212.55	97.29	948.89
01 1190 221 003	EC Social Security	8,650.00	646.59	82.33	1,528.85
01 1190 222 003	EC SOC SEC AIDE/PARA	100.00	0.00	595.43	(495.43)
01 1190 223 003	EC SOC SEC SUB TCHR	0.00	0.00	0.00	(10.71)
01 1190 231 003	EC Retirement	10,225.00	851.36	91.59	860.14
01 1190 232 003	RETIREMENT AIDE/PARA	0.00	0.00	0.00	(763.14)
01 1190 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1190 281 003	EC LTD/STD TCHR/PROF	100.00	63.23	677.75	(577.75)
01 1190 282 003	LTD/STD AIDE/PARA	0.00	0.00	0.00	(57.83)
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	500.00	0.00	60.00	200.00
01 1190 333 003	EC Mileage	0.00	0.00	0.00	0.00
01 1190 610 003	EC Supplies	500.00	609.39	363.67	(1,318.33)
01 1190 733 003	EC Furniture & Equipment	1,000.00	0.00	263.76	(1,637.55)
1190	EARLY CHILDHOOD ED PROGRAMS	169,105.00	14,001.95	94.66	9,034.16
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	140,000.00	11,550.71	92.15	10,995.05
01 1200 111 002	MS SPED Teacher Salaries	70,500.00	5,881.02	89.20	7,614.20
01 1200 111 003	EL SPED Teacher Salaries	150,000.00	19,160.38	132.12	(48,172.63)
01 1200 112 001	HS SPED Teacher Aide	0.00	0.00	0.00	0.00
01 1200 112 002	MS SPED Teacher Aide	0.00	0.00	0.00	0.00
01 1200 112 003	EL SPED Teacher Aide	200,000.00	2,771.17	62.52	74,961.14
01 1200 113 001	HS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 002	MS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 003	EL SPED Substitute Salaries	0.00	0.00	0.00	(560.00)
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	55,000.00	4,227.15	82.91	9,400.28
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	18,000.00	1,431.03	82.52	3,145.66
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	55,000.00	5,578.20	107.26	(3,993.38)
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	0.00	0.00	0.00	(137.64)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	15,000.00	878.16	65.39	5,192.14
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	8,000.00	446.83	59.76	3,219.04
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	14,000.00	1,455.38	107.46	(1,044.52)
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	14,000.00	213.11	68.29	4,438.74
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	(42.84)
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	15,000.00	1,140.97	84.81	2,279.06
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	12,000.00	580.90	51.67	5,799.23
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	15,000.00	1,892.64	130.36	(4,553.27)
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	20,000.00	35.57	57.10	8,580.36
01 1200 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 237 002	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	500.00	79.94	175.77	(378.87)
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	500.00	41.75	88.86	55.70
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	500.00	132.51	283.27	(916.33)
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	500.00	14.46	106.06	(30.28)

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01 1200 330 000	SPED STAFF DEV/TRAINING	1,000.00	875.00	373.36	(2,733.55)
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	0.00
01 1200 340 003	Non-ESU OTHER PROF SERVICES	0.00	0.00	0.00	(1,200.00)
01 1200 580 000	SPED TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 1200 591 001	HS PURCHASED SERVICES	0.00	1,656.61	0.00	(68,523.49)
01 1200 591 002	MS PURCHASED SERVICES	0.00	2,114.75	0.00	(17,554.19)
01 1200 591 003	EL PURCHASED SERVICES	0.00	988.79	0.00	(106,909.32)
01 1200 610 001	HS SPED Supplies	0.00	0.00	0.00	(1,244.16)
01 1200 610 002	MS SPED Supplies	0.00	0.00	0.00	(400.00)
01 1200 610 003	EL SPED Supplies	5,000.00	0.00	59.84	2,008.04
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 002	MS SPED Textbooks	2,000.00	0.00	0.00	2,000.00
01 1200 640 003	EL SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 643 000	SPED Web/Cloud Based Software	2,000.00	997.36	443.31	(6,866.28)
01 1200 650 000	SPED Computer Hardware	0.00	5,904.48	0.00	(11,784.48)
01 1200 733 001	HS SPED Furniture And Equipment	0.00	0.00	0.00	0.00
01 1200 733 002	MS SPED Furniture And Equipment	0.00	0.00	0.00	0.00
01 1200 733 003	EL SPED Furniture And Equipment	0.00	0.00	0.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	813,500.00	70,048.87	116.88	(137,356.59)
1291	SPED 3-5 YO				
01 1291 111 003	SPED PREK SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 211 003	Sped BAF - BCBS	0.00	0.00	0.00	0.00
01 1291 221 003	SPED BAF - Fica	0.00	0.00	0.00	0.00
01 1291 231 003	SPED BAF - Retire	0.00	0.00	0.00	0.00
01 1291 281 003	SPED BAF - LTD	0.00	0.00	0.00	0.00
01 1291 591 003	SPED 3-5 YO PURCH SERVICES	0.00	254.18	0.00	(254.18)
1291	SPED 3-5 YO	0.00	254.18	0.00	(254.18)
1292	SPED DIRECTOR				
01 1292 591 003	EC SPED DIR 0-2 yo	0.00	1,393.90	0.00	(1,393.90)
1292	SPED DIRECTOR	0.00	1,393.90	0.00	(1,393.90)
1300	SUMMER SCHOOL				
01 1300 111 001	Driver's Education Salary	3,000.00	0.00	0.00	3,000.00
01 1300 221 001	DrEd Social Security	500.00	0.00	0.00	500.00
01 1300 231 001	DrEd Retirement	500.00	0.00	0.00	500.00
01 1300 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1300 281 001	DrEd LTD/STD	0.00	0.00	0.00	0.00
01 1300 338 001	DrEd Repairs	0.00	0.00	0.00	0.00
01 1300 580 001	DrEd GAS & OIL	500.00	0.00	64.20	179.00
1300	SUMMER SCHOOL	4,500.00	0.00	7.13	4,179.00
2120	GUIDANCE SERVICES				
01 2120 111 001	HS Counselor's Salary	98,400.00	3,828.31	42.80	56,288.59
01 2120 111 002	MS Counselor's Salary	30,000.00	2,298.33	84.27	4,718.37
01 2120 111 003	EL Counselor's Salary	68,000.00	0.00	0.00	68,000.00
01 2120 211 001	HS Group Ins Counselor	32,000.00	873.86	29.02	22,712.55
01 2120 211 002	MS Group Ins Counselor	7,000.00	498.30	75.96	1,682.79
01 2120 211 003	EL Group Ins Counselor	9,000.00	0.00	0.00	9,000.00
01 2120 221 001	HS Social Security	8,000.00	294.17	40.45	4,764.14
01 2120 221 002	MS Social Security	2,000.00	176.62	97.14	57.19
01 2120 221 003	EL Social Security	1,000.00	0.00	0.00	1,000.00
01 2120 231 001	HS Retirement COUNSELOR	9,500.00	342.33	39.76	5,722.57
01 2120 231 002	MS Retirement COUNSELOR	3,000.00	203.97	75.04	748.73

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01 2120 231 003	EL Retirement COUNSELOR	1,500.00	0.00	0.00	1,500.00
01 2120 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2120 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2120 281 001	HS LTD/STD COUNSELOR	100.00	24.94	271.24	(171.24)
01 2120 281 002	MS LTD/STD COUNSELOR	100.00	14.95	162.77	(62.77)
01 2120 281 003	EL LTD/STD COUNSELOR	100.00	0.00	0.00	100.00
01 2120 610 001	HS Guidance Supplies	4,000.00	0.00	114.74	(589.70)
01 2120 610 002	MS Guidance Supplies	500.00	0.00	0.00	500.00
01 2120 610 003	EL Guidance Supplies	500.00	0.00	0.00	500.00
01 2120 890 001	HS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 002	MS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 003	EL Other Expense	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	274,700.00	8,555.78	35.76	176,471.22
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	40,000.00	1,462.50	111.06	(4,422.69)
01 2130 216 000	GROUP INSURANCE NURSE	0.00	0.00	0.00	0.00
01 2130 226 000	SOCIAL SECURITY NURSE	3,000.00	111.89	113.73	(411.75)
01 2130 236 000	RETIREMENT NURSE	3,600.00	0.00	117.88	(643.54)
01 2130 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2130 286 000	LTD/STD NURSE	100.00	0.00	175.12	(75.12)
01 2130 320 000	Student Health Screenings	0.00	0.00	0.00	(2,152.00)
01 2130 610 000	Nurse Supplies	6,000.00	2,649.49	66.49	2,010.57
2130	HEALTH SERVICES	52,700.00	4,223.88	110.81	(5,694.53)
2141	SPED SA Psych Services				
01 2141 591 000	SPED SA Psych Services	0.00	611.52	0.00	(104,046.20)
2141	SPED SA Psych Services	0.00	611.52	0.00	(104,046.20)
2142	SPED 3-5 Pscyh Services				
01 2142 591 003	SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
2142	SPED 3-5 Pscyh Services	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services				
01 2143 591 003	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
2151	SPED SA Speech/Audiology				
01 2151 111 001	Speech Path HS SALARIES TCHR/PROF	11,500.00	949.32	90.80	1,057.48
01 2151 111 002	Speech Path MS RETIREMENT TCHR/PROF	9,000.00	749.46	91.60	755.94
01 2151 111 003	Speech Path EL SALARIES TCHR/PROF	21,000.00	1,748.75	91.60	1,763.75
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	0.00	355.69	0.00	(4,041.49)
01 2151 211 002	Speech Path MS GROUP INS TCHR/PROF	0.00	280.81	0.00	(3,190.61)
01 2151 211 003	Speech Path EL GROUP INS TCHR/PROF	0.00	655.22	0.00	(7,444.72)
01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	800.00	72.94	100.31	(2.46)
01 2151 221 002	Speech Path MS SOC SEC TCHR/PROF	700.00	57.60	90.51	66.40
01 2151 221 003	Speech Path EL SOC SEC TCHR/PROF	1,700.00	134.37	86.96	221.65
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	1,200.00	93.77	85.96	168.45

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01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	1,000.00	74.03	81.43	185.67
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	2,100.00	172.74	90.48	199.86
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	25.00	4.19	190.20	(22.55)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	20.00	3.31	187.95	(17.59)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	45.00	7.71	194.60	(42.57)
01 2151 591 000	SPED SA Speech/Audiology	10,000.00	2,271.86	164.47	(6,447.30)
01 2151 610 000	SPED Speech Path SUPPLIES	1,000.00	0.00	12.34	876.56
2151	SPED SA Speech/Audiology	60,090.00	7,631.77	126.48	(15,913.53)
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	0.00	0.00	0.00	0.00
01 2152 591 003	SPED 3-5 Speech/Audiology	0.00	71.15	0.00	(71.15)
2152	SPED 3-5 Speech/Audiology	0.00	71.15	0.00	(71.15)
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	0.00	71.15	0.00	(71.15)
2153	SPED 0-2 Speech/Audiology	0.00	71.15	0.00	(71.15)
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	15,000.00	1,053.28	317.01	(32,551.76)
2161	SPED SA OccTherapy	15,000.00	1,053.28	317.01	(32,551.76)
2162	SPED 3-5 OccTherapy				
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
2162	SPED 3-5 OccTherapy	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy				
01 2163 340 003	SPED 0-2 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy	0.00	0.00	0.00	0.00
2171	SPED SA PhysTherapy				
01 2171 340 000	SPED SA PhysTherapy (nonESU)	10,000.00	774.72	117.31	(1,731.44)
2171	SPED SA PhysTherapy	10,000.00	774.72	117.31	(1,731.44)
2172	SPED 3-5 PhysTherapy				
01 2172 340 003	SPED 3-5 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
2172	SPED 3-5 PhysTherapy	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy				
01 2173 340 003	SPED 0-2 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services				
01 2181 340 000	SPED SA-Vision Prof Serv	0.00	0.00	0.00	0.00
01 2181 591 000	SPED SA Vision Services	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services				
01 2182 340 003	SPED 3-5YO Vision Serv	0.00	0.00	0.00	0.00
01 2182 591 003	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services				
01 2183 340 003	SPED 0-2YO Vision Services	0.00	0.00	0.00	0.00
01 2183 591 003	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00

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2211	SCHOOL IMPROVEMENT				
01 2211 111 000	School Impr - Salaries	0.00	0.00	0.00	0.00
01 2211 333 000	School Impr - Travel	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00
2213	SCHOOL IMPROVEMENT				
01 2213 330 000	INSTRUCTIONAL STAFF DEV/TRAINING	2,000.00	638.68	367.27	(5,345.35)
2213	SCHOOL IMPROVEMENT	2,000.00	638.68	367.27	(5,345.35)
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	60,000.00	4,996.42	91.60	5,039.38
01 2220 112 000	Library Aide Salary	0.00	0.00	0.00	0.00
01 2220 113 000	L/M Substitute Salaries	0.00	0.00	0.00	0.00
01 2220 211 000	L/M Group Ins	23,000.00	1,444.67	67.04	7,580.23
01 2220 221 000	L/M Social Security TCHR/PROF	4,500.00	353.27	86.58	603.95
01 2220 222 000	L/M Social Security AIDE	0.00	0.00	0.00	0.00
01 2220 231 000	L/M Retirement TCHR/PROF	6,000.00	493.54	90.48	571.15
01 2220 232 000	L/M Retirement AIDE	150.00	0.00	0.00	150.00
01 2220 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2220 281 000	L/M LTD/STD TCHR/PROF	300.00	34.74	126.03	(78.10)
01 2220 282 000	L/M LTD/STD AIDE	0.00	0.00	0.00	0.00
01 2220 610 000	L/M Supplies	300.00	0.00	0.00	300.00
01 2220 640 000	Library Books & Subscriptions	5,000.00	0.00	93.70	314.86
01 2220 650 000	L/M Computer Software	2,000.00	0.00	0.00	2,000.00
01 2220 733 000	L/M Furniture And Equipment	0.00	0.00	0.00	0.00
01 2220 890 000	L/M Other Expense	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	101,250.00	7,322.64	83.72	16,481.47
2224	EDUCATIONAL TELEVISION SERVICES				
01 2224 382 000	Distant Learning / Internet	0.00	0.00	0.00	(7,600.00)
2224	EDUCATIONAL TELEVISION SERVICES	0.00	0.00	0.00	(7,600.00)
2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	60,000.00	6,354.77	116.50	(9,902.47)
01 2230 116 000	Technology Support Staff	70,000.00	8,378.04	140.85	(28,594.03)
01 2230 211 000	Technology Group Ins TCHR/PROF	23,000.00	1,535.13	73.37	6,124.67
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	18,000.00	3,326.09	200.55	(18,099.61)
01 2230 221 000	Technology Social Security TCHR/PROF	7,000.00	478.19	75.14	1,740.27
01 2230 226 000	Technology Social Security PROF CLASS	8,000.00	618.05	91.20	704.11
01 2230 231 000	Technology Retirement TCHR/PROF	7,000.00	627.71	98.64	95.19
01 2230 236 000	Technology Retirement PROF CLASS	6,000.00	827.56	162.32	(3,738.94)
01 2230 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	500.00	39.96	87.84	60.80
01 2230 286 000	Technology LTD/STD PROF CLASS	500.00	51.00	111.80	(59.00)
01 2230 333 000	TECH Mileage	0.00	0.00	0.00	0.00
01 2230 591 000	TECH PURCHASED SERVICES	0.00	112.50	0.00	(487.50)
01 2230 643 000	TECH Web/Cloud Based Software	60,000.00	15,213.74	123.65	(14,187.85)
01 2230 650 000	TECH Supplies/Soft/Hardware	100,000.00	5,904.49	74.88	25,121.35
01 2230 734 000	TECH Hardware Capital Outlay	0.00	0.00	0.00	0.00
01 2230 735 000	TECH Software Capital Outlay	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECH	360,000.00	43,467.23	111.45	(41,223.01)

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	2,500.00	0.00	45.70	1,357.55
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	65,000.00	0.00	84.30	10,207.00
01 2310 540 000	ADVERTISING	10,000.00	309.00	86.53	1,347.37
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	0.00
01 2310 810 000	BOE Dues & Fees	12,000.00	850.00	93.11	827.26
01 2310 890 000	BOE Misc Expense	0.00	0.00	0.00	(1,247.94)
2310	BOARD OF EDUCATION	89,500.00	1,159.00	86.04	12,491.24
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	132,000.00	11,000.00	91.67	11,000.00
01 2320 155 000	SUPT ADDTL COMP	3,000.00	0.00	0.00	3,000.00
01 2320 159 000	SUPT Cell Stipend	900.00	0.00	0.00	900.00
01 2320 215 000	SUPT GROUP INS	18,500.00	1,462.06	86.93	2,417.34
01 2320 221 000	SUPT SOCIAL SECURITY	0.00	0.00	0.00	0.00
01 2320 225 000	SUPT SOCIAL SECURITY	10,000.00	836.36	92.00	799.90
01 2320 235 000	SUPT RETIREMENT	0.00	1,086.56	0.00	(11,952.16)
01 2320 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2320 285 000	SUPT LTD/STD	400.00	44.90	123.98	(95.90)
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	0.00	0.00	0.00	0.00
01 2320 310 000	SUPT DUES & FEES	1,200.00	0.00	82.50	210.00
01 2320 330 000	SUPT Staff Dev/Training	2,500.00	1,817.01	206.88	(2,671.88)
01 2320 333 000	SUPT Mileage	0.00	0.00	0.00	0.00
01 2320 560 000	SUPT Computer Hardware	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	500.00	0.00	0.00	500.00
01 2320 610 000	SUPT Supplies	3,000.00	0.00	41.26	1,762.16
01 2320 650 000	SUPT Computer Software	5,000.00	242.00	63.98	1,801.00
01 2320 733 000	SUPT Furniture & Equipment	0.00	0.00	0.00	0.00
01 2320 890 000	SUPT Other Expense	2,500.00	0.00	0.00	2,500.00
2320	EXECUTIVE ADMINISTRATION	179,500.00	16,488.89	94.33	10,170.46
2330	District Legal Services				
01 2330 317 000	LEGAL SERVICES	0.00	0.00	0.00	(6,783.77)
2330	District Legal Services	0.00	0.00	0.00	(6,783.77)
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	60,000.00	2,711.34	85.58	8,653.04
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,947.15	90.70	5,580.95
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,867.99	89.25	6,451.81
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,936.34	90.50	5,700.06
01 2410 210 000	Clerical Group Insurance	0.00	3,440.55	0.00	(35,874.08)
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	14,000.00	926.26	72.78	3,811.14
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	14,000.00	911.56	71.62	3,972.84
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	14,000.00	924.51	72.64	3,830.39
01 2410 220 000	Clerical Social Security	1,000.00	208.56	392.56	(2,925.56)
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	1,000.00	378.99	416.89	(3,168.87)
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	1,000.00	372.92	410.22	(3,102.16)
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	1,000.00	378.14	415.95	(3,159.52)
01 2410 230 000	Clerical Retirement	1,000.00	267.82	500.56	(4,005.60)
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	1,000.00	488.67	537.55	(4,375.47)

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01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	1,000.00	480.85	528.93	(4,289.25)
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	1,000.00	487.60	536.37	(4,363.70)
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 002	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 280 000	Clerical LTD/STD	200.00	32.64	215.69	(231.37)
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	200.00	29.51	162.10	(124.19)
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	200.00	29.04	159.56	(119.12)
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	200.00	29.50	161.99	(123.98)
01 2410 310 000	PRINC OFFICE DUES/FEES	0.00	335.00	0.00	(1,005.00)
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	2,000.00	963.00	108.87	(177.33)
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	0.00	295.23	0.00	(295.23)
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	300.00	390.33	427.59	(982.78)
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	(200.00)
01 2410 733 000	PRINC OFFICE FURNITURE	0.00	0.00	0.00	0.00
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	0.00	0.00	0.00	0.00
2410	OFFICE OF THE PRINCIPAL	293,100.00	28,833.50	110.41	(30,522.98)
2510	FISCAL SERVICES				
01 2510 112 000	Concession Mgr Salaries	3,000.00	0.00	98.39	48.31
01 2510 116 000	FISCAL SERVICES SALARIES	15,000.00	3,276.90	290.99	(28,648.29)
01 2510 210 000	Concession Mgr Group Ins	0.00	0.00	0.00	0.00
01 2510 212 000	CONCMGR GROUP INS AIDE/PARA	0.00	0.00	0.00	(49.58)
01 2510 216 000	FISCAL SERVICES GROUP INS	10,000.00	1,971.97	216.92	(11,691.67)
01 2510 220 000	Concession Mgr Soc Sec	0.00	0.00	0.00	0.00
01 2510 222 000	SOCIAL SECURITY CONC MGR	1,000.00	0.00	22.55	774.49
01 2510 226 000	SOCIAL SECURITY PROF CLASS	1,000.00	238.53	320.53	(2,205.32)
01 2510 232 000	Concession Mgr Retirement	1,000.00	0.00	29.04	709.58
01 2510 236 000	FISCAL SERVICES RETIREMENT	1,000.00	323.69	431.15	(3,311.49)
01 2510 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	1,000.00	0.00	1.17	988.34
01 2510 286 000	FISCAL SERVICES LTD/STD	1,000.00	28.63	31.39	686.09
01 2510 310 000	FISCAL SERV/BANK FEES	1,000.00	0.00	49.52	504.79
01 2510 315 000	AUDIT/BUDGET SERVICES	1,000.00	0.00	715.50	(6,155.00)
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	1,000.00	0.00	111.55	(115.45)
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	1,000.00	28.70	73.39	266.10
01 2510 530 000	PHONE/INTERNET	5,000.00	846.60	231.27	(6,563.42)
01 2510 531 000	POSTAGE	500.00	2,778.40	1,097.33	(4,986.63)
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	200.00	0.00	69.19	61.62
01 2510 610 000	FISCAL OFFICE SUPPLIES	1,000.00	0.00	108.52	(85.21)
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2510 890 000	FISCAL SERVICES MISC EXP	300.00	0.00	50.00	150.00
2510	FISCAL SERVICES	45,000.00	9,493.42	232.49	(59,622.74)
2590	WORKERS COMP INS				
01 2590 270 000	WORKERS COMP NON-INSTR	30,000.00	0.00	92.09	2,373.00

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01 2590 271 000	WORKERS COMP TCHR/PROF	20,000.00	0.00	104.48	(895.00)
2590	WORKERS COMP INS	50,000.00	0.00	97.04	1,478.00
2610	OPERATION OF BUILDINGS				
01 2610 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 2610 621 000	UTILITIES NAT GAS/FUEL	0.00	6,118.88	0.00	(106,883.18)
2610	OPERATION OF BUILDINGS	0.00	6,118.88	0.00	(106,883.18)
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	180,950.00	12,221.45	72.16	50,372.17
01 2620 210 000	MAINT GROUP INS	54,500.00	3,196.07	59.34	22,160.27
01 2620 220 000	MAINT SOCIAL SECURITY	11,500.00	934.27	86.67	1,532.40
01 2620 230 000	MAINT RETIREMENT	17,900.00	1,207.22	66.43	6,008.71
01 2620 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2620 280 000	MAINT LTD/STD	825.00	52.80	56.65	357.63
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	200,000.00	0.00	0.00	200,000.00
01 2620 350 000	MAINT. REPAIRS	50,000.00	378.69	119.03	(9,514.44)
01 2620 410 000	WATER & SEWER	15,000.00	895.99	80.81	2,878.70
01 2620 420 000	TRASH SERVICE	5,000.00	0.00	91.64	418.00
01 2620 431 000	BLDG REPAIRS & MAINT	0.00	22,932.00	0.00	(23,112.00)
01 2620 450 000	CONSTRUCTION/REMODEL SERVICES	0.00	0.00	0.00	0.00
01 2620 610 000	MAINT Supplies	7,500.00	262.81	473.06	(27,979.57)
01 2620 733 000	MAINT Furniture & Equipment	5,000.00	0.00	63.61	1,819.30
01 2620 890 000	MISC EXPENSE	5,000.00	0.00	0.00	5,000.00
2620	MAINT OF BUILDINGS	553,175.00	42,081.30	58.43	229,941.17
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	15,000.00	1,233.50	14.18	12,873.07
2630	OUTSIDE MAINTENANCE	15,000.00	1,233.50	14.18	12,873.07
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)	0.00	0.00	0.00	0.00
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	150,000.00	7,933.78	100.53	(795.75)
01 2710 210 000	TRANSP GROUP INSURANCE	20,700.00	2,962.92	153.51	(11,076.87)
01 2710 220 000	TRANSP SOCIAL SECURITY	8,000.00	554.95	137.13	(2,970.72)
01 2710 230 000	TRANSP RETIREMENT	13,000.00	555.88	109.60	(1,247.40)
01 2710 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2710 260 000	Unemployment Payments	0.00	0.00	0.00	0.00
01 2710 271 000	Workmen's Compensation	0.00	0.00	0.00	0.00
01 2710 280 000	TRANSP LTD/STD	700.00	39.89	75.04	174.75
01 2710 330 000	TRANSP STAFF DEV/TRN	0.00	0.00	0.00	(250.00)
01 2710 340 000	VEHICLE REPAIRS/MAINT	0.00	2,379.49	0.00	(13,066.09)
01 2710 610 000	VEHICLE PARTS/SUPPLIES	15,000.00	0.00	53.99	6,900.88
01 2710 626 000	GAS & DIESEL	40,000.00	0.00	117.92	(7,169.13)
01 2710 732 000	Bus Acquisition (pupil)	0.00	0.00	0.00	0.00
01 2710 890 000	Transp. Other Expense	1,500.00	12.00	152.16	(782.47)
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	248,900.00	14,438.91	112.17	(30,282.80)
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	14,000.00	0.00	108.30	(1,162.27)
01 2712 210 000	SPED TRANSP Group Ins	0.00	0.00	0.00	(694.49)

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01 2712 220 000	SPED TRANSP Soc Sec	1,000.00	0.00	114.58	(145.82)
01 2712 230 000	SPED TRANS Retirement	1,000.00	0.00	149.77	(497.69)
01 2712 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2712 280 000	SPED TRANSP LTD/STD	0.00	0.00	0.00	(39.82)
01 2712 332 000	SPED Mileage to Parents	0.00	0.00	0.00	0.00
01 2712 626 000	SPED GAS/DIESEL FUEL	1,500.00	0.00	286.31	(2,794.70)
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	0.00	26,500.00	0.00	(26,500.00)
2712	VEHICLE OPER/MAINT/PURCH (SPED)	17,500.00	26,500.00	281.91	(31,834.79)
2732	SPED Vehicle Rep/Maint				
01 2732 430 000	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2732	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2792	SPED Transp Services				
01 2792 510 000	Sped Transportation	0.00	0.00	0.00	0.00
2792	SPED Transp Services	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER				
01 3300 890 000	COMMUNITY SERVICE OP/MISC	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT				
01 3400 610 000	Foundation Grant Expenditures	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS				
01 3535 111 003	High Ability Learners	7,000.00	574.58	90.29	679.62
01 3535 211 003	HAL Group Insurance	3,500.00	184.94	57.48	1,488.36
01 3535 221 003	HAL Social Security	550.00	44.02	88.05	65.71
01 3535 231 003	HAL Retirement	750.00	56.76	83.25	125.64
01 3535 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 3535 281 003	HAL LTD/STD	25.00	3.63	159.32	(14.83)
01 3535 610 003	HAL Supplies	1,000.00	0.00	0.00	1,000.00
01 3535 650 003	High Ability Software	0.00	0.00	0.00	(140.40)
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS	12,825.00	863.93	75.02	3,204.10
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	15,000.00	1,374.00	104.49	(674.00)
01 3541 112 003	SIXPENCE SALARIES AIDE	5,000.00	3,550.63	697.38	(29,869.01)
01 3541 211 003	Sixpence Coord Group Insurance	6,000.00	484.96	87.82	730.64
01 3541 212 003	GROUP INSURANCE - AIDE	0.00	0.00	0.00	0.00
01 3541 221 003	Coord. Social Security	1,500.00	100.07	73.42	398.63
01 3541 222 003	SOCIAL SECURITY AIDE	0.00	272.85	0.00	(2,678.26)
01 3541 231 003	Coord. Retirement	1,500.00	135.72	99.53	7.08
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	0.00	350.72	0.00	(3,444.28)
01 3541 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 3541 281 003	Coordinator LTD/STD	30.00	9.25	329.50	(68.85)
01 3541 282 003	LTD/STD AIDE	0.00	16.06	0.00	(141.27)
01 3541 330 003	Sixpence Travel/Staff Development	0.00	4,000.00	0.00	(5,229.38)
01 3541 333 003	Sixpence Mileage to Staff	0.00	0.00	0.00	0.00
01 3541 340 003	Sixpence Professional Services	0.00	0.00	0.00	0.00

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01 3541 580 003	Sixpence Travel Expenses	1,500.00	0.00	0.00	1,500.00
01 3541 610 003	Sixpence Supplies/Family Inv	3,500.00	150.00	32.17	2,374.11
01 3541 733 003	Sixpence Furniture and Equipment	0.00	0.00	0.00	(519.00)
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	34,030.00	10,444.26	210.53	(37,613.59)
3570	Teacher Eval Grant				
01 3570 610 000	Teacher Eval Grant	0.00	0.00	0.00	0.00
3570	Teacher Eval Grant	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES				
01 4300 340 000	PROFESSIONAL SERVICES-ARCHIT/ENGINEER	0.00	0.00	0.00	(2,000.00)
4300	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(2,000.00)
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 610 003	IDEA Part B-Early Interven. (Rtl)	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 591 003	IDEA Prof. Services	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES				
01 4900 610 003	Drug Education - Supplies	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA				
01 6200 111 002	Title I SALARIES MS TCHR/PROF	0.00	3,347.60	0.00	(26,780.80)
01 6200 111 003	Title I, Part A ELEM SALARIES	155,000.00	6,720.14	59.59	62,641.69
01 6200 112 003	Title I - Aide Salaries	35,307.00	0.00	0.00	35,307.00
01 6200 113 003	Title I Substitute Salaries	0.00	0.00	0.00	0.00
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	0.00	460.94	0.00	(3,639.85)
01 6200 211 003	Title I Group Insurance	45,000.00	2,050.52	59.66	18,155.00
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	0.00	246.56	0.00	(1,973.60)
01 6200 221 003	Title I Social Security TCHR	15,000.00	494.60	45.52	8,171.68
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	0.00
01 6200 231 002	Title I RET MS TCHR/PROF	0.00	330.67	0.00	(2,645.36)
01 6200 231 003	Title I Retirement EL	18,000.00	663.80	50.68	8,877.05
01 6200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 6200 281 002	Title I MS LTD/STD TCHR/PROF	0.00	23.27	0.00	(185.39)
01 6200 281 003	Title I LTD/STD	200.00	45.83	309.75	(419.49)
01 6200 330 003	Title I Staff Dev/Training	500.00	0.00	59.00	205.00
01 6200 560 003	Title I Computer Hardware	0.00	0.00	0.00	0.00
01 6200 580 003	Title I Travel Expenses	0.00	0.00	0.00	0.00
01 6200 610 003	Title I Supplies	5,000.00	0.00	0.00	5,000.00
01 6200 650 003	Title I Computer Software	500.00	0.00	20.00	400.01
01 6200 733 003	Title I Furniture & Equipment	0.00	369.01	0.00	(369.01)
01 6200 890 003	Title I Misc. Expenses	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA	274,507.00	14,752.94	62.57	102,743.93
6210	FEDERAL-TITLE I PART A ACCTBLTY				
01 6210 330 003	Title I Acctblty TRAVEL/Training EXPENSE	0.00	0.00	0.00	0.00
01 6210 610 003	Title I Acctblty SUPPLIES	0.00	0.00	0.00	0.00
01 6210 650 003	Title I Acctblty COMPUTER SOFTWARE	0.00	0.00	0.00	0.00
6210	FEDERAL-TITLE I PART A ACCTBLTY	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				

Expenditure Report by Function/Object -
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User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6406 340 000	SPED-IDEA- 3-5 other PROF SERV	0.00	0.00	0.00	(304.89)
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	0.00	0.00	0.00	(899.94)
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	0.00	0.00	0.00	(1,204.83)
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	40,000.00	1,049.25	28.85	28,458.25
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	0.00	281.25	0.00	(17,486.42)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	1,000.00	393.14	447.69	(3,476.90)
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	1,000.00	80.62	88.69	113.08
01 6408 222 003	IDEA SOC SEC PARA	0.00	21.52	0.00	(1,341.91)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	1,000.00	103.64	114.00	(140.04)
01 6408 232 003	IDEA RETIREMT PARA	0.00	0.00	0.00	(1,698.84)
01 6408 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	100.00	4.63	52.59	47.41
01 6408 282 003	IDEA LTD/STD PARA	0.00	0.00	0.00	(92.77)
01 6408 340 003	IDEA 0-4 YO Prof Services	5,000.00	854.50	265.94	(8,296.75)
01 6408 591 003	IDEA Part B 0-2 YO Profl Services B	10,000.00	0.00	90.93	907.21
01 6408 610 003	IDEA BAF SUPPLIES	0.00	0.00	0.00	(877.17)
01 6408 732 003	IDEA Part B - Vehicle Aq.	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	58,100.00	2,788.55	106.69	(3,884.85)
6410	FEDERAL-IDEA PART E/P (619				
01 6410 112 003	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
01 6410 340 003	SPED IDEA E/P 619	0.00	0.00	0.00	0.00
01 6410 560 003	Sped IDEA - Computer Hard.	0.00	0.00	0.00	0.00
01 6410 591 003	IDEA E/P 3-5 YO Contracted Services	0.00	0.00	0.00	0.00
01 6410 610 003	IDEA E/P Supplies	0.00	0.00	0.00	0.00
6410	FEDERAL-IDEA PART E/P (619	0.00	0.00	0.00	0.00
6412	IDEA Non-Public				
01 6412 111 003	IDEA Non-Public SALARIES	6,500.00	499.64	84.55	1,003.96
01 6412 211 003	GROUP INSURANCE TCHR/PROF	100.00	187.21	2,127.11	(2,027.11)
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	500.00	38.39	84.46	77.71
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	1,000.00	49.35	54.29	457.15
01 6412 281 003	IDEA LTD/STD TCHR/PROF	100.00	2.20	25.00	75.00
6412	IDEA Non-Public	8,200.00	776.79	105.04	(413.29)
6969	Title IV ESSA/SSAE Grant				
01 6969 111 000	TITLE IV SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 211 000	TITLE IV GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 221 000	TITLE IV SOCIAL SEC TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 231 000	TITLE IV RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 281 000	TITLE IV LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 340 000	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
01 6969 490 000	Title IV SSAE Grant Other Materials	0.00	0.00	0.00	0.00
01 6969 610 000	Title IV SSAE Grant Supplies	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
6988	ARP - ESSER III After School				
01 6988 111 000	ARP-ESSER III AFTERSchl Teacher Salaries	0.00	0.00	0.00	0.00
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 211 000	ARP-ESSER III AFTERSchl GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00

Expenditure Report by Function/Object -
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Regular; Processing Month 07/2022; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6988 221 000	ARP-ESSER III AFTERSchl SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 282 000	ARP-ESSER III AFTERSchl LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	0.00	0.00	0.00	0.00
6988	ARP - ESSER III After School	0.00	0.00	0.00	0.00
6989	ARP-ESSER III SUMMER SCHOOL				
01 6989 111 000	ARP-ESSER III summer SALARIES TCHR/PROF	0.00	11,590.00	0.00	(11,590.00)
01 6989 112 000	ARP-ESSER III summer SALARIES AIDE/PARA	0.00	1,309.95	0.00	(1,309.95)
01 6989 211 000	ARP-ESSER III summer GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 221 000	ARP-ESSER III summer SOC SEC TCHR/PROF	0.00	886.64	0.00	(886.64)
01 6989 222 000	ARP-ESSER III summer SOC SEC AIDE/PARA	0.00	100.22	0.00	(100.22)
01 6989 231 000	ARP-ESSER III summer RET TCHR/PROF	0.00	1,144.84	0.00	(1,144.84)
01 6989 232 000	STEAM-ESSERS III RET AIDE/PARA	0.00	58.90	0.00	(58.90)
01 6989 281 000	ARP-ESSER III summer LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 282 000	ARP-ESSER III summer LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 610 000	ARP-ESSER III summer SUPPLIES	0.00	5,210.48	0.00	(5,438.72)
6989	ARP-ESSER III SUMMER SCHOOL	0.00	20,301.03	0.00	(20,529.27)
6992	FEDERAL-REAP				
01 6992 610 003	REAP Grant Expend	0.00	0.00	0.00	0.00
6992	FEDERAL-REAP	0.00	0.00	0.00	0.00
6996	COVID / ESSER				
01 6996 111 000	ESSERS I SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 112 000	COVID CARES ACT SALARIES	0.00	0.00	0.00	0.00
01 6996 132 000	COVID OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 210 000	COVID GROUP INS NON-INSTR	0.00	0.00	0.00	0.00
01 6996 211 000	ESSERS I GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 221 000	ESSERS I SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 222 000	COVID SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 231 000	ESSERS I RET TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 232 000	COVID RETIREMT AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 281 000	ESSERS I LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 282 000	COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 320 000	ESSERS I EDUC SERV SUPPORT	0.00	0.00	0.00	0.00
01 6996 610 000	COVID/ESSER SUPPLIES	0.00	0.00	0.00	0.00
01 6996 643 000	COVID WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 6996 733 000	ESSERS/CARES ACT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
6996	COVID / ESSER	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
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Regular; Processing Month 07/2022; Fund Number 01

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
6997	ESSER II - CARES ACT				
01 6997 111 000	ESSERS II SALARIES TCHR/PROF	80,000.00	10,117.75	138.87	(31,092.69)
01 6997 211 000	ESSERS II GROUP INS TCHR/PROF	30,000.00	2,820.61	101.28	(382.67)
01 6997 221 000	ESSERS II SOC SEC TCHR/PROF	6,500.00	769.92	130.04	(1,952.59)
01 6997 231 000	ESSERS II RETIREMENT TCHR/PROF	10,000.00	999.42	109.74	(973.58)
01 6997 281 000	ESSERS II LTD/STD TCHR/PROF	500.00	81.97	175.59	(377.97)
01 6997 330 000	ESSERS II -STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
01 6997 610 000	ESSERS II SUPPLIES	0.00	0.00	0.00	(7,055.06)
01 6997 650 000	ESSERS II - TECH SUPPLIES	1,000.00	0.00	4,023.97	(39,239.68)
01 6997 733 000	ESSERS II (Cares Act)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6997 734 000	TECH HARDWARE / CAPITAL	5,000.00	0.00	0.00	5,000.00
6997	ESSER II - CARES ACT	133,000.00	14,789.67	157.20	(76,074.24)
6998	ESSERS III Cares Act Funding				
01 6998 330 000	ESSERS III (Cares) Staff Developmt	0.00	0.00	0.00	(6,723.00)
01 6998 733 000	ESSERS III (Cares)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding	0.00	0.00	0.00	(6,723.00)
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	50,000.00	0.00	70.00	15,000.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	50,000.00	0.00	0.00	50,000.00
01 8000 917 000	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	100,000.00	0.00	35.00	65,000.00
9000	NON-PROGRAM EXPENDITURES				
01 9000 110 000	Kitchen Payroll	65,000.00	3,300.43	97.64	1,532.70
01 9000 210 000	KITCHEN GROUP INS	20,500.00	0.00	48.67	10,523.49
01 9000 220 000	KITCHEN SOCIAL SECURITY	3,600.00	253.20	111.12	(400.23)
01 9000 230 000	KITCHEN RETIREMENT	6,000.00	153.85	85.83	850.11
01 9000 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 9000 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	500.00	9.47	49.05	254.74
01 9000 900 000	MISC EXP-expected carryover	10,000.00	0.00	0.00	10,000.00
9000	NON-PROGRAM EXPENDITURES	105,600.00	3,716.95	78.45	22,760.81
9003	REPAYMENT OF INTERFUND LOAN FR BLDG				
01 9003 001 000	INTERFUND LOANS	0.00	0.00	0.00	0.00
9003	REPAYMENT OF INTERFUND LOAN FR BLDG	0.00	0.00	0.00	0.00
01	GENERAL FUND	6,567,532.00	614,787.70	104.20	(275,646.65)

**Expenditure Report by Function/Object -
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Regular; Processing Month 07/2022; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		6,567,532.00	614,787.70	104.20	(275,646.65)

Regular; Processing Month 06/2022; Accounts to Include Accounts with Activity; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied/Assessed	5,734,149.00	554,971.79	5,274,266.35	91.98	459,882.65
01 1115	Carline Tax	9,500.00	0.00	18,751.30	197.38	(9,251.30)
01 1125	Motor Vehicle Tax	225,000.00	18,903.24	216,989.82	96.44	8,010.18
01 1140	Penalties/Int on Taxes	0.00	1,145.11	15,635.92	0.00	(15,635.92)
01 1311	Tuition Drivers Education	0.00	0.00	4,450.00	0.00	(4,450.00)
01 1312	Summer School Tuition	5,000.00	0.00	0.00	0.00	5,000.00
01 1315	Tuition from other entities(early entry)	0.00	360.00	1,140.00	0.00	(1,140.00)
01 1370	Preschool tuition	20,000.00	540.00	22,624.00	113.12	(2,624.00)
01 1510	Interest earned	1,000.00	0.00	0.00	0.00	1,000.00
01 1800 1810	Fitness Center Dues	1,600.00	200.00	2,650.00	165.63	(1,050.00)
01 1800 1830	Laptop Fees	5,000.00	0.00	5,599.00	111.98	(599.00)
01 1800 1840	Industrial Arts Fees	1,500.00	0.00	816.50	54.43	683.50
01 1910	Rental Of School Facilities	0.00	750.00	750.00	0.00	(750.00)
01 1911	Local license fees	500.00	0.00	436.57	87.31	63.43
01 1920	Contributions/Donations	0.00	0.00	75.00	0.00	(75.00)
01 1921	City-Police court fines	500.00	0.00	0.00	0.00	500.00
01 1925	Grant Receipts	30,000.00	0.00	43,699.50	145.67	(13,699.50)
01 1990	Misc local revenue (garn)	1,000.00	5.00	69.70	6.97	930.30
01 2110	County Fines & Licence Fees	40,000.00	4,990.67	48,002.49	120.01	(8,002.49)
01 2130	Other County Sources	100.00	0.00	0.00	0.00	100.00
01 2210	ESU Receipts	6,000.00	73.13	5,170.64	86.18	829.36
01 3110	State Aid	39,250.00	3,925.00	39,250.00	100.00	0.00
01 3120	SPED School Age (SA)	415,000.00	85,941.00	521,802.00	125.74	(106,802.00)
01 3125	SPED Transportation (SA)	6,500.00	0.00	11,219.00	172.60	(4,719.00)
01 3130	Homestead Exemption	35,000.00	6,916.53	59,599.63	170.28	(24,599.63)
01 3131	Property tax credit	0.00	(0.85)	554,147.01	0.00	(554,147.01)
01 3133	Nameplate Capacity Tax (windmills)	0.00	0.00	61,775.04	0.00	(61,775.04)
01 3180	Pro Rate Motor Vehicle	30,000.00	0.00	12,059.20	40.20	17,940.80
01 3400	State apportionment	65,000.00	0.00	52,487.02	80.75	12,512.98
01 3535	High ability learners	3,500.00	0.00	4,260.00	121.71	(760.00)
01 3541	Sixpence Grant Receipts	86,000.00	0.00	65,226.00	75.84	20,774.00
01 3990	Other State Receipts	0.00	0.00	2.82	0.00	(2.82)
01 4310	REAP Grants	50,000.00	0.00	65,008.00	130.02	(15,008.00)
01 4505	Title I, Part A ESSA	109,000.00	0.00	0.00	0.00	109,000.00
01 4516	IDEA PreK Base (619) Age 3-5	5,000.00	0.00	1,529.00	30.58	3,471.00
01 4518	SPED - IDEA Base/Enr Pov	275,000.00	0.00	248,316.00	90.30	26,684.00
01 4521	IDEA Part B, Propt, Age 3-21	9,882.00	0.00	5,957.00	60.28	3,925.00
01 4705	Flood control	0.00	0.00	12,369.53	0.00	(12,369.53)
01 4709	Medicaid Admin Activities MAAPS	18,500.00	0.00	14,863.69	80.34	3,636.31
01 4969	TITLE IV (6969)	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4996	CARES ACT - ESSERS 1	0.00	0.00	69,466.00	0.00	(69,466.00)
01 4997	Cares Act - ESSERS II	0.00	0.00	229,334.00	0.00	(229,334.00)
01 5200	Fund Transfers In (from other HTRS fund)	0.00	0.00	9,005.24	0.00	(9,005.24)
01 5300	Sale of Property	0.00	0.00	102.75	0.00	(102.75)
01 5301	Insurance refunds/adjustments	0.00	0.00	3,448.00	0.00	(3,448.00)
01 5500	TRANSFERS FROM FUNDS (INCOMING)	0.00	5,074.34	46,443.97	0.00	(46,443.97)
01 5690	Other Non-revenue Receipt	0.00	0.00	3,057.54	0.00	(3,057.54)
01 9000	Non-programmed Receipts	0.00	0.00	23,673.03	0.00	(23,673.03)
Fund Total:		7,228,481.00	683,794.96	7,785,528.26	107.71	(557,047.26)

Revenue Summary Report

Processing Month: 06/2022

Regular; Processing Month 06/2022; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	7,228,481.00	683,794.96	7,785,528.26	107.71	(557,047.26)

Regular; Beginning Month 06/2022; Processing Month 06/2022; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0099	2026	1,644.53	0.00	0.00	0.00	1,644.53
05 704 0100	Athletics - Miscellaneous	(27,604.49)	2,333.36	128.97	0.00	(29,808.88)
05 704 0122	2025	2,417.66	0.00	0.00	0.00	2,417.66
05 704 0123	2021	2,248.13	0.00	0.00	0.00	2,248.13
05 704 0124	2023	4,796.75	0.00	0.00	0.00	4,796.75
05 704 0125	2024	2,105.68	0.00	0.00	0.00	2,105.68
05 704 0126	2022	1,218.91	1,500.59	48.00	0.00	(233.68)
05 704 0135	Annual	4,700.07	0.00	40.00	0.00	4,740.07
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	(105.30)	0.00	160.00	0.00	54.70
05 704 0138	Concession	(8,590.73)	495.00	0.00	0.00	(9,085.73)
05 704 0139	FCS	300.00	0.00	0.00	0.00	300.00
05 704 0140	Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141	One Act	550.55	0.00	0.00	0.00	550.55
05 704 0142	Student Council - H S	878.04	0.00	0.00	0.00	878.04
05 704 0143	H.S. Youth Leadership	5,313.06	56.19	0.00	0.00	5,256.87
05 704 0144	H.S. Cheerleading	2,920.01	961.27	1,115.00	0.00	3,073.74
05 704 0145	Legion Scholarship	1,321.96	0.00	1,100.00	0.00	2,421.96
05 704 0146	Foundation Scholarship	1,125.00	0.00	0.00	0.00	1,125.00
05 704 0147	Donations	7,634.29	57.38	500.00	0.00	8,076.91
05 704 0148	Activities	6,876.56	1,533.02	0.00	0.00	5,343.54
05 704 0149	Library	6,417.71	0.00	1.00	0.00	6,418.71
05 704 0150	Wrestling	(717.36)	0.00	0.00	0.00	(717.36)
05 704 0151	Grants & Scholarships	3,820.45	0.00	0.00	0.00	3,820.45
05 704 0152	Elementary	671.21	0.00	0.00	0.00	671.21
05 704 0154	Music (new)	(693.10)	0.00	0.00	0.00	(693.10)
05 704 0155	Snack Cart	(326.33)	10.98	0.00	0.00	(337.31)
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,447.45	0.00	0.00	0.00	2,447.45
05 704 0161	StuCo - Middle School	2,186.19	0.00	0.00	0.00	2,186.19
05 704 0162	Mock Trial	705.43	0.00	0.00	0.00	705.43
05 704 0163	Volleyball Club	6,079.46	781.00	0.00	0.00	5,298.46
05 704 0164	Golf Club	2,954.50	0.00	0.00	0.00	2,954.50
05 704 0165	Middle School-Youth Leadership	1,031.66	0.00	0.00	0.00	1,031.66
05 704 0166	Power Lifting	2,957.30	0.00	0.00	0.00	2,957.30
05 704 0168	Speech	1,273.31	0.00	0.00	0.00	1,273.31

Regular; Beginning Month 06/2022; Processing Month 06/2022; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0169	MS Robotics	2,513.71	0.00	0.00	0.00	2,513.71
05 704 0171	Boys Basketball	3,680.28	0.00	0.00	0.00	3,680.28
05 704 0172	Girls Basketball	977.59	890.00	0.00	0.00	87.59
05 704 0173	Sport Posters	12,196.18	0.00	0.00	0.00	12,196.18
05 704 0174	Football Club	2,507.85	0.00	0.00	0.00	2,507.85
05 704 0175	FFA	(1,577.87)	2,472.29	83.55	0.00	(3,966.61)
05 704 0176	HS Robotics	1,166.15	0.00	0.00	0.00	1,166.15
05 704 0995	Interest	300.88	0.00	0.00	0.00	300.88
05 704 0996	Service Charge	(143.06)	0.00	0.00	0.00	(143.06)
Fund Total: 05		69,820.58	11,091.08	3,176.52	0.00	61,906.02

Humboldt Table Tock Steinauer Public School
Breakfast/Lunch Program

30-Jun, 2022

RECEIPTS

Lunches	\$657.61
State Reimb.	\$15,593.21
Int.	\$3.13
TOTAL RECEIPTS	\$16,253.95

EXPENSES

Falls City Merc	\$1,473.66
Nider's	\$399.88
HTRS Gen. Acct.	\$5,074.34
Sue Stalder	\$71.40
Midwest Restaurant	\$1,018.00
Megan Herr	\$25.80

TOTAL EXPENSE	8063.08
BALANCE	79202.09

**HTRS ACCOUNT BALANCES - Cash on Hand
6.30.2022**

ACTIVITY ACCOUNT	x488	\$61,906.02
BREAKFAST/LUNCH	x462	\$79,202.09
BUILDING FUND	x0640	\$622,224.57
DEPRECIATION	x3541	\$626,062.38
EMPLOYEE BEN FUND MM	x7455	\$164,855.89
GENERAL FUND	x2567	\$2,588,427.53
OFFICE ACCOUNT	x3638	\$4,550.54
PAYROLL FUND	x2648	\$17,082.80
QCPUF	x2583	\$6,856.24
STUDENT FEES	x5156	\$12,361.24

INTERNAL TRANSFERS			
<u>GENERAL to LUNCH FUND</u>	<u>12/1/2021</u>	\$	20,000
	<u>2/14/2022</u>	\$	5,000



NASB Monthly Update for Board Meeting Agenda Item

July 2022

Coming Soon: July Agenda Video Update

<http://members.nasbonline.org/index.php/news-resources/videos>

While you're there ... WATCH: Don't Ever Stop

[Latest 'Board Notes' – Monthly Newsletters](#)

(www.NASBonline.org - News & Resources - Board Notes)

- *Legislative Lunches & Coffee with Candidates*
- *School Leaders & Law, Golf & The Arch*
- *Communicating Expectations with Board Candidates*
- *Leadership at the Local Level*
- *NASB Communicating with Sen. Fischer RE: USDA*
- *Congrats to the Class of 2022!*
- *Your NASB Board of Directors & Staff*
- *Your 2022 NASB Affiliates*
- *... And Much More!*

["NASB Update – Annual Board Calendar Summary"](#)

View the full detailed calendar at: <http://members.nasbonline.org/index.php/resources>

(www.NASBonline.org – Board Leadership – Resources)

As a board, some items you should doing, or have on the monthly agenda include:

MISSION, VISION & GOALS

- Strategic Plan Update; District Goals Update

POLICY GOVERNANCE

- Student Fees Policy. On or before August 1, every school board is required to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook. The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. § 79-2,134: Student Conduct. On or before August 1, each year, all school boards shall annually review in collaboration with the county attorney of

the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board. § 79-262

ACCOUNTABILITY & STUDENT ACHIEVEMENT

- Review Summer School Program [Content of report: staff, # students served, purpose and value, etc.]: Review the Alternative Education Program [Content of report: staff, # students served, curriculum, etc.]: Review Multi-Cultural Education Program: Apply for Distance Education Incentives. On or before August 1, School districts and educational service units shall apply for Distance Education Incentives (through 2020) § 79-1337: Students receiving instruction in another district; contracts authorized. On or before August 15, if the school district is contracting with a neighboring district(s) for instruction of all or any part of pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district. § 79-598

ADVOCACY

- Deadline for District Legislative Proposals to NASB is July 1, 2022

DISTRICT/ESU RESOURCES (BUDGET)

- Conduct a Public Hearing on the Proposed Budget Statement. §13-506 The hearing shall be held separately from any regularly scheduled meeting and shall not be limited by time. *Please reference the statute to review the complete text and requirements: Budget Authority and Allowable Reserve Percentage Certification §79-1023

BOARD/SUPERINTENDENT RELATIONS

- Superintendent Pay Transparency Act. On or before August 1, file with NDE a copy of approved contracts or any amendments, for superintendent/ESU administrator services. § 79-2403

REPORTS

- Board Committees; Superintendent; Administrators.

BOARD LEADERSHIP DEVELOPMENT

- Review and discuss Board Governance Standard V. Advocacy: NASB Board Member Candidate Webinar (*Election year.): NASB New Member Orientation (New Superintendents, Board President, District Administrative Assistant): NASB Legislation Committee Meeting: Review NASB Board Awards of Achievement Points (July 31st deadline for updating points earned.)

NASB's Video Resources:

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

Networking & Events ... Register Now

<http://members.nasbonline.org/index.php/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

2022 NASB Board Candidate Webinars

Tuesday, June 7 – 7:00 to 8:30 PM CT
Thursday, June 9 – 12:00 to 1:30 PM CT
~~Wednesday, June 15 – 12:00 to 1:30 PM CT~~
Wednesday, July 13 - 7:00 to 8:30 PM CT
Wednesday, September 14 - 7:00 to 8:30 PM CT
Wednesday, October 5 - 12:00 to 1:30 PM CT

NASB's New Superintendent Orientation

July 20 – Lincoln

Area Membership Meetings

August 23 – Nebraska City
August 24 - Fremont
August 29 - Gering
August 30 - Valentine
August 31 - Norfolk
September 1 - La Vista
September 7 - York
September 20 – North Platte
September 21 – Kearney

Annual Sparq Date Solutions Tailgate

September 17 – Lincoln

Facilities & Construction Workshop

September 22 – Kearney

NASB Member Virtuals

<http://members.nasbonline.org/index.php/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

• **Previous Member Virtuals Available to Watch Include:**

- 2022 Legislative Recap & Look Ahead
- NASB Member Virtual with UNMC
- Tough Times & Tough Meetings: The Board's Role in Navigating Hot Button Issues
- NASB Member Virtual w/ UNMC – Back to School Guidance, Decoupling, Infection Rates Among Children, Myths, & Q&A
- NASB Member Virtual w/ NDE – The Local Board's Role in ESSER Investments
- NASB Member Virtual w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC
- NASB Member Virtual w/ Bryce Wilson of NDE – Cares Act Funds Q&A for School Boards
- And More ...

Advocacy/2021-22 Legislative Session

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

The 2022 legislative session began Wednesday, January 5 and wrapped up April 20. Keep tabs with all things pertinent to your school at NASB's Govt Relations pages and the links below!

[WATCH: Sine Die - Legislative Wrap-Up 2022](#)

[NASB Legislative Notes – 4/26/22](#)

NASB Call for Legislative Proposals – Due July 1

<http://www.nasbonline.org/registrations/ProposedResolution.aspx>

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB

and on Facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

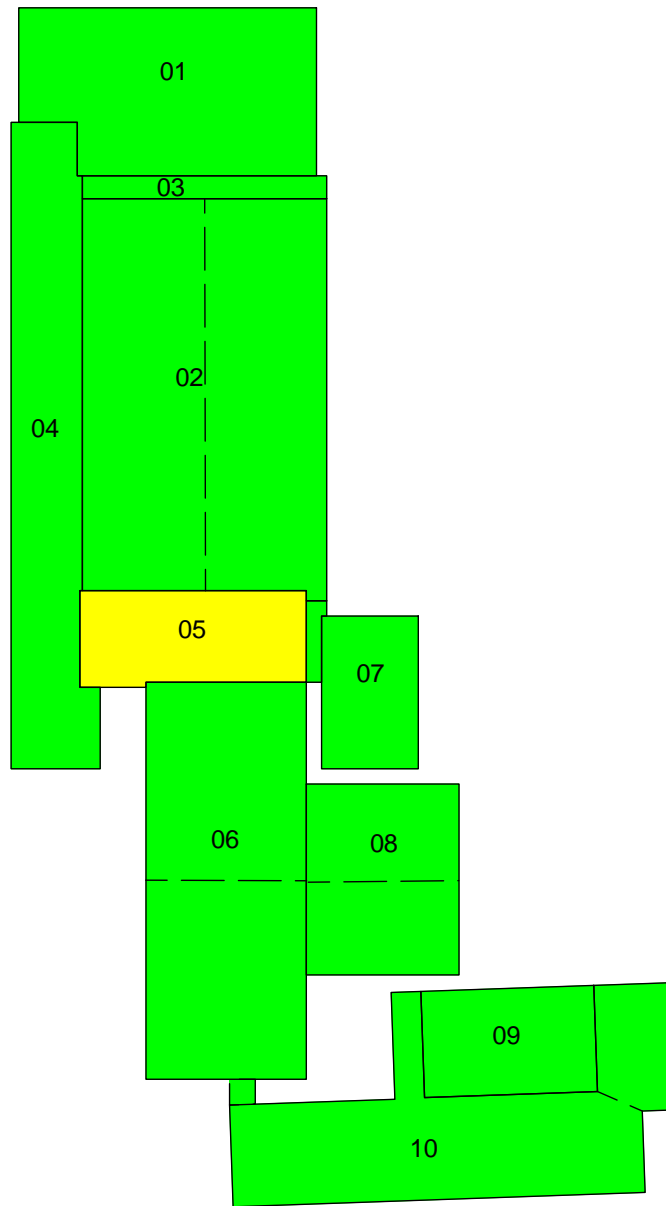
(www.NASBonline.org – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the ***Board Notes newsletter*** for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

(www.NASBonline.org - News & Resources - Board Notes)

HTRS High School



810 Central Ave.

Humbolt, NE 68376

(402) 862-2151

Condition Summary

HTRS High School

Area 01

Type of Roof

White EPDM

7,239 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well. There was one small tear occurring along the gutter edge and parapet termination bar that should be watched.

HTRS High School

Area 01

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 01 Roof.



Photo showing condition of perimeter flashings.



Photo showing condition of the projection flashings.



Photo showing condition of gutter edge.



Photo showing a hole in the perimeter flashing.

Condition Summary

HTRS High School

Area 02

Type of Roof

Fully-adhered EPDM

14,816 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well. There are a few fasteners backing up that should be monitored but are not of major concern at this time.

HTRS High School

Area 02

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 02.



Photo showing hatch ladder with improper clearance for rungs at top.



Photo showing condition of projection flashings.



Photo showing condition of gutter edge.



Photo showing condition of projection flashings.

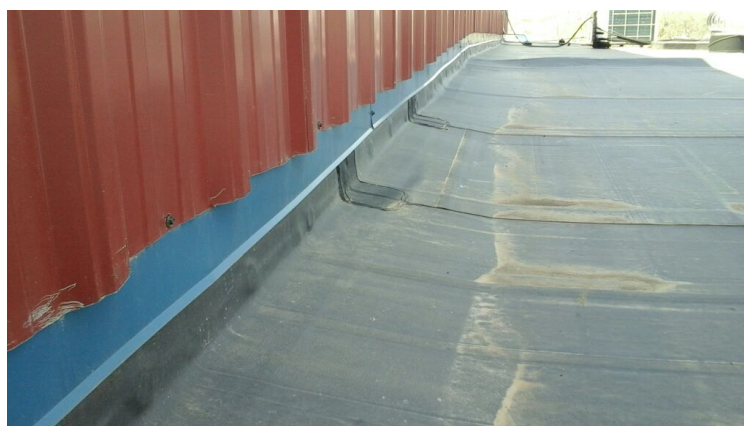


Photo showing condition of the perimeter flashings.

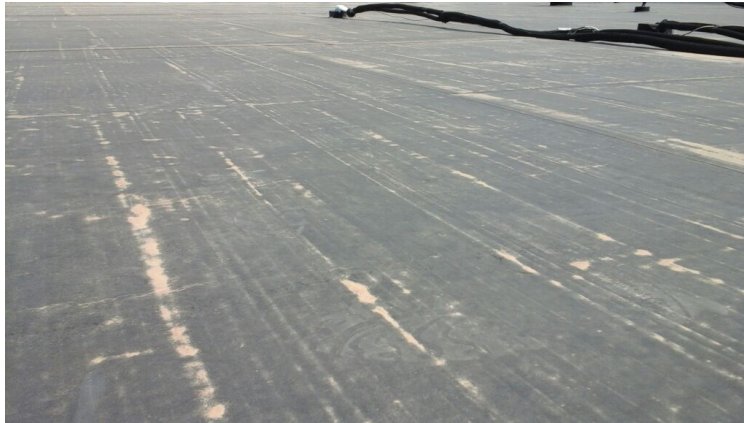


Photo showing where some fasteners are beginning to back out under EPDM.

Condition Summary

HTRS High School

Area 03

Type of Roof

White EPDM

864 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well.

HTRS High School

Area 03

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 03 Roof.



Photo showing condition of the perimeter flashings.



Photo showing condition of wall covered in EPDM.



Photo showing condition of perimeter edge.

Condition Summary

HTRS High School

Area 04

Type of Roof

Metal standing seam

7,256 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition. There has been a history of leaks throughout this roof that appear to be originating from the higher perimeter where the addition was joined. The old caulking was not removed when new caulking was installed rendering it less to ineffective.

HTRS High School

Area 04

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 04 Roof.



Photo showing additional overview of Area 04 Roof.



Photo showing condition of perimeter metal.

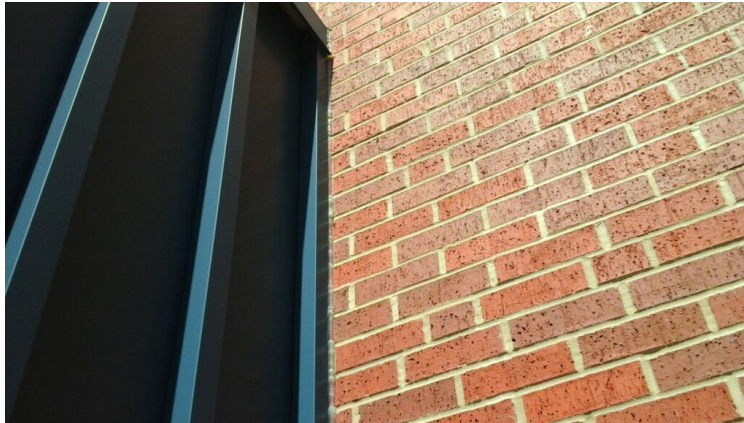


Photo showing metal and brick joint improperly caulked with silicone.



Photo showing caulking run right over old silicone seam.



Photo showing condition of the projections.



Photo showing caulk on top of caulk. Old layer must be removed before new layer can be applied.



Photo showing projection in wall caulked with silicone.

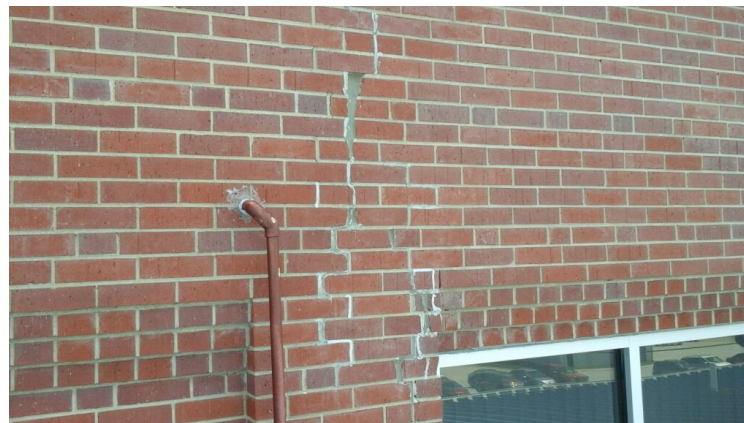


Photo showing damage in brick wall.

Condition Summary

HTRS High School

Area 05

Type of Roof

Duralast

3,256 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in fair condition. It appears to be a Duralast roof that was installed over the original roof. There are nor reported leaks at this time.

HTRS High School

Area 05

Recommendations

I recommend continued inspections and maintenance and planning to replace this roof when budgets allow. It would be beneficial to replace at the same time as HVAC unit.



Photo showing overview of Area 05 Roof.



Photo showing additional overview of Area 05.



Photo showing hole in corner flashing that was sealed with silicone.



Photo showing condition of perimeter edge.



Photo showing condition of projection flashings.



Photo showing evidence of ponding water.



Photo showing HVAC units that have been replaced and need to be replaced.



Photo showing condition of the perimeter flashings.

Condition Summary

HTRS High School

Area 06

Type of Roof

Metal Standing-seam

9,828 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well.

HTRS High School

Area 06

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 06 Roof.



Photo showing spray foam on projection.



Photo showing spray foam along parapet wall.



Photo showing spray foam along ridge cap.



Photo showing condition of gutter edge.

Condition Summary

HTRS High School

Area 07

Type of Roof

Metal corrugated

2,484 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well. The vent stacks on this roof have several cracks in them that could lead to water entering the building.

HTRS High School

Area 07

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 07.

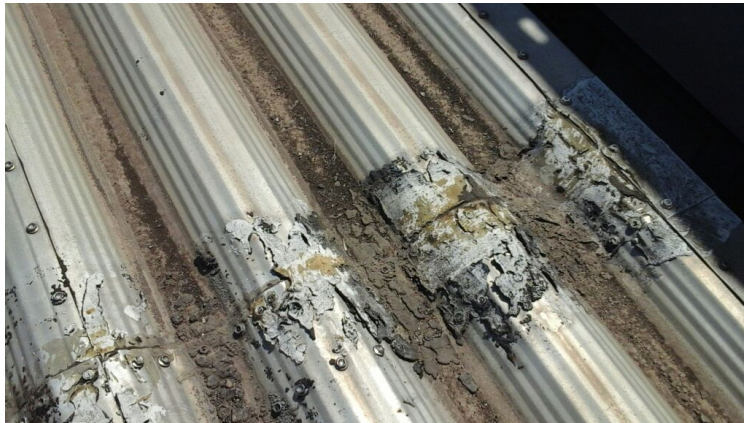


Photo showing deteriorated coating from center seam.



Photo showing overview of adjacent metal roof.



Photo showing condition of the gutter edge.



Photo showing vent stack covered in asphalt flashing.



Additional photo of deteriorating seam coating.

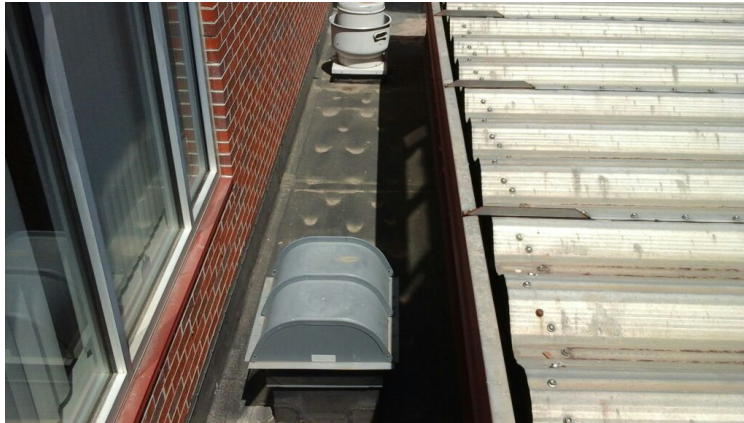


Photo showing overview of adjacent EPDM roof.



Photo showing additional overview of adjacent EPDM roof.



Photo showing cracked vent pipe.

Condition Summary

HTRS High School

Area 08

Type of Roof

Metal standing seam

4,500 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well.

HTRS High School

Area 08

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 08 Roof.



Photo showing condition of the perimeter metal.



Photo showing condition of the gutter edge.



Photo showing condition of the penetrations.



Photo showing condition of the ridge cap.

Condition Summary

HTRS High School

Area 09

Type of Roof

Metal Standing-seam

2,837 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in good condition and appears to be performing well. There are several pitch pans that are deteriorating and should be watched.

HTRS High School

Area 09

Recommendations

I recommend continued inspections and maintenance and refilling pitch pans.



Photo showing overview of Area 10 Roof.

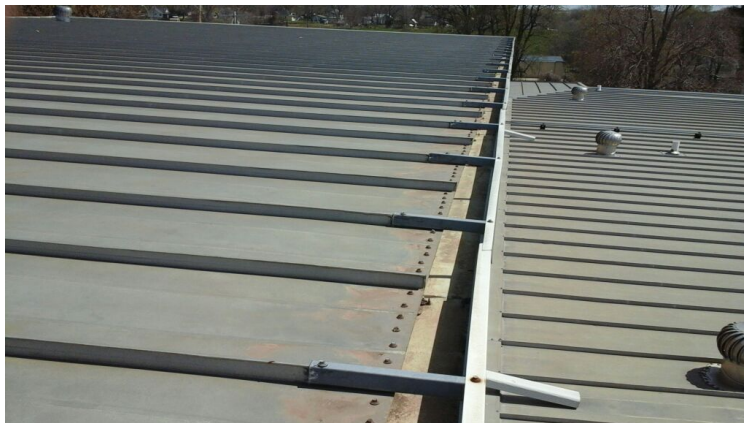


Photo showing condition of the gutter edge.

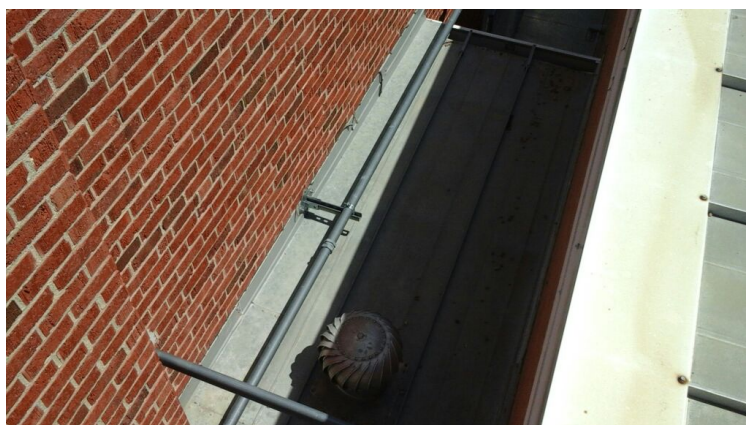


Photo showing overview of adjacent metal roof.



Photo showing damage to metal and standing seam where ponding water occurs.



Photo showing condition of the projections.



Photo showing condition of the perimeter metal.

Condition Summary

HTRS High School

Area 10

Type of Roof

Metal Standing-seam

8,316 Sq. Ft.

Components of Roof

No core cut

Roof is new in

Unknown

Under Warranty

Yes No

Expires: N/A

Inspected Areas:

Overall	Excellent	Good	Fair	Poor	N/A
Field	Excellent	Good	Fair	Poor	N/A
Perimeter Flashings	Excellent	Good	Fair	Poor	N/A
Projection Flashings	Excellent	Good	Fair	Poor	N/A
Caulking	Excellent	Good	Fair	Poor	N/A
Sheet Metal	Excellent	Good	Fair	Poor	N/A
Surfacing	Excellent	Good	Fair	Poor	N/A
Drainage	Excellent	Good	Fair	Poor	N/A

General Notes

This roof is in fair condition and appears to be performing well. There are areas where penetrations should be monitored and repaired as they deteriorate.

HTRS High School

Area 10

Recommendations

I recommend continued inspections and maintenance.



Photo showing overview of Area 10 Roof.



Photo showing additional overview of Area 10 Roof.



Photo showing condition of the gutter edge.



Photo showing projections with all soft sealant on flashing.



Photo showing insulation and silicone used to improperly penetrate roof. Could eventually cause leaks as it deteriorates



Photo showing a pitch pan that needs to be refilled and attended to.



Photo showing condition of the perimeter metal.



Photo showing repairs made with silicone to corner.



Photo showing overview of additional adjacent metal roof.



Photo showing overview of adjacent metal roof.



Photo showing corner with deteriorating caulking.

2010
Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.

Adopted on: May 9, 2011
Reviewed on: August 12, 2013
Reviewed on: March 13, 2016
Revised on: February 10, 2020
Revised on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

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 addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. 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 construction 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.

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

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.

Adopted on: August 14, 2017

Revised on: August 13, 2018

Revised on: September 16, 2019

Revised on: June 14, 2021

Revised 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.

5. **Competitive Proposals.**

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, 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.

I. Equipment and Capital Expenditures

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

J. Depreciation

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

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.

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VI-VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, 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: August 14, 2017
Revised on: August 13, 2018
Revised on: September 16, 2019
Revised on: November 16, 2020
Revised on: June 14, 2021
Revised on: _____

3012

School Meal Program and Meal Changes

Meal Program. The school district will make a school meal program available to students. The cost of the service will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash or check. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

If a student has no funds available to pay for a meal, the student will be provided, but not charged for a "courtesy meal," such as a plain sandwich. A student's account will not be allowed to become delinquent more than \$5.00.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any student from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, or is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: July 13, 2009

Reviewed on: November 13, 2013

Revised on: March 14, 2016

Revised on: August 14, 2017

Reviewed on: August 10, 2020

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault with an Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes ~~of violence~~ committed by a current or former spouse or intimate partner of the victim, ~~by a person with whom the~~ under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of ~~victim shares a child in common~~ services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating ~~with,~~ or has cohabitated, with the victim as a spouse or intimate partner, ~~by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person;~~

2.6.5.3. shares a child in common with the victim; or

~~2.6.4.3.~~2.6.5.4. commits acts against ~~an~~ a youth or adult ~~or youth~~ victim who is protected from ~~that person's~~ those acts under the family or domestic ~~or family~~ violence laws of the jurisdiction.

~~2.6.5.2.~~2.6.6. Stalking, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

~~2.6.5.1.~~2.6.6.1. _____ fear for his or her safety or the safety of others; or

~~2.6.5.2.~~2.6.6.2. _____ suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is

responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or

relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent

with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a

Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's

sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.2.

- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information

protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other

party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;

however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

~~5.5.9.~~**5.6.2. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford

each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

~~5.6.1.1. **Determination Regarding Responsibility**~~

~~5.6.1.1.1.1. **Decision-Maker(s)**. The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).~~

~~5.6.2.5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:~~

~~5.6.2.1.5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;~~

~~5.6.2.2.5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;~~

~~5.6.2.3.5.6.3.3. Findings of fact supporting the determination;~~

~~5.6.2.4.5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;~~

~~5.6.2.5~~5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

~~5.6.2.6~~5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

~~5.6.3~~5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

~~5.6.4~~5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of

a formal complaint or any allegations therein, are limited to the following grounds:

- 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.7.3. As to all appeals, the district will:
- 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any

disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: August 10, 2020

Revised on: _____

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education after March 15 but before April 15 will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: August 12, 2013

Reviewed on: April 14, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

Revised on: _____

4064

Transporting Students in Employee Vehicles

School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

Adopted on: _____

5012 Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Accountability Reporting

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must consist of the following elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, and goal setting, and intervention as needed.

~~of the results of the district's performance program including but not limited to: standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, a follow-up study of graduates, and a learning climate survey. This report shall be made available to all patrons of the district. Building level results will be reported only to appropriate staff for review and goal setting.~~

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the

identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: July 13, 2009

Revised on: May 12, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

Revised on:

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within **100** miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: August 10, 2009

Reviewed on: February 13, 2012

Reviewed on: March 14, 2016

Revised on: June 11, 2018

Revised on: August 10, 2020

Revised on: _____

6037
Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

Committee Review The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;

3. The physical medium (i.e., book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (i.e., a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

Superintendent Review. If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____



Superintendent, Dr. George Griffith

P 402-862-2235 F 402-862-3135

Principal, Lisa Othmer

Assistant Principal, Kari Lottman

P 402-862-2151 F 402-862-2152

810 Central Ave, Humboldt, NE 68376

[DATE]

[NAME OF REQUESTER]

[ADDRESS]

[EMAIL ADDRESS (if sent electronically)]

Dear [NAME OF REQUESTER],

On [DATE], the district received your request to review [INSERT REQUESTED MATERIAL]. After considering your concerns and reviewing the material, we have made the following determination.

[EXPLAIN DETERMINATION: Remain in circulation; removed from circulation; remain in circulation with restrictions (only accessible by students of a certain age, grade, etc.)].

[OPTIONAL: INCLUDE RATIONALE. For requests based on sensitive topics like religion, sex, gender, etc., we recommend receiving legal advice.]

There is no appeal from this review. The district does not place restrictions on students who can access library materials on an individual basis. Some materials are limited generally based on age, grade level, and expected student ability. If you do not want your student to access any particular material, please discuss that with your student and set that expectation as the parent or guardian. If your student has checked out a book or material you do not approve, I am happy to work with you and your student's teacher to return that material and check out something else.

Sincerely,

[NAME],

Superintendent

Library Material Review Request Form

Only a patron of the district or parent of a current student may request review of a library material. Prior to submitting a request, please review the board's policy on Selection and Review of Library Materials. The policy is located on the district's website, or you can request a copy via email from the superintendent.

Name: _____ **Phone:** _____

Address: _____

Written requests to review library materials will not be considered unless the requester identifies the specific material in question and first discusses their concern with the appropriate administrator as required by board policy. Please list the date of the conversation with the administrator:

Title of Material: _____

Author/Publisher: _____

Type of Material (book, magazine, video, etc.): _____

Reason for Requesting Review (attach additional page if necessary):

Please list the specific portion of the material you find objectionable, including specific page references, sections, volumes, etc.:

Signature: _____

For District Use Only

Date Received: _____

Received by: _____

Reviewed on: _____

Date Determination Sent to Requester: _____

2010
Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.

Adopted on: May 9, 2011
Reviewed on: August 12, 2013
Reviewed on: March 13, 2016
Revised on: February 10, 2020
Revised on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

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 addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. 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

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.

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

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

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.

5. **Competitive Proposals.**

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

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

C. Use of Purchase (Debit & Credit) Cards

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

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.

I. Equipment and Capital Expenditures

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

J. Depreciation

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

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).

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.

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

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VI-VII. Other Contract Matters.

A. Required Terms

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

3012

School Meal Program and Meal Changes

Meal Program. The school district will make a school meal program available to students. The cost of the service will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash or check. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

If a student has no funds available to pay for a meal, the student will be provided, but not charged for a "courtesy meal," such as a plain sandwich. A student's account will not be allowed to become delinquent more than \$5.00.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any student from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes ~~of violence~~ committed by a current or former spouse or intimate partner of the victim, ~~by a person with whom the~~ under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim ~~shares a child in common~~ services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating ~~with,~~ or has cohabitated, with the victim as a spouse or intimate partner, ~~by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person;~~

2.6.5.3. shares a child in common with the victim; or

~~2.6.4.3.~~2.6.5.4. commits acts against ~~an~~ a youth or adult ~~or youth~~ victim who is protected from ~~that person's~~ those acts under the family or domestic ~~or family~~ violence laws of the jurisdiction.

~~2.6.5.2.~~2.6.6. Stalking, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

~~2.6.5.1.~~2.6.6.1. _____ fear for his or her safety or the safety of others; or

~~2.6.5.2.~~2.6.6.2. _____ suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is

however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

~~5.5.9.~~**5.6.2. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford

each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

~~5.6.1.1. **Determination Regarding Responsibility**~~

~~5.6.1.1.1.1. **Decision-Maker(s)**. The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).~~

~~5.6.2.5.6.3. **Written Determination.**~~ The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

~~5.6.2.1.5.6.3.1.~~ Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

~~5.6.2.2.5.6.3.2.~~ A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

~~5.6.2.3.5.6.3.3.~~ Findings of fact supporting the determination;

~~5.6.2.4.5.6.3.4.~~ Conclusions regarding the application of the district's code of conduct to the facts;

~~5.6.2.5~~5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

~~5.6.2.6~~5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

~~5.6.3~~5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

~~5.6.4~~5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education after March 15 but before April 15 will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: August 12, 2013

Reviewed on: April 14, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

Revised on: _____

4064

Transporting Students in Employee Vehicles

School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

Adopted on: _____

5012 Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Accountability Reporting

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must consist of the following elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, and goal setting, and intervention as needed.

~~of the results of the district's performance program including but not limited to: standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, a follow-up study of graduates, and a learning climate survey. This report shall be made available to all patrons of the district. Building level results will be reported only to appropriate staff for review and goal setting.~~

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the

identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: July 13, 2009

Revised on: May 12, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

Revised on:

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within **100** miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6037
Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

Committee Review The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;

3. The physical medium (i.e., book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (i.e., a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

Superintendent Review. If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____



Superintendent, Dr. George Griffith

P 402-862-2235 F 402-862-3135

Principal, Lisa Othmer

Assistant Principal, Kari Lottman

P 402-862-2151 F 402-862-2152

810 Central Ave, Humboldt, NE 68376

[DATE]

[NAME OF REQUESTER]

[ADDRESS]

[EMAIL ADDRESS (if sent electronically)]

Dear [NAME OF REQUESTER],

On [DATE], the district received your request to review [INSERT REQUESTED MATERIAL]. After considering your concerns and reviewing the material, we have made the following determination.

[EXPLAIN DETERMINATION: Remain in circulation; removed from circulation; remain in circulation with restrictions (only accessible by students of a certain age, grade, etc.)].

[OPTIONAL: INCLUDE RATIONALE. For requests based on sensitive topics like religion, sex, gender, etc., we recommend receiving legal advice.]

There is no appeal from this review. The district does not place restrictions on students who can access library materials on an individual basis. Some materials are limited generally based on age, grade level, and expected student ability. If you do not want your student to access any particular material, please discuss that with your student and set that expectation as the parent or guardian. If your student has checked out a book or material you do not approve, I am happy to work with you and your student's teacher to return that material and check out something else.

Sincerely,

[NAME],

Superintendent

Library Material Review Request Form

Only a patron of the district or parent of a current student may request review of a library material. Prior to submitting a request, please review the board's policy on Selection and Review of Library Materials. The policy is located on the district's website, or you can request a copy via email from the superintendent.

Name: _____ **Phone:** _____

Address: _____

Written requests to review library materials will not be considered unless the requester identifies the specific material in question and first discusses their concern with the appropriate administrator as required by board policy. Please list the date of the conversation with the administrator:

Title of Material: _____

Author/Publisher: _____

Type of Material (book, magazine, video, etc.): _____

Reason for Requesting Review (attach additional page if necessary):

Please list the specific portion of the material you find objectionable, including specific page references, sections, volumes, etc.:

Signature: _____

For District Use Only

Date Received: _____

Received by: _____

Reviewed on: _____

Date Determination Sent to Requester: _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$35.

As with all school property, students may be charged for damage to such devices. The district may also charge a damage fee to cover damage costs to

the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. Please refer to LEAP (Learn, Explore and Play) Handbook.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$2.~~35~~40
 - Reduced Price \$.30

- Breakfast Program – Grades 7-12
 - Regular Price \$2.~~35~~40
 - Reduced Price \$.30

- Lunch Program – Grades K-6
 - Regular Price \$2.~~65~~70
 - Reduced Price \$.40

- Lunch Program – Grades 7-12
 - Regular Price \$2,953.00
 - Reduced Price \$.40

13. Charges for Musical Extracurricular Activities.

For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes.

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United State Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for materials for course projects and the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to the building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: June 10, 2002
Reviewed on: June 9, 2014
Reviewed on: March 14, 2016
Revised on: June 11, 2018
Revised on: July 8, 2019
Revised on: September 16, 2019
Reviewed on: August 10, 2020
Revised on: March 14, 2021



George Griffith <georgegriffith@htrstitans.org>

Jami's Funding - 2022-2023 School year

1 message

Kaytlyn Kennedy <kaytlyn.kennedy@unl.edu>
To: George Griffith <georgegriffith@htrstitans.org>

Mon, Jun 27, 2022 at 9:09 AM

Dear Dr. Griffith and HTRS School Board Members,

Thank you for your continued support of the 4-H Extension Assistant position in Richardson County, held by Jami Ankrom. The partnership between Nebraska Extension and HTRS allows Jami to provide a variety of educational programs to our local youth through school enrichment, after-school, and other human development programs.

The University of Nebraska – Lincoln is asking for your continued partnership for the upcoming school year. In 2021, HTRS committed to fund 15% of the salary and benefits package for the above-mentioned position, totaling approximately \$9,516. For 2022, I am asking you to consider funding Jami's position in the same capacity as last year.

In 2022 all Extension Assistants received a salary equity adjustment, raising salaries across the board. Richardson County and the University have agreed to cover this salary increase amount. Below, you will see the percentage amount requested from your entity is less than previous years but reflects close to the same dollar amount as before. Also, this year the University is projecting a slight increase to compensate for cost-of-living adjustments. Salary and benefits for the 2022-2023 school year for Jami's position is estimated at \$69,242. An 13.75% commitment from HTRS for the upcoming school year would total approximately \$9,520, which is consistent to the amount contributed last year. If the School District would like to increase their commitment, please consider the following approximations:

- 14%; approximately \$9,694
- 15%; approximately \$10,386

If the district is willing to continue their partnership with Nebraska Extension, please send a formal commitment letter to me via mail or email with the amount decided upon no later than August 1, 2022. Also, this year we need to sign an updated interlocal agreement for the University records. This agreement basically states the same information as your commitment letter but is more of a formal statement for the University. Once I know the amount agreed upon, I will get those letters finalized and sent to you for a signature.

Once again, thank you for your continued partnership with Nebraska Extension. Please contact me with any questions or concerns.

**Kaytlyn Kennedy***Assoc Exten Educator*

University of Nebraska–Lincoln

Nebraska Extension - Richardson County

4022454324

2022 - 2023 HTRS Coaches – updated 7/6/22

AD – Kara Engles

➤ Fall Sports

HS Football

H – Caleb Lempka
A - Koalton Taiclet
A - Grant Tuttle

HS Volleyball

H – Kara Engles
A - Brittany Rogers
A - Nic Sikora

HS Girls Golf

H – Matthew Helms

JH Football

H – Dan Ingwerson
A - Taylor Dunekacke

JH Volleyball

H – Meg Engel
A – Tim Blecha

➤ Winter Sports

HS Boys Basketball

H – Mike Schaardt
A - Heath Finke

HS Girls Basketball

H – Schuyler Kuhlmann
A - Todd Dierberger
A – Brittany Rogge

Wrestling – Boys

H – Shane Maloley

Wrestling – Girls

H – Koalton Taiclet

JH Boys Basketball

H – Taylor Dunekacke
A - Matt Helms

JH Girls Basketball

H – Matthew Helms
A -

JH Wrestling

H – Koalton Taiclet

➤ Spring Sports

HS Track

H – Kara Engles
A - Donna Railsback
A – Caleb Lempka

HS Boys Golf

H – Matthew Helms
A – Tim Blecha

Powerlifting

H – Koalton Taiclet

*WE MUST HAVE ANOTHER MALE COACH

JH Track

H – Taylor Dunekacke
A - Caleb Lempka
A – Schuyler Kuhlmann

HS Cheerleading

Allie Graf

Drill Team

Student Council

Carmen Eppens

Play Production

Megan Howe

Speech

H – Carl Linnerson

A – Meg Engel

Mock Trial

Carl Linnerson

HS Quiz Bowl

Darcy Weldon

Sara Kappel

JH Quiz Bowl

Sheila Snodgrass

Academic Decathlon

Sheila Snodgrass

Humboldt Table Rock Steinauer
Public School



2022-2023
Certified Staff Handbook

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Humboldt Table Rock Steinauer #70

810 Central Avenue
Humboldt, NE 68376
402-862-2151

Federal and State legislation guarantees a free public education for ~~handicapped~~ students with a disability, in the least restricted educational environment. ~~integrated with non-handicapped students whenever possible.~~

These laws place responsibilities on all school districts and on all teachers and staff. It is a challenge that requires understanding, compassion, patience and hard work from all concerned.

HTRS 2022-2023 STAFF LIST

Certified Staff

Maggie	Badertscher	Kindergarten
Candy	Blecha	Special Education
Tim	Blecha	Special Education
Amanda	Bowen	English
Brad	Catlin	Industrial Arts
Elizabeth	Chamberlin	Elementary
Emily	Clark	Elementary
Heather	Clements	Elementary
Macie	Coffey	Special Education
Michael	Coffey	Instrumental Music
Shari	Drake	Elementary
Joan	Dreier	Business Ed
Taylor	Dunekacke	5/6 Math
Megan	Engel	Elementary
Kara	Engles	AD / Elementary
Carmen	Eppens	Special Education
Heath	Finke	Social Studies
Billi	Freeman	Kindergarten
Jaime	Frey	PreK 4
Alecia	Gerdes	Special Education
Alexandra	Graf	Special Education
Holly	Hawley	Elementary
Matthew	Helms	Math
Megan	Howe	Math
Amber	Hower	PreK 3
Dan	Ingwersen	K-8 Counselor
Sharon	Joyner	Art
Sara	Kappel	Media Specialist
Schuyler	Kuhlmann	Elementary
Caleb	Lempka	Health/PE
Carl	Linnerson	Social Studies
Tanner	Merwin	SPED
Ashlee	Meyer	TST
Trent	Platt	Ag
Donna	Railsback	Science
Tami	Robison	Science
Brittany	Rogers	HS Counselor
Angela	Schnacker	Physical Education
Sheila	Snodgrass	Special Education
Kim	Standerford	Technology Integrationist
Grant	Tuttle	5/6 ELA
Katie	Umland	Vocal Music
Darcy	Weldon	Science
Amy	Werts	Sixpence/TST
Vivian	Wheeler	Barton Interventionist
Lisa	Wittrock	Elementary
Mark	Woolard	Spanish/SENCAP Proctor

Administration

Dr. George Griffith	Superintendent
Lisa Othmer	Principal
Kari Lottman	Assistance Principal

Office Staff

Kellie Workman	Business Manager
Lanette Speckmann	Administrative Assist
Samantha Wamsley	Administrative Assist

Transportation

Dan Cumro	Head Transportation
Tiffini Cumro	Bus Driver
Rene Jones	Bus Driver
Michael Slatten	Bus Driver
Joe Worthey	Bus Driver

Maintenance/Custodial

Gary Ramer	Head Maintenance
Julie Buss	Custodian
Tina Gerdes	Custodian
Jaynie Karas	Custodian
Scott Sailors	Custodian

Instructional Support

Vicki Bursovsky	Paraprofessional
Breeahana Conn	Paraprofessional
Teresa Gartner	Paraprofessional
Jacob Heil	Paraprofessional
Elaine Kelley	Paraprofessional
Dawn Sherman	Paraprofessional
Ronnie Schiffbauer	Paraprofessional
Robin Thacker	Paraprofessional
Koalton Taiclet	Paraprofessional
Rebecca Watson	Paraprofessional

Specialist

Jason Guenther	Technology
Laura Leech	Nurse
Kelsee Sayer	Sixpence

Kitchen

LuAnn Hunzeker	Head Cook
Kim Slama	Cook

Mission Statement:
Empowering all learners for the challenges of tomorrow.
#TitanPride

STATEMENT OF PHILOSOPHY AND OBJECTIVES

Philosophy

The fundamental concepts of American democracy should be the guidelines of a good school. The primary purpose is to provide the best possible educational program for our school and community. The school should cooperate with other agencies to provide further education.

The comprehensive high school recognizes the need for a reasonable balance between the academic and vocational offerings. The school needs to direct its educational program within the knowledge and limits of our school population. It must keep abreast with educational techniques in order to build on the knowledge of the students to open new real worlds of opportunities.

The teacher's role is to stimulate the students to want to achieve on their own. Teachers are dedicated persons who direct their knowledge to be a learning process for our school population, following the basic principles and fundamentals of our educational program. Teachers are to be respected by students and, at the same time, teachers are to be aware of the problems and needs of the students.

The school realizes that we must have a close relationship and a high level of communication between teachers, administration, school board and community in order to maintain a good school. The school's educational program shall provide a balance between the academic and extra-curricular activities. A sound educational program should be provided to meet the needs of the community. The school shall instill and develop a concept of positive self-worth through the academic program and extra-curricular activities.

Objectives

1. To develop the background for an enlightened and conscientious citizenship.
2. To develop a quality of leadership in the students.
3. To develop self-confidence in the students.
4. To develop the skills of the students so they may be successful in work or management areas.
5. To provide training for leisure time.
6. To have a close relationship between teachers and the people in the community.
7. To have teachers who understand and desire to help students.
8. To maintain a high level of communication between the administration, faculty, students, school Board and the community.
9. To develop well-rounded students.
10. To promote student activities.
11. To provide the student and the community with the most in education.

Procedures *FOR* Pertaining to Students

Morning Duty

Teachers may be assigned morning duty each day. Those teachers should be ready by **7:45 a.m.** to monitor students.

Students are to remain outside before 7:25 a.m. If the weather is bad, K-8 students may wait in the old gym until 7:55 a.m. High School students may wait in the commons area. Students are not to be in the hall before 7:25 a.m. unless they have a reason such as stage band, swing choir, speech practice, etc. If students are in the old gym or commons area, one staff member must supervise each area.

Beginning of the School Day

Students will be expected to be ready to start the day at 7:55 a.m. Telephone calls and restroom visits are to be made before 7:55 a.m. unless there is an emergency.

Lunchroom Supervision

Our goal is to provide a pleasant and orderly lunch experience for all children. Elementary teachers will bring their classes to the lunchroom. **They will then assist their students until the children have received their trays and have commenced eating. The teachers can then leave for their lunch break and supervision responsibility will be with the aides and administrators.**

Responsible actions are expected of the children. ~~Punishment~~Consequences, if needed, should be accomplished by isolation and/or loss of noon recess.

One aide will take the Kindergarten, 1st, 2nd and 3rd Grades to their designated recess area when the large majority have completed eating.

The students are to remain in the old gym.

Elementary and Junior High Playground Supervision

At recess, the classroom teacher is directly responsible for the supervision of the students; at noon break, the aides and Site Principals are directly responsible.

Recesses are designed to give the students a physical break from the classroom routine and to afford an opportunity to informally socialize with their classmates. While rules are necessary, it is hoped they can be kept to a minimum with activities based upon good, common sense.

Obviously, play must be safe; this is paramount to all other considerations. Except in organized softball, no small missiles such as snowballs, baseballs, softballs, or other small, hard objects can be thrown.

Roughhousing can lead to a student being hurt; therefore, no tackle football should be allowed. Kicking of balls other than soccer balls, playground balls, or footballs will lead to problems.

General physical considerations - Students are to stay away from the electrical transformer, the fire escape area between the 1930 building and the shop, and the bleachers in the new gym when they are folded up.

Direct Supervision

Students are not adults; they require supervision. Our responsibility is to exercise judgement as a reasonable and prudent parent would do. There are times that one can reasonably expect that students could be left alone allowing one or two students to work independently in your room, for example.

However, leaving 6-10 students alone in the same situation probably would not be defensible. Allowing several students to shoot baskets might be reasonable where allowing those same students to lift weights or use the whirlpool would be indefensible. If a student is hurt, your defense of reasonability will be severely tested. If we are to error, please error on the side of safety.

Student ~~Punishment~~ Discipline

Discipline, class order and student ~~punishment~~consequences are topics all teachers are familiar with. When and how to apply them are difficult decisions. Discipline-Classroom management is a vital ingredient in successful teaching. ~~Stress and focuses discipline~~ it in a positive way, not a negative way. However, it must be achieved.

The need for Student-student ~~punishment~~consequences often results from ~~the application of discipline~~poor classroom management. When a student needs ~~punishment~~disciplined, it should be ~~administered~~done fairly and only after a student is informed exactly what it is for. This many times means a conference with the student and perhaps the parents.

Office Referrals

Prior to sending a student to the office for behavior, take the following steps:

1. First: Meet with the student to try and resolve the behavior and document conversation with all pertinent information including any consequences.
2. Second: If unacceptable behavior continues, contact the parent/guardian by phone and document the conversation including any consequences or any support provided or lack thereof.
3. Third: Set up a meeting with the student, parent and school counselor and document what was addressed and any plan, consequences, resolution and additional pertinent information.
4. Continue unacceptable behavior send the student to the office, email the parent/guardian, principal and refer to Student Assistance Team.

Exception: Report all ~~major~~ incidents of student ~~misbehavior~~ and resulting punishment that endangers the safety of staff or student or disrupts the learning of other students to the Principal or Superintendent immediately including but not limited to

threats to staff or students, blatant disrespect in response to staff consequence, fighting or any other behavior that disrupt the education of others.

Student Use of Telephone

Students may use the 1st floor Receptionist office telephone with permission for personal calls. Calls during the school day should be an exception and students should rarely use the telephone during class time.

Closing of School

An automated calling system will call all staff and parents within minutes to inform them of schedule changes and school closings.

When inclement weather forces the school to be closed for the day, the news of the closing will be broadcast on the following TV and radio stations in addition to the automated calling system:

TV: KOLN/KGIN-TV, KETV-TV, KMTV-TV, WOWT-TV, KWBT

Radio: KLZA, Sunny 101.3, KMZA 92.1, KGMT 1310, KNCY 103.1, KUTT 99.5, KWBE 1450

The decision will usually be made before 6:00 a.m. School will not be held if the buses cannot make their routes. If school is dismissed early, all practices and activities scheduled for afternoon and evening will also be cancelled.

The automated calling program will be used to notify teachers and staff when school will be closed due to inclement weather.

INFORMATION FOR ALL TEACHERS

Beginning The Day

All teachers are to be on duty at 7:45 a.m. The period of time from 7:45 a.m. to the second bell (8:00) is designed to be used for preparation for the day. Tasks such as lesson plans, completing down slips, checking out library and audio-visual materials, turning in reports, using the copy machine and conferring with other teachers are included in the possible tasks. From time to time, teacher meetings will be held in this period. Unexcused absenteeism and tardiness will not be tolerated.

Teaching Supplies

Classroom supplies are ordered through your ClassWallet account. All purchases must be preapproved by the superintendent or the superintendent's designee prior to purchase. Purchases made without prior approval may be the responsibility of the individual placing the order.

Care Of Rooms

Teachers are expected to keep their room neat and orderly. When leaving in the evening, be sure the windows are closed, the lights turned off, and the door locked. The custodian will clean your room, but you have a responsibility to help. Pick up papers off the floor and have your students keep papers out of the desks.

Progress Reports

At the end of each five-week period, progress reports will be used in grades five through twelve to report poor performance in the classroom for the five weeks. A student need not be failing to receive a progress report. The progress report has three copies. Keep one copy for yourself and turn the other two into the office. One copy will be mailed to the parents.

Lesson Plans

Teachers are to keep their lesson plans up-to-date and use Plan Book for curriculum development. If a substitute teacher is needed, your plans should be complete so that the substitute may proceed with the class. It is your responsibility to plan work when you are absent.

Seating Charts

Teachers are to have a seating chart for each of their classes. This chart should be available for substitute teachers. Teachers are encouraged to seat their students so as to encourage good discipline.

Substitute Teacher Folders

We are providing substitute teacher folders to all teachers to assist in organizing their daily schedules and important information. Please go through your folder and fill out all of the pages so that when a substitute teacher is needed all necessary information is readily available.

Parent-Teacher Conferences, Grading and Report Cards

Parent-Teacher conferences will be held at the completion of the first nine weeks. A later date will be announced for the 2nd

Parent-Teacher conference.

Report cards will be issued at the completion of each nine-week period. All student grades are to be reported on grade sheets issued for each class and then transferred to the report card. The grades on the grade sheets are to be numerical while the report card grade is a letter grade. Distribution of report cards will be made on the Wednesday following the end of the nine weeks' period.

Use of Copier

Copy machines are very valuable assets to the teaching staff. They represent a very costly investment both initially and for their daily use. Please observe the following procedures:

1. When the supply of paper is running low, please report it to the custodian or the office. ~~(Humboldt)~~
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

Fire Drills

Fire drills will be held twice the first month and at least once a month thereafter. Be sure your door is closed when you leave your room for a fire drill. Please post the Fire Drill Exit Plan in a visible place in your classroom and refer to it for the route you should take.

Tornado Drills

Tornado drills will be conducted in the spring when the possibility of a tornado exists. The intercom system will be used to announce the drill or for a real tornado alert. If the electricity is off, voice commands will be given. Refer to the Tornado Drill Exit Plan handed out for the route your class should take.

Student Assistance Team

The ~~Problem Solving~~ Student Assistance Team (PSAT) is designed to have teachers support teachers regarding a student or a student's program. The purpose of PSAT is to review a student's circumstances related to academics, social-emotional support and/or behavior and make recommendations to the classroom teacher as to how to best accomplish the desired results.

DUTIES OF THE TEACHER

Although instruction is the teacher's main responsibility, they have a varied program of duties throughout the school year including but not limited to.

Classroom Instruction

The major responsibility of a teacher in the Humboldt Table Rock-Steinauer Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation and planning, understanding and application of sound professional teaching methods and the developing and maintenance of effective pupil, parent, and community relationships.

Faculty Meetings

Teachers will attend all faculty meetings.

FAMILIARITY WITH Understanding of and Adherence to District Policies And Regulations

Teachers shall keep themselves informed of the policies and regulations established by the Board and the administration and shall work in accordance therewith.

Other Duties

In addition to the responsibilities outlined above, the teacher is charged with certain other duties as required by the statutes of the State of Nebraska and by School District #0070. These include, among other things, pupil registration and records, pupil discipline, reporting to parents, supervision of pupils, the requisitioning, care of, and accounting of instructional materials, and any other responsibilities as assigned by the administration.

Mandatory Reporting of Suspected Child Abuse Or Neglect

All certified staff members are required to report possible cases of child abuse or neglect directly to the Richardson or Pawnee County Sheriff's Office or to the Richardson or Pawnee County Department of Social Services within 24 hours of the observation. This will be followed up by a written report within 48 hours of the oral report.

Career Education

Career education is a very vital part of the teaching process. Each member of the teaching staff is encouraged to include career education in their daily teaching.

All teachers, not just the guidance counselor, have a responsibility to expose their students to careers and opportunities in the world of work and integrating it into the curriculum. Students need to be encouraged to relate their needs, their abilities and

goals to careers ~~and be exposed to career opportunities in the classroom.~~ ~~What better opportunity than the classroom and an understanding teacher to expose children to career opportunities.~~

Multicultural Education

It shall be the policy of the Humboldt Table Rock-Steinauer Public Schools and its personnel to stress multi-cultural education in its curriculum and other aspects of school life. The following policy is in effect:

It is our belief that the worthiness of the human being and of all cultures and creeds is important and that an educated person should have an understanding of these fundamental beliefs.

To insure the teaching of these beliefs, the following shall be done on a continuing basis:

1. The textbooks and curriculum materials shall stress multi-cultural principles where applicable.
2. All instructional personnel shall emphasize multi-cultural education and in-service education shall be provided annually to enhance this instruction.
3. The guidance counselor shall strive to emphasize the worth of the human person regardless of the race or creed in counseling situations and in the total guidance program.
4. The total-direction of the multi-cultural education program in the Humboldt Table Rock-Steinauer Public Schools shall be the responsibility of the Superintendent.

EDUCATION FOR STUDENTS WITH DISABILITIES

The Board of Education has adopted the following policy:

The Right of Every Child To Be Educated

The Humboldt Table Rock-Steinauer Public Schools recognizes that all children deserve the right to the best possible education. The handicapped individual is no exception. The Humboldt Table Rock-Steinauer Public Schools recognizes that every handicapped child can have a meaningful and productive place in our society as long as we continue to offer the appropriate opportunities he/she needs to develop. It is the responsibility of the school district to provide educational programs designed to meet the educational needs of each individual child inflicted with a handicap.

ADJUSTED-Modified Curriculum

In most cases an ~~modified-adjusted~~ curriculum will be needed for each ~~handicapped~~ student with a disability or 504. Each student shall have a curriculum that is within the capability of the student. If the student works up to his/her ability, the teacher shall grade accordingly. ~~Where appropriate, the permanent file and grade sheets shall indicate that the student was graded on an adjusted curriculum.~~

Special Services Personnel

The Guidance Counselors are available to support the special needs students and to assist the classroom teacher in meeting the needs of these children. They coordinate the services provided by ESU #4. They have background information on most students that can be of help in diagnosing and prescribing supportive activities.

~~Kari Lottman~~ Candy Blecha, Special Education Director ~~and Assistant Principal~~, directs the educational programs for all special education students and staff, K-12. Close coordination between special education staff and the classroom program is required. The resource teacher or the classroom teacher may initiate either conference concerning special needs children.

Title I Reading And Math

Support is given to children who qualify for special help under Title I. Title I is a school wide program developed with the involvement of parents and community based on a comprehensive needs assessment with a description of strategies to be implemented to address student needs.

BOARD OF EDUCATION POLICIES FOR CERTIFICATED PERSONNEL

1. All instructional personnel shall have a current teaching certificate, duly recorded with the Superintendent of Schools, that legally qualifies him/her for the work to which they are assigned.
2. Each teacher in the Humboldt Table Rock Steinauer Public School's system shall accept the responsibility for professional growth, for the wise use of time, and for the use of school facilities to the best advantage of the students. The betterment of education in the Humboldt Table Rock Steinauer Public Schools shall be paramount at all times. Each teacher and administrator shall act in accordance with strict professional ethics at all times.
3. The major responsibility of a teacher in the Humboldt Table Rock Steinauer Public Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation, planning, understanding and

application of sound professional teaching methods, and the development and maintenance of effective pupil, parent and community relationships.

4. It is unlawful and, therefore, absolutely prohibited, for any employee of District #0070 to engage in the unlawful possession, use or distribution of illicit drugs and/or alcohol on school premises, or as a part of any school activity. The Superintendent will obtain on an annual basis from each employee a signed statement of his/her agreement of compliance with this drug free policy as a mandatory condition of employment.
5. Payroll is issued monthly on a twelve-month basis. Paychecks are distributed via direct deposit on the 15th day of each month. When the 15th falls on a weekend or a holiday, payroll is distributed on the Friday prior to the 15th.
6. District #70 will provide the monthly premium of each certified staff member who qualifies and/or who elects to participate in the Blue Cross/Blue Shield of Nebraska health insurance plan, dental and vision per Negotiated Agreement. The certified employee pays long-term disability insurance on a monthly basis and the District shall pay the short term disability insurance.

PROFESSIONAL ETHICS

It is expected that each teacher will work and live according to ethical principles, which are recognized by the profession as sound educational thought and practices. The Humboldt Table Rock-Steinauer Public Schools supports all polices, guidelines, procedures and requirements adopted and supported by the Nebraska Professional Practices Commission.

Teachers are expected to promote a professional appearance and demeanor at all times. Each Friday will be considered a casual day.

LEAVE POLICIES FOR CERTIFICATED STAFF

*As Per the Negotiated Agreement

Leave Request Procedures

Leave shall be requested through the electronic platform (currently Aesop/Frontline) for approval from the Principal or Supervisor.

Accumulated Sick Leave For Retirement

Teachers retiring from the School system shall be paid for accumulated sick leave at a rate of \$25.00 per day for a maximum of sixty (60) days. The teacher must have been a member of the staff for a minimum of eight (8) years and retire from the system directly to social security and/or teacher retirement.

Length of School Day

Teachers will report for school no later than 15 minutes before the beginning of the school day for students and leave no earlier than 30 minutes after the end of the school day for students. Exceptions can be made by administration.

Deductions From Salary for Paid and Unpaid Leave

Deductions from salary for absences when the employee has accrued paid leave will be taken in 15 minute or ¼ hour increments with appropriate approval through AESOP and at administrative discretion. The employee's paid leave will be substituted in place of the deducted salary, or if the amount of accrued leave is insufficient to replace the deducted salary, then the remaining leave amount will be substituted until exhausted. In the event the employee has no accrued paid leave, deductions from salary for absences will be made on a full-day basis as permitted by law.

Paid Time Off (PTO)

Teachers will receive 12 (twelve) days (or the equivalent of 96 hours) of paid time off (PTO). The PTO days must be used first, then sick leave only can be used from their sick leave bank.

If any additional days of leave are requested during the school year, no reason need be given, but a pay deduction shall be made equal to 1/185th of the individual teacher's base salary.

It is recommended that leave days should not be used one day before or one day after ~~to extend~~ a holiday, ~~or vacation~~ or the first or last week of the school year.

Sick Leave

Each full-time certified employee may accumulate up to and including sixty (60) days of sick leave in their sick leave bank. (For the beginning of a new school year, no additional days will be added until the beginning of the subsequent school year. Only the number of days actually used during the current year will be added back to bring the total to sixty [60] days at the

beginning of the subsequent year of banked sick leave.) Each certified employee working less than full-time will receive the above benefits multiplied by the F.T.E. (of their work day).

Payment for Leave

If a teacher does not use all of their 12 days (96 hours) of PTO, they may carry over all 12 days to their sick leave bank up to the 60-day maximum. A teacher can choose to carry over PTO (in 8 hour increments) to their sick bank or be reimbursed at \$100 per day to a maximum of 5 days or \$500. Teachers are required to inform the business manager of their intent for reimbursement by June 1 of each year. The amount is payable in July.

Illness in the Family

PTO must be used first, then sick leave from the teacher's bank may be used for illness of immediate family (husband, wife, son, daughter, father, mother, brother or sister of the employee, or any relative living in the immediate household of the employee).

Pregnancy

PTO must be used first, then sick leave from the teacher's bank for pregnancy of an employee or temporary disability and shall be subject to the provisions of PTO and banked sick leave.

Bereavement Leave

Any day used for bereavement will come out of an employee's PTO first then sick leave bank. Each full-time certified employee will be allowed up to ten (10) days without loss of pay for bereavement. If the employee has insufficient leave, the bereavement leave is not paid leave. Bereavement leave is requested either in person or by telephone to the Superintendent or his/her designee.

Extended Leave of Absence

Any certified employee will be granted an extended leave of absence according to FMLA. The Board may grant additional leave of absence for a period consisting of a semester, a full school year, or any remaining portion thereof.

Health Insurance

If a teacher is granted an extended leave of absence during the school year, the benefits on health insurance premiums shall continue the length of the contract period.

Reinstatement After Extended Leave of Absence

An employee who has requested and received an extended leave of absence any time during the contract year shall be reinstated at the beginning of the next semester or contract year (as the Board shall determine in granting said leave). However, in order to be reinstated at the beginning of the next or ensuing contract year, the employee must elect to do so by signing a contract for the next or ensuing contract year when they are offered to the instructional staff.

Tenure After Leave

If an employee is tenured when the employee's authorized leave begins, he/she will be reinstated with tenure.

Advancement During Leave

If college credits are earned during an authorized leave, the employee will advance to the appropriate horizontal schedule when he/she is reinstated.

Precedent

If any terms of this leave policy are contrary to law, the law will prevail.

Long Term Disability

All certified staff will receive long term disability insurance according to their FTE% and the premium will be deducted from his/her paycheck.

Short Term Disability

All certified staff will receive short term disability insurance according to their FTE% and the premium will be paid by the district.

Professional Leave

When approved by the administration, teachers will be granted paid professional leave to attend in-service activities on a regional, state or national level designed to improve the instructors' teaching abilities or knowledge of topics which may be applied to the classroom. Actual expenses will be paid by the school district. Personnel will submit their request for professional leave in writing to the Superintendent. Notice should be at least one (1) week in advance of the actual

leave.

This leave does not include the meetings of the HTRSEA that the officers have to attend.

Telephone Use for Staff

All staff members have a phone code to make long distance calls when necessary. (If you don't have a code, you can get one in the Superintendent's Office.) When you make a long-distance call, you must use your four-digit code. When phone statements arrive, you will get a copy of your code and you are liable to pay the Superintendent's office for your personal calls.

Resignation of Certificated Personnel

Any teacher requesting a release from his/her contract shall submit the request in writing to the Board, who shall judge such request on its merits. Resignations received by the administration on or before the date signed contracts for the next school year are to be returned shall be accepted by the Board. The resignation of an instructor's teaching contract will automatically apply to any and all extra-curricular duties included in the contract.

Resignations for medical reasons or for the relocation of a spouse and/or other personal reasons will be judged individually and granted whenever possible. Resignations for professional advancement will be accepted whenever possible if received before the regular June Board meeting. After that time, a teacher resigning to take another teaching position will not be released unless a suitable replacement can be found. The search for a replacement will take place with all due haste. If an employee leaves without proper release, the Superintendent is directed to file a complaint with the Nebraska Professional Practices Commission.

Sexual Harassment

All members of the Humboldt Table Rock Steinauer Public School District, including, but not necessarily limited to, the Board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary actions.

Definition of Sexual Harassment

Unwelcome sexual advanced, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or -condition of a person's employment or educational development; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Grievance Officer

The Board shall annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance to Board policies and rules and regulations of the State of Nebraska.

PROCEDURES RELATING TO THE INSTRUCTIONAL STAFF

1. When a teacher is in charge of a night activity, it shall be the teacher's responsibility to see that all lights are turned off and all doors locked when the activity is concluded.
2. Wednesday is church night. The scheduling of school activities on this night is avoided if at all possible. If events are scheduled, such as play practice, athletic practice, music rehearsals, etc., the Principal must approve them in advance. In addition, no night activities are to be scheduled on Wednesday, Thursday or Friday during Holy Week.
3. If materials are purchased for school use, they must be ordered, requested or approved through the Site Principal or Superintendent. The District will not fund purchases made without prior administrative approval.
4. Teachers are expected to attend all faculty meetings.
5. Teachers wishing to schedule field trips are to schedule them through the Principal or Superintendent. Written permission must be secured from the parents of each child going on field trips outside the district. Permission is not needed for local trips. Permission for other trips is to be obtained in advance of preparations being made.

6. School equipment may be loaned out to teachers upon receiving permission from the Superintendent.
7. Each teacher must keep a complete record of all textbooks issued to students and record the condition of the book at the time it is issued.
8. Each teacher must strive to maintain good classroom discipline. Treat each child fairly and honestly. Feel free to confer with the child's parents; 95% of the parents will appreciate the opportunity to work with you to help their child. Teachers may initiate an SAT meeting to help with a reoccurring problem. If the student does not respond, report the matter to the Site Principal or Superintendent.
9. If it becomes necessary to detain a student after school, the period of detention should not exceed thirty (30) minutes.
10. Each teacher must strive to recognize individual differences. There is no justification for all students doing the same level of work in a class at the same time if there is a disparity in abilities.
11. All meetings, events, practices and activities are to be scheduled in advance through the Principal. Check with his office before listing events on the calendar.
12. Teachers should check the calendar weekly to facilitate their planning.
13. All filmstrips, records, transparencies, library books, etc., are to be cataloged and checked out by the librarian.
14. Teachers are to make every effort to keep school property secure. Lock your classroom when leaving in the evening.
15. Teachers are to make sure test materials and other similar educational materials are safeguarded.
16. Each teacher is to correct his/her own test materials. It is an important part of the evaluation process.
17. Students are not to be in the building unattended. If you are responsible for them, provide for their supervision.
18. Students are to use the telephone only if it is an emergency.
19. Teachers are not to schedule extra-curricular activities or practices on Sunday or Wednesday evenings. An exception is made to this rule only with advance permission from the Principal or Superintendent.
20. At noon, secondary students are to be in the Old Gym.
21. Teachers need to check their room before leaving for the night. Close all windows, pull the shades, turn off the lights and lock the door.
22. Be sure to turn off the lights and push locked doors closed when leaving the building at odd hours, such as on weekends, night activities and vacation times.

POLICIES RELATING TO THE ELEMENTARY STAFF

1. Student parties for elementary students shall be planned with care. A teacher may have parties on the following occasions: Halloween, Christmas, Valentine's Day and one day during the last week of school. All other parties must be approved by the Principal or Superintendent. Treats or favors will not be provided or paid for by School District #70.
2. The first priority for the students is the classroom learning. When students are to be taken out of the classroom for another activity, the classroom teachers involved are to be notified in advance.
3. Field trips are to be arranged in advance with the Principal or Superintendent. Permission slips must be obtained unless it is a short field trip of a local nature.
4. During the noon hour, elementary students are expected to be on the playground or in the gym. Only in certain instances, should students be permitted to remain in the classroom.
5. If an elementary student has an accident or becomes ill, report the situation to the office.
6. Excuses for absenteeism shall be required from all students. Report excessive absenteeism and suspected violations to the Principal.
7. All elementary teachers shall review the following rules with their students: (1) playground rules; (2) bicycle

safety rules; (3) fire and tornado drill rules; and (4) lunchroom procedures.

8. Communication with parents is essential. An elementary teacher should take every opportunity to contact parents, both when the child is having difficulty and when the child does something of merit. Use the telephone, a written note or face-to-face communication to communicate.

POLICIES RELATING TO THE SECONDARY STAFF

1. All teachers are to strive to maintain a classroom atmosphere where learning, respect for property and others, and seriousness of purpose is maintained.
2. Teachers are to insure that students conduct themselves properly in the classrooms and study halls. Shouting, careless use of school property, wearing of caps in the building, eating of candy, fruit and other similar items in the classroom, putting feet upon chairs, sitting on desks or tables, leaving the room without permission and other similar actions are not to be tolerated.
3. Teachers should begin their class on time. When the bell rings, the teacher shall bring the class to order. Continued talking and repeated tardiness shall not be tolerated.
4. The giving of passes is to be used wisely and carefully. Teachers are not to give passes to students to go to rooms where a teacher is not on duty. Passes are not to be given to students on a day after day basis or where abuse exists.
5. With the emphasis on individual student rights today, each teacher is to review with each of his/her classes and study halls the rules and procedures you wish them to follow. It is important that each student knows what is expected of him/her so that if a student is disciplined or punished he/she cannot say that he/she did not know it was against the rules.
6. Do not dismiss students or an entire class early unless you are directed to do so, or if the situation warrants it.
7. A school dance must be chaperoned by the sponsor and at least three (3) pairs of parents.
8. A student leaving the classroom to go to his/her locker is to have a pass from the classroom teacher.
9. Students are only to be sent downtown on an errand with permission by the Principal or Superintendent. The student shall report to the office before he/she leaves the building. A school vehicle will not be used.

CHRONIC INFECTIOUS DISEASE CONTROL FOR EMPLOYEES

In order to protect the health of others, it is expected that employees will inform the Superintendent of Schools if they are diagnosed as having a chronic infectious disease.

If, in the absence of such voluntary notification, there is cause to believe that an employee has such a condition, the Superintendent may require the employee to submit to a physical examination to be performed by a physician selected by the school, the results of which will be reported to the Superintendent. Such examination shall be made at the Board's sole expense. A choice of two or more physicians shall be made available to the employee.

Employees diagnosed as having a chronic infectious disease will be given a paid leave of absence pending the recommendation of a Medical Advisory Panel which will include the employee's personal physician, physician selected by the Board, and a third physician selected by the other two. Others who may be present as non-voting attendees include the employee and/or designee, or an appropriate staff member designated by the Superintendent.

The Panel will consider whether the employee's presence would pose any health risk to others in the school community, and whether the employee, from a medical standpoint, can carry out his/her customary duties. Factors to be considered by the Panel will include current medical condition and prognosis and the most recent information and advice from the Federal Center for Disease Control and the State Department of Health.

As soon as it is feasible, the Panel will make a written recommendation to the Superintendent. The report may include statements from the non-voting attendees.

The Superintendent of Schools will promptly make a recommendation to the Board of Education based on the recommendation of the Medical Advisory Panel and the Superintendent's educational judgment, made in consultation with other appropriate administrators, as to whether the individual can effectively carry out his/her customary duties. The Superintendent shall have the authority to suspend an employee.

The Board will make the final determination and the Superintendent will promptly notify the employee, by certified mail, of the Board's decision.

If the decision is that the employee's presence poses no health risk to others and that the employee can effectively discharge his/her duties, the employee will resume his/her duties.

If the decision is that the employee's condition precludes resumption of his/her customary assignment, the employee will be placed on medical leave by the Superintendent in accordance with his/her employee agreement, or, if feasible and medically appropriate, will be offered an alternate assignment until the employee's condition is such that he/she can effectively discharge regular and customary duties and/or poses no risk to others.

Employees have the right to appeal decisions of the Board in accordance with grievance procedures in the employee's contract and provision of State Law.

Any return to work of an employee formerly on medical leave or on an alternative assignment shall require medical documentation that the employee is able to discharge his/her customary duties and/or that the health risk to others no longer exists.

No employee shall be required to work with another employee with a chronic infectious disease unless it is determined that the latter employee poses no health risk to others.

The right of privacy of employees and their families will be respected. Confidentiality will be maintained at each step of the review procedure. Identification of the employee and information about the employee's condition will be restricted to the Superintendent of Schools and those present at the meeting of the Medical Advisory Panel.

When an employee accepts a position with the Humboldt Table Rock Steinauer Public Schools, he/she must agree to accept the terms and spirit of the above proposal and cooperate in carrying out the aforementioned procedures.

ADOPTED: April 1, 1988.

DISEASE CONTROL FOR STUDENTS

In general, a student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion.

When a child is sent home because of a suspected reportable communicable disease, a report will be provided to the Board of Health without delay.

Administrative regulations are:

1. The Superintendent of Schools will function as the liaison with the student's physician as necessary and will coordinate the health management procedures within the school building.
2. Decision regarding the type of educational setting for a student will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.
3. The privacy of the student and his/her family must be protected. The knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, those persons will be provided with information concerning precautions and confidentiality requirements.
4. Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with some, or all of the student's physicians, the student's parent/guardian and/or their representative and medical advisors.
5. A student might be considered at high risk if he/she exhibits behavior that may spread the disease, i.e., biting, lacks toilet training or is incontinent, or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.
6. During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long term cases should be medically reviewed monthly at a minimum.
7. All staff should use the following routine and standing procedures to clean up after a child has an accident or injury at school: blood or other body fluids emanating from any child should be treated cautiously. Gloves should be worn when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood-soaked items should be placed in leak-proof bags for washing or further disposition. Similar procedures are recommended for incontinence in any child. Hand washing is routinely recommended if physical contact has been made with the child's blood or body fluids, including saliva.

TEACHER EVALUATION

Philosophy

The Board of Education's philosophy is that the key to successful classroom instruction is the classroom teacher. The Board believes that every teacher is, or should be, capable of improving his/her performance. As such, the Board directs the administrators to continuously evaluate the performance of the teaching staff in writing.

Purposes

1. Bring about improvement of teacher performance and, as a result, provide improved educational services for students.
2. Insure the best possible teaching staff so that the goals and objectives of the school may be achieved in the most effective and efficient manner.
3. Provide for accurate and effective documentation of the performance of the teaching staff for use in making decisions about retention or dismissal.
4. Permit collection of group data about teachers to identify staff development and in-service training needs.

Criteria

The evaluation of teachers shall be based upon the following Marzano evaluation criteria:

1. Classroom Strategies and Behaviors
2. Planning and Preparation
3. Reflecting on Teaching
4. Collegiality and Professionalism

Forms to Be Used

The Marzano evaluation tool forms to be used include:

1. Marzano Teaching Evaluation Model
2. Teacher Scales for Reflective Practice
3. Personal Profile Forms
4. Goal Setting Template
5. Comprehensive Observation Pre-Conference Questions
6. Comprehensive Observation Record
7. Comprehensive Observation Post-Conference Questions
8. Informal Observation Record
9. Student Surveys for Reflective Practice
10. Goals - Reflections and Revisions
11. Mid-Year Formative Feedback Form
12. Goal Summary
13. Summative Feedback Form

EVALUATION INFORMATION BOOKLET

A booklet of evaluation procedures, policies and forms to be distributed to every teacher each school year.

HTRS is an Equal Opportunity Employer.

2022-2023
Classified Staff Handbook



Humboldt Table Rock Steinauer
Public School

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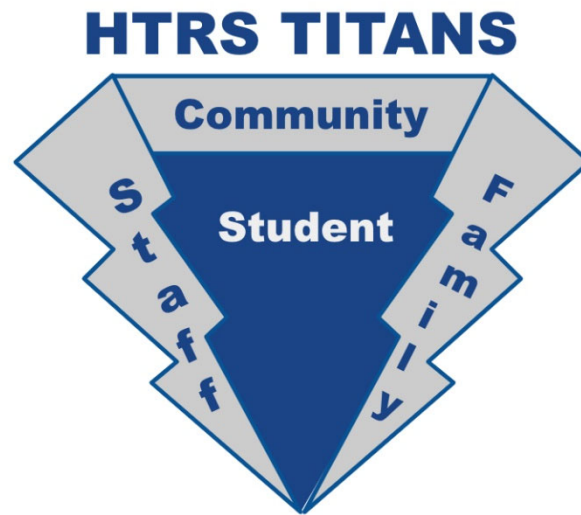
Humboldt Table Rock Steinauer #70

810 Central Avenue
Humboldt, NE 68376
402-862-2151

Federal and State legislation guarantees a free public education for student's with a disability in the least restricted educational environment. ~~integrated with non-handicapped students whenever possible.~~

These laws place responsibilities on all school districts and on all teachers and staff. It's a challenge that requires understanding, compassion, patience and hard work from all concerned.

Vision Statement



Collectively empowering students to realize their potential by providing a challenging and nurturing education.

Belief Statements

We Believe...

- in a welcoming, supportive, and accepting school environment.
- a positive mindset will create an inspiring school culture.
- school spirit is strengthened by involving students, community and staff.

Objectives:

1. To develop the background for an enlightened and conscientious citizenship.
2. To develop a quality of leadership in the students.
3. To develop self-confidence in the students.
4. To develop the skills of the students so they may be successful in work or management areas.
5. To provide training for leisure time.
6. To have a close relationship between teachers and the people in the community.
7. To have teachers who understand and desire to help students.
8. To maintain a high level of communication between the administration, faculty, students, school board and the community.
9. To develop well-rounded students.
10. To promote student activities.
11. To provide the student and the community with the most in education.

Professional Ethics

It is expected that each staff member will work and live according to ethical principles, which are recognized by the profession as sound educational thought and practices. The Humboldt Table Rock- Steinauer Public Schools supports all policies, guidelines, procedures and requirements adopted and supported by the Nebraska Professional Practices Commission.

Staff members are expected to promote a professional appearance and demeanor at all times. Each Friday will be considered a casual day.

Procedures for Students and Staff

Direct Supervision

Students are not adults and require supervision. Our responsibility is to exercise judgement as a reasonable and prudent parent would do. There are times that one can reasonably expect that students could be left alone allowing one or two students to work independently in your room, for example.

However, leaving 6-10 students alone in the same situation probably would not be defensible. Allowing several students to shoot baskets might be reasonable where allowing those same students to lift weights or use the whirlpool would be indefensible. If a student is hurt, your defense of reasonability will be severely tested. If we are to error, please error on the side of safety.

Use of Copier

Copy machines are very valuable assets to the teaching staff. They represent a very costly investment both initially and for their daily use. Please observe the following procedures:

1. When the supply of paper, please put paper in the machine.
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

Student Use of Telephone

Students may use the phone in the 1st floor Receptionist office during the day with permission.

Closing of School

An automated calling system will call all staff and parents to inform them of schedule changes and school closings.

When inclement weather forces the school to be closed for the day, the news of the closing will be broadcast on the several local TV and radio stations in addition to the automated call.

The decision will usually be made before 6:00 a.m. School will not be held if the buses cannot make their routes. If school is dismissed early, all practices and activities scheduled for afternoon and evening will also be cancelled.

Fire Drills

Fire drills will be held twice the first month and at least once a month thereafter. Be sure your door is closed when you leave your room for a fire drill. Please post the Fire Drill Exit Plan in a visible place in your classroom and refer to it for the route you should take.

Tornado Drills

Tornado drills will be conducted in the spring when the possibility of a tornado exists. The intercom system will be used to announce the drill or for a real tornado alert. If the electricity is off, voice commands will be given. Refer to the Tornado Drill Exit Plan handed out for the route your class should take.

Leave Policies for Classified Staff

Personal Leave

If the contract stipulates the receipt of personal days, they may be used following the leave request

procedure. It is recommended that any staff member requesting personal leave shall submit the request to the employee's supervisor at least three (3) school days in advance. The three-day rule may be waived if an emergency arises necessitating using a personal leave day such as being detained by weather, funeral for friends, etc. Personal leave may not be taken the day school starts or ends for the year.

Paid Time Off (PTO)

If contract stipulates the receipt of PTO days, they may be used following the leave request procedure.

Sick Leave

Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences definitely related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during school time. Each employee working less than full-time will receive the above benefits multiplied by the F. T.E. of their workday.

Grandfather Clause

Employees who had a sick leave balance at the end of the work day July 31, 2013

Sick leave balances for employees accumulated prior to August 1, 2013 will now be referred to as the employees' personal SICK-BANK. No time can ever be added to the SICK-BANK. The annual sick leave the employee receives each year must be exhausted before the SICK-BANK can be accessed. Once the employees' SICKBANK is depleted it will be permanently removed.

Illness in the Family

Sick leave may be used for illness of immediate family (husband, wife, son, daughter, father, mother, brother or sister of the employee, or any relative living in the immediate household of the employee).

Pregnancy

Pregnancy of an employee shall be considered an illness or temporary disability and shall be subject to the provisions for sick leave or PTO.

Bereavement Leave

Any days used for bereavement will come out of an employee's total sick leave days or PTO. Bereavement leave is requested either in person or by telephone to the Superintendent or his/her designee.

All paid leave (including personal, sick or PTO time) that a classified staff member is offered on his/her contract may be used during the contract year.

If not all days are used, that time will be paid to the employee at the conclusion of the contract year at their hourly wage.

Leave Request Procedures

Leave is requested online through Time Management System and approved by your supervisor. Your paid leave is automatically added to your time card through TMS.

Paid Holidays

If contract stipulates the receipt of paid holidays, the following days will be paid for the school year:

8 Holiday Contracts:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday
- Christmas Day

5 Holiday Contracts:

- New Year's Day
- Good Friday
- Labor Day
- Thanksgiving Day
- Christmas Day

The number of hours paid for the holiday will be the number of hours the employee is contracted to work in their agreement. If a holiday falls on a weekend day, the following Monday shall be the paid holiday.

Jury Duty

If a staff member is selected for jury duty, the staff member will receive pay for a regular days' work, less the payment of jury duty. Mileage or the payment of meals for jury duty will not be considered in the deduction.

Hours for holidays and paid leave are paid for the same number of hours in a regular day for the employee. For example, if an employees' regular day is seven (7) hours a day, then a holiday or day of paid leave is for seven (7) hours.

REPORTING OF HOURS

Classified staff are required to clock in and out on the electronic platform provided.

Payroll checks are issued by direct deposit on the 15th of each month (or the Friday before if the 15th falls on a weekend or holiday).

Overtime

Overtime is incurred only when an employee works over forty (40) hours per week. The work week starts at 12:00 AM Sunday and ends 11:59 PM Saturday.

RESIGNATION OF NON-CERTIFICATED PERSONNEL

Non-certified personnel have signed an at-will contract. This means that at any time, the staff member or the Superintendent have the right to cancel the contract upon giving two (2) weeks' notice.

SEXUAL HARASSMENT

All members of the Humboldt Table Rock Steinauer Public School District, including, but not necessarily limited to, the Board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary actions.

Staff Evaluation

Philosophy

The Board believes that every person is, or should be, capable of improving his/her performance. As such, the Board directs the administrators to continuously evaluate the performance of the staff.

Purposes

1. Bring about improvement of performance and, as a result, provide improved educational services for students.
2. Insure the best possible staff so that the goals and objectives of the school may be achieved in the most effective and efficient manner.
3. Provide for accurate and effective documentation of the performance of the staff for use in making decisions about retention or dismissal.

Some Criteria May Include:

*personal qualities, student management, professional preparation and commitment, effort toward improvement, administration-staff relationships, community-school relations

HTRS is an Equal Opportunity Employer.

ESSER III BUDGET JUSTIFICATION - AFTER-SCHOOL

After-school for academic years '22 - '23 and '23 - '24
Summarize specific expenditures for each object code

BUDGET ITEM	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS REQUESTED
100. SALARIES		
110. Regular Salaries	Co-Directors/Teachers for After-School program development and instruction 2 @ \$40/hr (2 hrs/day * 120 days/yr * 2 yrs= 480 total hrs/yr)* 2* \$40.00 = \$38,400	\$ 38,400.00
111. Stipends	Description here	\$ -
140. Clerical and/or Aides	Teachers Aide/Tutor for After-School program development and instruction 2 paraprofessional * overtime rate \$23/hr (1.5 hrs/day * 120 days/yr * 2 yrs =360 total hrs/yr) * 2* \$23.00 = \$16,560	\$ 16,560.00
	Two Student aides at \$12.00/hr * (1.5hrs/day * 120 days/yr * 2 yrs= total 360hrs/yr)*2yrs=	\$ 10,800.00
	Total Salary Expenses	\$ 65,760.00
200. EMPLOYEE BENEFITS	Co-directors/teachers/teacher's aide (para) employee benefits calculated buy \$27,480/yr * @ FICA @ 6.2% = \$1,703.76/yr + Medicare @ 1.4 % = \$384.72/yr NPERS @ 9.9778% = \$7,830.38 * 2 yrs = \$9,660.76	\$ 9,661.00
	Student aide employee benefits calculated buy \$5,400/yr * @ FICA @ 6.2% = \$334.80/yr + Medicare @ 1.4 % = \$75.60/yr (do not qualify for NPERS) = \$410.40/yr * 2yrs = \$820.80	\$ 821.00
	Total Employee Benefits	\$ 10,482.00
300. PURCHASED SERVICES	Woz ED STEM Software \$1,500 per course/grade * (2/grade for Kindergarten and first +and 3/ grade for second through eighth for a total of 25 courses) = \$37,500	\$ 37,500.00
	"Safe With You" training" for student aides	\$ 458.00
	Total Purchased Services	\$ 37,958.00
400. PURCHASED PROPERTY SERVICES	Description here	\$ -
	Total Purchased Property Services	\$ -
500. OTHER PURCHASED SERVICES	Description here	\$ -
	Total Other Purchased Services	\$ -
600. SUPPLIES	Expendable lab supplies and instructional materials for 50/students * \$80/student = \$4,000/ yr * 2yrs = \$8,000	\$ 10,800.00
	Total Supplies	\$ 10,800.00
700. PROPERTY	Description here	\$ -
	Total Property	\$ -
800. DEBT SERVICES & MISCELLANEOUS	Description here	\$ -
	Total Debt Services & Misc.	\$ -
900. OTHER ITEMS	INDIRECT COSTS (Unrestricted, capped at 10%)	
	Total Other Items	\$ -
Grand Total		\$ 125,000.00

ESSER III BUDGET JUSTIFICATION - SUMMER

Summer of '22, '23, and '24

Summarize specific expenditures for each object code

BUDGET ITEM	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS REQUESTED
100. SALARIES		
110. Regular Salaries	Co-Directors/Teachers for summer school program development and instruction 5 @ \$40/hr 4 hrs/day 4 days/week for 4 weeks plus prep 400 total/hrs (400 hrs * \$40.00 = \$16,000/yr * 3 yrs = \$48,000)	\$ 48,000.00
111. Stipends	One Grant Manager @ \$500/ summer for 3 summers \$1500 Description here	\$ 1,500.00
140. Clerical and/or Aides	2 Teacher aides for direct care and summer school activities \$15/hr 4hrs/day 4days/week total hours 240/year for 3 yrs (240 hrs * \$15.00/hr = \$3,600 /yr * 3 yrs = \$10,800)	\$ 10,800.00
	Total Salary Expenses	\$ 60,300.00
200. EMPLOYEE BENEFITS		
	All employee benefits calculated buy \$20,100/yr * @ FICA @ 6.2% = \$1,246.60/yr + Medicare @ 1.4 % = 281.40/yr NPERS @ 9.9778% = \$1,965.38/year * 3 yrs = \$10,478.93	\$ 10,479.00
	Total Employee Benefits	\$ 10,479.00
300. PURCHASED SERVICES		
	Transportation milage per family >4 miles from building 20 families * Average Mileage district communitites 13.4 * 2 = 670 Miles * 16 days = 10,720 total Miles * 2 (summer for 2023 and 2024)= 21,440*\$0.63/mile = \$13,507	\$ 13,507.00
	NETA Conference 2 years for 5 Co-Directors (Registration \$950/yr)	\$ 1,900.00
	NETA Conference Hotel \$170/room - 2 rooms/2 nights for a total	\$ 1,360.00
	NETA Transportation (\$0.63/mile * 170 miles/year = \$107.10/yr * 2yrs = \$214.20)	\$ 214.00
	Total Purchased Services	\$ 16,981.00
400. PURCHASED PROPERTY SERVICES		
	Description here	\$ -
	Total Purchased Property Services	\$ -
500. OTHER PURCHASED SERVICES		
	Description here	\$ -
	Total Other Purchased Services	\$ -
600. SUPPLIES		
	Stream Table \$1,744	\$ 1,744.00
	Sensory walk Material and labor \$60	\$ 60.00
	Expendable lab supplies for 50/students * \$180/student = \$9,000	\$ 9,000.00
	Color Pormotional Fliers and Mailing 300 stamps * \$0.58/Samp = \$174	\$ 174.00

	Kids Invent from Entrepeneur Pathway (entpathways.com) \$1,500/module one grades K-3 Module and one grades 4-6 Module Total Cost \$3,000.)	\$	3,000.00
	Parent Involvement Supplies \$25/famliy 30 families = \$750/year * 3yrs = 2,250	\$	2,250.00
	Total Supplies	\$	16,228.00
700. PROPERTY	Description here	\$	-
	Total Property	\$	-
800. DEBT SERVICES & MISCELLANEOUS	Description here	\$	-
	Total Debt Services & Misc.	\$	-
900. OTHER ITEMS			
	INDIRECT COSTS (Unrestricted, capped at 10%)	\$	1,012.00
	Total Other Items	\$	1,012.00
Grand Total		\$	105,000.00



ELC After-School & Summer ESSER III Funding Accelerators & Incubators

District Information

School District: Humboldt – Table Rock – Steinauer
 Superintendent Name: George Griffith
 Email: georgegriffith@htrstitans.org Phone Number: 402-862-2235

District Fiscal Point of Contact for this Funding:
 Name: Kellie Workman Title: Business Manager
 Email: kellieworkman@htrstitans.org Phone Number: 402-862-

Intended Sites for this ESSER III Funding

Accelerators

School Site #1: HTRS Public School
 Site Lead Contact
 Name: _____ Title: _____
 Email: _____ Phone Number: _____

Check All Programming that will Utilize these Funds:
 Summer 2022: X Fall '22 - Spring '23: X
 Summer 2023: X Fall '23 - Spring '24: X
 Summer 2024: X

School Site #2 (if applicable): _____
 Site Lead Contact
 Name: _____ Title: _____
 Email: _____ Phone Number: _____

Check All Programming that will Utilize these Funds:
 Summer 2022: _____ Fall '22 - Spring '23: _____
 Summer 2023: _____ Fall '23 - Spring '24: _____
 Summer 2024: _____

Incubators

School Site #1: _____

Site Lead Contact

Name: _____ Title: _____

Email: _____ Phone Number: _____

Check All Programming that will Utilize these Funds:

Summer 2022: _____ Fall '22 - Spring '23: _____

Summer 2023: _____ Fall '23 - Spring '24: _____

Summer 2024: _____

School Site #2 (if applicable): _____

Site Lead Contact

Name: _____ Title: _____

Email: _____ Phone Number: _____

Check All Programming that will Utilize these Funds:

Summer 2022: _____ Fall '22 - Spring '23: _____

Summer 2023: _____ Fall '23 - Spring '24: _____

Summer 2024: _____

SITE ACTION PLAN

Project Overview

Please give an overview of your intended use of these ESSER III funds as they relate to your accelerator and/or incubator site(s). Mention any previous experience in after-school or summer programming that you may be using as a foundation for this funding opportunity and any innovations or programmatic focuses that you envision for this expanded or new programming.

District Response:

HTRS plans to provide a STEM focused afterschool and summer program to support ELA, Math and Science to help students who have fallen behind due to COVID-19. We also will work to close the achievement gap based on socioeconomic disparities. I was one of the assistant directors for an afterschool program in a previous district and HTRS had ELA and Math afterschool programs prior to COVID. The district also holds a two-week jumpstart program for students in early August to help students be better prepared for the start of school.

Project Goals

GOAL 1: Improving overall student success.

- Describe the educational and related activities that will enrich and enhance student learning and address learning losses or gaps caused by the Covid-19 pandemic.
- Indicate how the program will build upon the school day curriculum.

- Describe the age appropriate, interesting, effective, and strategies that will be used to positively impact this goal.

District Response:

The use of STEM activities and hands-on learning helps students learn how to apply the use of Math and ELA which will help students improve their performance in these areas. STEM programs provide way to interest students in learning to promote participation and understanding of the importance of ELA and Math. The application of knowledge helps build a better understanding of content areas and improves student understanding and performance.

GOAL 2: Describe your interest and objectives as they related to your accelerator and/or incubator site

- Describe your desire for either expanding your current after-school or summer programming, or your desire to incubate a new after-school. What sparked this interest? What new ideas do you have for this programming? What gaps in student achievement or social development are you trying to address?
- Describe your plans for staffing this new or expanded program. Are there staff currently in place that you will utilize or do you plan to hire new staff? What foundation already exists to help you launch this program in either summer or fall 2022?

District Response:

As the new Superintendent at HTRS my goal from the board of education is to provide more CTE opportunities in our content and provide more CTE course options. My desire for the expansion of our jumpstart program and restarting our afterschool program is to use STEM instruction which provides the opportunity to expose students to many career fields and support ELA, Math and Science showing the importance of these content areas in careers that may not be obvious to students. Knowing why person needs to learn a subject helps a student be more motivated in their efforts. HTRS is a conglomeration of multiple communities built on the inclusion and consolidation of multiple districts. These two programs can enhance the inclusion of resources from other communities with an end goal to close any achievement gap between our students and provide the inclusion of outlying communities to enhance social acceptance of others. We plan to provide current teaching staff the opportunity to work with these programs but if needed we will hire new staff to run these programs.

GOAL 3: Increasing active and meaningful family and community engagement.

- Describe any plans for increasing family's support for student's learning.
- Describe how communication to and from families will be regular and purposeful.
- Describe any family engagement activities that will be offered per year.

District Response:

The district will hold a STEAM night for all grade levels. At this event all grade level students will develop a STEAM project for display on a parent's/community night in at the school. We

will also hold an after school gathering with hotdogs and snacks for students and their families in early September as the kick off of the afterschool program. We also plan to have family nights for students to do a project with their parent(s)/guardian(s) or adult family member(s) where they have a project to complete as a team.

**MEMORANDUM OF UNDERSTANDING BETWEEN
RICHARDSON COUNTY SHERIFF'S OFFICE AND
HUMBOLDT - TABLE ROCK - STEINAUER PUBLIC SCHOOLS**

This Memorandum of Understanding ("MOU") is made and entered as of the date fully executed below, by and between the **Richardson County Sheriff's Office** ("RCSO") and the **Richardson County School District 74-0070-000**, also known as **HUMBOLDT - TABLE ROCK - STEINAUER PUBLIC School District** ("School District").

WHEREAS, the School District and the RCSO share the goal of promoting school safety and a positive school climate;

WHEREAS, all parties acknowledge that crime prevention is most effective when the School District, RCSO, parents, behavioral health professionals, and the community are working in a positive and collaborative manner;

WHEREAS, the School District and the RCSO agree it is important to create a school environment in which conflicts are deescalated and students are provided developmentally appropriate and fair consequences for misbehavior that address the root causes of their misbehavior, while minimizing the loss of instruction time;

WHEREAS, the School District staff should generally not involve the RCSO's School Resource Officer(s) ("SRO"), in enforcement of the School District's discipline policies;

WHEREAS, the School District and RCSO recognize that student contact with RCSO's SROs and the School District staff builds positive relationships leading to better student outcomes; and

WHEREAS, the School District and the RCSO agree that student discipline practices and referrals to the juvenile justice system need to be closely monitored for fair and equitable treatment for all School District students.

NOW, THEREFORE, the School District and the RCSO agree as follows:

Section 1. Employment of the School Resource Officer

1. RCSO agrees to employ and provide a full-time Deputy to be assigned to the School District during the school year as an SRO pursuant to the terms of this MOU. It is clearly understood, acknowledged, and agreed to by the parties that the SRO is an employee of RCSO, subject to the administration, supervision, and control of RCSO.
2. RCSO will furnish training, uniforms, equipment, and schedule of deployment required under Nebraska law or that is needed for the operation of this MOU. The School District shall coordinate with RCSO to also provide the SRO with applicable training, supplies, and equipment needed for the operation of this MOU.
3. The SRO shall be subject to all personnel policies and practices of RCSO, except as such policies or practices may be modified by the terms and conditions of this MOU.

4. RCSO, in its sole discretion, shall have the power and authority to hire, replace and rotate, discharge, and discipline the SRO.
5. As an employee of RCSO the SRO will be subject to the chain of command of RCSO's.
6. If the School District Superintendent is dissatisfied with the SRO who has been assigned to the school, then the School District Superintendent may request that RCSO's assign a different law enforcement officer as the SRO for the school. Unless the nature of the concerns warrants immediate replacement, such a request should normally occur after the Superintendent has met with RCSO's to discuss concerns and allow a reasonable amount of time for RCSO to remediate the issues. If mutually agreed by RCSO and School District, RCSO's shall assign a new SRO to the school. RCSO reserves the right to remove/re-assign any SRO along with notification given to the Superintendent and the school board.

Section 2. Term

This MOU shall begin August 11, 2022 and end May 19, 2023. This MOU may be renewed for additional one year periods upon mutual written agreement of the Parties.

Section 3. Contact Persons

The principal(s) at each participating school building shall be the School District's on-site contact person for any SRO assigned to that school building. In addition, the SRO Program liaison for the School District shall be the Superintendent, and for the shall be the Richardson County Sheriff.

Section 4. School Discipline and Law Enforcement Program Goals

The parties seek to:

1. Create a common understanding that (a) school administrators and teachers are ultimately responsible for school discipline and culture; (b) SROs should not be involved in the enforcement of school rules; and (c) a clear delineation of the roles and responsibilities of SROs as to student discipline is essential, and should include a regular review by all stakeholders;
2. Minimize student discipline issues so they do not become school-based to the juvenile justice system;
3. Promote effectiveness and accountability;
4. Provide training as available and appropriate to SROs and School District staff on effective strategies to work with students that align with program goals;
5. Employ accepted industry standards so that all students are treated impartially and without bias by RCSO's SROs and the policies of RCSO, and also by the School District staff in alignment with rules and procedures applicable to the School District's equity policies; and
6. Utilize accepted industry standards for training and oversight with the goal of reducing any existing disproportionality

Section 5. Roles and Responsibilities regarding School Discipline

1. Disciplining students is the responsibility and authority of the School District. Law enforcement is the responsibility of RCSO. The School District and RCSO shall

follow the principles in this MOU regarding the division between school discipline and law enforcement.

2. The RCSO can provide assistance when: (a) required by law under NEB. REV. STAT. §§ 79-262 and 79-293 or other state or City/County/Security Agency law; (b) there is a threat to the safety of students, teachers, or public safety personnel; (c) to assist with victims of crime, missing persons, and persons in mental health crisis; (d) in an attempt to prevent criminal activity from occurring; (e) it is required as part of emergency management response; or (f) it is required or allowed by this MOU.
3. The SRO and school administrators will coordinate to differentiate between school disciplinary issues (school administrator responsibility) and criminal issues (SRO responsibility) and respond appropriately, deescalating school-based incidents whenever possible. Examples of student offenses best handled by the SRO, include, but are not limited to: gang related activity; possession of a weapon; possession, use, or distribution of illegal drugs; possession, use, or distribution of pornography; criminal activity such as theft, graffiti, etc.; sexual assault; hazing; behavior that is an immediate threat to others; terroristic threats; and other criminal law violations that may constitute a class I misdemeanor or a felony. Examples of student offenses best handled by school administrators, include, but are not limited to: dress code violations; disruptive behavior that is not a threat to others or to the public safety, such as defiance of authority; profanity; possession of inappropriate items; inciting, but not actively participating in inappropriate behavior; truancy or attendance violations; offenses that would be considered to be less than a class I misdemeanor, an infraction, or a status offense (i.e., a violation of the law that would not be a violation but for the age of the offender, such as certain alcohol and tobacco offenses) under criminal law; and other minor violations of School District policies. Student suicide threats wherein the student and possibly others may be placed at risk should be handled expeditiously and coordinated between the SRO and school administrators to determine the best course of action in which to address the situation.
4. The SRO should not act as a school disciplinarian. The School District staff should not involve the SRO in disputes that are related to issues of school discipline. However, the SRO may serve as a complement to school staff, provide education, or act in the role of a mentor, counselor, or trusted adult as herein provided. The SRO will be involved in school discipline when it pertains to certain criminal matters and preventing a disruption that would, if ignored, place students, school personnel, and others at risk of harm, so the SRO will resolve the problem to preserve the safe school climate. In all other cases, disciplining students for policy violations is a school responsibility. In those situations, the SRO may, if appropriate under the circumstances, take students who violate School District conduct policies to the administration offices for discipline to be administered by school administrators.
5. The SRO shall confer with school administrators for student offenses that constitute a minor violation of the law. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.

6. The SRO shall confer with school administrators on issues that do not involve a real and immediate threat to persons or to the public safety, such as public order offenses, including disorderly conduct, disturbance/disruption of schools or public assembly, trespass, loitering, and fighting that does not involve physical injury or a weapon. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.
7. The SRO should not interview students or collect evidence for solely School District disciplinary purposes.
8. The RCSO policy that addresses when a parent or guardian will be notified or present, if a student is subjected to questioning or interrogation by a School Resource Officer or other employee of RCSO is 3055. The School District's policy that addresses when a parent or guardian will be notified or present if a student is subjected to questioning or interrogation by a school official or by an SRO in conjunction with a school official is Policy 3055. The School District will make this information available to all parents or guardians in a language that such parent or guardian understands.
9. The RCSO policy that addresses under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated by an SRO or other employee of RCSO is 3055. The School District policy or regulation addressing students being advised of constitutional rights prior to being questioned or interrogated by a school official or by a SRO in conjunction with a school official is Policy 3055.
10. The School District policy required by NEB. REV. STAT. § 79-262 that addresses the type or category of student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not subject to referral to law enforcement is Policy 5035.
11. RCSO shall keep records on each student referral by an SRO for prosecution in response to an incident occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate: (a) The reason for such referral; and (b) Federally identified demographic characteristics of such student.
12. School Resource Officers of the RCSO will maintain confidentiality of all matters regarding the School District, staff, and student information as required by law or applicable policy.

Section 6. Duties of the School Resource Officer

1. The purpose of the SRO is to provide for and maintain a safe, healthy, and productive learning environment, emphasizing the use of restorative approaches to address negative behavior, while acting as a positive role model for students by working in a cooperative, proactive, problem-solving manner between RCSO and the School District.
2. The SRO must build relationships, enhance community-policing activities, identify safety concerns within the schools, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff.

3. The SRO shall attend and participate in applicable school meetings and to communicate and coordinate with the school principals, superintendent, and other appropriate school personnel concerning the needs of the school and its students.
4. In coordination with school administrators, the SRO may provide presentations to the school in safety, crime prevention, bullying, sexting, digital citizenship, etc., and may also provide additional services to the school if requested.
5. RCSO and the SRO will work closely with School District officials to improve the social and behavioral skills of students in order to maximize their ability to achieve academically and become successful, contributing citizens. Issues to be addressed may include substance abuse, violence reduction, social skills, problem-solving skills, and other areas of School District and community concern.
6. The RCSO and School District understand that the SRO may use measures to secure school property as followed through established protocols of RCSO's Police Department and the School District in the event of an emergency situation that requires the activation of emergency response procedures (i.e., critical incident protocols such as "lock down" and "lock out").
7. The SRO will be a visible, active law enforcement figure dealing with the school's law enforcement matters at school and at school activities and events.
8. The SRO shall initiate positive interaction with students in the classroom and general areas of the school campus to promote the profession of police officers and be a positive role model, while increasing the visibility and accessibility of police to the school community.
9. The SRO will share information with the school's administrators about persons and conditions pertaining to school campus safety concerns to the extent allowed by law and RCSO's Police Department policies.
10. The SRO may assist with resolving law enforcement issues that affect the students, the school, the School District, or the broader community. However, matters that are not of a significant or urgent nature or do not directly relate to the students, the school, the School District, or to issues concerning child abuse or neglect, but only concern the broader community, should first be coordinated between school administration and law enforcement before being conducted at the school in order to minimize the effect on student education and the school environment. Outside law enforcement agencies shall first coordinate with school administration.
11. The SRO shall notify school administration upon removing a student from the school campus.
12. The SRO shall notify a parent as soon as possible when minor students are issued a criminal citation or arrested.
13. If a student arrest is warranted, the SRO shall use the least disruptive and the least obtrusive manner reasonably available to conduct the arrest of the student. The SRO should be accompanied by a school principal or Superintendent, if available, when arresting a student unless exigent circumstances require otherwise for the safety of the student, the SRO, and/or others.

14. The SRO shall not use physical force or restraints on a student, including handcuffs, Tasers, mace, or other physical or chemical restraints unless a student's actions pose a threat or they are subject to arrest.
15. The SRO shall question students in a manner and a time when it has the least impact on the student's education so long as the delay in questioning does not interfere with the effectiveness of an investigation, the disappearance or unavailability of a criminal suspect or evidence, or risk public safety or significant damage to property.
16. The SRO shall become familiar with School District's student conduct and discipline policies.
17. The RCSO and School District may coordinate and jointly fund other beneficial training opportunities for the SRO and school administrators.

Section 7. Duties of School Administrators

1. School administrators shall provide the RCSO with appropriate school administrator names and contact information to facilitate communication.
2. School administrators shall provide an office/storage or workspace for the SRO's materials and personal effects.
3. School administrators shall provide a classroom, equipment, and supplies for classes or other training as discussed in this MOU provided by the SRO, if any.
4. School administrators will arrange meetings with the SRO as needed by the school administration.
5. School Administrators and the SRO will coordinate to differentiate between school disciplinary issues (school administrator responsibility) and criminal issues (SRO responsibility) and respond appropriately, deescalating school-based incidents whenever possible. Examples of student offenses best handled by the SRO, include, but are not limited to: gang related activity; possession of a weapon; possession, use, or distribution of illegal drugs; possession, use, or distribution of pornography; criminal activity such as theft, graffiti, etc.; sexual assault; hazing; behavior that is an immediate threat to others; terroristic threats; and other criminal law violations that may constitute a class I misdemeanor or a felony. Examples of student offenses best handled by school administrators, include, but are not limited to: dress code violations; disruptive behavior that is not a threat to others or to the public safety, such as defiance of authority; profanity; possession of inappropriate items; inciting, but not actively participating in inappropriate behavior; truancy or attendance violations; offenses that would be considered less than a class I misdemeanor, an infraction, or a status offense (i.e., a violation of the law that would not be a violation but for the age of the offender, such as certain alcohol and tobacco offenses) under criminal law; and other minor violations of School District policies. Student suicide threats wherein the student and possibly others may be placed at risk should be handled expeditiously and coordinated between the SRO and school administrators to determine the best course of action in which to address the situation.
6. School administrators shall confer with the SRO for student offenses that constitute a minor violation of the law. After consultation, a determination will be

- made as to whether such matters will be best handled by school administration or the SRO.
7. School administrators shall confer with the SRO on issues that do not involve a real and immediate threat to persons or to the public safety, such as public order offenses, including disorderly conduct, disturbance/disruption of schools or public assembly, trespass, loitering, and fighting that does not involve physical injury or a weapon. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.
 8. School administrators will make an effort to handle routine student conduct and disciplinary matters without involving the SRO in a law enforcement capacity, unless it is absolutely necessary or required by law.
 9. School administrators will facilitate SRO-initiated investigations and actions.
 10. School administrators will provide ongoing feedback to the RCSO for SRO evaluation purposes.
 11. School administrators should notify the SRO responding to a school-based infraction if any student involved has a disability with an accompanying Individualized Education Program ("IEP"), Section 504 Plan, or Health Care Plan, and who therefore may require special treatment or accommodations to the extent such notice is permitted by law.
 12. The School District acknowledges that the SRO is required by RCSO policies and procedures to attend mandatory trainings and/or meetings.
 13. If applicable and deemed necessary, school administrators will provide opportunities for the SRO and school administration to meet with parents and community members during the school year.
 14. RCSO and School District may coordinate and jointly fund and provide other beneficial training opportunities for the SRO and school administrators.

Section 8. Student Rights

SRO Search and Seizure

1. The SRO may conduct or participate in a search of a student's person, school locker, personal belongings, electronic devices, or vehicle only where there is "probable cause" to believe that the search will turn up evidence that the student has committed or is committing a criminal offense.
2. It is recommended that in addition to having probable cause, the SRO should follow state and federal law and the RCSO policies and procedures when conducting searches of persons and property which may require a search warrant.
3. Except in the event of exigent circumstances, the SRO shall inform school administrators prior to conducting a "probable cause" search where practicable.
4. The SRO shall not ask school administrators to search a student's person, school locker, personal belongings, electronic devices, or vehicle in an effort to circumvent the student's legal rights and protections.

School Administrators Search and Seizure

1. A school administrator may conduct a search of a student's person, personal belongings, electronic devices, or vehicle in accordance with the "reasonable suspicion" legal standards.
2. A school administrator may conduct a search of a student's person, personal belongings, electronic devices, or vehicle in accordance with the "reasonable suspicion" legal standards.
3. Absent a real and immediate threat to any person or to the public safety, a school administrator shall not ask the SRO to be present or participate in a search when no probable cause has been established.
4. Strip searches of students by school administrators are prohibited.

Student Questioning

1. SRO. The SRO may question a student as provided in School District policy 3055.
2. School Administrators - Student Interviews and Questioning. School administrators are free to communicate, interview, and question students for any academic and non-academic matters, including, but not limited to, issues relating to school and student safety, policy compliance and violations, student discipline, etc.

Access to Education Records

1. School administrators shall allow the SRO to inspect and copy any public records, including student "directory information," maintained by the school to the extent allowed by state and federal law and School District policy.
2. If some information in a student's educational record is needed in an emergency to protect the health or safety of the student or others, school administrators shall disclose to the SRO the information that is needed to respond to the emergency situation based on: (i) the seriousness of the threat to the health or safety of an individual; (ii) the need of the information to meet the emergency situation; and (iii) the extent to which time is of the essence.
3. If the SRO needs confidential student educational record information, but no emergency situation exists, the information may be disclosed only as allowed by applicable state and federal law.
4. Notwithstanding any provision to the contrary within this Agreement, the Parties shall fully comply with the requirements of NEB. REV. STAT. § 79-2,104 or any other state or federal law or regulation, including Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), and its implementing regulations (34 C.F.R. Part 99), regarding the confidentiality of student information and records. All RCSO requests for student records made to the School District shall be in compliance with this provision. RCSO represents, warrants, and agrees that it will: (1) hold the student records in strict confidence and will not use or disclose student records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the School District in writing. At the request of the School District, RCSO agrees to provide the School District with a written report of the student records and information disclosed to third parties.

A breach of these confidentiality requirements shall constitute grounds for the immediate termination of this MOU.

Section 9. Training

1. Within six months of being assigned as SROs to the School District, each SRO shall have completed a minimum of twenty hours of training focused on school-based law enforcement, including but not limited to, coursework focused on school law, student rights, understanding special needs of students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings. Assignments as an SRO that do not meet the definition of "school resource officer" found at NEB. REV. STAT. § 79-2702 are not subject to the requirements of this MOU, but the use of such assignments should not be used to circumvent the training requirements set forth in in this paragraph.
2. Within six months of an SRO being assigned to a school building, a minimum of one administrator in each elementary and secondary school building will have completed a minimum of twenty hours of training, excluding previous college coursework, focused on school-based law enforcement, including, but not limited to course work focused on school law, student rights, understanding special needs of students and students with disabilities, conflict de-escalation techniques, ethics, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, restorative justice, and preventing violence in school settings.

Section 10. Program Review

1. The RCSO student and parent complaint process or policy to express a concern or file a complaint about an SRO and the practice of the SRO with the RCSO is the contacting Richardson County Sheriff. The School District's student and parent complaint policy to express a concern or file a complaint about an SRO and the practice of the SRO with the RCSO is Policy 2006.
2. The School District, in collaboration with the RCSO, shall conduct an annual review of the program and shall: (a) make modifications as necessary to accomplish stated program goals; and (b) create a report of the review to be provided to both parties and, to the extent permitted by law, made available online. The parties will establish an evaluation process, to include community stakeholders, as part of the regular review of program goals and relevant data, including the specific measures, data points, and metrics included in the report. The first of the annual report will be for the first full school year following the formation of this MOU.

Section 11. Community Partnerships

The School District and RCSO shall continue to collaborate with community and governmental agencies to further program goals, support strategies to divert students from the criminal justice system, and access additional support services for students.

Section 12. Payment

The monthly cost per SRO is \$5,154.01. RCSO shall invoice the School District for SRO services rendered under this MOU in ten (10) monthly installments with the first invoice being delivered in September 1, 2022. Subsequent invoices will be delivered on a

monthly basis, with the final invoice being delivered in June 1, 2023. RCSO shall make appropriate pro rata reductions in the amount invoiced during any month in which circumstances reduced the amount of SRO services provided by RCSO. The School District shall make payment for SRO services within thirty (30) days of its receipt of an invoice from RCSO.

Section 13. Inspection of Records

RCSO shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the School District under this MOU. All records relating to the SRO Program, regardless of the form in which they are kept, shall be open to Inspection and subject to audit, inspection, examination, evaluation, and/or reproduction, during normal working hours, by the School District's agent or its authorized representative to permit the School District to evaluate, analyze, and verify the satisfactory performance of the terms and conditions of this MOU and to evaluate, analyze, and verify any and all invoices, billings, payments, and/or claims submitted by RCSO pursuant to this MOU.

Section 14. Body-Worn Cameras (BWCs)

All parties agree that any use of BWCs by SROs must be subject to and in compliance with federal, state, and local laws and regulations regarding their use and operation. RCSO shall use its best efforts to notify the School District at least two weeks before its officers assigned to the School District are to begin use of BWCs, and it will provide written information and training to the building principals and superintendent of the schools in which the officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools. Every SRO equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, SROs shall adhere to the objectives and procedures outlined in this MOU and RCSO's general operations orders or similar policies or procedures when they utilize BWCs. RCSO may, if not otherwise prohibited by law, provide to the School District copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the School District, as a law enforcement record. In the event that RCSO receives advice that providing a copy of such video is prohibited, RCSO agrees to utilize its best efforts to facilitate the availability of its officer(s) that made the video to testify, upon request by the School District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of RCSO may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. sec. 1232g and 34 C.F.R. Sec. 99.8. Any copy of such film or video, if permitted by law to be provided to the School District, may become an educational record of the District. RCSO's officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of School District policy and state and federal law.

Section 15. Nondiscrimination

The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this MOU with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

Section 16. Employment Eligibility Verification

The Parties shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If a party employs or contracts with any subcontractor in connection with this MOU, the contracting party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Section 17. Termination

Either party may terminate this MOU for any or no reason and at any time by giving the other party at least sixty (60) days prior written notice of the same. Any joint funds or property in possession of the Parties as a result of this MOU shall be divided and distributed to the party that contributed it or funded its purchases.

Section 18. Appropriation of Funds

The Parties' obligations under this MOU are expressly subject to the appropriation of funds by the School District's Board of Education and RCSO's governing authority. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the obligations under this MOU, the parties may terminate this MOU.

Section 19. Default

A party shall be in default under this MOU if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the party receives written notice of such breach or failure to perform from the other party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a party, the remaining parties may pursue any remedy provided by law.

Section 20. Liability Insurance

Each party shall obtain and pay for its own liability insurance coverage for their participation in this MOU. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

Section 21. Notice

Each Party giving any Notice ("Notice") under this MOU must give written Notice by personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or electronic mail to the School District's superintendent at the e-mail address on file with the Nebraska Department of Education and to Richardson County Sheriff Office at 65086 706 Trail Falls City, NE 68355. Notice is effective only if the party giving the Notice has complied with this section.

Section 22. Reciprocal Hold Harmless

To the extent permitted by Nebraska law, the RCSO will save and hold harmless the HTRS and its individual officers and employees from any and all claims, liabilities of

whatever nature which may arise from its respective operations, activities and obligations, including the acts or omissions of its Board, officers, employees, agents or other representatives. To the extent permitted by Nebraska law HTRS will save and hold-harmless the RCSO and its individual officers and employees from any and all claims and liabilities of what nature which may arise out of HTRS operations, activities and obligations, including the acts or omissions of its Board, Officers, employees, agents or other representatives. The provisions of this section shall survive expiration or termination of this Agreement. The indemnification provisions are not intended to waive a Party's sovereign immunity. A Party's liability is governed by and limited to the extent provided by the Nebraska Political Subdivision Tort Claims Act, or other applicable provisions of law.

Section 23. No Third-Party Beneficiaries

This MOU does not and is not intended to confer any rights or remedies upon any person other than the Parties.

Section 24. Independent Contractor

The Parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party nor its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. RCSO shall at all times be responsible for all aspects of the employment, control, and direction of SROs assigned under this MOU. Nothing within this MOU is intended to create an agency or employment relationship between the School District and any officer assigned by RCSO to participate in the SRO Program. All compensation, wages, salaries, benefits and other emoluments of employment payable to the SROs shall be the sole responsibility of RCSO. No right to School District retirement, leave benefits, or any other benefits of School District employees shall exist as a result of the performance of any duties or responsibilities under this MOU. The School District shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds, or insurance for RCSO's officers, employees, agents, subcontractors, or assignees.

Section 25. Amendments and Modifications

The Parties may amend or modify this MOU only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this MOU. No other alterations in the terms of this agreement shall be valid or binding.

Section 26. Severability

If any provision of this MOU is determined to be unenforceable, the remaining provisions of this MOU remain in full force, if the essential terms and conditions of this MOU for each party remain enforceable.

Section 27. Counterparts

The Parties may execute this MOU in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this MOU in the presence of the other Parties to this MOU. This

MOU is effective upon delivery of one executed counterpart from each party to the other party. In proving this MOU, a party must produce or account only for the executed counterpart of the party to be charged.

Section 28. Assignment

The Parties shall not assign or otherwise dispose of this MOU or any duty, right, or responsibility contemplated in this MOU to any other person or entity without the previous written consent of the other Parties.

Section 29. Publication and Posting

Within three months of the adoption of this MOU, the School District's Superintendent shall provide a copy of it to the Nebraska Department of Education and post it on the School District's website. If any change is made to this MOU, the School District's Superintendent shall provide an updated copy of the MOU to the Nebraska Department of Education and post a copy on the School District's website no later than January 1st of the following year.

Section 30. Entire MOU

The MOU is the complete and exclusive expression of the Parties' agreement on the matters contained in this MOU. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this MOU are expressly merged into and superseded by this MOU.

**RICHARDSON COUNTY SCHOOL DISTRICT 74-0070-000,
HUMBOLDT - TABLE ROCK - STEINAUER PUBLIC SCHOOLS**

By: _____

Name: _____

Title: _____

Date: _____

Richardson County Sheriff's Office

By: *Rick Hardesty*

Name: *Rick Hardesty*

Title: *Sheriff*

Date: *7-5-22*

David D. Dibel

First of all, I want to thank the HTRS school district for the experience that I got from working there.

With that being said, I am resigning from working there.

Wasn't sure if you needed my resignation in writing or not.

Thank you,
Sandy Boring

Travel Expense Allowance

Teacher's expenses on trips in connection with the school or school activities will be paid by the district upon securing prior approval from the Superintendent and presentation of itemized expenses upon return.

Meals:

Meals will be covered up to the per diem rate and need to be requested prior to attending the trip.

Standard maximum meal reimbursement rates effective August 1,2022:

Breakfast: \$9.00	Lunch: \$13.00	Dinner: \$17.00
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Douglas County, NE or out-of-state maximum meal reimbursement rates effective August 1,2022:

Breakfast: \$10.00	Lunch: \$14.00	Dinner: \$18.00
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- Reimbursement for meals purchased on day trips are prohibited by IRS Regulations; however, meals for these trips are permitted to be paid by the district at the time of purchase using a school credit card or check.
- Meal expenses over the per diem rate using the district's credit card shall be reimbursed to the district by the employee.
- Deductions to per diem will be made for:
 - Breakfast when included by hotel.
 - Any meal included in the registration costs.

Transportation:

Transportation will be provided by the district for trips in connection with the professional development, required meetings or other school activities.

- School vehicles must be used when available or provided by district.
 - With approval from superintendent, personal transportation may be used when school vehicles are not available and transportation is not provided.
 - Mileage for use of personal vehicle shall be reimbursed at the IRS rate of \$0.625/mile and calculated using google maps.
 - If personal vehicle use is approved, the mileage will not include the miles for a round trip between your residence and the district.

Legal Reference: Neb. Rev. Stat. §79-808



Dr. George Griffith, Superintendent

Superintendent's Report July 11, 2022

Although I will be out of the office from July 12 through July 22, I will have my laptop with me and continue to get things done as needed. There are a couple webinars I will be attending as well. I will also be available by phone if anyone needs me for anything (unless I am in the middle of the woods) so don't hesitate to call or text me.

I have the budget started and hoping the valuations come out on time because they are a little more complicated than prior years. I have received Nemaha County's numbers which is good and here is the information they provide this year.

School District Taxable Value: \$102,745,726

School District Real Growth Value: \$1,353,624

School District Prior Year Total Real Property Valuation: \$98,208,371

Real Growth Percentage: 1.37832%

The restroom and locker room floors have been epoxied and look really good and the stools are being reinstalled. The doors, locks and handicapped auto openers should be completed in this week and the gym floor and wood floors in the classroom refinished by the July 18.

I have the annual report completed and will have for the next board meeting. I would like to make sure my numbers are correct so I will have Lisa and Kari review ot.