

Agenda

1. Opening the Meeting
 - 1.A. Call to Order
 - 1.B. Nebraska Open Meetings Law
 - 1.C. Publication of Meeting — Meeting was legally advertised on Wednesday, June 9th in the Hastings Tribune.
 - 1.D. Roll Call
2. Welcome Visitors and Public Comment
3. Reports
 - 3.A. Comments from Principal Wiechman
 - 3.B. Comments from Principal LeClaire
 - 3.C. Comments from Superintendent Masters
 - 3.D. NASB Update — Legislative Notes
4. Consent Agenda
 - 4.A. Minutes of the May 10, 2021 Regular Board Meeting
 - 4.B. Approval of June Treasurer's Report
 - 4.C. Approval of June Claims - Payroll: \$205,339.53 Claims \$156,182.10
 - 4.D. Second Reading and Approval of Updated Policy 5204
 - 4.E. Approve \$125,000 Loan Repayment From Special Building Fund to General Fund (Original loan of \$250,000 was from the General Fund to Special Building Fund - this is the final payment.)
5. Action Items
 - 5.A. Approval to Allow the Superintendent of Schools to Open Checking Account with Adams County Bank for Project DC
 - 5.B. Approval of Illustrative Math as a Curriculum Resource for Students Grades 6th Through 8th
6. Discussion Items
 - 6.A. Review Student, Faculty and Athletic Handbook Proposed Changes - Move to July
 - 6.B. Discuss Federal Funds - ESSER II & ARP/ESSER III Funds
 - 6.C. Preliminary Report of Major Requisitions for Ensuing Year
 - 6.D. Discuss Using Curriculum Leadership Institute to Support with Curriculum Alignment
 - 6.E. Set Date for Board Workshop to Establish District Goals and Priorities
 - 6.F. First Reading and Update Policies - 1110, 1200, 3132, 4003, 4003a, 4003b, 4007 Forms 2A, 3, 4, 5, 6, 7, 5002, 5401, 5401z, 6111, 6212, 6600, 8130, 8151, and 8152
7. July Master Board Calendar Items
 - 7.A. Special Hearing to Address Legislative/Budget Restrictions
 - 7.B. Review Proposed Budget and Set Hearing Date
 - 7.C. Approve Student, Faculty, Athletic Handbooks

- 7.D. Approve Activity Admission Prices
- 7.E. Update and Approve District Goals
- 7.F. Review a Plan for Staff Development
- 8. Executive Session
- 9. Adjourn
- 10. Next Meeting - Monday July 12, 2021 at 8pm. Financial review with Cindy, Marlin, and Shandra at 7:30pm.

Summer School:

We will have 3 separate sessions for summer school opportunities.

- Preschool: Monday through Thursday, June 14-17 and 21-24, 1 section, 8:30-11:30
- Kindergarten: Monday through Thursday, June 14-17 and 21-24, 1 section, 8:30-11:30
- Summer reading program for students on IRIPs during the school year.



Principal's Monthly Report for School Board

Secondary Principal – Nicole J. LeClaire

June 14, 2021

Reopening Plan for ESSER III Funds

- In accordance with the ARP Act, we are in compliance with Section 2001(i)(1) and (2) and may therefore use last year's Reopening Plan per Section 2001(i)(3).
- With that, we need to determine our procedures/policy going forward regarding the hot topics such as mask wearing, vaccination availabilities, social distancing, contact tracing, and SEL supports for students, staff, & community and update accordingly.
- Reopening Plan needs to be posted to our website.
- We are required to review and, "as appropriate revise" as necessary (considering significant changes to CDC guidance on reopening schools) a minimum of every 6 months until September 30, 2023.

Curriculum Meetings & Guides

- I am meeting with each teacher this summer to review curriculum and write curriculum guides and Scope & Sequences for each course.

MAPs

- Spring MAPs data is complete and results were on par with expectations.
- Testing schedules and dates will be determined and published prior to the start of school.

<https://docs.google.com/spreadsheets/d/1Brp9cu2m4cn-NHBNiT2vH24EjtELAz7rJKEEpnpa2b8/edit?usp=sharing>

Policy & Procedure Priorities

- The Crisis and Emergency Response Plan will be edited to include current members of the Safety Team, the Crisis Team, and the Medical Team and all Standard Response Protocols.
- A Discipline and Campus Procedures teacher team has been created to establish a Discipline Matrix and protocols for PBIS and disciplinary measures.

MATH															
	7TH GRADE			8TH GRADE			9TH GRADE			10TH GRADE			11TH GRADE		
	FALL	WINTER	SPRING	FALL	WINTER	SPRING	FALL	WINTER	SPRING	FALL	WINTER	SPRING	FALL	WINTER	SPRING
GRADE LEVEL NORM MEAN RIT	Not Tested	224	226.7	224.9	228.1	230.3	226	228.7	230	229.1	231.2	232.4	231.7	233.5	234.2
MEAN RIT	Not Tested	230.2	228.2	232.6	237.9	235.4	230.4	228.7	232.4	243.4	245.7	243.9	248.2	251.8	245.4
MEDIAN RIT	Not Tested	226	224.5	232	239	238.5	232	234	236	240.5	245	240	248	250.5	246
STUDENTS AT 50%	Not Tested	11/19	8/18	10/13	12/14	10/14	11/17	12/20	12/18	19/22	16/21	15/19	20/21	19/20	18/21
STUDENTS AT 40%	Not Tested	17/19	10/18	11/13	13/14	11/14	14/17	14/20	14/18	21/22	20/21	17/19	20/21	19/20	19/21
READING															
	7TH GRADE			8TH GRADE			9TH GRADE			10TH GRADE			11TH GRADE		
	FALL	WINTER	SPRING	FALL	WINTER	SPRING	FALL	WINTER	SPRING	FALL	WINTER	SPRING	FALL	WINTER	SPRING
GRADE LEVEL NORM MEAN RIT	Not Tested	217.1	218.4	218	220.5	221.7	219.7	220.5	221.4	221.5	229.9	223.5	223.5	224.6	224.7
MEAN RIT	Not Tested	224.4	224	218.3	225.6	221	220.6	214.8	217.9	226.8	228.1	222.3	230.2	228.8	221.1
MEDIAN RIT	Not Tested	219	219	217	226	221.5	221	218	222	229	229	224	231	228.5	223
STUDENTS AT 50%	Not Tested	11/19	9/18	6/13	10/14	7/14	13/19	9/19	9/18	16/23	16/21	10/19	17/21	15/20	8/21
STUDENTS AT 40%	Not Tested	17/19	12/18	8/13	12/14	10/14	15/19	11/19	11/18	21/23	18/21	11/19	20/21	18/20	13/21

Superintendent's Comments - June 2021

ESSER II Funds & ESSER III Funds -

Gather Board Input on uses of these funds. I will provide a brief presentation. There are many assurances that schools must agree to in order to be able to receive and expend these funds. We will need to gather community/parent/student input through the use of our school website. We will also need to create and post a "return to school" plan for in-person learning as well as plans for COVID.

Long Term Facilities Plan (Update) -

David Goebel will present his findings to the board at the July board meeting. I will use the information gathered by David in the Long Term Facility Plan that I have been working on.

Final Loan Payment from the Special Building Fund to the General Fund -

Current Depreciation Fund balance is **\$39, 279.38**. Current Special Building Fund balance is **\$248,336.00**. We still have \$30,000 to pay on the science, band, library project. After the transfer from Special Building the balance will be **\$123,336**. I would like to wait until the August board meeting to consider moving the \$125,000 from the General Fund to the Depreciation Fund - This will depend on the amount of expenditures we have accumulated in the GF as we cannot go over the budgeted amount. Moving from the GF to Depreciation is considered an expense. I believe it will be possible but I want to wait and see for sure.

Broken Pipe in Plumbing Crawl Space -

We found a small leak in a copper pipe in the underground crawl space. There was quite a bit of water draining in this crawl space and it will take some time to dry out. Plumbers were called to cap the pipe and stop the leak.

Reminder

Monday - June 14, 2021

7:15 pm - Financial Report Review - Troy, Shawn, Kay

7:45pm - **Hearing for the Amended Budgets** - Depreciation and Special Building

8:00 pm - May Regular Board Meeting

Jun-21

Vehicle Service/Repair
 Service /
 Repair Other Total

Explanation

Vehicle
 ALL

Fleet Pride / Coach
 Masters/Cummins

****Wash buses and supplies**

2011			
2012			
2021			
2021			0.00
			0.00
Total		<u>0.00</u>	<u>0.00</u>

Kenesaw
 Motor/CPI/NAPA/

Excursion			
Excursion			
MICRO 2012			
MICRO 2018			
White Van			
Pickup			
			0.00
Total		<u>0.00</u>	<u>0.00</u>
		<u>0.00</u>	<u>0.00</u>
		<u>0.00</u>	<u>0.00</u>

JUNE 2021 GF Payroll

\$205,339.53

JUNE 2021 GF Claims

\$156,182.10

Total JUNE 2021 Payments GF

\$361,521.63

FUND ACCOUNT TOTALS

HOT LUNCH	\$ 9,529.77
DEPRECIATION	\$ -
ACTIVITIES	\$ 9,805.66
BOND	\$ -
SPECIAL BUILDING	\$ -
	<u>\$ 19,335.43</u>

\$ 380,857.06

MONTHLY EXPENSE SPREADSHEET 2020-2021

MONTH YEAR	GEN. FUND ACCT. PAY.	GEN. FUND PAYROLL	TOTAL General Fund A/P & PAYROLL	HOT LUNCH ACCT. PAY.	HOT LUNCH PAYROLL	TOTAL HOT LUNCH A/P & PAYROLL
SEPT. 2020		132,910.65			4,472.00	
	76,010.96	141,276.01	350,197.62	10,819.26	3,956.13	19,247.39
		274,186.66			8,428.13	
OCT. 2020		135,110.66			5,698.14	
	42,778.93	144,007.75	321,897.34	15,656.23	4,516.77	25,871.14
		279,118.41			10,214.91	
NOV. 2020		131,311.53			5,616.94	
	92,804.52	142,098.27	366,214.32	13,900.77	4,750.52	24,268.23
		273,409.80			10,367.46	
DEC. 2020		133,481.37			4,736.43	
	58,039.50	143,349.08	334,869.95	11,573.41	4,182.02	20,491.86
		276,830.45			8,918.45	
DEC. 2020 STIPENDS	PAYROLL IN YELLOW	7,815.57	304,569.37	PAYROLL IN YELLOW	1,000.01	10,318.81
		19,923.35			400.35	
	TOTAL GREEN	27,738.92	362,608.87	TOTAL GREEN	1,400.36	21,892.22
JAN. 2021		122,606.89			2,415.68	
	83,953.73	139,245.50	345,806.12	7,842.80	4,555.78	14,814.26
		261,852.39			6,971.46	
FEB. 2021		127,856.37			3,404.20	
	168,522.64	141,843.00	438,222.01	11,353.71	3,838.11	18,596.02
		269,699.37			7,242.31	
MAR. 2021		128,299.17			2,884.11	
	57,327.90	141,640.15	327,267.22	9,139.52	3,765.70	15,789.33
		269,939.32			6,649.81	
April-21		136,132.64			4,454.58	
	63,984.97	145,599.30	345,716.91	14,572.77	4,468.13	23,495.48
		281,731.94			8,922.71	
May-21		133,455.76			4,071.41	
	67,690.10	143,861.54	345,007.40	12,192.34	4,512.97	20,776.72
		277,317.30			8,584.38	
June-21		118,481.98			2,278.29	
	156,182.10	86,857.55	361,521.63	6,267.43	984.05	9,529.77
		205,339.53			3,262.34	
July-21			0.00			0.00
		0.00			0.00	
AUG. 2021			0.00			0.00
		0.00			0.00	
AUG. 2021						
	867,295.35	2,669,425.17	4,203,898.76	113,318.24	79,561.96	225,091.23

Board Report - Detail

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND	
4110		Adams County AG Society	05/12/2021	100.00
01 2410 890 001		GRAD. STAGE		100.00
Total Adams County AG Society				100.00
	MILEAGE TO KEARNEY	Arrowood, Jim	05/12/2021	34.72
01 1100 333 001		J ARROWOOD TO CWD		34.72
Total Arrowood, Jim				34.72
	23122338	Bcn Telecom, Inc.	06/01/2021	49.52
01 2510 530 000		LONG DISTANCE CALLING		49.52
Total Bcn Telecom, Inc.				49.52
	704543914 05/24/21	Black Hills Energy	05/24/2021	548.69
01 2610 621 000		NATURAL GAS SERVICE		548.69
Total Black Hills Energy				548.69
	JUNE 2021 GF INS.	Bluecrossblue Shield Of Nebraska	06/04/2021	48,689.36 ?
01 1100 211 002		JUNE 2021 BCBS		48,689.36
Total Bluecrossblue Shield Of Nebraska		<i>Not sure why this is showing here.</i>		48,689.36
	656316	Business World Products	05/07/2021	165.00
01 2320 890 000		AWARDS LINDA AND BONNIE		165.00
Total Business World Products				165.00
	JUNE 2021 ANUAL PEST	Carey'S Pest Control, Inc.	06/11/2021	140.00
01 2610 431 000		PEST CONTROL		140.00
Total Carey'S Pest Control, Inc.				140.00
	12904971	Cash-Wa Distributing Co.	05/04/2021	55.53
01 1190 610 002		PRE K FOOD		55.53
	12933564	Cash-Wa Distributing Co.	05/25/2021	661.50
01 2610 610 000		FLOOR FINISH 6 -5 GAL.		661.50
	CREDIT 12859162	Cash-Wa Distributing Co.	05/17/2021	(482.79)
01 2610 610 000		CREDIT 12859162		(482.79)
Total Cash-Wa Distributing Co.				234.24
	214095CL	Cenex Fleetcard	05/31/2021	690.15
01 2710 626 000 0112		BUS 12		273.86
01 2710 626 000 0121		BUS 21		121.46
01 2710 626 000 0111		BUS 11		129.23
01 2710 626 000 1997		PICK UP		43.81
01 2710 626 000 2004		EXCURSION		121.79
Total Cenex Fleetcard				690.15
	11340	Central Nebraska Rehabilitation Services	05/05/2021	1,759.53
01 2161 320 002		APRIL OT SA		812.50
01 2162 320 002		APRIL OT 3-4		282.69
01 2171 320 002		APRIL PT SA		664.34
11470		Central Nebraska Rehabilitation Services	05/31/2021	1,154.38

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2161 320 002		SA OT MAY 21		727.98
01 2162 320 002		3-4 OT MAY 21		77.98
01 2171 320 002		SA PT MAY 21		348.42
Total	Central Nebraska Rehabilitation Services			2,913.91
	H32138	Computer Hardware - Kearney	06/11/2021	2,236.00
01 1190 734 002		<u>PRE K TEACHER / PARA COMPUTER</u>		2,236.00
Total	Computer Hardware - Kearney			2,236.00
	090387 APRIL / MAY	Dana F. Cole & Company, Llp	05/11/2021	133.90
01 2330 340 000		APRIL SERVICES		66.95
01 2330 340 000		MAY SERVICES		66.95
Total	Dana F. Cole & Company, Llp			133.90
	1271500	Das State Accounting - Central Finance	06/08/2021	232.49
01 2580 351 001		Distance Learning		232.49
Total	Das State Accounting - Central Finance			232.49
	W67196600101	Discount School Supply	05/13/2021	59.98
01 1190 610 002		<u>PRE K CLASS ROOM SUPPLIES</u>		59.98
	W67196600102	Discount School Supply	05/13/2021	1,256.88
01 1190 610 002	<u>Pre K</u>	PACKING TAPE		32.98
01 1190 610 002		HOOK/LOOP COINS		65.20
01 1190 610 002		CRAYOLA 800		118.46
01 1190 610 002		CRAYOLA MARKERS		315.96
01 1190 610 002		TEMPERA PAINT		159.96
01 1190 610 002		GLUE STICKS		134.80
01 1190 610 002		MAVALUS TAPE		72.56
01 1190 610 002		WHITE CONST. PAPER		41.52
01 1190 610 002		BLACK CONST. PAPER		41.44
01 1190 610 002		BROWN CONST. PAPER		41.44
01 1190 610 002		BLUNT NOSE SCISSORS		46.16
01 1190 610 002		GLITTER PAINT		114.18
01 1190 610 002		OVAL LIQ. TIMERS		49.94
01 1190 610 002		MOD PODGE GLOSS		22.28
Total	Discount School Supply			1,316.86
	839747	Dutton-Lainson Company	05/06/2021	26.24
01 2610 430 000		BALLASTS		26.24
Total	Dutton-Lainson Company			26.24
	APRIL 2021 SERVICES	Educational Service Unit #9	05/31/2021	17,336.41
01 2151 591 002		SA SPEECH		11,110.00
01 2141 591 002		SA PSYCH		911.12
01 2152 591 002		3-4 SPEECH		1,333.20
01 1291 591 002		HOME BASE 0-2		201.00
01 2153 591 002		0-2 SPEECH		177.76
01 2141 591 002		CONSULT		680.71
01 2142 591 002		3-4 PSYCH		370.14
01 2151 591 002		SA SPEECH CL NON PUBLIC		222.20
01 2141 591 002		LMPH SA		2,286.65
01 2142 591 002		LMPH 3-4		58.63
01 2410 890 002		CREDIT		(15.00)

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Educational Service Unit #9			17,336.41
	11300 APRIL	Fill-N-Chill	04/30/2021	351.36
01 2710 626 000 1121		MINOTOUR		247.06
01 2710 626 000 2004		EXCURSION		56.85
01 2610 626 000		MOWER		20.95
01 2610 626 000		TRACTOR FUEL		26.50
	MAY 2021 FUEL	Fill-N-Chill	05/26/2021	410.95
01 2710 626 000 2004		EXCURSION		73.55
01 2610 626 000		MOWER FUEL		113.68
01 2710 626 000 1121		MINOTOUR		161.78
01 2710 626 000 2008		VAN		61.94
Total	Fill-N-Chill			762.31
	10721776	Glenwood Telephone	05/31/2021	5.95
01 2510 735 000		BKKPR BACK UP SYS		5.95
Total	Glenwood Telephone			5.95
	64102	Grace'S Locksmith Service	05/21/2021	15.00
01 2610 610 000		10 KEYS MADE		15.00
Total	Grace'S Locksmith Service			15.00
	PAST DUE PAPER	Grand Island Independent, The	05/31/2021	49.94
01 2220 640 001		GI INDENPENDENT		49.94
Total	Grand Island Independent, The			49.94
	300112202	Hastings Tribune, The	04/23/2021	19.96
01 2510 540 000		BALANCE		12.76
01 2510 540 000		300111869		3.60
01 2510 540 000		400055314		(6.54)
01 2510 540 000		BALANCE		(12.76)
01 2510 540 000		3000112202		22.90
Total	Hastings Tribune, The			19.96
	Boiler Pump	Hatten Electric Service	06/07/2021	868.57
01 2610 430 000		Boiler Pump Repaired		868.57
Total	Hatten Electric Service			868.57
	16089	Hi-Line Motors	04/16/2021	31.39
01 2610 626 000		MOWER TIRE/2 CYCLE OIL		31.39
	16654-1	Hi-Line Motors	06/10/2021	66.51
01 2610 610 000		BOLTS/BLADES/OIL		66.51
	16943	Hi-Line Motors	05/26/2021	77.79
01 2610 430 000		MOWER REPAIR		77.79
Total	Hi-Line Motors			175.69
	1114039	Hiland Dairy Foods Co. Llc	05/03/2021	8.57
01 1190 610 002		PRE K MILK		8.57
	1114092	Hiland Dairy Foods Co. Llc	05/06/2021	8.57
01 1190 610 002		PRE K MILK		8.57
Total	Hiland Dairy Foods Co. Llc			17.14
	22795450 MAY 21	HOMETOWN LEASING	05/31/2021	872.18

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 442 000		COPIER LEASE		872.18
Total	HOMETOWN LEASING			872.18
01 2310 610 000	3299 MISC	Kenesaw Market	05/31/2021	7.98
		BOARD WATERS		7.98
	LIFESTYLES 1200	Kenesaw Market	05/31/2021	14.90
01 1200 610 001		GROCERIES FOR COOKING CLASS		14.90
	<u>PRE K 7730</u>	Kenesaw Market	05/31/2021	20.07
01 1190 610 002		PLATES		20.07
Total	Kenesaw Market			42.95
01 2510 531 000	BOX RENT 2021-2022	Kenesaw Post Office	06/01/2021	212.00
		PO BOX 129 RENT		212.00
Total	Kenesaw Post Office			212.00
01 2220 890 002	REIMB. MISC. FOR INF	Kenesaw Public School-Activity Fund	05/10/2021	2,106.75
		AR DAY INFLATABLES		2,106.75
Total	Kenesaw Public School-Activity Fund	<i>Paid From Misc. Acct. Reimbursement</i>		2,106.75
01 1100 230 001	JUNE 2021 HL RETIRE	Kps-Nprs	06/07/2021	545.66
		JUNE 2021 HL RETIREMENT		545.66
Total	Kps-Nprs			545.66
01 1190 610 002	2758770621	<u>Lakeshore</u>	06/11/2021	4,672.33
		0-12 SUPPLIES		4,672.33
01 1190 610 002	2758820621	<u>Lakeshore</u>	06/11/2021	10,052.63
		12 - 24 MONTH		10,052.63
01 1190 610 002	2758890621	<u>Lakeshore</u>	06/11/2021	17,582.97
		24 MONTH - 4 YRS		17,582.97
01 1190 610 002	2758950621	<u>Lakeshore</u>	06/11/2021	22,975.80
		SCHOOL AGE SUPPLIES		22,975.80
Total	Lakeshore			55,283.73
01 2310 890 000	APPRECIATION BKFST	LEGG, TROY	05/10/2021	75.36
		EMPLOYEE BKFST		75.36
Total	LEGG, TROY			75.36
01 1100 440 001 1430	51803356	Matheson Tri-Gas Inc.	05/31/2021	59.26
		TANK RENTAL		59.26
Total	Matheson Tri-Gas Inc.			59.26
01 2710 610 000	16243	Menards - Hastings	05/04/2021	125.86
		SHOP VAC CLEAN BUSES		34.99
01 2710 610 000		GARDEN HOSE FOR WASHING BUSES		26.98
01 2710 610 000		WAND EXTENDER FOR WASHING BUSES		11.94
01 2610 430 000		MOWER BATTERY/RECYCLE OLD ONE		44.99
01 2610 430 000		IMPACT SOCKET / HOSE REPAIR MALE END		6.96
Total	17080	Menards - Hastings	05/21/2021	32.49

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 610 000		DUCT TAPE/VELCRO/SPRAY PAINT		32.49
	17182	Menards - Hastings	05/24/2021	211.03
01 2610 610 000		SUPPLIES		211.03
	17183	Menards - Hastings	05/24/2021	12.69
01 2610 430 000		2X4X8'		12.69
	17184	Menards - Hastings	05/24/2021	183.95
01 2610 430 000		POSTS / 2X4'S		183.95
	17656	Menards - Hastings	06/03/2021	362.74
01 2610 610 000		AIR FILTERS		362.74
Total	Menards - Hastings			928.76
	3101347642	Mlmh Clinical Lab Services	04/20/2021	25.00
01 2710 340 000		DOT SCREENING R.S.		25.00
Total	Mlmh Clinical Lab Services			25.00
	120799	NE STATE FIRE MARSHAL/BOILER DIV	05/24/2021	144.00
01 2620 431 000		BOILER INSPECTION 05/19/21		144.00
Total	NE STATE FIRE MARSHAL/BOILER DIV			144.00
	1040	NEBRASKA FFA ASSOCIATION	05/10/2021	480.00
01 1100 330 001 0002		FFA SHIRTS FOR COLT		480.00
Total	NEBRASKA FFA ASSOCIATION	<i>And membership</i>		480.00
	85052	Nebraska Scientific	06/10/2021	78.22
01 1100 610 001		Sheep Hearts		78.22
Total	Nebraska Scientific			78.22
	246	Perry, Guthery, Haase, & Gessford, Pc Llo	05/19/2021	300.00
01 2330 317 000		EMAIL RICK		300.00
Total	Perry, Guthery, Haase, & Gessford, Pc Llo			300.00
	INV262462	Power School Group, Llc	05/26/2021	1,653.75
01 1100 340 001		SCHOOLGY <i>1yr</i>		826.88
01 1100 340 002		SCHOOLGY		826.87
	UBV262931	Power School Group, Llc	05/28/2021	3,781.61
01 1100 650 002		Power School <i>1yr</i>		1,890.81
01 1100 650 001		Power School		1,890.80
Total	Power School Group, Llc			5,435.36
	8936-16	Schirmer, Brent	05/20/2021	40.00
01 2610 430 000		REPAIR MOWER BAG		40.00
Total	Schirmer, Brent			40.00
	11312001 MAY 2021	Southern Power District	05/31/2021	3,694.64
01 2610 621 000		BLDG		3,645.10
01 2610 621 000		SIGN		49.54
Total	Southern Power District			3,694.64
	92932547	STROBL AUTO REPAIR - (29001)	05/10/2021	62.65
01 2410 890 001		<i>U-haul</i> GRADUATION STAAGE RENTAL		62.65
Total	STROBL AUTO REPAIR - (29001)			62.65

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	04/19 - 05/17 8393	Synchrony Bank/Amazon	05/17/2021	713.01
01 2220 640 001		6 BOOKS		74.38
01 2610 610 000		CARPET ELIMINATOR		61.21
01 2510 610 000		TABLE COVERING PLASTIC		57.98
01 2610 610 000		MICROBAN DISINFECTANT		289.72
01 1100 734 001		SPANISH ROOM USB - C		67.11
01 2220 640 002		ELEM. BOOK		162.61
Total	Synchrony Bank/Amazon			713.01
	TRACK BLEACHER WELD	TD's Portable Welding	06/10/2021	75.00
01 2610 430 000		TRACK BLEACHERS WELD		75.00
Total	TD's Portable Welding			75.00
	SO0747275	Textbook Warehouse	06/11/2021	406.50
01 1190 640 002	<u>Pre K</u>	MY FIRST SCHOOL BOOK		406.50
Total	Textbook Warehouse			406.50
	252350	Time Management Systems	05/31/2021	143.35
01 2510 643 000		TMS		143.35
Total	Time Management Systems			143.35
	311688666	Trane U.S. Inc.	05/05/2021	2,009.75
01 2610 430 000		VAV VALVES/RTU 5 REPAIR		2,009.75
Total	Trane U.S. Inc.			2,009.75
	<u>ADOBE/RISEVISI ON</u>	Us Bank	05/31/2021	31.62
01 2510 650 000		ADOBE - DEB		15.81
01 2120 735 002		ADOBE - CHUCK		15.81
	CROWN AWARDS	Us Bank	04/30/2021	76.89
01 1100 610 001 1199	<u>Music</u>	AWARDS		76.89
	<u>LAKESHORE LC283</u>	Us Bank	05/12/2021	573.85
01 1190 610 002		PRE K A SPOT CARPET		573.85
Total	Us Bank			682.36
	1316001 MAY 2021	Village Of Kenesaw	05/25/2021	496.58
01 2610 490 000		GARBAGE		147.50
01 2610 490 000		GARBAGE		30.00
01 2610 621 000		SEWER		35.65
01 2610 621 000		SEWER		84.02
01 2610 621 000		SEWER		35.20
01 2610 410 000		WATER		67.77
01 2610 410 000		WATER		54.32
01 2610 410 000		WATER		12.36
01 2610 410 000		WATER		14.88
01 2610 410 000		WATER		14.88
Total	Village Of Kenesaw			496.58
	090461646 MAY 2021	Windstream	05/27/2021	226.09

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 382 000		LOCAL CALLING		226.09
Total	Windstream			<u>226.09</u>
	090977375 MAY 2021	Windstream	06/05/2021	350.00
01 2510 530 000		ETHERNET		350.00
Total	Windstream			<u>350.00</u>
	10587295	Worthington Direct	06/11/2021	3,446.89
01 1190 733 002		<u>PRE K FURNITURE</u>		3,446.89
Total	Worthington Direct			<u>3,446.89</u>
	10152	Ziembra Roofing Company	05/06/2021	215.00
01 2610 430 000		REPAIR CORNERS AND PUNCTURE		215.00
Total	Ziembra Roofing Company			<u>215.00</u>
	62472	Zimmerman Printers & Lithographers	05/10/2021	269.00
01 2410 890 001		GRAD PROGRAMS		269.00
Total	Zimmerman Printers & Lithographers			<u>269.00</u>
Fund Number	01			<u>156,182.10</u>
Checking Account ID	1			<u>156,182.10</u>
		<i>GF</i>		
Checking Account ID	5	Fund Number	05	ACTIVITY FUND
12555		Aspi Solutions Inc	05/12/2021	36.00
05 2520 610 000 0100		TRACK		36.00
Total	Aspi Solutions Inc			<u>36.00</u>
	036857	BOB SASS FLOWERS	04/27/2021	60.84
05 2520 610 000 2022		FLOWERS FOR MOLLY E		60.84
Total	BOB SASS FLOWERS	<i>Jr Class</i>		<u>60.84</u>
	303759756	BSN SPORTS	05/31/2021	1,225.38
05 2520 610 000 0100		ATHLETIC TAPE		1,225.38
Total	BSN SPORTS			<u>1,225.38</u>
	656317	Business World Products	05/07/2021	22.50
05 2520 610 000 0100		HOPE N PLAQUE		22.50
Total	Business World Products			<u>22.50</u>
	12904975	Cash-Wa Distributing Co.	05/04/2021	117.85
05 2520 610 000 2662		CONCESSIONS ITEMS		117.85
	P12917738	Cash-Wa Distributing Co.	05/12/2021	210.01
05 2520 610 000 0100		HOSPITALITY RM		90.14
05 2520 610 000 3030		SOCIAL FUND		119.87
Total	Cash-Wa Distributing Co.			<u>327.86</u>
	10572154	Chesterman Company	05/07/2021	312.52
05 2520 610 000 2662		OUTSIDE CONCESSIONS		312.52
Total	Chesterman Company			<u>312.52</u>

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	G16635	Computer Hardware - Kearney	06/06/2021	20.00
05 2520 610 000 4724		CHARGING PROBLEM		20.00
	G16681	Computer Hardware - Kearney	06/13/2021	20.00
05 2520 610 000 4724		DO NOT REPAIR		20.00
Total	Computer Hardware - Kearney			40.00
	BDB SUPPLIES	Engelhardt, Molly	05/09/2021	34.25
05 2520 610 000 2874		COFFEE SUPPLIES		34.25
Total	Engelhardt, Molly	Blue Devil Brew		34.25
	11300 APRIL	Fill-N-Chill	04/30/2021	29.18
05 2520 610 000 2530		FBLA		29.18
Total	Fill-N-Chill			29.18
	KenesawNE FB Camp	Fort Hays State University	06/09/2021	280.00
05 2520 610 000 0100		FHSU Camp 2021		280.00
Total	Fort Hays State University			280.00
	1654 - 2	JANET'S JUNGLE, INC	04/20/2021	63.00
05 2520 610 000 0332		PLANT SALES FFA		63.00
Total	JANET'S JUNGLE, INC			63.00
	1236722 JUNE PAYMEN	Jostens Inc	05/19/2021	2,230.00
05 2520 610 000 0500		2020 YRBK 2ND PAYMENT		2,230.00
	26088685	Jostens Inc	05/05/2021	54.00
05 2520 610 000 2021		CAPS/GOWNS		54.00
Total	Jostens Inc			2,284.00
	3299 MISC	Kenesaw Market	05/31/2021	407.65
05 2520 610 000 3030		SOCIAL FUND MEAL		30.43
05 2520 610 000 3030		SOCIAL FUND FUN DAY		41.88
05 2520 610 000 3030		APPRECIATION DAY		108.56
05 2520 610 000 3030		END OF YEAR MEAL		226.50
05 2520 610 000 3030		PLATES		12.72
05 2520 610 000 3030		CREDIT		(12.44)
	ACCT 100	Kenesaw Market	05/31/2021	146.50
	05/31/21			
05 2520 610 000 0100		HOSPITALITY ROOM		146.50
Total	Kenesaw Market			554.15
	ATE745262-AX02	Lou's Sporting Goods	06/07/2021	12.50
05 2520 610 000 0100		MOUTH PIECES 25		12.50
Total	Lou's Sporting Goods			12.50
	KENESAW COACH MEMBER	Nebraska Coaches Association	06/01/2021	1,130.00
05 2520 610 000 0100		NANCY B		70.00
05 2520 610 000 0100		DEVON B		45.00
05 2520 610 000 0100		TREVOR B		70.00
05 2520 610 000 0100		JAN D		45.00
05 2520 610 000 0100		JACK E		45.00
05 2520 610 000 0100		ALYSSA J		125.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
05 2520 610 000 0100		JILL K		45.00
05 2520 610 000 0100		CHRISTIAN K		125.00
05 2520 610 000 0100		SARAH M		45.00
05 2520 610 000 0100		JACE M		100.00
05 2520 610 000 0100		CASEY O		100.00
05 2520 610 000 0100		WILLIAM CHUCK R		100.00
05 2520 610 000 0100		TREY S		45.00
05 2520 610 000 0100		CRAIG S		125.00
05 2520 610 000 0100		TONYAA		45.00
Total	<u>Nebraska Coaches Association</u>			1,130.00
	N002927335	Neff Company	05/06/2021	167.45
05 2520 610 000 0100		LETTERS / BARS ATHLETIC BANQUET		167.45
Total	Neff Company			167.45
	785806	Palmer Public School	05/18/2021	136.00
05 2520 610 000 0332		8 - FFA SHIRTS		136.00
Total	Palmer Public School			136.00
	785803	Powell, Mary	05/12/2021	204.00
05 2520 610 000 3030	} incorrect code	SENIOR'S SWEATSHIRTS	204.00	
05 2520 610 000 3030		Reversal: SENIOR'S SWEATSHIRTS	(204.00)	
05 2520 610 000 2021		Correction: SENIOR'S SWEATSHIRTS	204.00	
Total	Powell, Mary			204.00
	IRFB 21533191	Stadium System	05/18/2021	1,083.40
05 2520 610 000 0100		FB HELMET RECERT.		1,083.40
Total	Stadium System			1,083.40
	153263	STAMPS & MORE	05/04/2021	196.00
05 2520 610 000 2022		PROM INVITES		196.00
Total	STAMPS & MORE	Jr's		196.00
	04/19 - 05/17 8393	Synchrony Bank/Amazon	05/17/2021	380.23
05 2520 610 000 3030		FOUNDATION BOOKS		248.54
05 2520 610 000 2021		SRS BADGES		26.76
05 2520 610 000 0500	} incorrect code	GIFT BAGS	97.94	
05 2520 610 000 2022		PROM GIFT	6.99	
05 2520 610 000 0500	**	Reversal: GIFT BAGS	(97.94)	
05 2520 610 000 2021		Correction: GIFT BAGS	97.94	
Total	Synchrony Bank/Amazon			380.23
	<u>ADOBE/RISEVISI</u> <u>ON</u>	Us Bank	05/31/2021	27.00
05 2520 610 000 0100		SPORT SOFTWARE		27.00
	STATE TRACK HOTEL	Us Bank	05/20/2021	1,154.37
05 2520 610 000 0100		STATE TRACK HOTEL RMS		1,131.60
05 2520 610 000 3030		MEETING MEALS		22.77
Total	Us Bank			1,181.37
	9879175260	Verizon Wireless	05/06/2021	45.03
05 2520 610 000 0100		JET PACK		45.03

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User ID: DJK

PO Number Invoice Number

Vendor Name

Invoice Date

Amount

Account Number

Detail Description

Amount

Total Verizon Wireless

45.03

Fund Number 05

9,805.66

Checking Account ID 5

Activity

9,805.66

Checking Account ID 6

Fund Number 06

NUTRITION FUND

51333903240

Bimbo Bakeries USA

04/29/2021

46.41

06 3100 630 000

BREAD

46.41

54333903382

Bimbo Bakeries USA

05/06/2021

51.20

06 3100 630 000

BREAD

51.20

54333903465

Bimbo Bakeries USA

05/10/2021

48.60

06 3100 630 000

BREAD

48.60

Total Bimbo Bakeries USA

146.21

JUNE 2021 HL
INS.

Bluecrossblue Shield Of Nebraska

06/04/2021

1,862.14

06 3100 220 000

JUNE 2021 BCBS

1,862.14

Total Bluecrossblue Shield Of Nebraska

Not sure why this
is showing here.

1,862.14

12904971

Cash-Wa Distributing Co.

05/04/2021

1,860.79

06 3100 630 000

FOOD

1,840.19

06 3100 610 000

SUPPLIES

20.60

12915047

Cash-Wa Distributing Co.

05/11/2021

723.45

06 3100 630 000

FOOD

652.00

06 3100 610 000

SUPPLIES

71.45

Total Cash-Wa Distributing Co.

2,584.24

1114039

Hiland Dairy Foods Co. Llc

05/03/2021

279.67

06 3100 630 000

MILK

279.67

1114092

Hiland Dairy Foods Co. Llc

05/06/2021

180.37

06 3100 630 000

MILK

180.37

1114130

Hiland Dairy Foods Co. Llc

05/10/2021

301.84

06 3100 630 000

MILK

301.84

1114213

Hiland Dairy Foods Co. Llc

05/17/2021

(44.68)

06 3100 630 000

CREDIT

(44.68)

Total Hiland Dairy Foods Co. Llc

717.20

3215 KITCHEN
MAY 202

Kenesaw Market

05/31/2021

957.64

06 3100 630 000

FOOD

957.64

Total Kenesaw Market

957.64

Fund Number 06

6,267.43

Checking Account ID 6

Hot Lunch

6,267.43

Board

Kenesaw Public Schools
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Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 06/2021

Page: 1
User ID: DJK

<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment</u> Amount	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
Checking Account ID: 1						
ADD						
BUS Bus Driver		1,844.46				
BUS2 BUS Noon Route PRE K		82.80				
COMPTIME Comp Time		525.27				
HOLIDAY Holiday		522.16				
HRY1 Hourly		16,810.42				
OVT1 Overtime		910.85				
PERSONAL Personal		259.60				
SICK Sick		537.10				
SUB Substitute		5,141.20				
VACATION Vacation		603.34				
		27,237.20				
CONTRACT						
7THSPON 7TH GR SPONSOR		35.36				
8THSPON 8TH GRADE SPONSOR		48.67				
AD ATHLETIC DIRECTOR		456.25				
C01 Salary		142,983.38				
CHEER CHEER COACH		121.67				
COACHING Coaching		73.00				
CONCESSPON CONCESSIONS SPONSOR		73.00				
CROSSCO CROSS COUNTRY COACH		395.42				
ELEMSAT ELEMENTARY SAT CHAIR PERSON		25.00				
EXTENDCONT EXTENDED CONTRACT		284.33				
FBLASPON FBLA SPONSOR		167.29				
FFASPON FFA SPONSOR		243.33				
FRESHSPON FRESHMAN SPONSOR		48.67				
HEADBOYTRA HEAD BOYS TRACK COACH		197.71				
HEADFB HEAD FOOTBALL COACH		425.83				
HEADVOLL HEAD VOLLEYBALL COACH		425.83				
HSASSTFB HS ASSISTANT FB COACH		517.08				
HSASSTVB HS ASSISTANT VOLLEYBALL		273.75				
HSSAT HS SAT CHAIR PERSON		25.00				
JHFB JH FOOTBALL COACH		106.46				
JHVB JH VOLLEYBALL		106.46				
JUNIORSPON JUNIOR SPONSOR		139.92				
MUSICIV MUSIC I & V		304.17				
NHS NATIONAL HONOR SOCIETY SPONSOR		48.67				
QUIZBOWL QUIZ BOWL SPONSOR		73.00				
SENIORSPON SENIOR SPONSOR		63.87				
SKILLSUSA SKILL USA SPONSOR		212.92				
SOPHSPON SOPHOMORE SPONSOR		48.67				
SPEECH SPEECH SPONSOR		243.33				
STRIVTV STRIV TV SPONSOR		82.95				
STUCOSPON STUDENT COUNCIL SPONSOR		73.00				
		148,323.99				
DEDUCTION						
AFLAC AFLAC Insurance	27,801.45	431.21		57.59	488.80	AFLAC AFLAC of Columbus
DAYCARE Day Care	6,250.00	416.67			416.67	KENECAFT Kenesaw Public School
DENTAL Pre-Tax Dental	128,395.72	918.58	856.66	(1,775.24)		BCBS Bluecrossblue Shield Of Nebraska A
HEALTH Health	135,062.39		46,967.87	(46,967.87)		BCBS Bluecrossblue Shield Of Nebraska A
MEDEXP Med Exp-Flex	41,904.76	1,368.34			1,368.34	KENECAFT Kenesaw Public School

Wages/EE Deduct. 175,561.19
 EE Deduct. 57,079.21
 Total Wages 118,481.98

GF

Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 06/2021

PIK/Gross	Amount <i>EE</i>	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name
TSAHARTPRE TSAHartford No	16,763.87	3,450.00	616.67	4,066.67	HARTFO	Mass Mutual Financial Group
TSAHARTPST TSAHartford Tax	20,505.29	2,400.00	100.00	2,500.00	HARTFO	Mass Mutual Financial Group
	<u>8,984.80</u>	<u>48,541.20</u>	<u>(48,685.52)</u>	<u>8,840.48</u>		
RET DEDUCTION						
NPERS RETIREMENT	169,389.74	16,566.31	16,731.98	33,298.29	KENERET	Kenesaw Public School Retirement
	<u>16,566.31</u>	<u>16,731.98</u>	<u>0.00</u>	<u>33,298.29</u>		
TAX						
FIT FIT	152,410.08	12,564.37		12,564.37	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
FUTA FUTA	158,918.96					
MEDICARE MEDICARE	172,426.39	2,500.23	2,500.23	5,000.46	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SITNE SIT NE	152,410.08	5,773.05		5,773.05	SITNE	NEBRASKA DEPARTMENT OF REVENUE A
SOCSEC SOC SEC	172,426.39	10,690.45	10,690.45	21,380.90	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SUTANE SUTA NE	152,410.08					
WCNE WORK COMP NE	175,485.27					
	<u>31,528.10</u>	<u>13,190.68</u>	<u>0.00</u>	<u>44,718.78</u>		
	<u>57,079.21</u>			<u>86,857.55</u>		
				Net Pay:	118,481.98	Wages • 86,857.55
				Cash Total:	<u>205,339.53</u>	Deductions • 86,857.55
Non - FIT Taxable Deductions	23,151.11					
Non - SIT Taxable Deductions	23,151.11					
Non - SOC SEC Taxable Deductions	6,584.80					
Non - MEDICARE Taxable Deductions	6,584.80					
Direct Deposits	<u>117,943.51</u>					
Automatic Payments	44,718.78					
Adds + Contracts + Deduction Adds	175,561.19					

Expenditure Report by Function/Object -
Summary

User ID: DJK

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Regular: Processing Month 06/2021

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
6967	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	12,115.00	0.00	0.00	0.00	12,115.00	0.00	0.00	12,115.00
6992	23,913.00	0.00	13,938.08	58.29	9,974.92	0.00	0.00	9,974.92
6996	15,000.00	0.00	23,732.87	158.22	(8,732.87)	0.00	0.00	(8,732.87)
8000	175,000.00	0.00	60,000.00	34.29	115,000.00	0.00	0.00	115,000.00
9000	0.00	0.00	1,115.74	0.00	(1,115.74)	0.00	0.00	(1,115.74)
9002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	4,717,330.00	410,207.15	3,694,200.19	78.31	1,023,129.81	0.00	0.00	1,023,129.81

BCBS
~~- 48,685.52~~
367,521.63

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Expenditure Report by Function/Object - Summary
 Regular: Processing Month 06/2021

User ID: DJK

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EDM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
02								
DEPRECIATION								
2520 PURCHASING, WAREHOUSING AND DISTRIB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2900 DEPRICATION FUND DISBURSEMENTS	0.00	0.00	103,094.49	0.00	(103,094.49)	0.00	0.00	(103,094.49)
4700 BUILDING IMPROVEMENTS	0.00	0.00	168,948.19	0.00	(168,948.19)	0.00	0.00	(168,948.19)
02 DEPRECIATION	0.00	0.00	272,042.68	0.00	(272,042.68)	0.00	0.00	(272,042.68)

Expenditure Report by Function/Object - Summary

Regular: Processing Month 06/2021

Function Number	ACTIVITY FUND	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
05	ACTIVITY FUND	0.00	9,805.66	181,643.90	0.00	(181,643.90)	0.00	0.00	(181,643.90)
2520	PURCHASING, WAREHOUSING AND DISTRIB	0.00	9,805.66	181,643.90	0.00	(181,643.90)	0.00	0.00	(181,643.90)
05	ACTIVITY FUND	0.00	9,805.66	181,643.90	0.00	(181,643.90)	0.00	0.00	(181,643.90)

Expenditure Report by Function/Object -

Summary

Regular: Processing Month 06/2021

User ID: DJK

Function Number	Revised Budget	Expended During Month	Expenses to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
06								
	NUTRITION FUND							
3100	194,400.00	11,391.91	190,791.03	98.14	3,608.97	0.00	0.00	3,608.97
6996	0.00	0.00	2,139.49	0.00	(2,139.49)	0.00	0.00	(2,139.49)
06	194,400.00	11,391.91	192,930.52	98.24	1,469.48	0.00	0.00	1,469.48

BOB S
 - 182.14
9529.77

Expenditure Report by Function/Object - Summary

Regular: Processing Month 06/2021

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
07								
07	0.00	0.00	313,323.25	0.00	(313,323.25)	0.00	0.00	(313,323.25)
5000	0.00	0.00	(0.29)	0.00	0.29	0.00	0.00	0.29
8000	0.00	0.00	313,322.96	0.00	(313,322.96)	0.00	0.00	(313,322.96)
07	0.00	0.00		0.00		0.00	0.00	

Expenditure Report by Function/Object -

Summary

Regular: Processing Month 06/2021

User ID: DJK

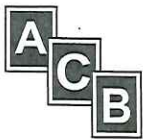
Function Number	Object	Revised Budget	Expended During Month	Expensures to Date	% of Budget	Balance at EDM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
08	SPECIAL BUILDING								
4700	BUILDING IMPROVEMENTS	0.00	0.00	188,595.19	0.00	(188,595.19)	0.00	0.00	(188,595.19)
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	SPECIAL BUILDING	0.00	0.00	188,595.19	0.00	(188,595.19)	0.00	0.00	(188,595.19)

06/11/2021 04:32 PM

Regular; Processing Month 06/2021

User ID: DJK

Function Number	Revised Budget	Expended During Month	Expended to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
Grand Total:	4,911,730.00	431,404.72	4,842,735.44	98.60	68,994.56	0.00	0.00	68,994.56



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

104562

STATEMENT DATE

May 31, 2021

Pg 1 of 2

KENESAW PUBLIC SCHOOL
110 N 5TH AVE
PO BOX 129
KENESAW NE 68956-0129

50

Hold at Bank

ACTIVITY FUND

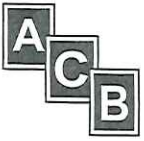
DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
Super NOW				
05/01/2021	Beginning Balance			202,500.11
	9 Deposits/Other Credits		+	15,436.27
	45 Checks/Other Debits		-	24,455.43
05/31/2021	Ending Balance	31 Days in Statement Period		193,480.95

----- Deposits/Other Credits -----

05/04/2021	ACH Deposit			104.00
	RAISERIGHT ShopWScrip			
05/13/2021	Deposit	406		77.25
05/13/2021	Deposit	405		783.00
05/13/2021	Deposit	409		887.00
05/13/2021	Deposit	407		2,170.00
05/13/2021	Deposit	408		3,150.54
05/27/2021	Deposit	411		3,399.05
05/27/2021	Deposit	412		4,840.40
05/31/2021	Accr Earning Pymt	Added to Account		25.03 ✓

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
	05/18	169.80	12180	05/26	140.00
12120	05/26	120.00	12181	05/24	108.00
12148*	05/18	24.00	12182	05/19	290.95
12153*	05/04	50.00	12183	05/18	209.60
12154	05/06	500.00	12184	05/18	456.50
12156*	05/18	188.00	12185	05/14	225.87
12157	05/17	135.00	12186	05/24	40.00
12164*	05/26	48.00	12187	05/17	4,273.60
12165	05/05	160.49	12188	05/14	102.06
12167*	05/17	135.00	12189	05/19	6,270.70
12170*	05/25	100.00	12191*	05/20	31.00
12171	05/14	363.00	12192	05/14	1,004.00
12172	05/24	392.23	12193	05/18	65.00
12174*	05/18	188.00	12194	05/18	235.50
12175	05/24	162.96	12195	05/19	483.60
12176	05/11	179.74	12196	05/18	2,031.46
12177	05/13	25.00	12197	05/19	90.22
12178	05/18	25.00	12198	05/12	1,158.71
12179	05/12	25.00	12199	05/14	276.00



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

104562

STATEMENT DATE

May 31, 2021

Pg 2 of 2

KENESAW PUBLIC SCHOOL

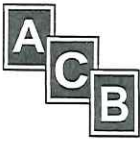
DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
----- Checks listed in numerical order; (*) indicates gap in sequence -----				
Check	Date	Amount	Check Date	Amount
12200	05/14	247.00	12205* 05/25	188.00
12201	05/14	1,000.00	12206 05/18	475.00
12203*	05/21	188.00		

----- Other Debits -----			
05/04/2021	ACH Withdrawal		201.11
	RAISERIGHT ShopWScrip		
05/17/2021	ACH Withdrawal		1,672.33
	RAISERIGHT ShopWScrip		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----					
05/01	202,500.11	05/13	207,371.85	05/21	186,515.66
05/04	202,353.00	05/14	204,153.92	05/24	185,812.47
05/05	202,192.51	05/17	197,937.99	05/25	185,524.47
05/06	201,692.51	05/18	193,870.13	05/26	185,216.47
05/11	201,512.77	05/19	186,734.66	05/27	193,455.92
05/12	200,329.06	05/20	186,703.66	05/31	193,480.95

----- Earnings Summary -----			
** Below is an itemization of the Earnings **			
** paid this period. **			
Interest Paid This Period	25.03	Annual Percentage Yield Earned	0.15 %
Interest Paid YTD	132.75	Days in Earnings Period	31
		Earnings Balance	196,477.75



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

501049

STATEMENT DATE

May 31, 2021

Pg 1 of 1

KENESAW PUBLIC SCHOOL
110 N 5TH AVE
PO BOX 129
KENESAW NE 68956-0129

0

Hold at Bank

BUS & DEPRECIATION

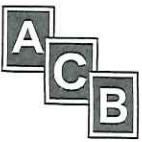
DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
MMA NonPersonal				
05/01/2021	Beginning Balance			39,279.38
	1 Deposits/Other Credits		+	1.67
	0 Checks/Other Debits		-	.00
05/31/2021	Ending Balance	31 Days in Statement Period		39,281.05

----- Deposits/Other Credits -----
 05/31/2021 Accr Earning Pymt Added to Account 1.67 ✓

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----
 05/01 39,279.38 05/31 39,281.05

----- Earnings Summary -----
 ** Below is an itemization of the Earnings **
 ** paid this period. **
 Interest Paid This Period 1.67 Annual Percentage Yield Earned 0.05 %
 Interest Paid YTD 11.62 Days in Earnings Period 31
 Earnings Balance 39,279.38



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

104448

STATEMENT DATE

May 31, 2021

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KENESAW PUBLIC SCHOOL
110 N 5TH AVE
PO BOX 129
KENESAW NE 68956-0129

11

Hold at Bank

SCHOOL LUNCH

DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
Super NOW				
05/01/2021	Beginning Balance			40,006.16
	4 Deposits/Other Credits		+	21,521.68
	12 Checks/Other Debits		-	18,937.58
05/31/2021	Ending Balance	31 Days in Statement Period		42,590.26

----- Deposits/Other Credits -----

05/13/2021	Deposit			314.06
05/14/2021	ACH Deposit			20,141.00
	STATE OF NE	ST PAYMENT		
05/26/2021	Deposit			1,064.80
05/31/2021	Accr Earning Pymt	Added to Account		1.82 ✓

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
	05/13	1,322.18		05/18	363.03
	05/14	3,159.22		05/18	5,973.47
	05/17	314.06		05/27	23.00
	05/17	748.94	61128	05/18	1,633.62
	05/17	971.89			

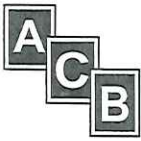
----- Other Debits -----

05/14/2021	ACH Withdrawal	KENESAW PUBLIC S PAYROLL	3,099.52
05/28/2021	ACH Withdrawal	Nebraska Revenue Neb Epay	103.86
05/28/2021	ACH Withdrawal	IRS USATAXPYMT	1,224.79

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----

05/01	40,006.16	05/14	52,880.30	05/18	42,875.29
05/13	38,998.04	05/17	50,845.41	05/26	43,940.09



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

152462

STATEMENT DATE

May 31, 2021

Pg 1 of 1

1

KENESAW PUBLIC SCHOOL
REIMBURSEMENT ACCOUNT
110 N 5TH AVE
PO BOX 129
KENESAW NE 68956-0129

Hold at Bank

DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
------	-------------	-----------	--------	---------

Super NOW				
05/01/2021	Beginning Balance			6,049.39
	1 Deposits/Other Credits		+	.25
	1 Checks/Other Debits		-	60.92
05/31/2021	Ending Balance	31 Days in Statement Period		5,988.72

----- Deposits/Other Credits -----				
05/31/2021	Accr Earning Pymt	Added to Account		0.25

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
2721	05/06	60.92			

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----					
DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
05/01	6,049.39	05/06	5,988.47	05/31	5,988.72

----- Earnings Summary -----

** Below is an itemization of the Earnings **
** paid this period. **

Interest Paid This Period	0.25	Annual Percentage Yield Earned	0.05 %
Interest Paid YTD	1.14	Days in Earnings Period	31
		Earnings Balance	5,998.30



P.O. BOX 149
 KENESAW, NEBRASKA 68956-0149
 (402) 752-3235

P.O. BOX 187
 JUNIATA, NEBRASKA 68955-0187
 (402) 751-2120

ACCOUNT NUMBER

900134

STATEMENT DATE

May 31, 2021

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KENESAW PUBLIC SCHOOL
 110 N 5TH AVE
 PO BOX 129
 KENESAW NE 68956-0129

1

Hold at Bank

SPECIAL BLDG

DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
------	-------------	-----------	--------	---------

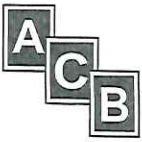
Super NOW				
05/01/2021	Beginning Balance			248,336.00
	4 Deposits/Other Credits		+	61,016.91
	0 Checks/Other Debits		-	.00
05/31/2021	Ending Balance	31 Days in Statement Period		309,352.91

----- Deposits/Other Credits -----				
05/12/2021	ACH Deposit			52,293.96
	ADAMS COUNTY TRE Disbursmnt			
05/13/2021	ACH Deposit			2,258.82
	Hall County Disbursmnt			
05/14/2021	Deposit			6,427.54
05/31/2021	Accr Earning Pymt	Added to Account		36.59

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----					
05/01	248,336.00	05/13	302,888.78	05/31	309,352.91
05/12	300,629.96	05/14	309,316.32		

----- Earnings Summary -----					
** Below is an itemization of the Earnings **					
** paid this period. **					
Interest Paid This Period	36.59	Annual Percentage Yield Earned	0.15 %		
Interest Paid YTD	151.13	Days in Earnings Period	31		
		Earnings Balance	287,190.60		



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

900076

STATEMENT DATE

May 31, 2021

Pg 1 of 3

54

KENESAW PUBLIC SCHOOL
110 N 5TH AVE
PO BOX 129
KENESAW NE 68956-0129

900.00 outstanding
CKs
31765 150
31955 250
31968 500

Hold at Bank

GENERAL FUND

DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
Super NOW				
05/01/2021	Beginning Balance			2,016,066.71
	9 Deposits/Other Credits		+	1,159,708.87
	55 Checks/Other Debits		-	259,761.41
05/31/2021	Ending Balance	31 Days in Statement Period		2,916,014.17

DATE	DESCRIPTION	AMOUNT
----- Deposits/Other Credits -----		
05/12/2021	ACH Deposit	948,695.34
	ADAMS COUNTY TRE Disbursmnt	
05/13/2021	Deposit	746.32
05/13/2021	Deposit	1,322.18
05/13/2021	ACH Deposit	41,577.58
	Hall County Disbursmnt	
05/14/2021	Deposit	115,056.76
05/24/2021	ACH Deposit	29,591.00
	STATE OF NE ST PAYMENT	
05/27/2021	Deposit	323.95
05/28/2021	ACH Deposit	22,062.00
	STATE OF NE ST PAYMENT	
05/31/2021	Accr Earning Pymt Added to Account	333.74

----- Checks listed in numerical order; (*) indicates gap in sequence -----						
Check	Date	Amount	Check	Date	Amount	
M	05/14	327.20	32224	05/18	65.54	
	05/18	265.24	32225	05/24	25,873.95	
32194	05/11	41.06	32226	05/24	409.23	
32210*	05/14	1,499.36	32227	05/27	358.02	
32211	05/19	431.21	32228	05/18	5.95	
32212	05/13	1,785.01	32229	05/19	12.76	
32214*	05/18	6,566.67	32230	05/20	7.56	
32215	05/28	250.00	32231	05/18	72.11	
32216	05/18	62.15	32232	05/20	644.27	
32217	05/19	1,830.94	32233	05/18	872.18	
32218	05/19	33.50	32234	05/19	274.90	
32219	05/18	5,509.04	32235	05/20	54.99	
32220	05/18	1,635.88	32236	05/18	2,000.00	
32221	05/24	660.00	32238*	05/17	2,512.00	
32222	05/20	2,207.99	32240*	05/20	1,605.87	
32223	05/18	207.96	32241	05/13	142.21	



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

900076

STATEMENT DATE

May 31, 2021

Pg 2 of 3

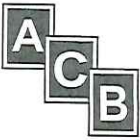
KENESAW PUBLIC SCHOOL

DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
----- Checks listed in numerical order; (*) indicates gap in sequence -----				
Check	Date	Amount	Check Date	Amount
32242	05/21	183.98	32253 05/18	3,544.63
32244*	05/18	385.00	32254 05/19	300.88
32246*	05/25	585.00	32255 05/26	1,548.82
32247	05/18	1,060.40	32256 05/19	140.30
32248	05/18	513.00	32257 05/18	45.00
32249	05/18	92.69	32258 05/18	6,204.33
32250	05/24	89.95	32259 05/18	635.70
32251	05/18	62.32	32260 05/19	226.33
32252	05/17	3,399.20	32261 05/19	350.00

----- Other Debits -----				
05/14/2021	ACH Withdrawal	KENESAW PUBLIC S PAYROLL		652.44 ✓
05/14/2021	ACH Withdrawal	KENESAW PUBLIC S PAYROLL		131,303.96 ✓
05/25/2021	ACH Withdrawal	Nebraska Revenue Neb Epay <i>Late file</i>		42.41 ✓
05/28/2021	ACH Withdrawal	Nebraska Revenue Neb Epay		6,578.14 ✓
05/28/2021	ACH Withdrawal	IRS USATAXPYMT		43,592.18 ✓

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----					
05/01	2,016,066.71	05/18	2,951,996.66	05/25	2,945,621.64
05/11	2,016,025.65	05/19	2,948,395.84	05/26	2,944,072.82
05/12	2,964,720.99	05/20	2,943,875.16	05/27	2,944,038.75
05/13	3,006,439.85	05/21	2,943,691.18	05/28	2,915,680.43
05/14	2,987,713.65	05/24	2,946,249.05	05/31	2,916,014.17
05/17	2,981,802.45				



Adams County Bank

P.O. BOX 149
KENESAW, NEBRASKA 68956-0149
(402) 752-3235

P.O. BOX 187
JUNIATA, NEBRASKA 68955-0187
(402) 751-2120

ACCOUNT NUMBER

900274

STATEMENT DATE

May 31, 2021

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5

KENESAW PUBLIC SCHOOL
CAFETERIA PLAN
110 N 5TH AVE
PO BOX 129
KENESAW NE 68956-0129

Hold at Bank

DATE	DESCRIPTION	CHECK NO.	AMOUNT	BALANCE
Reg Checking				
05/01/2021	Beginning Balance			15,215.10
	1 Deposits/Other Credits		+	1,785.01
	4 Checks/Other Debits		-	2,852.29
05/31/2021	Ending Balance	31 Days in Statement Period		14,147.82

----- Deposits/Other Credits -----
 05/13/2021 Deposit 1,785.01

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
1786	05/11	416.67	1788	05/20	878.98
1787	05/18	1,200.00	1789	05/21	356.64

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----

05/01	15,215.10	05/13	16,583.44	05/20	14,504.46
05/11	14,798.43	05/18	15,383.44	05/21	14,147.82

KENESAW PUBLIC SCHOOL
REIMBURSEMENT ACCOUNT
152-462

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
5/1/2021	BEGINNING BALANCE				<u>5,988.47</u>
5/31/2021	ACB - Interest		0.25		
			<u>0.25</u>	<u>0.00</u>	
	Outstanding Checks (none)				<u>5,988.72</u>
5/31/2021	Bank Balance				5,988.72
					<u>(0.00)</u>
5/31/2021	Reconciled Balance				
	Fiscal Year to Date Totals		<u>1,803.16</u>	<u>(1,135.72)</u>	

Revenue/Expenditure Summary Report with Profit and Loss

Regular; Processing Month 05/2021

Fund Number	Account Type ID	Budget	Month to Date	Year to Date	Budget Balance
01	GENERAL FUND				
8	Revenue	4,723,769.00	1,159,708.87	4,134,710.08	589,058.92
9	Expenditure	4,717,330.00	393,504.95	3,330,610.94	1,386,719.06
		6,439.00	766,203.92	804,099.14	
02	DEPRECIATION				
8	Revenue	0.00	1.67	30,136.99	(30,136.99)
9	Expenditure	0.00	0.00	272,042.68	(272,042.68)
		0.00	1.67	(241,905.69)	
05	ACTIVITY FUND				
8	Revenue	0.00	15,436.27	192,815.47	(192,815.47)
9	Expenditure	0.00	23,061.66	172,094.74	(172,094.74)
		0.00	(7,625.39)	20,720.73	
06	NUTRITION FUND				
8	Revenue	0.00	21,521.68	179,202.09	(179,202.09)
9	Expenditure	194,400.00	21,205.52	182,457.57	11,942.43
		(194,400.00)	316.16	(3,255.48)	
07	BOND FUND				
8	Revenue	0.00	100,650.13	313,522.56	(313,522.56)
9	Expenditure	0.00	12,047.50	313,322.96	(313,322.96)
		0.00	88,602.63	199.60	
08	SPECIAL BUILDING				
8	Revenue	0.00	61,016.91	187,401.57	(187,401.57)
9	Expenditure	0.00	0.00	188,595.19	(188,595.19)
		0.00	61,016.91	(1,193.62)	
	Grand Total:	(187,961.00)	908,515.90	578,664.68	

Revenue Summary Report

Processing Month: 05/2021

Regular; Processing Month 05/2021; Accounts to Include Accounts with Activity

Fund: 01 GENERAL FUND						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL DISTRICT TAXES	3,289,000.00	1,059,466.49	2,959,740.08	89.99	329,259.92
01 1115	CARLINE TAX	9,200.00	9,451.66	12,489.19	135.75	(3,289.19)
01 1120	PUBLIC POWER DISTRICT TAX	19,400.00	0.00	22,386.31	115.39	(2,986.31)
01 1125	MOTOR VEHICLE TAXES	137,500.00	13,526.23	127,271.82	92.56	10,228.18
01 1190	STATE EARLY CHILDHOOD GRANT	0.00	0.00	130,000.00	0.00	(130,000.00)
01 1510	INTEREST ON INVESTMENTS	15,000.00	337.46	9,405.25	62.70	5,594.75
01 1911	LOCAL LICENSE FEES	750.00	700.00	2,362.48	315.00	(1,612.48)
Subtotal: LOCAL RECIEPTS		3,470,850.00	1,083,481.84	3,263,655.13	94.03	207,194.87
01 2110	COUNTY FINES & LICENSES	12,725.00	1,776.29	9,215.64	72.42	3,509.36
01 2210	ESU ED SERVICE UNIT RECEIPTS	2,000.00	0.00	0.00	0.00	2,000.00
Subtotal: COUNTY AND ESU RECEIPTS		14,725.00	1,776.29	9,215.64	62.58	5,509.36
01 3110	STATE AID	221,011.00	22,062.00	198,558.00	89.84	22,453.00
01 3120	SPED PROGRAM (SCHOOL AGE)	212,000.00	29,591.00	175,669.00	82.86	36,331.00
01 3130	HOMESTEAD EXEMPTION	26,000.00	5,153.95	15,085.03	58.02	10,914.97
01 3131	PROPERTY TAX CREDIT	265,000.00	15,649.12	267,147.86	100.81	(2,147.86)
01 3132	Personal Property Tax Credit	(6,000.00)	0.00	0.00	0.00	(6,000.00)
01 3180	PRO RATE MOTOR VEHICLES	7,000.00	302.22	7,700.27	110.00	(700.27)
01 3400	STATE APPORTIONMENT	37,000.00	0.00	33,170.91	89.65	3,829.09
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	50.00	0.00	0.00	0.00	50.00
01 3540	STATE EARLY CHILDHOOD	130,000.00	0.00	0.00	0.00	130,000.00
Subtotal: STATE RECEIPTS		892,061.00	72,758.29	697,331.07	78.17	194,729.93
01 4310	REAP	0.00	0.00	30,423.00	0.00	(30,423.00)
01 4418	ESU9 RECEIPTS	500.00	0.00	0.00	0.00	500.00
01 4505	TITLE I	37,712.00	0.00	40,689.32	107.89	(2,977.32)
01 4509	TITLE 11, PART A, ESSA SUPPORTING	2,000.00	0.00	0.00	0.00	2,000.00
01 4510	TITLE V, PART A ESSA	10,000.00	0.00	0.00	0.00	10,000.00
01 4511	Title IV	54,336.00	0.00	0.00	0.00	54,336.00
01 4512	IDEA PART B (611) Base Allocation	0.00	0.00	12,506.00	0.00	(12,506.00)
01 4516	IDEA BELOW AGE 5	2,010.00	0.00	3,964.00	197.21	(1,954.00)
01 4518	IDEA SPED GMS 6408/4518	0.00	0.00	35,167.00	0.00	(35,167.00)
01 4519	IDEA ENROLLMENT/POVERTY	65,000.00	0.00	0.00	0.00	65,000.00
01 4521	IDEA PART B Proportionate Share	2,427.00	0.00	6,304.00	259.74	(3,877.00)
01 4530	OTHER FEDERAL CATEGORICAL RECEIPTS	31,748.00	0.00	0.00	0.00	31,748.00
01 4708	MEDICAID PUBLIC SCHOOLS (MIPS)	6,000.00	0.00	382.28	6.37	5,617.72
01 4709	Medicaid Administrative Coding MAC / MAP	2,400.00	0.00	1,689.67	70.40	710.33
Subtotal: FEDERAL RECEIPTS		214,133.00	0.00	131,125.27	61.24	83,007.73
01 5690	OTHER NON-REVENUE RECEIPT	7,000.00	1,692.45	33,382.97	476.90	(26,382.97)
Subtotal: NON-REVENUE RECEIPTS		7,000.00	1,692.45	33,382.97	476.90	(26,382.97)
01 9000	NON PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 9003	Interfund Loan From SPEC. BLDG	125,000.00	0.00	0.00	0.00	125,000.00
Subtotal: NON-PROGRAM RECEIPTS		125,000.00	0.00	0.00	0.00	125,000.00
Fund Total:		4,723,769.00	1,159,708.87	4,134,710.08	87.53	589,058.92

Regular; Processing Month 05/2021; Accounts to Include Accounts with
 Activity

Fund: 02 DEPRECIATION

<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>
02 1510	INTEREST ON INVESTMENTS	0.00	1.67	121.54	0.00	(121.54)
	Subtotal: LOCAL RECIEPTS	0.00	1.67	121.54	0.00	(121.54)
02 5200	TRANSFER FROM OTHER FUNDS	0.00	0.00	10,000.00	0.00	(10,000.00)
02 5300	PROCEEDS FROM THE DISPOSAL OF REAL	0.00	0.00	2,490.00	0.00	(2,490.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	12,490.00	0.00	(12,490.00)
02 6300	SPECIAL ITEMS	0.00	0.00	17,525.45	0.00	(17,525.45)
	Subtotal: 6000	0.00	0.00	17,525.45	0.00	(17,525.45)
	Fund Total:	0.00	1.67	30,136.99	0.00	(30,136.99)

Revenue Summary Report

Processing Month: 05/2021

Regular; Processing Month 05/2021; Accounts to Include Accounts with Activity

Fund: 05 ACTIVITY 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>
05 1710 0100	ATHLETICS	0.00	4,349.05	60,811.73	0.00	(60,811.73)
05 1710 0332	FFA / AG	0.00	3,418.08	13,313.08	0.00	(13,313.08)
05 1710 0500	ANNUAL	0.00	2,505.00	7,682.72	0.00	(7,682.72)
05 1710 0510	K-CLUB	0.00	0.00	1,365.20	0.00	(1,365.20)
05 1710 0520	NATIONAL HONOR SOCIETY	0.00	0.00	860.00	0.00	(860.00)
05 1710 0530	STUDENT COUNCIL	0.00	0.00	829.26	0.00	(829.26)
05 1710 1520	LIBRARY	0.00	64.79	2,396.60	0.00	(2,396.60)
05 1710 1530	DANCE SQUAD	0.00	0.00	449.75	0.00	(449.75)
05 1710 1535	CHEERLEADER	0.00	0.00	2,178.26	0.00	(2,178.26)
05 1710 2020	CLASS OF 2020	0.00	0.00	(3,223.32)	0.00	3,223.32
05 1710 2021	CLASS OF 2021	0.00	0.00	(3,875.00)	0.00	3,875.00
05 1710 2022	CLASS OF 2022	0.00	0.00	5,685.95	0.00	(5,685.95)
05 1710 2023	CLASS OF 2023	0.00	60.00	1,334.79	0.00	(1,334.79)
05 1710 2024	CLASS OF 2024	0.00	0.00	859.14	0.00	(859.14)
05 1710 2025	CLASS OF 2025	0.00	0.00	1,616.25	0.00	(1,616.25)
05 1710 2026	CLASS OF 2026	0.00	60.00	2,946.20	0.00	(2,946.20)
05 1710 2530	FBLA	0.00	0.00	3,772.00	0.00	(3,772.00)
05 1710 2662	CONCESSIONS	0.00	184.25	10,356.92	0.00	(10,356.92)
05 1710 2874	BUSINESS/ACCT. CLASS	0.00	87.75	481.50	0.00	(481.50)
05 1710 3021	PROJ. DC CLASS OF 2021	0.00	0.00	5,550.00	0.00	(5,550.00)
05 1710 3022	PROJ. DC/ POST PROM CLASS OF 2022	0.00	0.00	19,831.24	0.00	(19,831.24)
05 1710 3023	PROJECT DC CLASS OF 2023	0.00	0.00	1,961.58	0.00	(1,961.58)
05 1710 3030	MISCELLANEOUS	0.00	480.35	12,892.35	0.00	(12,892.35)
05 1710 3035	POP MACHINE	0.00	0.00	268.55	0.00	(268.55)
05 1710 3429	EHA Wellness Committee	0.00	0.00	5,465.00	0.00	(5,465.00)
05 1710 3536	ELEMENTARY T-SHIRT	0.00	0.00	764.00	0.00	(764.00)
05 1710 3668	FOOTBALL FUNDRAISING	0.00	0.00	1,430.32	0.00	(1,430.32)
05 1710 3669	VOLLEYBALL	0.00	0.00	200.00	0.00	(200.00)
05 1710 3670	WRESTLING FUNDRAISING	0.00	0.00	335.00	0.00	(335.00)
05 1710 4722	GRADUATED CLASSES	0.00	0.00	3,223.32	0.00	(3,223.32)
05 1710 4724	CHROME BOOK ACCOUNT	0.00	340.00	1,040.00	0.00	(1,040.00)
05 1710 7274	SCRIP CARD	0.00	3,104.00	27,936.45	0.00	(27,936.45)
05 1710 7545	SKILLS USA	0.00	0.00	1,293.63	0.00	(1,293.63)
05 1710 7733	SPEECH FUND RAISER REVENUE	0.00	783.00	783.00	0.00	(783.00)
Subtotal: LOCAL RECIEPTS		0.00	15,436.27	192,815.47	0.00	(192,815.47)
Fund Total:		0.00	15,436.27	192,815.47	0.00	(192,815.47)

Revenue Summary Report

Processing Month: 05/2021

Regular; Processing Month 05/2021; Accounts to Include Accounts with Activity

Fund: 06 NUTRITION 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>
06 1510	OTHER INCOME	0.00	1.82	17.99	0.00	(17.99)
06 1611	STUDENT LUNCHES	0.00	167.45	45,153.25	0.00	(45,153.25)
06 1612	Daily Breakfast Sales	0.00	0.00	312.25	0.00	(312.25)
06 1620	ADULT LUNCHES	0.00	897.35	5,869.90	0.00	(5,869.90)
	Subtotal: LOCAL RECIEPTS	0.00	1,066.62	51,353.39	0.00	(51,353.39)
06 3150	LUNCH REIMB. FED/STATE	0.00	20,141.00	59,699.86	0.00	(59,699.86)
	Subtotal: STATE RECEIPTS	0.00	20,141.00	59,699.86	0.00	(59,699.86)
06 4210	FEDERAL REIMBURSEMENT(OF NUTRIT PRGMS)	0.00	0.00	29,286.71	0.00	(29,286.71)
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	29,286.71	0.00	(29,286.71)
06 5500	TRANSFER FROM OTHER FUNDS	0.00	0.00	35,000.00	0.00	(35,000.00)
06 5690	OTHER NON-REVENUE RECEIPTS	0.00	314.06	3,862.13	0.00	(3,862.13)
	Subtotal: NON-REVENUE RECEIPTS	0.00	314.06	38,862.13	0.00	(38,862.13)
	Fund Total:	0.00	21,521.68	179,202.09	0.00	(179,202.09)

Regular; Processing Month 05/2021; Accounts to Include Accounts with Activity

Fund: 07 BOND 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>
07 1100	LOCAL DISTRICT TAXES	0.00	97,797.46	282,585.56	0.00	(282,585.56)
07 1115	CARLINE TAXES	0.00	872.46	1,174.06	0.00	(1,174.06)
07 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	2,058.24	0.00	(2,058.24)
07 1510	INTEREST ON INVESTMENTS	0.00	32.01	918.87	0.00	(918.87)
	Subtotal: LOCAL RECIEPTS	0.00	98,701.93	286,736.73	0.00	(286,736.73)
07 3130	HOMESTEAD EXEMPTION	0.00	475.75	1,381.08	0.00	(1,381.08)
07 3131	PROPERTY TAX CREDIT	0.00	1,444.55	24,660.23	0.00	(24,660.23)
07 3180	PRO RATE MOTOR VEHICLE	0.00	27.90	744.52	0.00	(744.52)
	Subtotal: STATE RECEIPTS	0.00	1,948.20	26,785.83	0.00	(26,785.83)
	Fund Total:	0.00	100,650.13	313,522.56	0.00	(313,522.56)

Regular; Processing Month 05/2021; Accounts to Include Accounts with Activity

Fund: 08 SPECIAL BUILDING

<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>
08 1100	LOCAL DISTRICT TAXES	0.00	59,270.64	168,848.29	0.00	(168,848.29)
08 1115	CARLINE TAXES	0.00	528.76	705.41	0.00	(705.41)
08 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	1,247.42	0.00	(1,247.42)
08 1510	INTEREST ON INVESTMENTS	0.00	36.81	953.58	0.00	(953.58)
Subtotal: LOCAL RECIEPTS		0.00	59,836.21	171,754.70	0.00	(171,754.70)
08 3130	HOMESTEAD EXEMPTION	0.00	288.33	805.09	0.00	(805.09)
08 3131	PROPERTY TAX CREDIT	0.00	875.46	14,401.79	0.00	(14,401.79)
08 3180	PRO RATE MOTOR VEHICLE	0.00	16.91	439.99	0.00	(439.99)
Subtotal: STATE RECEIPTS		0.00	1,180.70	15,646.87	0.00	(15,646.87)
Fund Total:		0.00	61,016.91	187,401.57	0.00	(187,401.57)

Revenue Summary Report

Processing Month: 05/2021

Regular; Processing Month 05/2021; Accounts to Include Accounts with
Activity

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	4,723,769.00	1,358,335.53	5,037,788.76	106.65	(314,019.76)

05/2021 - 05/2021
Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 0100	ATHLETICS							*Previous Balance						27,406.41
05 704 0100	ATHLETICS													
05 1710 0100	ATHLETICS													
05/14/2021	CR	2354					ALYSSAJ GOLD CARD		0.00	25.00	0.00	0.00	0.00	
05/14/2021	CR	2355					NANCY B GOLD CARD		0.00	25.00	0.00	0.00	0.00	
05/14/2021	CR	2364					DIST TRACK FEES		0.00	900.00	0.00	0.00	0.00	
05/27/2021	CR	2319					DIST. TRACK GATE		0.00	2,199.05	0.00	0.00	0.00	
05/27/2021	CR	2319					CLOSE GATE BOXES 1 & 2		0.00	1,200.00	0.00	0.00	0.00	
05 2520 610 000 0100	ATHLETICS													
05/05/2021	CD	TRACK MEET	5			12180	KENESAW AT L/N	Russ Snyder L/N Track	140.00	0.00	0.00	0.00	0.00	
05/10/2021	CD	AAX782262-AX01	5			12189	FB UNIFORMS / JACKETS	Loit's Sporting Goods	6,270.70	0.00	0.00	0.00	0.00	
05/10/2021	CD	***2531 **6058 5	5			12196	SPEECH AWARDS	Us Bank	42.95	0.00	0.00	0.00	0.00	
05/10/2021	CD	***2531 **6058 5	5			12196	RISEVISION	Us Bank	27.00	0.00	0.00	0.00	0.00	
05/10/2021	CD	9877036809 MAR / APR	5			12197	9877036809	Verizon Wireless	45.11	0.00	0.00	0.00	0.00	
05/10/2021	CD	9877036809 MAR / APR	5			12197	APRIL	Verizon Wireless	45.11	0.00	0.00	0.00	0.00	
05/10/2021	CD	12319	5			12181	ASPI SYSTEM	Aspi Solutions Inc	108.00	0.00	0.00	0.00	0.00	
05/10/2021	CD	656025	5			12182	BANQUET MEDALS	Business World Products	230.00	0.00	0.00	0.00	0.00	
05/10/2021	CD	656026	5			12182	ATHLETIC PLACQUES	Business World Products	60.95	0.00	0.00	0.00	0.00	
05/12/2021	CD	TRACK JUDGE 05/12/21	5			12200	JUDGING	Boltorf, Don	200.00	0.00	0.00	0.00	0.00	
05/12/2021	CD	TRACK JUDGE 05/12/21	5			12200	MILEAGE	Boltorf, Don	47.00	0.00	0.00	0.00	0.00	
05/12/2021	CD	FAT TRACK SYSTEM	5			12201	TIMING SYSTEM	Ohrt, Jim	1,000.00	0.00	0.00	0.00	0.00	
05/12/2021	CD	TRACK STRIR 05/12	5			12199	STARTER FEE	Blase, Ron	240.00	0.00	0.00	0.00	0.00	
05/12/2021	CD	TRACK STRIR 05/12	5			12199	MILEAGE	Blase, Ron	36.00	0.00	0.00	0.00	0.00	
05/17/2021	CD	STATE TRACK MEAL ALL	5			12206	STATE TRACK MEAL ALLOWANCE	Adams County Bank	475.00	0.00	0.00	0.00	0.00	
05/26/2021	CD	DIST. TRACK 05/12/21	5			12207	DIST. TRACK	Nsaa	583.95	0.00	0.00	0.00	0.00	
05 704 0100	ATHLETICS													(5,202.72)
05 704 0332	FFA / AG								9,551.77	4,349.05	0.00	0.00	0.00	22,203.69
05 704 0332	FFA / AG													5,611.36
05 1710 0332	FFA / AG													
05/14/2021	CR	2307					ADAMSWEBSTER FARM B FOR PANCAKE FEED		0.00	488.08	0.00	0.00	0.00	
05/14/2021	CR	2308					FFA PLANT SALES		0.00	887.00	0.00	0.00	0.00	
05/14/2021	CR	2349					GRACIE C SHIRT CASH		0.00	8.00	0.00	0.00	0.00	
05/14/2021	CR	2349					GRACIE C SHIRT CHECK		0.00	20.00	0.00	0.00	0.00	
05/14/2021	CR	2358					HALLE N FFA SHIRT CASH		0.00	15.00	0.00	0.00	0.00	
05/26/2021	CR	2331					FARM CREDIT SERVICES		0.00	2,000.00	0.00	0.00	0.00	
05 2520 610 000 0332	FFA / AG													

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/10/2021	CD	MDS231386		12191	FFA AWARD PINS		0.00	0.00		
05/10/2021	CD	0332 FFA BANQUET		12188	BANQUET SUPPLIES	107.07	0.00	0.00		
05/10/2021	CD	0332 FFA BANQUET		12188	CREDIT	(5.01)	0.00	0.00		
05 704 0332			FFA / AG							3,285.02
05 704 0500			ANNUAL			133.06	0.00	0.00	0.00	8,896.38
05 704 0500			ANNUAL							
05 17 10 0500			ANNUAL							
05/14/2021	CR	2306			YR BK SALES / ADS	0.00	0.00	0.00		
05/14/2021	CR	2359			YR BK AD SMALL TOWN FAMOUS	0.00	0.00	0.00		
05/14/2021	CR	2360			JENSEN YR BK	0.00	0.00	0.00		
05/14/2021	CR	2361			PETERSON 2 BKS	0.00	0.00	0.00		
05/14/2021	CR	2362			PARKER 2 YR BKS	0.00	0.00	0.00		
05/14/2021	CR	2363			OLSON YR BK	0.00	0.00	0.00		
05 2520 610 000 0500			ANNUAL							
05/10/2021	CD	1236722		12187	PAYMENT 1	1,500.00	0.00	0.00		
05/10/2021	CD	07038 2ND PAYMENT		12187	2021 YR BK 2ND PAYMENT	2,773.60	0.00	0.00		
05 704 0500			ANNUAL			4,273.60	0.00	0.00	0.00	(1,768.60)
05 704 0510			K-CLUB							2,731.77
05 704 0520			NATIONAL HONOR SOCIETY			0.00	0.00	0.00	0.00	6,849.96
05 704 0530			STUDENT COUNCIL			0.00	0.00	0.00	0.00	6,849.96
05 704 1080			Class of 2011			0.00	0.00	0.00	0.00	1,887.31
05 704 1500			BAND			0.00	0.00	0.00	0.00	1,887.31
05 704 1510			DRAMATICS			0.00	0.00	0.00	0.00	6,573.63
05 704 1520			LIBRARY			0.00	0.00	0.00	0.00	6,573.63
05/14/2021	CR	2307			LOST BOOK	0.00	0.00	0.00	0.00	(1,069.30)
05/14/2021	CR	2340			SKLYER C LOST BK	0.00	0.00	0.00	0.00	(1,069.30)
05 704 1520			LIBRARY			0.00	0.00	0.00	0.00	38.68
05 704 1520			LIBRARY			0.00	0.00	0.00	0.00	38.68
05 704 1520			LIBRARY			0.00	0.00	0.00	0.00	271.96
05/14/2021	CR	2307			LOST BOOK	0.00	0.00	0.00	0.00	271.96
05/14/2021	CR	2340			SKLYER C LOST BK	0.00	0.00	0.00	0.00	271.96
05 704 1520			LIBRARY			0.00	0.00	0.00	0.00	1,455.59

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/10/2021	CD	6045781700188 5	12195	PROM 736784987789	Synchrony Bank/Amazon	242.88	0.00	0.00	0.00	0.00
		393 3/1								
05/10/2021	CD	6045781700188 5	12195	PROM 798884588349	Synchrony Bank/Amazon	30.02	0.00	0.00	0.00	0.00
		393 3/1								
05/10/2021	CD	6045781700188 5	12195	PROM 854447384534	Synchrony Bank/Amazon	40.38	0.00	0.00	0.00	0.00
		393 3/1								
05/10/2021	CD	6045781700188 5	12195	PROM 543858544549	Synchrony Bank/Amazon	9.00	0.00	0.00	0.00	0.00
		393 3/1								
05/10/2021	CD	6045781700188 5	12195	PROM 553473974895	Synchrony Bank/Amazon	6.99	0.00	0.00	0.00	0.00
		393 3/1								
05/10/2021	CD	6045781700188 5	12195	PROM 469456737596	Synchrony Bank/Amazon	13.59	0.00	0.00	0.00	0.00
		393 3/1								
05/10/2021	CD	634581	12192	PROM 2021 T-SHIRTS	Powell, Mary	616.00	0.00	0.00	0.00	0.00
		***2531	12196	PROM SUPPLIES	Us Bank	1,961.51	0.00	0.00	0.00	0.00
05/10/2021	CD	15473	12190	BLACK GROUND COVER FOR PROM CEILING	Menards - Haslings	169.80	0.00	0.00	0.00	0.00
05/10/2021	CD	SCISSOR LIFT 5	12193	SCISSOR LIFT PROM RENT 21	Presscoll, Ryan	65.00	0.00	0.00	0.00	0.00
05 704 2022				CLASS OF 2022	*Current Activity					(3,381.04)
05 704 2023				CLASS OF 2023	*Ending Balance:	3,381.04	0.00	0.00	0.00	5,514.96
05 704 2023				CLASS OF 2023	*Previous Balance					4,747.96
05 1710 2023				CLASS OF 2023						
05/14/2021	CR	2307		BRAYDEN S. CLASS DUES		0.00	0.00	0.00	0.00	0.00
05/14/2021	CR	2307		TRINITY S. CLASS DUES		0.00	0.00	0.00	0.00	0.00
05/14/2021	CR	2307		CECILIA PARKER CLASS DUES		0.00	0.00	0.00	0.00	0.00
05 704 2023				CLASS OF 2023	*Current Activity					60.00
05 704 2024				CLASS OF 2024	*Ending Balance:	0.00	0.00	0.00	0.00	4,807.96
05 704 2025				CLASS OF 2025	*Previous Balance					4,709.51
05 704 2026				CLASS OF 2026	*Ending Balance:	0.00	0.00	0.00	0.00	4,709.51
05 704 2026				CLASS OF 2026	*Previous Balance					1,630.53
05 1710 2026				CLASS OF 2026	*Ending Balance:	0.00	0.00	0.00	0.00	1,630.53
05/14/2021	CR	2346		KAMI K CLASS DUES		0.00	0.00	0.00	0.00	0.00
05/14/2021	CR	2347		BRAYDEN E CLASS DUES		0.00	0.00	0.00	0.00	0.00
05/14/2021	CR	2348		DRAKE F CLASS DUES		0.00	0.00	0.00	0.00	0.00
05 704 2026				CLASS OF 2026	*Current Activity					60.00
05 704 2520				SHOP	*Ending Balance:	0.00	0.00	0.00	0.00	2,226.40
05 704 2530				FBLA	*Previous Balance					1,445.19
05 704 2530				FBLA	*Ending Balance:	0.00	0.00	0.00	0.00	1,445.19
05 704 2530				FBLA	*Previous Balance					3,319.63

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 2530			FBLA									
05 2520 610 000 2530			FBLA									
05/10/2021	CD	634562	5	12192	FBLA SHIRTS	Powell, Mary	388.00	0.00	0.00	0.00		(388.00)
05 704 2530			FBLA			*Current Activity						
						*Ending Balance:	388.00	0.00	0.00	0.00	0.00	2,931.63
						*Previous Balance						(3,443.71)
05 704 2662			CONCESSIONS									
05 704 2662			CONCESSIONS									
05 1710 2662			CONCESSIONS									
05/14/2021	CR	2356			NICOLE L CONC. ITEMS		0.00	131.00	0.00	0.00		
05/14/2021	CR	2357			DEB K CONC. POP		0.00	46.25	0.00	0.00		
05/14/2021	CR	2366			CONCESSIONS ITEMS		0.00	7.00	0.00	0.00		
05 2520 610 000 2662			CONCESSIONS									
05/10/2021	CD	10551158	5	12183	TEACHERS LOUNGE	Chesterman Company	29.52	0.00	0.00	0.00		
05/10/2021	CD	10534469	5	12183	OUTSIDE CONCESSIONS	Chesterman Company	81.68	0.00	0.00	0.00		
05/10/2021	CD	TEACHERS LOUNGE	5	12183	TEACHERS LOUNGE	Chesterman Company	98.40	0.00	0.00	0.00		
05/10/2021	CD	11300 MARCH 2021	5	12186	POST PROM CONC. PIZZA	Fill-N-Chill	40.00	0.00	0.00	0.00		
05 704 2662			CONCESSIONS									
						*Current Activity	249.60	184.25	0.00	0.00	0.00	(65.35)
						*Ending Balance:			0.00	0.00	0.00	(3,509.06)
						*Previous Balance						168.55
05 704 2874			BUSINESS/ACCOUNT									
05 704 2874			BUSINESS/ACCOUNT									
05 1710 2874			BUSINESS/ACCT. CLASS									
05/14/2021	GR	2305			COFFEE SALES	BLUE DEVIL BREW	0.00	77.25	0.00	0.00		
05/14/2021	GR	2350			BLUE DEVIL COFFEE SALES	BLUE DEVIL BREW	0.00	9.00	0.00	0.00		
					CASH							
05/14/2021	GR	2351			BLUE DEVIL COFFEE SALES	BLUE DEVIL BREW	0.00	1.50	0.00	0.00		
					CASH							
05 2520 610 000 2874			BUSINESS/ACCT CLASS									
05/10/2021	CD	6045781700188 5393 3/1	5	12195	COFFEE CUPS 449773973833	Synchrony Bank/Amazon	32.99	0.00	0.00	0.00		54.76
05 704 2874			BUSINESS/ACCOUNT									
						*Current Activity	32.99	87.75	0.00	0.00	0.00	223.31
						*Ending Balance:			0.00	0.00	0.00	4,964.20
						*Previous Balance						4,964.20
05 704 3020			PROJ. DC CLASS OF 2020									
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,964.20
						*Previous Balance						0.00
05 704 3021			PROJ. DC CLASS OF 2021									
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
						*Previous Balance						0.00
05 704 3022			PROJ. DC CLASS OF 2022									
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	13,263.50
						*Previous Balance						13,263.50
05 704 3023			PROJ DC CLASS OF 2023									
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
						*Previous Balance						0.00
						*Ending Balance:						0.00

on items still works!

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 3030	MISCELLANEOUS	*Previous Balance						14,251.83
05 704 3030	MISCELLANEOUS							
05 1710 3030	MISCELLANEOUS							
05/14/2021	CR 2307	BOX TOPS	0.00	11.40	0.00	0.00		
05/14/2021	CR 2307	BLACKBAUD DONATION FROM L PARKER	0.00	125.06	0.00	0.00		
05/14/2021	CR 2307	MRS. HOFFMAN FOR BLUE S. DRIVERS ED	0.00	160.00	0.00	0.00		
05/14/2021	CR 2345	EOEN G BK DAMAGE	0.00	5.00	0.00	0.00		
05/14/2021	CR 2365	HOFFMAN	0.00	20.00	0.00	0.00		
05/17/2021	CR 2336	KALEB H BK DAMAGE	0.00	5.00	0.00	0.00		
05/19/2021	CR 2335	SAVANNAH WILLIMAS CASH	0.00	50.00	0.00	0.00		
05/26/2021	CR 2332	DONATION PARKER	0.00	28.86	0.00	0.00		
05/26/2021	CR 2333	ALL STAR DONATION IKS	0.00	50.00	0.00	0.00		
05/31/2021	CR 2326	MAY 2021 INTEREST	0.00	25.03	0.00	0.00		
05 2520 610 000 3030	MISCELLANEOUS	Adams County Bank						
05/10/2021	CD 7495779 - FINAL	AR INFLATABLES	1,158.71	0.00	0.00	0.00		
05/14/2021	CD	BECKS INFLATABLES RENTALS						
05/14/2021	CD	KAYLEE STEER ALL STAR BB ALL STA	50.00	0.00	0.00	0.00		
05 704 3030	MISCELLANEOUS	*Current Activity						(728.36)
05 704 3035	POP MACHINE	*Ending Balance:	1,208.71	480.35	0.00	0.00	0.00	13,523.47
05 704 3040	QUEST	*Previous Balance						2,325.75
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,325.75
		*Previous Balance						(41.51)
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(41.51)
		*Previous Balance						3,225.93
05 704 3429	EHA WELLNESS ACCOUNT							
05 704 3429	EHA WELLNESS ACCOUNT							
05 2520 610 000 3429	EHA Wellness Committee							
05/05/2021	CD	ELEVATE 2021 5 12175	162.96	0.00	0.00	0.00		
05/05/2021	CD	ELEVATE 2021 5 12174	188.00	0.00	0.00	0.00		
05/05/2021	CD	ELEVATE 2021 5 12176	179.74	0.00	0.00	0.00		
05/14/2021	CD	ELEVATE 2021 5 12203	188.00	0.00	0.00	0.00		
05/14/2021	CD	ELEVATE 2021 5 12204	188.00	0.00	0.00	0.00		
05/14/2021	CD	ELEVATE 2021 5 12205	188.00	0.00	0.00	0.00		
05 704 3429	EHA WELLNESS ACCOUNT	JENNETTE T ELEVATE	188.00	0.00	0.00	0.00		
		*Current Activity						(1,094.70)
		*Ending Balance:	1,094.70	0.00	0.00	0.00	0.00	2,131.23
		*Previous Balance						78.00
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	78.00
		*Previous Balance						2,310.64
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,310.64
		*Previous Balance						6,913.36
05 704 3536	ELEMENTARY T-SHIRTS							
05 704 3668	FOOTBALL FUNDRAISING							
05 704 3669	VOLLEYBALL							

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number Chart of Account Description

Entry Date JR Reference # Check Acct Check # Description

Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,913.36
*Previous Balance						271.68
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	271.68
*Previous Balance						6,636.73
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,636.73
*Previous Balance						8,425.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	8,425.00
*Previous Balance						9,528.72
WRESTLING FUND RAISING						
HOOPS TOURNAMENT						
GRADUATED CLASSES						
CHROME BOOK ACCOUNT						
CHROME BOOK ACCOUNT						
CHROME BOOK ACCOUNT						
BRAYDEN S. LOST CHARGER	0.00	35.00	0.00	0.00		
ALVIA H LOST CHARGER	0.00	20.00	0.00	0.00		
BLAKE STEER LOST CHARGER	0.00	35.00	0.00	0.00		
BONNIE E LAPTOP	0.00	125.00	0.00	0.00		
LINDA S LAPTOP	0.00	125.00	0.00	0.00		
GOOGLE MST LIC	157.50	0.00	0.00	0.00		
SYSTEM BOARD	210.00	0.00	0.00	0.00		
LENOVO N23 AUDIO JACK	89.00	0.00	0.00	0.00		
CHARGERS	107.75	0.00	0.00	0.00		
Computer Hardware - Kearney						
Computer Hardware - Kearney						
Computer Hardware - Kearney						
Synchrony Bank/Amazon						
*Current Activity						(224.25)
*Ending Balance:	564.25	340.00	0.00	0.00	0.00	9,304.47
*Previous Balance						28,444.42
SCRIP CARD						
SCRIP CARD						
SCRIP CARD						
SCRIP ACH	0.00	104.00	0.00	0.00		
SCRIP CARD SALES	0.00	150.00	0.00	0.00		
PULVER L SCRIP CARD SALES	0.00	50.00	0.00	0.00		
DASSINGER SCRIP CARD SALES	0.00	100.00	0.00	0.00		
PARKER A SCRIP CARD SALES	0.00	100.00	0.00	0.00		
SOUTH SCRIP CARD SALES	0.00	200.00	0.00	0.00		
PULVER P SCRIP CARD SALES	0.00	1,000.00	0.00	0.00		
PARKER A SCRIP CARD SALES	0.00	300.00	0.00	0.00		
UDEN SCRIP CARD SALES	0.00	400.00	0.00	0.00		
CASH	0.00	100.00	0.00	0.00		
BITTFIELD	0.00	200.00	0.00	0.00		
UDEN	0.00	400.00	0.00	0.00		
Mouse!, Kalthryn						
Mouse!, Kalthryn						
Mouse!, Kalthryn						
ACH WITHDRAWAL 05/04/21	201.11	0.00	0.00	0.00		
ACH WITHDRAWAL 05/17/21	1,672.33	0.00	0.00	0.00		
*Current Activity						1,230.56

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number Chart of Account Description
Entry Date JR Reference # Check Acct Check # Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 7545					SKILLS USA	*Ending Balance:	1,873.44	3,104.00	0.00	0.00	0.00	29,674.98
						*Previous Balance:						6,119.93
05 704 7733					SPEECH FUND RAISER	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,119.93
						*Previous Balance:						(330.00)
05 704 7733					SPEECH FUND RAISER							
05 1710 7733					SPEECH FUND RAISER REVENUE							
03/15/2021	CR	2303			SPEECH T-SHIRT SALES		0.00	562.00	0.00	0.00		
03/15/2021	CR	2304			SPEECH FUND RAISER		0.00	221.00	0.00	0.00		
05 704 7733					SPEECH FUND RAISER	*Current Activity						763.00
						*Ending Balance:	0.00	763.00	0.00	0.00	0.00	453.00
						*Previous Balance:						425.00
05 704 7737					PRESCHOOL PARTNERSHIP	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	425.00
						*Previous Balance:						4,893.23
05 765					FUND BALANCE	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,893.23
						Fund Total:	23,061.66	15,436.27	0.00	0.00	0.00	181,298.90

Batch Description: GENERAL FUND MAY 2021
Checking Account: 1

GENERAL FUND CHECKING

Processing Month: 05/2021

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2021	2,916,014.17

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
40	NEBRASKA DEPARTMENT OF REVENUE	06/14/2019	4,279.62
43	NEBRASKA DEPARTMENT OF REVENUE	07/15/2019	4,875.61
56	NEBRASKA DEPARTMENT OF REVENUE	12/13/2019	5,894.96
101	Bluecrossblue Shield Of Nebraska	05/10/2021	1,667.74
104	Bluecrossblue Shield Of Nebraska	05/10/2021	47,021.62
	Total:		<u>63,739.55</u>

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
29336	Sharidan Erb	07/14/2017	43.34
31977	Kenesaw Public School Retirement	12/15/2020	4,262.05
32014	Kenesaw Fire Departement	01/11/2021	250.00
32136	The Grand Island Independent	03/15/2021	331.55
32213	Kenesaw Public School Retirement	05/10/2021	36,036.67
32237	JIMMY JOHNS #981	05/10/2021	186.13
32245	NEBRASKA AG ED ASSOCIATION	05/10/2021	235.00
32263	Kenesaw Public School Retirement	05/10/2021	182.30
32264	Kps-Nprs	05/10/2021	1,322.18
	Total:		<u>42,849.22</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	November 2019 Missed Revenue Receipts	11/15/2018	(35.56)
	CORRECTION TO 08/15/20 ENTRY Receipts	08/15/2020	(27,358.00)
	Correction: Adjust Posted Entry	09/08/2020	(452.33)
	Correction: Adjust Posted Entry	09/08/2020	(772.25)
	Correction: Adjust Posted Entry	09/21/2020	(62.43)
	Correction: Adjust Posted Entry	09/10/2020	(48.95)
	Correction: Adjust Posted Entry	09/10/2020	(28.67)
	Correction: Adjust Posted Entry	09/21/2020	(106.59)
SIT Taxes	Error in Posting State Taxes	01/09/2019	15,420.48
	Total:		<u>(13,444.30)</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
2,916,014.17	(120,033.07)	2,795,981.10	2,796,321.24	(340.14)

Working on getting this corrected

Cleared Automatic Payment Total:	50,170.32
Cleared Checks Total:	78,534.69
Cleared Direct Deposit Total:	(131,956.40)
Cleared Void Total:	48,776.49
Cleared Cash Receipt Total:	1,159,708.87
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

Batch Description: BUS/DEPRECIATION FUND MAY 2021
Checking Account: 2 DEPRECIATION

Processing Month: 05/2021

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2021	39,281.05
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
39,281.05	0.00	39,281.05	39,281.05
			<u>Difference</u>
			0.00

Cleared Automatic Payment Total:

Cleared Checks Total:

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 1.67

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

Batch Description: **ACTIVITY FUND MAY 2021**

Processing Month: **05/2021**

Checking Account: **5** **ACTIVITY FUND**

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2021	193,480.95

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
88	Kenesaw Public School-Activity Fund	01/28/2021	633.57
10157	Chuck Roe	10/14/2016	75.34
10308	Kenesaw Booster Club	01/23/2017	6.25
10773	Preston Schnitzler	02/09/2018	85.00
11042	Sandy Creek High School	11/06/2018	50.00
11128	Tyson Burr	01/03/2019	60.00
11135	Ashland-Greenwood	01/10/2019	79.00
11150	Kenesaw Booster Club	01/11/2019	338.25
11229	Alisha Hellner	02/28/2019	26.00
11347	Chuck Roe	05/15/2019	42.98
12031	AURORA PUBLIC SCHOOL	02/05/2021	87.00
12134	KIMBERLY SPENCER	04/09/2021	188.00
12143	Menards - Hastings	04/12/2021	190.40
12152	PROJ DC/NY CLASS OF 2023	04/16/2021	827.95
12168	Rick Masters	04/23/2021	188.00
12169	JACKIE CORNELIUS	04/30/2021	188.00
12173	PROJ DC/NY CLASS OF 2023	04/30/2021	120.00
12202	GRIZZLY PRIDE	05/14/2021	50.00
12204	Jace Morgan	05/14/2021	188.00
12207	Nsaa	05/26/2021	583.95
	Total:		<u>4,007.69</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	ACTIVITY FUND AUGUST 2020 REV Receipts	08/31/2020	(21,919.50)
1845	Receipt 1845	02/29/2020	64.49
1846	Receipt 1846	03/31/2020	45.34
1847	Receipt 1847	03/31/2020	(45.34)
1862	Receipt 1862	02/28/2020	315.00
1863	Receipt 1863	02/28/2020	566.00
1912	Receipt 1912	08/31/2020	1,069.30
1913	Receipt 1913	08/31/2020	95.78
1914	Receipt 1914	08/31/2020	857.40

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
1915	Receipt 1915	08/31/2020	1,768.51
1916	Receipt 1916	08/31/2020	659.26
1917	Receipt 1917	08/31/2020	6,113.37
1918	Receipt 1918	08/31/2020	1,771.16
1920	Receipt 1920	08/31/2020	22.00
1922	Receipt 1922	08/31/2020	(1,433.73)
1923	Receipt 1923	08/31/2020	84.16
1924	Receipt 1924	08/31/2020	(583.32)
1926	Receipt 1926	08/31/2020	(20.00)
1928	Receipt 1928	08/31/2020	160.00
1929	Receipt 1929	08/31/2020	(80.00)
1931	Receipt 1931	08/31/2020	44.55
1933	Receipt 1933	08/31/2020	548.00
1937	Receipt 1937	08/31/2020	(2,139.45)
1938	Receipt 1938	08/31/2020	247.75
1939	Receipt 1939	08/31/2020	70.95
1940	Receipt 1940	08/31/2020	(255.14)
1952	Receipt 1952	02/10/2020	290.82
2138	Receipt 2138	02/01/2021	506.16
2139	Receipt 2139	02/01/2021	(306.16)
2249	Receipt 2249	03/04/2021	686.50
2250	Receipt 2250	04/14/2021	1,466.00
2251	Receipt 2251	04/14/2021	430.32
2252	Receipt 2252	04/14/2021	498.50
Total:			(8,401.32)

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
193,480.95	(12,409.01)	181,071.94	181,298.90	(226.96)

Working on getting this corrected

Cleared Automatic Payment Total:
 Cleared Checks Total: 24,455.43
 Cleared Direct Deposit Total:
 Cleared Void Total:
 Cleared Cash Receipt Total: 15,436.27
 Cleared Manual Journal Entries Total:
 Cleared Sales Journal Total:
 Batch Description: HOT LUNCH MAY 2021
 Checking Account: 6 HOT LUNCH FUND CHECKING

Processing Month: 05/2021

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2021	42,590.26

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
39	NEBRASKA DEPARTMENT OF REVENUE	06/14/2019	34.26
45	NEBRASKA DEPARTMENT OF REVENUE	11/15/2019	16.61
47	NEBRASKA DEPARTMENT OF REVENUE	12/13/2019	63.86
77	Bluecrossblue Shield Of Nebraska	05/10/2021	1,862.14
Total:			1,976.87

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
6095	Tracy Zimmerman	05/12/2020	86.43
61113	Bluecrossblue Shield Of Nebraska	04/12/2021	1,862.14
61131	MIKE ECKHARDT	05/11/2021	93.60
61132	Cindy Olsen	05/11/2021	247.35
61133	NATALIE REED	05/11/2021	9.00
61134	IAN SHARP	05/11/2021	2.00
61135	AMY VANDEVENTER	05/11/2021	50.85
61136	SOPHIE BARTMAN	05/13/2021	3.00
Total:			2,354.37

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
42,590.26	(4,331.24)	38,259.02	38,259.01	0.01

Taxes will correct itself in June

Cleared Automatic Payment Total: 1,328.65
 Cleared Checks Total: 14,509.41
 Cleared Direct Deposit Total: (3,099.52)
 Cleared Void Total: 1,862.14
 Cleared Cash Receipt Total: 21,521.68
 Cleared Manual Journal Entries Total:
 Cleared Sales Journal Total:

Batch Description: BOND FUND MAY 2021 Processing Month: 05/2021
 Checking Account: 7 BOND FUND

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2021	279,860.67

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	CORRECTION TO JUNE ADAMS CO. TA Receipts	06/05/2020	3,956.04
1834	Reversal: Adjust Posted Entry	09/08/2020	772.25
1837	Reversal: Adjust Posted Entry	09/21/2020	106.59
1839	Reversal: Adjust Posted Entry	09/10/2020	48.95
Total:			4,883.83

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
279,860.67	4,883.83	284,744.50	284,744.50	0.00

Cleared Automatic Payment Total:
 Cleared Checks Total: 12,047.50
 Cleared Direct Deposit Total:
 Cleared Void Total:
 Cleared Cash Receipt Total: 100,650.13
 Cleared Manual Journal Entries Total:
 Cleared Sales Journal Total:

Batch Description: SPECIAL BUILDING FUND MAY 2021 Processing Month: 05/2021
 Checking Account: 8 SPECIAL BUILDING

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2021	309,352.91

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
309,352.91	0.00	309,352.91	309,352.91	0.00

Cleared Automatic Payment Total:	
Cleared Checks Total:	
Cleared Direct Deposit Total:	
Cleared Void Total:	
Cleared Cash Receipt Total:	61,016.91
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

KENESAW PUBLIC SCHOOLS

May 10, 2021, 7:00 PM Central

Shawn Gallagher: Present
Marlin Kimle: Present
Troy Legg: Present
Cindy Olsen: Present
Kay Sidders: Absent
Shandra Uden: Present
Present: 5, Absent: 1.

Administration Present: Superintendent Masters, Principal LeClaire, Principal Wiechman
Others Present: Stacy Bruton, Molly Engelhardt, Alyssa Jeffrey, Trey Schlender

1. Opening the Meeting

- 1.A. Nebraska Open Meetings Law
- 1.B. Call to Order at 7:03 p.m.
- 1.C. Publication of Meeting
- 1.D. Roll Call

2. Welcome Visitors and Public Comment

3. Reports

- 3.A. Comments from Principal Wiechman
- 3.B. Comments from Principal LeClaire
- 3.C. Comments from Superintendent Masters
- 3.D. Board President - NASB Updates

4. Consent Agenda

Motion to approve the consent agenda items passed with a motion by Shawn Gallagher and a second by Troy Legg.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea
Yea: 5, Nay: 0, Absent: 1

4.A. Minutes of the April 12, 2021, Regular Board Meeting.

4.B. Approval of May Treasurer's Report.

4.C. Approval of May Claims. Correction 05/10/21 to Payroll: \$277,317.30 Claims
\$67,690.10 Total \$345,007.40.

4.D. Approve the Contract with Highland Dairy Foods for the 2021-2022 School Year

5. Action Items

5.A. Approve the Hiring of Jaden Criswell as the First Grade Teacher for 2021-22 school year.

Motion to Approve the Hiring of Jaden Criswell as the First Grade Teacher for the 2021-22 school year passed with a motion by Cindy Olsen and a second by Shawn Gallagher.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea

Yea: 5, Nay: 0, Absent: 1

5.B. Approve Micro-Purchasing as the Method for Procuring Lunch Program Food, Supplies, and Necessary Items.

Motion to approve the Micro-Purchasing method passed with a motion by Shandra Uden and a second by Marlin Kimle.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea

Yea: 5, Nay: 0, Absent: 1

5.C. Second Reading and Approval of Updated Policy 5204 – Changed to first reading, approval will be at the June board meeting.

6. Discussion Items

6.A. Discuss Budget Goals and Priorities

6.B. Annual Review of Hot Lunch Program

6.C. Sign Classified Employees' Contracts

6.D. Annual Review of Transportation

6.E. Discuss Staffing Needs for the 2021-2022 School Year

1. Motion to approve the hiring of a Para position in the Three-year-old Preschool Class and afternoon SPED support passed with a motion by Cindy Olsen and a second by Shawn Gallagher.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea

Yea: 5, Nay: 0, Absent: 1

2. Motion to approve the hiring of an Assistant Wrestling coach for the 2021-2022 season, as 15 students have signed up for wrestling, passed with a motion by Cindy Olsen and a second by Shawn Gallagher.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea

Yea: 5, Nay: 0, Absent: 1

3. Motion to approve the hiring of a Trey Schlender for a long-term substitute teaching position for the 2021-2022 school year passed with a motion by Shandra Uden and a second by Troy Legg.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea

Yea: 5, Nay: 0, Absent: 1

6.F. Discuss Busing Options for Kenesaw United Child Care Coalition for 2021-2022

6.G. Review Summer Maintenance Projects, Review Facilities

6.H. Review of ESSER II and ESSER III Federal Funds and Possible Allocation Expenditures

6.I. Discuss Project DC Trip and Contract with Education First - Explore America

Motion to approve the annual Project DC Trip and Contract with Education First - Explore America for the Class of 2023, for travel in the spring of 2022, passed with a motion by Cindy Olsen and a second by Shawn Gallagher.

Kay Sidders: Absent, Shawn Gallagher: Yea, Marlin Kimle: Yea, Troy Legg: Yea, Cindy Olsen: Yea, Shandra Uden: Yea

Yea: 5, Nay: 0, Absent: 1

7. June Master Board Calendar Items

7.A. Preliminary Report of Major Requisitions for Ensuing Year

7.B. Review Student, Faculty, and Athletic Handbook Proposed Changes

7.C. First Reading New Policies and/or Policy Updates

7.D. Board Workshop to Establish District Goals and Priorities

8. Executive Session

9. Next Meeting - Monday June 14, 2021 at 8pm. Financial review with Shawn, Kay, and Troy at 7:30pm.

10. Adjourn at 9:20 p.m.

Grading System

The grading system of Kenesaw Public Schools shall be as follows:

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of ~~69~~ 59 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.
- c. The following grade scale shall be used for elementary grades:

K-2nd grade S – Satisfactory (Student is making satisfactory progress in this area).
 B – Beginning (Student is beginning to understand concepts in this area).
 N – Not Progressing (Student is not progressing as expected in this area).
 / – Area not assessed at this time.

3 – 6 th grade	A	100-93	100-90	Effort (E):
	B	92-85	89-80	
	C	84-77	79-70	
	D	76-70	69-60	
	F	69-0	59-0	
				1 Good
				2 Average
				3 Needs Improvement
				4 Unacceptable

The principal of the elementary school shall determine the grade in which a student shall be classified. The final report of school marks for the school shall state the grade in which the student will be placed at the beginning of the following term. Passage of the student from kindergarten through grade six shall be determined by the teacher and approved by the principal or superintendent.

The following grade scale shall be used for grades seven through twelve:

A+	=	98-100	97-100	C+	=	83-84	77-79
A	=	95-97	93-96	C	=	79-82	73-76
A-	=	93-94	90-92	C-	=	77-78	70-72
B+	=	91-92	87-89	D+	=	75-76	67-69
B	=	87-90	83-86	D	=	72-74	63-66
B-	=	85-86	80-82	D-	=	70-71	60-62
				F	=	Below 70	60

Grade Point Average will be based upon a 4.0 Scale:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

- 7-12 student report cards shall be identified as ability graded for students with disabilities who elect to be graded by ability. Students being graded on a modified grade scale by ability shall not be reported on the school honor roll used to report cumulative comparison grades of other students.
- d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.
 - e. 9-12 classes not required for graduation may be offered as pass/fail with approval from the principal and superintendent.
 - e. Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
 - 1. Achievement in relation to class objectives.
 - 2. Class participation.
 - 3. Mental ability of student in relation to the total class and required work.
 - 4. Evidence the student is exceeding the class requirements and delving further.
 - f. ~~On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.~~ For each day of an excused absence, students will have (2) school days to make up assignments up to a maximum of (10) days total. After the allotted days allowed for make-up work and, at the discretion of the teacher, students may not receive credit for missed assignments and/or work not completed.
 - g. ~~On unexcused absences, all work assigned shall receive a grade assigned by classroom teacher's discretion.~~ Missed assignments and make-up work may be assigned for each day missed regardless of the type of absence.
 - h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, department, comments (if instructor desires).
 - i. Exceptions are considered for dual credit classes.

Date of Adoption: August 11, 2014

Revised: June 14, 2021

Kenesaw Public Schools

KPS Use of ESSER II & ESSER III Funds



Coronavirus Response and Relief School Appropriations Act (CRRSA)

Elementary & Secondary Schools Emergency Relief (ESSER) II & III

- Federal funds provided by the government as a result of the impact the coronavirus has had on school districts across the United States
- Some schools have been more severely impacted by COVID-19 than others. For the most part, Nebraska schools have fared well with the exception of some larger Nebraska cities.
- KPS experienced minimal loss of learning during the 20-21 school year and rebounded well from the remote instruction that took place during the 4th Quarter of 2019-2020.

Why Did I Ask You Here Today?

- **Transparency** - It is important for parents and community to know that these funds have been made available to Kenesaw Public
- **Develop an Understanding** of How these Funds Might be Utilized
- **Offer Suggestions** for Using the Funds that We May Not Have Thought About
- **Share** within the Community

What the Funds Cannot Be Used For

Construction, Construction, Construction

Cannot Use For:

- Any construction that does not support a need created by the COVID-19 Virus

How Would We Like To Use These Funds?

- **Ways that have the largest impact for the most students**
- **A Focus on Student Groups - Low-Income, Special Education, Migrant Populations, Students that Struggle with Learning, Enrichment - These areas are also a Focus for NDE - Equity in Education**

CARES Act / ESSER I Funds

- These funds were allocated during the **summer of 2020**.
- KPS was granted **\$24,540** - This money has been allocated!
 - Purchased 37 Chromebooks and Mgt Consoles - 5th & 6th Grade Classrooms - Ordered in August 2020 - Arrived in April 2021
 - Purchased 2 new lunch tables
 - Purchased PPE, cleaning/disinfecting/sanitizing supplies, thermometers
 - Paid Elem. and High School principal for some off duty work on the KPS Reopening Plan and establishing operating protocols

ESSER II Funds

- Application is due April 30th
- Dollar Amount allocated to KPS - **\$119,943**
- The money must be allocated by September 30, 2023. We have a couple of years to spend this money.
- Expenditures must be made by December 30, 2023

ESSER III Funds

- This application is supposed to be available in August of 2021
- Dollar Amount to be allocated - NDE has indicated 2.2 X ESSER II - This would be **\$263,875**
- The money must be allocated by September 30, 2024. We have three years to spend this money.
- Expenditures must be made by December 30, 2024
- **20% of Funds** MUST be Used to Close the Learning Gap Created by COVID-19 - **\$52,775**

Possible Uses of ESSER II Funds

Review of 16 permissible areas

Needs of the District

Updated Curriculum

What has been updated?

K-6 Reading Updated in 17-18 - Reading Streets - Used 4 Years

K-5 Math Updated in 20-21 - Bridges Math - Used 1 Year

Needs of the District

What Needs to be Updated?

-Focus Core Instructional Areas:

- Science Curriculum - Amplify K-8, HMH Integrated Science 9-12
- English Language Arts
- Math 6-8 and 9-12
- Social Studies

-Include Electives throughout the process

-Goal is to have Solid Resources Throughout

Needs of the District

Curriculum Alignment

Work done:

- Essential Standards Determined
- Unwrapping Process
- Some Vertical and Horizontal Alignment
- All teachers have done some work

Curriculum Leadership Institute (CLI) - Supports schools with Curriculum Writing

Needs of the District

Technology

- iPads in elementary are 6 years or older
 - Can't always be updated
 - Some apps may not work on them
 - Would like to get 6 years of service from them
- Mac Book Lab Updated - 20 Computers
- Chromebooks at 7-12 are finishing up 4th year - Like to get 6 years

Needs of the District

HVAC

- Aging System
- Communication Issues - Alletron Units vs. Trane Units
- Only a portion of the system is controlled through computer
- Ventilation issues with Oldest system - 1960 building

Needs of the District

- Career & Technical Education - Payment of College Credits
- Internet Service for those in need
- Internet Connectivity - This may be something at the State Department
- Professional Development for Teachers and Staff - Teaching and Learning
- Intervention Programs
- Enrichment Programs

Questions & Thoughts

What Questions Do You Have?

**The GREAT thing about Kenesaw is that
Parents & Community CARE about the
School System and are Willing to INVEST
Their Personal Time & Resources!!!**

AMERESCO FACILITY CONDITION ASSESSMENT NOTED DEFICIENCIES:

Building Envelope

1. Door seals and sweeps are worn/missing; conditioned air can escape the building envelope leading to higher utility bills and drafty conditions inside.
2. Original windows on the west side of the building are inefficient, single pane operable windows that contribute to drafts and cold conditions in space during winter months; energy consumption is increased with heating and cooling.

Life Safety and Accessibility

1. The campus is not entirely accessible by standards of the Americans with Disability Act (ADA) of 1990; some restrooms require major architectural and fixture modifications to be in compliance.
2. The bleachers in the old gym are aged and not provided with today's safety standards; injury could result from continued use.

HVAC and Controls

1. Boilers are 25 years old, approaching end of useful life and are only 81% efficient; cost to operate is increasing and reliability is uncertain.
2. A loop pump was found to be leaking water; worn/broken seals waste water and energy and could impact comfort in the building if complete pump failure occurs.
3. The domestic hot water tank appears to be oversized; heating more water than what is necessary will increase utility consumption and cost.
4. Sections of hot water pipe in the boiler room is uninsulated; exposed pipe at 170 degF presents a safety concern and wastes energy.
5. Hot water piping serving the terminal units in 1960 building is 60 years in age; there is an increased probability of pipe failure.
6. Rooms with hot water unit ventilators and split system cooling equipment have two thermostats for control; a possibility exists for heating and cooling at the same time.
7. The unit ventilators serving the west side classrooms/office space do not introduce fresh air (outside air dampers/grilles have been removed/covered); high levels of CO2 adversely affect ability to concentrate in the "learning" environment.
8. The 2.5 ton & 3.0 ton air conditioning units serving west rooms are less efficient (SEER=13.25) than newer models (SEER=16+) and use HCFC 22 refrigerant that is no longer produced and environmentally unfavorable; this creates a higher cost to operate, and future leaks will cost more to replace outdated/unavailable refrigerant.
9. 4.0 Ton air conditioning units with HFC-410A refrigerant are less efficient (SEER=14.5) than newer models; this results in additional consumption of electricity for rated tonnage of equipment.
10. The split system cooling units for the west side classrooms/office space are from a manufacturer that is no longer in business; repair parts are difficult to obtain, and product support is very limited.

11. The split system furnace unit serving Business/Math and Ag Science has poor design with bypass damper and electric reheat on separate thermostats; this results in inefficient operation and poor control of comfort in rooms.
12. Simplex ¾ hp air compressor for pneumatic controls is inefficient, more than 60 years in age, and does not have associated air dryer; moisture in controllers contributes to premature failure of controls and makes the air compressor work harder.
13. Building is provided with multiple types/brands of electric thermostats, pneumatic controls and two different electronic (programmable) control systems with limited control strategy application. No setback/setup of temperature on time-of-day, day-of-week programming means equipment is operating when not required, establishing higher operating expense.
14. The electronic control system is not equipped to permit remote access by maintenance personnel for quick diagnosis and remedy of problems reported; maintenance must be on-site at workstation to analyze comfort issues.
15. Thermostats for wall-mounted split system units are controlling based on temperatures at 8' above finished floor; occupants desire comfort levels at 4' AFF, where they focus on tasks.
16. Rooftop unit 5 serving rooms 205, 208 & 209 has control problems with a modified air volume control box for each room that modulates air flow in a constant volume fan system; comfort issues exist when equipment operation is incorrectly applied.
17. There is no cooling or ventilation provided for the girls/boys locker rooms, pantry dry storage, commons/lunch area; stuffy and warm conditions are often present, making it difficult to concentrate on task.
18. The industrial technology shop does not have air conditioning and is found on occasion, to have the rollup door open to provide some cooler air in the space; this presents a security concern for the administration, with increased potential for access by intruder.
19. Only one Heating Ventilating Unit remains to provide comfort in old gym (unit located on mezzanine of stage, above girl's locker room) and the outdoor air dampers are inoperable; occupants in the gym are not provided with adequate heating or ventilation and no cooling is available.
20. The kitchen a/c unit often freezes coil - size of unit and application may be inadequate; life of equipment is reduced and unit is more costly to operate
21. The exhaust fan in the elementary school restroom is inoperable; proper functionality of the exhaust system in restrooms is essential.
22. The boys restroom does not have heat; cold restrooms are a major complaint.

Electrical Systems

1. Lighting is primarily T12 fluorescent lamps which are no longer being manufactured and are less efficient to operate; LED lamps/fixtures have become the standard for lighting retrofits, to improve light levels and reduce energy cost/consumption.
2. Some outdoor lighting is not controlled by photocell; daytime operation results in unnecessary additional energy expense.
3. Existing surface mounted fluorescent lighting fixtures do not adequately direct light to space; better lighting design establishes improvements in light levels and color temperatures.
4. Electrical power factor could be improved – needs to be analyzed further; may have negative impact on utility cost.
5. There is limited kW demand control; monthly electrical cost includes a penalty associated with uncontrolled demand.

6. Phone lines for the fire alarm system will create a trouble condition at the FACP when water enters the outside phone box; trouble conditions at the FACP are a nuisance and could result in unreliable protection of life safety.

Kitchen & Plumbing

1. Kitchen drainage systems originating from equipment in which food or utensils are placed, that convey sewage (including grease traps) are not provided with an air gap to floor drains; violations of the Nebraska food code could produce injunctions or penalties if not corrected or “grandfathered”.
2. The range hood in the kitchen is undersized for equipment it serves; an inadequate hood/exhaust system will fail to prevent exhaust fumes, smoke, grease vapor, moisture and heat from spreading to the rest of the building.
3. The outside intake for the Rooftop unit serving the kitchen is not separated from kitchen exhaust by ten feet distance; the mechanical code requirement is designed to prevent exhaust fumes from being returned to building interior.
4. The Electrolux refrigerator in kitchen uses R134a refrigerant; R134a does not damage the O-Zone layer as other CFCs and HCFCs, but it has been found to be a greenhouse gas that traps heat in the atmosphere and it is being phased-out as of January 1, 2020.
5. Some of the older sink faucets and toilet valves are manually operated instead of “touchless”; this is now considered a health hazard and presents an increased possibility of wasting water.
6. The hand air dryer in the locker room is operated on a time basis, and was found to operate for extended period of time; a motorized unit running longer than necessary wastes energy.

Major Requisitions for 21-22 School Year

1. Science Textbook Resources K-12
2. Math Textbooks 6-8 and 9-12
3. Possibly ELA - We never did make an ELA purchase and I feel that we will need this. Especially with two new English teachers
4. Football Helmets - I know that we are getting close on needing new football helmets. Need to start planning for this large purchase - In 20-21, the Board decided to make a one time purchase and use the helmets for 10 years. I believe that we have 3 years left with our current helmets. We did need to purchase JH helmets and 3 varsity helmets that were XL
5. 20-21 Girls Basketball Uniforms (Blue) (last 15-16)
6. 22-23 - Nothing listed on the Uniform Rotation
7. Van - Approx \$38,000 to \$42,000 new
8. HVAC work

Board member suggestions -



May 10, 2021

Kenesaw Public School
110 N 5th Avenue
PO Box 129
Kenesaw, NE 68956

Re: Proposal for Services

Dear Mr. Masters,

It is a great pleasure to present some information to you about CLI's Model for School Improvement. We have had some valuable conversations during your time leading Kenesaw Public Schools, and I'm delighted to visit with your admin team and school board!

Teachers often become frustrated and stressed because although they want all of their students to succeed in school, they don't have the proper tools to improve their teaching continuously.

When one of our CLI consultants partners with your district, they'll bring a tried-and-true framework for developing a local K-12 vertically- and standards-aligned curriculum, instructional plans, and valid common assessments. They'll work alongside your staff to identify what is essential for your community of learners and will help them use these tools to analyze strategies for improving learning. Additionally, they'll help you build capacity within your district to maintain the system long after we're gone.

As superintendent, you can be confident that curricular expectations remain the same no matter how varied your teachers' experience, how often they come and go, or how their teaching reassignments change. The CLI Model will become "just the way things are done" in your district.

My intention throughout this proposal is to address the macroscopic information needed to adopt our school improvement model. We'll plan the details of the work and schedule at a later date.

Please review this proposal and share it with the appropriate stakeholders in your district. After you accept the proposal, we can determine concrete dates for the work, and then we'll email you a contract.

If you have any questions about this proposal or the following steps, please let me know. I'm excited about the opportunities for improvement in your district and your enthusiasm to get going!

The time is now!

Stacey Bruton
President, Curriculum Leadership Institute

THE NEED FOR SYSTEMS TO IMPROVE TEACHING AND LEARNING

In most districts, teachers use a textbook as their "curriculum" to inform what they should be teaching throughout the year. They attend professional development sessions to learn about research-based teaching strategies and might attend a conference or virtual workshop on the topic of assessment. But still, they don't see improvements in student learning.

The state expects that all school districts meet specific requirements to become accredited. Leaders rush to compile evidence that accreditation indicators are being met, and teachers are given directives but struggle to find value in them.

The students suffer because their teachers are confused about how to improve their teaching, and we all know that well-educated kids lead to successful adults.

Don't be like most districts.

THE SOLUTION

When a district adopts the CLI Model for School Improvement, the connection between curriculum, instruction, and assessment becomes clear.

Teachers will have the tools they need to analyze student learning and make adjustments to their teaching.

All staff understands that curriculum is not a textbook to be taught from Chapter 1 to Chapter 28. Instead, the curriculum is a set of skills and knowledge valued by the school district as essential for all students to have a specially designed and challenging education to become lifelong learners. The curricular expectations are clear for a traditional classroom teacher, virtual facilitator, special education, and/or ELL support staff member. Instructional strategies and assessments are aligned to those curricular targets.

District leaders have reduced anxiety and a reduced workload because the systems are in place, and their staff knows what to do. Accreditation preparation is a breeze because the Curriculum, Instruction, and Assessment sections are completed and organized, especially if you use an [Online Curriculum Hub](#).

Your CLI consultant will work on-site or virtually with your team throughout the year. In essence, they will become a "member of the team," working alongside your educators to see that the model is successfully implemented. They will work to develop local capacity so the CLI Model can be maintained long term.

Here is what your district needs:

1. A CURRICULUM COORDINATING COUNCIL (CCC)

This representative group of district personnel and community stakeholders finds solutions and makes decisions about teaching and learning. The CCC is a permanent group that meets regularly throughout the year. They will develop the long-range plan by prioritizing subject areas needing improvement and setting districtwide requirements for implementing the CLI Model. They will find solutions for topics such as mastery and grading, the district assessment system, and extended learning opportunities.

2. A LOCAL K-12 CURRICULUM FOR EACH SUBJECT AREA

A representative team of your teachers called the Subject Area Committee (SAC) interprets state standards to determine what they really mean, analyzes vertical alignment, and develops a K-12 curriculum that clearly articulates academic expectations and priorities for each grade and class in the district. Upon validation, your local curriculum becomes guaranteed and viable.

3. INSTRUCTIONAL PLANS THAT TRULY PREPARE KIDS FOR THE TARGET

An adequate instructional plan that prepares students to meet mastery of the curricular target includes multiple pieces: identification of the relevance, aligned instructional strategies, student activities, resources, and formative assessment, and pre-planning for differentiation strategies and enrichment opportunities. High-quality teaching is a result of the careful planning and delivery of the curriculum.

4. VALID END-OF-UNIT ASSESSMENTS

Assessments are used to direct continued efforts to improve teaching and learning. An assessment is valid when it aligns with the target, is focused and unbiased, and gives students the opportunity to demonstrate their learning of the unit outcome.

THE PLAN

CLI services are comprehensive, so there is an understanding that the CLI's commitment to direct assistance will continue for a minimum of four academic years. The key concept here is that allegiance is given to an improvement model that will work over time, yet is flexible enough to meet local needs and perspectives. During the contract period, CLI will build local leadership among teachers, administrators, and support personnel to ensure that the program continues indefinitely. CLI recommends a commitment to four years of service so that there are key phases of the model in place, local leadership is established and trained, and so the model is institutionalized.

I created a base plan for your district on the following page. The plan can be adjusted upon further discussion with your CLI consultant.

Teacher Leadership Capacity

- Viewing - Entire PDF

Resume

Proposed Outline of Curriculum, Instruction, and Assessment Work with the Curriculum Leadership Institute
 Kenesaw Public School District
 Kenesaw, Nebraska

IPR - Makes you check your alignment.

Year 5
 Year 6

	Year 1	Year 2	Year 3	Year 4
Steering Committee	1/2 day			
Curriculum Coordinating Council (CCC)	quarterly full-day, half day, or after-school meetings	quarterly half day or after-school meetings	quarterly half day or after-school meetings	quarterly half day or after-school meetings
	1 st SAC(s) (formed year 1)	IPR - Designing Instructional Plans - Tight Alignment		
	B-I-2 Represent 2-3 Grades	Validate Curriculum K 2 half days min for SAC(s)	Write Assessments K 7 days min for SAC(s)	Validate Assessments 4 half days min for SAC(s)
	Design Curriculum	Feedback on Assessment Assessment Team		
Subject Area Committees (SACs)	Write curriculum 7.5 days min for SAC(s)	2 nd SAC(s) (formed year 2)		
		1	Validate Curriculum M 2 half days min for SAC(s)	Write Assessments 7 days min for SAC(s)
		Write curriculum 7.5 days min for SAC(s)	3 rd SAC(s) (formed year 3)	
			Write curriculum 7.5 days min for SAC(s)	Validate Curriculum 2 half days min for SAC(s)
				4 th SAC(s)
			Write curriculum 7.5 days min for SAC(s)	Write curriculum 7.5 days min for SAC(s)
Teacher Training	None	2 days • all teachers of the year 1 target subject	2 days • all teachers of the year 2 target subject	2 days • all teachers of the year 3 target subject
Number of Contract Days	10	12.5	19.5	21.5

BE CONFIDENT YOU'RE DOING THE RIGHT THINGS THE RIGHT WAY

The CLI Model...

- is designed around scientifically-based research
- has been successful in districts for 30 years and is used by districts throughout the nation varying in size from fewer than 500 students to over 27,000 students
- encourages the active participation and collaboration of Board of Education members, parents, teachers, and administrators in the governance and management of student learning
- strengthens internal leadership and communication throughout the district, so all stakeholders have a feeling of participation in positive district change and growth

CLI consultants...

- have been in the "trenches" themselves; they are more than just theorists or researchers who may focus on a narrow aspect of curriculum and instruction
- provide proven answers and solutions, offer sensitivity to local issues, and move discussions along efficiently for more timely results
- work side-by-side with district staff interpreting and incorporating standards into measurable units within their local curriculums
- form a partnership working "with" districts, not "over" them, which means the district creates its own internal processes for meeting goals
- are well versed on accreditation processes, use of standards/external assessments, and dealing with compliance issues while maintaining the viability of a local decision-making culture
- provide continued support to districts between on-site visits via phone, email, and/or other means as necessary

"CLI has allowed us to align our curriculum at the elementary, middle, and high school levels to help us better meet the needs of our students. Our results have been very positive, with improved learning and test scores. Our staff has become more informed about areas they teach, and this has helped them grow into better educators."

Craig Marshall, Superintendent, USD 244, Burlington, KS

"CLI has been a critical partner in the development of a curriculum that is aligned and comprehensive but most of all useful for our teachers. This process aligns perfectly to our PLCs and ultimately has improved student achievement."

Marty Kobza, Superintendent, Superior Public Schools, NE

YOUR INVESTMENT

In addition to the facilitated training time with your CLI consultant, you will receive access to all of our online training materials, a professionally formatted K-12 curriculum document that can be added to your website, a full critique of the K-12 curriculum for alignment to state standards, membership to our CLI Coffee Club

Year-to-Year Contract

CLI: CONNECTING CURRICULUM, INSTRUCTION, AND ASSESSMENT TO IMPROVE STUDENT LEARNING.

Superior W. Identifies Login to see this -

where you can collaborate with other district leaders using the CLI Model and a 20% discount toward membership into our Curriculum Ninja Mastermind group. The breakdown of costs looks like this:

Item Description		Annual Cost
Year 1:		
	10 days of facilitated training with your CLI consultant <i>Can Determine # of Days</i>	\$21,000
	Formatting of K-12 curriculum document(s)	included
	Critique of K-12 curriculum(s) to state standards	included
	Membership to CLI Coffee Club	included
	Online Training Materials <i>(2x per Month - 20 meetings CLI Leaders)</i>	included
	Membership to Curriculum Ninja Mastermind Group @ 20% off (optional)	\$2,880
	Online Curriculum Hub for up to 2 subject areas (optional) <i>Website many may have shared - Google Site - ELA curriculum - Grade levels</i>	\$5,000
Year 2:		
	12.5 days of facilitated training with your CLI consultant	\$26,250
	Formatting of K-12 curriculum document(s)	included
	Critique of K-12 curriculum(s) to state standards	included
	Membership to CLI Coffee Club	included
	Online Training Materials	included
	Membership to Curriculum Ninja Mastermind Group @ 20% off (optional)	\$2,880
	Online Curriculum Hub for up to 2 additional subject areas (optional)	\$4,500
Year 3:		
	19.5 days of facilitated training with your CLI consultant	\$42,900
	Formatting of K-12 curriculum document(s)	included
	Critique of K-12 curriculum(s) to state standards	included
	Membership to CLI Coffee Club	included
	Online Training Materials	included
	Online Curriculum Hub for up to 2 additional subject areas (optional)	\$4,500
Year 4:		
	21.5 days of facilitated training with your CLI consultant	\$47,300
	Formatting of K-12 curriculum document(s)	included
	Critique of K-12 curriculum(s) to state standards	included
	Membership to CLI Coffee Club	included
	Online Training Materials	included
	Online Curriculum Hub for up to 2 additional subject areas (optional)	\$4,500

26,000

elective?

30,750

42,900

47,300

\$146,950

2 years at least

Travel expenses for your CLI consultant are invoiced in addition to the contract price. Travel expenses might include airfare, hotel, and rental car, or mileage and a meal per diem depending on where your CLI consultant lives. Airfare, hotel, and rental car are reimbursed by receipt, and mileage and per diem costs are set using GSA rates. CLI will make the travel arrangements but will consider options that the district prefers, especially if they have a particular hotel with an established price agreement and reasonable accommodations for the consultant.

Contract invoices are typically done monthly throughout the contract year unless the district prefers to use another schedule that is acceptable to the CLI. Travel expense invoices will be sent shortly after the consultant returns from a service visit.

Due to additional federal funding options from the ESSER CARES Act, we're allowing districts to pay for the entire four years upfront or by the deadline as required by your state. We ask that you consult your central office to ensure that all funding requirements are met. Please let me know if you'd like to take advantage of this option.

THANK YOU!

If you have any questions or need additional information, please email me at stacey@cliweb.org or call me at (620) 412-3432.



Subject Area Committees

The purpose of a Subject Area Committee (SAC) is to align, write, and review K-12 curriculum and common assessments for the subject area. This process ensures that teachers and district personnel have a voice in the content covered in courses taught at Pleasant Valley School District.



Math SAC



ELA SAC



Science SAC



Social Studies SAC





PCSD6 Curriculum Library

Welcome

All of the curriculum-related documents for our district are housed on this site. Curriculum is organized by grade level and subject areas. The resources and templates we use are available as well. Want to know what the Curriculum Coordinating Council (CCC) or Subject Area Committees (SACs) have been doing? Who is on which committee? When meetings & trainings are happening? All of that

District Vision & Mission

Our vision: Students achieve excellence with the skills, knowledge, and strength of character to succeed in a dynamic world.

Our mission: All students learn at high levels through work that is purposefully



District ▾

Schools ▾

Activities ▾

JMC

Parent ▾

Staff ▾

Student ▾

Red Caps ▾

Employment ▾

Striv

Resources

Archives

Staff Directory



SUPERIOR
Public Schools

Apta Fund

Curriculum ▾

Staff Handbook,
Resources

Tech Support

Work Order Request

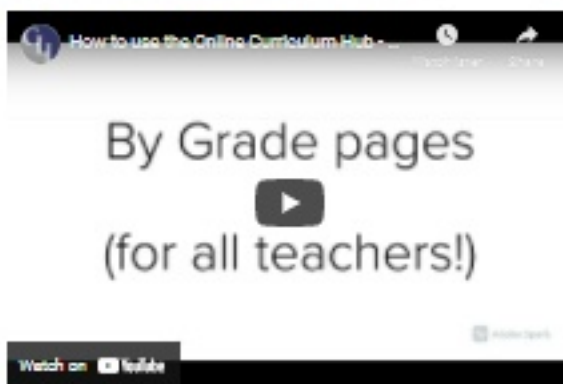
Negotiated Agreement

Online Curriculum Hub



NIOBRARA PUBLIC SCHOOLS

ONLINE CURRICULUM HUB



HOW TO USE THE ONLINE CURRICULUM HUB

Please watch the short video to the left for information about the features of this site and how to use it.

Tip: Add the hub as a favorite or bookmark on your web browser. Steps for doing this differ depending on the browser you use, but typically you can find this option at the top right-hand corner of your browser.

PS - I made this video using [Adobe Spark](#). Check it out, it's free!

Schedule of CLI Work

Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Google Calendar

ATTENTION:

Fine Art - Please remember to complete your Pacing Guides and continue drafting your common assessments.

Math - Please continue to draft your common assessments.

Science - Please continue working on your IPRs and drafting common assessments. For the sake of keeping things organized, make sure your assessment folders include the outcome code. Also, don't forget to validate any common assessment you've been able to try out this year. [Click here](#) for the validation form!

Vision Statement

The students of Niobrara Public Schools will continuously show growth in academics and character throughout their educational journey.

Mission Statement

The mission of Niobrara Public Schools is to equip all students to succeed in a complex changing world.

Niobrara Public Schools
2020-2021 Pacing Calendar (to be revised)

	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29	6/30	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29	6/30	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	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James B. Gessford
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** Also admitted in Kansas
***Also admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

MEMORANDUM

To: Drew Harris, ESU 9 Administrator
From: Perry Law Firm
Date: May 28, 2021
RE: School District Annual Policy Service Update

The Nebraska Legislature adjourned on May 27th. This session involved several legislative bills that will require policy changes, as discussed in this memo. In addition, new federal and state auditing guidelines and procedures will require updates to school policies in certain areas. Finally, we have included several other policies that school districts may consider adopting, based upon scenarios that have occurred over the past year or so.

A. REQUIRED POLICY UPDATES

1. Policy 1200 – Anti-Harassment – Due to the enactment of LB 451, and to be consistent across policies, we have added the new non-discriminatory references to the general anti-harassment policy.

2. Policy 3132 – Internal Controls – NDE’s “Fiscal Desk Reviews” have started asking for each District’s “written Internal Controls and Policies and Procedures,” pursuant to 2 C.F.R. § 200.303, et seq. Policy 3132 includes those required policies and procedures.

3. Policy 4003 and Attachments – Employee Antidiscrimination – LB 451 adds protections under the Nebraska Fair Employment Practice Act with regard to race and hairstyles. Policy 4003 and its attachments are updated to reflect this change in the law.

4. Attachments to Policy 4007 – (FMLA) – The United States Department of Labor updated its Family and Medical Leave Act forms. To that end, the updated FMLA forms can replace the old versions of Forms 2-7. The FMLA Application itself (Form 1) remains the same.

5. Attachment to Policy 5002 – “Affidavit” – LB 528 removed the requirement that disenrollment forms be notarized for those students ages 16 through 18. NDE may issue an updated “Nebraska Withdrawal From Mandatory Attendance Form” in light of LB 528. If that occurs, we will replace the existing NDE form with the updated NDE form. No other disenrollment form needs to be changed.

6. Policy 5401 and 5401z – Equal Opportunity – Similar to Policy 1200, we have updated the new non-discrimination language to be consistent across all policies.

7. **Policy 6600 – Special Education Policies** – Recently, NDE’s special education audits have asked for more specifics and detail in policy. As such, we have updated Policy 6600 to conform with these new standards.

B. POLICY UPDATES TO CONSIDER

1. **Policy 1110 – Bulletin Boards** – As some schools move towards distributing messages electronically, each Board should revisit Policy 1110. Some districts may no longer need this Policy. Each district should review their policy to make sure it reflects current and intended practice, including what may be posted and whether outside groups may post on school bulletin boards.

2. **Policy 4025 – Professional Boundaries (NDE Model Policy)** – Neb. Rev. Stat. § 79-879 requires that every school district have a professional boundaries policy to address, among other things, grooming of students. NDE has developed a model policy that a school district may adopt, though NDE’s policy itself is not required. Many school districts already have a professional boundaries policy. Our preference is to continue using our current professional boundaries policy, but each board can decide if they want to adopt NDE’s model policy or keep their existing professional boundaries policy. If a district wants to keep its current professional boundaries policy, that district should confirm that the policy includes all requirements contained in Neb. Rev. Stat. § 79-879.

3. **Policy 6111 – Classroom Environment** – This year, several districts struggled with staff members who displayed controversial flags or had political posters in their classroom. To avoid this situation in the future, Boards may want to consider adding a provision in Policy 6111 to limit non-curricular posters, flags and other displays.

4. **Policy 6212 – Assessments – Academic Content Standards** – In light of the proposed health standards, Boards may want to review their policy on academic content standards. In the past, our policy has allowed Boards to automatically adopt the State Board’s recommended content standards. However, with the controversy over the proposed health standards, Boards may want to change their policy to require an affirmative vote to adopt a standard recommended by the State Board.

5. **Policy 8130 – Annual Organizational Meeting** – During this past year, a handful of school boards struggled to select their officers, including multiple votes and stalemates to elect a Board President. We have provided two options to address this apparent, ongoing problem. Option #1 is our current recommended policy, which allows Boards to decide how many votes will be taken before a stalemate is called. In some cases, this resulted in (at least the appearance of) board members “stalling” to “run out the clock.” With that in mind, we are providing Option #2, which resolves a stalemate with a coin flip. These policies are optional and will likely be district-specific on how the Board wants to handle the election of Board officers.

6. Policies 8151 & 8152 – Standing Committees – In some districts, the Board President appoints committees. In other districts, the Superintendent facilitates committee assignments. To align with each district’s practices, we have provided Policy 8151 for those districts that wish to have their Board President handle committee assignments. (Districts that prefer to delegate committee assignments to the Superintendent should review their policies to ensure that their current policies align with such practice.)

C. OTHER CONSIDERATIONS

1. COVID Policy and Planning for 2021-2022. Some districts have asked about developing a COVID-related policy or Board-approved procedures for the 2021-2022 school year, including requirements (or not) for masks, quarantining, employee leaves and absences, student attendance and remote learning, and other issues related to returning to school. Given how quickly things can change with COVID, we have not yet distributed any type of draft policy and are leery of recommending a formal board policy that may need to be continually updated and revised. Instead of a new, formal policy addressing COVID and the 2021-2022 school year, we see several other options, depending on the circumstances of each district:

- a. Extend the Superintendent Authority resolution that many schools passed last March to allow the Superintendent to make decisions on a timely basis (without needing formal board approval);
- b. Follow your typical health screening process and prevent symptomatic students from attending school. (A number of current board policies should already give the school the ability to address students who are sick, including Policies 1501 (Emergency Exclusion of Persons from School), 4012 (Infectious Diseases) and 6900 (Chronic Infectious Disease Practice and Procedure); and/or
- c. Approve a general framework at a Board meeting that will indicate the Board’s intent, without giving too many specifics to “pin down” the district if the COVID situation in the community changes unexpectedly.

There are obviously pros and cons with each approach and/or a combination of these approaches. Given that we are still three months away from the beginning of the 2021-2022 school year, we may need to revisit this topic (from a policy perspective) as we get closer to August.

2. Employee Vaccinations – Employee vaccinations are a “hot topic” in the employment law world. We have not heard from any Nebraska public school district who plans to require or incentivize employees to receive the COVID-19 vaccination. However, if your district would like to discuss a policy or requirement like this, please let us know and we can talk through the logistics of what that requirement would look like. Rather than issue a blanket policy for all districts, each district’s particular circumstances will (in all likelihood) need to be incorporated into a district-specific board policy or handbook provision.

3. Purple Star Schools Program. This year, LB 5 was signed into law. LB 5 allows for school districts to designate a staff member as a “military liaison” to identify and support military-connected students. LB 5 does not impose any requirements on schools. Rather, LB 5 is optional for each district, and each Board can determine if they would like to participate in the program or not.

4. Open Meetings Act Update. LB 83 updated and modernized statutory language in the Open Meetings Act. However, LB 83 did not allow public school boards to meet virtually, except in certain emergency situations. As such, public school boards need to continue meeting in-person. Each school district will need to update their Open Meetings Act poster to conform with the new Open Meetings Act language.

5. Title IX. On May 17th, the United States Department of Education announced that it will hold public hearings in June to “gather information for improving enforcement of Title IX of the Education Amendments of 1972.” If the federal government begins revising the recently enacted Title IX regulations, districts may need to update their Title IX policies in the middle of the school year. Until then, we will wait to see what happens.

6. Safety Hotline. LB 322 creates the “School Safety and Security Reporting System,” where individuals can report concerns about students to a statewide reporting system. LB 322 requires the Nebraska Department of Education to undertake certain efforts, but there is nothing in LB 322 that requires a change to board policies.

7. Substitute Teaching. LB 147 focused largely on transitioning the administration of the Omaha School Employees’ Retirement System to the Nebraska Public Employees Retirement Systems. LB 147 also included provisions that would generally allow a retired or terminated employee to substitute teach up to eight days per month. With that being said, LB 147 includes the following language: “Nothing in this subdivision precludes an employer from adopting a policy which limits or denies employees who have terminated employment from providing voluntary or substitute service within one hundred eighty days after termination.” We presume that most schools do not want a policy that limits the ability of terminated employees from volunteering or substitute teaching. However, if your district would like a policy to reflect this prohibition, please let us know.

8. Student Discipline Data. LB 154 requires the Nebraska Department of Education to implement a statewide system for tracking individual student discipline. LB 154 does not require any policy change or update, but LB 154 requires that each school “designate at least one discipline data coordinator for the purposes of gathering and reporting the discipline data required pursuant to [LB 154].” A school district can presumably designate the data coordinator without needing formal board action.

9. Transition Services. LB 527 changed the law regarding transition services. Under the old law, each school district was required to begin providing transition services to students with disabilities no later than the age of 16. LB 527 modified that law to provide that schools are now required to begin providing transition services to students to age 14. LB 527 does not require a policy change, but each district should ensure that their transition services will comply with LB 527.

10. Budget Notice. LB 528 amended 13-506, the statute governing the public hearings on proposed budgets, to require that each school district include the following statement in the notice:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to section 5 of this act]. In addition, each school district shall electronically publish such statement on the school district web site. Such electronic publication shall be prominently displayed with an active link to the Internet address for the web site established pursuant to section 5 of this act to allow the public access to the information.

LB 528 requires NDE to create a website to include data and information about school district finances. We will send out the Internet address once we learn the website address.

11. Student Identification Cards. LB 528 requires that, beginning with the 2022-2023 school year, all school districts require the telephone number for a national suicide prevention hotline, a local suicide prevention hotline, or a crisis text line is printed on each new student identification card issued to a student enrolled in a middle school grade or a high school grade. LB 528 does not require schools to begin issuing student identification cards if the school does not currently issue student identification cards. If a district issues student identification cards, then that school should ensure that identification cards next year (2022-2023) comply with the new law.

12. Financial Literacy. LB 452 requires that, beginning with the 2022-2023 school year, each school district “in consultation with the State Department of Education, shall include financial literacy instruction, as appropriate, in the instructional program of its elementary and middle schools and require each student to complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.” In addition, on or before December 31, 2024, each school district must “provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year.” Since these requirements are not effective until next school year (2022-2023), we will wait to update the associated policies until next summer (2022).

13. Seizure Safe Schools Act. LB 639 generally requires certain training and planning for students with seizures. Most schools already comply with LB 639. However, since LB 639 is not effective until the 2022-2023 school year, we will wait to update the associated policies until next summer (2022).

14. Property Tax Request Act. LB 644 generally imposes new requirements on political subdivisions seeking to increase its property tax request by the allowable growth percentage. Although LB 644 does not require any policy update, school districts will need to become familiar with these new requirements over this summer. We will provide more information on LB 644 in the coming weeks.

15. United States Supreme Court Case. Over the next month or two, the United States Supreme Court is expected to release its opinion in *Mahanoy Area School District v. B.L.* The Supreme Court's opinion will likely address how off-campus, social media speech interacts with the First Amendment. Depending on how the Court rules, we may need to update student handbooks and extracurricular handbooks to reflect the high court's ruling.

As always, please let us know if you have any questions or concerns.

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: [Insert Date]

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of [Name] Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual

orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The 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, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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 District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District'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 the applicable Cost Principles requirements;
- 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 the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation

or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary,

and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to

complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each

building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Notice of Nondiscrimination

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____

_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy)
for one of the following reasons: (Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- You are needed to care for your family member due to a serious health condition. Your family member is your:
 - Spouse
 - Parent
 - Child under age 18
 - Child 18 years or older and incapable of self-care because of a mental or physical disability
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
 - Spouse
 - Parent
 - Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
 - Spouse
 - Parent
 - Child
 - Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- Not eligible** for FMLA leave because: (Only one reason need be checked)
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
 - You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name: _____

- You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- No additional information requested. If no additional information requested, go to Section III.
- We request that the leave be supported by a certification, as identified below.
 - Health Care Provider for the Employee
 - Health Care Provider for the Employee's Family Member
 - Qualifying Exigency
 - Serious Illness or Injury (Military Caregiver Leave)

Selected certification form is attached / not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)

- We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

- Other information needed (e.g. documentation for military family leave): _____
The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: (*Select as appropriate*)

- The calendar year (January 1st - December 31st)
- A fixed leave year based on _____
(*e.g., a fiscal year beginning on July 1 and ending on June 30*)
- The 12-month period measured forward from the date of your first FMLA leave usage.
- A “rolling” 12-month period measured backward from the date of any FMLA leave usage. (*Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.*)

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ (*mm/dd/yyyy*).

You (*are* / *are not*) **considered a key employee** as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (*have* / *have not*) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(*Check all that apply*)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- You have requested to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** (*e.g., short- or long-term disability, workers’ compensation, state medical leave law, etc.*) _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____
_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (30-days or _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (will be / will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy) we received your most recent information to support your need for leave due to:
(Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- The serious health condition of your spouse, child, or parent
- A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin (Military Caregiver Leave)

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: (Select as appropriate)

- Approved.** All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.
- Not Approved:** (Select as appropriate)
 - The FMLA does not apply to your leave request.
 - As of the date the leave is to start, you do not have any FMLA leave available to use.
 - Other _____
- Additional information** is needed to determine if your leave request qualifies as FMLA leave. (Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request.**

If you have any questions, please contact: _____ at _____
(Name of employer FMLA representative) (Contact information)

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request.
(Select as applicable)

- The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. "Incomplete" means one or more of the applicable entries on the certification have not been completed.

Employee Name: _____

- The certification provided is insufficient to determine whether the FMLA applies to your leave request. “Insufficient” means the information provided is vague, unclear, ambiguous or non-responsive.

Specify the information needed to make the certification complete and/or sufficient: _____

You must provide the requested information no later than (provide at least 7 calendar days) _____ (mm/dd/yyyy), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

- We request that you obtain a (second / third opinion) medical certification at our expense, and we will provide further details at a later time. Note: The employee or the employee’s family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: (Select as appropriate)

- Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement: _____.
- Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: (check all that apply)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Based on your request, some or all of your available paid leave** (e.g., sick, vacation, PTO) **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (e.g., sick, vacation, PTO) **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** _____
(e.g., Short- or long-term disability, workers’ compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (will be / will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness-for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (is / is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

**Certification of Health Care Provider for
Employee's Serious Health Condition
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description (is / is not) attached.
Employee's regular work schedule: _____
Statement of the employee's essential job functions: _____

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)
Due to the condition, the patient (has been / is expected to be) incapacitated for *more than* three consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

- (6) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week) _____

- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

- (8) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

- (9) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (was not able / is not able / will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ Date _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
<ul style="list-style-type: none">• An overnight stay in a hospital, hospice, or residential medical care facility.• Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
<p><u>Incapacity Plus Treatment:</u> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:</p> <ul style="list-style-type: none">○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
<p><u>Pregnancy:</u> Any period of incapacity due to pregnancy or for prenatal care.</p>
<p><u>Chronic Conditions:</u> Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.</p>
<p><u>Permanent or Long-term Conditions:</u> A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer’s disease or the terminal stages of cancer.</p>
<p><u>Conditions Requiring Multiple Treatments:</u> Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.</p>

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

**Certification of Health Care Provider for
Family Member's Serious Health Condition
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:
 Spouse Parent Child, under age 18
 Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs Transportation
 Physical Care Psychological Comfort Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described: _____

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*, I am able to work _____ *(hours per day)* _____ *(days per week)*.

Employee Signature _____ Date _____ *(mm/dd/yyyy)*

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that *involves inpatient care or continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start: _____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient *(e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort)*.

Employee Name: _____

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (has been / is expected to be) incapacitated for *more than three* consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

(8) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery _____ (e.g. 3 days/week)

Employee Name: _____

- (9) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date: _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

- (10) Due to the condition it, (was / is / will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Signature of Health Care Provider _____ Date _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)

Inpatient Care

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider (any one or more of the following)

Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

**Certification for Military Family Leave for
Qualifying Exigency
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND FORM TO THE DEPARTMENT OF LABOR.
RETURN THE COMPLETED FORM TO THE EMPLOYER.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, child, or parent (the military member) is on covered active duty or has been notified of an impending call or order to covered active duty. The FMLA allows an employer to require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. 29 C.F.R. § 825.305(b). If the employee fails to provide complete and sufficient certification, the employee's FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at http://www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the employee for the information necessary for a complete and sufficient qualifying exigency certification, which is set out at 29 C.F.R. § 825.309. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.**

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by _____ (mm/dd/yyyy).
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete all Parts of Section II and sign the form before returning it to your employer. The FMLA allows an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. If requested by your employer, your response is required to obtain the benefits and protections of the FMLA. 29 C.F.R. § 825.309. Failure to provide a complete and sufficient certification may result in a denial of your FMLA leave request. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. **You are responsible for making sure the certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. § 825.313.

- (1) Provide the name of the military member on covered active duty or call to covered active duty status:

First Middle Last

(2) Select your relationship of the military member. The military member is your:

- Spouse
- Parent
- Child, of any age

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave for a qualifying exigency related a military member who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave for a qualifying exigency related a military member for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

PART A: COVERED ACTIVE DUTY STATUS

Covered active duty or call to covered active duty in the case of a member of the Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. Covered active duty or call to covered active duty in the case of a member of the Reserve components means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to: Section 688 of Title 10 of the United States Code; Section 12301(a) of Title 10 of the United States Code; Section 12302 of Title 10 of the United States Code; Section 12304 of Title 10 of the United States Code; Section 12305 of Title 10 of the United States Code; Section 12406 of Title 10 of the United States Code; chapter 15 of Title 10 of the United States Code; or, any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation. 10 U.S.C. § 101(a)(13)(B).

An employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. **This information need only be provided to the employer once, unless additional leave is needed for a different military member or different deployment.**

- (3) Provide the dates of the military member's covered active duty service: _____
- (4) Please check one of the following and attach the indicated written document to support that the military member is on covered active duty or call to covered active duty status:
 - A copy of the military member's covered active duty orders
 - Other documentation from the military indicating that the military member is on covered active duty or has been notified of an impending call to covered active duty, such as official military correspondence from the military member's chain of command
 - I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status

PART B: APPROPRIATE FACTS

Under the FMLA, leave can be taken for a number of qualifying exigencies. 29 C.F.R. § 825.126(b). Complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes available written documentation which supports the need for leave such as a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, or a document confirming an appointment with a third party (e.g., a counselor or school official, or staff at a care facility, a copy of a bill for services for the handling of legal or financial affairs). Please provide appropriate facts related to the particular qualifying exigency to support the FMLA leave request, including information on the type of qualifying exigency and any available written documentation of the exigency event.

- (5) Select the appropriate **Qualifying Exigency Category** and, if needed, provide additional information related to the event:
 - Short notice deployment (*i.e.*, deployment within seven or fewer days of notice)
 - Military events and related activities (*e.g.*, *official ceremonies or events, or family support and assistance programs*):

 - Childcare related activities for the child of the military member (*e.g.*, *arranging for alternative childcare*):

Employee Name: _____

- Care for the military member's parent (*e.g., admitting or transferring the parent to a new care facility*):

 - Financial and legal arrangements related to the deployment (*e.g., obtaining military identification cards*)
 - Counseling related to the deployment (*i.e., counseling provided by someone other than a health care provider*)
 - Military member's short-term, temporary Rest and Recuperation leave (R&R) (leave for this reason is limited to 15 calendar days for each instance of R&R)
 - Post deployment activities (*e.g., arrival ceremonies, or reintegration briefings and events*): _____
 - Any other event that the employee and employer agree is a qualifying exigency: _____
- (6) **Available written documentation** supporting this request for leave is (attached / not attached / not available).

PART C: AMOUNT OF LEAVE NEEDED

Provide information concerning the amount of leave that will be needed. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency leave needed. Be as specific as you can; terms such as "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage.

- (7) List the approximate date exigency started or will start: _____ (mm/dd/yyyy)
- (8) Provide your best estimate of how long the exigency lasted or will last:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
- (9) Due to a qualifying exigency, I need to work a **reduced schedule**. Provide your **best estimate** of the reduced schedule you are able to work:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
I am able to work _____
(*e.g., 5 hours/day, up to 25 hours a week*)
- (10) Due to a qualifying exigency, I will need to be absent from work for a **continuous period of time**. Provide your **best estimate** of the beginning and ending dates for the period of absence:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Employee Name: _____

(11) Due to a qualifying exigency, I will need to be absent from work on an **intermittent basis** (periodically).

Provide your **best estimate** of the frequency (how often) and duration (how long) of each appointment, meeting, or leave event, including any travel time.

Over the next 6 months, absences on an **intermittent basis** are estimated to occur: _____ times per
(day / week / month) and are likely to last approximately _____ (hours / days) per episode.

(12) My leave is due to a qualifying exigency that involves **Rest and Recuperation leave** (R & R) of the military member (leave for this reason is limited to 15 calendar days for each instance of R & R leave).

List the dates of the military member's R & R leave:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

PART D: THIRD PARTY INFORMATION

If applicable, please provide information below that may be used by your employer to verify meetings or appointments with a third party related to the qualifying exigency. Examples of meetings with third parties include: arranging for childcare or parental care, to attend non-medical counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations. This information may be used by your employer to verify that the information contained on this form is accurate.

Individual (e.g., name and title) or Entity / Organization: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Describe purpose of meeting: _____

Employee
Signature _____ Date _____ (mm/dd/yyyy)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

**DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN FORM TO THE EMPLOYER.**

**Certification for Serious Injury or Illness of a
Current Servicemember for Military Caregiver Leave
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave to care for a covered servicemember with a serious illness or injury. The FMLA allows an employer to require an employee seeking FMLA leave for this purpose to submit a medical certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the health care provider for the information necessary for a complete and sufficient medical certification. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Recertifications are not allowed for FMLA leave to care for a covered servicemember. Where medical certification is requested by an employer, an employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good-faith efforts to obtain such documents.** An employer requiring an employee to submit a certification for leave to care for a covered servicemember **must** accept as sufficient certification invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at the servicemember's bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by: _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE and/or CURRENT SERVICEMEMBER

Please complete all Parts of Section II before having the servicemember's health care provider complete Section III. The FMLA allows an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by your employer, your response is required to obtain or retain the benefit of FMLA-protected leave.

PART A: EMPLOYEE INFORMATION

- (1) Name of the current servicemember for whom employee is requesting leave: _____

Employee Name: _____

(2) Select your relationship to the current servicemember. You are the current servicemember's:

- Spouse Parent Child Next of Kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for a covered servicemember who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a covered servicemember for whom the employee has assumed the obligations of a parent. No biological or legal relationship is necessary. "Next of kin" is the servicemember's nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority: (1) a blood relative as designated in writing by the servicemember for purposes of FMLA leave, (2) blood relatives granted legal custody of the servicemember, (3) brothers and sisters, (4) grandparents, (5) aunts and uncles, and (6) first cousins.

PART B: SERVICEMEMBER INFORMATION AND CARE TO BE PROVIDED TO THE SERVICEMEMBER

(3) The servicemember (is / is not) a current member of the Regular Armed Forces, the National Guard or Reserves. If yes, provide the servicemember's military branch, rank and unit currently assigned to: _____

(4) The servicemember (is / is not) assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, such as a medical hold or warrior transition unit. If yes, provide the name of the medical treatment facility or unit: _____

(5) The servicemember (is / is not) on the Temporary Disability Retired List (TDRL).

(6) Briefly describe the care you will provide to the servicemember: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs
 Psychological Comfort Physical Care
 Transportation Other: _____

(7) Give your **best estimate** of the amount of leave needed to provide the care described: _____

(8) If a reduced work schedule is necessary to provide the care described, give your **best estimate** of the reduced work schedule you are able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy), I am able to work: _____ (hours per day) _____ (days per week).

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all Parts of this Section fully and completely, and sign the form below. The employee listed at Section I has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. Note: For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. "Need for care" includes both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the servicemember is not able to care for his or her own basic medical, hygienic, or nutritional needs or safety, or needs transportation to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the servicemember who is receiving inpatient or home

Employee Name: _____

care. A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above.

PART A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice/Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Please select the type of FMLA health care provider you are:

- DOD health care provider
- VA health care provider
- DOD TRICARE network authorized private health care provider
- DOD non-network TRICARE authorized private health care provider
- Health care provider as defined in 29 C.F.R. § 825.125

PART B: MEDICAL INFORMATION

Please provide appropriate medical information of the patient as requested below. Limit your responses to the servicemember's condition for which the employee is seeking leave. If you are unable to make some of the military-related determinations contained below, you are permitted to rely upon determinations from an authorized DOD representative, such as a DOD recovery care coordinator. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e).

(1) Patient's Name: _____

(2) List the approximate date condition started or will start: _____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition will last: _____

(4) The servicemember's injury or illness: *(Select as appropriate)*

- Was incurred in the line of duty on active duty.
- Existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty.
- None of the above.

(5) The servicemember (is / is not) undergoing medical treatment, recuperation, or therapy for this condition.

If yes, briefly describe the medical treatment, recuperation or therapy: _____

Employee Name: _____

- (6) The current servicemember's medical condition is classified as: *(Select as appropriate)*
- (VSI) Very Seriously Ill/Injured** Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*
 - (SI) Seriously Ill/Injured** Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*
 - OTHER Ill/Injured** A serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.
 - NONE OF THE ABOVE.** *Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under 29 C.F.R. § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.*

PART C: AMOUNT OF LEAVE NEEDED

For the medical condition checked in Part B, complete all that apply. Some questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

- (7) Due to the condition, the servicemember will need care for a **continuous period of time**, including any time for treatment and recovery. Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for this period of time.
- (8) Due to the condition, it is medically necessary for the servicemember to attend **planned medical treatment** appointments (scheduled medical visits). Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery _____ (e.g. 3 days/week)
- (9) Due to the condition, it is medically necessary for the servicemember to receive care on an **intermittent basis** (periodically), such as the care needed because of episodic flare-ups of the condition or assisting with the servicemember's recovery. Provide your **best estimate** of how often (frequency) and how long (the duration) the intermittent episodes will likely last.

Over the next 6 months, intermittent care is estimated to occur _____ times per
(day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Signature of
Health Care Provider _____ Date _____ (mm/dd/yyyy)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN IT TO THE PATIENT.

AFFIDAVIT RELEASE FORM
(For Child Age 6 to Not Attend School)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child has or will reach the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm (check or initial appropriate exception for attendance):

_____ the Child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

_____ the parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

~~IN WITNESS WHEREOF, this affidavit is signed and acknowledged~~ **Dated** this ____ day of _____, 20__.

Parent or Guardian

~~STATE OF NEBRASKA~~ _____)
_____) ~~ss.~~
~~COUNTY OF~~ _____)

~~The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.~~

Notary Public

Disenroll to Attend Homeschool

I am the parent or guardian of _____ (Child's name).

I elect to disenroll the Child from an accredited school this school year and hereby affirm _that I intend for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements (a homeschool) and will provide the Commissioner of Education with a statement confirming such homeschool status.

Parent or Guardian

Date

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals

involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision,

and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____

_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

Received by: _____ Date: _____

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Staff members may not hang posters, flags, banners or other displays in the classroom that are (1) unrelated to the curriculum and (2) may otherwise result in a disruption to the learning environment. Any staff member who is uncertain as to whether a particular display is permitted in the classroom should consult with their building principal in a proactive manner.

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education may vote to adopts the academic content standards recommended by of the State Board of Education (“State Board”). ~~The adoption of the academic content standards includes the:~~

~~Language Arts standards that were adopted by the State Board in September, 2014;
Mathematics standards that were approved by the State Board in September, 2015;
Science standards that were adopted by the State Board in September, 2017; and
Social Studies standards that were adopted by the State Board in November, 2019.~~

~~If Unless other action is taken,~~ the Board of Education ~~adopts~~ does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board.

~~the standards of the State Board as such standards are subsequently adopted or amended by the State Board.~~

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: [Insert Date]

InstructionSpecial Education

[Name] Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time

to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

4.5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

5.6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The District will: (1) develop and implement written procedures for implementation of the Least Restrictive Environment (LRE) Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rule; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of

accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01 ~~through 008.011~~

6.7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 ~~and 016.01 through 016.07C~~

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

7.9. Evaluation, and Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, ~~and identified, and reevaluated~~ in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8.10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9.11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those

preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10.12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11.13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12.14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13.15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/~~and~~ ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14.16. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the printed instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15.17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-~~003.10~~;006.02C

16.18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17.19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18.20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19.21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing

statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC [51-006.04](#).

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, [52 and 55](#)

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President

- b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Secretary to the BOE
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to elect Committees as determined by the BOE
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
 5. Approval of current Board policies and regulations
 6. Designate date for the annual review of BOE policies
 7. Dissemination to each Board member of conflict of interest statutes
 8. Adjournment

Date of Adoption: [Insert Date]

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

_____.
The following members voted against the same: _____

_____.
The following members were absent or not voting: _____

_____.
The above Resolution, having been consented to and approved by ~~more than~~ a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[Name] Public Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. §§Sections 77-2350 and 77-2350.01

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. 1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.
2. 2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. ~~If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President.~~ If a tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
2. 3. The President shall assume the chair immediately upon the President's election.
3. 4. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting ~~should~~shall be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections

- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Secretary to the BOE
 - b. Consider, discuss and take action to select ~~Legal~~legal counsel
 - c. Consider, discuss and take action to elect Committees as determined by the BOE
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
 5. Approval of current Board policies and regulations
 6. Designate date for the annual review of BOE policies
 7. Dissemination to each Board member of conflict of interest statutes
 8. Adjournment

Date of Adoption: [~~Insert~~ Date of Adoption]

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

_____.
The following members voted against the same: _____

_____.
The following members were absent or not voting: _____

_____.
The above Resolution, having been consented to and approved by ~~more than~~ a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[Name] Public Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. ~~§§~~ Sections 77-2350 and 77-2350.01

Date of Adoption: [Insert Date]

Internal Board Policies - Organization

Standing Committees

It shall be the policy of [Name] Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics
3. Transportation/Facilities
4. Budget Committee
5. Policy Committee
- ~~6. Administration Review Committee~~

It shall further be the policy of [Name] Public Schools that the ~~Superintendent~~Board President shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. Sec. 79-724
 Neb. Rev. Stat. Sec. 79-520

Date of Adoption: [Insert Date]

Internal Board PoliciesStanding Committee on Negotiations

It shall be the policy of [Name] Public Schools that the Negotiations Committee shall consist of three members appointed by the ~~Board President~~Superintendent.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: [Insert Date]