

## **Board of Education Regular Meeting**

Monday, October 10, 2016 7:30 PM

Board of Education Room at the Palmyra District OR-1 Public Schools

50 Dogwood

Bennet, NE 68317

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:30 PM.

Jaimi Calfee: Present

Doug Church: Present

Kipp Haight: Present

Clayton Maahs: Present

Susan Royal: Present

Kevin Schroder: Present

1. Call to Order The meeting was called to order at 7:32 p.m.
2. Open Meetings Act Posting
3. Staff and Student Presentations
  - 3.1. Burke Brown technology information At 7:00 p.m. Mr. Brown presented information regarding the Palmyra 1:1 technology initiative which has been in place for the past four years. The adoption choice was researched by the district technology committee formed for the purpose of reviewing tablets and various devices available to the school district cross referencing, serviceability, cost and effectiveness. The current proposal reflects information that The device of choice would be the Chromebook. There appears to be compatibility of applications moving from iPad to Chromebook incorporating touch screen and a keyboard. Mr. Brown discussed Chromebook reliability, ease of repair and hardware associated with the product. Board members had the opportunity to ask questions regarding the Chrome book and technology applications.
4. Consent Agenda Motion to approve the consent agenda as presented Passed with a motion by Doug Church and a second by Kevin Schroder.

Jaimi Calfee: Yea, Doug Church: Yea, Kipp Haight: Yea, Clayton Maahs: Yea, Susan

Royal: Yea, Kevin Schroder: Yea Board member Steward asked to remove claims and staffing from the consent agenda.

4.1. Approval of minutes of previous meetings

4.2. Approval of Claims/Payment of Bills and Payroll

Board member Steward inquired about the replacement of the mower engine on the Palmyra mower and the Bennet stage area lighting.

Superintendent Hanger informed the Board that the mower engine replacement was much less expensive than a new commercial mower and that the replacement lighting in the stage area at Bennet was a safety issue that needed to be addressed with replacement conduit, wiring and fixtures.

4.3. Financial Report

5. Public Comment Lance Gee asked about the Last Friday in September enrollment report.

6. Administrative Reports Mr. Hanger and Mrs. Walter presented information for the Board including construction updates and the excellent performance of District OR-1 students who were assessed in 2015-2016. The administrative team thanked the staff and Board for their role in the instructional and assessment process.

6.1. Superintendent Report

6.2. High School Principal

6.3. Elementary Principal

7. Discussion Items- Committee Reports Board Chairman Maahs reported information from the NASB area membership meeting in Nebraska City. NASB is promoting the Team Mates program. NASB is also starting a program to reach out with questions regarding other sources of revenue for public schools in lieu of property taxes. President Maahs encouraged BOE members to attend the November state conference.

8. Action Items

8.1. Presentation, Discussion and or Official action appointing Superintendent Hanger as official representative responsible for State and Federal forms and applications. Motion to appoint Superintendent Hanger as official representative responsible for State and Federal forms and applications. Passed with a motion by Jaimi Calfee and a second by Kipp Haight. Jaimi Calfee: Yea, Doug Church: Yea, Kipp Haight: Yea, Clayton Maahs: Yea, Susan Royal: Yea, Kevin Schroder: Yea

8.2. Presentation, Discussion and or Official action regarding Board of Education policy service proposals and the establishment of a temporary policy committee. Motion to accept the policy service proposal from the Perry Law Firm and the establishment of a temporary policy committee Passed with a motion by Jaimi Calfee and a second by Susan Royal. Jaimi Calfee: Yea, Doug Church: Yea, Kipp Haight: Yea, Clayton Maahs: Yea, Susan Royal: Yea, Kevin Schroder: Yea The board reviewed proposals from the Perry and KSB firms. The Board Chair appointed Susan Steward, Kevin Schroder and Kipp Haight to the temporary committee.

8.3. Presentation, Discussion and or Official action to accept the recommendation for technology adoption as presented. Motion to accept the recommendation for technology adoption for Chrome books as presented by Mr. Burke Brown. Passed with a motion by Doug Church and a second by Jaimi Calfee.

Jaimi Calfee: Yea, Doug Church: Yea, Kipp Haight: Yea, Clayton Maahs: Yea, Susan

Royal: Yea, Kevin Schroder: Yea Board members asked questions about the technology adoption process and associated cost.

9. Board of Education Development October 17, 2016 at 7:30 p.m. was decided upon as a work session date for Dr. Dlugosh to complete the goal setting process.

10. Topics for Next Month's Agenda

11. Adjournment

Board member Haight pointed out that Mr. Malone was recognized as the NRD Educator of the year award and the Board wished to congratulate him.

Board member Steward reported information from the school auction she attended.

The meeting was duly adjourned at 8:47 p.m. October 10, 2016.

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Chairperson

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Superintendent

**Board of Education Special Meeting**

September 12, 2016 6:30 PM

Media Center at Bennet Elementary School 50 Dogwood Street, Bennet, NE

**Attendance Taken at 6:30 PM:**

Present Board Members:

Jaimi Calfee  
Doug Church  
Kipp Haight  
Clayton Maahs  
Kevin Schroder  
Susan Steward

**A. Call to Order**

Discussion:

The meeting was called to order at 6:30 p.m.

**B. Open Meetings Act Posting**

**C. Action Items**

**C.1. Presentation, discussion and or official action with regard to the general contract with Cheever Construction, Inc., for the construction of additions and renovations to the Palmyra Junior/Senior High School building, located in Palmyra, Nebraska, in the form of AIA A101 Standard Form of Agreement Between Owner and Contractor (as modified), and the AIA A201 General Conditions of Contract (as modified), and exhibits incorporated therein by reference.**

**Motion Passed:** Motion that the Board of Education of this School District should and does hereby accept and approve to the general contract with Cheever Construction, Inc., for the construction of additions and renovations to the Palmyra Junior/Senior High School building, located Palmyra, Nebraska, in the form of AIA A101 " Standard Form of Agreement Between Owner and Contractor (as modified), and the AIA A201 " General Conditions of Contract (as modified), and exhibits incorporated therein by reference (Cheever Contract) in the form presented at this meeting of the Board of Education, and incorporated into this motion by this reference; and, further hereby authorize the President of the Board of Education to sign the Cheever Contract, and to take all other actions necessary to carry the terms of such contract into effect passed with a motion by Doug Church and a second by Kipp Haight.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	Yes

Discussion:

Board members asked questions that included who would represent Cheever construction as per the A101 contract reference, possible timetables for the project and the initial start date. Rayme Fauss provided information from the pre-construction meeting with Cheever Construction in order to answer Board member questions.

**C.2. Presentation, discussion, and or official action with regard to the construction projects at Bennet Elementary and Palmyra Junior Senior High School buildings, including change orders, construction change directives and payment applications from contractors, and reports, information and recommendation by the Project Architect and Owner's Representative.**

**Motion Passed:** Motion to accept Fauss Construction report and claims as presented passed with a motion by Kipp Haight and a second by Doug Church.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	Yes

**Discussion:**

Mr. Hanger thanked Rayme Fauss and Rogge General Contractors for meeting last week. Rayme Fauss of Fauss construction presented the board updated information regarding the project status at Bennet Elementary including concrete and the arrival of the pre-cast panels for the new addition with some general timing of events with new construction and renovation. Board members had an opportunity to ask questions regarding the project and claims. Board member Haight clarified the claim amount for the current bill. Board member Steward inquired about the timing of Fauss construction claim submittal and staging areas.

**D. Next Regular Meeting**

**Discussion:**

Board of Education Retreat Monday September 19, 2016 at 6:30 p.m.  
Construction meeting Monday October 10, 2016 at 6:30 p.m.  
Regular meeting Monday October 10, 2016 at 7:30 p.m.

**E. Adjournment**

**Discussion:**

The meeting was duly adjourned at 7:36 p.m. September 12, 2016.

**Board of Education Regular Meeting**

September 12, 2016 7:30 PM

Media Center at Bennet Elementary School

50 Dogwood Street, Bennet, NE

**Attendance Taken at 7:45 PM:**

Present Board Members:

Jaimi Calfee

Doug Church

Kipp Haight

Clayton Maahs

Kevin Schroder

Susan Steward

**A. Call to Order**

Discussion:

The meeting was called to order at 7:36 p.m.

**B. Open Meetings Act Posting**

**C. Staff and Student Presentations**

**C.1. Teammates**

Discussion:

Mr. Chaffee presented information regarding the Teammates program. There are currently 25 matches in District OR-1 and 13 of those are with teachers. Mr. Chaffee discussed the impact of mentoring and the possibility to meet with students outside the school day. Board members had the opportunity to ask questions about the program and how Teammates partners with NASB. Mr. Hanger thanked Mr. Chaffee and the District OR-1 staff for their work.

**D. Consent Agenda**

**Motion Passed:** Motion to approve the consent agenda as presented passed with a motion by Jaimi Calfee and a second by Kevin Schroder.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	No

Discussion:

Board member Steward inquired about the minutes as presented in comparison to what was published in the Voice News. Mr. Hanger will review the difference.

**D.1. Approval of minutes of previous meetings**

**D.2. Approval of Claims/Payment of Bills and Payroll**

**D.3. Financial Report**

**E. Public Comment**

Discussion:

Lance Gee asked about expenditures for the lunch, activities and depreciation funds and student enrollment.

**E.1. In compliance with the provisions of State Statute Sections 13-501 to 13-513, the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the proposed budget and to consider amendments relative thereto.**

Discussion:

The Hearing was opened at 7:49 p.m. Superintendent Hanger was asked by President Maahs to present information for the proposed budget and financial information for fiscal 2016-2017. The Hearing was closed at 8:05 p.m.

**E.2. In compliance with the provisions of State Statute Section 77-1601.02, the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request.**

Discussion:

The Hearing was opened at 7:49 p.m.  
The Hearing was closed at 8:05 p.m.

**F. Administrative Reports**

Discussion:

Mr. Hanger and Mrs. Walter provided information for the Board.

**F.1. Superintendent Report**

**F.2. High School Principal**

**F.3. Elementary Principal**

**G. Discussion Items- Committee Reports**

**G.1. Building Committee Report**

Discussion:

Board member Haight reported that the Building committee met and reviewed proposals for the fence on the south Palmyra property, mowing the north property and placing the gate at the west entrance. Mr. Hanger noted that the gate may be created as a classroom project.

**H. Action Items**

**H.1. Presentation, discussion and or official action to adopt the 2016-2017 Budget.**

**Motion Passed:** Motion to adopt the 2016-2017 Budget passed with a motion by Doug Church and a second by Kevin Schroder.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	No

**H.2. Presentation, discussion and or official action to approve the 2016-2017 Tax Request Resolution.**

**Motion Passed:** Motion to approve the 2016-2017 Tax Request Resolution passed with a motion by Kevin Schroder and a second by Kipp Haight.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	No

**H.3. Presentation, discussion and or official action to accept the Board of Education development proposal from Dr. Dlugosh.**

**Motion Passed:** Motion to accept the Board of Education development proposal from Dr. Dlugosh passed with a motion by Jaimi Calfee and a second by Kipp Haight.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	Yes

**Discussion:**

Board members discussed the location for the retreat and the proposal. The meeting will be held in Palmyra at 6:30 p.m.

**H.4. Presentation, discussion and or official action regarding south property fence proposals.**

**Motion Passed:** Motion to accept the south property fence proposal low bid from Empire Fence passed with a motion by Jaimi Calfee and a second by Kevin Schroder.

Jaimi Calfee	Yes
Doug Church	Yes
Kipp Haight	Yes
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	No

**Discussion:**

Board members asked questions regarding the fence and commended Mr. Eppley for his cooperation allowing the teams to practice on the field. The Board authorized a fence to be constructed not to exceed \$4800.00. The Board asked Mr. Hanger to follow up with the property owner.

**H.5. Presentation, discussion and or official action to revise policy 201.2.**

**Motion Failed:** Motion to revise policy 201.02 failed with a motion by Susan Steward and a second by Kevin Schroder.

Jaimi Calfee	No
Doug Church	No
Kipp Haight	No
Clayton Maahs	Yes
Kevin Schroder	Yes
Susan Steward	Yes

Discussion:

The Board asked Mr. Hanger to bring policy service information and proposals to the October meeting as an item for possible action.

**I. Board of Education Development**

**J. Topics for Next Month's Agenda**

Last Friday in September report, construction updates.

Board of Education Retreat Monday September 19, 2016 at 6:30 p.m. in Palmyra

Construction meeting Monday October 10, 2016 at 6:30 p.m. in Palmyra

Regular meeting Monday October 10, 2016 at 7:30 p.m. in Palmyra

**K. Adjournment**

Discussion:

The meeting was duly adjourned at 9:13 p.m. September 12, 2016.

**Work Session-Board of Education**

September 19, 2016 6:30 PM

Palmyra Board of Education Room

**Attendance Taken at 6:36 PM:**

Present Board Members:

Jaimi Calfee

Doug Church

Kipp Haight

Clayton Maahs

Kevin Schroder

Susan Steward

**A. Call to Order**

Discussion:

The meeting was called to order at 6:32 p.m.

**B. Non Action Items**

Discussion:

Dr. Larry Dlugosh presented information regarding Board of Education goals.

**B.1. Dr. Larry Dlugosh**

Discussion:

The Board of Education worked with Dr. Dlugosh to explore trends in education and what the future of K-12 might look like as well as the importance of continuous strategic planning. Dr. Dlugosh guided conversation and asked each board member to offer a goal they believed would impact students. Those statements were then collated into similar strands that could be combined into goals for future use.

**C. Next Regular Meeting**

**D. Adjournment**

Discussion:

The meeting was duly adjourned at 9:30 p.m. September 19, 2016.



# AIA Document G702™ - 1992

## Application and Certificate for Payment

**TO OWNER:** Bennet Elementary School Add & Rem  
50 Dogwood Street  
Bennet, NE 68317

**PROJECT:** Bennet Elem School Add & Rem  
50 Dogwood Street  
Bennet, NE 68317

**FROM CONTRACTOR:** Rogge General Contractors Inc.  
6101 S. 58th St., Ste. A  
Lincoln, NE 68516

**VIA ARCHITECT:**

**APPLICATION NO.:** 6

**PERIOD TO:** 9/30/2016

**CONTRACT FOR:**

**CONTRACT DATE:** 4/18/2016

**PROJECT NOS:** BENELEM /

**Distribution to:**  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 FIELD  
 OTHER

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$ 3,069,315.00
2. NET CHANGE BY CHANGE ORDERS ..... \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 3,069,315.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 2,224,828.00

#### 5. RETAINAGE:

- a. 5.0% of Completed Work (Columns D + E on G703) \$ 111,241.40
- b. % of Stored Material (Column F on G703) \$

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) ..... \$ 111,241.40

6. TOTAL EARNED LESS RETAINAGE ..... \$ 2,113,586.60

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 1,714,794.65

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$ 398,791.95

9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 955,728.40

(Line 3 minus Line 6)

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

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

**CONTRACTOR:** Rogge General Contractors Inc.  
 By: *[Signature]* Date: 9/19/16

**Notary Public:** Darylyn A. Hansen  
 My commission expires: Nov 28, 2017  
 Date: 9/19/16

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

**AMOUNT CERTIFIED** ..... \$ 398,791.95  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** *[Signature]* Date: 10/4/16

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

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

**AMOUNT CERTIFIED** ..... \$ 398,791.95  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** *[Signature]* Date: 10/4/16

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

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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# REQUEST FOR PAYMENT DETAIL

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1-060	Mobilization	18,213.00	16,100.00			16,100.00	88.40	2,113.00	805.00
1-100	General Conditions	152,293.00	77,948.00	14,869.00		92,817.00	60.95	59,476.00	4,640.85
1-200	Allowance	35,000.00						35,000.00	
1-400	Bonds & Insurance	25,220.00	25,220.00			25,220.00	100.00		1,261.00
2-059	Demolition	9,202.00	9,202.00			9,202.00	100.00		460.10
2-300	Earthwork	138,204.00	127,874.00			127,874.00	92.53	10,330.00	6,393.70
2-360	Termite Control	1,783.00						1,783.00	
2-766	Parking Lot Striping	726.00						726.00	
2-780	Pavers	11,825.00						11,825.00	
2-821	Fence	5,321.00						5,321.00	
2-832	Segmental Retaining Wall	17,738.00						17,738.00	
2-920	Lawn & Grasses	15,311.00						15,311.00	
3-300	Concrete Flatwork	188,448.00	107,249.00			107,249.00	56.91	81,199.00	5,362.45
3-302	Footings & Foundations	32,250.00	32,250.00			32,250.00	100.00		1,612.50
3-304	Concrete Reinforcing	14,056.00	14,056.00			14,056.00	100.00		702.80
3-410	Arch & Structural Precast Con	369,263.00	355,625.00	13,638.00		369,263.00	100.00		18,463.15
4-030	Grouting	6,450.00		6,450.00		6,450.00	100.00		322.50
5-120	Structural Steel	41,388.00	41,388.00			41,388.00	100.00		2,069.40
5-810	Expansion JT Cover	1,771.00	1,771.00			1,771.00	100.00		88.55
5-900	Precast & Steel Erection	72,563.00	48,166.00	24,397.00		72,563.00	100.00		3,628.15
6-100	Rough Carpentry	8,600.00		5,200.00		5,200.00	60.47	3,400.00	260.00
6-200	Finish Carpentry	37,625.00	6,898.00			6,898.00	18.33	30,727.00	344.90
6-402	Arch Woodwork	62,790.00	4,724.00			4,724.00	7.52	58,066.00	236.20
7-412	Formed Metal Wall Panels	3,010.00						3,010.00	
7-531	Roofing	91,576.00		68,575.00		68,575.00	74.88	23,001.00	3,428.75
7-900	Joint Sealants	16,824.00						16,824.00	
8-110	Doors, Frames & Hardware	77,890.00	34,678.00			34,678.00	44.53	43,212.00	3,725.40
8-331	Coiling & Sect Overhead Door	5,590.00		5,590.00		5,590.00	100.00		279.50
8-800	Alum Ent/Glass& Glazing	130,645.00		31,210.00		31,210.00	23.89	99,435.00	1,560.50
9-005	Resilient Flooring&Carpet	190,355.00	100,374.00	70,000.00		170,374.00	89.50	19,981.00	8,518.70
9-260	Gyp Board Assemblies	176,332.00	67,446.00	58,500.00		125,946.00	71.43	50,386.00	6,297.30
9-310	Tile	50,525.00	16,640.00	17,200.00		33,840.00	66.98	16,685.00	1,692.00
9-511	Acoustical Ceilings	83,511.00	59,654.00			59,654.00	71.43	23,857.00	2,982.70

# REQUEST FOR PAYMENT DETAIL

Project: BENELEM / Bennet Elem School Add & F      Invoice: 2712      Draw: 6      Period Ending Date: 9/30/2016      Page 3 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
9-900	Painting & Special Coating	66,650.00	55,743.00			55,743.00	83.64	10,907.00	2,787.15
10-155	Specialties	31,766.00		23,410.00		23,410.00	73.70	8,356.00	1,170.50
12-491	Horizontal Louver Blinds	5,222.00						5,222.00	
15-500	Plumbing & HVAC	366,041.00	172,094.00	36,592.00		208,686.00	57.01	157,355.00	10,434.30
15-900	Fire Sprinkler	88,150.00	66,960.00			66,960.00	75.96	21,190.00	3,348.00
16-100	Electrical	419,188.00	362,987.00	4,320.00		367,307.00	87.62	51,881.00	18,365.35
<b>Totals</b>		<b>3,069,315.00</b>	<b>1,805,047.00</b>	<b>419,781.00</b>		<b>2,224,828.00</b>	<b>72.49</b>	<b>844,487.00</b>	<b>111,241.40</b>



# AIA Document G702™ - 1992

## Application and Certificate for Payment

**TO OWNER:** District OR-1 Public Schools PROJECT: Palmyra High School Addition APPLICATION NO: 1 DISTRIBUTION TO: OWNER  ARCHITECT  CONTRACTOR  FIELD  OTHER   
 425 F Street PERIOD TO: 9/30/2016  
 Palmyra, NE 68418  
**FROM CONTRACTOR:** Cheever Construction VIA ARCHITECT: The Clark Enersen Partners CONTRACT FOR: General Construction  
 3425 No. 44th Street 1010 Lincoln Mall, Ste 200 CONTRACT DATE: 9/12/2016  
 Lincoln, NE 68504 Lincoln, NE 68508 PROJECT NOS: /

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$ 7,273,686.00
2. NET CHANGE BY CHANGE ORDERS ..... \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 7,273,686.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 55,227.00

- a. 10 % of Completed Work (Column D + E on G703) ..... \$ 5,522.70
- b. 10 % of Stored Material (Column F on G703) ..... \$ 0.00

6. TOTAL EARNED LESS RETAINAGE ..... \$ 5,522.70  
(Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 49,704.30  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$ 49,704.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 7,223,981.70  
(Line 3 minus Line 6)

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

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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

CONTRACTOR: Cheever Construction Company

By: \_\_\_\_\_ Date: 9/30/2016

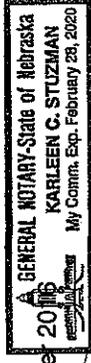
State of: Nebraska

County of: Lancaster

Subscribed and sworn to before me this 30th \_\_\_\_\_ day of September 2016

Notary Public: *Karleen C. Stutzman*

My commission expires: 2/28/2016



### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 49,704.30  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: \_\_\_\_\_

By: \_\_\_\_\_

Date: 10/4/16

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

Palmyra High School Addition & Renovation

AIA Document G702, Application and Certificate for Payment, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use column I on Contracts where variable retainage for line items may apply.

Application Number: 1  
 Application Date: 30.Sep.16  
 Construction Period to: 30.Sep.16  
 Architect's Project No.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored to Date (D+E+F)	G % (G/C)	H Balance to Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period						
1	General Conditions	390,277.00	0.00	11,407.00	11,407.00	0.00	11,407.00	2.92%	378,870.00	1,140.70
2	Performance & Payment Bond	43,820.00	0.00	43,820.00	43,820.00	0.00	43,820.00	100.00%	0.00	4,382.00
3	Owner Discovery Allowance	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	75,000.00	0.00
4	Selective Demolition	110,107.00	0.00	0.00	0.00	0.00	0.00	0.00%	110,107.00	0.00
5	Earthwork and Sitework	661,883.00	0.00	0.00	0.00	0.00	0.00	0.00%	361,883.00	0.00
6	Concrete Foundations	188,166.00	0.00	0.00	0.00	0.00	0.00	0.00%	188,166.00	0.00
7	Concrete Flatwork	345,965.00	0.00	0.00	0.00	0.00	0.00	0.00%	345,965.00	0.00
8	Precast Concrete	563,119.00	0.00	0.00	0.00	0.00	0.00	0.00%	563,119.00	0.00
9	Masonry	50,715.00	0.00	0.00	0.00	0.00	0.00	0.00%	50,715.00	0.00
10	Structural Steel	597,038.00	0.00	0.00	0.00	0.00	0.00	0.00%	537,038.00	0.00
11	Rough Carpentry	34,600.00	0.00	0.00	0.00	0.00	0.00	0.00%	34,600.00	0.00
12	Casework and Finish Carpentry	89,260.00	0.00	0.00	0.00	0.00	0.00	0.00%	89,260.00	0.00
13	Roofing	269,082.00	0.00	0.00	0.00	0.00	0.00	0.00%	269,082.00	0.00
14	Manufactured Wall Panels	155,674.00	0.00	0.00	0.00	0.00	0.00	0.00%	155,674.00	0.00
15	Waterproofing, Insulation and Joint Sealants	89,833.00	0.00	0.00	0.00	0.00	0.00	0.00%	89,833.00	0.00
16	Doors, Frames and Hardware	249,682.00	0.00	0.00	0.00	0.00	0.00	0.00%	249,682.00	0.00
17	Glass, Entrances and Storefronts	194,528.00	0.00	0.00	0.00	0.00	0.00	0.00%	194,528.00	0.00
18	Gypsum Wallboard System	410,568.00	0.00	0.00	0.00	0.00	0.00	0.00%	410,568.00	0.00
19	Acoustical Ceilings	69,797.00	0.00	0.00	0.00	0.00	0.00	0.00%	69,797.00	0.00
20	Flooring	412,191.00	0.00	0.00	0.00	0.00	0.00	0.00%	412,191.00	0.00
21	Painting and Wallcoverings	217,871.00	0.00	0.00	0.00	0.00	0.00	0.00%	217,871.00	0.00
22	Specialties	38,710.00	0.00	0.00	0.00	0.00	0.00	0.00%	38,710.00	0.00
23	Athletic Equipment and Scoreboard	51,400.00	0.00	0.00	0.00	0.00	0.00	0.00%	51,400.00	0.00
24	Theater and Stage Equipment	28,695.00	0.00	0.00	0.00	0.00	0.00	0.00%	28,695.00	0.00
25	Window Shades	10,247.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,247.00	0.00
26	Wood Laboratory Casework	3,665.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,665.00	0.00
27	Gymnasium Bleachers	150,414.00	0.00	0.00	0.00	0.00	0.00	0.00%	150,414.00	0.00
28	Fire Suppression	118,508.00	0.00	0.00	0.00	0.00	0.00	0.00%	118,508.00	0.00
29	Mechanical	1,036,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,036,000.00	0.00
30	Electrical	976,871.00	0.00	0.00	0.00	0.00	0.00	0.00%	976,871.00	0.00
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
	<b>Totals</b>	<b>7,273,666.00</b>	<b>0.00</b>	<b>55,227.00</b>	<b>55,227.00</b>	<b>0.00</b>	<b>55,227.00</b>	<b>0.76%</b>	<b>7,218,459.00</b>	<b>5,522.70</b>

**Balance Sheet**  
 Period Ending: September 2016  
 Monthly; Processing Month 09/2016

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 01 GENERAL FUND</b>				
<u>Current Assets</u>				
01 101	CASH IN BANK	2,424,231.57	453,958.09	2,878,189.66
01 110	Receivable Account	0.00	0.00	0.00
	Current Assets Subtotal:	<u>2,424,231.57</u>	<u>453,958.09</u>	<u>2,878,189.66</u>
<u>Other Assets</u>				
01 390	Budgeted Revenue	0.00	5,639,044.00	5,639,044.00
01 392	Less: Revenue Received	0.00	(989,326.91)	(989,326.91)
	Other Assets Subtotal:	<u>0.00</u>	<u>4,649,717.09</u>	<u>4,649,717.09</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>2,424,231.57</u>	<u>5,103,675.18</u>	<u>7,527,906.75</u>
<u>Current Liabilities</u>				
01 402	Accounts Payable	0.00	0.00	0.00
01 450	PAYROLL DEDUCTION PAYABLE	1,183.12	0.00	1,183.12
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE	758.12	0.00	758.12
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>1,941.24</u>	<u>0.00</u>	<u>1,941.24</u>
<u>Other Liabilities</u>				
01 603	Encumbrance Commitments	0.00	0.00	0.00
01 690	Budgeted Expenditures	0.00	6,292,162.00	6,292,162.00
01 692	Less: Expenditures to Date	0.00	(535,368.82)	(535,368.82)
01 694	Less: Encumbrance Commitments	0.00	0.00	0.00
01 696	Less: Outstanding Accounts Pa	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>5,756,793.18</u>	<u>5,756,793.18</u>
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	2,422,290.33	0.00	2,422,290.33
01 705	Budgeted Fund Balance	0.00	(653,118.00)	(653,118.00)
01 999	Suspense Account	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>2,422,290.33</u>	<u>(653,118.00)</u>	<u>1,769,172.33</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>2,424,231.57</u>	<u>5,103,675.18</u>	<u>7,527,906.75</u>

**Balance Sheet**  
 Period Ending: September 2016  
 Monthly; Processing Month 09/2016

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 02 Depreciation</b>				
<u>Current Assets</u>				
02 101	CASH	436,027.58	(22,794.99)	413,232.59
	Current Assets Subtotal:	436,027.58	(22,794.99)	413,232.59
<u>Other Assets</u>				
02 390	BUDGETED REVENUE	0.00	0.00	0.00
02 392	LESS: REVENUE RECEIVED	0.00	0.00	0.00
	Other Assets Subtotal:	0.00	0.00	0.00
	<b>Total Assets and Deferred Outflows of Resources:</b>	436,027.58	(22,794.99)	413,232.59
<u>Current Liabilities</u>				
02 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
02 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
02 603	ENCUMBRANCES	0.00	0.00	0.00
02 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
02 692	LESS: EXPENDITURES TO DATE	0.00	(22,794.99)	(22,794.99)
02 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	(22,794.99)	(22,794.99)
<u>Fund Balance</u>				
02 704	FUND BALANCE	436,027.58	0.00	436,027.58
02 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	436,027.58	0.00	436,027.58
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	436,027.58	(22,794.99)	413,232.59

**Balance Sheet**  
 Period Ending: September 2016  
 Monthly; Processing Month 09/2016

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 03 Unemploymnet</b>				
<u>Current Assets</u>				
03 101	CASH	18,373.90	8.08	18,381.98
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	38,373.90	8.08	38,381.98
<u>Other Assets</u>				
03 390	BUDGETED REVENUE	0.00	0.00	0.00
03 392	LESS: REVENUE RECEIVED	0.00	(8.08)	(8.08)
	Other Assets Subtotal:	0.00	(8.08)	(8.08)
	<b>Total Assets and Deferred Outflows of Resources:</b>	38,373.90	0.00	38,373.90
<u>Current Liabilities</u>				
03 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
03 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
03 603	ENCUMBRANCES	0.00	0.00	0.00
03 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
03 692	LESS: EXPENDITURES TO DATE	0.00	0.00	0.00
03 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
03 704	FUND BALANCE	38,373.90	0.00	38,373.90
03 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	38,373.90	0.00	38,373.90
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	38,373.90	0.00	38,373.90

**Balance Sheet**  
 Period Ending: September 2016  
 Monthly; Processing Month 09/2016

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 06 Hot Lunch</b>				
<u>Current Assets</u>				
06 101	CASH	97,850.95	(7,656.75)	90,194.20
	Current Assets Subtotal:	97,850.95	(7,656.75)	90,194.20
<u>Other Assets</u>				
06 390	BUDGETED REVENUE	0.00	0.00	0.00
06 392	LESS: REVENUE RECEIVED	0.00	(16,355.46)	(16,355.46)
	Other Assets Subtotal:	0.00	(16,355.46)	(16,355.46)
<b>Total Assets and Deferred Outflows of Resources:</b>		97,850.95	(24,012.21)	73,838.74
<u>Current Liabilities</u>				
06 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
06 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
06 603	ENCUMBRANCES	0.00	0.00	0.00
06 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
06 692	LESS: EXPENDITURES TO DATE	0.00	(24,012.21)	(24,012.21)
06 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	(24,012.21)	(24,012.21)
<u>Fund Balance</u>				
06 704	FUND BALANCE	97,850.95	0.00	97,850.95
06 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	97,850.95	0.00	97,850.95
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		97,850.95	(24,012.21)	73,838.74

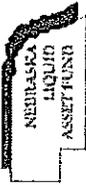
**Balance Sheet**  
 Period Ending: September 2016  
 Monthly; Processing Month 09/2016

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 07 Bond</b>				
<u>Current Assets</u>				
07 101	CASH	248,438.29	79,184.20	327,622.49
	Current Assets Subtotal:	248,438.29	79,184.20	327,622.49
<u>Other Assets</u>				
07 390	BUDGETED REVENUE	0.00	0.00	0.00
07 392	LESS: REVENUE RECEIVED	0.00	(79,184.20)	(79,184.20)
	Other Assets Subtotal:	0.00	(79,184.20)	(79,184.20)
<b>Total Assets and Deferred Outflows of Resources:</b>		248,438.29	0.00	248,438.29
<u>Current Liabilities</u>				
07 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
07 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
07 603	ENCUMBRANCES	0.00	0.00	0.00
07 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
07 692	LESS: EXPENDITURES TO DATE	0.00	0.00	0.00
07 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
07 704	FUND BALANCE	248,438.29	0.00	248,438.29
07 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	248,438.29	0.00	248,438.29
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		248,438.29	0.00	248,438.29

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 08 Special Building FUND</b>				
<u>Current Assets</u>				
08 101	CASH	534,870.74	31,059.84	565,930.58
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
	Current Assets Subtotal:	584,870.74	31,059.84	615,930.58
<u>Other Assets</u>				
08 390	BUDGETED REVENUE	0.00	0.00	0.00
08 392	LESS: REVENUE RECEIVED	0.00	(46,702.59)	(46,702.59)
	Other Assets Subtotal:	0.00	(46,702.59)	(46,702.59)
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>584,870.74</b>	<b>(15,642.75)</b>	<b>569,227.99</b>
<u>Current Liabilities</u>				
08 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
08 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
08 603	ENCUMBRANCES	0.00	0.00	0.00
08 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
08 692	LESS: EXPENDITURES TO DATE	0.00	(15,642.75)	(15,642.75)
08 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	(15,642.75)	(15,642.75)
<u>Fund Balance</u>				
08 704	FUND BALANCE	584,870.74	0.00	584,870.74
08 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	584,870.74	0.00	584,870.74
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>584,870.74</b>	<b>(15,642.75)</b>	<b>569,227.99</b>

**Balance Sheet**  
 Period Ending: September 2016  
 Monthly; Processing Month 09/2016

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 09 Construction</b>				
<u>Current Assets</u>				
09 101	CASH	0.00	0.00	0.00
	Current Assets Subtotal:	0.00	0.00	0.00
<u>Other Assets</u>				
09 390	BUDGETED REVENUE	0.00	0.00	0.00
09 392	LESS: REVENUE RECEIVED	(1,585,365.91)	(804,471.65)	(2,389,837.56)
	Other Assets Subtotal:	(1,585,365.91)	(804,471.65)	(2,389,837.56)
<b>Total Assets and Deferred Outflows of Resources:</b>		(1,585,365.91)	(804,471.65)	(2,389,837.56)
<u>Current Liabilities</u>				
09 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
09 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
09 692	LESS: EXPENDITURES TO DATE	(1,585,365.91)	(804,471.65)	(2,389,837.56)
	Other Liabilities Subtotal:	(1,585,365.91)	(804,471.65)	(2,389,837.56)
<u>Fund Balance</u>				
09 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	0.00	0.00	0.00
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		(1,585,365.91)	(804,471.65)	(2,389,837.56)



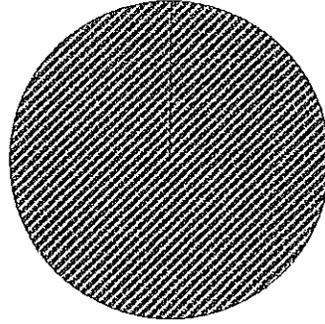
**Account Statement - Transaction Summary**

For the Month Ending September 30, 2016

**Palmyra-Bemmel School District - Construction Fund - 9300657**

<b>NLAF</b>	
Opening Market Value	9,677,773.46
Purchases	1,088.25
Redemptions	(804,471.65)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$8,874,390.06</b>
Cash Dividends and Income	1,088.25

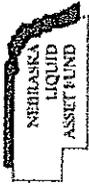
<b>Asset Summary</b>	
	September 30, 2016 August 31, 2016
NLAF	8,874,390.06 9,677,773.46
<b>Total</b>	<b>\$8,874,390.06 \$9,677,773.46</b>
<b>Asset Allocation</b>	



NLAF  
100.00%



**PFM Asset Management LLC**



**Account Statement**

For the Month Ending September 30, 2016

**Palmyra-Barnes School District - Construction Fund - 9300657**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Opening Balance</b>					
09/16/16	09/16/16	Redemption - ACH Redemption	1.00	(804,471.65)	9,677,773.46
09/30/16	10/03/16	Accrual Income Div Reinvestment - Distributions	1.00	1,088.25	8,873,301.81
<b>Closing Balance</b>					<b>8,874,390.06</b>

	Month of September	Fiscal YTD September-September	
Opening Balance	9,677,773.46	9,677,773.46	Closing Balance
Purchases	1,088.25	1,088.25	Average Monthly Balance
Redemptions (Excl. Checks)	(804,471.65)	(804,471.65)	Monthly Distribution Yield
Check Disbursements	0.00	0.00	0.14%

<b>Closing Balance</b>	<b>8,874,390.06</b>	<b>8,874,390.06</b>
Cash Dividends and Income	1,088.25	1,088.25



**PFM Asset Management LLC**

**SUPERINTENDENTS REPORT  
REGULAR BOARD MEETING**

**Date:** October 10, 2016

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

**From:** Robert Hanger

**Re:** BOE meeting notes for October

Next Months regular meeting is scheduled for November 14, 2016

Possible agenda items include: Supt. Evaluation, NASB conference

As you are aware September and October are the two months when districts pay a large number of bills due to requisitioned orders and the subsequent fall billing cycle. I have placed an explanation of non-recurring bills as usual this month but I have not included supplies with approved requisitions as it would be a cumbersome read for you. Please feel free to email me any questions you may have. Thanks Rob.

**A. Consent Agenda**

**Building Fund:** Benesch testing services \$487.50, B2 Environmental asbestos testing \$1350.00, McKinnis Roofing \$629.50 roof drain testing, Fauss Construction \$9577.10 owners representative progress invoice.

**Construction Fund:** Clark Enersen \$8483.68, Rogge General Contractors \$398,791.95 Bennet construction, 49,704.30 Cheever Construction Palmyra project.

**Depreciation Fund:** Office Interiors and Design \$2971.10 Bennet Elementary office furniture.

**B. General Fund claims:**

Amazon/SyncB: \$1237.60 Computer hardware, iPad chargers, computer cables, computer speakers, textbooks.

Bank of America: \$172.05 Fuel for activity trip, music entries.

Capitol City Electric: \$3055.80 replacement of light fixtures in Bennet Elementary stage area.

CarQuest Auto: Parts for bus 13 amber flashers, brake lights and 4-way flashers.

Green's Furnace and Plumbing: \$736.25 Palmyra gym roof drain repair, Bennet drinking fountain repairs.

CDWG: \$2691.80 Print server, computer hardware,

Ed Johnson: \$250.00 Annual safety audit fee.

Ekstrum Auto Tech: \$2507.60 Ford Fusion, tire replacement, bus 98 battery, thermostat kit, bus 02 bulb assembly, bus 04 brake pressure kit, door repair, coolant leak, bus 08 mirror repair, wiper blades, door repair, belt tensioner assembly, bus 00 alternator assembly, ignition switch.

InSight Program: 1692.52 Employee Assistance program annual renewal.

Shaffer Communications: \$42.50 Bus 08 radio repair.

Southwest Auto: \$2416.85 Bus 07 AC repair, inspection and transmission flush, school trailer repair electrical connections, brake switch and wiring, bus 09 roof vent repair, brake repair replace clearance lights.

Stutheit Implement: \$3134.75 mower engine replacement.

Syracuse Town and Country: 589.90 Epi-Pen replacement.

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	10023043	ABM Janitorial-North Central, Inc	10/10/2016	2,181.67
01 2610 690 200		Sec Upkeep		2,181.67
Total	ABM Janitorial-North Central, Inc			2,181.67
	SOW31553	Apple Textbooks	10/10/2016	336.65
01 1110 422 200		Ind Arts Textbooks		336.65
Total	Apple Textbooks			336.65
	10/03/2016	BANK OF AMERICA	10/10/2016	172.05
01 2750 336 000		Gas & Oil		34.25
01 2750 336 000		Gas & Oil		37.80
01 2190 695 200		Music		20.00
01 2190 695 200		Music		80.00
Total	BANK OF AMERICA			172.05
	868405	Blackboard	10/10/2016	1,240.00
01 1110 460 100		Elem Comp Software		620.00
01 1110 460 200		Sec Comp Software		620.00
Total	Blackboard			1,240.00
	6474999 - 2017-46	BLICK ART MATERIALS	10/10/2016	637.53
01 1110 410 100		Elem Supplies		637.53
Total	BLICK ART MATERIALS			637.53
	BB09/14/16	Brown, Burke	10/10/2016	39.68
01 2750 336 000		Gas & Oil		39.68
Total	Brown, Burke			39.68
	1780	CAPITOL CITY ELECTRIC, INC	10/10/2016	2,908.00
01 2620 310 100		Elem Repairmen		2,908.00
	1836	CAPITOL CITY ELECTRIC, INC	10/10/2016	147.80
01 2620 310 200		Sec Repairmen		147.80
Total	CAPITOL CITY ELECTRIC, INC			3,055.80
	7185-304040	CARQUEST Auto Parts Stores	10/10/2016	21.42
01 2750 337 000		Tires & Parts		21.42
Total	CARQUEST Auto Parts Stores			21.42
	788901	CARSON DELLOSA PUBLISHING COMPANY, LLC	10/10/2016	65.86
01 1110 410 100		Elem Supplies		65.86
Total	CARSON DELLOSA PUBLISHING COMPANY, LLC			65.86
	17808-9/30/2016	CASEY'S GENERAL STORES, INC	10/10/2016	3,801.68
01 2610 410 200		Sec Supplies		142.87
01 2750 336 000		Gas & Oil		47.33
01 2750 336 000		Gas & Oil		3,611.48
Total	CASEY'S GENERAL STORES, INC			3,801.68
	CF7/11/2016	Cathy Fick	10/10/2016	98.63
01 2750 690 000		Other Expense		98.63
Total	Cathy Fick			98.63

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	FJ1417/FKZ6609	CDW GOVERNMENT INC	10/10/2016	2,691.80
01 1222 560 100		Elem Computer Hardware		1,249.62
01 1222 560 200		Sec Computer Hardware		1,249.62
01 4992 560 100		Elementary Computer Equipment		192.56
Total	CDW GOVERNMENT INC			2,691.80
	2301713	CenterPoint Energy Services Retail, LLC	10/10/2016	297.43
01 3540 321 100		utilities		41.60
01 2610 321 200		Fuel		33.90
01 2610 321 200		Fuel		221.93
Total	CenterPoint Energy Services Retail, LLC			297.43
	9.23.16MC	Chaffee, Michael	10/10/2016	175.00
01 2120 690 200		Sec Other Expense		175.00
Total	Chaffee, Michael			175.00
	00135262-00	COMPANY CARE LINCCARE	10/10/2016	110.00
01 2750 690 000		Other Expense		55.00
01 2750 690 000		Other Expense		55.00
Total	COMPANY CARE LINCCARE			110.00
	472286 00	CORNHUSKER WINNELSON CO	10/10/2016	65.99
01 2620 310 100		Elem Repairmen		65.99
Total	CORNHUSKER WINNELSON CO			65.99
	0934212/0940782	Creative Teaching Press	10/10/2016	276.16
01 1110 410 100		Elem Supplies		205.75
01 1110 410 100		Elem Supplies		70.41
Total	Creative Teaching Press			276.16
	1027619	DAS State ACCTG-Central Finance	10/10/2016	238.96
01 2224 382 000		Internet Service		238.96
Total	DAS State ACCTG-Central Finance			238.96
	013039-9/1-5/16	DFC Inc. Decker's Food Center	10/10/2016	268.95
01 3540 410 100		supplies		205.48
01 1222 410 200		Sec Supplies		22.38
01 1110 410 200		Sec Supplies		40.09
Total	DFC Inc. Decker's Food Center			268.95
	DT EV5739	DIETZE MUSIC HOUSE	10/10/2016	15.00
01 1110 531 200		Sec Equipment Repair		15.00
Total	DIETZE MUSIC HOUSE			15.00
	102016	ED JOHNSON	10/10/2016	250.00
01 2150 690 000		Other		250.00
Total	ED JOHNSON			250.00
	660501-9/26/16	EDUCATIONAL SERVICE UNIT #4	10/10/2016	7,171.78
01 4404 318 100		contracted services		216.74
01 4404 314 100		Audiologist		252.56
01 4404 318 100		contracted services		99.75
01 4404 318 100		contracted services		183.33

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1212 313 000		Sped Director (esu4)		975.38
01 1212 313 000		Sped Director (esu4)		975.38
01 1213 313 100		Elem Audiologist		469.04
01 4410 318 100		IDEA Contracted Services (Hearing)		3,999.60
	8263/8282	EDUCATIONAL SERVICE UNIT #4	10/10/2016	5,220.00
01 1110 690 200		Sec Other Expense		5,000.00
01 2212 310 100		Elem Staff Development		200.00
01 2212 310 100		Elem Staff Development		20.00
Total		EDUCATIONAL SERVICE UNIT #4		12,391.78
	9/1-22/2016	EDUCATIONAL SERVICE UNIT #5	10/10/2016	2,883.15
01 2224 382 200		Dist Lrng Connection		2,883.15
Total		EDUCATIONAL SERVICE UNIT #5		2,883.15
	253257A/253257	EGAN SUPPLY CO	10/10/2016	302.14
01 2610 410 100		Elem Supplies		93.90
01 2610 410 200		Sec Supplies		208.24
Total		EGAN SUPPLY CO		302.14
	13 invoices	EKSTRUM AUTO TECH INC.	10/10/2016	2,507.60
01 2760 338 000		Bus Repairs		274.10
01 2750 338 000		Bus Repairs		480.00
01 2750 338 000		Bus Repairs		276.00
01 2750 338 000		Bus Repairs		101.00
01 2750 338 000		Bus Repairs		127.85
01 2750 338 000		Bus Repairs		75.00
01 2750 338 000		Bus Repairs		113.00
01 2750 338 000		Bus Repairs		90.00
01 2750 338 000		Bus Repairs		48.00
01 2750 338 000		Bus Repairs		65.00
01 2750 338 000		Bus Repairs		313.65
01 2750 338 000		Bus Repairs		419.00
01 2750 338 000		Bus Repairs		125.00
Total		EKSTRUM AUTO TECH INC.		2,507.60
	LN041443	ELECTRONIC CONTRACTING COMPANY	10/10/2016	315.00
01 2620 310 200		Sec Repairmen		315.00
Total		ELECTRONIC CONTRACTING COMPANY		315.00
	October 2016	FIRST CONCORD BENEFITS	10/10/2016	100.00
01 2510 690 000		Other Expense		100.00
Total		FIRST CONCORD BENEFITS		100.00
	2029230B/202923 0A	FOLLETT SCHOOL SOLUTIONS, INC	10/10/2016	721.34
01 1110 420 100		Elem Textbooks		47.70
01 1110 420 100		Elem Textbooks		673.64
Total		FOLLETT SCHOOL SOLUTIONS, INC		721.34
	885035 - Sept 2016	FREMONT INDUSTRIES, INC	10/10/2016	334.75
01 2610 690 100		Elem Upkeep		334.75
Total		FREMONT INDUSTRIES, INC		334.75

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	Sept 2016 AG	Gano, Ashley	10/10/2016	43.38
01 3000 600 100		Other Expenses		43.38
Total	Gano, Ashley			43.38
	50942	GREEN'S FURNACE & PLUMBING CO., INC	10/10/2016	593.75
01 2620 310 200		Sec Repairmen		593.75
	51120	GREEN'S FURNACE & PLUMBING CO., INC	10/10/2016	142.50
01 2620 310 100		Elem Repairmen		142.50
Total	GREEN'S FURNACE & PLUMBING CO., INC			736.25
	12773	Growing Leaders, Inc.	10/10/2016	355.00
01 1110 410 100		Elem Supplies		355.00
Total	Growing Leaders, Inc.			355.00
	Sept EB 16	Growing Words Therapy LLC.	10/10/2016	1,945.04
01 4406 318 100		IDEA 3 and 4		1,945.04
Total	Growing Words Therapy LLC.			1,945.04
	P0597494	HIRERIGHT SOLUTION INC	10/10/2016	250.00
01 2750 690 000		Other Expense		250.00
Total	HIRERIGHT SOLUTION INC			250.00
	21393-2S-259884	HUDL	10/10/2016	1,600.00
01 1110 460 200		Sec Comp Software		800.00
01 1110 460 200		Sec Comp Software		800.00
Total	HUDL			1,600.00
	20161	INSIGHT, INC	10/10/2016	1,692.52
01 2510 291 000		Employee Assist Program		1,692.52
Total	INSIGHT, INC			1,692.52
	00701208-BM2016	J.W. PEPPER & SON INC.	10/10/2016	92.23
01 1110 414 201		Sec Vocal Music		92.23
Total	J.W. PEPPER & SON INC.			92.23
	9/1-30/2016	KIDS ON THE GO, INC	10/10/2016	1,131.84
01 1215 313 100		Elem Physical Therapy		740.84
01 4404 313 100		pre-Diagnosis		391.00
Total	KIDS ON THE GO, INC			1,131.84
	DKsept mileage 2016	Knutson, Denise	10/10/2016	58.40
01 1110 670 100		Elem Travel & Mileage		58.40
Total	Knutson, Denise			58.40
	KB9/9/16	Kristi Bennett	10/10/2016	22.74
01 3540 410 100		supplies		22.74
Total	Kristi Bennett			22.74
	501054766	MATHESON-TRI-GAS INC	10/10/2016	83.25
01 1110 410 200		Sec Supplies		83.25
Total	MATHESON-TRI-GAS INC			83.25

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	27719,27950, 27949	MENARDS	10/10/2016	474.67
01 2610 410 200		Sec Supplies		5.80
01 2610 410 100		Elem Supplies		158.00
01 2610 410 100		Elem Supplies		253.53
01 2610 410 200		Sec Supplies		57.34
Total	MENARDS			474.67
	10849983	NCS PEARSON	10/10/2016	199.50
01 1214 410 100		Supplies		199.50
Total	NCS PEARSON			199.50
	8/08-9/07	NEBRASKA CITY UTILITIES	10/10/2016	9,883.53
01 2610 322 200		Sec Electricity		65.30
01 2610 322 200		Sec Electricity		118.12
01 2610 322 100		Elem Electricity		4,204.17
01 2610 322 200		Sec Electricity		5,268.96
01 3540 321 100		utilities		226.98
Total	NEBRASKA CITY UTILITIES			9,883.53
	47056-47057	NEBRASKA COUNCIL OF SCHOOL ADMIN.	10/10/2016	460.00
01 2320 630 000		Dues & Fees		335.00
01 2410 310 200		Sec Principal Develop		125.00
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.			460.00
	00447329- M010248	O'KEEFE ELEVATOR CO, INC	10/10/2016	206.81
01 2620 310 200		Sec Repairmen		206.81
Total	O'KEEFE ELEVATOR CO, INC			206.81
	601116003559454 -9/13	OFFICE DEPOT Business Account	10/10/2016	2,645.18
01 1110 410 200		Sec Supplies		1,359.99
01 1110 410 200		Sec Supplies		1,359.99
01 1110 410 200		Sec Supplies		(74.80)
Total	OFFICE DEPOT Business Account			2,645.18
	15021607	ONE SOURCE	10/10/2016	23.00
01 2310 690 000		Other Expense		23.00
Total	ONE SOURCE			23.00
	Aug 1-24 & 1-31 2016	PAMELA S. LINKE OTR/L	10/10/2016	2,468.88
01 1222 313 100		Pupil services pre diagnosis		791.46
01 1217 313 100		Occupational Therapy		1,677.42
Total	PAMELA S. LINKE OTR/L			2,468.88
	201732, 26, 19	PEARSON EDUCATION INC	10/10/2016	1,282.76
01 1110 410 100		Elem Supplies		298.32
01 1110 410 100		Elem Supplies		268.48
01 1110 410 100		Elem Supplies		715.96
Total	PEARSON EDUCATION INC			1,282.76
	INV606534	PIONEER MFG	10/10/2016	1,346.30

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 410 200		Sec Supplies		1,346.30
Total	PIONEER MFG			1,346.30
	2017-49	POSITIVE PROMOTIONS, INC	10/10/2016	185.68
01 1110 410 100		Elem Supplies		185.68
Total	POSITIVE PROMOTIONS, INC			185.68
	6296407	QUILL	10/10/2016	10,246.54
01 1110 410 200		Sec Supplies		1,496.19
01 1110 410 100		Elem Supplies		8,750.35
Total	QUILL			10,246.54
	10/01/2016	RECYCLING ENTERPRISES OF NE, INC.	10/10/2016	90.00
01 2610 690 200		Sec Upkeep		90.00
Total	RECYCLING ENTERPRISES OF NE, INC.			90.00
	L-34076	SCC Business Office	10/10/2016	87.85
01 3135 410 134		Hal Supplies		87.85
Total	SCC Business Office			87.85
	2017-44	SCHOOL SPECIALTY	10/10/2016	837.01
01 1110 410 100		Elem Supplies		768.83
01 1110 410 100		Elem Supplies		68.18
Total	SCHOOL SPECIALTY			837.01
	16-1427	SHAFFER COMMUNICATIONS	10/10/2016	42.50
01 2750 690 000		Other Expense		42.50
Total	SHAFFER COMMUNICATIONS			42.50
	144767,801,854	Southwest Auto	10/10/2016	2,416.85
01 2750 338 000		Bus Repairs		729.54
01 2750 338 000		Bus Repairs		849.89
01 2750 338 000		Bus Repairs		837.42
Total	Southwest Auto			2,416.85
	W19663	STUTHEIT IMPLEMENT CO	10/10/2016	3,134.75
01 2620 310 200		Sec Repairmen		3,134.75
Total	STUTHEIT IMPLEMENT CO			3,134.75
	2017-111	Supplyworks	10/10/2016	1,693.65
01 2610 410 100		Elem Supplies		150.64
01 2610 410 100		Elem Supplies		332.78
01 2610 410 100		Elem Supplies		1,210.23
Total	Supplyworks			1,693.65
	9/19/16 DS	Svoboda, Dallas	10/10/2016	65.00
01 2750 690 000		Other Expense		65.00
Total	Svoboda, Dallas			65.00
	10/05/16- 13 invoice	SYNCB/AMAZON	10/10/2016	1,237.60
01 4992 560 100		Elementary Computer Equipment		258.31
01 4992 560 200		Secondary Computer Equipment		249.75

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 4992 560 100		Elementary Computer Equipment		54.95
01 4992 560 100		Elementary Computer Equipment		122.91
01 1110 420 200		Sec Textbooks		79.87
01 1222 560 100		Elem Computer Hardware		33.99
01 1222 560 200		Sec Computer Hardware		67.98
01 1110 420 200		Sec Textbooks		79.87
01 1110 420 200		Sec Textbooks		112.97
01 1110 420 100		Elem Textbooks		4.48
01 4992 560 100		Elementary Computer Equipment		18.96
01 4992 560 100		Elementary Computer Equipment		70.38
01 1222 560 100		Elem Computer Hardware		59.88
01 4992 560 200		Secondary Computer Equipment		23.30
Total	SYNCB/AMAZON			1,237.60
	2083947801	SYRACUSE TOWN AND COUNTRY PHARMACY INC	10/10/2016	589.90
01 2510 410 000		Supplies		589.90
Total	SYRACUSE TOWN AND COUNTRY PHARMACY INC			589.90
	5148407101	U.S. TOY CO/CONSTRUCTIVE PLAYTHINGS	10/10/2016	62.63
01 1110 410 100		Elem Supplies		62.63
Total	U.S. TOY CO/CONSTRUCTIVE PLAYTHINGS			62.63
	66147	VILLAGE OF BENNET	10/10/2016	720.26
01 2610 323 100		Elem Water & Sewer		683.70
01 2610 342 100		Electricity		36.56
	66148	VILLAGE OF BENNET	10/10/2016	100.06
01 3540 321 100		utilities		100.06
Total	VILLAGE OF BENNET			820.32
	199001	VILLAGE OF PALMYRA	10/10/2016	140.50
01 2610 323 200		Sec Water & Sewer		140.50
	200001	VILLAGE OF PALMYRA	10/10/2016	54.50
01 2610 323 200		Sec Water & Sewer		54.50
	230001	VILLAGE OF PALMYRA	10/10/2016	819.24
01 2610 323 200		Sec Water & Sewer		819.24
	257001	VILLAGE OF PALMYRA	10/10/2016	42.75
01 2610 323 200		Sec Water & Sewer		42.75
	274001	VILLAGE OF PALMYRA	10/10/2016	33.20
01 2610 323 200		Sec Water & Sewer		33.20
Total	VILLAGE OF PALMYRA			1,090.19
	8/31-9/29/2016	VOICE NEWS	10/10/2016	699.76
01 2310 350 000		Advertise/printing		96.78
01 2310 350 000		Advertise/printing		54.70
01 2310 350 000		Advertise/printing		70.27
01 2310 350 000		Advertise/printing		20.20
01 2310 350 000		Advertise/printing		228.00
01 2310 350 000		Advertise/printing		228.00
01 2310 350 000		Advertise/printing		1.81
Total	VOICE NEWS			699.76
	1508485/1515565	WASTE CONNECTIONS OF NEBRASKA	10/10/2016	635.35
01 2610 690 200		Sec Upkeep		526.35

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 690 100-		Elem Upkeep		109.00
Total	WASTE CONNECTIONS OF NEBRASKA			635.35
	71667	West interactive Services Corporation	10/10/2016	819.55
01 1110 460 100		Elem Comp Software		409.78
01 1110 460 100		Elem Comp Software		409.77
Total	West interactive Services Corporation			819.55
	090478926-2016	WINDSTREAM	10/10/2016	256.51
01 2510 382 200		Sec Telephone		256.51
	090481120-2016	WINDSTREAM	10/10/2016	194.57
01 2510 382 100		Elem Telephone		194.57
Total	WINDSTREAM			451.08
Fund Number	01			87,803.51
Checking Account ID	1			87,803.51

Bills October 2016 \$87803.51

Payroll Sept 2016 \$389679.30

Total \$477482.81

Revenue Summary Report  
Processing Month: 09/2016  
Regular; Processing Month 09/2016

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes-other	0.00	0.00	0.00	0.00	0.00
01 1110	Local Property Taxes	4,755,409.00	878,105.43	878,105.43	18.47	3,877,303.57
01 1115	Carline Tax	0.00	0.00	0.00	0.00	0.00
01 1125	Motor Vehicle Tax	250,446.00	26,273.57	26,273.57	10.49	224,172.43
01 1200	Tuition	0.00	0.00	0.00	0.00	0.00
01 1210	Tuition Other Districts	0.00	0.00	0.00	0.00	0.00
01 1250	Summer Tuition	10,000.00	0.00	0.00	0.00	10,000.00
01 1270	Preschool Tuition & Fees	10,000.00	2,303.00	2,303.00	23.03	7,697.00
01 1270 0002	Preschool Tuition & Fees	0.00	0.00	0.00	0.00	0.00
01 1310	Transportation Other District	0.00	0.00	0.00	0.00	0.00
01 1410	Interest On Investments	0.00	107.43	107.43	0.00	(107.43)
01 1610	Local License Fees	0.00	0.00	0.00	0.00	0.00
01 1810	Community Services	20,000.00	4,339.50	4,339.50	21.70	15,660.50
01 1910	Rental Of School Facility	200.00	0.00	0.00	0.00	200.00
01 1990	Other Local Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		5,046,055.00	911,128.93	911,128.93	18.06	4,134,926.07
01 2110	Co Fines & License Fees	20,000.00	2,275.48	2,275.48	11.38	17,724.52
01 2130	Other Local Receipts	0.00	0.00	0.00	0.00	0.00
01 2150 0002	SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00
01 2190	Sencap tuition	0.00	0.00	0.00	0.00	0.00
01 2200	Esu Receipts-other	0.00	0.00	0.00	0.00	0.00
01 2210	Esu Receipts	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: COUNTY AND ESU RECEIPTS		25,000.00	2,275.48	2,275.48	9.10	22,724.52
01 3100	State Appropriation	163,489.00	0.00	0.00	0.00	163,489.00
01 3110	State Aid	0.00	16,349.00	16,349.00	0.00	(16,349.00)
01 3120	Spec Ed/school Age	100,000.00	0.00	0.00	0.00	100,000.00
01 3125	Special ed Transportation	1,500.00	0.00	0.00	0.00	1,500.00
01 3130	Homestead Exemption	20,000.00	0.00	0.00	0.00	20,000.00
01 3131	Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3135	Pymts/high Abil Learners	3,500.00	0.00	0.00	0.00	3,500.00
01 3140	Drivers Education	0.00	0.00	0.00	0.00	0.00
01 3180	Pro-Rate Motor Vehicle	7,000.00	0.00	0.00	0.00	7,000.00
01 3200	State Apportionment	52,000.00	0.00	0.00	0.00	52,000.00
01 3300	In Lieu Of School Land Tax	0.00	0.00	0.00	0.00	0.00
01 3500	Quality Ed Incentive Grant	0.00	0.00	0.00	0.00	0.00
01 3512	District Education Incentive	0.00	0.00	0.00	0.00	0.00
01 3513	Mentor Grant	0.00	0.00	0.00	0.00	0.00
01 3540	State Early Childhood	35,000.00	0.00	0.00	0.00	35,000.00
01 3990	Other State Receipts	25,000.00	0.00	0.00	0.00	25,000.00
Subtotal: STATE RECEIPTS		407,489.00	16,349.00	16,349.00	4.01	391,140.00
01 4100	NCLB Title 1 Part A, Carry Over	0.00	0.00	0.00	0.00	0.00
01 4200	NCLB Title 1 Part A, Current Year	32,000.00	16,154.00	16,154.00	50.48	15,846.00
01 4201	NCLB consolidated	0.00	0.00	0.00	0.00	0.00
01 4300	NCLB Title V Part A (Innovation Edu	5,000.00	0.00	0.00	0.00	5,000.00
01 4310	Title II	0.00	0.00	0.00	0.00	0.00
01 4320	R.E.A.P. Rural Education Achievemen	0.00	0.00	0.00	0.00	0.00
01 4400	Title VI-B Pre-School Special Educa	0.00	0.00	0.00	0.00	0.00
01 4401	Title VI-B Programs	0.00	0.00	0.00	0.00	0.00
01 4402	Title VI-B Transportation	0.00	0.00	0.00	0.00	0.00
01 4403	Title VI-B Other	0.00	0.00	0.00	0.00	0.00
01 4404	IDEA Part B Base Allocation	0.00	8,229.00	8,229.00	0.00	(8,229.00)
01 4406	Idea base 3-5	0.00	3,887.00	3,887.00	0.00	(3,887.00)
01 4406 0002	IDEA BASE 3-5	0.00	0.00	0.00	0.00	0.00

Revenue Summary Report  
 Processing Month: 09/2016  
 Regular; Processing Month 09/2016

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 4410	IDEA Enrollment/Poverty	85,000.00	15,096.00	15,096.00	17.76	69,904.00
01 4425	Title VI-B Class Size Reduction	0.00	0.00	0.00	0.00	0.00
01 4450	Medicaid Reimbursement	7,500.00	0.00	0.00	0.00	7,500.00
01 4455	Medicaid Admin Activities Pub Schoo	10,000.00	2,382.48	2,382.48	23.82	7,617.52
01 4455 0002	MEDICAID ADMIN ACTIVITIES PUBLIC SC	0.00	0.00	0.00	0.00	0.00
01 4500	Star Grant	0.00	0.00	0.00	0.00	0.00
01 4580	Ed Jobs	0.00	0.00	0.00	0.00	0.00
01 4599	Fed State Fiscal Stabilization ARRA	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: Idea Part B Enrollment /Pover	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA idea	0.00	0.00	0.00	0.00	0.00
01 4630 0002	ARRA Aideaprespymt	0.00	0.00	0.00	0.00	0.00
01 4690	Other Federqal Non-Categorical Rece	0.00	0.00	0.00	0.00	0.00
01 4700	Federal Vocational Education	0.00	0.00	0.00	0.00	0.00
01 4750	School to Work	0.00	0.00	0.00	0.00	0.00
01 4810	ARRA TITLE 1	0.00	0.00	0.00	0.00	0.00
01 4900	Other Federal Receipts	0.00	0.00	0.00	0.00	0.00
01 4955	NCLB Title II Part A (teacher/princ	0.00	0.00	0.00	0.00	0.00
01 4960	NCLB Title IV Part A (Safe & Drug F	0.00	0.00	0.00	0.00	0.00
01 4965	Goals 2000	0.00	0.00	0.00	0.00	0.00
01 4975	Innovation in Education (Frameworks	0.00	0.00	0.00	0.00	0.00
01 4985	NCLB Title II Part D (Technology)	0.00	0.00	0.00	0.00	0.00
01 4990	R.E.A.P.	0.00	2,903.00	2,903.00	0.00	(2,903.00)
01 4992	REAP	20,000.00	0.00	0.00	0.00	20,000.00
01 4994	SCIP	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		159,500.00	48,651.48	48,651.48	30.50	110,848.52
01 5000	Non Revenue Receipts-other	0.00	0.00	0.00	0.00	0.00
01 5300	insurance adj.	0.00	0.00	0.00	0.00	0.00
01 5400	sale of assets	0.00	0.00	0.00	0.00	0.00
01 5400 0003	Sale of Property	0.00	0.00	0.00	0.00	0.00
01 5500	Transfers From Funds	0.00	0.00	0.00	0.00	0.00
01 5610	Art Class Receipts	0.00	0.00	0.00	0.00	0.00
01 5620	Industrial Arts Receipts	0.00	0.00	0.00	0.00	0.00
01 5690	Other Non Revenue Receipts	1,000.00	1,245.55	1,245.55	124.56	(245.55)
Subtotal: NON-REVENUE RECEIPTS		1,000.00	1,245.55	1,245.55	124.56	(245.55)
01 8000 0002	Transfers	0.00	9,676.47	9,676.47	0.00	(9,676.47)
Subtotal: Transfers		0.00	9,676.47	9,676.47	0.00	(9,676.47)
01 9000	9000 non programmed	0.00	0.00	0.00	0.00	0.00
01 9000 0002	NON-PROGRAMMED EXPESNES	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		5,639,044.00	989,326.91	989,326.91	17.54	4,649,717.09

# Current Cash Balance Report

Date: 09/01/2016 thru 10/01/2016

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY ACCOUNT</b>					
1 ATHLETIC	12,430.37	3,798.60	6,236.78	8,025.00	18,017.19
2 ANNUAL	7,180.46	0.00	0.00	0.00	7,180.46
3 MUSIC	428.27	170.00	0.00	0.00	598.27
4 ELEMENTARY UNIT	8,525.14	477.14	0.00	0.00	9,002.28
5 STUDENT COUNCIL	1,570.11	606.00	1,135.57	0.00	1,040.54
6 FFA	9,121.05	646.00	2,923.85	0.00	6,843.20
7 High School UNIT	4,617.91	704.14	320.73	0.00	5,001.32
8 P CLUB	1,032.28	0.00	0.00	0.00	1,032.28
9 FCCLA	2,192.47	64.00	200.00	0.00	2,056.47
10 MISC ACCOUNT	1,831.11	0.00	0.00	-0.90	1,830.21
11 Art Club	531.91	0.00	0.00	0.00	531.91
12 National Honor Society	168.59	0.00	499.50	0.00	-330.91
13 Speech	24.33	0.00	0.00	0.00	24.33
14 1st Grade	2,361.44	0.00	0.00	0.00	2,361.44
15 American Council	0.00	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00	0.00
16 Concessions	1,753.14	1,735.40	2,012.42	0.00	1,476.12
17 Basketball camps	2,579.00	0.00	0.00	0.00	2,579.00
18 Bonds	0.00	0.00	0.00	0.00	0.00
19 Interest	123.72	5.19	0.00	-1.00	127.91
20 Union Bank	0.00	0.00	0.00	0.00	0.00
21 Palmyra Sports Apparel	0.00	0.00	0.00	0.00	0.00
22 Fields Scholarship	4,863.80	0.00	0.00	0.00	4,863.80
23 Cross Country	1,386.35	0.00	328.00	0.00	1,058.35
24 Industrial Arts Shop	534.69	0.00	0.00	0.00	534.69
25 Library	5,348.13	0.00	0.00	0.00	5,348.13
26 PARTY Group	1,453.96	0.00	0.00	0.00	1,453.96
27	0.00	0.00	0.00	0.00	0.00
28 Musical/Drama	3,158.60	0.00	0.00	0.00	3,158.60
29 wrestling	81.78	0.00	-38.50	0.00	120.28
30 GENERAL FUND REIMBURSEMENT	-195.00	195.00	0.00	0.00	0.00
31 6th grade	597.64	0.00	0.00	0.00	597.64
32 Weights	5,714.74	3,877.50	632.00	-203.00	8,757.24
33 Volleyball Account	4,563.99	421.60	2,754.00	-52.00	2,179.59
34 Imprest Fund	2,000.00	0.00	0.00	0.00	2,000.00
35 Bennet Boosters	1,589.67	0.00	0.00	0.00	1,589.67
36 Cheerleading	5,965.40	4,088.91	6,309.87	0.00	3,744.44
37 Bennet Back-Pack Program	463.99	0.00	0.00	0.00	463.99
38 Student Planners	9.00	0.00	0.00	0.00	9.00
39 Family Passes for 2016-2017	7,685.00	615.00	0.00	-4,355.00	3,945.00
40 Student Fees	6,565.00	420.00	0.00	-3,670.00	3,315.00
41 Quiz Bowl	600.08	0.00	0.00	0.00	600.08
42 Jr. High Basketball	20.50	0.00	0.00	0.00	20.50
43	0.00	0.00	0.00	0.00	0.00
44 Spanish	-0.90	0.00	0.00	0.90	0.00
45	0.00	0.00	0.00	0.00	0.00
46 Class of 2016	282.52	0.00	0.00	0.00	282.52
47 National Breast Cancer Foundation	0.00	0.00	0.00	0.00	0.00
48 Class of 2018	0.00	0.00	475.00	0.00	-475.00
49 Show Choir	102.36	877.15	0.00	0.00	979.51
50 Insurance I-Pads	15,975.00	140.00	0.00	0.00	16,115.00
51 Golf	441.67	0.00	0.00	0.00	441.67
52 Class of 2017	774.12	0.00	0.00	0.00	774.12

SELECTED Data

# Current Cash Balance Report

Date: 09/01/2016 thru 10/01/2016

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ACTIVITY ACCOUNT Totals:	126,453.39	18,841.63	23,789.22	-256.00	121,249.80
Report Totals:	126,453.39	18,841.63	23,789.22	-256.00	121,249.80



Expenditure Report by Function/Object - Summary

10/06/2016 10:37 AM

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	User ID: KFH
4690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4730	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4810	10,091.00	0.00	0.00	0.00	10,091.00	0.00	0.00	10,091.00	
4955	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4960	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4985	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4990	18,935.00	0.00	0.00	0.00	18,935.00	0.00	0.00	18,935.00	
4991	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4992	45,000.00	991.12	3,693.77	8.65	41,106.23	0.00	0.00	41,106.23	
4994	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01	6,292,162.00	87,803.51	623,172.33	9.94	5,668,989.67	2,156.00	0.00	5,666,833.67	

October 10, 2016

1. Enrollment report for the month of October:

<u>PreK-6</u>	<u>7-12</u>	<u>PK-12</u>	<u>Pre-K</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
307	193	500	30	49	33	45	42	32	37	39	28	35	26	37	29	38

2. The annual Safety inspection was conducted on September 28, 2016 and is indicative of our efforts to maintain and improve conditions at both campuses. The report shows improvement as well as some areas where we can improve and is included for your review.

3. The Association of School Boards State Conference is scheduled for November 16, 17, 18, at the La Vista Conference Center. The deadline for registrations is November 5.

4. District OR-1 has received Distance Learning Incentives as a result of our membership with Network Nebraska. Under LB 1208 school districts were able to join Network Nebraska and to also receive incentive grants. To date our partnership with the Network has resulted in \$25,000 dollars in payments to district OR-1. It is our hope that the state and the Department of Education will continue to fund these incentives.

5. Construction at Bennet has moved forward quickly with much work being completed on the addition.





6. Work on the east classroom addition has officially begun in Palmyra.





## October Activity Board Report

Believers and Achievers-Carly Poskochil did not receive one of the 48 U.S. Bank selections but she was selected as a local school winner for Palmyra.

MUDECAS VB-Champions in B Division

Band-Superior Rating at Harvest of Harmony

Palmyra was the host at Woodland Hills for the C1 District Golf Tournament on October 5<sup>th</sup>.

October calendar of activities attached.



# Palmyra

## October, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Harvest Of Harmony Parade <span style="float: right;">1</span>
2	4:30pm Football-JH Johnson County Central <span style="float: right;">3</span>	9:00am Golf-G/Varsity 4:00pm Cross Country-Varsity Malcolm 4:45pm Volleyball-JV Johnson-Brock 6:00pm Volleyball-Varsity Johnson-Brock <span style="float: right;">4</span>	Southeast Area Land Judging @ Tecumseh, NE <span style="float: right;">5</span>	4:00pm Volleyball-JH Weeping Water <span style="float: right;">6</span>	7:00pm Football-Varsity Johnson County Central <span style="float: right;">7</span>	8:00am Volleyball-JH Malcolm 9:00am Volleyball-Varsity Falls City vs. Multiple Schools <span style="float: right;">8</span>
2:00pm Youth Football @ Palmyra High School <span style="float: right;">9</span>	FCCLA Fall Planning Meeting TBD Golf-G/Varsity TBA vs. TBA TBD Volleyball-Varsity TBA 4:00pm Volleyball-JH Malcolm <del>Football JV (Cancelled)</del> <del>Football JH (Cancelled)</del> <span style="float: right;">10</span>	TBD Volleyball-Varsity TBA vs. TBA TBD Golf-G/Varsity TBA vs. TBA 4:00pm Volleyball-JH Freeman <span style="float: right;">11</span>		TBD Volleyball-Varsity TBA vs. TBA TBD Cross Country-Varsity TBA <span style="float: right;">13</span>	End of 1st Quarter 4:00pm-6:30pm Cheer Camp @ Palmyra High School 7:00pm Football-Varsity Freeman <span style="float: right;">14</span>	Oxbow Marching Invite <span style="float: right;">15</span>
16	Start of 2nd Quarter <span style="float: right;">17</span>	4:45pm Volleyball-JV Yutan 6:00pm Volleyball-Varsity Yutan <span style="float: right;">18</span>	National FFA Convention @ Louisville, KY <span style="float: right;">19</span>	Fall Break 1:30 Dismissal National FFA Convention @ Louisville, KY 7:00pm Football-Varsity HTRS <span style="float: right;">20</span>	Fall Break NO School Fall Break NO School National FFA Convention @ Louisville, KY TBD Cross Country-Varsity TBA <span style="float: right;">21</span>	ACT National FFA Convention @ Louisville, KY 8:00am Volleyball-JV Weeping Water 8:00am Volleyball-JV Weeping Water <span style="float: right;">22</span>
23	7-12 Fall Music Program @ Palmyra High School FCCLA District Leadership Meeting <span style="float: right;">24</span>	State Land Judging @ Kearney 5:00pm Volleyball-JV Louisville 6:00pm Volleyball-Varsity Louisville <span style="float: right;">25</span>	State Land Judging @ Kearney <span style="float: right;">26</span>	5:00pm Volleyball-C Team Raymond Central 6:00pm Volleyball-JV Raymond Central 7:00pm Volleyball-Varsity Raymond Central <span style="float: right;">27</span>		FFA Pancake Feed Member Auction @ Palmyra High School <span style="float: right;">28</span>
30						



SAFETY AND SECURITY PLAN  
PALMYRA - BENNET SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The school has a crisis plan	X		
The school has a crisis team	X		The crisis team meets twice each school year.
The administration consulted with outside agencies, e.g. police, fire marshal, emergency management	X		This was done when the plan was formulated. The plan was updated earlier this school year.
The school has an evacuation plan	X		
Crisis drills are practiced routinely	X		Procedures for lockdown and evacuation have been reviewed. Lockdown measures have been practiced in the past and will be conducted again later this year.
Blueprints for the school are readily available if needed	X		Actual blueprints are located in the boiler room at both attendance centers and portions are stored electronically. Copies are also stored in the district's vault.
Roles for the crisis team members are clearly defined	X		Each member's responsibilities are outlined in the crisis plan.

SAFETY AND SECURITY PLAN  
PALMYRA - BENNET SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Procedures for dealing with the police are defined	X		The Otoe and Lancaster county sheriff's offices are contacted when necessary as there is not a local police force in either Bennet or Palmyra.
Procedures for dealing with the media are defined	X		"The Hickman Voice" is the official newspaper for the district. Other media procedures are covered in the crisis plan.
Procedures are in place for securing the building	X		Both buildings can be secured if a crisis is determined.
Procedures are in place for dealing with hazardous materials	X		Due to the nature of the items stored therein, all custodial offices and science chemical rooms are locked at all times.
Procedures are in place for addressing the aftermath; e.g.; grief and loss counseling, support groups, & memorials	X		Area counselors would be contacted.
The district has a plan to inform parents of inclement weather	X		"School Messenger" along with radio, television, the Internet, Twitter, and the OR1 Mobile Application are the primary sources used.
The district has a plan to inform parents of a crisis	X		Radio and television are the primary sources used.

SAFETY AND SECURITY PLAN  
PALMYRA - BENNET SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Procedures are in place to inform the community of a crisis	X		Radio and television will be the main sources used if a crisis is determined.
Procedures are in place for search and seizure	X		Board policy covers these procedures.
The district has a plan to deal with threats, e.g.; bomb threats or physical threats	X		The district's crisis plan covers these procedures.
The district has a plan to document crisis situations	X		All crisis situations are documented when a crisis has occurred.
A resource officer is assigned to the school		X	
The school is monitored by a security alarm system		X	
The district has surveillance cameras in use	X		Cameras are available in both buildings but not in buses.
Procedures are in place to deal with suicide	X		Area counselors would be contacted.
The school has a dress code or uniforms are required	X		The policy identifies items of clothing that are not acceptable.
The district has a policy to deal with sexual harassment	X		
The district has a policy to deal with bullying	X		

SAFETY AND SECURITY PLAN  
PALMYRA - BENNET SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
A procedure is in place for students and parents to express their concerns to the administration about safety concerns	X		There is a written procedure for parents to follow.
Data are maintained by the school on discipline issues, weapons, and violent behavior	X		These procedures are covered in board policy.
Fire and tornado drills are conducted according to State policy	X		Ten fire drills and two tornado drills are held annually.
Bus evacuation drills are held according to State policy	X		<u>All</u> students participate in a bus evacuation drill each semester.
The district has adopted a Safe Pupil Transportation Plan	X		A plan has been adopted by the district. A copy of this document has been placed in each of the district's vehicles.
There is controlled entry and access to buildings and rooms	X		
Procedures are in place for staff to monitor student arrival, departure, and passing in halls	X		

GENERAL OBSERVATIONS/RECOMMENDATIONS FOR YOUR SAFETY AND SECURITY PLAN

- You continue to impress me with the improvements you have made with regard to your safety efforts. This makes conducting your safety audit fun for me as I know you will address the concerns I submit. Thanks again for having me and I look forward to returning to your district next year.

ED JOHNSON

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION I – FLOORS, HALLWAYS, AND EXITS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Floors are in good condition with no slip, trip, and fall hazards.	X		The hallway surfaces in both buildings were in excellent condition.
2. Housekeeping is adequate. Hallways and exits are not blocked by storage.	X		Your buildings were very clean and I did not find any halls or exits that were blocked. This is an improvement over previous years.
3. Spilled food or water cleaned up promptly. “Wet floor” signs are used as necessary.	X		I was informed these signs are used when necessary.
4. Doormats provided by doorways to collect water, slush, and snow.	X		
5. Aisles are unobstructed and sufficiently wide for clear passage.	X		

### SECTION II – CLASSROOMS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Desks, chairs, and tables are in good repair.	X		The furniture in both buildings appeared to be in excellent condition.
2. Adequate aisle space provided for quick exits.	X		
3. Floors are in good condition and not slippery.	X		
4. Storage and shelving is adequate for your needs.	X		I did not notice any rooms in either building where overstocking was a concern.
5. Potential hazards are observable, i.e., extension cords across aisles improperly.	X		Your staff has done a nice job of keeping cords off the floor as unprotected cords often lead to trips/falls.
6. Televisions are fastened to the cart on which they have been placed.	X		All TV’s that I saw were fastened to the cart on which they had been placed.
7. Student work areas are not located beneath wall/ceiling mounted televisions.	X		

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION II – CLASSROOMS (cont.)

- A. There are a few classrooms in Palmyra that contain door knobs as compared to handicapped levers. This is not a safety concern per se; rather an ADA issue. I was informed handicapped door handles will be installed as part of the building renovation project.
- B. Unprotected cords on classroom floors often lead to trips/falls. Your staff has done a nice job of keeping their classroom floors free of these items and I found no violation in this regard in any of the classrooms. Kudos to your instructional staff.
- C. The carpeted and tiled surfaces in your classrooms and hallways were all in very good condition and I have no concerns with what I saw.

### SECTION III – EXITS AND EMERGENCY LIGHTING

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Emergency lighting and exit lighting is operational.	X		(Please see comments set below)
2. Exterior exit surfaces are clear for a prompt exit.	X		

#### **Elementary at Bennet**

- A. Emergency lighting located throughout the building was in working order. I really like the new combination exit lights/emergency lights that have been installed in your classrooms. They are an excellent addition.
- B. In general, exit lights were operational and the back-up battery in these exit units was in working order. The only exception was the exit light located above the southwest entrance in the gymnasium. A new battery will probably correct this deficiency.

#### **Jr./Sr. High School at Palmyra**

- A. Exit lights were in working order and the alternative source of power (battery back-up) for the most part in each light was operational. The only two exceptions were above the south entrance of the varsity gymnasium and near the south entrance by the boys' varsity locker room. I suspect new batteries will solve the problem.
- B. In the hallways and in some of the classrooms, fluorescent lights contain emergency lighting which is an excellent configuration.
- C. It is suggested the district consider installing an emergency light in the west boiler room. It would be extremely dark in this room during a power failure.

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION IV – STORAGE, SHIPPING, AND RECEIVING AREA

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Housekeeping is adequate with no excessive amounts of combustibles.	X		All areas were neat and clean for which your custodial staff is to be commended.
2. Shelving is properly secured.	X		
3. Heavy items are stored waist high on shelves where possible.	X		I was told this is the case.
4. Boiler rooms are kept reasonably neat and free of storage.	X		You have done a nice job of not turning your boiler rooms into custodial storage rooms.
5. No gasoline is stored in any of the attendance centers.	X		All gasoline is stored in a storage building where no students are located.

### SECTION V – LADDER SAFETY

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Employees are periodically instructed on the safe use of ladders.	X		A common sense approach is used.
2. Metal ladders are not used in conjunction with electrical work.	X		
3. Wooden ladders have been discarded; step stools are available.	X		

### SECTION VI – STORAGE, SHIPPING, AND RECEIVING AREA

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Handrails are in place and are secure.	X		
2. Landings are free of hazards.	X		
3. Lighting is adequate.	X		Your lighting is excellent.
4. Stair treads are provided and are in good condition.	X		I did not see any stair treads that are worn to the point they need to be replaced. Many of the stair treads at the high school will never be a concern.
5. Stairwell fire doors are not blocked.	X		

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION VI – STORAGE, SHIPPING, AND RECEIVING AREA (cont.)

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
6. Ramps are provided with nonskid surfaces and are in good condition	X		
7. Elevators have current inspection certificate	X		
A. The elevator service room was neat and clean. You are encouraged to keep it that way and don't let employees turn this room into a storage area.			

### SECTION VII - FIRE SAFETY

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Fire doors are not tied or blocked.	X		
2. Fire extinguishers carry current inspection tags and are properly located throughout the building.	X		All fire extinguishers carried current inspection certificates and but monthly inspections are not taking place. Mr. Meyer and Mr. Willeford are aware of what is expected; i.e., checking the pressure gauge, the activation pin, and shaking the extinguisher a couple of times. They should date and initial the back of the form.
3. Fire drills are performed as required.	X		Ten drills are held annually.
4. Exit routes are clearly posted in each classroom.	X		(Please see comments "A" and "B" below)
5. Use of extension cords minimized.	X		
6. Mechanical rooms and other hazardous storage areas are kept locked at all times.	X		As near as I could tell, all custodial/mechanical rooms are kept locked at all times. This is an excellent practice, given the nature of the items stored therein,
7. Buildings are sprinkled as a deterrent to fire.	X		The Bennet building will be sprinkled as will the entire high school once construction has been completed.
8. The use of candles or votives is prohibited.	X		

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION VII - FIRE SAFETY (cont.)

YES      NO      COMMENT

- A. Palmyra--For the most part, classrooms had emergency fire and tornado route information posted near the classroom exit. This information was missing, however, in rooms 106 and 110.
- B. Bennet--Some of the classrooms were missing emergency fire and tornado route information. I was told this was the result of the building renovation project and that new signs will be posted near the classroom exit in the near future.
- C. I was impressed the district has numbered all exits and has shared that information with fire, police, and rescue.

### SECTION VIII – KITCHENS AND CAFETERIAS

YES      NO      COMMENT

- 1. Kitchen floors are constructed of a non-skid surface material and/or non-slip mats are being provided. X
- 2. Slicers and other equipment are adequately guarded. X
- 3. Loading docks are free of slip, trip, and fall hazards. X
- 4. Cafeteria tables, chairs, and stools are sturdy and without rough edges or loose hardware. X
- A. Bennet--The walk-in freezer in was not overstocked nor was the dry storage room. Overstocking these areas can cause trips/falls by the cafeteria staff. There is a leak of some type in the freezer as I noticed ice on the floor in a couple of locations. I suspect condensation is the problem but I am not certain.
- B. Palmyra--The compressor leak in the freezer has been fixed for which you are to be commended. Overstocking is not an issue as neither the dry storage area nor the cooler were overstocked.

### SECTION IX – OFFICE SAFETY

YES      NO      COMMENT

- 1. Cords for office equipment do not create a tripping hazard. X
- 2. Storage in file cabinets is such that lower drawers are the heaviest. X I did not personally check this item but I was told this is the case.
- 3. Chairs and desks are arranged so that work is being performed at the appropriate eye and wrist levels. X

PALMYRA - BENNET SCHOOL DISTRICT

SECTION X – PLAYGROUNDS AND SECURITY

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Equipment and surfacing materials are visually checked periodically for hazards.	X		The playground equipment at Bennet appeared to be in excellent condition. I was told this equipment is inspected periodically to make certain it is safe for student use.
2. Fencing is maintained and chain and locks are in good working condition.	X		
3. Adequate exterior lighting is provided, including weekends, for all gates, doors parking lots, and bus garages.	X		Many of the lights were repaired recently and lighting is now sufficient.
4. Drug Free signs are posted on school property.	X		
5. Visual surveillance of parking lots is possible from the administrative office.	X		
6. Signs are posted for visitors to report to the main office or the principal’s office upon entering the building.	X		
7. There are written regulations regarding access and control for school personnel/patrons of the district to use the school building after school hours.	X		
8. Bus loading and drop-off zones are clearly defined.	X		
9. Friends, relatives, or non-custodial parents are required to have written permission to pick up a student from school.	X		There is a written policy in place addressing this issue.
10. Access to bus loading/unloading area is not permitted for other vehicles.	X		

PALMYRA - BENNET SCHOOL DISTRICT

SECTION XI – VOCATIONAL/INDUSTRIAL DEPARTMENTS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. All students are trained before they are permitted to operate equipment.	X		All students must receive a written test score of 100 percent before they can operate power equipment. The instructor always demonstrates the proper use of all equipment before student use.
2. Eye Protection and other personal protective equipment is required.	X		
3. Appropriate warning signs are posted on walls and on machinery/equipment.	X		
4. All machinery and equipment is properly guarded.	X		
5. Heavy items are stored on the floor or bottom shelves.	X		I did not personally check but I was told this is the practice that is followed.

SECTION XII – MISCELLANEOUS LOCATIONS/ITEMS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Boiler/heating rooms are kept reasonably neat and free of storage.	X		Your rooms used for heating/cooling have been kept unobstructed.
2. Storage areas have no excessive stock pile of combustibles.	X		Again, you have done a nice job with not over-stocking.
3. First aid kits have been purchased and are made available.	X		
4. Lock out/tag out procedures are used to identify broken equipment.		X	
5. Unused areas of the school can be closed off during after-school activities.	X		

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION XII – MISCELLANEOUS LOCATIONS/ITEMS (cont.)

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
6. There is two-way communication between the office and the classrooms.	X		Both buildings have an intercom system.
7. Visitors are required to sign in.	X		Having visitors sign in and sign out is a good practice.
8. Proper identification is required for staff.	X		Identification is worn by all staff members during a crises.
9. Proper identification is required for visitors.	X		

### OBSERVATIONS FOR THE PALMYRA BUILDING

- A. I understand the district is using a mechanical lift supplied by Capital City Electric. Lifts of this nature are an excellent safety device for your maintenance/custodial staff to change gymnasium lights and to work on other difficult to reach locations.
- B. There are six boilers/hot water heaters at this location which require certification and all carried current certificates.
- C. The electrical room appeared to be in good condition as none of the panels were blocked. Keep in mind you need at least three feet of clearance for all panels of this nature.
- D. Safety Data sheets are current and the information is stored in the custodian’s office.
- E. I have no concern with the condition of the sidewalks or parking lots as all surfaces appeared to be in excellent condition.
- F. I found the building to be exceptionally clean. Older buildings of this nature create unique challenges for your custodial/maintenance staff and it is obvious they are up to the challenge.

## PALMYRA - BENNET SCHOOL DISTRICT

### SECTION XII – MISCELLANEOUS LOCATIONS/ITEMS (cont.)

#### OBSERVATIONS FOR THE BENNET BUILDING

- A. The boiler inspection certificate was current.
- B. I noticed you have added some steps in the gymnasium to assist patrons finding seating. I am mildly concerned about the bottom step for each unit as it has become part of the gymnasium floor and could lead to injury to students during games/activities. I understand there are plans to cover these steps with rubber matting to help avoid injury to students and patrons.
- C. There are several electrical panels in the boiler room and none were blocked which is the required practice. As a reminder, you must have at least three feet of clearance for all electrical panels. Electrical panel rooms were not intended to be storage rooms.
- D. The building appeared to be very clean and orderly. It is obvious the custodial staff is doing an excellent job of taking care of this facility.
- E. The new entrance to the building from the east is very impressive and is a marked improvement over what you had. Also, the new concrete work east of the school is noteworthy.
- F. I was really impressed with the new carpet and tiled surfaces in the building. Will you get as many years out of this carpet as you did the original? Ha!
- G. I was impressed with the new construction project ongoing in the Bennet building. Upon completion, you will have a very nice facility that should meet your educational needs for the foreseeable future.

### THE FOLLOWING ITEMS PERTAIN TO TRANSPORTATION:

- A. Pre-trip inspections occur daily and the completed forms are submitted to the transportation director.
- B. Quarterly inspections are conducted by a mechanic approved by the board of education and these reports are filed with the transportation director at the conclusion of each school year.
- C. Bus evacuation drills are conducted twice each school year and all students participate.
- D. Keep in mind small vehicles (vans) used to transport students must contain a fire extinguisher that is secured. Unsecured equipment of this nature can become projectiles during an accident. Mr. Hanger indicated all vans transporting students are in compliance with this regulation.

## District OR-1 Students Surpass State Averages On Reading, Math and Science Tests

During the 2015-1016 school year Nebraska students met or exceeded state reading standards by 82%, in math 73%, and in science 72%. Students at Bennet Elementary and Palmyra Jr./Sr. High School, 88% of students met or exceeded standards in reading, 81% of students met or exceeded standards in math, and 88% of students met or exceeded standards in science. As a whole, District OR-1 students' scores are well above state averages. Students and teachers have worked very hard in recent years toward NeSA testing success, and this past year's scores are indicative of that effort. Everyone should be proud of this accomplishment, and look forward to continued success in this arena for all students at District OR-1.

The following chart is a breakdown of score and performance by grade level of District OR-1 students compared to the state average.

	<b>Reading</b>	<b>Math</b>	<b>Science</b>
	% MEETS OR EXCEEDS STANDARDS	% MEETS OR EXCEEDS STANDARDS	% MEETS OR EXCEEDS STANDARDS
<b>GRADE 3</b>			
State Average	84%	79%	
OR-1 Students	94%	91%	
<b>GRADE 4</b>			
State Average	86%	78%	
OR-1 Students	95%	86%	
<b>GRADE 5</b>			
State Average	85%	77%	74%
OR-1 Students	86%	88%	86%
<b>GRADE 6</b>			
State Average	83%	75%	
OR-1 Students	76%	77%	
<b>GRADE 7</b>			
State Average	85%	71%	
OR-1 Students	87%	71%	
<b>GRADE 8</b>			
State Average	82%	68%	68%
OR-1 Students	93%	81%	84%
<b>GRADE 11</b>			
State Average	72%	62%	74%
OR-1 Students	87%	74%	95%
<b>DISTRICT TOTALS</b>			
State Average	82%	73%	72%
OR-1 Students	88%	81%	88%

Secondary Principal's  
Board Report  
October 10, 2016

1. End of First Quarter

October 14 is the end of the first quarter. Fall break is October 21.

2. NeSA – R-M-S

2015-2016 NeSA results for Reading, Math and Science are attached to my report.

3. Fall Testing

MAPs testing is complete for all students in 7<sup>th</sup> – 11<sup>th</sup> grades.

4. Parent teacher conferences

7th- 19/28 – 68%

8th- 24/36 – 67%

9th- 16/25 – 64%

10th- 25/37 – 68%

11th- 17/29 – 57%

12th- 13/37 – 35%

Total 114/192 – 59%

Hour by hour attendance:

2:00 – 3:00 – 24

3:00 – 4:00 – 14

4:00 – 5:00 – 14

5:00 – 6:00 – 21

6:00 – 7:00 – 12

7:00 – 8:00 – 2

## **Elementary Principal's Report**

1. Fall parent teacher conferences were on Tuesday, September 20<sup>th</sup>. We had 94% of our parents in attendance for a parent teacher conference.
2. Our first quarter will be ending on October 14<sup>th</sup>. Report cards will be going home the week of October 17<sup>th</sup>.
3. NeSA – R-M- S- 2015-2016 NeSA results for Reading, Math and Science are attached to my report.
4. October is National Bullying Prevention Month. District OR 1 takes an active stance against bullying to create a climate that prevents bullying before it begins. This week the students will participate in an activity with the Purple Hand Pledge which will be reviewed throughout the year.
5. The week of October 9<sup>th</sup> is Fire Safety Week across the Country. The Bennet Fire and Rescue Department presented an assembly on fire safety for the Elementary students on Thursday, October 6<sup>th</sup>.

## District OR-1 Students Surpass State Averages On Reading, Math and Science Tests

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John M. Guthery  
Thomas M. Haase  
James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R.J. Shortridge\*  
Jeanette Stull  
Corey L. Stull\*  
Joshua J. Schauer\*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
Charles Kaplan



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PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.  
233 SOUTH 13TH STREET, SUITE 1400  
LINCOLN, NEBRASKA 68508  
TELEPHONE (402) 476-9200 • FAX (402) 476-0094  
www.perrylawfirm.com

Of Counsel  
Richard D. Sievers  
Kelley Baker

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\*Also Admitted in Iowa  
\*\*Also Admitted in Kansas  
\*\*\*Also Admitted in Wyoming  
\*\*\*\*Also Admitted in Colorado

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

August 17, 2016

Rob Hanger, Superintendent  
Palmyra District OR 1  
425 F Street  
PO Box 130  
Palmyra, NE 68418

**RE: School Board Policy Book**

Dear Rob:

I am writing in response to your request for a proposal for the preparation of new school board policies for Palmyra District OR 1. As we discussed, our firm has developed a "template" school board policy book to meet the requirements of state and federal law and, where applicable, case law. The template policies include all of the most recent updates. The policies cover school district operations and student and personnel issues and give policy guidance to address legal obligations and protect students, staff and property.

The template policy book is divided into nine (9) separate sections, 1000 - Community Relations; 2000 - Administration; 3000 - Business; 4000 - Personnel; 5000 - Students; 6000 - Instruction; 7000 - New Construction; 8000 - Board Policies; and 9000 - By-Laws (Board of Education).

Initially, we provide you with the complete set of policies. We conform the policies to your school by inserting provisions specific to your District, such as your graduation requirements. You and the Board then review the policies, making changes as determined appropriate by your Board. We answer any questions you might have about specific policies or whether changes you are proposing should be made. Upon the revisions or changes being made, the Board would then take action to adopt the policies (this may be done either all at once or section by section). You send us any changes made; we incorporate those into your policy book and insert the date of adoption.

Upon adoption of the complete policy book, our office places the entire policy book on a disk formatted for MS-Word. We would also give you ten (10) hard copies in 3-ring binders.

The cost for the template policy book, and our assistance in the review of each section throughout the foregoing process, is \$7,500, plus expenses of reproduction, mailing and the like. Except for expenses, the billing occurs when the policy service is completed or six months after the commencement of the project.

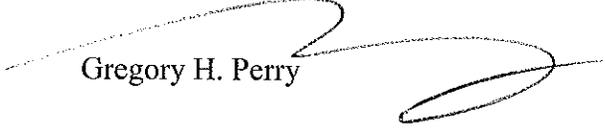
Since 2006, we have provided nearly all ESUs in the State, including ESU 4 with an annual update to respond to changes in state and federal laws or regulations. The policy numbers for the new policies correspond to those in our policy template.

We look forward to the possibility of working with your school district on this project.

Sincerely,

PERRY, GUTHERY, HAASE  
& GESSFORD, P.C., L.L.O.

Gregory H. Perry





Karen Haase  
Steve Williams  
Bobby Truhe  
Shari Russell, Paralegal

## MEMORANDUM

TO: Rob Hanger, Superintendent  
FROM: KSB School Law  
DATE: August 24, 2016  
RE: KSB Policy Service

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**Complete Policy Service.** We offer a comprehensive policy service. The idea behind our service is simple: we include all policies which are legally required, and we include policies where experience dictates that they are legally advantageous, functionally necessary, and/or just plain useful. When a particular policy could be written in 2 or more ways, we include the different versions so the board can choose what it prefers—you're the educational experts, not us. When a policy is optional, we note that, too. The goal is to provide a comprehensive policy manual which is both useful and consistent with your practices.

We consider your investment into the Policy Service an investment worth more than a new, shiny policy manual. We charge a flat fee for our service. We do this for a few reasons. In almost every case, it would cost *way more* to review your current policies and update them. Relatedly, our service includes the creation and/or adaptation of any policy which is unique to your district or service unit. Once you subscribe, we work with you free of additional charge on all questions, changes, or new policies you want. In the end, this produces a better policy manual and one over which the board and administration have complete ownership. We do not want you to forego asking us questions or developing useful policies not included in the service simply to avoid legal fees.

**Writing Style.** Our policies are shorter and contain more headings and numbers than most policies. We believe that careful writing, attention to detail, familiarity with school practices, and a thorough knowledge of the law are essential to creating good policies. We describe our writing style as "lean

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Cornhusker Plaza  
301 S. 13<sup>th</sup> St., Suite 210  
Lincoln, NE 68508

P: (402) 804-8000  
F: (402) 804-8002  
KSBSchoolLaw.com

and clean.” We have seen too many instances when an employee, an NSEA representative, or a plaintiffs’ attorneys has turned flowery, loosely written, or overly complicated policies to a school district’s disadvantage. We strive to write policies that are short, clear, and useful.

**Organization.** Our policies are divided into the following six sections:

- 1000 Series: Mission and Belief Statements
- 2000 Series: The Role and Conduct of the Board of Education
- 3000 Series: Business Operations
- 4000 Series: Employees
- 5000 Series: Students
- 6000 Series: Instruction and Extracurricular Activities

There is nothing special about this organizational system. If you have traditionally used letters rather than numbers or if you have used a numbered system that you want to retain, you can simply place our policies into the structure you prefer.

**Policy Updates.** We will provide you with policy updates during the school year, and at the end of each school year necessitated by court decisions and changes in state and federal law and regulations. We provide the policy updates as part of the service for a two-year period. After the initial two-year period, we will continue to provide you with updated policies for a modest annual fee (currently the annual subscription fee is \$500).

**Delivery of Policies.** We prefer to provide you with the policies one section at a time, but, we will provide them to you in accordance with the schedule you designate. We strongly encourage the board to review the policies carefully so that they will become thoroughly familiar with them. We will include a memorandum with each set explaining the purpose of the policies and pointing out areas in which you might want to exercise some discretion. We will provide policies to you by e-mail unless you want them in hard copy. This will enable you and your staff to format the policies to conform to your district’s preference and to post them on your district’s website if you wish.

**Board Adoption of Policies.** Many boards require two readings of a policy before they may adopt it. There is no legal requirement of two readings, and we recommend against it because there are many instances when boards needed to act quickly to adopt or amend a policy.

We recommend that the board record the dates when it reviews, adopts, and revises each policy. Nebraska Department of Education representatives examine board policies for these dates when they conduct accreditation reviews. The dates can also be useful in communicating the board's commitment to following its policies when patrons try to convince administrators to deviate from policy "just this once."

**Administrative Regulations.** Some school districts have elaborate systems of policies, administrative regulations, guidelines, or protocols. As a general rule, we prefer that the board establish written policies and that administrative practice be less formal. The danger of a system of multiple written policies, procedures and protocols is that the policies change over time, but the written protocols don't, or administrators simply overlook one set of written documents. The only written protocols we recommend, other than board policy, are your school safety plan, your student handbook, and staff handbooks. You should review these handbooks carefully at the end of every school year to be sure they comply with board policy. We will be happy to review your handbooks for you if you would like us to do so.

**Cost and Billing for Policy Service.** The cost of the policy service is \$9,500. It includes a full set of policies and policy updates for a two-year period. We can bill you in 12 monthly installments or in a lump sum according to your preference.

We would be delighted to work with you and the board on policies. If you have questions about the service, the policies, or any other matter, please contact one of us.