

Board of Education Regular Meeting  
Monday, June 10, 2019 5:30 PM  
McKinley Education Center  
301 West F Street  
North Platte, NE 69103-1557

1. Roll Call

2. Posting of the Open Meetings Act

3. Pledge of Allegiance and Announcements

4. Communications

1. Special Presentation

2. Student Advisory Report

3. Foundation Report

4. Superintendent's Report

5. Board Comments

6. Committee Reports

5. Consent Agenda

1. Approve the agenda for the June 10, 2019 regular meeting of the Board of Education

2. Approve the publication of the June 10, 2019 regular meeting of the Board of Education
  3. Approve the minutes of the May 13, 2019 regular meeting of the Board of Education
  4. Approve the minutes of the June 5, 2019 Board of Education Work Session
  5. Approve Updated Board 8000 Policies
  6. Approve the teaching contract of Renea Porter effective for the 2019-2020 school year
  7. Approve the administrative contract for Kevin Mills effective July 1, 2019
  8. Approve the teaching contract of Briana Hawks effective for the 2019-2020 school year
  9. Approve the resignation of Laura Brown effective on or about May 17, 2019
  10. Approval of Financial Claims and Reports
6. Reports and Discussion Items
1. Dare to Go 5 or Below Update
  2. Staff Handbook Review - Certified/Classified & Substitute
  3. Monthly Financial & Budget Report
  4. School Safety Update
  5. Legislative Update

6. Americanism/Multicultural Education Statement of Assurance

7. Public Comment

8. Action Items

9. Future Board Calendar

10. Executive Session

11. Adjournment

**Board of Education Regular Meeting**  
McKinley Education Center  
Monday, May 13, 2019 5:30 PM

**1. Roll Call**

All Present

**2. Posting of the Open Meetings Act**

**3. Pledge of Allegiance and Announcements**

**4. Communications**

**4.1. Special Presentation**

Seniors Brandon Anderson and Hunter Rathjen were recognized as the April Bulldogs of the Month

**4.2. Student Advisory Report**

None

**4.3. Foundation Report**

Board liaison Matthew Pederson reported the May staff member of the month was high school language arts teacher Jami Allen. He also reported that all scholarships have been awarded noting increases in several of the scholarships. Pederson also noted that a private donor has helped in the funding of a tutoring program at Kids Klub, the after school program. Mr. Pederson went on to thank Foundation Director Jodi Howard and her student interns for their fund raising efforts this year.

**4.4. Superintendent's Report**

None

**4.5. Board Comments**

President Morrell commented that he attended graduation and is always excited to see our student's succeed.

Vice President Jo Ann Lundgreen reported that she recently took the YouScience aptitude test which the District uses to identify potential career paths for students. She felt taking the test helped her to better understand the testing process and how to read the results. Secondly, Mrs. Lundgreen commented favorably on the additional communication that has been provided by the high school to parents regarding year end events. She reported that there was a Facebook live broadcast from Osgood this afternoon and applauded that use of technology and hoped for additional uses in the future. She also complimented high school principal Siegel on Sunday's graduation.

Secretary Altig commented that he, Matthew Pederson and Jo Ann Lundgreen recently attended a Nebraska Association of School Boards law seminar. Mr. Altig also commented on board member and NPPSD staff participation in the recent external accreditation team visit. Mr. Altig also attended and helped with the GNAC and A3

District track meets. He attended Project Search Graduation along with board members Mike Morrell and Mark Nicholson. He reported he recently toured Washington Elementary and was impressed with the student and staff engagement at this late stage of the school year. He also helped with career interviews and the High School. Mr. Altig also commented that he thought graduation went well.

Board member Matthew Pederson noted that the Lincoln Journal Star newspaper recently listed “40 or 50” North Platte athletes that qualified as Academic All Stars. He also commented on the Boys and Girls soccer teams who qualified for the State Tournament as well as a number of track athletes who also qualified to attend the State Tournament this year.

Board member Mark Nicholson remarked that he also participated in the career interviews and commented on the usefulness of this high school program. Mr. Nicholson also noted that he participated in the North Platte Public Schools Foundation employee of the Month award to Jami Allen whom he has known since High School.

#### 4.6. Committee Reports

##### 4.6.1. May 2 and May 9, 2019 meetings of the Finance, Facilities, Operations and Legislation subcommittee

Board Member Ivan Mitchell summarized items discussed at these two meetings including a potential bond issue for building repairs, the HVAC at Adams Middle School, a High School Office rearrangement, possible tax anticipation loans and insurance bids received.

##### 4.6.2. May 7, 2019 meeting of the Personnel, Americanism, Curriculum, Student Services and Communication subcommittee

Board Secretary Skip Altig reported on items discussed at this meeting including a review of the 8000 policies, review of graduation policy #5205, the High School instructional schedule and the reorganization of TLC to CLASS.

#### 5. Consent Agenda

5.1. Approve the agenda for the May 13, 2019 regular meeting of the Board of Education

5.2. Approve the publication of the May 13, 2019 regular meeting of the Board of Education

5.3. Approve the minutes of the April 8, 2019 regular meeting of the Board of Education

5.4. Approve the minutes of the May 2 and May 9, 2019 meetings of the Finance, Facilities, Operations and Legislation subcommittee of the Board of Education

5.5. Approve the minutes of the ~~May 13~~ May 7, 2019 meeting of the Personnel, Americanism, Curriculum Student Services and Communication subcommittee of the Board of Education

5.6. Approve revised Graduation Policy #5205

5.7. Accept the resignation of Debra Perry effective on or about May 17, 2019

- 5.8. Accept the resignation of Jeffery Nemecek as of June 14, 2019
- 5.9. Accept the resignation of John Byrn effective June 10, 2019
- 5.10. Accept the resignation of Darlene Hazen-Rhodes effective on or about May 17, 2019
- 5.11. Approve the administrative contract for Nick Miller effective for the 2019-2020 school year
- 5.12. Approve the teaching contract for Audri Pelton effective for the 2019-2020 school year
- 5.13. Approve the teaching contract of Theodore Degner effective for the 2019-2020 school year
- 5.14. Approve the teaching contract of Kristyn Stricker effective for the 2019-2020 school year
- 5.15. Approve the teaching contract of Brianna Quiroz effective for the 2019-2020 school year
- 5.16. Approve the teaching contract of Victoria Simmons effective for the 2019-2020 school year
- 5.17. Approve the teaching contract of Kaleigh Berg effective for the 2019-2020 school year
- 5.18. Approve the teaching contract for Patrick Recoey effective for the 2019-2020 school year.
- 5.19. Approve the teaching contract of Kendra Burkholder effective for the 2019=2020 school year
- 5.20. Approval of Financial Claims and Reports  
Motion by JoAnn Lundgreen to approve the consent agenda with a correction of the date of item 5.5 from May 13 to May 7 seconded by Matthew Pederson  
Yeas: Matthew Pederson, Skip Altig, Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell and Mark Nicholson

## 6. Reports and Discussion Items

### 6.1. Update on The Learning Center (TLC)

Student Services Coordinator, Brandy Buscher and High School Principal Scott Siegel reported on the timeline and changes that have occurred with the alternative high school program. Along with other updates the name of the program will change from The Learning Center (TLC) to the Center for Learning and Student Success (CLASS). Mrs. Buscher noted along with regular education opportunities CLASS will offer self-assessment and classes on drug and alcohol abuse, conflict resolution classes and other social emotional classes. Mrs. Buscher also reported that a therapist is available to meet with students at their request.

### 6.2. North Platte High School Instructional Schedule

Principal Siegel, Associate Principal Micah Fisher and Secondary Curriculum Director Vikki Carlson reported on the concerns and discussions that have taken place to initiate a change in the High School schedule for the 2019-2020 school year. Along with moving Bulldog Time to the morning, the new schedule will dismiss high school students at 2:20 p.m. on Wednesday to allow the high school staff professional learning and collaborative time.

### 6.3. Monthly Financial & Budget Report

Executive Director of Finance, Stuart Simpson, presented the regular monthly report. He reported that the District is currently short an estimated \$3.5 million of expected revenue from the Lincoln County Treasurer. The Treasurer was removed from office

earlier today. A partial audit by the State of Nebraska will take place later this week.

#### **6.4. School Safety Update**

Executive Director Simpson reported that the annual safety update with District patrons will occur Friday, May 17<sup>th</sup> at 10:00. Safety updates accomplished this school year will be shared and any additional patron concerns solicited.

#### **6.5. Legislative Update**

Mr. Simpson reported there are only 15 days left in this Nebraska Legislature session. He noted that the short time frame leaves school funding specifics unclear.

#### **6.6. Review Board 8000 Policies**

Superintendent Hanson reported that the Personnel, Americanism, Curriculum, Student Services and Communication Board subcommittee reviewed updates to all 8000 policies. He encouraged all Board members to review these policy changes prior to next month's meeting where they will be presented for final approval.

### **7. Public Comment**

Bernice Zeigler – 7881 N Hwy 83 – Mrs. Zeigler commented that she felt the increase in salaries for administrators where disappointing because she feels the classroom teachers are not getting the amount they deserve. She went on to express her concerns regarding the budget, spending and the tax levy.

Tanner Pettera – 3821 Sugarberry Ct. – Mr. Peterra spoke as a representative for HUB insurance in regards to their bid being considered tonight. He noted HUB is a large company with significant experience. He is a local representative, a NPHS alumni and has daughters that attend NPPS and his wife works for the District. He outlined the resources they can offer in regards to the District's insurance needs.

### **8. Action Items**

#### **8.1. Recognize the North Platte Para Educator Association.**

Each year the North Platte Public School District formally recognizes the negotiating agent for the non-salaried classified staff

Motion by Skip Altig second by Jo Ann Lundgreen to recognize the North Platte Para Educator Association as the official negotiating party for the non-salaried classified staff

Yeas: Skip Altig, Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell, Mark Nicholson, Matthew Pederson and Skip Altig

#### **8.2. Request approval of HVAC bids for Adams Middle School**

In a multi-step plan the HVAC system for Adams Middle School is being updated. This request was for approval for the current stage with an approximate cost of \$639,569.

Motion by Ivan Mitchell second by Skip Altig to approve the current requested expenditures for the Adams HVAC

Yeas: Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell, Mark Nicholson, Matthew Pederson and Skip Altig

#### **8.3. Request approval of Roof Bids**

In the same fashion as Adams HVAC, a process of roof replacement at the High School is being done in increments. This request is for approval for the next stage of this replacement

for a total of approximately \$312,174.

Motion by Matthew Pederson second by Ivan Mitchell to approve the Roof Bids as presented  
Yeas: Jo Ann Lundgreen, Ivan Mitchell, Mark Nicholson, Matthew Pederson, Skip Altig and Mike Morrell.

#### 8.4. Request approval of Insurance Bids

An insurance package review was initiated and bids solicited to ensure that the District had the best insurance coverage at a fair price. The selection was narrowed to two finalists ALICAP and HUB. Board members discussed concerns and asked questions of the HUB and ALICAP representatives that were present.

Motion by Ivan Mitchell seconded by Matthew Pederson to choose HUB Insurance.

Yeas: Ivan Mitchell, Mark Nicholson, Matthew Pederson, Skip Altig, Mike Morrell and Jo Ann Lundgreen

#### 8.5. Request approval of School Nutrition Bid

Every 5 years school districts are required by the Nebraska Department of Education to review their nutrition services. NPPSD received word in December that a review was required. Two companies responded to the North Platte Public Schools bid request. The two are Tahar and our current provider Sodexo. After review of the bids, NPPS administration is recommending North Platte Public Schools remain with Sodexo to provide nutrition services for the District.

Motion by Matthew Pederson second by Skip Altig to approve Sodexo as the provider of nutrition services for North Platte Public Schools

Yeas: Matthew Pederson, Skip Altig, Mike Morrell, Jo Ann Lundgreen and Ivan Mitchell

Abstain: Mark Nicholson (due to conflict of interest)

#### 8.6. Request approval to authorize the issuance of Tax Anticipation Notes, Series 2019

As explained by Executive Director Simpson in item 6.3, anticipated tax revenues from Lincoln County has not been received for several months. District cash reserves have been used to cover monthly expenses in wait for the problem to be solved. The Lincoln County treasurer has been removed from her office but a state audit will take some time so a quick payout of funds owed is not anticipated. In light of that a need for Tax Anticipation Notes as a risen and is being requested in the amount of \$3,700,000.

Motion by Jo Ann Lundgreen second by Matthew Pederson to approve the issue of Tax Anticipation notes as requested

Yeas: Matthew Pederson, Skip Altig, Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell and Mark Nicholson

#### 8.7. Request Approval of Building Projects from the Building Fund

In light of Nebraska legislative bill LB 289 it is being requested that upcoming planned building projects be approved. The specific list of planned improvements was attached to the agenda.

### 9. Future Board Calendar

#### 10. Executive Session

None

#### 11. Adjournment

Motion by Skip Altig second by Matthew Pederson to adjourn the meeting at 7:29 p.m.



Yeas: Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell, Mark Nicholson, Matthew Pederson,  
Skip Altig

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President, Mike Morrell

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Secretary, Skip Altig

DRAFT

## **Board of Education Work Session**

McKinley Education Center  
Wednesday June 5, 2019 9:00 AM

### **1. Roll Call**

All present

### **2. Board Leadership**

Marcia Herring, from the Nebraska Association of School Boards, Director of Boards, led the North Platte Public School Board of Education members in a self-assessment and outlined the roles and responsibilities of the Board members relating to governance, policy, communications and fiscal accountability.

#### **GOVERNANCE & LEADERSHIP**

**Goal 2:** The North Platte School District provides the governance and leadership that promotes and supports its purpose and direction; student performance and system effectiveness.

**Strategy 2.1** The Board of Education ensures policies and practices clearly support the district's purpose and direction and the effective operation of the district.

**Action 2.2.1** The Board of Education implemented and discussed a process to evaluate decisions and actions to ensure Board members are in accordance with defined roles and responsibilities.

### **3. Strategic Planning**

Dr. Ron Hanson and Executive Director of Finance Stuart Simpson discussed with the Board the North Platte Public Schools Strategic Plan goal #5 and #6. Input from the Board on progress, goals and changes pertain to goal #5 & #6.

#### **FINANCES**

**Goal 5:** The district demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate levels of funding and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

**Strategy 5.1:** Develop and Manage the District Budget, balancing revenues and expenses to maintain a strong financial position and bond rating.

**Action 5.1.4:** Discussed a forecast for the 2019-2020 and future budgets to help analyze the financial position and determine how the district will respond. Discuss potential revenue sources for facility upkeep and safety.

#### **FACILITIES & OPERATIONS**

**Goal 6:** The North Platte School District provides safe, healthy, and efficiently operated facilities; and manages resources in all schools that support its purpose and direction to ensure success for all students.

**Strategy 6.1:** Maintain and Implement Long Range Facility Plan.

**Action 6.1.1:** Analyzed and discussed the long range facility plan and utilization.

**Action 6.1.2:** Discussed on facility maintenance and safety considerations.

### **4. Board of Education Professional Development**

Upcoming professional development opportunities were presented to the Board.

### **5. Adjournment**

Motion by Matthew Pederson second by Ivan Mitchell to adjourn the work session of the North Platte Board of Education at 1:30 p.m.

Yeas: Matthew Pederson, Skip Altig, Mike Morrell, Jo Ann Lundgreen and Ivan Mitchell

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Mike Morrell, President

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Skip Altig, Secretary

Internal Board Policies - OrganizationPurpose and Role of the Board

The responsibilities of the Board include: a legal responsibility for the control of public schools as the only agency in their community with this responsibility; a civic responsibility as the controlling agency providing a basically essential service to the life of the community; a social responsibility toward all who look to the schools as centers of growth and development for children, youth, and adults; as economic responsibility since there is a direct relationship between good schools and business prosperity; a moral and ethical responsibility to function courageously and impartially to assure the greatest good to the greatest number at all time. In the strong conviction that the American system of public school education will best meet the needs of the citizenry if all local school boards throughout the United States recognize and meet their full responsibilities, the Board supports the following principles:

- A. The Board shall function in a non-partisan, broadly representative, team-spirited manner. Every member of the Board shall represent open-mindedly the entire school district, and, in consequence, must let his or her consideration for the entire district take precedence over every form of partisan and special interest group-political, racial, religious, geographic, economic, social, civic, or other.
- B. The Board shall adopt clearly defined written policies, based on a thorough understanding of the education process. In formulating the policies, they shall consult individuals and groups affected by the policies, and, since changing conditions bring changing needs, shall maintain flexible policies. They shall recognize that while the Board is a policy-making body, they properly delegate the execution of policy to the Superintendent, employed professional administrators, and their staffs.
- C. The Board shall recognize that public schools belong to all the people, are supported by the people, and are designed to carry out the wishes of the people for the education of children and adults. They shall conduct board business in open session and endeavor by every reasonable means to inform the public concerning the schools.
- D. The Board may enlist citizen groups to assist and counsel them, making certain that three principles are followed
  1. Citizen groups shall be broadly representative;
  2. Recommendations shall be based on research and facts;
  3. Recommendations shall be submitted to the Board which alone has the authority to act upon them.
- E. The Board shall plan and maintain a flexible program for the future, based on surveys and studies of population trends, possible economic changes, changing community attitudes, development in education, and all factors which would affect their school systems.

- F. The Board shall work to maintain and improve the professional status of the teaching profession, and shall encourage potential candidates for teaching who will exemplify the highest ideals.
- G. The Board shall employ professional and non-professional personnel with competence and personal qualifications which command community respect. Appropriate to the importance of their role in their communities, all personnel shall be adequately compensated to assure their economic security and their working conditions shall permit them to effectively exercise their skills and duties.
- H. The Board shall establish and use free channels of communication with all of their personnel so that decisions affecting their interests and welfare may be made only after careful board consideration has been given to their views, recommendations, needs, and grievances.

Legal Reference:   Neb. Rev. Stat. § 79-501  
                          Neb. Rev. Stat. § 79-512  
                          Neb. Rev. Stat. § 79-525  
                          Neb. Rev. Stat. § 79-526

Date of Adoption:   June 8, 2009

Date of Review:    May 2019

Internal Board Policies - OrganizationDuties and Functions of the Board of Education

- A. The Board of Education shall exercise full legislative control over North Platte Public Schools, in accordance with the statutes of the State of Nebraska.
- B. The Board of Education shall elect a Superintendent to carry out the executive duties of North Platte Public Schools. The Superintendent's appointment shall be reviewed in a timely manner.
- C. The Board of Education shall, through its legislative function, initiate questions of policy and act on the recommendations of the Superintendent in matters of policy, and other matters pertaining to the direct welfare of the schools.
- D. The Board of Education shall require reports from its executive officer concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.
- E. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska State Statute.
- F. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, shall republish such policies to the extent required by law.

Date of Review: June 29, 2016

Date of Adoption: June 8, 2009

Internal Board Policies - OrganizationAnnual Organizational Meeting

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

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

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

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

2. The President shall assume the chair immediately upon the President's election.
  3. The motions for the officer elections should read: Move that \_\_\_\_\_ be elected as \_\_\_\_\_ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.
- B. The order of business for meeting should be as follows:
1. Call to Order and Roll Call
  2. Oath of office for most recently elected
  3. Elections
    - a. President
    - b. Vice President
    - c. Treasurer
    - d. Secretary

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

Date of Adoption: June 8, 2009

Revised: July 10, 2018

Date of Review: May 2019

**RESOLUTION**

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

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

\_\_\_\_\_.

The following members voted against the same: \_\_\_\_\_

\_\_\_\_\_.

The following members were absent or not voting: \_\_\_\_\_

\_\_\_\_\_.

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[Name] Public Schools

**BY:** \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: [Insert Date]



Bylaws of the Board of EducationCommittees and Subcommittees

The president of the Board and the Superintendent shall be ex officio members of all subcommittees. The President of the Board of Education will appoint members of the Board of Education to the following committees and/or subcommittees.

There shall be two (2) standing subcommittees of the Board. **(1) Personnel, Americanism, Curriculum, Student Services, Communication Subcommittee**; and **(2) Finance, Facilities, Operation, Legislation Subcommittee**. Each subcommittee shall be composed of three (3) Board members appointed by the president of the Board, one of which shall be designated as chairperson and a member of the superintendent administrative team shall serve as co-chair of the subcommittee. Subcommittee meetings will be called as needed by the chairperson and/or the co-chair of the subcommittee.

**(1) Personnel, Americanism, Curriculum, Student Services, and Communication Subcommittee:**

The duties of this Subcommittee:

- A. shall be those prescribed by law. It will assure the Board that, as required by law, American citizenship remains an important part of the District curriculum. The committee shall review any concerns to controversial education materials as stated in Policy #6390 & #6391 (Controversial Issues) that would be appealed beyond the Superintendent's level.
- B. shall undertake an annual review of the staffing of the schools. It shall make recommendations on staffing to the entire Board prior to the development of the annual district budget. As provided by various Board policies and contracts, this subcommittee shall review and make recommendations on negotiations with employees and other personnel grievance and contract matters.
- C. shall be responsible for ensuring the general wellbeing of students enrolled in the District. It will review the District Safety Plan, as well as any recommendations for changes from the District Safety Committee. The committee will work with the Superintendent to review section 5000 of the District Policies, including the district's programs related to alternative education, drug prevention and health issues.

This subcommittee shall keep the Board informed of its activities and seek board approval for its recommendations.

**(2) Finance, Facilities, Operation, and Legislation Subcommittee:**

The duties of this Subcommittee:

- A. shall be responsible for the long range planning of school facilities. It will meet with the administration to give advice and approval on major repair and construction projects.

- B. The subcommittee will have the responsibility of making recommendations for boundary changes as they relate to school attendance areas and any potential changes to the District boundaries. Any recommendations related to transportation policies and procedures.
- C. shall have the responsibility of overseeing the long-range budget planning of the District. It will review the administration's proposed budget and recommend a budget for adoption to the Board. A member of the Board shall undertake a monthly review of district expenditures and make recommendations on their payment to the entire Board.

This subcommittee shall keep the Board informed of its activities and seek board approval for its recommendations.

The Board can authorize whatever special committees it deems necessary. Temporary subcommittees may be formed to conduct studies and to consider particular programs and other issues that may come before the Board. No more than three board members shall be assigned to or serve on any subcommittee.

When temporary subcommittees are formed, the purpose and scope of the duties of the subcommittee shall be stated in the minutes of the board meeting when the subcommittee is created.

The subcommittee shall be appointed by the board president.

The subcommittee shall be advisory to the Board and its report to the Board may be submitted in writing and made a part of the records of the Board as required.

A special committee will be automatically disbanded when it has made its report to the Board.

Legal Reference:     Neb. Rev. Stat. § 79-724  
                          Neb. Rev. Stat. § 79-520  
                          Neb. Rev. Stat. § 84-1409(1)(e)

Date of Review:   June 28, 2016

Date of Adoption:  June 8, 2009

Updated:   August 8, 2016

Internal Board Policies - Organization

~~Standing Committee on Americanism~~

~~It shall be the policy of North Platte Public Schools that the Committee on Americanism shall consist of three members appointed by the Board President.~~

Legal Reference:     Neb. Rev. Stat. § 79-724  
                              Neb. Rev. Stat. § 79-520

Date of Review:     June 29, 2016

Date of Adoption:   June 8, 2009

Internal Board Policies - Board MembersRetirement

It shall be the policy of North Platte Public Schools that retiring members of the Board of Education shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is retiring from service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the retiring Board member.

Upon completion of his or her final term as a member of the North Platte Board of Education, the member will be publicly recognized and thanked for his or her service to the District.

**Procedure 8240**

When members of the Board of Education complete their final terms, they will receive:

- A pass to attend, without any charge for attendance or admission, to all home school activities for as long as a former board member desires.
- Invitations to special school and district events.
- A plaque or memento recognizing their service.

Date of Review: May 2019

Date of Review: June 29, 2016

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Internal Board Policies - Board MembersOrientation for Newly-Elected Members of the Board of Education

The Board of Education and the Superintendent shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.
2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent shall explain the use of such materials.
4. The newly-elected member shall be invited to meet with the Superintendent and other administrative personnel **Principal** to discuss their area of responsibility as defined by the Board of Education.
5. A copy of the Board's policies and bylaws, a copy of the Handbook for School Board Members (NASB), the most recent copy of the Nebraska School Law book, and a copy of Robert's Rules of Order will be given to the new member by the board president.
6. The board president or designee will assume responsibility to conduct an informational session with incoming and current board members before the member takes office. The session will include information about Robert's Rules of Order.
7. The incoming board member will be informed of and invited to attend the Nebraska Association of School Boards Convention workshops held in fall.
8. New board members will be installed by the board president, or designee, and take an oath of office at the organizational meeting in January following their election or at the first meeting at which an appointed member assumes the seat.
9. The District will furnish the incoming board member with a laptop computer for board business and communications.
10. Incoming board members shall be provided information on the statutes that apply to the individual board member, including the open meeting laws.

11. Any other material deemed helpful shall be made available upon request.

Date of Review: May 2019

Date of Review: June 29, 2016

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Internal Board Policies - Methods of OperationTypes of MeetingsRegular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference:     Neb. Rev. Stat. § 79-554  
                              Neb. Rev. Stat. § 84-1409

Date of Adoption: June 8, 2009

Date of Review: May 2019

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
  2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00. (\$100.00)



- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204  
Neb. Rev. Stat. §79-546

Adopted: June 8, 2009  
Revised: July 9, 2018  
Reviewed: May 2019

Internal Board Policies/PersonnelUse of Public Office, Confidential Information, or School Personnel, Resources, or Funds for Financial Gain or for Purposes of Campaigning for or Against the Nomination or Election of a Candidate or the Qualification, Passage, or Defeat of a Ballot Issue.

No member of the Board of Education the School District shall use or authorize the use of his/her public office, or confidential information received through such office, or school personnel, resources, or funds for personal financial gain, financial gain of a member of his or her immediate family, or financial gain of a business with which he/she is associated, other than compensation as provided by law. Nor shall such be used for purposes of campaigning for or against the nomination or election or a candidate or the qualification, passage, or defeat of a ballot issue under that person's care or control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.

Legal Reference: Neb. Rev. Stat. § 49-14,101.01

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Date of Review: May 2019

Internal Board Policies - Board MembersBoard Evaluation

The Board of Education believes the efficiency of Board operations directly affects the efficiency of district operations. Therefore, the Board may conduct an annual evaluation that will be made up of:

1. A self-evaluation instrument for each Board member;
2. A self-evaluation of the Board as a whole to be completed by each Board member with the results tabulated and discussed.

The results of these instruments will be discussed each year and goals established for improvement.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Date of Review: May 2019

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: June 8, 2009

Date of Review: May 2019

Internal Board Policies - Board MembersConflict of Interest/Contracts

It shall be the policy of North Platte Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of North Platte Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. ' 49-14,103.01

Date of Adoption: June 8, 2009

Date of Review: May 2019

Internal Board Policies - Board MembersReporting Procedures

It shall be the policy of North Platte Public Schools that any school Board member who has a direct or indirect interest in a formal contract entered into with North Platte Public Schools, or an open account, shall provide the Superintendent with the following:

1. Names of the contracting parties.
2. Nature of the interest of the school Board member.
3. Date that the contract was approved by the school Board.
4. Amount of the contract.
5. Basic terms of the contract.

The above information shall be provided to the Superintendent no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent shall be available for public inspection during the normal working hours.

It shall further be the policy of North Platte Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: Neb. Rev. Stat. § 49-14,103.02

Date of Adoption: June 8, 2009

Date of Review: June 29, 2016

Date of Review: May 2019

This Board adheres to the Code of Ethics of the National School Boards Association.

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools;

Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the Superintendent;

Communicate to other board members and the Superintendent expression of public reaction to board policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations;

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain in accordance with the Political Accountability and Disclosure Act;

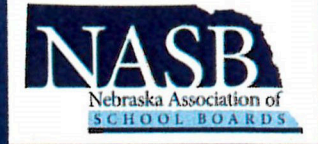
Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

Date of Adoption: June 8, 2009

Updated August 8, 2016

Date of Review: May 2019





# BOARD MEMBER CODE OF CONDUCT

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

MARCIA R. HERRING  
DIRECTOR OF BOARD LEADERSHIP  
BOARD MEMBER CODE OF CONDUCT



The Association advocates that each board adopt and adhere to a Code of Conduct policy. This aids in the board's responsibility to carry out the important education decision making role while maintaining effective relationships with school administrators, staff, and community members. Given the complexity of the education governance structure, nothing is more important than clarifying appropriate roles and responsibilities for the school board, superintendent, and principal(s).

A school board member has no legal powers unless participating at a meeting that complies with the Nebraska Open Meetings Law, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

Note: Board members can demonstrate personal commitment to the Code by signing this document signifying agreement to uphold the principles of the Code, both, in letter and spirit.

Many school boards post a copy of the signed Code in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the schools and community. As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Code that require legal compliance are the "conflict of interest" and "act only as a member of the board." All other sections represent best practice.

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.

Each board member shall follow the code of conduct:

#### As a Board Member

- I will listen.
  - I will respect the opinion of others.
  - I will recognize the integrity of my predecessors and the merit of their work.
    - I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
    - I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
  - I will vote for a closed session of the board if the situation requires it, but I will consider „secret" sessions of board members unethical.
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- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.

- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
  - I will express my honest and most thoughtful opinions in board meetings in an effort to have decisions made for the best interest of the students and the education program.
- I will abide by majority decisions of the board.
  - I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
  - I will endeavor to keep informed on local, state, and national educational developments of significance.

### Board Governance

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
  - Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
  - Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska

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Department of Education, and other education organizations.

- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
  - Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources. ■ Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
  - Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

## Board — Superintendent Relations

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
  - Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
  - Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
  - Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
  - Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
  - Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

## Personnel Relations

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## Community Relations

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
  - Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

**Conflict of Interest**

Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.

<sup>a</sup> Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:

- ☐ as a result of a contract accepted after a public bid.
- ☐ in public recognition of service or achievement.
- ☐ as expenses allowed by law for official duties performed as a member of such board.

Follow the school board conflict of interest policy regarding the appearance of conflict of interest.

(Optional Signature)

I agree to abide by the principles outlined in the Board of Education Code of Conduct and will do everything in my power to work as a productive member of the leadership team.

\_\_\_\_\_  
Board Member

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Board Member

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Board Member

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Date



Internal Board Policies - Methods of OperationMethods of Operation

It shall be the policy of North Platte Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent and professional and non-professional staff elected to work with the Superintendent. The Superintendent and other administrative personnel shall be held responsible for the effective administration and supervision of North Platte Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference:     Neb. Rev. Stat. § 79-526  
                          Neb. Rev. Stat. § 79-520

Date of Adoption: June 8, 2009  
Updated: August 8, 2016  
Date of Review: May 2019

Internal Board Policies - Methods of OperationFormulation of Policies

The Board of Education facilitates the performance of its statutory responsibilities by establishing district policies. Establishing district policies is a legislative function of the Board. The policies adopted by the Board establish and publish the guidelines and goals for the school district community, its residents, students, staff, and administration.

The Board shall establish all general policies for implementation by the Superintendent. The policies shall be written and, after adoption by the Board, shall be used in the management and operation of the District.

It shall be the policy of North Platte Public Schools that the Board of Education, representing the people of the North Platte School District, will be the governing body which determines all questions of general policy to be employed in the governance of the North Platte Public Schools.

All proposals for a policy or policies shall be submitted to the Board in writing. Where appropriate, proposed policies will be discussed by the board subcommittee that is most closely aligned to its intent and/or purpose. Once reviewed by the board subcommittee, the policy will be considered by the entire board. Proposals may be submitted by any resident of the school district by submitting the proposal or proposals, in writing, to the Superintendent. The proposal may be assigned by the board president to a designated subcommittee for consideration.

Policies enacted by the Board are the legislative actions by the Board, which are implemented by the Superintendent in accordance with professional educational and administrative standards. The policies shall be implemented by regulations and directives by the office of the Superintendent and other administrators as directed by the Superintendent.

The Superintendent shall have the responsibility for providing the Board with information as to necessary policies and changes in existing policies.

Legal Reference:     Neb. Rev. Stat. § 79-554  
                              Neb. Rev. Stat. § 79-520

Date of Adoption:   June 8, 2009

Updated:           August 8, 2016

Date of Review:     May 2019



Internal Board Policies - Development of Board Policy

Board policy is the statement of principles through which the Board exercises control of the school system. Through its policies, the Board explains the ideals, purposes and goals to be met in the education of district students. The Superintendent is expected to make recommendations and suggestions of policy, but no policy can be created without a vote of the Board.

The Superintendent and professional staff are responsible for carrying out board policies. They have the authority to develop any procedures, rules, regulations and guidelines necessary to fulfill that responsibility. The Board will provide strong support to the administration in the carrying out of policies.

Policies may be created, revised or revoked at any regular or special board meeting. A majority of all board members present is necessary to approve any policy change. The administration is directed to conduct an annual review of district policy. Any revisions, new policies or recommendations will be brought to the Board for consideration.

No policy or procedure of the Board or administration may conflict with local, state or federal law or court decisions. The administration is responsible for informing the Board of such conflicts and recommending appropriate policy changes to achieve compliance.

**Procedure 8320****Formulation of Policy**

The Board's policies are designed to organize and control its internal procedures and operations. Some are in accordance with requirements of statute. Other policies may be formulated and adopted by the Board itself as long as they are not inconsistent with any statutes.

In its establishment or amendment of its policies, the Board's concern and objective will be the increased efficiency and effectiveness in carrying out its legally mandated tasks and for the best interests of the District in performing its educational responsibilities.

The Board will formulate and adopt a policy safeguarding the right of members to be informed of and to participate fully in the discussion of each proposed new or amended policy. The amendment of policy shall be amended, repeated or enacted after two readings. The reading shall be at successive regular meetings unless tabled in accordance with Robert's Rules of Order.

**Procedure 8320****Formulation of Administrative Procedures**

The superintendent shall implement the policies of the Board and provide for the District to meet the requirements of law. He or she shall, from time to time, formulate and enact rules and regulations for the operation of the schools of the District and district activities.

The Superintendent may delegate to building principals and other administrators authority to formulate and establish rules and regulations for buildings and activities. The rules and

regulations of the building principals and administrators shall be subject to the approval of the Superintendent.

The Superintendent or his or her designee shall select the means of publication to inform persons and organizations to which the rules and regulations apply.

Date of Adoption: June 8, 2009

Revised: June 13, 2016

Date of Review: May 2019

Internal Board Policies - Methods of OperationFormulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: June 8, 2009

Date of Review: May 2019

Internal Board Policies - Methods of OperationMeetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference:     Neb. Rev. Stat. § 79-554  
                          Neb. Rev. Stat. § 79-555  
                          Neb. Rev. Stat. § 84-1412

Date of Adoption:   June 8, 2009

Date of Review:     May 2019

Internal Board Policies - Methods of OperationTypes of MeetingsRegular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference:     Neb. Rev. Stat. § 79-554  
                          Neb. Rev. Stat. § 84-1409

Date of Adoption: June 8, 2009

Date of Review: May 2019

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

Reasonable advance publicized notice of the time and place of all meetings shall be transmitted to all board members and to the public by a method designated by the Board and recorded in the minutes. The notice shall contain an agenda of subjects known at the time of the publicized notice, or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the office of the Superintendent during normal business hours.

Except for items of an emergency nature, the agenda shall not be altered later than twenty-four (24) hours before the scheduled commencement of the meeting.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

**Emergency Meetings**

The Board shall have the right to modify the agenda to include items of an emergency nature at the board meeting. If any news media have requested notification of board meetings, the secretary or other designee shall make reasonable efforts to provide advance notification to them of the time and place of the emergency meeting and the subjects to be discussed at that meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: June 8, 2009

Revised: June 13, 2016

Date of Review: June 29, 2016

Date of Review: May 2019

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of the North Platte School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: Neb. Rev. Stat. § 84-1411

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Date of Review: May 2019

Internal Board PoliciesLocation of School Board Meetings

All Board of Education meetings shall be open to the public unless the majority affirmatively votes for a closed session as provided by law. Board of Education meetings shall be held at a stated time and place.

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.

Legal Reference: Neb. Rev. Stat. §§ 84-1411 and 84-1412

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Date of Review: May 2019



Internal Board Policies - Methods of OperationProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

Legal Reference:     Neb. Rev. Stat. § 79-569  
                             Neb. Rev. Stat. § 79-520  
                             Neb. Rev. Stat. § 84-1413

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Date of Review: May 2019

Internal Board Policies - Methods of OperationOpportunity for Public Expression

The Board of Education as a representative body recognizes the importance of the public's viewpoint relative to the direction of the educational programs in North Platte Public Schools.

Any citizen can express interest and concern about district schools. The public is encouraged to attend board meetings. Citizens are welcome to make requests, proposals and presentation to the Board. Board of Education members will refrain from answering any questions or engaging in dialogue during the public comment. Patrons wishing to address the Board during public comment will be allowed five (5) minutes to express their view.

The rules will:

- A. Allow a full, fair and adequate hearing on the issue.
- B. Allow the Superintendent to take action on the citizen concern when it is within an area where policies have already been established. In other areas he/she may make recommendations for board action.
- C. Ensure that the Board has sufficient information and time to study the issue and reach a fair decision.
- D. Ensure that time devoted to the presentation does not interfere with other scheduled business of the Board.

The Board will comply with the Nebraska Public Meetings Law in the use of executive sessions. Any proposal for action taken in an executive session will only be voted on in public.

Procedure for questions and comments:

Public questions and comments may take place at this time in the agenda. Individuals who want to address the Board must complete a Public Comment form with the date, topic addressing, name and address and give it to the board clerk prior to the meeting.

When called upon by the presiding officer, the individual shall proceed to the table and state their name and address. An individual may not exceed five (5) minutes. To ensure the Board has adequate time to complete other items on the agenda, the Board will decide at the end of 30 minutes of public comments whether to continue. The Board may exceed the 30 minutes with the majority of the Board approving the extending allocated time.

This time for public comment shall not be used to address specific individual student discipline or employee performance issues. Complaint and grievance processes are in place to deal with issues of this nature. Board of Education members will refrain from answering any questions or engaging in dialogue during the public comment. And the end of the public comments, the Board

President may acknowledge a member of the Board and/or the administration to address any concerns and/or questions from the public.

Legal Reference: Neb. Rev. Stat. § 84-1412

Date of Adoption: June 8, 2009

Revised: June 13, 2016

Updated: August 8, 2016

Updated: July 10, 2017

Date of Review: May 2019

Internal Board Policies - Methods of OperationTeacher-Administrator-Board of Education Relationships

The North Platte School District's purpose is to prepare students to be productive, responsible citizens in a safe, caring, supportive learning environment.

The North Platte School District's direction is to prepare every student for success through high quality educational programs delivered by highly effective educators who use innovative, researched-based strategies in a safe and supportive environment in collaboration with family, businesses, and community members.

The responsibilities of the Board include: a legal responsibility for the control of public schools as the only agency in their community with this responsibility; a civic responsibility as the controlling agency providing a basically essential service to the life of the community; a social responsibility toward all who look to the schools as centers of growth and development for children, youth, and adults; as economic responsibility since there is a direct relationship between good schools and business prosperity; a moral and ethical responsibility to function courageously and impartially to assure the greatest good to the greatest number at all time. In the strong conviction that the American system of public school education will best meet the needs of the citizenry if all local school boards throughout the United States recognize and meet their full responsibilities, the Board supports the following principles:

- A. The Board shall function in a non-partisan, broadly representative, team-spirited manner. Every member of the Board shall represent open-mindedly the entire school district, and, in consequence, must let his or her consideration for the entire district take precedence over every form of partisan and special interest group-political, racial, religious, geographic, economic, social, civic, or other
- B. The Board shall adopt clearly defined written policies, based on a thorough understanding of the education process. In formulating the policies, they shall consult individuals and groups affected by the policies, and, since changing conditions bring changing needs, shall maintain flexible policies. They shall recognize that while the Board is a policy-making body, they properly delegate the execution of policy to the Superintendent, employed professional administrators, and their staffs.
- C. The Board shall recognize that public schools belong to all the people, are supported by the people, and are designed to carry out the wishes of the people for the education of children and adults. They shall conduct board business in open session and endeavor by every reasonable means to inform the public concerning the schools.
- D. The Board shall plan and maintain a flexible program for the future, based on surveys and studies of population trends, possible economic changes, changing community attitudes, development in education, and all factors which would affect their school systems.

- E. The Board shall work to maintain and improve the professional status of the teaching profession, and shall encourage potential candidates for teaching who will exemplify the highest ideals.
- F. The Board shall employ professional and non-professional personnel with competence and personal qualifications which command community respect. Appropriate to the importance of their role in their communities, all personnel shall be adequately compensated to assure their economic security and their working conditions shall permit them to effectively exercise their skills and duties.
- G. The Board shall establish and use free channels of communication with all of their personnel so that decisions affecting their interests and welfare may be made only after careful board consideration has been given to their views, recommendations, needs, and grievances.
- H. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: June 8, 2009

Updated: August 8, 2016

Date of Review: May 2019

North Platte Public Schools  
Enterprise Fund  
May 2019

| Check No                 | Check Date | Vendor Name                         | Check Amount |
|--------------------------|------------|-------------------------------------|--------------|
| <a href="#">00220332</a> | 5/8/2019   | KIWANIS - BUFFALO BILL              | \$80.00      |
| <a href="#">00220333</a> | 5/8/2019   | LIBERTY FUNDRAISING SALES, INC.     | \$509.00     |
| <a href="#">00220334</a> | 5/8/2019   | MAAS, KYLA                          | \$1,490.47   |
| <a href="#">00220336</a> | 5/8/2019   | UNIVERSITY PUB INC                  | \$29,540.00  |
| <a href="#">00220337</a> | 5/8/2019   | NORTH PLATTE PUBLIC SCHOOLS         | \$750,000.00 |
| <a href="#">00220338</a> | 5/9/2019   | GOTHENBURG PUBLIC SCHOOLS           | \$64.00      |
| <a href="#">00220339</a> | 5/9/2019   | GRAND ISLAND HIGH SCHOOL            | \$80.00      |
| <a href="#">00220340</a> | 5/9/2019   | PERFORMANCE HEALTH SUPPLY, INC      | \$46.11      |
| <a href="#">00220341</a> | 5/9/2019   | PRAIRIE FRIENDS & FLOWERS           | \$4.50       |
| <a href="#">00220342</a> | 5/9/2019   | STRINGS N' THINGS INSTRUMENT REPAIR | \$105.00     |
| <a href="#">00220343</a> | 5/9/2019   | VERDIGRE SCHOOL FOUNDATION          | \$400.00     |
| <a href="#">00220344</a> | 5/15/2019  | AWARDS UNLIMITED INC                | \$79.44      |
| <a href="#">00220345</a> | 5/15/2019  | LOU'S SPORTING GOODS                | \$109.28     |
| <a href="#">00220346</a> | 5/15/2019  | NEBRASKA SCHOOL ACTIVITIES ASSOC.   | \$415.95     |
| <a href="#">00220347</a> | 5/15/2019  | NORTH PLATTE PUBLIC SCHOOLS         | \$929.50     |
| <a href="#">00220348</a> | 5/15/2019  | SKILLSUSA NEBRASKA                  | \$2,415.00   |
| <a href="#">00220349</a> | 5/17/2019  | NHSPA                               | \$150.00     |
| <a href="#">00220350</a> | 5/21/2019  | US BANK                             | \$47,150.34  |
| <a href="#">00220351</a> | 5/22/2019  | ADAMSON, DEAN E.                    | \$1,216.95   |
| <a href="#">00220352</a> | 5/22/2019  | DEVELOPING MEMORIES LLC             | \$1,700.00   |
| <a href="#">00220353</a> | 5/22/2019  | LOU'S SPORTING GOODS                | \$24.05      |
| <a href="#">00220354</a> | 5/22/2019  | NEBRASKA COACHES ASSOCIATION        | \$115.00     |
| <a href="#">00220355</a> | 5/22/2019  | NORTH PLATTE PUBLIC SCHOOLS         | \$1,339.00   |
| <a href="#">00220356</a> | 5/22/2019  | NOVA FITNESS EQUIPMENT              | \$153.70     |
| <a href="#">00220357</a> | 5/22/2019  | TELEGRAPH                           | \$776.50     |
| <a href="#">00220358</a> | 5/22/2019  | WHITETAIL SCREEN PRINT              | \$1,131.25   |
| <a href="#">00220359</a> | 5/22/2019  | WHITETAIL SCREEN PRINT              | \$2,666.50   |
| <a href="#">00220360</a> | 5/22/2019  | COZAD HIGH SCHOOL                   | \$670.00     |
| <a href="#">00220361</a> | 5/22/2019  | FUNDRAISING UNIVERSITY              | \$1,353.00   |
| <a href="#">00220362</a> | 5/23/2019  | MCCOOK PUBLIC SCHOOL                | \$75.00      |
| <a href="#">00220363</a> | 5/23/2019  | rSCHOOLTODAY                        | \$375.40     |
| <a href="#">00220364</a> | 5/23/2019  | AWARDS UNLIMITED INC                | \$126.60     |
| <a href="#">00220365</a> | 5/23/2019  | NEBRASKA SCHOOL ACTIVITIES ASSOC.   | \$16.00      |
| <a href="#">00220366</a> | 5/29/2019  | EILEEN'S COOKIES                    | \$4,167.00   |
| <a href="#">00220367</a> | 5/29/2019  | SKILLSUSA NEBRASKA                  | \$3,660.00   |
| <a href="#">00220368</a> | 5/29/2019  | Williams, Scott                     | \$70.00      |
| <a href="#">00220369</a> | 5/30/2019  | GERING PUBLIC SCHOOLS               | \$200.00     |

|                          |          |                                   |                   |
|--------------------------|----------|-----------------------------------|-------------------|
| <a href="#">00220370</a> | 6/4/2019 | BARTA, JORDAN                     | \$13.55           |
| <a href="#">00220371</a> | 6/4/2019 | BORDERLAN SECURITY                | \$105.00          |
| <a href="#">00220372</a> | 6/4/2019 | COCA-COLA/PREMIUM FOOD & BEVERAGE | \$819.67          |
| <a href="#">00220373</a> | 6/4/2019 | INTERFACE FLOORING SYSTEMS        | \$23,798.85       |
| <a href="#">00220374</a> | 6/4/2019 | NPPS SCHOOL NUTRITION PROGRAM     | \$24.00           |
| <a href="#">00220375</a> | 6/4/2019 | PROTEX CENTRAL INC                | \$9,089.80        |
| <a href="#">00220376</a> | 6/4/2019 | SCHABEN SANITATION INC            | \$75.00           |
| <a href="#">00220377</a> | 6/4/2019 | VVS INC                           | \$458.64          |
| <a href="#">00220378</a> | 6/4/2019 | NEBRASKA COACHES ASSOCIATION      | \$455.00          |
| <a href="#">00220379</a> | 6/4/2019 | WALMART COMMUNITIES               | \$80.04           |
| <b>Grand Total:</b>      |          |                                   | <b>888,324.09</b> |



# ***NORTH PLATTE PUBLIC SCHOOLS***

## **MONTHLY FINANCIAL REPORT**

For the Nine Month Period Ending May 31, 2019

**[www.nppsd.org](http://www.nppsd.org)**

**Current Budget Usage should be 75%**

Manage finances in order to sustain educational programs while maintaining and improving safety, accessibility, usability and value of our school facilities within budget limitations.





## **DISTRICT STRATEGIC PLAN**

**Goal 1:** The North Platte School District maintains and communicates at all levels of the organization **a purpose and direction** for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning.

**Goal 2:** The North Platte School District provides the governance and leadership that promotes and supports its purpose and direction; **student performance, and system effectiveness.**

**Goal 3:** The North Platte School District provides a **rigorous, relevant, and coherent curriculum**; delivered by high quality educators who use innovative, researched-based strategies; supported by school leaders to ensure success **for all students.**

**Goal 4:** The North Platte School District will utilize best practices to recruit, hire, mentor, retain, and develop qualified certified and noncertified staff in all schools that support its purpose and direction to **ensure success for all students.**

**Goal 5:** The district demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate **levels of funding** and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

**Goal 6:** The North Platte School District provides safe, healthy, and efficiently operated facilities; and manages resources in all schools that support its purpose and direction to **ensure success for all students.**

**Goal 7:** The North Platte School District provides an effective communication process at all levels of the organization and to the community that promotes and reflects its purpose, values and beliefs about teaching and learning and the systems effectiveness **to ensure success for all students.**

**Goal 8:** The North Platte School District plans, develops, and creates classroom environments where students engage in collaborative, inquiry-based learning, facilitated by educators who are able to use **technology** to transform knowledge and skills into solutions, new information, and products.

**North Platte Public Schools**

**Enrollment Comparison**

**5/31/2019**

|               |     | <b><u>September<br/>Enrollment</u></b> | <b><u>5/31/19</u></b> | <b>Percent<br/>Change</b> |
|---------------|-----|--|-----------------------|---------------------------|
| KDG           |     | 287                                    | 271                   | -5.6%                     |
| 1             |     | 306                                    | 306                   | 0.0%                      |
| 2             |     | 278                                    | 282                   | 1.4%                      |
| 3             |     | 325                                    | 325                   | 0.0%                      |
| 4             |     | 314                                    | 311                   | -1.0%                     |
| 5             |     | 324                                    | 326                   | 0.6%                      |
| 6             |     | 312                                    | 307                   | -1.6%                     |
| 7             |     | 303                                    | 302                   | -0.3%                     |
| 8             |     | 304                                    | 300                   | -1.3%                     |
| 9             |     | 308                                    | 302                   | -1.9%                     |
| 10            |     | 302                                    | 298                   | -1.3%                     |
| 11            |     | 295                                    | 289                   | -2.0%                     |
| 12            |     | 336                                    | 279                   | -17.0%                    |
|               |     |  |                       |                           |
| <b>Total</b>  |     | <b><u>3,994</u></b>                    | <b><u>3,898</u></b>   | <b>-2.4%</b>              |
|               |     |  |                       |                           |
| High School   |     |  |                       |                           |
| NPHS          | 001 | 1,241                                  | 1,168                 | -5.9%                     |
| Middle School |     |  |                       |                           |
| Adams         | 002 | 607                                    | 602                   | -0.8%                     |
| Madison       | 004 | 312                                    | 307                   | -1.6%                     |
| Elementary    |     |  |                       |                           |
| Buffalo       | 003 | 155                                    | 149                   | -3.9%                     |
| Cody          | 005 | 239                                    | 241                   | 0.8%                      |
| Jefferson     | 006 | 340                                    | 332                   | -2.4%                     |
| Lincoln       | 007 | 194                                    | 191                   | -1.5%                     |
| Washington    | 009 | 248                                    | 249                   | 0.4%                      |
| McDonald      | 010 | 247                                    | 255                   | 3.2%                      |
| Eisenhower    | 011 | 224                                    | 224                   | 0.0%                      |
| Osgood        | 012 | 112                                    | 110                   | -1.8%                     |
| Lake Maloney  | 016 | 75                                     | 70                    | -6.7%                     |
|               |     |  |                       |                           |
| <b>Total</b>  |     | <b><u>3,994</u></b>                    | <b><u>3,898</u></b>   | <b>-2.4%</b>              |

North Platte Public Schools

**STATEMENT OF OF CHANGES IN DISBURSEMENTS-BUDGET AND ACTUAL**

**For the Nine Month Period Ending May 31, 2019**

|  | <b>Budget</b>                      |                      | <b>% of Budget</b>  |
|--|------------------------------------|----------------------|---------------------|
|  | <b><u>(Original and Final)</u></b> | <b><u>Actual</u></b> | <b><u>Spent</u></b> |
| General-Regular                            | 36,350,487                         | 26,593,496           | 73.16%              |
| General-Grants                             | 4,007,420                          | 2,092,851            | 52.22%              |
| Total Disbursements less Special Education | <b>40,357,907</b>                  | <b>28,686,347</b>    | <b>71.08%</b>       |
| General-Special Education                  | 4,666,599                          | 3,221,559            | 69.03%              |
| <b>General Fund</b>                        | <b>\$ 45,024,506</b>               | <b>\$ 31,907,906</b> |                     |
| Depreciation                               | 4,069,437                          | 806,164              | 19.81%              |
| Employee Benefit                           | 300,000                            | 122,545              | 40.85%              |
| Cooperative Fund                           | 100,000                            | 17,295               | 17.30%              |
| Bond-North Platte                          | 2,288,558                          | 2,361,853            | 103.20%             |
| Bond-Lake Maloney                          | 110,422                            | -                    | 0.00%               |
| Building                                   | 745,570                            | 249,648              | 33.48%              |
| QCPUF                                      | 973,220                            | 795,439              | 81.73%              |
| Lunch                                      | 3,030,000                          | 2,092,768            | 69.07%              |
| Student Fee Fund                           | -                                  | -                    |                     |
| Activities                                 | 1,380,595                          | 885,239              | 64.12%              |
| Total                                      | <b>\$ 58,022,308</b>               | <b>\$ 39,238,857</b> | <b>67.63%</b>       |

**North Platte Public Schools**  
Treasurers Report  
5/31/2019



**General Fund**

|                                 |               |
|---------------------------------|---------------|
| <b>Reserves -April 30, 2019</b> | <b>53,830</b> |
|---------------------------------|---------------|

Deposits

|                                      |           |           |
|--------------------------------------|-----------|-----------|
| Property Taxes                       | 5,758,223 |           |
| State Aid                            | 920,020   |           |
| Special Education                    | 285,657   |           |
| Interest Income                      | 156       |           |
| IDEA                                 | 60,467    |           |
| Other Income (Tuition, HHS Payments) | 786,807   |           |
| Federal Grants                       | 415,069   |           |
| Transfers/Liabilities                | (712,978) |           |
| Total Deposits                       |           | 7,513,421 |

Disbursements

|                     |           |           |
|---------------------|-----------|-----------|
| Payroll             | 1,612,314 |           |
| Federal Taxes       | 541,296   |           |
| Nebraska Retirement | 436,861   |           |
| Nebraska Taxes      | 81,142    |           |
| Payroll Deductions  | 287,695   |           |
|                     | 2,959,308 |           |
| Bills               | 1,268,881 |           |
| Total Disbursement  |           | 4,228,189 |

|            |           |
|------------|-----------|
| Net Change | 3,285,232 |
|------------|-----------|

|                              |                  |
|------------------------------|------------------|
| <b>Reserves May 31, 2019</b> | <b>3,339,062</b> |
|------------------------------|------------------|

**Depreciation**

|                                 |                  |
|---------------------------------|------------------|
| <b>Reserves -April 30, 2019</b> | <b>2,196,135</b> |
|---------------------------------|------------------|

|               |           |           |
|---------------|-----------|-----------|
| Deposits      | 2,210,214 | 1,589,887 |
| Disbursements | 1,589,887 |           |
| Net Change    |           | 620,327   |

|                               |                  |
|-------------------------------|------------------|
| <b>Reserves -May 31, 2019</b> | <b>2,816,462</b> |
|-------------------------------|------------------|

**Employee Benefit**

|                                 |                 |
|---------------------------------|-----------------|
| <b>Reserves -April 30, 2019</b> | <b>(80,321)</b> |
|---------------------------------|-----------------|

|               |     |       |
|---------------|-----|-------|
| Deposits      |     |       |
| Disbursements | 763 |       |
| Net Change    |     | (763) |

|                               |                 |
|-------------------------------|-----------------|
| <b>Reserves -May 31, 2019</b> | <b>(81,084)</b> |
|-------------------------------|-----------------|

**North Platte Public Schools**  
Treasurers Report  
5/31/2019



**Activity Fund**

|                                 |                  |
|---------------------------------|------------------|
| <b>Reserves -April 30, 2019</b> | <b>1,456,537</b> |
|---------------------------------|------------------|

|               |         |        |
|---------------|---------|--------|
| Deposits      | 156,897 |        |
| Disbursements | 100,144 |        |
| Net Change    |         | 56,753 |

|                               |                  |
|-------------------------------|------------------|
| <b>Reserves -May 31, 2019</b> | <b>1,513,290</b> |
|-------------------------------|------------------|

**Cafeteria Fund**

|                                 |                |
|---------------------------------|----------------|
| <b>Reserves -April 30, 2019</b> | <b>115,550</b> |
|---------------------------------|----------------|

|                         |         |          |
|-------------------------|---------|----------|
| Deposits                |         |          |
| Federal Funds           | 157,673 |          |
| Student Lunches         | 28,048  |          |
| Vending                 | 2,695   |          |
| State Reimbursements    |         |          |
| Other Income (Catering) | 36,104  |          |
| Transfers               |         |          |
| Total Deposits          |         | 224,520  |
| Disbursements           |         |          |
| Bills                   |         |          |
| SODEXO                  | 231,631 |          |
| Payroll                 | 7,499   |          |
| Other Bills             | 50,534  |          |
| Total Disbursement      |         | 289,664  |
| Net Change              |         | (65,144) |

|                               |               |
|-------------------------------|---------------|
| <b>Reserves -May 31, 2019</b> | <b>50,406</b> |
|-------------------------------|---------------|

**Building Fund**

|                                 |                |
|---------------------------------|----------------|
| <b>Reserves -April 30, 2019</b> | <b>300,029</b> |
|---------------------------------|----------------|

|                |         |        |
|----------------|---------|--------|
| Deposits       |         |        |
| Property Taxes | 139,549 |        |
| Disbursements  | 63,086  |        |
| Net Change     |         | 76,463 |

|                               |                |
|-------------------------------|----------------|
| <b>Reserves -May 31, 2019</b> | <b>376,492</b> |
|-------------------------------|----------------|

**North Platte Public Schools**  
Treasurers Report  
5/31/2019



-

**QCPUF**

|                                 |                  |
|---------------------------------|------------------|
| <b>Reserves -April 30, 2019</b> | <b>(131,414)</b> |
|---------------------------------|------------------|

|                |         |         |
|----------------|---------|---------|
| Deposits       |         |         |
| Property Taxes | 222,443 |         |
| Other Revenue  | -       |         |
| Disbursements  | -       |         |
| Net Change     |         | 222,443 |

|                              |               |
|------------------------------|---------------|
| <b>Reserves May 31, 2019</b> | <b>91,029</b> |
|------------------------------|---------------|

-

**Cooperative Fund**

|                                 |               |
|---------------------------------|---------------|
| <b>Reserves -April 30, 2019</b> | <b>13,304</b> |
|---------------------------------|---------------|

|               |       |         |
|---------------|-------|---------|
| Deposits      | -     |         |
| Disbursements | 1,648 |         |
| Net Change    |       | (1,648) |

|                               |               |
|-------------------------------|---------------|
| <b>Reserves -May 31, 2019</b> | <b>11,656</b> |
|-------------------------------|---------------|

**NORTH PLATTE PUBLIC SCHOOLS**  
**CASH AND INVESTMENTS**  
**May 31, 2019**

|                            | <b><u>First</u></b>    |                            |                           |                     |                             |
|----------------------------|------------------------|----------------------------|---------------------------|---------------------|-----------------------------|
| <b>Total Cash</b>          | <b><u>National</u></b> | <b><u>Nebraskaland</u></b> | <b><u>Wells Fargo</u></b> | <b><u>Other</u></b> |                             |
| <b>GENERAL FUND</b>        |                        |                            |                           |                     |                             |
| Checking                   | 7,950,073              |                            |                           |                     | 7,950,073                   |
| NLAF                       |                        |                            |                           | 150,033             | 150,033                     |
| <b>DEPRECIATION</b>        |                        |                            |                           |                     |                             |
| Checking                   |                        | 2,174,527                  |                           |                     | 2,174,527                   |
| NLAF                       |                        |                            |                           | 119,012             | 119,012                     |
| <b>EMPLOYEE BENEFIT</b>    |                        |                            |                           |                     |                             |
| Checking                   |                        | 22,439                     |                           |                     | 22,439                      |
| Section 125 Funds          |                        | 13,426                     |                           |                     | 13,426                      |
| <b>FIDUCIARY FUNDS</b>     |                        |                            |                           |                     |                             |
| Checking                   |                        | 1,240,971                  |                           |                     | 1,240,971                   |
| <b>NUTRITION</b>           |                        |                            |                           |                     |                             |
| Checking                   | 430,840                |                            |                           |                     | 430,840                     |
| <b>BOND FUND</b>           |                        |                            |                           |                     |                             |
| Checking                   |                        |                            |                           |                     | -                           |
| <b>BUILDING FUND</b>       |                        |                            |                           |                     |                             |
| Checking                   | 376,492                |                            |                           |                     | 376,492                     |
| <b>QCPUF</b>               |                        |                            |                           |                     |                             |
| Checking                   | 91,029                 |                            |                           |                     | 91,029                      |
| <b>COOPERATING</b>         |                        |                            |                           |                     |                             |
| Checking                   | 28,952                 |                            |                           |                     | 28,952                      |
| <b>TOTAL CASH IN BANKS</b> | <u>8,877,386</u>       | <u>3,451,363</u>           | <u>-</u>                  | <u>269,045</u>      | <u>12,597,794</u>           |
|                            | 70.5%                  | 27.4%                      |                           | 2.1%                |                             |
| Cash On Hand               |                        |                            |                           |                     |                             |
| General Fund               |                        |                            |                           |                     |                             |
| Schools                    |                        |                            |                           |                     | \$ 50                       |
| McKinley                   |                        |                            |                           |                     | 231                         |
| McKinley-Checking          |                        |                            |                           |                     | 40,000                      |
| Maintenance                |                        |                            |                           |                     | 200                         |
| Kids Klub                  |                        |                            |                           |                     | -                           |
|                            |                        |                            |                           |                     |                             |
| Total General Fund         |                        |                            |                           |                     | <u>\$ 40,481</u>            |
| Activity-Athletics         |                        |                            |                           |                     | 4,150                       |
| Cafeteria                  |                        |                            |                           |                     | 665                         |
| Total Cash on Hand         |                        |                            |                           |                     | <u>45,296</u>               |
| <b>Total Cash</b>          |                        |                            |                           |                     | <u><u>\$ 12,643,090</u></u> |

**NORTH PLATTE PUBLIC SCHOOLS**

**STATEMENT OF NET ASSETS-CASH BASIS**  
**ARISING FROM CASH TRANSACTIONS-GOVERNMENTAL FUNDS**

**BALANCE SHEET**

**May 31, 2019**

|                               | <b><u>General</u></b> | <b><u>Depreciation</u></b> | <b><u>Employee<br/>Benefit</u></b> | <b><u>Coopertive</u></b> | <b><u>Nutrition</u></b> | <b><u>Bond</u></b> | <b><u>Building</u></b> | <b><u>QCPUF</u></b> |
|-------------------------------|-----------------------|----------------------------|------------------------------------|--------------------------|-------------------------|--------------------|------------------------|---------------------|
| <b>ASSETS</b>                 |                       |                            |                                    |                          |                         |                    |                        |                     |
| Cash                          | \$ 8,140,587          | \$ 2,293,539               | \$ 35,865                          | \$ 28,952                | \$ 431,505              | \$ -               | \$ 376,492             | \$ 91,029           |
| Investments                   |                       |                            |                                    |                          |                         |                    |                        |                     |
| Cash with Fiscal Agent        |                       |                            |                                    |                          |                         | 1,069,046          |                        |                     |
| Accounts Receivables          | 526                   | -                          |                                    |                          | (356,123)               |                    |                        |                     |
| Due From                      | (631,870)             |                            |                                    |                          |                         |                    |                        |                     |
| Prepaid Insurance             |                       |                            |                                    |                          |                         |                    |                        |                     |
| Amount Provided for Bonds     |                       |                            |                                    |                          |                         |                    |                        |                     |
| Total Assets                  | \$ 7,509,243          | \$ 2,293,539               | \$ 35,865                          | \$ 28,952                | \$ 75,382               | \$ 1,069,046       | \$ 376,492             | \$ 91,029           |
| <b>LIABILITIES</b>            |                       |                            |                                    |                          |                         |                    |                        |                     |
| Bank Overdraft                | \$ -                  | \$ -                       | \$ -                               | \$ -                     | \$ -                    | \$ -               | \$ -                   | \$ -                |
| Accounts Payable              | 525,181               |                            |                                    |                          |                         |                    |                        |                     |
| Due To                        | -                     | (522,923)                  | 116,949                            | 17,296                   | 24,976                  | -                  | -                      | -                   |
| Bonds Payable                 | 3,645,000             | -                          | -                                  |                          |                         |                    | -                      | -                   |
| Total Liabilities             | \$ 4,170,181          | \$ (522,923)               | \$ 116,949                         | \$ 17,296                | \$ 24,976               | \$ -               | \$ -                   | \$ -                |
| Total Assets less Liabilities | \$ 3,339,062          | \$ 2,816,462               | \$ (81,084)                        | \$ 11,656                | \$ 50,406               | \$ 1,069,046       | \$ 376,492             | \$ 91,029           |
| <b>NET ASSETS (RESERVES)</b>  |                       |                            |                                    |                          |                         |                    |                        |                     |
| Reserved for:                 |                       |                            |                                    |                          |                         |                    |                        |                     |
| Debt Service                  | \$ -                  | \$ -                       | \$ -                               | \$ -                     | \$ -                    | \$ 1,069,046       | \$ -                   | \$ -                |
| Unreserved for:               |                       |                            |                                    |                          |                         |                    |                        |                     |
| General                       | 3,339,062             | -                          | -                                  | 11,656                   |                         |                    | -                      | -                   |
| Special Revenue Funds         | -                     | 2,816,462                  | (81,084)                           |                          | 50,406                  |                    | -                      | 91,029              |
| Capital Projects Fund         | -                     | -                          | -                                  |                          |                         |                    | 376,492                |                     |
| Total Net Assets (Reserves)   | \$ 3,339,062          | \$ 2,816,462               | \$ (81,084)                        | \$ 11,656                | \$ 50,406               | \$ 1,069,046       | \$ 376,492             | \$ 91,029           |



**NORTH PLATTE PUBLIC SCHOOLS**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES**

**For the Nine Month Period Ending May 31, 2019**

| FUNDS                                    | Fund<br>Balances<br>(deficits) at<br>Beginning of<br>Year | Receipts             | 2018-2019            | Disbursements        | Excess<br>(deficiency) of<br>receipts over<br>(under)<br>Disbursements | Fund<br>Balances<br>(deficits) at<br>End of Year | Fund Balance Composite  |                     |                                |
|--|---|----------------------|----------------------|----------------------|--|--|---|---------------------|--------------------------------|
|  |   |                      |                      |                      |  |  | School District<br>Treasurer's<br>Cash/Investments<br>(overdrawn) | Due to/ Due<br>From | Receivables<br>and Liabilities |
| GENERAL                                  |   |                      |                      |                      |  |  |   |                     |                                |
| Education                                | \$ 10,097,229   | \$ 23,214,365        | \$ 36,350,487        | \$ 26,593,496        |  |  | \$ 8,140,587  | \$ (631,870)        | \$ (4,169,655)                 |
| Special Education                        |   |                      | \$ 4,666,599         | 3,221,559            |  |  |   |                     |                                |
| Grants                                   |   | 1,935,374            | \$ 4,007,420         | 2,092,851            |  |  |   |                     |                                |
| Total                                    | \$ 10,097,229   | \$ 25,149,739        | \$ 45,024,506        | \$ 31,907,906        | (6,758,167)  | \$ 3,339,062                                     | \$ 8,140,587  | \$ (631,870)        | \$ (4,169,655)                 |
| DEPRECIATION                             | \$ 2,780,738  | \$ 841,888           | \$ 4,069,437         | \$ 806,164           | 35,724   | \$ 2,816,462                                     | \$ 2,293,539  | \$ 522,923          | \$ -                           |
| EMPLOYEE BENEFIT                         | \$ 41,461   | \$ -                 | \$ 300,000           | \$ 122,545           | (122,545)  | \$ (81,084)                                      | \$ 35,865   | \$ (116,949)        | \$ -                           |
| Combined Total                           | \$ 12,919,428   | \$ 25,991,627        | \$ 49,393,943        | \$ 32,836,615        | (6,844,988)  | \$ 6,074,440                                     | \$ 10,469,991   | \$ (225,896)        | \$ (4,169,655)                 |
| FIDUCIARY                                |   |                      |                      |                      |  |  |   |                     |                                |
| Student Activity                         | \$ 1,487,787  | \$ 910,742           | \$ 1,380,595         | \$ 885,239           | 25,503   | \$ 1,513,290                                     | \$ 1,245,121  | \$ 268,169          | \$ -                           |
| SCHOOL NUTRITION                         |   |                      |                      |                      |  |  |   |                     |                                |
| School Year                              | \$ 138,591  | \$ 1,968,069         | \$ 3,030,000         | \$ 2,076,527         | (108,458)  | \$ 30,133  | \$ 431,505  | \$ (24,976)         | \$ (356,123)                   |
| Vending Machine                          | 11,322  | 25,192               |                      | 16,241               | 8,951  | 20,273   |   |                     |                                |
| Total                                    | \$ 149,913  | \$ 1,993,261         | \$ 3,030,000         | \$ 2,092,768         | (99,507)   | \$ 50,406  | \$ 431,505  | \$ (24,976)         | \$ (356,123)                   |
| BOND INTEREST AND RETIREMENT             | \$ 2,307,736  | \$ 1,123,163         | \$ 2,398,980         | \$ 2,361,853         | (1,238,690)  | \$ 1,069,046                                     | \$ 1,069,046  | \$ -                | \$ -                           |
| SPECIAL BUILDING                         | \$ 156,108  | \$ 470,032           | \$ 745,570           | \$ 249,648           | 220,384  | \$ 376,492                                       | \$ 376,492  | \$ -                | \$ -                           |
| QUALIFIED CAPITAL PURPOSE<br>UNDERTAKING | \$ 439,997  | \$ 446,471           | \$ 973,220           | \$ 795,439           | (348,968)  | \$ 91,029  | \$ 91,029   | \$ -                | \$ -                           |
| COOPERATIVE                              | \$ 12,743   | \$ 16,208            | \$ 100,000           | \$ 17,295            | (1,087)  | \$ 11,656  | \$ 28,952   | \$ (17,296)         | \$ -                           |
| <b>GRAND TOTAL-ALL FUNDS</b>             | <b>\$ 17,473,712</b>                                      | <b>\$ 30,951,504</b> | <b>\$ 58,022,308</b> | <b>\$ 39,238,857</b> | <b>\$ (8,287,353)</b>  | <b>\$ 9,186,359</b>                              | <b>\$ 13,712,136</b>  | <b>\$ 1</b>         | <b>\$ (4,525,778)</b>          |

For 05/01/19 - 05/31/19

## Income Statement

FPROF01A

Periods 09 - 09

## Income Statement

## INCOME STATEMENT

| Account No/ Description |              |              |                                    | Adjusted<br>Budget | Encumbrance | Actual<br>Period | Actual<br>YTD | Available<br>Balance | Percent |
|-------------------------|--------------|--------------|------------------------------------|--------------------|-------------|------------------|---------------|----------------------|---------|
| 01                      | GENERAL FUND |              |                                    |                    |             |                  |               |                      |         |
| 81                      | REVENUES     |              |                                    |                    |             |                  |               |                      |         |
|                         | 11           | 00           | TAXES                              | 25,654,501.00      | .00         | 5,103,818.31     | 11,460,125.44 | 14,194,375.56        | 44.67   |
|                         | 15           | 00           | INVESTMENT INCOME                  | 10,000.00          | .00         | 156.31           | 18,096.32     | -8,096.32            | 180.96  |
|                         | 18           | 00           | TUITION-AFTER SCHOOL PROG          | .00                | .00         | 26,235.25        | 89,141.18     | -89,141.18           | .00     |
|                         | 19           | 00           | PRIVATE GRANTS                     | 245,080.00         | .00         | 5,000.00         | 59,478.67     | 185,601.33           | 24.27   |
|                         | 21           | 00           | COUNTY FINES/LICENSES              | 410,000.00         | .00         | 14,078.00        | 180,331.50    | 229,668.50           | 43.98   |
|                         | 31           | 00           | STATE RECEIPTS                     | 11,288,491.00      | .00         | 1,858,768.41     | 11,387,330.50 | -98,839.50           | 100.88  |
|                         | 34           | 00           | CATEGORICAL/PRIVATE GRANTS         | 650,000.00         | .00         | .00              | 517,109.18    | 132,890.82           | 79.56   |
|                         | 35           | 00           | STATE CATEGORICAL PROGRAMS         | 61,138.00          | .00         | .00              | 32,472.00     | 28,666.00            | 53.11   |
|                         | 40           | 00           | UNOBLIGATED GRANT FUNDS            | 1,408,539.00       | .00         | .00              | .00           | 1,408,539.00         | .00     |
|                         | 45           | 00           | FEDERAL PROGRAMS                   | 2,481,961.00       | .00         | 493,515.08       | 1,351,156.70  | 1,130,804.30         | 54.44   |
|                         | 47           | 00           | CARL PERKINS                       | 60,000.00          | .00         | .00              | 34,635.99     | 25,364.01            | 57.73   |
|                         | 90           | 00           | NON PROGRAM RECEIPTS               | 5,000.00           | .00         | 731.47           | 19,861.99     | -14,861.99           | 397.24  |
|                         | 81           | REVENUES     |                                    | 42,274,710.00      | .00         | 7,502,302.83     | 25,149,739.47 | 17,124,970.53        | 59.49   |
| 91                      | EXPENDITURES |              |                                    |                    |             |                  |               |                      |         |
|                         | 11           | 00           | REGULAR INSTRUCTION                | 21,000,213.88      | 12,483.87   | 1,654,520.05     | 15,048,572.22 | 5,939,157.79         | 71.72   |
|                         | 12           | 00           | SPECIAL EDUCATION                  | 4,180,710.00       | 4,551.66    | 379,355.73       | 3,057,779.11  | 1,118,379.23         | 73.25   |
|                         | 13           | 00           | SUMMER SCHOOL                      | 96,516.00          | .00         | .00              | 8,849.93      | 87,666.07            | 9.17    |
|                         | 21           | 00           | PUPIL SUPPORT                      | 1,920,210.00       | .00         | 169,955.78       | 1,550,063.78  | 370,146.22           | 80.72   |
|                         | 22           | 00           | STAFF SUPPORT                      | 1,782,047.00       | 56,190.06   | 363,504.67       | 1,167,796.94  | 558,060.00           | 68.68   |
|                         | 23           | 00           | GENERAL ADMINISTRATION             | 1,143,833.00       | .00         | 80,586.54        | 436,850.71    | 706,982.29           | 38.19   |
|                         | 24           | 00           | SCHOOL ADMINISTRATION              | 2,583,418.96       | 52.89       | 230,827.29       | 2,021,854.38  | 561,511.69           | 78.26   |
|                         | 25           | 00           | BUSINESS SUPPORT                   | 2,480,496.00       | 329,022.09  | 508,576.94       | 1,794,462.66  | 357,011.25           | 85.61   |
|                         | 26           | 00           | OPERATIONS/MAINTENANCE             | 5,318,620.54       | 47,988.52   | 549,162.16       | 4,019,356.82  | 1,251,275.20         | 76.47   |
|                         | 27           | 00           | TRANSPORTATION                     | 426,021.00         | .00         | 97,173.55        | 546,134.43    | -120,113.43          | 128.19  |
|                         | 33           | 00           | COMMUNITY SERVICE                  | 309,400.00         | .00         | 27,582.49        | 163,334.29    | 146,065.71           | 52.79   |
|                         | 34           | 00           | CATEGORICAL/PRIVATE GRANTS         | .00                | 2,094.86    | 1,061.35         | 13,158.09     | -15,252.95           | .00     |
|                         | 35           | 00           | STATE CATEGORICAL PROGRAMS         | 88,585.00          | .00         | 8,675.60         | 60,232.11     | 28,352.89            | 67.99   |
|                         | 40           | 00           | UNOBLIGATED GRANT FUNDS            | 817,679.00         | .00         | .00              | .00           | 817,679.00           | .00     |
|                         | 62           | 00           | ESSA-TITLE                         | 940,780.50         | .00         | 69,464.72        | 680,618.10    | 260,162.40           | 72.35   |
|                         | 63           | 00           | ESSA-TITLE II                      | 142,325.00         | .00         | 11,692.89        | 106,957.02    | 35,367.98            | 75.15   |
|                         | 64           | 00           | IDEA                               | 1,113,176.00       | 5,000.00    | 25,929.60        | 860,227.97    | 247,948.03           | 77.73   |
|                         | 66           | 00           | OTHER FEDERAL SERV-NON CATEGORICAL | 22,770.00          | .00         | 1,477.24         | 24,846.55     | -2,076.55            | 109.12  |
|                         | 67           | 00           | CARL PERKINS FUNDS                 | 104,724.00         | 14,271.75   | .00              | 21,951.03     | 68,501.22            | 34.59   |
|                         | 69           | 00           | FEDERAL SERV-CATEGORICAL           | 467,981.00         | .00         | 37,785.56        | 324,859.45    | 143,121.55           | 69.42   |
|                         | 80           | 00           | TRANSFERS                          | 85,000.00          | .00         | .00              | .00           | 85,000.00            | .00     |
|                         | 91           | EXPENDITURES |                                    | 45,024,506.88      | 471,655.70  | 4,217,332.16     | 31,907,905.59 | 12,644,945.59        | 71.92   |
| 01                      | GENERAL FUND |              |                                    | -2,749,796.88      | -471,655.70 | 3,284,970.67     | -6,758,166.12 | 4,480,024.94         | 262.92  |

## North Platte Public School District

EMBJSM4D

## Activity and Depreciation Report

|           |                            | Begin Balance       | Revenue           | Expenditures      | End Balance         |
|-----------|----------------------------|---------------------|-------------------|-------------------|---------------------|
| <b>02</b> | <b>DEPRECIATION FUND</b>   |                     |                   |                   |                     |
| 8001      | HIGH SCHOOL                | 103,160.37          | .00               | 23,571.56         | 79,588.81           |
| 8002      | ADAMS MIDDLE SCHOOL        | 122,891.66          | .00               | 51,889.65         | 71,002.01           |
| 8003      | BUFFALO ELEMENTARY         | 55,494.76           | .00               | 23,219.62         | 32,275.14           |
| 8004      | MADISON SCHOOL             | 108,905.40          | .00               | 24,012.53         | 84,892.87           |
| 8005      | CODY ELEMENTARY            | 61,449.31           | .00               | 16,307.78         | 45,141.53           |
| 8006      | JEFFERSON ELEMENTARY       | 67,105.66           | .00               | 39,325.64         | 27,780.02           |
| 8007      | LINCOLN ELEMENTARY         | 79,119.67           | .00               | 13,419.61         | 65,700.06           |
| 8009      | WASHINGTON ELEMENTARY      | 73,118.00           | .00               | 25,717.33         | 47,400.67           |
| 8010      | MCDONALD ELEMENTARY        | 39,330.97           | .00               | 17,772.59         | 21,558.38           |
| 8011      | EISENHOWER ELEMENTARY      | 12,772.06           | .00               | 1,967.02          | 10,805.04           |
| 8012      | OSGOOD/LAKE ELEMENTARY     | 26,974.57           | .00               | 22,951.00         | 4,023.57            |
| 8013      | SPED                       | -19,570.49          | .00               | 1,606.65          | -21,177.14          |
| 8015      | DISTRICT TECHNOLOGY        | 103,132.97          | .00               | .00               | 103,132.97          |
| 8026      | NURSING SERVICES           | 4,217.77            | .00               | .00               | 4,217.77            |
| 8028      | ELEMENTARY LIBRARIES       | 22,863.51           | .00               | .00               | 22,863.51           |
| 8040      | ELEMENTARY MUSIC           | 7,896.00            | .00               | 3,314.85          | 4,581.15            |
| 8041      | ELEMENTARY PE              | 13,074.20           | .00               | .00               | 13,074.20           |
| 8051      | NEW SERIES TEXTBOOKS       | 915,303.29          | 250,000.00        | 52,760.61         | 1,112,542.68        |
| 8052      | TECHNOLOGY INITIATIVES     | 277,900.07          | 217,152.00        | 290,392.49        | 204,659.58          |
| 8055      | REPLACEMENT TEXTBOOKS      | 33,219.57           | 10,000.00         | .00               | 43,219.57           |
| 8110      | NPHS LIBRARY               | 3,470.58            | .00               | .00               | 3,470.58            |
| 8111      | NPHS BAND                  | 57,905.50           | 5,000.00          | .00               | 62,905.50           |
| 8230      | MS BAND                    | 7,500.00            | .00               | .00               | 7,500.00            |
| 8232      | CENTRAL OFFICE             | 194,702.34          | .00               | 154,639.62        | 40,062.72           |
| 8233      | CUSTODIAL/MAINTENANCE      | 151,775.04          | 2,807.32          | 40,844.77         | 113,737.59          |
| 8234      | TEACHER COMPUTERS          | -1,635.19           | 52,000.00         | .00               | 50,364.81           |
| 8235      | VEHICLE ACQUISITION        | 79,063.86           | 170,970.00        | .00               | 250,033.86          |
| 8240      | TRACK                      | 103,506.63          | 50,000.00         | .00               | 153,506.63          |
| 8241      | TENNIS COURTS              | 97,532.00           | 25,000.00         | .00               | 122,532.00          |
| 8245      | FOOTBALL FIELD             | -44,547.00          | 50,000.00         | .00               | 5,453.00            |
| 8250      | ADAMS HVAC                 | -4,517.31           | .00               | .00               | -4,517.31           |
| 8290      | INTEREST                   | 27,621.78           | 8,959.05          | 2,450.54          | 34,130.29           |
|           | <b>Fund Totals</b>         | <b>2,780,737.55</b> | <b>841,888.37</b> | <b>806,163.86</b> | <b>2,816,462.06</b> |
|           | <b>Total For All Funds</b> | <b>2,780,737.55</b> | <b>841,888.37</b> | <b>806,163.86</b> | <b>2,816,462.06</b> |

North Platte Public School District  
Activity and Depreciation Report

EMBJSM4D

|      |                              | Begin Balance | Revenue | Expenditures | End Balance |
|------|------------------------------|---------------|---------|--------------|-------------|
| 03   | EMPLOYEE BENEFIT FUND        |               |         |              |             |
| 8600 | NPPS BENEFITS                | 35,006.74     | .00     | 116,949.36   | -81,942.62  |
| 8610 | EMPLOYEE BENEFITS-UNEMP COMP | -6,971.73     | .00     | 5,595.94     | -12,567.67  |
| 8620 | SECTION 125                  | 13,426.00     | .00     | .00          | 13,426.00   |
|      | Fund Totals                  | 41,461.01     | .00     | 122,545.30   | -81,084.29  |
|      | Total For All Funds          | 41,461.01     | .00     | 122,545.30   | -81,084.29  |

## North Platte Public School District

EMBJSM4D

## Activity and Depreciation Report

|           |  | Begin Balance | Revenue   | Expenditures | End Balance |
|-----------|--|---------------|-----------|--------------|-------------|
| <b>05</b> | <b>ACTIVITY FUND</b>                   |               |           |              |             |
| 7001      | FOOTBALL                               | .00           | 17,926.26 | 14,039.41    | 3,886.85    |
| 7002      | VOLLEYBALL                             | .00           | 7,687.05  | 9,604.86     | -1,917.81   |
| 7003      | SOFTBALL                               | .00           | 4,134.00  | 7,831.67     | -3,697.67   |
| 7004      | UNIFIED BOWLING                        | .00           | 506.00    | 1,589.42     | -1,083.42   |
| 7005      | CROSS COUNTRY                          | .00           | 100.00    | 2,263.12     | -2,163.12   |
| 7006      | TENNIS                                 | .00           | 1,240.00  | 3,821.98     | -2,581.98   |
| 7007      | GOLF                                   | .00           | 1,510.00  | 4,614.64     | -3,104.64   |
| 7008      | BASKETBALL                             | .00           | 27,274.33 | 25,312.14    | 1,962.19    |
| 7009      | SOCCER                                 | .00           | 9,901.00  | 18,536.39    | -8,635.39   |
| 7010      | WRESTLING                              | .00           | 4,419.66  | 9,530.02     | -5,110.36   |
| 7011      | SWIMMING                               | .00           | 36.40     | 4,895.98     | -4,859.58   |
| 7012      | TRACK                                  | .00           | 6,254.00  | 14,301.53    | -8,047.53   |
| 7013      | UNIFIED TRACK                          | .00           | 500.00    | 183.34       | 316.66      |
| 7019      | ACTIVITY TICKETS                       | 52,241.07     | 9,888.07  | 27,289.31    | 34,839.83   |
| 7020      | ACTIVITY OFFICE                        | 115.03        | 3,000.00  | 2,416.80     | 698.23      |
| 7022      | HIGH SCHOOL CONCESSIONS                | 36,087.99     | 60,898.94 | 56,315.61    | 40,671.32   |
| 7023      | GNAC                                   | 15,124.21     | 1,924.50  | 3,055.50     | 13,993.21   |
| 7024      | SUMMER WEIGHT PROGRAM                  | 326.77        | .00       | 2,106.84     | -1,780.07   |
| 7025      | ATHLETIC VAN DEPRECIATION              | 885.09        | .00       | .00          | 885.09      |
| 7026      | SUPERVISION MILEAGE                    | 1,567.20      | .00       | .00          | 1,567.20    |
| 7030      | ACTIVITY OFFICE FUNDRAISER             | 13,292.59     | 4,333.53  | 7,437.86     | 10,188.26   |
| 7031      | FOOTBALL FUND RAISER                   | 26,797.93     | 2,623.27  | 28,542.25    | 878.95      |
| 7032      | VOLLEYBALL FUND RAISER                 | 12,243.41     | 14,660.01 | 15,368.71    | 11,534.71   |
| 7033      | WRESTLING FUND RAISER                  | 9,287.50      | 3,685.00  | 2,465.09     | 10,507.41   |
| 7034      | SOFTBALL FUND RAISER                   | 3,519.67      | 4,223.06  | 4,532.77     | 3,209.96    |
| 7035      | BOYS BBALL FUND RAISER                 | 3,748.32      | 19,983.32 | 18,520.51    | 5,211.13    |
| 7036      | GIRLS BBALL FUND RAISER                | 3,440.07      | 21,169.30 | 17,176.40    | 7,432.97    |
| 7037      | SWIMMING FUND RAISER                   | 375.06        | 3,533.01  | 3,409.91     | 498.16      |
| 7038      | BOYS SOCCER FUND RAISER                | 4,897.50      | 3,752.41  | 4,383.28     | 4,266.63    |
| 7039      | GIRLS SOCCER FUND RAISER               | 3,455.54      | 5,430.31  | 5,608.74     | 3,277.11    |
| 7040      | BOYS TRACK FUND RAISER                 | 3,351.16      | 396.15    | 1,264.95     | 2,482.36    |
| 7041      | GIRLS TRACK FUND RAISER                | 1,276.29      | 3,545.38  | 703.31       | 4,118.36    |
| 7042      | BOYS TENNIS FUND RAISER                | 947.58        | 141.90    | 105.33       | 984.15      |
| 7043      | GIRLS TENNIS FUND RAISER               | 496.39        | 276.45    | 182.50       | 590.34      |
| 7044      | BOYS GOLF FUND RAISER                  | -93.55        | 1,415.33  | 1,221.70     | 100.08      |
| 7045      | GIRLS GOLF FUND RAISER                 | 143.58        | 42.94     | 143.55       | 42.97       |
| 7046      | BIOLOGY FUND RAISER                    | 1,474.19      | .00       | .00          | 1,474.19    |
| 7047      | CREW FUND RAISER                       | 194.38        | .00       | .00          | 194.38      |
| 7048      | PROJECT SEARCH FUND RAISER             | 1,747.11      | 927.50    | 2,301.07     | 373.54      |
| 7049      | TEAMMATES FUND RAISER                  | 586.56        | 1,612.45  | 640.85       | 1,558.16    |
| 7050      | UNIFIED BOWLING FUND RAISER            | 1,088.80      | 1,860.52  | 1,622.94     | 1,326.38    |
| 7051      | POWER LIFTING FUND RAISER              | .00           | 2,190.00  | 1,868.23     | 321.77      |
| 7052      | UNIFIED TRACK                          | .00           | 350.00    | .00          | 350.00      |
| 7055      | CC FUND RAISER                         | 5,045.77      | 4,222.64  | 2,891.82     | 6,376.59    |
| 7090      | BOOSTER CLUB                           | 22,059.86     | 39,923.64 | 27,866.69    | 34,116.81   |
| 7100      | MIDDLE SCHOOL CONCESSIONS              | 2,925.83      | 5,661.47  | 5,888.48     | 2,698.82    |
| 7101      | MIDDLE SCHOOL TICKET OFFICE            | 8,426.13      | .00       | .00          | 8,426.13    |
| 7102      | MIDDLE SCHOOL ATHLETICS ADMINISTRATION | 50,929.50     | 2,225.00  | 14,067.75    | 39,086.75   |
| 7120      | MIDDLE SCHOOL FOOTBALL                 | -225.00       | 2,978.06  | 5,122.43     | -2,369.37   |
| 7121      | MIDDLE SCHOOL WRESTLING                | .00           | 552.00    | 851.16       | -299.16     |
| 7122      | MIDDLE SCHOOL VOLLEYBALL               | 3,083.04      | 2,534.00  | 2,358.84     | 3,258.20    |
| 7123      | MIDDLE SCHOOL BOYS BB                  | 5,887.78      | 1,716.00  | 1,313.50     | 6,290.28    |
| 7124      | MIDDLE SCHOOL GIRLS BB                 | 3,338.40      | 1,927.90  | 2,134.92     | 3,131.38    |
| 7125      | MIDDLE SCHOOL TRACK                    | .00           | 413.50    | 2,637.53     | -2,224.03   |
| 7126      | MIDDLE SCHOOL CROSS COUNTRY            | -75.00        | .00       | 759.11       | -834.11     |
| 7150      | MIDDLE SCHOOL-FOOTBALL FUND RAISER     | 3,845.45      | 3,127.25  | 1,770.25     | 5,202.45    |
| 7151      | MIDDLE SCHOOL WRESTLING FUND RAISE     | 1,455.54      | 413.07    | 306.50       | 1,562.11    |
| 7152      | MIDDLE SCHOOL-VOLLEYBALL FUND RAISE    | 3,458.10      | 2,122.90  | 1,118.73     | 4,462.27    |
| 7153      | MIDDLE SCHOOL-BOYS BB FUND RAISER      | 1,389.55      | 1,002.88  | 991.65       | 1,400.78    |
| 7154      | MIDDLE SCHOOL-GIRLS BB FUND RAISER     | 4,756.24      | 2,254.09  | 1,016.00     | 5,994.33    |
| 7155      | MIDDLE SCHOOL-TRACK FUND RAISER        | 4,243.09      | 3,162.00  | 3,156.00     | 4,249.09    |

## North Platte Public School District

EMBJSM4D

## Activity and Depreciation Report

|           |                             | Begin Balance | Revenue    | Expenditures | End Balance |
|-----------|-----------------------------|---------------|------------|--------------|-------------|
| <b>05</b> | <b>ACTIVITY FUND</b>        |               |            |              |             |
| 7156      | MIDDLE SCHOOL-CC FUNDRAISER | 46.13         | 658.00     | 585.75       | 118.38      |
| 7157      | MIDDLE SCHOOL-ROBOTIC       | .00           | 428.65     | 548.97       | -120.32     |
| 7200      | VARSITY CHEERLEADERS        | 4,919.21      | 46,493.35  | 23,688.71    | 27,723.85   |
| 7201      | HOMECOMING                  | 6,982.79      | 4,019.98   | 10,002.77    | 1,000.00    |
| 7202      | PACERS                      | 3,449.41      | 17,307.07  | 13,539.43    | 7,217.05    |
| 7203      | FLAG CORP                   | 471.75        | 540.18     | 73.78        | 938.15      |
| 7204      | NPHS MUSICAL                | 67,623.41     | 24,750.20  | 17,252.48    | 75,121.13   |
| 7209      | CLASS - FRESHMAN            | .00           | .00        | .00          | .00         |
| 7210      | CLASS - SOPHMORE            | 1,955.00      | .00        | 1,955.00     | .00         |
| 7211      | CLASS - JUNIOR              | 5,177.45      | 11,343.00  | 12,380.50    | 4,139.95    |
| 7212      | CLASS - SENIOR              | 6,269.43      | 5,193.45   | 6,269.43     | 5,193.45    |
| 7226      | ENVIRONMENTAL CLUB          | 184.76        | 556.51     | 124.69       | 616.58      |
| 7230      | ART CLUB                    | 1,215.73      | 776.90     | 460.39       | 1,532.24    |
| 7231      | CRIME STOPPERS              | 2.55          | .00        | .00          | 2.55        |
| 7232      | CLOSE UP                    | 2,144.13      | 8,217.50   | .00          | 10,361.63   |
| 7233      | DRAMA                       | 303.04        | 829.90     | 607.07       | 525.87      |
| 7234      | FBLA                        | 168.53        | 1,494.70   | 821.53       | 841.70      |
| 7235      | FCCLA                       | 1,461.96      | .00        | .00          | 1,461.96    |
| 7236      | JOURNALISM                  | 11,393.07     | 14,359.24  | 9,854.77     | 15,897.54   |
| 7237      | KEY CLUB                    | 1,868.84      | 3,791.77   | 3,746.26     | 1,914.35    |
| 7238      | LETTER CLUB                 | 1,957.95      | .00        | 375.00       | 1,582.95    |
| 7239      | MOCK TRIAL                  | 222.38        | .00        | .00          | 222.38      |
| 7240      | NATL HONOR SOCIETY          | 462.49        | 1,275.00   | 1,953.15     | -215.66     |
| 7241      | SPEECH/DEBATE/NFL           | 2,473.41      | 30,548.47  | 34,806.32    | -1,784.44   |
| 7242      | SKILLS USA                  | 9,776.98      | 22,394.32  | 18,538.88    | 13,632.42   |
| 7243      | STUDENT COUNCIL             | 16,961.53     | 18,770.94  | 20,533.34    | 15,199.13   |
| 7244      | WORLD LANGUAGE CLUB         | 86.66         | 1,810.00   | 1,638.00     | 258.66      |
| 7245      | FFA                         | 950.00        | 35,214.66  | 23,116.84    | 13,047.82   |
| 7290      | FEE SUPPORT                 | .00           | .00        | 12,528.00    | -12,528.00  |
| 7300      | COUNSELORS                  | 2,406.39      | .00        | .00          | 2,406.39    |
| 7301      | AP TESTING                  | 1,507.75      | 377.00     | 276.00       | 1,608.75    |
| 7302      | SCHOLARSHIP                 | 6,024.31      | 7,569.43   | 4,250.00     | 9,343.74    |
| 7303      | DUAL CREDIT - HIGH SCHOOL   | 158,273.80    | 104,280.00 | 9,574.21     | 252,979.59  |
| 7304      | PRINCIPAL CONTINGENCY       | 1,185.70      | 2,705.15   | 1,553.51     | 2,337.34    |
| 7305      | FACULTY                     | .00           | .00        | .00          | .00         |
| 7306      | RESTITUTION                 | 914.86        | 122.00     | .00          | 1,036.86    |
| 7307      | NPHS SCHOOL STORE (SPED)    | 3,623.20      | 445.13     | 1,262.53     | 2,805.80    |
| 7310      | BAND UNIFORM FUND           | 3,233.99      | .00        | .00          | 3,233.99    |
| 7311      | CHOIR ROBE FUND             | 4,838.40      | .00        | .00          | 4,838.40    |
| 7315      | HIGH SCHOOL BOOK FINES      | 22,550.98     | 650.62     | 96.97        | 23,104.63   |
| 7316      | LIBRARY FINES               | 1,500.99      | 447.47     | 115.49       | 1,832.97    |
| 7317      | P.E. FINES                  | 485.00        | 35.00      | .00          | 520.00      |
| 7320      | ART SUPPLIES                | 11,471.33     | 6,065.00   | 1,491.50     | 16,044.83   |
| 7321      | AUTO SHOP                   | 10,271.72     | 1,355.00   | 28.57        | 11,598.15   |
| 7322      | BAND                        | 22,345.01     | 3,085.95   | 2,108.23     | 23,322.73   |
| 7323      | BULLDOGGER                  | 8,467.58      | 7,040.50   | 6,602.14     | 8,905.94    |
| 7324      | DRAFTING                    | 1,613.82      | 195.00     | .00          | 1,808.82    |
| 7325      | ELECTRONICS                 | 3,611.01      | 848.08     | 157.50       | 4,301.59    |
| 7326      | FOODS                       | 3,271.27      | 5,548.63   | 4,386.25     | 4,433.65    |
| 7327      | ORCHESTRA                   | 2,615.29      | 1,315.00   | 410.00       | 3,520.29    |
| 7328      | VOCAL                       | 7,481.79      | 2,235.00   | 2,514.14     | 7,202.65    |
| 7329      | WELDING                     | 10,994.11     | 2,955.34   | 2,178.98     | 11,770.47   |
| 7330      | WOODS                       | 14,441.75     | 3,137.65   | 4,103.73     | 13,475.67   |
| 7400      | ELEMENTARY BOOK FINES       | 9,530.16      | 787.73     | 75.12        | 10,242.77   |
| 7403      | ELEMENTARY - BUFFALO        | 22,578.96     | 3,188.79   | 4,204.28     | 21,563.47   |
| 7405      | ELEMENTARY - CODY           | 14,789.48     | 932.17     | 6,443.07     | 9,278.58    |
| 7406      | ELEMENTARY - JEFFERSON      | 11,082.45     | 3,471.59   | 2,419.91     | 12,134.13   |
| 7407      | ELEMENTARY - LINCOLN        | 7,832.24      | 2,784.97   | 1,424.82     | 9,192.39    |
| 7409      | ELEMENTARY - WASHINGTON     | 21,222.00     | 9,905.67   | 10,335.80    | 20,791.87   |
| 7410      | ELEMENTARY - MCDONALD       | 6,272.37      | 1,615.59   | 132.00       | 7,755.96    |
| 7411      | ELEMENTARY - EISNEHOWER     | 13,472.77     | 5,882.53   | 7,897.48     | 11,457.82   |

## North Platte Public School District

EMBJSM4D

## Activity and Depreciation Report

|           |                              | Begin Balance       | Revenue           | Expenditures      | End Balance         |
|-----------|------------------------------|---------------------|-------------------|-------------------|---------------------|
| <b>05</b> | <b>ACTIVITY FUND</b>         |                     |                   |                   |                     |
| 7420      | ADAMS MIDDLE SCHOOL          | 9,730.88            | 1,839.19          | 402.79            | 11,167.28           |
| 7421      | ADAMS - STUDENT COUNCIL      | 8,808.91            | 8,186.24          | 9,766.59          | 7,228.56            |
| 7422      | ADAMS - JOURNALISM           | .00                 | 3,050.00          | 3,515.55          | -465.55             |
| 7423      | ADAMS - MUSIC/SWING CHOIR    | 11,322.56           | 17,436.28         | 18,141.97         | 10,616.87           |
| 7424      | ADAMS-LIBRARY FINES          | 397.34              | 14.83             | .00               | 412.17              |
| 7425      | MS SPEECH CLUB               | 31.82               | 131.00            | 113.93            | 48.89               |
| 7426      | MS ENVIRONMENTAL CLUB        | .00                 | .00               | .00               | .00                 |
| 7427      | MS STORE (SPED)              | 21.31               | .00               | .00               | 21.31               |
| 7428      | ADAMS - BAND                 | 2,946.93            | 2,576.02          | 1,240.93          | 4,282.02            |
| 7429      | ADAMS-FACULTY COURTESY COMM  | .00                 | .00               | .00               | .00                 |
| 7430      | MADISON MIDDLE SCHOOL        | 30,056.81           | 10,060.42         | 6,071.13          | 34,046.10           |
| 7431      | MADISON - BAND/CHORUS        | 3,531.83            | 1,400.00          | .00               | 4,931.83            |
| 7432      | MADISON - TENNIS COURTS      | 8.25                | .00               | .00               | 8.25                |
| 7433      | MADISON - STUDENT COUNCIL    | 4,907.23            | 3,678.60          | 1,810.78          | 6,775.05            |
| 7442      | ELEMENTARY ORCHESTRA         | .00                 | 592.00            | 1,066.00          | -474.00             |
| 7445      | ELEMENTARY - HALL            | 9,044.20            | .00               | .00               | 9,044.20            |
| 7454      | ELEMENTARY - LAKE/OSGOOD     | 20,025.95           | 10,484.61         | 11,098.09         | 19,412.47           |
| 7460      | ADAMS ART CLUB               | 38.41               | 1,358.45          | 75.00             | 1,321.86            |
| 7461      | ADAMS CHESS CLUB             | 154.01              | 153.20            | .00               | 307.21              |
| 7480      | TLC                          | 3,540.18            | .00               | .00               | 3,540.18            |
| 7481      | KIDS KLUB                    | 6,943.59            | 5,881.38          | 8,836.21          | 3,988.76            |
| 7490      | DISTRICT                     | 4,091.97            | .00               | 29,779.70         | -25,687.73          |
| 7491      | MENTAL HEALTH                | 4,000.00            | .00               | .00               | 4,000.00            |
| 7802      | MCKINLEY RENTALS             | 9,290.42            | 50.00             | .00               | 9,340.42            |
| 7803      | RENTALS - ALL BUILDINGS      | 29,540.41           | 6,640.00          | 17,183.40         | 18,997.01           |
| 7852      | CAMPS                        | 1,345.15            | .00               | .00               | 1,345.15            |
| 7900      | REVOLVING FUND               | 7,568.25            | 9,024.69          | .00               | 16,592.94           |
| 7910      | INTEREST                     | 6,630.48            | 5,673.13          | 11,226.55         | 1,077.06            |
| 7911      | BUS/VAN DEPRECIATION         | 21,626.22           | .00               | .00               | 21,626.22           |
| 7914      | VERIZON TOWER RENTAL         | 206,603.59          | 55,476.91         | 58,586.55         | 203,493.95          |
| 7915      | TECHNOLOGY                   | 123,647.17          | 127.00            | 3,696.01          | 120,078.16          |
| 7916      | TUITION WAIVERS              | 1,796.92            | .00               | 4,820.00          | -3,023.08           |
| 7917      | MAINTENANCE                  | 32,470.51           | 8,064.10          | .00               | 40,534.61           |
| 7918      | SPECIAL OLYMPICS             | 4,000.00            | .00               | 3,904.44          | 95.56               |
| 7920      | CENTRAL OFFICE               | 27,831.00           | .00               | 402.25            | 27,428.75           |
| 7928      | BAUER FIELD SIGNS            | 7,001.41            | 1,000.00          | 2,585.99          | 5,415.42            |
| 7929      | SCHOOL/COMMUNITY PARTNERSHIP | 9,148.93            | 500.00            | 2,190.00          | 7,458.93            |
| 7930      | BELOW 5                      | 2,084.01            | .00               | -177.98           | 2,261.99            |
|           | <b>Fund Totals</b>           | <b>1,487,787.44</b> | <b>910,742.28</b> | <b>885,239.04</b> | <b>1,513,290.68</b> |
|           | <b>Total For All Funds</b>   | <b>1,487,787.44</b> | <b>910,742.28</b> | <b>885,239.04</b> | <b>1,513,290.68</b> |

For 05/01/19 - 05/31/19

## Income Statement

FPROF01A

Periods 09 - 09

Month End Report CNP-Income Statement

CNP-INCOME STATEMENT

| Account No/ Description |   | Adjusted<br>Budget | Encumbrance | Actual<br>Period | Actual<br>YTD | Available<br>Balance | Percent |
|-------------------------|---|--------------------|-------------|------------------|---------------|----------------------|---------|
| 81                      | REVENUES                                |                    |             |                  |               |                      |         |
|                         | 090 GENERAL FUND REVENUE                | 1,605,000.00       | .00         | .00              | 555,533.20    | 1,049,466.80         | 34.61   |
|                         | 092 (1510) INVESTMENT INCOME (OF)       | 1,000.00           | .00         | 16.49            | 168.25        | 831.75               | 16.83   |
|                         | 093 (3150) STATE REVENUE-FOOD SERVICE   | 10,000.00          | .00         | .00              | 19,623.67     | -9,623.67            | 196.24  |
|                         | 094 (4210) FEDERAL REVENUE-FOOD SERVICE | 1,399,000.00       | .00         | .00              | 1,271,392.32  | 127,607.68           | 90.88   |
|                         | 099 (9000) NON-PROGRAM (OF)             | 15,000.00          | .00         | 1,791.00         | 146,543.99    | -131,543.99          | 976.96  |
|                         | 81 REVENUES                             | 3,030,000.00       | .00         | 1,807.49         | 1,993,261.43  | 1,036,738.57         | 65.78   |
| 91                      | EXPENDITURES                            |                    |             |                  |               |                      |         |
|                         | 112 PARAPROFESSIONALS                   | 96,900.00          | .00         | 5,808.80         | 51,072.28     | 45,827.72            | 52.71   |
|                         | 212 HEALTH CARE PARAPROFESSIONALS       | .00                | .00         | 779.12           | 8,271.89      | -8,271.89            | .00     |
|                         | 220 FICA NON INSTRUCTIONAL              | 7,500.00           | .00         | .00              | .00           | 7,500.00             | .00     |
|                         | 222 FICA PARAPROFESSIONAL               | .00                | .00         | 422.98           | 3,607.01      | -3,607.01            | .00     |
|                         | 230 RETIREMENT NON INSTRUCTIONAL        | 5,600.00           | .00         | .00              | .00           | 5,600.00             | .00     |
|                         | 232 RETIREMENT PARAPROFESSIONALS        | .00                | .00         | 489.45           | 4,331.54      | -4,331.54            | .00     |
|                         | 260 LIFE INSURANCE                      | .00                | .00         | .00              | .00           | .00                  | .00     |
|                         | 290 LONG TERM DISABILITY                | .00                | .00         | .00              | .00           | .00                  | .00     |
|                         | 330 TRAINING AND DEVELOPMENT            | .00                | .00         | .00              | .00           | .00                  | .00     |
|                         | 570 FOOD SERVICE MANAGEMENT             | 2,715,000.00       | .00         | .00              | 1,962,006.40  | 752,993.60           | 72.27   |
|                         | 610 GENERAL SUPPLIES                    | 200,000.00         | .00         | .00              | 5,505.46      | 194,494.54           | 2.75    |
|                         | 733 FURNITURE AND FIXTURES              | .00                | .00         | .00              | 9,073.69      | -9,073.69            | .00     |
|                         | 890 MISCELLANEOUS EXPENDITURES          | 5,000.00           | .00         | .00              | 48,900.30     | -43,900.30           | 978.01  |
|                         | 91 EXPENDITURES                         | 3,030,000.00       | .00         | 7,500.35         | 2,092,768.57  | 937,231.43           | 69.07   |
|                         | 06 NUTRITION FUND                       | .00                | .00         | -5,692.86        | -99,507.14    | 99,507.14            | .00     |



For 05/01/19 - 05/31/19

## Variable Column Report

FJEXS01S

Periods 09 - 09

Bond Fund Report

Month End Report 10

PY Periods 09 - 09

| <u>Account No/Description</u>                             | <u>Prevl YTD Exp</u> | <u>YTD Adj Bud</u>   | <u>Period Expended</u> | <u>YTD Actual</u>    | <u>Avail Balance</u> | <u>Percent Used</u> |
|---|----------------------|----------------------|------------------------|----------------------|----------------------|---------------------|
| <b>000 DISTRICT</b>                                       |                      |                      |                        |                      |                      |                     |
| 19-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS       | 1,593,597.67         | .00                  | .00                    | 1,069,046.96         | 1,069,046.96         |                     |
| 19-07-0001-031-000-000 DUE FROM/TO GENERAL FUND           | -12,888.23           | .00                  | .00                    | .00                  | .00                  |                     |
| <b>01 ASSETS</b>  | <b>1,580,709.44</b>  | <b>.00</b>           | <b>.00</b>             | <b>1,069,046.96</b>  | <b>1,069,046.96</b>  |                     |
| 19-07-0001-900-000-000 BUDGETED FUND BALANCE              | .00                  | .00                  | .00                    | 10,405.00            | 10,405.00            |                     |
| <b>03 EQUITY</b>  | <b>.00</b>           | <b>.00</b>           | <b>.00</b>             | <b>10,405.00</b>     | <b>10,405.00</b>     |                     |
| <b>000 DISTRICT</b>                                       | <b>1,580,709.44</b>  | <b>.00</b>           | <b>.00</b>             | <b>1,079,451.96</b>  | <b>1,079,451.96</b>  |                     |
| <b>001 NPHS</b>   |                      |                      |                        |                      |                      |                     |
| 19-07-1100-091-001-000 (1110) PROPERTY TAXES-NPHS E       | -1,724,674.42        | 2,278,153.00         | 141,580.33             | -926,969.37          | 1,351,183.63         | -.41                |
| 19-07-3130-091-001-000 HOMESTEAD EXEMPTION                | .00                  | .00                  | -36,564.81             | -36,564.81           | -36,564.81           |                     |
| 19-07-3131-091-001-000 PROPERTY TAX CREDIT                | .00                  | .00                  | -97,506.34             | -97,506.34           | -97,506.34           |                     |
| 19-07-3132-091-001-000 PERSONAL PROPERTY TAX CREDIT       | .00                  | .00                  | -5,313.29              | -5,313.29            | -5,313.29            |                     |
| 19-07-3180-091-001-000 PRO-RATA MOTOR VEHICLE             | .00                  | .00                  | -2,195.89              | -2,195.89            | -2,195.89            |                     |
| <b>81 REVENUES</b>  | <b>-1,724,674.42</b> | <b>2,278,153.00</b>  | <b>.00</b>             | <b>-1,068,549.70</b> | <b>1,209,603.30</b>  | <b>-.47</b>         |
| 19-07-5000-340-001-000 PROFESSIONAL SERVICES-NPHS         | 400.00               | -3,000.00            | .00                    | 400.00               | -2,600.00            | -.13                |
| 19-07-5000-831-001-000 REDEMPTION OF PRINCIPAL            | 2,135,000.00         | -2,210,000.00        | .00                    | 2,210,000.00         | .00                  | -1.00               |
| 19-07-5000-832-001-000 DEBT SERVICES INTEREST             | 62,385.00            | -75,558.00           | .00                    | 46,503.75            | -29,054.25           | -.62                |
| <b>91 EXPENDITURES</b>                                    | <b>2,197,785.00</b>  | <b>-2,288,558.00</b> | <b>.00</b>             | <b>2,256,903.75</b>  | <b>-31,654.25</b>    | <b>-.99</b>         |
| 19-07-0006-080-001-000 FUND BALANCE-NPHS BONDS            | -1,978,118.98        | .00                  | .00                    | -2,195,136.23        | -2,195,136.23        |                     |
| <b>001 NPHS</b>   | <b>-1,978,118.98</b> | <b>.00</b>           | <b>.00</b>             | <b>-2,195,136.23</b> | <b>-2,195,136.23</b> |                     |
| <b>001 NPHS</b>   | <b>-1,505,008.40</b> | <b>-10,405.00</b>    | <b>.00</b>             | <b>-1,006,782.18</b> | <b>-1,017,187.18</b> | <b>96.76</b>        |
| <b>016 LAKE MALONEY</b>                                   |                      |                      |                        |                      |                      |                     |
| 19-07-1100-091-016-000 (1110) PROPERTY TAXES-LAKE M       | -85,967.24           | 114,086.00           | 7,402.31               | -47,211.20           | 66,874.80            | -.41                |
| 19-07-3130-091-016-000 HOMESTEAD EXEMPTION                | .00                  | .00                  | -582.39                | -582.39              | -582.39              |                     |
| 19-07-3131-091-016-000 PROPERTY TAX CREDIT                | .00                  | .00                  | -6,601.28              | -6,601.28            | -6,601.28            |                     |
| 19-07-3132-091-016-000 PERSONAL PROPERTY TAX CREDIT       | .00                  | .00                  | -114.48                | -114.48              | -114.48              |                     |
| 19-07-3180-091-016-000 PRO RATA MOTOR VEHICLE             | .00                  | .00                  | -104.16                | -104.16              | -104.16              |                     |
| <b>81 REVENUES</b>  | <b>-85,967.24</b>    | <b>114,086.00</b>    | <b>.00</b>             | <b>-54,613.51</b>    | <b>59,472.49</b>     | <b>-.48</b>         |
| 19-07-5000-340-016-000 PROFESSIONAL SERVICES-LAKE MALONEY | 200.00               | -1,500.00            | .00                    | 200.00               | -1,300.00            | -.13                |
| 19-07-5000-831-016-000 REDEMPTION OF PRINCIPAL-LAKE       | 100,000.00           | -105,000.00          | .00                    | 100,000.00           | -5,000.00            | -.95                |
| 19-07-5000-832-016-000 DEBT SERVICES INTEREST-LAKE        | 5,198.75             | -7,586.00            | .00                    | 4,748.75             | -2,837.25            | -.63                |
| <b>91 EXPENDITURES</b>                                    | <b>105,398.75</b>    | <b>-114,086.00</b>   | <b>.00</b>             | <b>104,948.75</b>    | <b>-9,137.25</b>     | <b>-.92</b>         |
| 19-07-0008-080-016-000 FUND BALANCE-LAKE MALONEY BC       | -108,020.78          | .00                  | .00                    | -112,600.02          | -112,600.02          |                     |
| <b>016 LAKE MALONEY</b>                                   | <b>-108,020.78</b>   | <b>.00</b>           | <b>.00</b>             | <b>-112,600.02</b>   | <b>-112,600.02</b>   |                     |
| <b>016 LAKE MALONEY</b>                                   | <b>-88,589.27</b>    | <b>.00</b>           | <b>.00</b>             | <b>-62,264.78</b>    | <b>-62,264.78</b>    |                     |

Run Date 06/04/19 10:53 AM

North Platte Public School District

Page No 2

For 05/01/19 - 05/31/19

Variable Column Report

FJEXS01S

Periods 09 - 09

Bond Fund Report

Month End Report 10

PY Periods 09 - 09

| <u>Account No/Description</u> | <u>Prevl YTD Exp</u> | <u>YTD Adj Bud</u> | <u>Period Expended</u> | <u>YTD Actual</u> | <u>Avail Balance</u> | <u>Percent Used</u> |
|-------------------------------|----------------------|--------------------|------------------------|-------------------|----------------------|---------------------|
| 07 BOND FUND                  | -12,888.23           | -10,405.00         | .00                    | 10,405.00         | .00                  | -1.00               |

Run Date 06/04/19 10:54 AM

## North Platte Public School District

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## Variable Column Report

FJEXS01S

Periods 09 - 09

REPORT BY PROGRAM

Report by Program

PY Periods 09 - 09

| <u>Account No/Description</u>                           | <u>Prevl YTD Exp</u> | <u>YTD Adj Bud</u> | <u>Period Expended</u> | <u>YTD Actual</u>  | <u>Avail Balance</u> | <u>Percent Used</u> |
|---|----------------------|--------------------|------------------------|--------------------|----------------------|---------------------|
| <b>08 SPECIAL BUILDING FUND</b>                         |                      |                    |                        |                    |                      |                     |
| 19-08-0001-010-000-000 CASH-OPERATING                   | 178,254.65           | .00                | 76,463.34              | 376,492.27         | 376,492.27           |                     |
| <b>01 ASSETS</b>  | <b>178,254.65</b>    | <b>.00</b>         | <b>76,463.34</b>       | <b>376,492.27</b>  | <b>376,492.27</b>    |                     |
| 19-08-0001-900-000-000 RESERVED FUND BALANCE            | -99,046.57           | .00                | .00                    | 105,047.00         | 105,047.00           |                     |
| 19-08-0001-905-000-000 UNRESERVED FUND BALANCE          | .00                  | .00                | .00                    | -156,108.24        | -156,108.24          |                     |
| <b>03 EQUITY</b>  | <b>-99,046.57</b>    | <b>.00</b>         | <b>.00</b>             | <b>-51,061.24</b>  | <b>-51,061.24</b>    |                     |
| 19-08-1100-091-000-000 (1110) PROPERTY TAXES-BUILD      | -427,379.32          | 610,523.00         | -101,519.26            | -252,158.75        | 358,364.25           | -.41                |
| 19-08-3130-091-000-000 HOMESTEAD EXEMPTION              | .00                  | .00                | -9,864.95              | -9,864.95          | -9,864.95            |                     |
| 19-08-3131-091-000-000 PROPERTY TAX CREDIT              | .00                  | .00                | -26,130.54             | -26,130.54         | -26,130.54           |                     |
| 19-08-3132-091-000-000 PERSONAL PROPERTY TAX CREDIT     | .00                  | .00                | -1,423.90              | -1,423.90          | -1,423.90            |                     |
| 19-08-3180-091-000-000 PRO-RATA MOTOR VEHICLE           | .00                  | .00                | -611.02                | -611.02            | -611.02              |                     |
| 19-08-9000-099-000-000 (9000) NON-PROGRAM INCOME-BU     | -48,072.54           | 30,000.00          | .00                    | -179,842.95        | -149,842.95          | -5.99               |
| <b>81 REVENUES</b>                                      | <b>-475,451.86</b>   | <b>640,523.00</b>  | <b>-139,549.67</b>     | <b>-470,032.11</b> | <b>170,490.89</b>    | <b>-.73</b>         |
| 19-08-2515-340-000-000 CONTRACTED SERVICES - ARCHIT     | 24,597.00            | -745,570.00        | 62,480.33              | 80,967.99          | -664,602.01          | -.11                |
| 19-08-2515-720-000-032 BUILDING IMPROVEMENTS-DISTRI     | 5,454.00             | .00                | 606.00                 | 5,654.00           | 5,654.00             |                     |
| 19-08-2515-720-001-001 BUILDING IMPROVEMENT-NPHS        | 263,967.94           | .00                | .00                    | 23,234.00          | 23,234.00            |                     |
| 19-08-2515-720-002-002 BUILDING IMPROVEMENTS-ADAMS      | 14,942.53            | .00                | .00                    | 24,857.37          | 24,857.37            |                     |
| 19-08-2515-720-003-003 BUILDING IMPROVEMENTS-BUFFALO    | .00                  | .00                | .00                    | 31,910.00          | 31,910.00            |                     |
| 19-08-2515-720-004-004 BUILDING IMPROVEMENTS-MADISON    | .00                  | .00                | .00                    | 48,884.00          | 48,884.00            |                     |
| 19-08-2515-720-005-005 BUILDING IMPROVEMENTS-CODY       | .00                  | .00                | .00                    | 21,721.32          | 21,721.32            |                     |
| 19-08-2515-720-007-007 BUILDING IMPROVEMENTS-LINCOLN    | 4,000.00             | .00                | .00                    | .00                | .00                  |                     |
| 19-08-2515-720-009-009 BUILDING IMPROVEMENTS-WASHINGTON | 7,275.00             | .00                | .00                    | .00                | .00                  |                     |
| 19-08-2515-720-012-012 BUILDING IMPROVEMENTS-OSGOOD     | 74,306.91            | .00                | .00                    | 12,419.40          | 12,419.40            |                     |
| 19-08-2515-720-016-016 BUILDING IMPROVEMENTS-LAKE MEAD  | 14,588.63            | .00                | .00                    | .00                | .00                  |                     |
| <b>91 EXPENDITURES</b>                                  | <b>409,132.01</b>    | <b>-745,570.00</b> | <b>63,086.33</b>       | <b>249,648.08</b>  | <b>-495,921.92</b>   | <b>-.33</b>         |
| <b>08 SPECIAL BUILDING FUND</b>                         | <b>12,888.23</b>     | <b>-105,047.00</b> | <b>.00</b>             | <b>105,047.00</b>  | <b>.00</b>           | <b>-1.00</b>        |

Run Date 06/04/19 10:55 AM

## North Platte Public School District

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For 05/01/19 - 05/31/19

## Variable Column Report

FJEXS01S

Periods 09 - 09

REPORT BY PROGRAM

Report by Program

PY Periods 09 - 09

| <u>Account No/Description</u>                       | <u>Prevl YTD Exp</u> | <u>YTD Adj Bud</u> | <u>Period Expended</u> | <u>YTD Actual</u>  | <u>Avail Balance</u> | <u>Percent Used</u> |
|---|----------------------|--------------------|------------------------|--------------------|----------------------|---------------------|
| <b>09 QCPUF</b>                                     |                      |                    |                        |                    |                      |                     |
| 19-09-0001-010-000-000 OPERATING FNB CASH-QCPUF     | 101,911.35           | .00                | 222,443.14             | 91,028.97          | 91,028.97            |                     |
| <b>01 ASSETS</b>                                    | <b>101,911.35</b>    | <b>.00</b>         | <b>222,443.14</b>      | <b>91,028.97</b>   | <b>91,028.97</b>     |                     |
| 19-09-0001-900-000-000 RESERVED FUND BALANCE        | -6,649.00            | .00                | .00                    | .00                | .00                  |                     |
| 19-09-0001-905-000-000 UNRESERVED FUND BALANCE      | -1,113,847.82        | .00                | .00                    | -439,996.51        | -439,996.51          |                     |
| <b>03 EQUITY</b>                                    | <b>-1,120,496.82</b> | <b>.00</b>         | <b>.00</b>             | <b>-439,996.51</b> | <b>-439,996.51</b>   |                     |
| 19-09-1100-091-000-000 PROPERTY TAXES-QCPUF         | -537,529.61          | 973,220.00         | -161,993.47            | -386,021.54        | 587,198.46           | -.40                |
| 19-09-3130-091-000-000 HOMESTEAD EXEMPTION          | .00                  | .00                | -15,725.68             | -15,725.68         | -15,725.68           |                     |
| 19-09-3131-091-000-000 PRPERTY TAX CREDIT           | .00                  | .00                | -41,654.40             | -41,654.40         | -41,654.40           |                     |
| 19-09-3132-091-000-000 PERSONAL PROPERTY TAX CREDIT | .00                  | .00                | -2,269.82              | -2,269.82          | -2,269.82            |                     |
| 19-09-3180-091-000-000 PRO-RATA MOTOR VEHICLE       | .00                  | .00                | -799.77                | -799.77            | -799.77              |                     |
| <b>81 REVENUES</b>                                  | <b>-537,529.61</b>   | <b>973,220.00</b>  | <b>-222,443.14</b>     | <b>-446,471.21</b> | <b>526,748.79</b>    | <b>-.46</b>         |
| 19-09-2515-340-000-000 CONTRACTED SERVICES          | 658,306.77           | .00                | .00                    | .00                | .00                  |                     |
| 19-09-2515-340-000-001 CONTRACT SERVICES            | .00                  | -10,000.00         | .00                    | .00                | -10,000.00           | .00                 |
| 19-09-2515-720-000-000 BUILDING REPAIR AND MAINTENA | 35,403.06            | .00                | .00                    | .00                | .00                  |                     |
| 19-09-2515-810-000-000 DUES AND FEES-PAYING AGENT   | 400.00               | .00                | .00                    | 200.00             | 200.00               |                     |
| 19-09-2515-831-000-000 PRINCIPAL COSTS              | 720,000.00           | -838,490.00        | .00                    | 730,000.00         | -108,490.00          | -.87                |
| 19-09-2515-832-000-000 DEBT SERVICE INTEREST        | 135,356.25           | -124,730.00        | .00                    | 65,238.75          | -59,491.25           | -.52                |
| <b>91 EXPENDITURES</b>                              | <b>1,549,466.08</b>  | <b>-973,220.00</b> | <b>.00</b>             | <b>795,438.75</b>  | <b>-177,781.25</b>   | <b>-.82</b>         |
| <b>09 QCPUF</b>                                     | <b>-6,649.00</b>     | <b>.00</b>         | <b>.00</b>             | <b>.00</b>         | <b>.00</b>           |                     |

For 05/01/19 - 05/31/19

## Variable Column Report

FJEXS01S

Periods 09 - 09

REPORT BY PROGRAM

Report by Program

PY Periods 09 - 09

| <u>Account No/Description</u>                               | <u>Prevl YTD Exp</u> | <u>YTD Adj Bud</u> | <u>Period Expended</u> | <u>YTD Actual</u> | <u>Avail Balance</u> | <u>Percent Used</u> |
|---|----------------------|--------------------|------------------------|-------------------|----------------------|---------------------|
| <b>10 COOPERATING FUND</b>                                  |                      |                    |                        |                   |                      |                     |
| 19-10-0001-010-000-000 CASH-COOPERATIVE FUND (FNB)          | 37,015.79            | .00                | .00                    | 28,951.81         | 28,951.81            |                     |
| 19-10-0001-031-000-000 DUE FROM/TO                          | -26,321.18           | .00                | -1,648.72              | -17,296.43        | -17,296.43           |                     |
| <b>0001 BALANCE SHEET</b>                                   | <b>10,694.61</b>     | <b>.00</b>         | <b>-1,648.72</b>       | <b>11,655.38</b>  | <b>11,655.38</b>     |                     |
| 19-10-0001-905-000-000 FUND BALANCE-UNRESERVED              | -13,559.89           | .00                | .00                    | -12,743.31        | -12,743.31           |                     |
| <b>0001 BALANCE SHEET</b>                                   | <b>-13,559.89</b>    | <b>.00</b>         | <b>.00</b>             | <b>-12,743.31</b> | <b>-12,743.31</b>    |                     |
| 19-10-2210-090-000-000 ESU RECEIPTS                         | -21,604.00           | .00                | .00                    | -10,545.50        | -10,545.50           |                     |
| <b>2210</b>   | <b>-21,604.00</b>    | <b>.00</b>         | <b>.00</b>             | <b>-10,545.50</b> | <b>-10,545.50</b>    |                     |
| 19-10-9000-090-000-000 NON-PROGRAM RECEIPTS                 | -21,900.00           | 100,000.00         | .00                    | -5,663.00         | 94,337.00            | -.06                |
| <b>9000 X-NON PROGRAM REVENUE</b>                           | <b>-21,900.00</b>    | <b>100,000.00</b>  | <b>.00</b>             | <b>-5,663.00</b>  | <b>94,337.00</b>     | <b>-.06</b>         |
| 19-10-1100-111-000-045 SALARY-ELEMENTARY ART                | 11,484.62            | .00                | .00                    | .00               | .00                  |                     |
| 19-10-1100-210-000-045 HEALTH CARE-ELEMENTARY ART           | 1,933.96             | .00                | .00                    | .00               | .00                  |                     |
| 19-10-1100-220-000-045 FICA - ELEMENTARY ART                | 878.61               | .00                | .00                    | .00               | .00                  |                     |
| 19-10-1100-230-000-045 RETIREMENT-ELEMENTARY ART            | 1,134.42             | .00                | .00                    | .00               | .00                  |                     |
| <b>1100 REGULAR INSTRUCTION</b>                             | <b>15,431.61</b>     | <b>.00</b>         | <b>.00</b>             | <b>.00</b>        | <b>.00</b>           |                     |
| 19-10-2213-111-000-037 SALARY-CURRICULUM DIRECTOR           | 11,263.86            | .00                | 1,276.58               | 11,489.22         | 11,489.22            |                     |
| 19-10-2213-221-000-037 FICA-TEACHING AND LEARNING           | 715.01               | .00                | 97.59                  | 716.13            | 716.13               |                     |
| 19-10-2213-231-000-037 RETIREMENT-CURRICULUM DIRECT         | 1,112.67             | .00                | 126.10                 | 1,134.90          | 1,134.90             |                     |
| <b>2213</b>   | <b>13,091.54</b>     | <b>.00</b>         | <b>1,500.27</b>        | <b>13,340.25</b>  | <b>13,340.25</b>     |                     |
| 19-10-3000-110-000-032 SALARY-CLERICAL COUNTY ADMIN         | 1,125.00             | .00                | 125.00                 | 1,125.00          | 1,125.00             |                     |
| 19-10-3000-210-000-032 HEALTH CARE-COUNTY SUPER             | 133.07               | .00                | 14.12                  | 129.72            | 129.72               |                     |
| 19-10-3000-220-000-032 FICA-COUNTY ADMIN                    | 83.89                | .00                | 9.33                   | 83.93             | 83.93                |                     |
| <b>3000</b>   | <b>1,341.96</b>      | <b>.00</b>         | <b>148.45</b>          | <b>1,338.65</b>   | <b>1,338.65</b>      |                     |
| 19-10-6200-111-000-045 SALARY-ELEMENTARY ART                | 5,542.49             | .00                | .00                    | .00               | .00                  |                     |
| 19-10-6200-123-000-038 SALARY-SUBSTITUTE ESU SERVICE CREDIT | 240.00               | .00                | .00                    | .00               | .00                  |                     |
| 19-10-6200-159-000-038 STIPEND-ESU SERVICE CREDIT           | .00                  | -100,000.00        | .00                    | .00               | -100,000.00          | .00                 |
| 19-10-6200-210-000-045 HEALTH CARE-ELEMENTARY ART           | 937.68               | .00                | .00                    | .00               | .00                  |                     |
| 19-10-6200-220-000-038 FICA-ESU SERVICE CREDIT              | 18.36                | .00                | .00                    | .00               | .00                  |                     |
| 19-10-6200-220-000-045 FICA-ELEMENTARY ART                  | 424.00               | .00                | .00                    | .00               | .00                  |                     |
| 19-10-6200-230-000-045 FICA-ELEMENTARY ART                  | 547.47               | .00                | .00                    | .00               | .00                  |                     |
| 19-10-6200-580-000-038 PROF DEV-ESU SERVICE CREDIT          | 7,639.06             | .00                | .00                    | .00               | .00                  |                     |
| <b>6200 ESSA GRANT</b>                                      | <b>15,349.06</b>     | <b>-100,000.00</b> | <b>.00</b>             | <b>.00</b>        | <b>-100,000.00</b>   | <b>.00</b>          |
| 19-10-6210-151-000-000 STIPEND - ESU FUNDS                  | 956.72               | .00                | .00                    | 2,167.76          | 2,167.76             |                     |
| 19-10-6210-211-000-000 HEALTH CARE-ESU FUNDS                | 31.13                | .00                | .00                    | 74.51             | 74.51                |                     |

Run Date 06/04/19 10:56 AM

North Platte Public School District

Page No 2

For 05/01/19 - 05/31/19

Variable Column Report

FJEXS01S

Periods 09 - 09

REPORT BY PROGRAM

Report by Program

PY Periods 09 - 09

| <u>Account No/Description</u>               | <u>Prev1 YTD Exp</u> | <u>YTD Adj Bud</u> | <u>Period Expended</u> | <u>YTD Actual</u> | <u>Avail Balance</u> | <u>Percent Used</u> |
|---|----------------------|--------------------|------------------------|-------------------|----------------------|---------------------|
| <b>10 COOPERATING FUND</b>                  |                      |                    |                        |                   |                      |                     |
| 19-10-6210-221-000-000 FICA-ESU FUNDS       | 72.75                | .00                | .00                    | 161.14            | 161.14               |                     |
| 19-10-6210-231-000-000 RETIREMENT-ESU FUNDS | 94.51                | .00                | .00                    | 214.12            | 214.12               |                     |
| <b>6210 ESSA ACCOUNTABILITY</b>             | <b>1,155.11</b>      | <b>.00</b>         | <b>.00</b>             | <b>2,617.53</b>   | <b>2,617.53</b>      |                     |
| <b>10 COOPERATING FUND</b>                  | <b>.00</b>           | <b>.00</b>         | <b>.00</b>             | <b>.00</b>        | <b>.00</b>           |                     |

North Platte Public Schools  
Operating Fund  
May 2019

| Check No                 | Check Date     | Vendor Name                            | Check Amount          |
|--------------------------|----------------|--|-----------------------|
|                          | <b>5/20/19</b> | <b>Payroll</b>                         | <b>\$1,612,314.50</b> |
| <a href="#">00003053</a> | 5/10/2019      | NEBRASKA STATE TAX COMMISSIONER        | \$81,141.68           |
| <a href="#">00003057</a> | 5/10/2019      | NEBRASKA RETIREMENT SYSTEMS            | \$436,860.39          |
| <a href="#">00003060</a> | 5/20/2019      | AMERICAN FAMILY LIFE ASSURANCE CO.     | \$6,606.37            |
| <a href="#">00003061</a> | 5/20/2019      | NEBRASKA CHILD SUPPORT PAYMENT CENTER  | \$271.00              |
| <a href="#">00003062</a> | 5/20/2019      | NATIONWIDE                             | \$25,022.23           |
| <a href="#">00003064</a> | 5/20/2019      | INTERNAL REVENUE SERVICE               | \$541,296.02          |
| <a href="#">00624834</a> | 5/8/2019       | DHHS DIVISION OF PUBLIC HEALTH         | \$230.00              |
| <a href="#">00624835</a> | 5/8/2019       | HEIM, SHONA E.                         | \$135.00              |
| <a href="#">00624836</a> | 5/8/2019       | NORTHWESTERN PUBLIC SERVICE            | \$3,253.46            |
| <a href="#">00624837</a> | 5/8/2019       | NPPS SCHOOL NUTRITION PROGRAM          | \$33,742.95           |
| <a href="#">00624838</a> | 5/8/2019       | US BANK VOYAGER FLEET SYSTEMS          | \$6,414.95            |
| <a href="#">00624839</a> | 5/8/2019       | US CELLULAR                            | \$395.66              |
| <a href="#">00624840</a> | 5/8/2019       | NEILL, VERONICA                        | \$40.04               |
| <a href="#">00624841</a> | 5/13/2019      | MORGAN, TRACI                          | \$110.43              |
| <a href="#">00624842</a> | 5/20/2019      | ACCELERATED RECEIVABLES SOLUTIONS      | \$20.79               |
| <a href="#">00624843</a> | 5/20/2019      | ACCELERATED RECEIVABLES SOLUTIONS      | \$234.82              |
| <a href="#">00624844</a> | 5/20/2019      | ACCELERATED RECEIVABLES SOLUTIONS      | \$65.14               |
| <a href="#">00624845</a> | 5/20/2019      | BLUE CROSS/BLUE SHIELD OF NEBRASKA     | \$231,308.11          |
| <a href="#">00624846</a> | 5/20/2019      | COLONIAL LIFE & ACCIDENT INS           | \$630.01              |
| <a href="#">00624847</a> | 5/20/2019      | FLEX BENEFIT 125 PLAN                  | \$12,060.51           |
| <a href="#">00624848</a> | 5/20/2019      | GC SERVICES, LP                        | \$552.52              |
| <a href="#">00624849</a> | 5/20/2019      | MADISION NATIONAL LIFE                 | \$3,135.00            |
| <a href="#">00624850</a> | 5/20/2019      | NATIONAL INSURANCE SERVICES            | \$4,253.72            |
| <a href="#">00624851</a> | 5/20/2019      | NORTH PLATTE PUBLIC SCHOOLS FOUNDATION | \$531.00              |
| <a href="#">00624852</a> | 5/20/2019      | VISION SERVICE PLAN                    | \$3,003.38            |
| <a href="#">00624853</a> | 5/21/2019      | KELLEY SCRITSMIER BYRNE PC             | \$1,186.60            |
| <a href="#">00624854</a> | 5/21/2019      | MIKE'S TEMP AGENCY                     | \$218.75              |
| <a href="#">00624855</a> | 5/21/2019      | NORTH PLATTE PUBLIC SCHOOLS            | \$750,000.00          |
| <a href="#">00624856</a> | 5/21/2019      | SHAWN ROSSELL                          | \$279.00              |
| <a href="#">00624857</a> | 5/21/2019      | US BANK                                | \$257,831.43          |
| <a href="#">00624858</a> | 6/4/2019       | ALPHA REHABILITATION PC                | \$984.98              |
| <a href="#">00624859</a> | 6/4/2019       | ASI                                    | \$295.50              |
| <a href="#">00624860</a> | 6/4/2019       | BIERFREUND, GLENDA                     | \$276.20              |
| <a href="#">00624861</a> | 6/4/2019       | BUCHANAN, NICOLE                       | \$100.00              |
| <a href="#">00624862</a> | 6/4/2019       | BUSH, KAREN                            | \$66.94               |
| <a href="#">00624863</a> | 6/4/2019       | BUSINESS TELECOMMUNICATION SYSTEMS INC | \$1,420.00            |

|                          |          |  |             |
|--------------------------|----------|--|-------------|
| <a href="#">00624864</a> | 6/4/2019 | CHESSMORE, KRISTI                      | \$205.09    |
| <a href="#">00624865</a> | 6/4/2019 | CHILD & FAMILY THERAPY INSTITUTE OF NE | \$700.00    |
| <a href="#">00624866</a> | 6/4/2019 | COHAGEN TRANSFER AND STORAGE           | \$2,178.00  |
| <a href="#">00624867</a> | 6/4/2019 | COMPUTER CABLE CONNECTION INC          | \$9,017.24  |
| <a href="#">00624868</a> | 6/4/2019 | COPPER, CHRISTIE                       | \$404.76    |
| <a href="#">00624869</a> | 6/4/2019 | CRESCENT ELECTRIC                      | \$983.18    |
| <a href="#">00624870</a> | 6/4/2019 | DATASHIELD CORPORATION                 | \$87.00     |
| <a href="#">00624871</a> | 6/4/2019 | DEERE CREDIT, INC                      | \$867.51    |
| <a href="#">00624872</a> | 6/4/2019 | DUSTY TRAILS, LLC.                     | \$710.00    |
| <a href="#">00624873</a> | 6/4/2019 | E&M YELLOW CAB CO                      | \$116.25    |
| <a href="#">00624874</a> | 6/4/2019 | EAKES OFFICE SOLUTIONS                 | \$25,661.73 |
| <a href="#">00624875</a> | 6/4/2019 | ELECTRICAL ENGINEERING & EQUIPMENT     | \$24.30     |
| <a href="#">00624876</a> | 6/4/2019 | ESU #16                                | \$1,726.28  |
| <a href="#">00624877</a> | 6/4/2019 | ESU #6                                 | \$300.00    |
| <a href="#">00624878</a> | 6/4/2019 | ESU COORDINATING COUNCIL               | \$2,302.18  |
| <a href="#">00624879</a> | 6/4/2019 | FRONTLINE TECHNOLOGIES                 | \$27,699.16 |
| <a href="#">00624880</a> | 6/4/2019 | GALE, VERONICA                         | \$106.88    |
| <a href="#">00624881</a> | 6/4/2019 | GLOBAL TELETHERAPY                     | \$11,906.25 |
| <a href="#">00624882</a> | 6/4/2019 | GOC, KELSIE                            | \$255.96    |
| <a href="#">00624883</a> | 6/4/2019 | GREAT PLAINS ASBESTOS CONTROL, INC     | \$3,000.00  |
| <a href="#">00624884</a> | 6/4/2019 | GREAT PLAINS HEALTH                    | \$240.00    |
| <a href="#">00624885</a> | 6/4/2019 | GUETHLEIN, JOHN S                      | \$3,500.00  |
| <a href="#">00624886</a> | 6/4/2019 | GUYNAN MACHINE & STEEL                 | \$270.00    |
| <a href="#">00624887</a> | 6/4/2019 | HANSON, RON                            | \$100.00    |
| <a href="#">00624888</a> | 6/4/2019 | HAYES, CHARLES                         | \$36.50     |
| <a href="#">00624889</a> | 6/4/2019 | HEINEMANN EDUCATIONAL BOOKS INC        | \$16.50     |
| <a href="#">00624890</a> | 6/4/2019 | HENLINE, MARCIA                        | \$132.37    |
| <a href="#">00624891</a> | 6/4/2019 | HENRY, NICOLE                          | \$27.65     |
| <a href="#">00624892</a> | 6/4/2019 | HIGHBERGER, CARLA                      | \$106.00    |
| <a href="#">00624893</a> | 6/4/2019 | HINTON'S LOCK & ALARM                  | \$10,916.45 |
| <a href="#">00624894</a> | 6/4/2019 | HUGHES, MARNIA                         | \$188.62    |
| <a href="#">00624895</a> | 6/4/2019 | INSPECT TO MANAGE                      | \$2,975.00  |
| <a href="#">00624896</a> | 6/4/2019 | JOHNSON, TRACY                         | \$109.83    |
| <a href="#">00624897</a> | 6/4/2019 | JOSTENS                                | \$234.94    |
| <a href="#">00624898</a> | 6/4/2019 | KELN-FM - MIX 97 ONE                   | \$1,050.00  |
| <a href="#">00624899</a> | 6/4/2019 | LIENEMANN, CHERISH                     | \$100.00    |
| <a href="#">00624900</a> | 6/4/2019 | LIVINGSTON, DIANE                      | \$52.78     |
| <a href="#">00624901</a> | 6/4/2019 | PEPPER, J.W. & SON                     | \$172.00    |
| <a href="#">00624902</a> | 6/4/2019 | LITTLE, ALAN                           | \$106.00    |
| <a href="#">00624903</a> | 6/4/2019 | LIVINGSTON, DIANE                      | \$150.34    |
| <a href="#">00624904</a> | 6/4/2019 | MARZANO RESEARCH, LLC                  | \$5,680.00  |
| <a href="#">00624905</a> | 6/4/2019 | MATHESON TRI-GAS/LINWELD               | \$371.75    |



|                          |          |                                       |             |
|--------------------------|----------|---------------------------------------|-------------|
| <a href="#">00624906</a> | 6/4/2019 | MENTZER OIL COMPANY                   | \$3,069.98  |
| <a href="#">00624907</a> | 6/4/2019 | MEYER CREATIVE PRINT & DESIGN INC     | \$1,984.13  |
| <a href="#">00624908</a> | 6/4/2019 | MICROMAIN                             | \$6,300.00  |
| <a href="#">00624909</a> | 6/4/2019 | MID-PLAINS COMMUNITY COLLEGE          | \$400.00    |
| <a href="#">00624910</a> | 6/4/2019 | MIDWEST CONNECT                       | \$4,154.39  |
| <a href="#">00624911</a> | 6/4/2019 | MIDWEST FLOOR SPECIALISTS             | \$4,125.00  |
| <a href="#">00624912</a> | 6/4/2019 | MILLER, JODI                          | \$24.44     |
| <a href="#">00624913</a> | 6/4/2019 | MITZI KRAMER WATER OPERATOR           | \$1,231.18  |
| <a href="#">00624914</a> | 6/4/2019 | MOSAIC @ BETHPAGE VILLAGE             | \$11,214.00 |
| <a href="#">00624915</a> | 6/4/2019 | MUSICIAN'S CHOICE, THE LLC            | \$323.45    |
| <a href="#">00624916</a> | 6/4/2019 | NASB ALICAP                           | \$90.00     |
| <a href="#">00624917</a> | 6/4/2019 | NCSA (NE COUNCIL OF SCHOOL ADMIN.)    | \$920.00    |
| <a href="#">00624918</a> | 6/4/2019 | NEBRASKA DEPT HEALTH & HUMAN SERVICES | \$15.00     |
| <a href="#">00624919</a> | 6/4/2019 | NEKUDA, AMANDA                        | \$9.31      |
| <a href="#">00624920</a> | 6/4/2019 | NFUSSD                                | \$4,000.00  |
| <a href="#">00624921</a> | 6/4/2019 | NORTH PLATTE AREA CHILDREN'S MUSEUM   | \$635.00    |
| <a href="#">00624922</a> | 6/4/2019 | NORTH PLATTE POLICE DEPARTMENT        | \$280.00    |
| <a href="#">00624923</a> | 6/4/2019 | NORTH PLATTE PUBLIC SCHOOLS FOUNDATIO | \$120.00    |
| <a href="#">00624924</a> | 6/4/2019 | NORTH PLATTE, CITY OF                 | \$269.94    |
| <a href="#">00624925</a> | 6/4/2019 | NPPS SCHOOL NUTRITION PROGRAM         | \$897.82    |
| <a href="#">00624926</a> | 6/4/2019 | OCHS, KAREN                           | \$49.17     |
| <a href="#">00624927</a> | 6/4/2019 | ONE CALL CONCEPTS INC                 | \$8.06      |
| <a href="#">00624928</a> | 6/4/2019 | PLATTE VALLEY COUNSELING, LLC         | \$400.00    |
| <a href="#">00624929</a> | 6/4/2019 | PRAIRIE ARTS CENTER                   | \$470.00    |
| <a href="#">00624930</a> | 6/4/2019 | PROTEX CENTRAL INC                    | \$940.82    |
| <a href="#">00624931</a> | 6/4/2019 | RECOGNITION UNLIMITED                 | \$1,528.46  |
| <a href="#">00624932</a> | 6/4/2019 | RIDINGER, VERNITA                     | \$311.25    |
| <a href="#">00624933</a> | 6/4/2019 | RIVER BEND INDUSTRIES                 | \$4,954.32  |
| <a href="#">00624934</a> | 6/4/2019 | RIVERSIDE TECHNOLOGIES INC            | \$13,250.56 |
| <a href="#">00624935</a> | 6/4/2019 | ROBINSON, MELISSA                     | \$93.03     |
| <a href="#">00624936</a> | 6/4/2019 | ROCHESTER MIDLAND                     | \$378.99    |
| <a href="#">00624937</a> | 6/4/2019 | RUDA, NIKI                            | \$172.11    |
| <a href="#">00624938</a> | 6/4/2019 | SAM'S LAWN SERVICE                    | \$450.00    |
| <a href="#">00624939</a> | 6/4/2019 | SANDOVAL CONCRETE                     | \$14,550.00 |
| <a href="#">00624940</a> | 6/4/2019 | SHA-NAE ORR                           | \$35.26     |
| <a href="#">00624941</a> | 6/4/2019 | SHAFER, LINDA                         | \$381.25    |
| <a href="#">00624942</a> | 6/4/2019 | SIEGEL, JADE                          | \$254.04    |
| <a href="#">00624943</a> | 6/4/2019 | SIEGEL, REVA                          | \$253.58    |
| <a href="#">00624944</a> | 6/4/2019 | SIMANTS, CHRISTINA                    | \$13.03     |
| <a href="#">00624945</a> | 6/4/2019 | SKILES, DUANE D                       | \$800.00    |
| <a href="#">00624946</a> | 6/4/2019 | STATE OF NE DEPT OF LABOR UNEMPLOYMEN | \$120.00    |
| <a href="#">00624947</a> | 6/4/2019 | STREETTER, LAURIE                     | \$40.31     |

|                          |          |                                    |                       |
|--------------------------|----------|------------------------------------|-----------------------|
| <a href="#">00624948</a> | 6/4/2019 | STREETER, MELINDA                  | \$35.03               |
| <a href="#">00624949</a> | 6/4/2019 | SUCCESS BY DESIGN INC.             | \$387.59              |
| <a href="#">00624950</a> | 6/4/2019 | TELEGRAPH                          | \$512.09              |
| <a href="#">00624951</a> | 6/4/2019 | UNITECH                            | \$593.00              |
| <a href="#">00624952</a> | 6/4/2019 | UNIVERSITY OF NEBRASKA - LINCOLN   | \$140.00              |
| <a href="#">00624953</a> | 6/4/2019 | UPPAL, TREVA                       | \$65.16               |
| <a href="#">00624954</a> | 6/4/2019 | US BANK VOYAGER FLEET SYSTEMS      | \$6,250.95            |
| <a href="#">00624955</a> | 6/4/2019 | VAHLE, ROBIN                       | \$1,490.97            |
| <a href="#">00624956</a> | 6/4/2019 | VAN DIEST SUPPLY CO.               | \$2,891.00            |
| <a href="#">00624957</a> | 6/4/2019 | VARGAS, LOIS                       | \$11.60               |
| <a href="#">00624958</a> | 6/4/2019 | VERIZON NETWORK FLEET              | \$185.60              |
| <a href="#">00624959</a> | 6/4/2019 | WAGNER, REED                       | \$337.50              |
| <a href="#">00624960</a> | 6/4/2019 | WEATHERCRAFT CO OF N P             | \$834.00              |
| <a href="#">00624961</a> | 6/4/2019 | WILCOX, ALICIA                     | \$28.25               |
| <a href="#">00624962</a> | 6/4/2019 | WYMAN & SON WELDING                | \$100.00              |
| <a href="#">00624963</a> | 6/4/2019 | BETTER LESSON INC                  | \$6,000.00            |
| <a href="#">00624964</a> | 6/4/2019 | DOWHOWER, WAYNE CONST. INC.        | \$31,971.00           |
| <a href="#">00624965</a> | 6/4/2019 | FIVE POINTS BANK                   | \$26,400.00           |
| <a href="#">00624966</a> | 6/4/2019 | KSB SCHOOL LAW                     | \$406.50              |
| <a href="#">00624967</a> | 6/4/2019 | NASPA                              | \$150.00              |
| <a href="#">00624968</a> | 6/4/2019 | NCSA (NE COUNCIL OF SCHOOL ADMIN.) | \$510.00              |
| <a href="#">00624969</a> | 6/4/2019 | NORTHWESTERN PUBLIC SERVICE        | \$5,026.90            |
| <a href="#">00624970</a> | 6/4/2019 | VERIZON WIRELESS                   | \$1,996.16            |
| <a href="#">00624971</a> | 6/4/2019 | WALMART COMMUNITIES                | \$30.29               |
| <b>Grand Total:</b>      |          |                                    | <b>\$4,296.949.05</b> |

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## North Platte Public School District

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For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>     | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 110 CLERICAL_BUSDRIVERS           | .00                        | .00                     | .00                        | .00                       | .00                          | .00                     |
| 111 TEACHERS/PROFESSIONALS        | 36,950.00                  | .00                     | .00                        | .00                       | 36,950.00                    | .00                     |
| 112 PARAPROFESSIONALS             | 40,800.00                  | .00                     | 1,452.96                   | 15,085.41                 | 25,714.59                    | 36.97                   |
| 123 SUBSTITUTE TEACHERS           | 51,800.00                  | .00                     | .00                        | .00                       | 51,800.00                    | .00                     |
| 151 INCENTIVE PROFESSIONAL STAFF  | 460,573.00                 | .00                     | .00                        | 2,244.75                  | 458,328.25                   | .49                     |
| 211 HEALTH CARE PROFESSIONAL      | 9,500.98                   | .00                     | .00                        | 190.00                    | 9,310.98                     | 2.00                    |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                        | .00                     | 124.53                     | 954.69                    | -954.69                      | .00                     |
| 220 FICA NON INSTRUCTIONAL        | 35,994.00                  | .00                     | .00                        | .00                       | 35,994.00                    | .00                     |
| 221 FICA PROFESSIONAL             | .00                        | .00                     | .00                        | 166.31                    | -166.31                      | .00                     |
| 222 FICA PARAPROFESSIONAL         | .00                        | .00                     | 90.72                      | 992.65                    | -992.65                      | .00                     |
| 231 RETIREMENT PROFESSIONAL       | .00                        | .00                     | .00                        | 221.75                    | -221.75                      | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                        | .00                     | 61.19                      | 602.58                    | -602.58                      | .00                     |
| 260 LIFE INSURANCE                | .00                        | .00                     | .00                        | .00                       | .00                          | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS  | 492,984.00                 | .00                     | .00                        | .00                       | 492,984.00                   | .00                     |
| 340 OTHER PROFESSIONAL SERVICES   | .00                        | .00                     | .00                        | 23,000.00                 | -23,000.00                   | .00                     |
| 000 DISTRICT WIDE                 | 1,128,601.98               | .00                     | 1,729.40                   | 43,458.14                 | 1,085,143.84                 | 3.85                    |

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## North Platte Public School District

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For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 3,422,235.15               | .00                     | 281,143.87                 | 2,534,589.86              | 887,645.29                   | 74.06                   |
| 112 PARAPROFESSIONALS                      | 39,902.00                  | .00                     | 2,021.47                   | 18,990.38                 | 20,911.62                    | 47.59                   |
| 123 SUBSTITUTE TEACHERS                    | 100,000.00                 | .00                     | 11,917.50                  | 83,875.00                 | 16,125.00                    | 83.88                   |
| 151 INCENTIVE PROFESSIONAL STAFF           | .00                        | .00                     | 200.00                     | 822.00                    | -822.00                      | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 353,493.83                 | .00                     | 19,464.93                  | 177,280.39                | 176,213.44                   | 50.15                   |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 259.47                     | 1,219.68                  | -1,219.68                    | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 318,584.00                 | .00                     | .00                        | .00                       | 318,584.00                   | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 21,727.24                  | 195,706.41                | -195,706.41                  | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 154.64                     | 1,452.54                  | -1,452.54                    | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 894.00                     | 6,336.04                  | -6,336.04                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 423,265.39                 | .00                     | .00                        | .00                       | 423,265.39                   | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 27,811.85                  | 250,634.35                | -250,634.35                  | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 116.40                     | 1,069.85                  | -1,069.85                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 466.75                     | 2,269.43                  | -2,269.43                    | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 18,836.67                  | 170,357.13                | -170,357.13                  | .00                     |
| 333 MILEAGE STAFF                          | .00                        | .00                     | 63.32                      | 984.87                    | -984.87                      | .00                     |
| 340 OTHER PROFESSIONAL SERVICES            | 11,550.00                  | .00                     | 322.19                     | 5,213.28                  | 6,336.72                     | 45.14                   |
| 580 TRAVEL;MEAL,HOTEL,RENTAL               | 2,500.00                   | .00                     | 557.01                     | 2,141.13                  | 358.87                       | 85.65                   |
| 610 GENERAL SUPPLIES                       | 110,000.00                 | -21,275.39              | 3,668.65                   | 59,039.20                 | 72,236.19                    | 34.33                   |
| 612 COPY COST                              | 30,000.00                  | .00                     | .00                        | 22,574.89                 | 7,425.11                     | 75.25                   |
| 640 BOOKS/PERIODICALS                      | 4,000.00                   | .00                     | 219.95                     | 1,261.79                  | 2,738.21                     | 31.54                   |
| 733 FURNITURE AND FIXTURES                 | 68,000.00                  | -814.16                 | 2,268.35                   | 45,440.09                 | 23,374.07                    | 65.63                   |
| 890 MISCELLANEOUS EXPENDITURES             | 20,000.00                  | .00                     | 6,031.44                   | 15,784.55                 | 4,215.45                     | 78.92                   |
| 001 HIGH SCHOOL                            | 4,903,530.37               | -22,089.55              | 398,145.70                 | 3,597,042.86              | 1,328,577.06                 | 72.91                   |

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## North Platte Public School District

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For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 2,059,971.50               | .00                     | 168,093.08                 | 1,549,592.07              | 510,379.43                   | 75.22                   |
| 112 PARAPROFESSIONALS                      | 15,300.00                  | .00                     | 1,398.77                   | 13,089.06                 | 2,210.94                     | 85.55                   |
| 123 SUBSTITUTE TEACHERS                    | 45,000.00                  | .00                     | 7,575.00                   | 42,107.00                 | 2,893.00                     | 93.57                   |
| 151 INCENTIVE PROFESSIONAL STAFF           | .00                        | .00                     | 268.73                     | 2,852.34                  | -2,852.34                    | .00                     |
| 210 HEALTH CARE NON-INSTRUCTIONAL          | 12,400.00                  | .00                     | .00                        | .00                       | 12,400.00                    | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 327,000.00                 | .00                     | 8,454.98                   | 74,674.26                 | 252,325.74                   | 22.84                   |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                        | .00                     | 405.69                     | 3,613.16                  | -3,613.16                    | .00                     |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 28.40                      | 152.48                    | -152.48                      | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 166,821.00                 | .00                     | .00                        | .00                       | 166,821.00                   | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 13,453.64                  | 124,396.72                | -124,396.72                  | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 92.23                      | 865.47                    | -865.47                      | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 577.52                     | 3,213.46                  | -3,213.46                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 204,992.00                 | .00                     | .00                        | .00                       | 204,992.00                   | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 16,630.42                  | 153,347.16                | -153,347.16                  | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 138.17                     | 1,292.89                  | -1,292.89                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 110.16                     | 623.05                    | -623.05                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 16,091.86                  | 149,315.01                | -149,315.01                  | .00                     |
| 333 MILEAGE STAFF                          | 800.00                     | .00                     | .00                        | 425.65                    | 374.35                       | 53.21                   |
| 340 OTHER PROFESSIONAL SERVICES            | .00                        | .00                     | .00                        | 268.75                    | -268.75                      | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 700.00                     | .00                     | 220.13                     | 990.79                    | -290.79                      | 141.54                  |
| 610 GENERAL SUPPLIES                       | 68,043.00                  | 1,170.00                | 1,105.66                   | 31,429.46                 | 35,443.54                    | 47.91                   |
| 612 COPY COST                              | 18,000.00                  | .00                     | 8,346.02                   | 27,712.77                 | -9,712.77                    | 153.96                  |
| 733 FURNITURE AND FIXTURES                 | 14,000.00                  | .00                     | 143.95                     | 5,633.95                  | 8,366.05                     | 40.24                   |
| 890 MISCELLANEOUS EXPENDITURES             | .00                        | .00                     | 649.05                     | 2,178.70                  | -2,178.70                    | .00                     |
| 002 ADAMS MIDDLE SCHOOL                    | 2,933,027.50               | 1,170.00                | 243,783.46                 | 2,187,774.20              | 744,083.30                   | 74.63                   |

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## North Platte Public School District

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For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 473,332.00                 | .00                     | 38,709.37                  | 373,916.99                | 99,415.01                    | 79.00                   |
| 112 PARAPROFESSIONALS                      | 21,940.47                  | .00                     | 2,668.28                   | 25,479.45                 | -3,538.98                    | 116.13                  |
| 123 SUBSTITUTE TEACHERS                    | 18,000.00                  | .00                     | 3,107.50                   | 26,805.00                 | -8,805.00                    | 148.92                  |
| 210 HEALTH CARE NON-INSRUCTIONAL           | 7,878.45                   | .00                     | .00                        | .00                       | 7,878.45                     | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 50,796.32                  | .00                     | 2,070.67                   | 18,671.56                 | 32,124.76                    | 36.76                   |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                        | .00                     | 254.86                     | 2,253.46                  | -2,253.46                    | .00                     |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 8.98                       | 19.54                     | -19.54                       | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 40,930.26                  | .00                     | .00                        | .00                       | 40,930.26                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 3,141.87                   | 30,315.77                 | -30,315.77                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 185.54                     | 1,778.81                  | -1,778.81                    | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 237.02                     | 2,049.06                  | -2,049.06                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 48,921.43                  | .00                     | .00                        | .00                       | 48,921.43                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 3,823.65                   | 36,934.76                 | -36,934.76                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 263.57                     | 2,516.82                  | -2,516.82                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 9.37                       | 57.46                     | -57.46                       | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 4,516.72                   | 41,760.68                 | -41,760.68                   | .00                     |
| 340 OTHER PROFESSIONAL SERVICES            | .00                        | .00                     | .00                        | 20.00                     | -20.00                       | .00                     |
| 580 TRAVEL;MEAL,HOTEL,RENTAL               | 70.00                      | .00                     | 46.53                      | 260.03                    | -190.03                      | **                      |
| 610 GENERAL SUPPLIES                       | 19,942.00                  | 1,349.46                | 398.93                     | 11,903.72                 | 6,688.82                     | 66.46                   |
| 612 COPY COST                              | 7,000.00                   | .00                     | .00                        | 4,091.52                  | 2,908.48                     | 58.45                   |
| 625 CONSUMABLES                            | 1,300.00                   | .00                     | .00                        | .00                       | 1,300.00                     | .00                     |
| 733 FURNITURE AND FIXTURES                 | 12,500.00                  | .00                     | .00                        | .00                       | 12,500.00                    | .00                     |
| 890 MISCELLANEOUS EXPENDITURES             | .00                        | .00                     | 172.43                     | 1,693.64                  | -1,693.64                    | .00                     |
| 003 BUFFALO ELEMENTARY                     | 702,610.93                 | 1,349.46                | 59,615.29                  | 580,528.27                | 120,733.20                   | 82.82                   |

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## North Platte Public School District

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For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 986,041.00                 | .00                     | 77,154.68                  | 717,450.52                | 268,590.48                   | 72.76                   |
| 112 PARAPROFESSIONALS                      | 14,118.30                  | .00                     | 1,239.48                   | 11,610.76                 | 2,507.54                     | 82.24                   |
| 123 SUBSTITUTE TEACHERS                    | 17,000.00                  | .00                     | 5,300.00                   | 23,255.00                 | -6,255.00                    | 136.79                  |
| 210 HEALTH CARE NON-INSRUCIONAL            | 18,600.00                  | .00                     | .00                        | .00                       | 18,600.00                    | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 137,042.68                 | .00                     | 5,151.01                   | 44,209.01                 | 92,833.67                    | 32.26                   |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 6.74                       | 20.84                     | -20.84                       | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 76,515.10                  | .00                     | .00                        | .00                       | 76,515.10                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 6,071.40                   | 56,677.65                 | -56,677.65                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 94.82                      | 888.21                    | -888.21                      | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 404.85                     | 1,777.71                  | -1,777.71                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 98,793.20                  | .00                     | .00                        | .00                       | 98,793.20                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 7,621.20                   | 70,375.24                 | -70,375.24                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 122.43                     | 1,146.88                  | -1,146.88                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 43.46                      | 106.21                    | -106.21                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 5,334.19                   | 51,521.23                 | -51,521.23                   | .00                     |
| 340 OTHER PROFESSIONAL SERVICES            | 790.00                     | .00                     | .00                        | 104.00                    | 686.00                       | 13.16                   |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 2,000.00                   | .00                     | 22.94                      | 61.01                     | 1,938.99                     | 3.05                    |
| 610 GENERAL SUPPLIES                       | 48,453.00                  | 566.66                  | 1,375.75                   | 8,915.66                  | 38,970.68                    | 19.57                   |
| 612 COPY COST                              | 10,000.00                  | 2,135.28                | 4,402.41                   | 9,695.46                  | -1,830.74                    | 118.31                  |
| 733 FURNITURE AND FIXTURES                 | 21,705.00                  | .00                     | 888.80                     | 1,562.13                  | 20,142.87                    | 7.20                    |
| 734 TECHNOLOGY HARDWARE                    | 930.00                     | .00                     | .00                        | .00                       | 930.00                       | .00                     |
| 890 MISCELLANEOUS EXPENDITURES             | 2,000.00                   | 430.00                  | 1,222.30                   | 3,996.61                  | -2,426.61                    | **                      |
| 004 MADISON MIDDLE SCHOOL                  | 1,433,988.28               | 3,131.94                | 116,456.46                 | 1,003,374.13              | 427,482.21                   | 70.19                   |

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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 651,060.00                 | .00                     | 54,711.35                  | 499,542.86                | 151,517.14                   | 76.73                   |
| 112 PARAPROFESSIONALS                      | 34,118.30                  | .00                     | 2,430.58                   | 23,343.06                 | 10,775.24                    | 68.42                   |
| 123 SUBSTITUTE TEACHERS                    | 26,000.00                  | .00                     | 840.00                     | 10,475.00                 | 15,525.00                    | 40.29                   |
| 210 HEALTH CARE NON-INSRUCTIONAL           | 7,579.05                   | .00                     | .00                        | .00                       | 7,579.05                     | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 75,297.00                  | .00                     | 2,707.95                   | 24,205.44                 | 51,091.56                    | 32.15                   |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                        | .00                     | 422.12                     | 3,718.11                  | -3,718.11                    | .00                     |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | .00                        | 62.51                     | -62.51                       | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 56,752.00                  | .00                     | .00                        | .00                       | 56,752.00                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 4,363.10                   | 39,284.79                 | -39,284.79                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 169.58                     | 1,632.29                  | -1,632.29                    | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 64.26                      | 799.92                    | -799.92                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 67,767.00                  | .00                     | .00                        | .00                       | 67,767.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 5,404.28                   | 49,343.99                 | -49,343.99                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 240.09                     | 2,305.79                  | -2,305.79                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 5.93                       | 104.14                    | -104.14                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 5,975.07                   | 49,825.59                 | -49,825.59                   | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | .00                        | .00                     | 194.85                     | 617.91                    | -617.91                      | .00                     |
| 610 GENERAL SUPPLIES                       | 28,315.00                  | 5,267.83                | 138.34                     | 11,387.59                 | 11,659.58                    | 58.82                   |
| 612 COPY COST                              | 10,000.00                  | .00                     | .00                        | 4,548.35                  | 5,451.65                     | 45.48                   |
| 625 CONSUMABLES                            | 500.00                     | .00                     | .00                        | .00                       | 500.00                       | .00                     |
| 733 FURNITURE AND FIXTURS                  | 2,000.00                   | .00                     | .00                        | 4,912.08                  | -2,912.08                    | **                      |
| 890 MISCELLANEOUR EXPENDITURES             | .00                        | .00                     | 197.57                     | 1,553.48                  | -1,553.48                    | .00                     |
| 005 CODY ELEMENTARY                        | 959,388.35                 | 5,267.83                | 77,865.07                  | 727,662.90                | 226,457.62                   | 76.40                   |



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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 110 CLERICAL_BUSDRIVERS                    | .00                        | .00                     | 860.18                     | 8,294.62                  | -8,294.62                    | .00                     |
| 111 TEACHERS/PROFESSIONALS                 | 921,166.00                 | .00                     | 76,363.71                  | 687,338.14                | 233,827.86                   | 74.62                   |
| 112 PARAPROFESSIONALS                      | 48,012.00                  | .00                     | 1,107.91                   | 11,473.85                 | 36,538.15                    | 23.90                   |
| 123 SUBSTITUTE TEACHERS                    | 30,000.00                  | .00                     | 3,040.00                   | 27,099.00                 | 2,901.00                     | 90.33                   |
| 151 INCENTIVE PROFESSIONAL STAFF           | .00                        | .00                     | 1,231.67                   | 3,863.01                  | -3,863.01                    | .00                     |
| 210 HEALTH CARE NON-INSTRUCTIONAL          | 45,195.00                  | .00                     | .00                        | .00                       | 45,195.00                    | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 69,396.00                  | .00                     | 3,986.12                   | 36,443.69                 | 32,952.31                    | 52.52                   |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                        | .00                     | 284.58                     | 2,250.27                  | -2,250.27                    | .00                     |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 40.12                      | 191.35                    | -191.35                      | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 79,029.00                  | .00                     | 65.80                      | 634.54                    | 78,394.46                    | .80                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 6,169.03                   | 54,849.34                 | -54,849.34                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 80.73                      | 817.26                    | -817.26                      | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 229.24                     | 2,059.84                  | -2,059.84                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 93,455.00                  | .00                     | 84.97                      | 819.31                    | 92,635.69                    | .88                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 7,664.73                   | 68,275.49                 | -68,275.49                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 109.43                     | 1,133.34                  | -1,133.34                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 116.55                     | 518.49                    | -518.49                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 6,934.02                   | 61,943.08                 | -61,943.08                   | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 250.00                     | .00                     | 38.24                      | 502.06                    | -252.06                      | **                      |
| 610 GENERAL SUPPLIES                       | 20,756.00                  | 8,482.19                | 594.52                     | 19,179.56                 | -6,905.75                    | 133.27                  |
| 612 COPY COST                              | 20,000.00                  | .00                     | .00                        | 10,978.88                 | 9,021.12                     | 54.89                   |
| 625 CONSUMABLES                            | 10,000.00                  | .00                     | .00                        | .00                       | 10,000.00                    | .00                     |
| 733 FURNITURE AND FIXTURES                 | 2,500.00                   | .00                     | .00                        | 5,788.44                  | -3,288.44                    | **                      |
| 890 MISCELLANEOUS EXPENDITURES             | .00                        | .00                     | 30.00                      | 499.75                    | -499.75                      | .00                     |
| 006 JEFFERSON ELEMENTARY                   | 1,339,759.00               | 8,482.19                | 109,031.55                 | 1,004,953.31              | 326,323.50                   | 75.64                   |

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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 608,941.00                 | .00                     | 50,273.80                  | 463,465.28                | 145,475.72                   | 76.11                   |
| 112 PARAPROFESSIONALS                      | 17,980.46                  | .00                     | 1,382.39                   | 13,091.86                 | 4,888.60                     | 72.81                   |
| 123 SUBSTITUTE TEACHERS                    | 12,000.00                  | .00                     | 1,110.00                   | 20,815.00                 | -8,815.00                    | 173.46                  |
| 151 INCENTIVE PROFESSIONAL STAFF           | .00                        | .00                     | 448.00                     | 1,960.00                  | -1,960.00                    | .00                     |
| 210 HEALTH CARE NON-INSTRUCTIONAL          | 6,499.00                   | .00                     | .00                        | .00                       | 6,499.00                     | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 69,396.00                  | .00                     | 3,254.84                   | 28,873.74                 | 40,522.26                    | 41.61                   |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 9.06                       | 120.69                    | -120.69                      | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 52,275.00                  | .00                     | .00                        | .00                       | 52,275.00                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 4,138.48                   | 37,956.29                 | -37,956.29                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 105.75                     | 1,001.52                  | -1,001.52                    | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 84.73                      | 1,590.97                  | -1,590.97                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 55,587.00                  | .00                     | .00                        | .00                       | 55,587.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 5,010.21                   | 45,973.77                 | -45,973.77                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 136.56                     | 1,293.21                  | -1,293.21                    | .00                     |
| 233 RETIREMENT SUBS                        | 6,340.00                   | .00                     | 14.81                      | 201.00                    | 6,139.00                     | 3.17                    |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 4,800.06                   | 43,200.54                 | -43,200.54                   | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 300.00                     | .00                     | 21.10                      | 378.40                    | -78.40                       | 126.13                  |
| 610 GENERAL SUPPLIES                       | 31,511.00                  | 4,163.99                | 247.21                     | 5,012.83                  | 22,334.18                    | 29.12                   |
| 612 COPY COST                              | 10,000.00                  | .00                     | 2,112.52                   | 4,411.36                  | 5,588.64                     | 44.11                   |
| 625 CONSUMABLES                            | 3,107.00                   | .00                     | .00                        | .00                       | 3,107.00                     | .00                     |
| 733 FURNITURE AND FIXTURES                 | 7,000.00                   | .00                     | .00                        | 5,341.60                  | 1,658.40                     | 76.31                   |
| 890 MISCELLANEOUS EXPENDITURES             | .00                        | .00                     | 573.51                     | 5,389.90                  | -5,389.90                    | .00                     |
| 007 LINCOLN ELEMENTARY                     | 880,936.46                 | 4,163.99                | 73,723.03                  | 680,077.96                | 196,694.51                   | 77.67                   |

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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 675,819.00                 | .00                     | 59,460.46                  | 540,504.91                | 135,314.09                   | 79.98                   |
| 112 PARAPROFESSIONALS                      | 23,428.00                  | .00                     | 977.19                     | 8,577.01                  | 14,850.99                    | 36.61                   |
| 123 SUBSTITUTE TEACHERS                    | 20,000.00                  | .00                     | 1,380.00                   | 14,932.50                 | 5,067.50                     | 74.66                   |
| 210 HEALTH CARE NON-INSRUCTIONAL           | 6,200.00                   | .00                     | .00                        | .00                       | 6,200.00                     | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 63,196.00                  | .00                     | 2,650.19                   | 23,728.26                 | 39,467.74                    | 37.55                   |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | .00                        | 124.10                    | -124.10                      | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 56,544.00                  | .00                     | .00                        | .00                       | 56,544.00                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 4,814.45                   | 43,741.63                 | -43,741.63                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 74.76                      | 656.16                    | -656.16                      | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 105.57                     | 1,139.85                  | -1,139.85                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 66,755.00                  | .00                     | .00                        | .00                       | 66,755.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 5,873.40                   | 53,390.16                 | -53,390.16                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 96.52                      | 785.46                    | -785.46                      | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 47.42                      | 215.58                    | -215.58                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 5,975.07                   | 53,775.63                 | -53,775.63                   | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | .00                        | .00                     | 21.53                      | 238.84                    | -238.84                      | .00                     |
| 610 GENERAL SUPPLIES                       | 34,190.00                  | 5,523.49                | 1,973.34                   | 13,330.29                 | 15,336.22                    | 55.14                   |
| 612 COPY COST                              | 12,000.00                  | .00                     | .00                        | 7,007.18                  | 4,992.82                     | 58.39                   |
| 625 CONSUMABLES                            | 1,000.00                   | .00                     | .00                        | 118.14                    | 881.86                       | 11.81                   |
| 733 FURNITURE AND FIXTURS                  | 8,000.00                   | .00                     | .00                        | .00                       | 8,000.00                     | .00                     |
| 890 MISCELLANEOUR EXPENDITURES             | .00                        | .00                     | 65.20                      | 729.05                    | -729.05                      | .00                     |
| 009 WASHINGTON ELEMENTARY                  | 967,132.00                 | 5,523.49                | 83,515.10                  | 762,994.75                | 198,613.76                   | 79.46                   |

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## North Platte Public School District

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For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>     | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS        | 579,009.00                 | .00                     | 55,025.08                  | 491,500.78                | 87,508.22                    | 84.89                   |
| 112 PARAPROFESSIONALS             | 43,590.96                  | .00                     | 2,636.33                   | 29,290.02                 | 14,300.94                    | 67.19                   |
| 123 SUBSTITUTE TEACHERS           | 10,000.00                  | .00                     | 1,620.00                   | 9,390.00                  | 610.00                       | 93.90                   |
| 210 HEALTH CARE NON-INSRUCTIONAL  | 19,505.00                  | .00                     | .00                        | .00                       | 19,505.00                    | .00                     |
| 211 HEALTH CARE PROFESSIONAL      | 63,495.00                  | .00                     | 3,137.99                   | 28,379.75                 | 35,115.25                    | 44.70                   |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                        | .00                     | .00                        | 1,120.06                  | -1,120.06                    | .00                     |
| 220 FICA NON INSTRUCTIONAL        | 51,120.00                  | .00                     | .00                        | .00                       | 51,120.00                    | .00                     |
| 221 FICA PROFESSIONAL             | .00                        | .00                     | 4,575.69                   | 40,884.51                 | -40,884.51                   | .00                     |
| 222 FICA PARAPROFESSIONAL         | .00                        | .00                     | 199.46                     | 2,144.94                  | -2,144.94                    | .00                     |
| 223 FICA SUBSTITUTES              | .00                        | .00                     | 123.93                     | 718.36                    | -718.36                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL  | 61,498.00                  | .00                     | .00                        | .00                       | 61,498.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL       | .00                        | .00                     | 5,435.28                   | 48,549.52                 | -48,549.52                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                        | .00                     | 260.41                     | 2,893.20                  | -2,893.20                    | .00                     |
| 233 RETIREMENT SUBS               | .00                        | .00                     | .00                        | 405.99                    | -405.99                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS  | .00                        | .00                     | 6,116.74                   | 55,050.66                 | -55,050.66                   | .00                     |
| 340 OTHER PROFESSIONAL SERVICES   | .00                        | .00                     | .00                        | 26.22                     | -26.22                       | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | 500.00                     | .00                     | 10.38                      | 788.26                    | -288.26                      | 157.65                  |
| 610 GENERAL SUPPLIES              | 9,000.00                   | 1,377.50                | 1,926.31                   | 9,015.53                  | -1,393.03                    | 115.48                  |
| 612 COPY COST                     | 10,000.00                  | .00                     | .00                        | .00                       | 10,000.00                    | .00                     |
| 625 CONSUMABLES                   | 4,000.00                   | .00                     | .00                        | .00                       | 4,000.00                     | .00                     |
| 733 FURNITURE AND FIXTURS         | 4,000.00                   | .00                     | .00                        | 6,470.08                  | -2,470.08                    | 161.75                  |
| 734 TECHNOLGOY HARDWARE           | 2,000.00                   | .00                     | .00                        | 1,245.00                  | 755.00                       | 62.25                   |
| 890 MISCELLANEOUR EXPENDITURES    | 2,727.00                   | .00                     | 75.51                      | 401.74                    | 2,325.26                     | 14.73                   |
| 010 MCDONALD ELEMENTARY           | 860,444.96                 | 1,377.50                | 81,143.11                  | 728,274.62                | 130,792.84                   | 84.80                   |

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS                 | 664,364.00                 | .00                     | 55,758.46                  | 505,565.10                | 158,798.90                   | 76.10                   |
| 112 PARAPROFESSIONALS                      | 37,822.94                  | .00                     | 3,557.28                   | 25,001.08                 | 12,821.86                    | 66.10                   |
| 123 SUBSTITUTE TEACHERS                    | 20,000.00                  | .00                     | 6,195.00                   | 23,812.50                 | -3,812.50                    | 119.06                  |
| 210 HEALTH CARE NON-INSRUCTIONAL           | 21,654.00                  | .00                     | .00                        | .00                       | 21,654.00                    | .00                     |
| 211 HEALTH CARE PROFESSIONAL               | 69,695.00                  | .00                     | 2,150.09                   | 19,372.71                 | 50,322.29                    | 27.80                   |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                        | .00                     | 175.92                     | 3,296.99                  | -3,296.99                    | .00                     |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | .00                        | 47.35                     | -47.35                       | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 58,607.00                  | .00                     | .00                        | .00                       | 58,607.00                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 4,642.03                   | 42,063.47                 | -42,063.47                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 264.66                     | 1,774.62                  | -1,774.62                    | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 473.87                     | 1,820.65                  | -1,820.65                    | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 67,342.84                  | .00                     | .00                        | .00                       | 67,342.84                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 5,507.75                   | 49,938.91                 | -49,938.91                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 348.27                     | 2,466.47                  | -2,466.47                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | 20.97                      | 101.88                    | -101.88                      | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 5,833.40                   | 52,500.60                 | -52,500.60                   | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 300.00                     | .00                     | 21.57                      | 215.15                    | 84.85                        | 71.72                   |
| 610 GENERAL SUPPLIES                       | 7,196.00                   | 1,231.85                | .00                        | 5,257.53                  | 706.62                       | 90.18                   |
| 612 COPY COST                              | 9,000.00                   | .00                     | .00                        | 5,003.20                  | 3,996.80                     | 55.59                   |
| 625 CONSUMABLES                            | 3,000.00                   | .00                     | 931.29                     | 931.29                    | 2,068.71                     | 31.04                   |
| 733 FURNITURE AND FIXTURS                  | 7,273.00                   | .00                     | .00                        | 6,060.10                  | 1,212.90                     | 83.32                   |
| 890 MISCELLANEOUR EXPENDITURES             | 1,000.00                   | .00                     | .00                        | 908.28                    | 91.72                        | 90.83                   |
| 011 EISENHOWER ELEMENTARY                  | 967,254.78                 | 1,231.85                | 85,880.56                  | 746,137.88                | 219,885.05                   | 77.27                   |

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>              | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 110 CLERICAL_BUSDRIVERS                    | 14,000.00                  | .00                     | .00                        | .00                       | 14,000.00                    | .00                     |
| 111 TEACHERS/PROFESSIONALS                 | 329,225.00                 | .00                     | 30,174.82                  | 368,925.94                | -39,700.94                   | 112.06                  |
| 112 PARAPROFESSIONALS                      | 67,380.93                  | .00                     | 2,368.61                   | 25,694.26                 | 41,686.67                    | 38.13                   |
| 123 SUBSTITUTE TEACHERS                    | 10,000.00                  | .00                     | 600.00                     | 6,270.00                  | 3,730.00                     | 62.70                   |
| 211 HEALTH CARE PROFESSIONAL               | 38,695.00                  | .00                     | 1,618.29                   | 22,906.96                 | 15,788.04                    | 59.20                   |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                        | .00                     | 694.02                     | 5,949.45                  | -5,949.45                    | .00                     |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | .00                        | 2.85                      | -2.85                        | .00                     |
| 220 FICA NON INSTRUCTIONAL                 | 28,471.00                  | .00                     | .00                        | .00                       | 28,471.00                    | .00                     |
| 221 FICA PROFESSIONAL                      | .00                        | .00                     | 2,144.00                   | 25,466.58                 | -25,466.58                   | .00                     |
| 222 FICA PARAPROFESSIONAL                  | .00                        | .00                     | 163.57                     | 1,782.11                  | -1,782.11                    | .00                     |
| 223 FICA SUBSTITUTES                       | .00                        | .00                     | 45.90                      | 479.19                    | -479.19                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL           | 32,516.00                  | .00                     | .00                        | .00                       | 32,516.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL                | .00                        | .00                     | 2,980.61                   | 36,441.93                 | -36,441.93                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                        | .00                     | 233.96                     | 2,539.69                  | -2,539.69                    | .00                     |
| 233 RETIREMENT SUBS                        | .00                        | .00                     | .00                        | 4.92                      | -4.92                        | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS           | .00                        | .00                     | 1,083.35                   | 12,016.87                 | -12,016.87                   | .00                     |
| 290 LONG TERM DISABILITY                   | .00                        | .00                     | 3.02                       | 6.04                      | -6.04                        | .00                     |
| 340 OTHER PROFESSIONAL SERVICES            | 43,890.00                  | .00                     | .00                        | 42,935.00                 | 955.00                       | 97.82                   |
| 442  | .00                        | .00                     | .00                        | 46,265.73                 | -46,265.73                   | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | .00                        | .00                     | .00                        | 2,035.89                  | -2,035.89                    | .00                     |
| 610 GENERAL SUPPLIES                       | 2,000.00                   | .00                     | .00                        | 648.00                    | 1,352.00                     | 32.40                   |
| 630 FOOD:FOOD SERVICES                     | 2,000.00                   | .00                     | 5,296.80                   | 47,421.60                 | -45,421.60                   | **                      |
| 733 FURNITURE AND FIXTURES                 | .00                        | .00                     | .00                        | 483.04                    | -483.04                      | .00                     |
| 890 MISCELLANEOUS EXPENDITURES             | 27,000.00                  | .00                     | 1,440.90                   | 11,077.02                 | 15,922.98                    | 41.03                   |
| 012 OSGOOD ELEMENTARY                      | 595,177.93                 | .00                     | 48,847.85                  | 659,353.07                | -64,175.14                   | 110.78                  |

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>    | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS       | 46,188.00                  | .00                     | 4,002.92                   | 36,026.28                 | 10,161.72                    | 78.00                   |
| 112 PARAPROFESSIONALS            | 16,783.00                  | .00                     | 1,505.25                   | 15,062.81                 | 1,720.19                     | 89.75                   |
| 116 PROFESSIONAL NON-CERTIFIED   | 80,371.00                  | .00                     | 6,697.58                   | 60,278.22                 | 20,092.78                    | 75.00                   |
| 216 HEALTH CARE NC PROFESSIONAL  | 206,200.00                 | .00                     | .00                        | .00                       | 206,200.00                   | .00                     |
| 221 FICA PROFESSIONAL            | .00                        | .00                     | 356.41                     | 3,207.70                  | -3,207.70                    | .00                     |
| 222 FICA PARAPROFESSIONAL        | .00                        | .00                     | 115.16                     | 1,152.33                  | -1,152.33                    | .00                     |
| 226 FICA NC PROFESSIONAL         | 10,966.00                  | .00                     | 512.19                     | 4,609.71                  | 6,356.29                     | 42.04                   |
| 231 RETIREMENT PROFESSIONAL      | .00                        | .00                     | 395.40                     | 3,558.60                  | -3,558.60                    | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS | .00                        | .00                     | 148.69                     | 1,487.89                  | -1,487.89                    | .00                     |
| 236 RETIREMENT NC PROFESSIONAL   | 14,159.00                  | .00                     | 661.57                     | 5,954.13                  | 8,204.87                     | 42.05                   |
| 281 HEALTH BENEFITS FOR TEACHERS | .00                        | .00                     | 658.34                     | 5,925.06                  | -5,925.06                    | .00                     |
| 333 MILEAGE STAFF                | 350.00                     | .00                     | 872.00                     | 872.00                    | -522.00                      | **                      |
| 340 OTHER PROFESSIONAL SERVICES  | .00                        | .00                     | .00                        | 435.15                    | -435.15                      | .00                     |
| 352 OTHER TECHNICAL SERVICES     | 100.00                     | .00                     | .00                        | .00                       | 100.00                       | .00                     |
| 382 DISTANCE EDUCATION ONLY      | 200.00                     | .00                     | .00                        | .00                       | 200.00                       | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL     | .00                        | .00                     | 363.69                     | 855.17                    | -855.17                      | .00                     |
| 610 GENERAL SUPPLIES             | 150.00                     | .00                     | 747.06                     | 6,038.03                  | -5,888.03                    | **                      |
| 733 FURNITURE AND FIXTURES       | 500.00                     | .00                     | .00                        | .00                       | 500.00                       | .00                     |
| 890 MISCELLANEOUS EXPENDITURES   | .00                        | .00                     | 59.81                      | 144.53                    | -144.53                      | .00                     |
| 013 SPECIAL EDUCATION            | 375,967.00                 | .00                     | 17,096.07                  | 145,607.61                | 230,359.39                   | 38.73                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>    | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS       | 58,012.00                  | .00                     | .00                        | .00                       | 58,012.00                    | .00                     |
| 123 SUBSTITUTE TEACHERS          | 13,823.00                  | .00                     | .00                        | .00                       | 13,823.00                    | .00                     |
| 211 HEALTH CARE PROFESSIONAL     | 5,495.00                   | .00                     | .00                        | .00                       | 5,495.00                     | .00                     |
| 220 FICA NON INSTRUCTIONAL       | 7,096.00                   | .00                     | .00                        | .00                       | 7,096.00                     | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL | 6,499.00                   | .00                     | .00                        | .00                       | 6,499.00                     | .00                     |
| 340 OTHER PROFESSIONAL SERVICES  | .00                        | .00                     | 7,121.19                   | 36,819.43                 | -36,819.43                   | .00                     |
| 610 GENERAL SUPPLIES             | .00                        | .00                     | .00                        | 148.26                    | -148.26                      | .00                     |
| 014 TLC                          | 90,925.00                  | .00                     | 7,121.19                   | 36,967.69                 | 53,957.31                    | 40.66                   |



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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>     | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS        | 317,032.00                 | .00                     | 26,573.34                  | 239,160.06                | 77,871.94                    | 75.44                   |
| 112 PARAPROFESSIONALS             | 37,783.26                  | .00                     | 3,054.98                   | 29,903.98                 | 7,879.28                     | 79.15                   |
| 123 SUBSTITUTE TEACHERS           | 5,000.00                   | .00                     | 720.00                     | 3,300.00                  | 1,700.00                     | 66.00                   |
| 210 HEALTH CARE NON-INSRUNCTIONAL | 6,463.00                   | .00                     | .00                        | .00                       | 6,463.00                     | .00                     |
| 211 HEALTH CARE PROFESSIONAL      | 43,998.00                  | .00                     | 1,083.18                   | 9,748.62                  | 34,249.38                    | 22.16                   |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                        | .00                     | 764.52                     | 7,192.50                  | -7,192.50                    | .00                     |
| 220 FICA NON INSTRUCTIONAL        | 27,138.00                  | .00                     | .00                        | .00                       | 27,138.00                    | .00                     |
| 221 FICA PROFESSIONAL             | .00                        | .00                     | 2,133.83                   | 19,204.48                 | -19,204.48                   | .00                     |
| 222 FICA PARAPROFESSIONAL         | .00                        | .00                     | 174.07                     | 1,735.40                  | -1,735.40                    | .00                     |
| 223 FICA SUBSTITUTES              | .00                        | .00                     | 55.08                      | 252.45                    | -252.45                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL  | 35,047.00                  | .00                     | .00                        | .00                       | 35,047.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL       | .00                        | .00                     | 2,624.87                   | 23,623.83                 | -23,623.83                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                        | .00                     | 301.77                     | 2,953.85                  | -2,953.85                    | .00                     |
| 233 RETIREMENT SUBS               | .00                        | .00                     | 5.93                       | 5.93                      | -5.93                        | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS  | .00                        | .00                     | 2,916.70                   | 26,250.30                 | -26,250.30                   | .00                     |
| 016 TITLE 1 PARENT INVOLVEMENT    | 472,461.26                 | .00                     | 40,408.27                  | 363,331.40                | 109,129.86                   | 76.90                   |

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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>           | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|---|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 110 CLERICAL_BUSDRIVERS                 | 32,990.00                  | .00                     | 1,656.80                   | 6,997.80                  | 25,992.20                    | 21.21                   |
| 150 STIPDENT NON-INSTRUCTION            | .00                        | .00                     | 184.75                     | 36,153.75                 | -36,153.75                   | .00                     |
| 151 INCENTIVE PROFESSIONAL STAFF        | 558,017.00                 | .00                     | 51,003.22                  | 420,953.77                | 137,063.23                   | 75.44                   |
| 156 SALARIES-PROFESSIONAL NON CERTIFIED | .00                        | .00                     | 2,527.50                   | 2,527.50                  | -2,527.50                    | .00                     |
| 210 HEALTH CARE NON-INSRUCTIONAL        | 1,035.81                   | .00                     | 115.57                     | 659.94                    | 375.87                       | 63.71                   |
| 211 HEALTH CARE PROFESSIONAL            | .00                        | .00                     | 2,456.36                   | 21,397.77                 | -21,397.77                   | .00                     |
| 220 FICA NON INSTRUCTIONAL              | 107,759.82                 | .00                     | 130.17                     | 3,238.90                  | 104,520.92                   | 3.01                    |
| 221 FICA PROFESSIONAL                   | .00                        | .00                     | 3,695.61                   | 30,474.22                 | -30,474.22                   | .00                     |
| 226 FICA NC PROFESSIONAL                | .00                        | .00                     | 193.36                     | 193.36                    | -193.36                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL        | 3,357.00                   | .00                     | 102.22                     | 2,380.03                  | 976.97                       | 70.90                   |
| 231 RETIREMENT PROFESSIONAL             | .00                        | .00                     | 4,588.82                   | 39,998.54                 | -39,998.54                   | .00                     |
| 236 RETIREMENT NC PROFESSIONAL          | .00                        | .00                     | 249.66                     | 249.66                    | -249.66                      | .00                     |
| 022 ATHLETIC ADMINISTRATION             | 703,159.63                 | .00                     | 66,904.04                  | 565,225.24                | 137,934.39                   | 80.38                   |

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## North Platte Public School District

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>     | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS        | 52,100.00                  | .00                     | 4,579.58                   | 40,544.22                 | 11,555.78                    | 77.82                   |
| 112 PARAPROFESSIONALS             | 26,868.00                  | .00                     | 2,678.91                   | 20,980.98                 | 5,887.02                     | 78.09                   |
| 123 SUBSTITUTE TEACHERS           | .00                        | .00                     | 120.00                     | 480.00                    | -480.00                      | .00                     |
| 151 INCENTIVE PROFESSIONAL STAFF  | .00                        | .00                     | .00                        | 280.00                    | -280.00                      | .00                     |
| 211 HEALTH CARE PROFESSIONAL      | 13,000.00                  | .00                     | 514.15                     | 4,813.59                  | 8,186.41                     | 37.03                   |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                        | .00                     | 358.08                     | 2,989.32                  | -2,989.32                    | .00                     |
| 221 FICA PROFESSIONAL             | 6,041.00                   | .00                     | 358.65                     | 3,196.81                  | 2,844.19                     | 52.92                   |
| 222 FICA PARAPROFESSIONAL         | .00                        | .00                     | 188.95                     | 1,443.22                  | -1,443.22                    | .00                     |
| 223 FICA SUBSTITUTES              | .00                        | .00                     | 9.18                       | 36.72                     | -36.72                       | .00                     |
| 231 RETIREMENT PROFESSIONAL       | 7,800.00                   | .00                     | 452.36                     | 4,032.52                  | 3,767.48                     | 51.70                   |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                        | .00                     | 187.67                     | 1,931.71                  | -1,931.71                    | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS  | .00                        | .00                     | 141.67                     | 1,275.03                  | -1,275.03                    | .00                     |
| 333 MILEAGE STAFF                 | 1,000.00                   | .00                     | 249.23                     | 1,152.80                  | -152.80                      | 115.28                  |
| 340 OTHER PROFESSIONAL SERVICES   | .00                        | .00                     | .00                        | 507.37                    | -507.37                      | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | .00                        | .00                     | .00                        | 209.36                    | -209.36                      | .00                     |
| 610 GENERAL SUPPLIES              | 3,000.00                   | .00                     | 80.58                      | 347.09                    | 2,652.91                     | 11.57                   |
| 890 MISCELLANEOUR EXPENDITURES    | .00                        | .00                     | .00                        | 60.00                     | -60.00                       | .00                     |
| 024 ESL                           | 109,809.00                 | .00                     | 9,919.01                   | 84,280.74                 | 25,528.26                    | 76.75                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 114 TECHNOLOGY                | 42,874.00                  | .00                     | .00                        | .00                       | 42,874.00                    | .00                     |
| 220 FICA NON INSTRUCTIONAL    | 3,280.00                   | .00                     | .00                        | .00                       | 3,280.00                     | .00                     |
| 026 HEALTH SERVICES           | 46,154.00                  | .00                     | .00                        | .00                       | 46,154.00                    | .00                     |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 610 GENERAL SUPPLIES          | 23,696.00                  | .00                     | 120.90                     | 22,251.14                 | 1,444.86                     | 93.90                   |
| 027 MUSIC REPLACEMENT FUND    | 23,696.00                  | .00                     | 120.90                     | 22,251.14                 | 1,444.86                     | 93.90                   |

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>     | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS        | 111,959.00                 | .00                     | 9,483.84                   | 116,023.08                | -4,064.08                    | 103.63                  |
| 112 PARAPROFESSIONALS             | 30,168.45                  | .00                     | 15,380.08                  | 40,949.68                 | -10,781.23                   | 135.74                  |
| 123 SUBSTITUTE TEACHERS           | .00                        | .00                     | 180.00                     | 780.00                    | -780.00                      | .00                     |
| 210 HEALTH CARE NON-INSRUNCTIONAL | 18,900.00                  | .00                     | .00                        | .00                       | 18,900.00                    | .00                     |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                        | .00                     | 80.44                      | 370.81                    | -370.81                      | .00                     |
| 220 FICA NON INSTRUCTIONAL        | 16,257.00                  | .00                     | .00                        | .00                       | 16,257.00                    | .00                     |
| 221 FICA PROFESSIONAL             | .00                        | .00                     | 781.95                     | 9,678.33                  | -9,678.33                    | .00                     |
| 222 FICA PARAPROFESSIONAL         | .00                        | .00                     | 1,173.78                   | 3,118.27                  | -3,118.27                    | .00                     |
| 223 FICA SUBSTITUTES              | .00                        | .00                     | 13.77                      | 59.67                     | -59.67                       | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL  | 20,992.00                  | .00                     | .00                        | .00                       | 20,992.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL       | .00                        | .00                     | 936.80                     | 11,460.57                 | -11,460.57                   | .00                     |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                        | .00                     | 1,479.09                   | 3,995.87                  | -3,995.87                    | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS  | .00                        | .00                     | 800.01                     | 11,150.13                 | -11,150.13                   | .00                     |
| 333 MILEAGE STAFF                 | .00                        | .00                     | 153.55                     | 752.05                    | -752.05                      | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | .00                        | .00                     | 47.51                      | 67.86                     | -67.86                       | .00                     |
| 610 GENERAL SUPPLIES              | 18,725.00                  | 527.83                  | .00                        | 6,017.53                  | 12,179.64                    | 34.96                   |
| 733 FURNITURE AND FIXTURS         | .00                        | .00                     | .00                        | 3,785.00                  | -3,785.00                    | .00                     |
| 890 MISCELLANEOUR EXPENDITURES    | .00                        | .00                     | .00                        | 44.32                     | -44.32                       | .00                     |
| 036 EARLY CHILDHOOD               | 217,001.45                 | 527.83                  | 30,510.82                  | 208,253.17                | 8,220.45                     | 96.21                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>    | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS       | 412,734.00                 | .00                     | 25,988.32                  | 230,659.20                | 182,074.80                   | 55.89                   |
| 123 SUBSTITUTE TEACHERS          | 10,000.00                  | .00                     | 420.00                     | 8,240.00                  | 1,760.00                     | 82.40                   |
| 211 HEALTH CARE PROFESSIONAL     | 51,394.00                  | .00                     | 2,029.87                   | 18,186.33                 | 33,207.67                    | 35.39                   |
| 221 FICA PROFESSIONAL            | 31,570.00                  | .00                     | 2,043.83                   | 18,154.21                 | 13,415.79                    | 57.50                   |
| 223 FICA SUBSTITUTES             | .00                        | .00                     | 32.13                      | 630.36                    | -630.36                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL | 40,769.00                  | .00                     | .00                        | .00                       | 40,769.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL      | .00                        | .00                     | 2,567.07                   | 22,784.08                 | -22,784.08                   | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS | .00                        | .00                     | 1,883.36                   | 16,950.24                 | -16,950.24                   | .00                     |
| 333 MILEAGE STAFF                | .00                        | .00                     | .00                        | 358.08                    | -358.08                      | .00                     |
| 610 GENERAL SUPPLIES             | 8,176.00                   | .00                     | .00                        | 1,329.02                  | 6,846.98                     | 16.26                   |
| 041 ELEMENTARY PE                | 554,643.00                 | .00                     | 34,964.58                  | 317,291.52                | 237,351.48                   | 57.21                   |

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>    | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS       | 316,663.00                 | .00                     | 26,665.74                  | 238,607.37                | 78,055.63                    | 75.35                   |
| 123 SUBSTITUTE TEACHERS          | 5,000.00                   | .00                     | 540.00                     | 5,940.00                  | -940.00                      | 118.80                  |
| 211 HEALTH CARE PROFESSIONAL     | 30,899.00                  | .00                     | 2,156.35                   | 19,304.59                 | 11,594.41                    | 62.48                   |
| 220 FICA NON INSTRUCTIONAL       | 31,892.00                  | .00                     | .00                        | .00                       | 31,892.00                    | .00                     |
| 221 FICA PROFESSIONAL            | .00                        | .00                     | 1,977.90                   | 17,696.67                 | -17,696.67                   | .00                     |
| 223 FICA SUBSTITUTES             | .00                        | .00                     | 41.31                      | 454.42                    | -454.42                      | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL | 25,996.00                  | .00                     | .00                        | .00                       | 25,996.00                    | .00                     |
| 231 RETIREMENT PROFESSIONAL      | .00                        | .00                     | 2,633.99                   | 23,569.15                 | -23,569.15                   | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS | .00                        | .00                     | 1,225.02                   | 11,025.18                 | -11,025.18                   | .00                     |
| 340 OTHER PROFESSIONAL SERVICES  | .00                        | .00                     | .00                        | 4,838.15                  | -4,838.15                    | .00                     |
| 580 TRAVEL:MEAL,HOTEL,RENTAL     | .00                        | .00                     | 1,507.35                   | 2,017.45                  | -2,017.45                    | .00                     |
| 610 GENERAL SUPPLIES             | 18,396.00                  | .00                     | 345.58                     | 6,474.10                  | 11,921.90                    | 35.19                   |
| 042 ELEMENTARY MUSIC             | 428,846.00                 | .00                     | 37,093.24                  | 329,927.08                | 98,918.92                    | 76.93                   |



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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 220 FICA NON INSTRUCTIONAL    | 2,750.00                   | .00                     | .00                        | .00                       | 2,750.00                     | .00                     |
| 043 ELEMENTARY GUIDANCE       | 2,750.00                   | .00                     | .00                        | .00                       | 2,750.00                     | .00                     |

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Expenditure Summary Report

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Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>    | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|----------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 111 TEACHERS/PROFESSIONALS       | 48,015.00                  | .00                     | 3,233.17                   | 29,098.53                 | 18,916.47                    | 60.60                   |
| 123 SUBSTITUTE TEACHERS          | .00                        | .00                     | 60.00                      | 360.00                    | -360.00                      | .00                     |
| 211 HEALTH CARE PROFESSIONAL     | 6,500.00                   | .00                     | 541.59                     | 4,858.56                  | 1,641.44                     | 74.75                   |
| 220 FICA NON INSTRUCTIONAL       | 3,673.00                   | .00                     | .00                        | .00                       | 3,673.00                     | .00                     |
| 221 FICA PROFESSIONAL            | .00                        | .00                     | 258.18                     | 2,323.61                  | -2,323.61                    | .00                     |
| 223 FICA SUBSTITUTES             | .00                        | .00                     | 4.59                       | 27.54                     | -27.54                       | .00                     |
| 230 RETIREMENT NON INSTRUCTIONAL | 4,742.00                   | .00                     | .00                        | .00                       | 4,742.00                     | .00                     |
| 231 RETIREMENT PROFESSIONAL      | .00                        | .00                     | 319.37                     | 2,874.32                  | -2,874.32                    | .00                     |
| 281 HEALTH BENEFITS FOR TEACHERS | .00                        | .00                     | 141.67                     | 1,275.03                  | -1,275.03                    | .00                     |
| 610 GENERAL SUPPLIES             | 18,396.00                  | .00                     | 388.99                     | 876.91                    | 17,519.09                    | 4.77                    |
| 045 ELEMENTARY ART               | 81,326.00                  | .00                     | 4,947.56                   | 41,694.50                 | 39,631.50                    | 51.27                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u>  | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|--------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 580 TRAVEL:MEAL,HOTEL,RENTAL   | 300.00                     | .00                     | 203.50                     | 518.70                    | -218.70                      | 172.90                  |
| 610 GENERAL SUPPLIES           | 8,100.00                   | 868.89                  | 251.21                     | 2,891.57                  | 4,339.54                     | 46.43                   |
| 612 COPY COST                  | 8,448.00                   | .00                     | .00                        | 1,550.03                  | 6,897.97                     | 18.35                   |
| 625 CONSUMABLES                | 2,847.00                   | 510.59                  | 748.45                     | 2,763.44                  | -427.03                      | 115.00                  |
| 733 FURNITURE AND FIXTURS      | 6,628.00                   | .00                     | .00                        | 582.75                    | 6,045.25                     | 8.79                    |
| 734 TECHNOLGOY HARDWARE        | .00                        | .00                     | .00                        | 43.52                     | -43.52                       | .00                     |
| 890 MISCELLANEOUR EXPENDITURES | 300.00                     | .00                     | .00                        | 132.00                    | 168.00                       | 44.00                   |
| 054 OSGOOD/LAKE                | 26,623.00                  | 1,379.48                | 1,203.16                   | 8,482.01                  | 16,761.51                    | 37.04                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 630 FOOD:FOOD SERVICES        | 50,000.00                  | .00                     | .00                        | 8,203.21                  | 41,796.79                    | 16.41                   |
| 112 FOOD-CEP                  | 50,000.00                  | .00                     | .00                        | 8,203.21                  | 41,796.79                    | 16.41                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 610 GENERAL SUPPLIES          | 10,000.00                  | .00                     | 45.00                      | 2,567.24                  | 7,432.76                     | 25.67                   |
| 127 MIDDLE SCHOOL INSTRUMENTS | 10,000.00                  | .00                     | 45.00                      | 2,567.24                  | 7,432.76                     | 25.67                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 630 FOOD:FOOD SERVICES        | 60,000.00                  | .00                     | 8,182.28                   | 57,894.13                 | 2,105.87                     | 96.49                   |
| 212 FOOD-FFV SNACKS           | 60,000.00                  | .00                     | 8,182.28                   | 57,894.13                 | 2,105.87                     | 96.49                   |

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Expenditure Summary Report

FJEXS01A

Periods 09 - 09

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

| <u>Account No/Description</u> | <u>Adjusted<br/>Budget</u> | <u>Y-T-D<br/>Encumb</u> | <u>Period<br/>Expended</u> | <u>Y-T-D<br/>Expended</u> | <u>Available<br/>Balance</u> | <u>Percent<br/>Used</u> |
|-------------------------------|----------------------------|-------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| 630 FOOD:FOOD SERVICES        | 75,000.00                  | .00                     | 16,267.35                  | 134,963.45                | -59,963.45                   | 179.95                  |
| 412 FOOD-BREAKFAST            | 75,000.00                  | .00                     | 16,267.35                  | 134,963.45                | -59,963.45                   | 179.95                  |
| 1100 REGULAR INSTRUCTION      | 21,000,213.88              | 11,516.01               | 1,654,520.05               | 15,048,572.22             | 5,940,125.65                 | 71.71                   |

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## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description                     | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|--|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                            |                    |                 |                    |                   |                      |                 |
| 1100 REGULAR INSTRUCTION                   |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL_BUSDRIVERS                    | 46,990.00          | .00             | 2,516.98           | 15,292.42         | 31,697.58            | 32.54           |
| 111 TEACHERS/PROFESSIONALS                 | 12,770,816.65      | .00             | 1,047,395.59       | 9,662,511.19      | 3,108,305.46         | 75.66           |
| 112 PARAPROFESSIONALS                      | 515,997.07         | .00             | 45,860.47          | 327,623.65        | 188,373.42           | 63.49           |
| 114 TECHNOLOGY                             | 42,874.00          | .00             | .00                | .00               | 42,874.00            | .00             |
| 116 PROFESSIONAL NON-CERTIFIED             | 80,371.00          | .00             | 6,697.58           | 60,278.22         | 20,092.78            | 75.00           |
| 123 SUBSTITUTE TEACHERS                    | 393,623.00         | .00             | 44,725.00          | 307,936.00        | 85,687.00            | 78.23           |
| 150 STIPDENT NON-INSTRUCTION               | .00                | .00             | 184.75             | 36,153.75         | -36,153.75           | .00             |
| 151 INCENTIVE PROFESSIONAL STAFF           | 1,018,590.00       | .00             | 53,151.62          | 432,975.87        | 585,614.13           | 42.51           |
| 156 SALARIES-PROFESSIONAL NON CERTIFIED    | .00                | .00             | 2,527.50           | 2,527.50          | -2,527.50            | .00             |
| 159 NOT USED                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL          | 171,909.31         | .00             | 115.57             | 659.94            | 171,249.37           | .38             |
| 211 HEALTH CARE PROFESSIONAL               | 1,478,289.81       | .00             | 63,428.56          | 577,245.23        | 901,044.58           | 39.05           |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                | .00             | 3,564.76           | 33,708.82         | -33,708.82           | .00             |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                | .00             | 352.77             | 1,961.39          | -1,961.39            | .00             |
| 216 HEALTH CARE NC PROFESSIONAL            | 206,200.00         | .00             | .00                | .00               | 206,200.00           | .00             |
| 220 FICA NON INSTRUCTIONAL                 | 1,221,488.18       | .00             | 195.97             | 3,873.44          | 1,217,614.74         | .32             |
| 221 FICA PROFESSIONAL                      | 37,611.00          | .00             | 86,847.29          | 795,445.50        | -757,834.50          | **              |
| 222 FICA PARAPROFESSIONAL                  | .00                | .00             | 3,328.42           | 23,235.80         | -23,235.80           | .00             |
| 223 FICA SUBSTITUTES                       | .00                | .00             | 3,396.95           | 23,446.21         | -23,446.21           | .00             |
| 226 FICA NC PROFESSIONAL                   | 10,966.00          | .00             | 705.55             | 4,803.07          | 6,162.93             | 43.80           |
| 230 RETIREMENT NON INSTRUCTIONAL           | 1,358,294.86       | .00             | 187.19             | 3,199.34          | 1,355,095.52         | .24             |
| 231 RETIREMENT PROFESSIONAL                | 7,800.00           | .00             | 108,282.06         | 995,328.64        | -987,528.64          | **              |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                | .00             | 4,244.22           | 30,415.50         | -30,415.50           | .00             |
| 233 RETIREMENT SUBS                        | 6,340.00           | .00             | 841.35             | 4,614.08          | 1,725.92             | 72.78           |
| 236 RETIREMENT NC PROFESSIONAL             | 14,159.00          | .00             | 911.23             | 6,203.79          | 7,955.21             | 43.82           |
| 250  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 251  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 259  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 260 LIFE INSURANCE                         | .00                | .00             | .00                | .00               | .00                  | .00             |
| 281 HEALTH BENEFITS FOR TEACHERS           | 492,984.00         | .00             | 89,263.92          | 815,117.99        | -322,133.99          | 165.34          |
| 286 HEALTH BENEFITS PROFESSIONALS          | .00                | .00             | .00                | .00               | .00                  | .00             |
| 290 LONG TERM DISABILITY                   | .00                | .00             | 3.02               | 6.04              | -6.04                | .00             |
| 332 MILEAGE TO PARENTS                     | .00                | .00             | .00                | .00               | .00                  | .00             |
| 333 MILEAGE STAFF                          | 2,150.00           | .00             | 1,338.10           | 4,545.45          | -2,395.45            | **              |
| 340 OTHER PROFESSIONAL SERVICES            | 56,230.00          | .00             | 7,443.38           | 114,167.35        | -57,937.35           | **              |
| 352 OTHER TECHNICAL SERVICES               | 100.00             | .00             | .00                | .00               | 100.00               | .00             |
| 382 DISTANCE EDUCATION ONLY                | 200.00             | .00             | .00                | .00               | 200.00               | .00             |
| 442  | .00                | .00             | .00                | 46,265.73         | -46,265.73           | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 6,920.00           | .00             | 3,276.33           | 11,898.01         | -4,978.01            | 171.94          |
| 610 GENERAL SUPPLIES                       | 488,045.00         | 9,254.30        | 13,408.03          | 224,060.26        | 254,730.44           | 47.81           |
| 612 COPY COST                              | 144,448.00         | 2,135.28        | 14,860.95          | 97,573.64         | 44,739.08            | 69.03           |
| 625 CONSUMABLES                            | 25,754.00          | 510.59          | 1,679.74           | 3,812.87          | 21,430.54            | 16.79           |
| 630 FOOD:FOOD SERVICES                     | 187,000.00         | .00             | 29,746.43          | 248,482.39        | -61,482.39           | 132.88          |
| 640 BOOKS/PERIODICALS                      | 4,000.00           | .00             | 219.95             | 1,261.79          | 2,738.21             | 31.54           |
| 733 FURNITURE AND FIXTURES                 | 154,106.00         | -814.16         | 3,301.10           | 86,059.26         | 68,860.90            | 55.32           |
| 734 TECHNOLOGY HARDWARE                    | 2,930.00           | .00             | .00                | 1,288.52          | 1,641.48             | 43.98           |
| 810 DUES AND FEES                          | .00                | .00             | .00                | .00               | .00                  | .00             |
| 890 MISCELLANEOUS EXPENDITURES             | 53,027.00          | 430.00          | 10,517.72          | 44,593.57         | 8,003.43             | 84.91           |
| 1100 REGULAR INSTRUCTION                   | 21,000,213.88      | 11,516.01       | 1,654,520.05       | 15,048,572.22     | 5,940,125.65         | 71.71           |



For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description                     | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|--|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                            |                    |                 |                    |                   |                      |                 |
| 1200 SPECIAL EDUCATION                     |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL_BUSDRIVERS                    | 27,812.00          | .00             | 3,125.77           | 18,861.90         | 8,950.10             | 67.82           |
| 111 TEACHERS/PROFESSIONALS                 | 1,858,253.00       | .00             | 195,891.72         | 1,285,436.51      | 572,816.49           | 69.17           |
| 112 PARAPROFESSIONALS                      | 862,231.00         | .00             | 66,557.95          | 745,379.68        | 116,851.32           | 86.45           |
| 114 TECHNOLOGY                             | .00                | .00             | .00                | .00               | .00                  | .00             |
| 116 PROFESSIONAL NON-CERTIFIED             | .00                | .00             | .00                | .00               | .00                  | .00             |
| 123 SUBSTITUTE TEACHERS                    | 40,000.00          | .00             | 3,000.00           | 28,745.00         | 11,255.00            | 71.86           |
| 131  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 151 INCENTIVE PROFESSIONAL STAFF           | .00                | .00             | 1,231.66           | 17,141.26         | -17,141.26           | .00             |
| 159 NOT USED                               | 180,000.00         | .00             | .00                | .00               | 180,000.00           | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL          | 300,299.00         | .00             | 402.16             | 1,153.16          | 299,145.84           | .38             |
| 211 HEALTH CARE PROFESSIONAL               | -18,143.00         | .00             | 13,882.85          | 74,253.34         | -92,396.34           | (**)            |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                | .00             | 7,322.80           | 62,266.85         | -62,266.85           | .00             |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                | .00             | .00                | .00               | .00                  | .00             |
| 216 HEALTH CARE NC PROFESSIONAL            | .00                | .00             | .00                | .00               | .00                  | .00             |
| 220 FICA NON INSTRUCTIONAL                 | 254,315.00         | .00             | 232.20             | 1,422.07          | 252,892.93           | .56             |
| 221 FICA PROFESSIONAL                      | -22,538.00         | .00             | 15,465.42          | 104,334.92        | -126,872.92          | (**)            |
| 222 FICA PARAPROFESSIONAL                  | .00                | .00             | 4,761.41           | 54,013.09         | -54,013.09           | .00             |
| 223 FICA SUBSTITUTES                       | .00                | .00             | 229.50             | 2,198.99          | -2,198.99            | .00             |
| 226 FICA NC PROFESSIONAL                   | .00                | .00             | .00                | .00               | .00                  | .00             |
| 230 RETIREMENT NON INSTRUCTIONAL           | 319,603.00         | .00             | 308.76             | 1,567.89          | 318,035.11           | .49             |
| 231 RETIREMENT PROFESSIONAL                | -27,652.00         | .00             | 19,471.51          | 128,666.21        | -156,318.21          | (**)            |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                | .00             | 6,530.41           | 73,033.85         | -73,033.85           | .00             |
| 233 RETIREMENT SUBS                        | .00                | .00             | 23.70              | 41.49             | -41.49               | .00             |
| 236 RETIREMENT NC PROFESSIONAL             | .00                | .00             | .00                | .00               | .00                  | .00             |
| 259  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 281 HEALTH BENEFITS FOR TEACHERS           | 46,980.00          | .00             | 12,900.18          | 106,756.24        | -59,776.24           | **              |
| 290 LONG TERM DISABILITY                   | .00                | .00             | 4.12               | 28.84             | -28.84               | .00             |
| 333 MILEAGE STAFF                          | 8,950.00           | .00             | 788.97             | 3,614.11          | 5,335.89             | 40.38           |
| 340 OTHER PROFESSIONAL SERVICES            | 180,000.00         | 654.00          | 22,676.45          | 270,466.81        | -91,120.81           | 150.62          |
| 352 OTHER TECHNICAL SERVICES               | 6,425.00           | .00             | 183.00             | 1,464.00          | 4,961.00             | 22.79           |
| 382 DISTANCE EDUCATION ONLY                | 1,475.00           | .00             | .00                | 2,178.14          | -703.14              | 147.67          |
| 410 UTILITY SERVICES (Water/Sewer)         | 500.00             | .00             | 27.45              | 540.17            | -40.17               | 108.03          |
| 531 POSTAGE                                | 950.00             | .00             | .00                | .00               | 950.00               | .00             |
| 540 ADVERTISING                            | 500.00             | .00             | .00                | .00               | 500.00               | .00             |
| 569 TUTION TO OTHER GOVERNMENTS            | 88,000.00          | .00             | .00                | .00               | 88,000.00            | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 7,450.00           | .00             | 1,552.43           | 10,242.51         | -2,792.51            | 137.48          |
| 610 GENERAL SUPPLIES                       | 41,750.00          | 3,897.66        | 1,166.36           | 45,789.11         | -7,936.77            | 119.01          |
| 612 COPY COST                              | 8,000.00           | .00             | .00                | 4,203.66          | 3,796.34             | 52.55           |
| 620 ENERGY:NATURAL GAS                     | 1,000.00           | .00             | 112.95             | 715.31            | 284.69               | 71.53           |
| 622 ENERGY:ELECTRICITY                     | 1,050.00           | .00             | .00                | 811.00            | 239.00               | 77.24           |
| 642 AUDIO-VISUAL MATERIALS                 | .00                | .00             | .00                | .00               | .00                  | .00             |
| 733 FURNITURE AND FIXTURES                 | 3,500.00           | .00             | .00                | 219.00            | 3,281.00             | 6.26            |
| 810 DUES AND FEES                          | .00                | .00             | 300.00             | 300.00            | -300.00              | .00             |
| 890 MISCELLANEOUS EXPENDITURES             | 10,000.00          | .00             | 1,206.00           | 11,934.00         | -1,934.00            | 119.34          |
| 1200 SPECIAL EDUCATION                     | 4,180,710.00       | 4,551.66        | 379,355.73         | 3,057,779.11      | 1,118,379.23         | 73.25           |
| 1300 SUMMER SCHOOL                         |                    |                 |                    |                   |                      |                 |
| 112 PARAPROFESSIONALS                      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 151 INCENTIVE PROFESSIONAL STAFF           | 60,000.00          | .00             | .00                | 6,456.25          | 53,543.75            | 10.76           |
| 211 HEALTH CARE PROFESSIONAL               | .00                | .00             | .00                | 613.56            | -613.56              | .00             |

For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description                     | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|--|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                            |                    |                 |                    |                   |                      |                 |
| 1300 SUMMER SCHOOL                         |                    |                 |                    |                   |                      |                 |
| 221 FICA PROFESSIONAL                      | .00                | .00             | .00                | 467.10            | -467.10              | .00             |
| 222 FICA PARAPROFESSIONAL                  | 4,590.00           | .00             | .00                | .00               | 4,590.00             | .00             |
| 231 RETIREMENT PROFESSIONAL                | 5,926.00           | .00             | .00                | 637.74            | 5,288.26             | 10.76           |
| 251  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 340 OTHER PROFESSIONAL SERVICES            | .00                | .00             | .00                | .00               | .00                  | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 610 GENERAL SUPPLIES                       | 26,000.00          | .00             | .00                | 357.86            | 25,642.14            | 1.38            |
| 612 COPY COST                              | .00                | .00             | .00                | 317.42            | -317.42              | .00             |
| 640 BOOKS/PERIODICALS                      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 890 MISCELLANEOUR EXPENDITURES             | .00                | .00             | .00                | .00               | .00                  | .00             |
| 1300 SUMMER SCHOOL                         | 96,516.00          | .00             | .00                | 8,849.93          | 87,666.07            | 9.17            |
| 2100 PUPIL SUPPORT                         |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL_BUSDRIVERS                    | 127,575.00         | .00             | 10,619.92          | 98,143.31         | 29,431.69            | 76.93           |
| 111 TEACHERS/PROFESSIONALS                 | 1,027,790.00       | .00             | 81,863.07          | 756,071.63        | 271,718.37           | 73.56           |
| 112 PARAPROFESSIONALS                      | 67,564.00          | .00             | 1,141.03           | 18,605.31         | 48,958.69            | 27.54           |
| 116 PROFESSIONAL NON-CERTIFIED             | 253,694.00         | .00             | 31,134.83          | 255,207.59        | -1,513.59            | 100.60          |
| 123 SUBSTITUTE TEACHERS                    | 10,000.00          | .00             | 2,436.00           | 28,565.00         | -18,565.00           | **              |
| 156 SALARIES-PROFESSIONAL NON CERTIFIED    | .00                | .00             | .00                | 3,528.00          | -3,528.00            | .00             |
| 159 NOT USED                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL          | 128,699.00         | .00             | 1,182.82           | 10,645.38         | 118,053.62           | 8.27            |
| 211 HEALTH CARE PROFESSIONAL               | 6,200.00           | .00             | 1,868.20           | 20,358.93         | -14,158.93           | **              |
| 212 HEALTH CARE PARAPROFESSIONALS          | .00                | .00             | .00                | .00               | .00                  | .00             |
| 213 HEALTH CARE-PROFESSIONAL NON CERTIFIED | .00                | .00             | 10.06              | 10.06             | -10.06               | .00             |
| 216 HEALTH CARE NC PROFESSIONAL            | 12,667.00          | .00             | 2,680.19           | 20,736.68         | -8,069.68            | 163.71          |
| 220 FICA NON INSTRUCTIONAL                 | 100,574.00         | .00             | 800.10             | 7,397.06          | 93,176.94            | 7.35            |
| 221 FICA PROFESSIONAL                      | 14,700.00          | .00             | 6,732.42           | 61,629.77         | -46,929.77           | **              |
| 222 FICA PARAPROFESSIONAL                  | .00                | .00             | 87.28              | 1,423.30          | -1,423.30            | .00             |
| 223 FICA SUBSTITUTES                       | .00                | .00             | 186.03             | 2,184.95          | -2,184.95            | .00             |
| 226 FICA NC PROFESSIONAL                   | 8,772.00           | .00             | 2,355.68           | 20,139.61         | -11,367.61           | **              |
| 230 RETIREMENT NON INSTRUCTIONAL           | 83,893.00          | .00             | 1,049.02           | 9,694.41          | 74,198.59            | 11.56           |
| 231 RETIREMENT PROFESSIONAL                | 18,254.00          | .00             | 8,086.30           | 74,683.53         | -56,429.53           | **              |
| 232 RETIREMENT PARAPROFESSIONALS           | .00                | .00             | 112.71             | 1,603.39          | -1,603.39            | .00             |
| 233 RETIREMENT SUBS                        | .00                | .00             | 6.22               | 23.51             | -23.51               | .00             |
| 236 RETIREMENT NC PROFESSIONAL             | 9,398.00           | .00             | 3,075.42           | 25,938.35         | -16,540.35           | **              |
| 281 HEALTH BENEFITS FOR TEACHERS           | 21,020.00          | .00             | 8,150.52           | 69,787.94         | -48,767.94           | **              |
| 286 HEALTH BENEFITS PROFESSIONALS          | .00                | .00             | 2,549.11           | 21,780.49         | -21,780.49           | .00             |
| 333 MILEAGE STAFF                          | 4,300.00           | .00             | 560.05             | 5,097.37          | -797.37              | 118.54          |
| 340 OTHER PROFESSIONAL SERVICES            | .00                | .00             | .00                | .00               | .00                  | .00             |
| 352 OTHER TECHNICAL SERVICES               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL               | 5,000.00           | .00             | 2,384.95           | 4,836.50          | 163.50               | 96.73           |
| 610 GENERAL SUPPLIES                       | 20,110.00          | .00             | 868.48             | 31,180.88         | -11,070.88           | 155.05          |
| 630 FOOD:FOOD SERVICES                     | .00                | .00             | 15.37              | 304.66            | -304.66              | .00             |
| 733 FURNITURE AND FIXTURES                 | .00                | .00             | .00                | 449.50            | -449.50              | .00             |
| 810 DUES AND FEES                          | .00                | .00             | .00                | .00               | .00                  | .00             |
| 890 MISCELLANEOUR EXPENDITURES             | .00                | .00             | .00                | 36.67             | -36.67               | .00             |
| 2100 PUPIL SUPPORT                         | 1,920,210.00       | .00             | 169,955.78         | 1,550,063.78      | 370,146.22           | 80.72           |
| 2200 STAFF SUPPORT                         |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL_BUSDRIVERS                    | 50,885.00          | .00             | 4,246.47           | 39,508.06         | 11,376.94            | 77.64           |

For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description            | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|-----------------------------------|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                   |                    |                 |                    |                   |                      |                 |
| 2200 STAFF SUPPORT                |                    |                 |                    |                   |                      |                 |
| 111 TEACHERS/PROFESSIONALS        | 361,306.00         | .00             | 22,519.83          | 235,218.47        | 126,087.53           | 65.10           |
| 112 PARAPROFESSIONALS             | 179,182.00         | .00             | 5,636.84           | 57,925.43         | 121,256.57           | 32.33           |
| 116 PROFESSIONAL NON-CERTIFIED    | 77,965.00          | .00             | 5,111.42           | 47,322.13         | 30,642.87            | 60.70           |
| 123 SUBSTITUTE TEACHERS           | 8,880.00           | .00             | .00                | 240.00            | 8,640.00             | 2.70            |
| 151 INCENTIVE PROFESSIONAL STAFF  | 229,890.00         | .00             | .00                | 10,425.00         | 219,465.00           | 4.53            |
| 159 NOT USED                      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL | 32,497.00          | .00             | 591.41             | 5,322.69          | 27,174.31            | 16.38           |
| 211 HEALTH CARE PROFESSIONAL      | .00                | .00             | .00                | 2,718.38          | -2,718.38            | .00             |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                | .00             | 431.37             | 2,977.59          | -2,977.59            | .00             |
| 216 HEALTH CARE NC PROFESSIONAL   | .00                | .00             | .00                | .00               | .00                  | .00             |
| 220 FICA NON INSTRUCTIONAL        | 52,004.00          | .00             | 296.45             | 2,766.75          | 49,237.25            | 5.32            |
| 221 FICA PROFESSIONAL             | 12,867.00          | .00             | 1,684.10           | 18,506.33         | -5,639.33            | 143.83          |
| 222 FICA PARAPROFESSIONAL         | 4,289.00           | .00             | 415.95             | 4,319.71          | -30.71               | 100.72          |
| 223 FICA SUBSTITUTES              | .00                | .00             | .00                | 18.37             | -18.37               | .00             |
| 226 FICA NC PROFESSIONAL          | .00                | .00             | 383.02             | 3,547.92          | -3,547.92            | .00             |
| 230 RETIREMENT NON INSTRUCTIONAL  | 66,539.00          | .00             | 419.46             | 3,902.54          | 62,636.46            | 5.87            |
| 231 RETIREMENT PROFESSIONAL       | 22,124.00          | .00             | 2,224.46           | 24,218.68         | -2,094.68            | 109.47          |
| 232 RETIREMENT PARAPROFESSIONALS  | 5,531.00           | .00             | 556.80             | 5,713.48          | -182.48              | 103.30          |
| 236 RETIREMENT NC PROFESSIONAL    | .00                | .00             | 504.90             | 4,674.42          | -4,674.42            | .00             |
| 251                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 281 HEALTH BENEFITS FOR TEACHERS  | .00                | .00             | 1,458.35           | 13,523.08         | -13,523.08           | .00             |
| 290 LONG TERM DISABILITY          | .00                | .00             | 4.72               | 33.04             | -33.04               | .00             |
| 333 MILEAGE STAFF                 | 500.00             | .00             | 107.22             | 1,450.11          | -950.11              | **              |
| 340 OTHER PROFESSIONAL SERVICES   | 2,300.00           | .00             | .00                | 3,193.51          | -893.51              | 138.85          |
| 382 DISTANCE EDUCATION ONLY       | .00                | .00             | .00                | .00               | .00                  | .00             |
| 531 POSTAGE                       | .00                | .00             | .00                | .00               | .00                  | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | 28,449.00          | 6,574.00        | 51,886.45          | 90,887.47         | -69,012.47           | **              |
| 610 GENERAL SUPPLIES              | 16,500.00          | 1,157.48        | 4,144.86           | 35,858.33         | -20,515.81           | **              |
| 611 TESTING MATERIAL              | 50,000.00          | -71,500.00      | .00                | 87,948.35         | 33,551.65            | 32.90           |
| 625 CONSUMABLES                   | 36,000.00          | 28,880.30       | .00                | 4,671.00          | 2,448.70             | 93.20           |
| 640 BOOKS/PERIODICALS             | 512,769.00         | 87,237.28       | 250,809.30         | 437,086.82        | -11,555.10           | 102.25          |
| 641 eBOOKS                        | 10,000.00          | .00             | 10,000.00          | 10,000.00         | .00                  | 100.00          |
| 642 AUDIO-VISUAL MATERIALS        | 600.00             | .00             | .00                | 645.56            | -45.56               | 107.59          |
| 733 FURNITURE AND FIXTURES        | 11,660.00          | .00             | 55.05              | 1,517.11          | 10,142.89            | 13.01           |
| 734 TECHNOLOGY HARDWARE           | 8,810.00           | 3,841.00        | .00                | 9,416.29          | -4,447.29            | 150.48          |
| 810 DUES AND FEES                 | 500.00             | .00             | .00                | 60.00             | 440.00               | 12.00           |
| 890 MISCELLANEOUS EXPENDITURES    | .00                | .00             | 16.24              | 2,180.32          | -2,180.32            | .00             |
| 2200 STAFF SUPPORT                | 1,782,047.00       | 56,190.06       | 363,504.67         | 1,167,796.94      | 558,060.00           | 68.68           |
| 2300 GENERAL ADMINISTRATION       |                    |                 |                    |                   |                      |                 |
| 105 SUPERINTENDENT SALARY         | 220,317.00         | .00             | 18,359.75          | 173,679.05        | 46,637.95            | 78.83           |
| 110 CLERICAL BUSDRIVERS           | 60,259.00          | .00             | 5,109.02           | 45,098.60         | 15,160.40            | 74.84           |
| 159 NOT USED                      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 205                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL | 7,097.00           | .00             | 577.29             | 5,192.97          | 1,904.03             | 73.17           |
| 220 FICA NON INSTRUCTIONAL        | 21,109.00          | .00             | 381.28             | 3,363.98          | 17,745.02            | 15.94           |
| 221 FICA PROFESSIONAL             | .00                | .00             | .00                | .00               | .00                  | .00             |
| 225 FICA SUPERINTENDENT           | .00                | .00             | 1,333.31           | 8,323.25          | -8,323.25            | .00             |
| 230 RETIREMENT NON INSTRUCTIONAL  | 27,257.00          | .00             | 504.66             | 4,454.76          | 22,802.24            | 16.34           |
| 231 RETIREMENT PROFESSIONAL       | .00                | .00             | .00                | .00               | .00                  | .00             |

For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description            | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|-----------------------------------|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                   |                    |                 |                    |                   |                      |                 |
| 2300 GENERAL ADMINISTRATION       |                    |                 |                    |                   |                      |                 |
| 235 RETIREMENT SUPERINTENDENT     | .00                | .00             | 1,813.54           | 16,321.86         | -16,321.86           | .00             |
| 315 ACCOUNTING SERVICES           | 25,000.00          | .00             | .00                | 19,040.00         | 5,960.00             | 76.16           |
| 317 LEGAL SERVICES                | 38,000.00          | .00             | 3,010.10           | 42,201.77         | -4,201.77            | 111.06          |
| 333 MILEAGE STAFF                 | .00                | .00             | .00                | 592.96            | -592.96              | .00             |
| 340 OTHER PROFESSIONAL SERVICES   | 13,000.00          | .00             | 1,153.22           | 22,960.64         | -9,960.64            | 176.62          |
| 382 DISTANCE EDUCATION ONLY       | .00                | .00             | 100.00             | 900.00            | -900.00              | .00             |
| 520 PROPERTY/LIABILITY INSURANCE  | 654,852.00         | .00             | .00                | 10,249.00         | 644,603.00           | 1.57            |
| 540 ADVERTISING                   | 10,000.00          | .00             | 438.08             | 4,361.39          | 5,638.61             | 43.61           |
| 550 PRINTING/BINDING              | .00                | .00             | .00                | .00               | .00                  | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | 30,000.00          | .00             | 3,227.65           | 22,017.83         | 7,982.17             | 73.39           |
| 610 GENERAL SUPPLIES              | 11,500.00          | .00             | 724.42             | 3,640.42          | 7,859.58             | 31.66           |
| 733 FURNITURE AND FIXTURES        | 1,000.00           | .00             | .00                | .00               | 1,000.00             | .00             |
| 810 DUES AND FEES                 | 24,000.00          | .00             | 175.00             | 8,504.00          | 15,496.00            | 35.43           |
| 833                               | .00                | .00             | 43,650.00          | 43,650.00         | -43,650.00           | .00             |
| 890 MISCELLANEOUS EXPENDITURES    | 442.00             | .00             | 29.22              | 2,298.23          | -1,856.23            | **              |
| 2300 GENERAL ADMINISTRATION       | 1,143,833.00       | .00             | 80,586.54          | 436,850.71        | 706,982.29           | 38.19           |
| 2400 SCHOOL ADMINISTRATION        |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL BUSDRIVERS           | 670,408.00         | .00             | 61,971.47          | 537,466.25        | 132,941.75           | 80.17           |
| 111 TEACHERS/PROFESSIONALS        | 1,610,054.00       | .00             | 124,842.34         | 1,095,005.69      | 515,048.31           | 68.01           |
| 112 PARAPROFESSIONALS             | 67,206.96          | .00             | .00                | 15,556.72         | 51,650.24            | 23.15           |
| 119                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 123 SUBSTITUTE TEACHERS           | 5,000.00           | .00             | .00                | .00               | 5,000.00             | .00             |
| 150 STIPEND NON-INSTRUCTION       | .00                | .00             | .00                | .00               | .00                  | .00             |
| 151 INCENTIVE PROFESSIONAL STAFF  | .00                | .00             | 1,932.00           | 12,019.00         | -12,019.00           | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL | 62,607.00          | .00             | 7,627.91           | 54,905.30         | 7,701.70             | 87.70           |
| 211 HEALTH CARE PROFESSIONAL      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                | .00             | .00                | 1,915.08          | -1,915.08            | .00             |
| 220 FICA NON INSTRUCTIONAL        | 64,238.00          | .00             | 4,530.05           | 39,343.17         | 24,894.83            | 61.25           |
| 221 FICA PROFESSIONAL             | .00                | .00             | 9,147.04           | 79,587.12         | -79,587.12           | .00             |
| 222 FICA PARAPROFESSIONAL         | .00                | .00             | .00                | 1,062.55          | -1,062.55            | .00             |
| 230 RETIREMENT NON INSTRUCTIONAL  | 70,336.00          | .00             | 6,121.42           | 53,112.11         | 17,223.89            | 75.51           |
| 231 RETIREMENT PROFESSIONAL       | .00                | .00             | 12,522.53          | 109,244.47        | -109,244.47          | .00             |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                | .00             | .00                | 1,536.65          | -1,536.65            | .00             |
| 251                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 252                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 253                               | .00                | .00             | .00                | .00               | .00                  | .00             |
| 333 MILEAGE STAFF                 | 3,450.00           | .00             | 103.53             | 619.18            | 2,830.82             | 17.95           |
| 340 OTHER PROFESSIONAL SERVICES   | 1,800.00           | .00             | .00                | 1,285.00          | 515.00               | 71.39           |
| 382 DISTANCE EDUCATION ONLY       | 8,800.00           | .00             | 880.08             | 7,942.10          | 857.90               | 90.25           |
| 531 POSTAGE                       | .00                | .00             | .00                | .00               | .00                  | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | 500.00             | .00             | 844.24             | 4,137.49          | -3,637.49            | **              |
| 610 GENERAL SUPPLIES              | 11,500.00          | 52.89           | 263.79             | 5,903.43          | 5,543.68             | 51.79           |
| 733 FURNITURE AND FIXTURES        | 5,519.00           | .00             | .00                | 235.33            | 5,283.67             | 4.26            |
| 890 MISCELLANEOUS EXPENDITURES    | 2,000.00           | .00             | 40.89              | 977.74            | 1,022.26             | 48.89           |
| 2400 SCHOOL ADMINISTRATION        | 2,583,418.96       | 52.89           | 230,827.29         | 2,021,854.38      | 561,511.69           | 78.26           |
| 2500 BUSINESS SUPPORT             |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL BUSDRIVERS           | 267,368.00         | .00             | 23,386.40          | 213,290.22        | 54,077.78            | 79.77           |
| 111 TEACHERS/PROFESSIONALS        | 153,189.00         | .00             | 11,489.17          | 106,337.18        | 46,851.82            | 69.42           |

For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description            | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|-----------------------------------|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                   |                    |                 |                    |                   |                      |                 |
| 2500 BUSINESS SUPPORT             |                    |                 |                    |                   |                      |                 |
| 112 PARAPROFESSIONALS             | .00                | .00             | 500.00             | 4,500.00          | -4,500.00            | .00             |
| 114 TECHNOLOGY                    | .00                | .00             | 92.50              | 92.50             | -92.50               | .00             |
| 116 PROFESSIONAL NON-CERTIFIED    | 514,738.00         | .00             | 44,286.04          | 406,484.66        | 108,253.34           | 78.97           |
| 123 SUBSTITUTE TEACHERS           | .00                | .00             | .00                | .00               | .00                  | .00             |
| 150 STIPDENT NON-INSTRUCTION      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL | 28,388.00          | .00             | 2,365.64           | 21,290.76         | 7,097.24             | 75.00           |
| 211 HEALTH CARE PROFESSIONAL      | .00                | .00             | .00                | .00               | .00                  | .00             |
| 212 HEALTH CARE PARAPROFESSIONALS | .00                | .00             | 60.42              | 552.56            | -552.56              | .00             |
| 216 HEALTH CARE NC PROFESSIONAL   | .00                | .00             | 2,365.64           | 21,290.76         | -21,290.76           | .00             |
| 220 FICA NON INSTRUCTIONAL        | 59,411.00          | .00             | 1,737.74           | 15,854.71         | 43,556.29            | 26.69           |
| 221 FICA PROFESSIONAL             | .00                | .00             | 878.29             | 6,669.34          | -6,669.34            | .00             |
| 222 FICA PARAPROFESSIONAL         | .00                | .00             | 38.00              | 341.97            | -341.97              | .00             |
| 226 FICA NC PROFESSIONAL          | .00                | .00             | 3,181.94           | 28,457.77         | -28,457.77           | .00             |
| 230 RETIREMENT NON INSTRUCTIONAL  | 74,628.00          | .00             | 2,310.07           | 20,828.00         | 53,800.00            | 27.91           |
| 231 RETIREMENT PROFESSIONAL       | .00                | .00             | 1,134.88           | 10,213.92         | -10,213.92           | .00             |
| 232 RETIREMENT PARAPROFESSIONALS  | .00                | .00             | 49.39              | 444.51            | -444.51              | .00             |
| 236 RETIREMENT NC PROFESSIONAL    | .00                | .00             | 4,374.48           | 39,847.59         | -39,847.59           | .00             |
| 260 LIFE INSURANCE                | .00                | .00             | .00                | 2,216.19          | -2,216.19            | .00             |
| 286 HEALTH BENEFITS PROFESSIONALS | .00                | .00             | 618.20             | 5,563.80          | -5,563.80            | .00             |
| 333 MILEAGE STAFF                 | 2,650.00           | .00             | 289.44             | 3,006.86          | -356.86              | 113.47          |
| 340 OTHER PROFESSIONAL SERVICES   | 126,000.00         | 4,373.49        | 6,549.29           | 82,869.27         | 38,757.24            | 69.24           |
| 351 DATA PROCESSING               | 4,500.00           | 7,992.00        | .00                | .00               | -3,492.00            | 177.60          |
| 382 DISTANCE EDUCATION ONLY       | 36,000.00          | 600.00          | 1,636.64           | 18,877.57         | 16,522.43            | 54.10           |
| 531 POSTAGE                       | 21,700.00          | .00             | 2,043.16           | 26,531.64         | -4,831.64            | 122.27          |
| 540 ADVERTISING                   | 5,000.00           | .00             | 112.50             | 3,453.50          | 1,546.50             | 69.07           |
| 550 PRINTING/BINDING              | .00                | .00             | .00                | .00               | .00                  | .00             |
| 580 TRAVEL:MEAL,HOTEL,RENTAL      | 26,500.00          | .00             | 4,806.87           | 12,134.53         | 14,365.47            | 45.79           |
| 610 GENERAL SUPPLIES              | 30,000.00          | 623.75          | 1,233.35           | 15,467.93         | 13,908.32            | 53.64           |
| 612 COPY COST                     | 10,000.00          | .00             | 99.47              | 5,503.46          | 4,496.54             | 55.03           |
| 640 BOOKS/PERIODICALS             | 1,000.00           | .00             | .00                | .00               | 1,000.00             | .00             |
| 733 FURNITURE AND FIXTURES        | 223,000.00         | 237,103.89      | 37,858.37          | 204,322.78        | -218,426.67          | 197.95          |
| 734 TECHNOLOGY HARDWARE           | 551,924.00         | .00             | 269,403.90         | 269,859.35        | 282,064.65           | 48.89           |
| 735 TECHNOLOGY SOFTWARE           | 337,000.00         | 78,328.96       | 85,388.95          | 237,103.75        | 21,567.29            | 93.60           |
| 810 DUES AND FEES                 | 2,000.00           | .00             | 170.00             | 8,078.74          | -6,078.74            | **              |
| 890 MISCELLANEOUS EXPENDITURES    | 5,500.00           | .00             | 116.20             | 2,976.84          | 2,523.16             | 54.12           |
| 2500 BUSINESS SUPPORT             | 2,480,496.00       | 329,022.09      | 508,576.94         | 1,794,462.66      | 357,011.25           | 85.61           |
| 2600 OPERATIONS/MAINTENANCE       |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL_BUSDIVERS            | 2,196,491.48       | .00             | 195,871.30         | 1,725,263.18      | 471,228.30           | 78.55           |
| 111 TEACHERS/PROFESSIONALS        | .72                | .00             | .00                | .00               | .72                  | .00             |
| 116 PROFESSIONAL NON-CERTIFIED    | 167,080.00         | .00             | 7,916.66           | 112,703.08        | 54,376.92            | 67.45           |
| 120 SUBSTITUTE TEACHERS           | 30,000.00          | .00             | .00                | .00               | 30,000.00            | .00             |
| 123 SUBSTITUTE TEACHERS           | .00                | .00             | .00                | .00               | .00                  | .00             |
| 150 STIPDENT NON-INSTRUCTION      | 40,000.00          | .00             | .00                | .00               | 40,000.00            | .00             |
| 151 INCENTIVE PROFESSIONAL STAFF  | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL | 442,597.00         | .00             | 32,673.54          | 296,915.83        | 145,681.17           | 67.08           |
| 216 HEALTH CARE NC PROFESSIONAL   | .00                | .00             | .00                | .00               | .00                  | .00             |
| 220 FICA NON INSTRUCTIONAL        | 184,212.34         | .00             | 14,405.49          | 125,440.10        | 58,772.24            | 68.10           |
| 226 FICA NC PROFESSIONAL          | .00                | .00             | 559.05             | 7,432.98          | -7,432.98            | .00             |
| 230 RETIREMENT NON INSTRUCTIONAL  | 237,937.00         | .00             | 19,024.95          | 168,555.65        | 69,381.35            | 70.84           |

For 05/01/19 - 05/31/19

## Expenditure Summary Report

FJEXS01A

Periods 09 - 09

## EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

| Account No/Description             | Adjusted<br>Budget | Y-T-D<br>Encumb | Period<br>Expended | Y-T-D<br>Expended | Available<br>Balance | Percent<br>Used |
|------------------------------------|--------------------|-----------------|--------------------|-------------------|----------------------|-----------------|
| 19 FY 2018-2019                    |                    |                 |                    |                   |                      |                 |
| 2600 OPERATIONS/MAINTENANCE        |                    |                 |                    |                   |                      |                 |
| 236 RETIREMENT NC PROFESSIONAL     | .00                | .00             | 781.99             | 11,132.59         | -11,132.59           | .00             |
| 260 LIFE INSURANCE                 | 720.00             | .00             | .00                | .00               | 720.00               | .00             |
| 290 LONG TERM DISABILITY           | 9,306.00           | .00             | 618.30             | 5,609.36          | 3,696.64             | 60.28           |
| 333 MILEAGE STAFF                  | 1,200.00           | .00             | .00                | 363.32            | 836.68               | 30.28           |
| 340 OTHER PROFESSIONAL SERVICES    | 232,383.00         | 3,512.87        | 31,807.21          | 311,540.45        | -82,670.32           | 135.58          |
| 382 DISTANCE EDUCATION ONLY        | 5,000.00           | .00             | 110.42             | 11,154.57         | -6,154.57            | **              |
| 410 UTILITY SERVICES (Water/Sewer) | 79,896.00          | .00             | 4,137.49           | 42,930.89         | 36,965.11            | 53.73           |
| 430 REPAIRS AND MAINTENANCE        | 14,760.00          | .00             | 3,117.83           | 27,936.35         | -13,176.35           | 189.27          |
| 580 TRAVEL:MEAL,HOTEL,RENTAL       | 10,000.00          | .00             | 230.00             | 2,562.50          | 7,437.50             | 25.63           |
| 610 GENERAL SUPPLIES               | 204,300.00         | 13,463.45       | 16,454.75          | 191,491.96        | -655.41              | 100.32          |
| 620 ENERGY:NATURAL GAS             | 194,250.00         | .00             | 3,253.46           | 98,669.07         | 95,580.93            | 50.79           |
| 622 ENERGY:ELECTRICITY             | 803,987.00         | .00             | 54,043.16          | 506,761.12        | 297,225.88           | 63.03           |
| 626 GASOLINE/DIESEL                | 30,000.00          | .00             | 879.30             | 21,924.01         | 8,075.99             | 73.08           |
| 720 BUILDINGS/CONSTRUCTIONS        | 189,000.00         | .00             | 137,930.25         | 172,313.50        | 16,686.50            | 91.17           |
| 730 EQUIPMENT                      | .00                | .00             | 18,838.48          | 32,323.18         | -32,323.18           | .00             |
| 733 FURNITURE AND FIXTURES         | 60,500.00          | 20,686.32       | 1,732.82           | 61,640.52         | -21,826.84           | 136.08          |
| 735 TECHNOLOGY SOFTWARE            | 185,000.00         | 10,325.88       | 4,775.71           | 84,531.61         | 90,142.51            | 51.27           |
| 890 MISCELLANEOUS EXPENDITURES     | .00                | .00             | .00                | 161.00            | -161.00              | .00             |
| 2600 OPERATIONS/MAINTENANCE        | 5,318,620.54       | 47,988.52       | 549,162.16         | 4,019,356.82      | 1,251,275.20         | 76.47           |
| 2700 TRANSPORTATION                |                    |                 |                    |                   |                      |                 |
| 110 CLERICAL BUSDRIVERS            | 52,714.00          | .00             | 13,037.76          | 85,872.48         | -33,158.48           | 162.90          |
| 112 PARAPROFESSIONALS              | 51,347.00          | .00             | 5,188.11           | 47,756.71         | 3,590.29             | 93.01           |
| 159 NOT USED                       | .00                | .00             | .00                | .00               | .00                  | .00             |
| 210 HEALTH CARE NON-INSTRUCTIONAL  | .00                | .00             | 420.17             | 3,572.45          | -3,572.45            | .00             |
| 212 HEALTH CARE PARAPROFESSIONALS  | 3,114.00           | .00             | 270.76             | 2,310.69          | 803.31               | 74.20           |
| 220 FICA NON INSTRUCTIONAL         | .00                | .00             | 966.13             | 6,324.55          | -6,324.55            | .00             |
| 222 FICA PARAPROFESSIONAL          | 4,020.00           | .00             | 366.94             | 3,394.02          | 625.98               | 84.43           |
| 230 RETIREMENT NON INSTRUCTIONAL   | .00                | .00             | 656.08             | 5,837.94          | -5,837.94            | .00             |
| 232 RETIREMENT PARAPROFESSIONALS   | 12,926.00          | .00             | 512.48             | 4,717.30          | 8,208.70             | 36.49           |
| 290 LONG TERM DISABILITY           | .00                | .00             | 6.18               | 47.98             | -47.98               | .00             |
| 330 TRAINING AND DEVELOPMENT       | .00                | .00             | .00                | 1,784.15          | -1,784.15            | .00             |
| 332 MILEAGE TO PARENTS             | 175,000.00         | .00             | 110.43             | 30,791.22         | 144,208.78           | 17.59           |
| 340 OTHER PROFESSIONAL SERVICES    | .00                | .00             | 7,448.59           | 45,505.15         | -45,505.15           | .00             |
| 382 DISTANCE EDUCATION ONLY        | .00                | .00             | 221.02             | 3,506.58          | -3,506.58            | .00             |
| 430 REPAIRS AND MAINTENANCE        | 9,400.00           | .00             | 1,125.34           | 41,668.11         | -32,268.11           | **              |
| 442                                | 50,000.00          | .00             | 60,580.00          | 209,320.77        | -159,320.77          | **              |
| 580 TRAVEL:MEAL,HOTEL,RENTAL       | .00                | .00             | 21.00              | 1,273.58          | -1,273.58            | .00             |
| 610 GENERAL SUPPLIES               | .00                | .00             | .00                | 466.67            | -466.67              | .00             |
| 626 GASOLINE/DIESEL                | 67,500.00          | .00             | 4,507.56           | 46,867.49         | 20,632.51            | 69.43           |
| 630 FOOD:FOOD SERVICES             | .00                | .00             | 1,735.00           | 4,914.81          | -4,914.81            | .00             |
| 890 MISCELLANEOUS EXPENDITURES     | .00                | .00             | .00                | 201.78            | -201.78              | .00             |
| 2700 TRANSPORTATION                | 426,021.00         | .00             | 97,173.55          | 546,134.43        | -120,113.43          | 128.19          |
| 8000 TRANSFERS                     |                    |                 |                    |                   |                      |                 |
| 913 TRANSFERS TO ACTIVITY FUND     | 85,000.00          | .00             | .00                | .00               | 85,000.00            | .00             |
| 8000 TRANSFERS                     | 85,000.00          | .00             | .00                | .00               | 85,000.00            | .00             |
| 01 GENERAL FUND                    | 41,017,086.38      | 449,321.23      | 4,033,662.71       | 29,651,720.98     | 10,916,044.17        | 73.39           |
| 19 FY 2018-2019                    | 41,017,086.38      | 449,321.23      | 4,033,662.71       | 29,651,720.98     | 10,916,044.17        | 73.39           |

# **North Platte Public Schools**

## **EMPLOYEES HANDBOOK 2019-2020**



### **North Platte Public Schools**

301 West F

P.O. Box 1557

North Platte, Nebraska 69103-1557

(308) 696-3305

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**2019-2020  
Employees Handbook  
North Platte Public Schools  
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## **FOREWORD**

### **Section 1 Intent of Handbook**

Welcome to North Platte Public Schools. This handbook is intended to be used by all employees to provide general information about the District and to serve as a guide to the District's policies, rules, regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate. This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

Every employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will take precedence and control. Policies and procedures may be adopted during the school year and will take precedence over handbook.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. Annual updates will be made as needed.

This handbook will be in effect for the 2019-2020 and subsequent school years unless replaced by a later edition.

### **Section 2 Information About North Platte Public Schools**

We are a progressive learning community that serves approximately 4,150 students. North Platte Public Schools has one high school, two middle schools, nine elementary schools, an alternative high school program, an early childhood program, and five district preschools complete our school system. We feature all day kindergarten programs at all of our elementary buildings. North Platte Public Schools is located in a community of 25,000 people. North Platte is located equidistant between Denver and Omaha along Interstate 80 in west-central Nebraska.

### **Section 3 Email Correspondence Disclaimer**

The primary means of communication for North Platte Public Schools is district email. Updates to policies, handbooks as well as district expectations and practices will be sent through email. Human resources and payroll use email to communicate with staff. Staff are encouraged to check their email regularly and throughout the calendar year, including breaks. Staff will be required to acknowledge access to handbooks, policies, and other applicable information annually. Failure to sign acknowledgment does not exempt employee from regulations.

## Section 4 Focus Areas

### North Platte School District's Focus Areas

**Our focus for the school year will be to improve student success by building professional capacity with teachers and principals; developing and implementing systemic and systematic processes that impact the teaching and learning in every classroom; and planning, developing, and implementing programs that prepare students for the next phase of life.**

1. **Teachers:** are the number one factor that impacts student learning. Building professional capacity with the teachers is an essential factor in our professional development, curriculum development, and student success plans.

#### **Actions:**

- Continue to recruit, hire, train, & retain highly effective teachers.
- Provide high quality, systemic professional development to all teachers.
- Implement a systemic continuous improvement process that determines what's working and what needs to improve via professional learning team structure.
- Ensure all teachers understand the intended curriculum – vertically and horizontally.
- Ensure all teachers are implementing the intended curriculum with fidelity.

2. **Principals:** The principal is the second highest factor just beyond the classroom teacher that impacts student achievement (Hattie, 2009). Building professional capacity with the principals is an essential factor in our professional development plan. – *Fullan*

#### **Actions:**

- Continue to recruit, hire, train, & retain highly effective principals.
- Provide high quality, systemic professional development to all principals.
- Build professional capacity of all principal to become **lead learners** of the school.
- Implement a systemic continuous improvement process that determines what's working and what needs to improve at all schools.
- Principals have professional learning time every Wednesday of the month to build their professional capacity as **lead learners**.

3. **Systemic Processes and Structures** – improving teaching & learning in all classrooms

#### **Actions:**

- a. Review and enhance current **Curriculum Development Process**
  - A K-12 guaranteed, viable curriculum; aligned with NE State Standards; horizontally and vertically aligned at each grade/subject level; implemented with fidelity in every classroom.
    - a. Understood by all teachers – vertically and horizontally aligned to increase fidelity of implementation.
    - b. Common, rigorous assessments are used to determine if students are learning and for determining improvement goals.
  - Professional Learning Teams (PLTs), curriculum guides, and learning plans support every classroom teacher. The guarantee a viable curriculum, for all students, is implemented across the District with fidelity.
  - Teachers are using best instructional practices when implementing the intended curriculum - - District Instructional Model.

b. Review and enhance **Professional Learning Teams**

**Actions:**

- We use the professional learning team structure to provide opportunities to teachers to learn from each other.
- All teachers are provided the time to meet, plan, and develop instructional plans that include the elements of an effective lesson using the District Instructional Model; using evidence-based practices which are monitored for effectiveness using common assessment data. [All professional learning teams develop goals and action plans based on student data. Each teacher develops a classroom action plan that aligns with the PLT goal.] Teachers team/teachers are continually collecting and analyzing common data sources to determine the instructional effectiveness that have the greatest impact on teacher and student learning.
- Teacher teams develop **Learning Plans** (units of study) that include the essential elements of an effective lesson: clear learning targets, anticipatory set, teaching and modeling in small bites or chunks - scaffolding, questioning, feedback, multiple cycles of guided practice, and checks for understanding until students are ready for independent practice and closure. All teachers are implementing the elements of an effective lesson as described in the District's Instructional Model.
- All teachers will use **common assessments** for the purpose of measuring student success. [The curriculum department will develop and implement a comprehensive and balanced assessment system, ranging from authentic literacy opportunities to performance based and quality multiple choice common assessments.] All teachers are using valid and reliable formative, and summative assessments aligned with curriculum standards, concepts, and indicators. Results are used to guide instruction and provide constructive feedback to students. [The District implements a comprehensive assessment system that generates a range of data about student learning and utilizes assessment data in a timely fashion to inform adult actions and professional learning needs at a variety of stakeholder levels.]

c. Review and enhance **Continuous Improvement Process** using Systemic Action Research Model

**Actions:**

- Use a district-wide action research model for consistency, fidelity, and common language.
- Use multiple measures to determine if students are learning – such as District assessments, NSCAS assessments, MAP, and ACT
- Use a multiple Tiered System: District-School-Grade Level/Subject Level-Teacher
  - District = Tier I Goals School = Tier II Goals Classroom/PLT = Tier III Goals
  - All levels of the system utilize the action research model to determine what's working and what needs to improve. The **I.D.E.A.L. research model** will be learned and utilized as the continuous improvement tool.

4. **Quality Programs – Focus on planning, developing, enhancing, and implementing . . .**

- a. **NPPSD Career & College Readiness Initiative**
- b. **Dare-to-Go-Five or Below** – attendance matters strategy
- c. **Positive Behavioral Interventions & Support - PBiS** is a behavior based and research validated process that increases the capacity of schools, families, and communities to develop preventive, proactive, positive environments. The process focuses on building school-wide, classroom and individual systems of support general enough to assist **all** students, but focused enough to provide students at risk individual help.

## **Section 5 Members of the Board of Education**

Mike Morrell, President  
Joann Lundgreen, Vice President  
Skip Altig, Secretary  
Ivan Mitchell  
Matt Pederson  
Stu Shephard

## **Section 6 Administrative Staff**

*Central Office Administration* 308-535-7100

|                   |  |
|-------------------|--|
| Dr. Ron Hanson    | Superintendent                             |
| Stuart Simpson    | Executive Director of Finance              |
| Kevin Mills       | Director of Human Resources                |
| Peggy Romshek     | Director, Special Services                 |
| Denise DiGiovanni | Director, Elementary Teaching and Learning |
| Vikki Carlson     | Director, Secondary Teaching and Learning  |
| Brandy Buscher    | Coordinator, Student Services              |
| Lori Coburn       | Director, Operations                       |
| Brian Tegtmeier   | Director, Technology                       |

### *Building Administration*

|                   |   |              |
|-------------------|---|--------------|
| Danesa Fleck      | Principal, Buffalo Elementary                 | 308-535-7130 |
| Dr. Tami Eshleman | Principal, Cody Elementary                    | 308-535-7132 |
| Lyndsey Douglas   | Principal, Eisenhower Elementary              | 308-535-7134 |
| Traci Costlow     | Principal, Jefferson Elementary               | 308-535-7136 |
| Robin Vahle       | Principal, Lake Maloney School                | 308-532-9392 |
| Matt Irish        | Principal, Lincoln Elementary                 | 308-535-7132 |
| Kim Flanders      | Principal, McDonald Elementary                | 308-535-7140 |
| Robin Vahle       | Principal, Osgood Elementary                  | 308-535-7144 |
| Harmoni Wagner    | Principal, Washington Elementary              | 308-535-7142 |
| James Ayres       | Principal, Adams Middle School                | 308-535-7112 |
| Brett Joneson     | Assistant Principal/ Middle School Activities | 308-535-7112 |
| Bobbi Isom        | Principal, Madison Middle School              | 308-535-7126 |
| Scott Siegel      | Principal, North Platte High School           | 308-535-7105 |
| Micah Fisher      | Assistant Principal, North Platte High School | 308-535-7105 |
| Nick Miller       | Assistant Principal, North Platte High School | 308-535-7105 |
| Jordan Cudney     | Activities Director, North Platte High School | 308-535-7105 |

## **Article 1 – SCHOOL CALENDAR AND SCHEDULES**

### **Section 1 School Calendar**

The school calendar is found at **Appendix A**.

### **Section 2 Severe Weather and School Cancellations**

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. North Platte Public Schools will utilize an automated messaging system to notify staff and families of school cancellations.

North Platte Public Schools uses a communication system to alert families and staff of weather-related school closings. The communication system allows the administration to notify by telephone and email when school has been canceled due to bad weather. School closing information will also be announced through local media.

The decision to close school is made after an early inspection of road conditions and school facilities, as well as current or forecasted weather conditions. When a school closing decision is made in the evening, we try to notify families and staff by 10:00 p.m. When a decision is made in the morning, we try to notify families and staff by 7:00 a.m. Families and staff could receive a call as early as 6:00 a.m. to ensure our system has time to complete all notifications by 7:00 a.m.

Sometimes weather worsens during the school hours, making it advisable to dismiss students before the regular dismissal time. It shall be the philosophy of the District to avoid early dismissal if possible except in extreme cases. Parents who wish to remove their children during inclement weather may do so. In the event of an early dismissal, the communication system will be activated.

The final decision as to whether a child should attend school or stay at home is at the discretion of the parents.

**Staff Information for Weather Closings** When school is closed for weather conditions, teachers and paraprofessionals do not report. Hourly staff will not be compensated for weather closing days.

All administrators, secretaries, and technology staff are to report unless Central Office Administration makes the decision that all personnel should remain home. Personnel who cannot reach work when requested may take paid time off leave. Central Office Administration requires staff to remain on call throughout the day.

All maintenance and custodial staff are to report, unless notified otherwise by their supervisor.

### **Section 3 Contract Days**

Teachers are contracted for 185 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration. If school is cancelled, it is at the discretion of the district to schedule additional calendar days to compensate for weather related cancellations. This would mean that teachers would be making up cancelled school days, or "snow days."

## **Article 2 – EMPLOYEE COMPENSATION AND BENEFITS**

### **Section 1      Employment**

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Job descriptions are provided to all interviewees and available upon request. All resignations must be submitted in writing to supervisor and Human Resources.

Certified staff are employed by North Platte Public Schools when the certified staff signs Contract and the Board of Education approves such contract of employment. Job descriptions are provided to all interviewees and available upon request. The Certified Staff employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year certified staff may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for staff to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment of termination of the contract. If staff signifies acceptance of employment for the next school year the teacher will be issued a new Contract.

Should staff wish to resign from employment staff should give written notice of resignation to the Human Resource Director. Certified requests to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

### **Section 2      Selection of Staff**

The process for the selection and assignment of staff is the responsibility of Human Resources. It shall be the duty of the Associate Superintendent or designee to assure that all persons meet the qualifications established by law and the Board of Education for the position. North Platte Public Schools shall strive to attract and retain the best qualified personnel available for every position.

The selection procedure is uniformly applied to every candidate. There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.

Staff who are hired and have less than six months employment will not be granted movement on salary scale.

### **Section 3 Screening and Selection of Staff**

The Human Resources Division coordinates the applicant screening and selection process. This process is uniformly applied to every candidate for a particular position, but can vary depending upon the position. Candidates may be eliminated from consideration throughout the process.

- a. All persons must complete the appropriate application and requested accompanying documentation prior to consideration for employment.
- b. Human Resources coordinates an examination of the application and supporting material.
- c. The file of an applicant who had formerly been employed by the District will be reviewed. The rehiring of a former employee is contingent on a positive performance record. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.
- d. Reference checks are completed.



- e. Structured interviews are coordinated by Human Resources.
- f. A supervisor conducts one or more interviews.
- g. The supervisor makes a recommendation to the Human Resources Division concerning the selection for the position.
- h. Human Resources makes a conditional job offer and initiates background checks, including but not limited to criminal history, sexual offenses, child abuse; and any other requirement(s) for the position, i.e. post offer physical, Department of Transportation physical, licensing, etc.
- i. Administration has the discretion to determine compensation and movement of staff. Movement is not guaranteed if staff has been less than six months on job assignment.

#### **Section 4      Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions provide additional information about the position duties. All applicants are provided a copy of job description. Current employees may request a current job description from Human Resources office.

Regular, dependable and in-person attendance is an essential function of all positions within North Platte Public Schools. Employees are expected to devote full time and/ or assigned hours during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability. Employees are expected to work their assigned hours, any exceptions must be approved by supervisor and Human Resources.

#### **Section 5      Transfer of Assignments**

The following procedure applies to transfer of employees:

1. Staff may request a transfer to an assignment following established procedures and practices.
2. In order to be considered for the position, staff must meet the minimum requirements for the position and be able to perform the essential functions of the position with or without reasonable accommodations.
3. Transfers may be made administratively by the Human Resources Division.
4. Supervisors may change assignments within a building or department for similar positions, with Human Resources approval.
5. Right of assignment is at the discretion of building and district administrators.

#### **Section 6      Personnel File Policy No. 4013**

Official personnel records shall be maintained by Human Resources according to state and federal laws.

Personnel files shall be available for inspection by the employee in the presence of an administrator, except pre-employment and job promotion materials including confidential references. Any employee shall, upon his or her request, have access to his or her personnel file maintained by the district and shall have the right to attach a written response to any item in such file. An employee may, in writing, authorize any other person to have access to such file. Such authorization shall be honored by the district.

No other person, except school officials engaged in their professional duties, shall be granted access to such file nor should the contents thereof be divulged in any manner to any unauthorized person.

The social security number is optional for applicants. Once an applicant has been approved, the social security number will be used by school officials to conduct background checks for employment purposes, for personnel and payroll processing and for mandatory or voluntary employee benefit programs, if employed.

The term "school officials" as used herein may include individuals within the District, or individuals or companies outside the District who are providing programs, services or benefits to employees and in such capacity are deemed as acting for the District. Continuing employment shall constitute consent to this definition and the release of such information unless the employee has directed otherwise in writing.

Attorney communications files may also be maintained by the Human Resources Division. These files and the records in them are made and kept for the purpose of facilitating the rendition of professional legal

services to the District. Attorney communications files include attorney-client privileged information, or work product of the District and an attorney in furtherance of the rendition of professional legal services, and are not part of employee personnel files.

1. The official personnel records of all employees shall be maintained by the district Human Resources Division.
2. An employee's personnel file may contain an application and supporting documentation, personnel action forms, evaluative materials, contracts, and other documents as determined by the Human Resources or designee.
3. Determination of what becomes or remains part of the personnel file is the responsibility of the Human Resources or designee.
4. An employee or authorized representative can only review his/her personnel file by scheduling an appointment with Associate Superintendent.
5. After reviewing the personnel file, the employee will date and sign the folder to indicate the date of the review.
6. A teacher, administrator, or other employee shall have the opportunity upon request to review the employee's personnel file and to attach a response to any item in the personnel file.
7. Anonymous letters, materials and/or records of anonymous phone calls shall not be placed in an employee's personnel file.
8. The district will maintain other employee records as necessary to conduct business and comply with all state and federal rules, regulations and laws. These records are only available for review by designated administrators and supervisors. Examples of these records may include medical records, background checks, Employment Eligibility Verification (I-9) form, and payroll records.

## **Section 7      Evaluations**

Evaluations of employee will be conducted in accordance with the District's evaluation procedures. Supervisors reserve the right to observe, appraise or evaluate employee more frequently than required by procedures on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

## **Section 8      Grievances and Complaints Policy No. 4240**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

## **Section 9      Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education. Please refer to the Negotiated Agreements and/ or **Appendices** for your compensation schedule and starting salary information. Movement is not guaranteed annually. Negotiated agreements determine movement for paraeducators and certified staff.

Work Week. The Fair Labor Standards Act requires that wages due be calculated on a workweek-by-workweek basis. A work week is seven consecutive days. The District workweek begins on Sunday and ends on Saturday.

All hourly classified employees will use District Time Management System to record hours worked. Compensation will be paid for the actual time worked based on clock in and clock out times.

Employees are responsible for monitoring their hours weekly to ensure accuracy. Employees may reference District Time Management System and Employee Portal.

Payment. Employees are paid monthly for hours worked in the previous month. Employees are paid on the 20th of the month, or the last preceding work day if the 20th falls on a holiday or weekend. Should an

employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary shall be reduced by the hours missed.

Volunteer Work. No employee can be required to serve on a building or district committee. All committee service is strictly voluntary. Any individual volunteering to serve on building or district committees will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

Subcontracting duties. Employees may not subcontract their assigned duties with North Platte Public Schools.

Hourly staff will use District Time Management System unless given special instructions to use Time Logs. Certified staff may use Time Logs for activities beyond their normal contracted days. Time Logs are official payroll documents used for compensation and reporting hours to retirement. Our annual audit pulls our payroll information to verify payments to staff. This means that we must be very specific in what can be included in time logs:

- Time Logs are done on a **monthly** basis. There cannot be multiple months on submitted time logs. (ie. May and June cannot be submitted on the same time log)
  - Time Logs are due to Payroll by the **1st of each month**. If staff work on the last day of the month, then they must submit the next business day.
  - Time logs are time-intensive to process and require payroll to hand key all information for each time log.
- Time logs must be **signed** by staff and supervisors prior to submission to Payroll. Unsigned time logs will not be processed without proper signatures. Auditors need documentation that staff worked those hours.
- Time logs must be calculated on 15 minute intervals. Staff may not submit time prior to start time of training nor for extension of training without permission of administrator.. Designated times for training will be shared.
- Time logs are paid the **next month**. (ie. May hours are paid in June)
  - Hours reported to Retirement are submitted on a monthly basis.
- Time logs must be submitted separately for different activities which require different budget codes. (ie. Summer Weights and Training cannot be submitted on same time log.)
  - Time logs with pre-filled budget codes may be provided.
- Updated Time Logs should be used and can be found on Employee Portal. Administrators and Supervisors will normally share the Time Logs.
- All time logs are subject to Human Resource review and approval.

## **Section 10    Benefits**

Classified employees are provided benefits in accordance with their employment classification and Board policy (see **Appendix C**). Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Payroll Department in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available from the Human Resources Department.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you

have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

## **Section 11 Payroll**

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employee start date will be at least two working days after required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

Direct Deposit. The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll.

Pay Advice. All pay advice information is located in the Employee Portal. To view pay advice, the employee must visit the [npsd.org](http://npsd.org) website and register for the Employee Portal with a username and password. The employee is encouraged to visit the Employee Portal each month to see payment details prior to contacting the payroll department with questions. Employee Portal will not be available to new employees until after their first paycheck.

Name and Address Change. If an employee's address or phone number changes at any time during employment with the District, the employee must contact Human Resources and the payroll department as soon as possible. Maintaining accurate employee information is a requirement for all school districts.

If an employee changes their name, they will need to contact the payroll department once they have official legal documentation indicating the new name. Technology department will be contacted next to update email, ID badge and technology equipment checked out (employee must bring laptop and case when updating a name change). Human Resources will receive the Name Change form last to update Personnel Files and district computer programs.

## **Section 12 Payroll Deductions**

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions authorized by an employee on the appropriate sheet which comply with Nebraska wage assignment statutes.

Retirement. NPPSD employees who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System. Employees under eighteen (18) years of age may elect not to join. Once the employee reaches the age of 18 and works more than 20 hours per week, retirement will begin to be deducted.

The following employees are required to participate in the retirement plan:

- All permanent employees of a Nebraska school district, an educational service unit, the state or county (if the position with the state or county requires a teaching certificate), working at least 20 hours per week on an on-going, regular basis, or with a full-time contract.
- A permanent employee initially hired at less than 20 hours per week who provides service for 20 hours or more per week (80 hours per month) in any three calendar months of a plan must be enrolled in the retirements plan for the next payroll period.
- An employee must be a United States citizen or a qualified alien in order to participate. Once an employee meets the requirements to participate in the retirement plan, *they will remain in the plan until termination or retirement.*

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the cost at 101%. Any member who terminates employment with NPPSD may:

- 1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.
- 2) Receive a refund or make inquiries to:

Nebraska Retirement System  
PO Box 94816  
Lincoln, NE 68509  
1-800-245-5712

Long Term Disability (LTD). Twelve-month employees working 40 hours per week are eligible for long-term disability coverage. Refer to **Appendix C** for specific benefits according to position.

Life Insurance. Term life insurance is available to all employees. District will provide \$10,000 worth of insurance to employees working 20 hours or more per week. Employees may elect to purchase additional cover, up to \$50,000 is paid through the section 125 plan and additional insurance above \$50,000 is paid as a payroll deduction.

Health Insurance. The District pays a single health insurance premium for full time classified staff, except for paraprofessionals who are subject to their negotiated agreement. When an employee is absent due to an illness and cannot return to work, the district will pay their health insurance premium for 12 weeks.

Section 125. Employees may participate in the District's Section 125 plan to the extent allowed by law.

Tax-Sheltered Annuity. All classified employees may have a payroll deduction toward a district selected tax-sheltered annuity (403b).

### **Section 13 Expense Reimbursement**

North Platte Public Schools will reimburse individuals traveling on official school business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. Thus, all requests for reimbursement will be carefully reviewed and must conform to the guidelines outlined below. Any non-conforming expenses will be rejected. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of school funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the expectation of the North Platte School Board to limit travel costs to only those expenses that are necessary for providing essential services to the North Platte Public Schools. Further, travelers and travel planners must seek ways to reduce the cost of essential travel. Additionally, Administration must ensure that all travel expenses conform to these travel guidelines.

Travel-related expenses are the costs incurred when employees go off-site for work-related training, conferences, seminars and/or meetings. These expenses include the cost of attending the session as well

as the reasonable costs of transportation, meals, parking, hotel and other accommodations off-site.

Any travel expenditure that is not approved in advance or properly documented, or that is deemed to be excessive, may be partially or wholly rejected for payment. Any amount that is rejected will be the responsibility of the person who incurred the cost. The following guidelines shall apply to those traveling on official school business:

- **Itemized, original** receipts must be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses.
- When making travel arrangements, government rates or business rates should be obtained. Upgrades and special amenities are not reimbursable expenses. Requests for others (i.e. family members, friends, or non-employees) to accompany employee will be limited and subject to the approval of the District Leadership Team, and additional fees relating to the travel of others shall be non-reimbursable.
- If personal travel is combined with work related travel, the personal portion must be paid by the employee. Reimbursement for mileage will not be granted, when district transportation has been arranged and is available to the employee.
- No cash advancements will be made for anticipated expenses.
- Internet access charges must be pre-approved.
- The following expenses will **not** be reimbursed:
  - Alcoholic beverages, In-room movies, Mini-bar charges, Gym fees, Entertainment or recreational expenses, Laundry and dry cleaning, Travel Insurance, Excess baggage charges
- With regard to transportation:
  - Flight reservations should be arranged with the Business Office prior to arrangements being made.
  - The most economical fare available should be obtained and is a reimbursable expense.
  - Transportation should be obtained by the most cost effective means.
  - District gas cards may only be used to purchase gas for district-owned vehicles for work-related travel.
  - The use of a rental car requires approval in advance of any travel. If a rental vehicle is approved, it should be a “mid-class” vehicle or smaller. The district will not be responsible for expenses related to fines or other expenses incurred due to traffic or parking violations.
    - Fuel purchased for use of a rental vehicle may be purchased using the district issued p-card or with the employee’s own funds. Receipts must be turned into business office.
  - Mileage reimbursement will be at the per mile rate approved by the IRS. Travel will be calculated from the employee’s beginning location, either home or work location, to the destination and back using online map program. .
    - All travel performed using an employee’s personal vehicle will be reimbursed at the current mileage rate in accordance with this policy.
- With respect to lodging:
  - Lodging reservations should be made in advance of any travel and set up as a direct bill to the district. If an employee chooses not to direct bill, the employee will be required to pay for the lodging and request reimbursement.

- o Lodging will be paid at actual and reasonable rates for both instate and out-of-state travel, subject to the additional provisions of this policy.
- o Lodging at the conference location is appropriate and an approved cost.
- o Employees who arrange for others (i.e., family members, friends, or non-employees) to stay with them will be required to pay for the lodging and request reimbursement. Lodging reimbursement for employees who arrange for others to stay with them will be granted at 50% of the room rate, not to exceed what the district would have paid for single occupancy.
- With respect to meals: If meals or a portion of the meals are included in the travel arrangements (e.g. meal in flight) or at the conference or training session, no meal reimbursement will be made for that meal period. Meals will not be reimbursed if travel occurs within one hour before or after an employee's normal work day.
  - o All meals are to be purchased by the employee, then submitted for reimbursement on the Travel Reimbursement Form.
  - o Charges for meals must be reasonable and in keeping with the regional cost for dining out.
  - o Reimbursement for tips is limited to 20% of approved meal price. Tips above 20% will be the employee's responsibility. The following schedule of per diem payments is the recommended allowances that will be reimbursed for meals:

|                  | Instate | Out-of-state |
|------------------|---------|--------------|
| <b>Breakfast</b> | \$10.00 | \$ 15.00     |
| <b>Lunch</b>     | \$15.00 | \$ 20.00     |
| <b>Dinner</b>    | \$25.00 | \$ 30.00     |

- Registrations, taxi fares, parking fees and other miscellaneous travel-related expenses may be allowed subject to the discretion of the district.

To request reimbursement or payment, please follow the instructions below:

1. Complete and submit the Travel Reimbursement Request form, which is available online, or print it and return it to your building Principal or Supervisor for approval. **Please attach all copies of receipts to the form prior to submission.** The form must be received in the Business Office by the end of month to be compensated the following month otherwise payment will be made in two months.
2. The building Principal or Supervisor will forward your request form to the Central Office Administrator for approval and payment.
3. Final Approval will be made by the Business Manager.

Reimbursements for approved expenses will be mailed after the first board meeting of the next month. Reimbursements must be submitted by the last business day of each month to be paid in the next month.

The District maintains Travel purchasing cards in the Business Office. A Travel p-card can be "checked out" from the business office secretary for use in making travel reservations prior to business travel. The same Travel p-card will then be reserved for the staff member to use for business expenses when actually traveling. All of the above guidelines are to be followed for use of the p-card during business travel. The employee is required to turn in all receipts for travel expense when returning the p-card to the Business Office secretary after the employee returns from traveling. All employees are required to sign a User Statement of Responsibility prior to using a District p-card.

North Platte Public Schools participates in various grants and compensation for grant activities may be subject to different compensation regulations.

## **Section 14 Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at your workplace or a copy is available from the Human Resources Department. Comp time may be taken instead of paid overtime. ALL overtime and comp time must be pre-approved by supervisor and/or Executive Director of Finance.

Certified Staff are considered exempt from overtime in accordance with Fair Labor and Standards. Certified Negotiated Agreement provides guidance for additional compensation for certified staff. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime calculations do not include payment for idle hours when the employee is not at work. Idle hours include paid time off, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses eight hours of paid time off leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Executive Director of Finance or designee will agree upon the overtime rate in compliance with FLSA regulations.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

## **Section 15 Disciplinary Suspension**

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance.

## **Section 16 Worker's Compensation**

All employees come under the provisions of the Nebraska Workers' Compensation law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal.

The supervisor is to be knowledgeable of the district's reporting procedures and to provide the forms and



direct the employee on how to complete (1) the Employee's Incident Report and (2) Employee's Choice of Doctor forms. The supervisor will then complete (3) the Supervisor's Accident Investigation Report and forward all to the Business Office. It is also the supervisor's responsibility to contact Wellness Works who will follow up with the employee.

Employee's eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will then use the employee's available sick and paid time off leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and paid time off leave are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

## Article 3 –CLASSIFIED ABSENCES FROM WORK

### Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Paid time off leave will be granted July 1<sup>st</sup> of each school year. *Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available.* Twelve-month employees, working less than eight hours per day, will receive one half of the leave amounts detailed in each section. **All Para-Educator's leave is subject to the Current Para-Educator Negotiated Agreement.**

Requesting and Reporting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software as soon as possible. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted as soon as possible to ensure employee is paid for the time. Absences must be submitted during the month of absence. Paid time off leave should be submitted at least five business days in advance.

Employees using District Time Management System to report leave must be report leave in a timely fashion or the employee will not be compensated for the leave. Employees are required to submit leave if they cannot work regularly scheduled hours, even if leave is exhausted. Custodial staff is subject to the Custodial Department Policies.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can't be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. The District Leadership Team may approve special emergency circumstances.

#### Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Return to duty will be handled through CareWorks, our FMLA service provider. Employees must provide required documents to CareWorks for FMLA approval. Custodial staff is subject to the Custodial Department Policies.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

## Section 2 Leave

Permanent employees are provided with accrued leave (sick, adoption, paid time off) and benefit leave (bereavement, holiday, jury duty, voting, professional) in accordance with their employment classification, applicable negotiated agreement, and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

## Section 3 Accrued Leave

Note: Temporary Summer Employees do not accrue leave.

Sick Leave. Employees are to use sick leave when unable to work due to an illness. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Please note: Para-Educator Negotiated Agreement is in effect for the 2015-2016 school year.

Sick leave may be accumulated up to 600 hours based on the percent of time worked during a standard week. Sick leave can only be used up to the standard hours per day of a given class of employee. Employees will not be permitted to use unearned sick leave. An unpaid leave of absence may be requested by classified employees to Human Resources. Any employee that moves to a part time status that is less than 20 hours per week, will lose all accrued leave.

| Category | Hours Accrued Per Month          |
|----------|----------------------------------|
| A        | 8                                |
| B        | 6                                |
| C        | 5<br>(based on 9 payroll checks) |

Sick leave may be granted for medical appointments, maternity, illness or accidents, injury to the employee, spouse, children, parent, step-parent, parent-in-law and grandparent. All accumulated sick leave may be used for any or all stated items. When an employee leaves work due to stated sick leave they must take at least half an hour of leave before returning to work. FMLA absences will be handled through CareWorks.

Twelve-month employees cannot use sick leave the day before or the day after a holiday without supervisor approval.

If a classified employee is using paid time off leave, appropriate leave will continue to accrue. If a classified employee is using sick leave, leave will not continue to accrue. All sick leave benefits cease upon termination of employment with the North Platte Public Schools. Sick leave does not accrue cash value.

Sick and paid time off leave is accrued monthly and will begin accruing with the employee's first paycheck. If employee is absent from work before their first paycheck, the employee will not be paid for hours worked. Leave will not be available until after one month of employment.

If employment is terminated prior to leaves accruing for that month, the employee will not accrue leave. If leave accruals have already been posted, then that leave will be available to employees to use. Paid time off leave will be paid out in the employee's final paycheck.

If employee is out on medical (FMLA) or workers comp leave, the employee will not accrue leave until they return to employment, at least half time, with the district.

Staff members may donate up to 16 hours of sick leave per year to any classified staff who has exhausted all paid leave, and who becomes subject to a pay deduct or no income due to extended illness. Maximum amount of received donated sick leave cannot be more than 600 hours. Extended illness may be defined as cancer, heart attack or heart surgery, accident or injury that requires immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ

transplant, stroke, tumor or any illness or disease comparable to those enumerated in this section as determined by the Business Manager who's discretion of eligibility shall be final. A physician's statement must accompany all extended illness cases.

**Adoption Leave.** Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

**Paid Time Off. (Does not include sick leave)**

Employees may not be absent from their assigned duties for more than 80 consecutive work hours for paid time off purposes, unless approved by Human Resources. Paid time off leave must be used in half hour increments. Clerical staff working 10 months will receive the maximum accrual as shown below. Paraprofessional staff will receive the paid time off based negotiated agreement. Paid time off leave is earned monthly beginning on July 1<sup>st</sup> on the basis of continuous employment and will be granted as follows:

|                               | <b>Employment Term</b> | <b>Hours earned per Month</b> | <b>Maximum accumulation</b> | <b>Notes:</b>                   |
|-------------------------------|------------------------|-------------------------------|-----------------------------|---------------------------------|
| 12 Month Classified Employees | 0-11 Months            | 9                             | 108                         |                                 |
|                               | 12-59 Months           | 14                            | 168                         |                                 |
|                               | 60-119 Months          | 16                            | 192                         |                                 |
|                               | 120 months+            | 18                            | 216                         |                                 |
|                               | Para-Educator          |                               |                             | Based upon Negotiated Agreement |
|                               | 10 Month Clerical      |                               | 32                          | Accrues July 1st                |

Once the maximum number of hours has been reached, no additional leave will be accumulated until time has been used. Para-Educators must be hired prior to March 1st to accrue Paid Time Off.

**Section 4 Benefit Leave**

**Bereavement Leave.** Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the teacher's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

All categories: Employees may be granted up to 40 hours paid at regular time rate for hours assigned daily for absence from work due to a death in the immediate family:

- A. Spouse
- B. Parent/Parent-in-law
- C. Stepmother/Stepfather or Stepmother-in-law/Stepfather-in-law
- D. Child
- E. Stepson/Stepdaughter

- F. Son-in-law/Daughter-in-law
- G. Grandchild
- H. Brother/Sister

Employees may be granted up to 16 hours paid at regular time rate for hours assigned daily for absence from work due to a death of a:

- A. Brother-in-law/Sister-in-law
- B. Grandparents
- C. Niece, Nephew, Aunt and Uncle
- D. Person living in the home of the employee
- E. One friend per year up to eight hours or assigned daily hours

Holidays. Pay will be received for those holidays observed by the district, which fall within their assignment period. The Districts will designate holidays annually. If a holiday is observed while the employee is on sick leave or paid time off leave, the holiday will not be charged to sick leave or paid time off leave. The paid holiday schedule for the **current** school year is located in as an **Appendix H**.

## Article 4 – CERTIFIED ABSENCES FROM WORK

### Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Personal and leave will be granted July 1<sup>st</sup> of each school year. *Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available.* Employees requesting leave beyond accrued leave and FMLA, will need Human Resource approval to take leave without pay.

Requesting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software. Leave requests are to be submitted in a timely fashion to the supervisor. All personal leave requires five school days advance notice, exception request require Human Resources approval and subject to negotiated agreement. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. District Administration may restrict personal leave requests based upon substitute availability and negotiated agreement.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave cannot be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. The District Leadership Team may approve special emergency circumstances.

#### Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or healthcare provider to their supervisor when absent for any period of time because of injury requiring care from a physician or healthcare provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed. Custodial staff is subject to the Custodial Department Policies.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

## **Section 2     Leave**

Employees are provided with accrued leave (sick, adoption) and benefit leave (personal, bereavement, jury duty, voting, professional) in accordance with applicable negotiated agreement, and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

## **Section 3     Accrued Leave**

Sick Leave. Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Sick leave may be accumulated up to 75 days.

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

## **Section 4     Benefit Leave**

Personal Leave. Certified staff are granted three (3) personal days per school year. According to negotiated agreement, teachers may be paid daily sub rate for any unused personal leave. Personal leave may not be carried over to following school year for teachers.

For administrators, personal leave must be used within the school year they are earned and do not carry over to the following school year.

Bereavement Leave. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the teacher's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

## Section 5 Expectations for Teachers, Substitutes and Administrators during absence

| Absence Length   | Teacher Responsibilities   | Substitute Responsibilities  | Principal Responsibilities  |
|------------------|--|--|---|
| <b>.5-5 days</b> | <ul style="list-style-type: none"> <li>• <b>Detailed Lesson Plans</b> (may be uploaded to AESOP)</li> <li>• Have Sub Notebook easily available</li> <li>• Classroom Schedule, Expectations, and Resources accessible</li> <li>• Teachers reviews substitute satisfaction survey and makes the appropriate corrective action</li> <li>• List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Follow Lesson Plan and Instructions left by teacher</li> <li>• Follow classroom rules and expectations set by teacher</li> <li>• Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.)</li> <li>• Follow IEP and 504 requirements</li> <li>• Substitute completes satisfaction survey at the end of the assignment</li> </ul>  | <ul style="list-style-type: none"> <li>• Assures Lesson Plans are prepared and turned</li> <li>• Notifies classroom teacher if no lesson plan were prepared</li> <li>• Checks in with Substitute regularly throughout the day</li> <li>• Principal review substitute survey and makes any corrective action needed</li> <li>• Associate Supt. reads substitute survey and makes any corrective action</li> <li>• Assures a substitute-teacher's notebook is complete and visible</li> </ul> |
| <b>6-30 days</b> | <ul style="list-style-type: none"> <li>• <b>Detailed Lesson Plans</b> for first week</li> <li>• Have Sub Notebook easily available</li> <li>• Learning Plans for duration of absence</li> <li>• Classroom Schedule, Expectations, and Resources accessible</li> <li>• Teachers reviews substitute satisfaction survey and makes the appropriate corrective action</li> <li>• List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Follow Lesson Plan and Instructions left by teacher</li> <li>• Submit to principals detailed Lesson Plans for days 6-30</li> <li>• Follow classroom rules and expectations set by teacher</li> <li>• Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.)</li> <li>• Follow IEP and 504 requirements</li> <li>• Substitute complete satisfaction survey at the end of the assignment</li> <li>• Facilitates Parent Teacher Conferences</li> </ul>   | <ul style="list-style-type: none"> <li>• Assures Lesson Plans are prepared and turned</li> <li>• Notifies classroom teacher if no lesson plan were prepared</li> <li>• Checks in with Substitute regularly throughout the day</li> <li>• Principal review substitute survey and makes any corrective action needed</li> <li>• Associate Supt. reads substitute survey and makes any corrective action</li> <li>• Assures a substitute-teacher's notebook is complete and visible</li> </ul> |
| <b>31+ days</b>  | <ul style="list-style-type: none"> <li>• <b>Detailed Lesson Plans</b> for first week</li> <li>• Have Sub Notebook easily available</li> <li>• Learning Plans for duration of absence</li> <li>• Classroom Schedule, Expectations, and Resources accessible</li> <li>• Teachers reviews substitute satisfaction survey and makes the appropriate corrective action</li> <li>• List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Follow Lesson Plan and Instructions left by teacher</li> <li>• Submit to principals detailed Lesson Plans for days 6+</li> <li>• Participate in Building Meetings/ PD at discretion of building principal</li> <li>• Follow classroom rules and expectations set by teacher</li> <li>• Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.)</li> <li>• Follow IEP and 504 requirements</li> <li>• Substitute complete satisfaction survey at the end of the assignment</li> <li>• Facilitates Parent Teacher Conferences</li> </ul> | <ul style="list-style-type: none"> <li>• Assures Lesson Plans are prepared and turned</li> <li>• Notifies classroom teacher if no lesson plan were prepared</li> <li>• Checks in with Substitute regularly throughout the day</li> <li>• Principal review substitute survey and makes any corrective action needed</li> <li>• Associate Supt. reads substitute survey and makes any corrective action</li> <li>• Assures a substitute-teacher's notebook is complete and visible</li> </ul> |



**LESSON PLANS** - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain to. But at all costs, leave the substitute more than enough activities/material to keep the students busy. Always make a few extra copies. If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

**Make your expectations of the students clear** - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with your students to constantly remind them that if you do take an absence day, the class behaves properly. Make your expectations of substitutes clear - Take the time to discuss your expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

**A substitute-teacher's notebook**, for use by any sub who may be assigned to your class, will be required. The notebook's emergency lesson plans and classroom management information will help ensure that everything runs smoothly while you're gone.

The sub notebook, clearly labeled and easily accessible from your desk, containing the following materials:

- Copy of your school's bell schedule, including lunch schedules
- Updated copy of your classroom seating chart
- Updated copy of your roll sheet, including students with health needs identified
- Copy of your daily instructional schedule, including paraeducator or co-teacher if applicable
- Copy of your classroom rules/ procedures/ syllabus
- List of your most helpful and responsible students
- List of all classroom textbooks used and where they are shelved
- Simple map of the school facility and grounds, including emergency-exit routes
- List of the names, room numbers, and extensions of your closest fellow teachers
- List of the names and extensions of your school's administrative personnel
- List of the names, room numbers, and extensions of the nurse, counselor, etc.
- At least three broad, flexible lesson plans that can be used throughout the year

## **Article 5 - LEAVE**

### **Section 1 Jury Duty Leave**

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

### **Section 2 Voting Leave**

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

### **Section 3 Family and Medical Leave**

North Platte Public Schools partners with CareWorks, an FMLA service provider. Employees are to contact CareWorks for FMLA absences and guidance. Employees may be referred to CareWorks for intermittent absences. Employees will be given additional guidance for contacting CareWorks. Refer to Appendix J. Employees are responsible for contacting CareWorks and submitting required documentation. Employees who fail to contact CareWorks or neglect to submit the requested documents may be subject to denial of FMLA and/ or disciplinary action.

#### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA)

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

**Military Leave Entitlement.** Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections.** During FMLA leave, your health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

**Eligibility Requirements.** You are eligible if you have been employed with North Platte Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave.** You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave.** You may choose or North Platte Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

**Employee Responsibilities.** You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities.** The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave

counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (available at your workplace or from the Human Resources Department) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Superintendent, at 308-696-3301.

#### **Section 4 Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

#### **Section 5 Subpoena to Testify Leave**

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available paid time off. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding.

## **Article 6 – DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable, in-person attendance at work is an essential function of all North Platte Public School's positions.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

The North Platte School District uses an electronic time tracking system called District Time Management System to capture and record all non-exempt employee time records and all hourly paid supplemental position time. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance within the District.

District Time Management System shall be considered as the "official" record of the workday for these positions. Any disputes over actual hours worked or attendance will be resolved by referring to the District Time Management System records.

### **Section 2 Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the hours missed. Employees who are absent beyond allocated leave, including accrued leave, and do not meet the guidelines of FMLA will be given notice and an improvement plan put in place. If continued absences occur without leave, disciplinary action may be taken. When an employee is absent due to an illness and cannot return to work, the district will pay the employee's elected health insurance premium for up to 12 weeks, if leave is approved with FMLA. .

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty.

### **Section 3 Arrival to Duty Assignments**

Employees' work assignments may or may not be related to the regular school day. All employees are expected to know their duty dates and times and to be on time for work.

Administration have discretion, upon district approval, to adjust daily hours to accommodate building needs.

### **Section 4 Leaving School/Assignment**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

### **Section 5 School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Phones. Employees are not to use personal cell phones for any non-school purpose during duty time. Personal telephone calls shall not be made during duty time except in the event of an

emergency. No personal long distance calls on school telephones will be authorized, except in an emergency.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using district vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of all parties the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment must be used only for school purposes. School equipment and other resources may not be used for personal purposes only as authorized by Board policy or contract. Policy No. 4016
3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Principal.
4. E-mail. Use of the District's email system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy (Policy No. 4026) and this handbook.
5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communicate regarding school business.
6. Attire. It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear business casual clothing/ In addition to business casual, staff should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Custodial and maintenance staff are provided with a uniform. If the employee terminates employment, their uniforms must be returned. Failure to return their uniform will result in a reduction of their final paycheck for the cost of the uniform.

7. Identification/Security. All employees are required to wear photo identification badges provided by the district so that staff and students can recognize them as employees.

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. Staff who are not regularly assigned a building will checkin and checkout through Raptor with their staff ID. If staff do not have their staff ID, they will need to present a state-issued ID to office staff and receive a printed nametag. Staff must have ID readily visible at all times during school hours. Staff who leave during the day, will be required to checkout through Raptor. District and Building Administration have the right to provide further guidance on use of Staff Check-In and Out.

8. Visitors. Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. North Platte Public Schools has Raptor, a visitor management system to assist in identifying adults within the building. All visitors are required to check-in to the office by presenting a state-issued ID. A nametag will be given to the visitor with name and destination identified. All staff are responsible for checking that visitors have proper identification.

## **Section 6      Supervision of Students**

Proper supervision of students is an important responsibility of all employees of the District. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interacting with students.

### **1. Proper Supervision**

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Be careful when physically contacting students. Physical contact with students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a

report to administration.

## 2. Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students note it in your written records.

## 3. Proper Maintenance of Buildings, Grounds, and Equipment

- a. Conduct periodic inspections of equipment under your control or in your area of supervision.
- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

## 4. Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The administration office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches: Office administration should be contacted to perform searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

## **Section 7      Dispensing Medication Policy No. 6910**

Medication will be administered only in accordance with the Medication Aide Act. Medications will not be administered during school hours except as necessary to provide appropriate educational services.

Employees are not permitted to give any medication to students unless trained under the Medication Aid



Act. Parents/guardians are encouraged to have medications given at home by the parent or by other responsible parties identified by the parent.

The school district reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the dosage recommended by standard pharmacological references or which could be prescribed in a manner which would eliminate the need for giving medication during school hours. The school district may at any time consult with the student's physician with regard to any medication prescribed by such physician.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan.

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without a signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

If a group of students is going on a field trip, the supervising teacher is to notify the Health Office of the trip a minimum of 48 hours in advance. The School Nurse will determine if the medical needs of one or more of the students will require that a health services staff member accompany the students. If it is not necessary for a health services staff member to accompany the students, but one or more of the students may need medication during the field trip, the school nurse will train the teacher about the procedures necessary for medication administration and documentation.

## **Section 8      Reporting Child Abuse Policy No. 5402**

The district recognizes its obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In efforts to help prevent child abuse or neglect, school employees will learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Staff members will work cooperatively with law enforcement and/or the Child Protection Services (CPS) worker who is investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child at school when an interview is requested as part of an investigation of a child abuse report.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information within the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the exceptions to FERPA as noted in the Uninterrupted Scholars Act. The Uninterrupted Scholars Act permits educational institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency, when such agency is legally responsible for the welfare of the student or the student is the Ward of the Court or State.

## **Article 7 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Ethics Standards**

#### **(Rule 27 – Regulations and Standards for Professional Practices Criteria)**

The North Platte Public School District expects its employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

*Principle I - Commitment as a School Employee:* Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

*Principle II - Commitment to the Student:*

Mindful that the employee's position exists for the purpose of serving the best interests of the school district's students and patrons, employees shall perform his/her job duties with genuine interest, concern,

and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

*Principle III - Commitment to the Public:*

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

*Principle IV - Commitment to Position Employment Practices:*

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

### *Competent Performance*

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;

2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

## **Section 2      Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

## **Section 3      Professional Boundaries – Policy No. 4028**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. All social media sites are subject to full disclosure to law enforcement and district administration.

The following non-exclusive list of actions will be regarded as a **violation** of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades). North Platte Public Schools requires all direct messaging with students to be through district sponsored programs: NPPSD Google and NPPSD Remind.
- Engaging in social-networking friendships with a student on social media sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Policy No. 4026
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.

- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

#### **Section 4 Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties, gossiping, or spreading rumors about others.

#### **Section 5 Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

## **Section 6 Notification of Arrest, etc. Policy No. 4023**

Employees must notify Superintendent and direct supervisor within 24 hours of any of the following:

Arrest or Criminal Charges. Any employee that is placed under arrest, into physical custody, or receives a citation, summons, or complaint for any, and all, criminal offense violations where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- Violate Nebraska Department of Education Rule 24;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
- Would impact the responsibility to be a role model for students;
- Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
- Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

This does not include minor traffic law violations.

Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly (within 24 hours) notify Superintendent and direct supervisor of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination and reporting to the Professional Practices Commission.

## **Section 7 Employee Complaints or Concerns Policy No. 4240**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4)

ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

## **Section 8      Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

## **Section 9      Safe Transportation Policy No. 5406**

When driving a school vehicle, transporting students and/or conducting school business, employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, employees are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.



## **Article 8 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1 Drug-Free Workplace Policy No. 4009**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employee will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

### **Section 2 Smoke and Tobacco-Free Workplace Policy No. 1120**

The use of tobacco products is prohibited in all buildings and all vehicles owned or under the control of the District. Use of tobacco products is also prohibited in any outdoor areas where others may be affected, including areas near the entry of buildings.

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), e-cigarettes, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Any violation of the tobacco-free policy by staff shall be referred to the appropriate supervisor. With the first offense, the supervisor will verbally remind the employee of the district policy and provide a written copy of the same to him or her. If a second offense occurs, a written notice of noncompliance with policy will be issued to the staff member with a copy placed in his or her personal file. Further violations shall be dealt with accordingly, based on established policies and procedures for probation, suspension, and dismissal of staff.

### **Section 3 Weapon-Free Workplace Policy No. 1130**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;

- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sandclub, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.
- k. The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

#### **Section 4 Internet Use Policy No. 6800**

##### **A. Internet Safety Policy**

It is the policy of North Platte Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary,

artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

#### B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  - i. Users shall not use another person's name, login, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - ii. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - iii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - iv. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - v. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - vi. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - vii. Users shall not engage in any form of vandalism of the technology resources.
  - viii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - i. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - ii. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - iii. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  - iv. to engage in or promote violations of student conduct rules.
  - v. to engage in illegal activity, such as gambling.
  - vi. in a manner contrary to copyright laws.
  - vii. in a manner contrary to software licenses.
- 5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- 6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
  - a. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
  - b. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
- 7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
- 8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)  
(E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
LB 512 (2017).

## **Section 5      Use of School Facilities Policy No. 1100**

An employee who is issued school keys is expected to not lose their keys nor allow others to have access to or use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Supervisor.

Rentals of school facilities must adhere to Policy 3581 and the District Facility Contract. Contact the Business Manager for any questions regarding facility rental.

## **Section 6      Care of School Property**

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

North Platte Public Schools strives to create a learning and working environment that is positive, welcoming and appropriate. Classrooms and work areas are to be clean and free of clutter. Staff must have approval before redecorating their assigned work area or classroom from their immediate supervisor, with final approval from Business Manager. Curtains and painting of assigned work areas must have approval of supervisor and Business Manager. Staff may not bring personal furniture and small appliances to their work area without prior approval. Personal coffeepots, microwaves, and refrigerators must have approval from Business Manager. Staff are to use only approved adhesives for walls, ceilings, and floors.

Staff may not use scented plug-ins or sprays that have not been approved by supervisor.

Questions regarding classroom décor should be directed to supervisor or Business Manager.

## **Section 7      Salespersons**

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

## **Section 8      Security of Desks and Lockers**

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures

should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

## **Section 8 Video Surveillance**

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent or designee.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

## **Section 9 Bulletins and Web Page**

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as nonpublic forums, meaning that the devices are not open for public use. School-all email is used for school purposes only, solicitations must be approved by Associate Superintendent.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

## **Section 10 Copyright and Fair Use Policy**

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a

permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from administration if there are any questions regarding what may be copied.

## **Section 11 Lost and Found**

Employees who find lost articles are asked to take them to the appropriate office, where the articles can be claimed by the owner.

## **Section 12 Safety and Security**

Safety Program and Safety Committee: The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices: Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seat belts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in



the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

#### 11. Complete yearly Professional Development on safety procedures

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Safe Driving: Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents: Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation: Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## Section 14 Lice Guidelines

### North Platte Public School Practice Guideline: Head Lice Update April 2015

#### **Purpose:**

1. Control the spread of a nuisance condition in the school setting.
2. Minimize absenteeism due to head lice.
3. Promote a partnership between the public school and parent/guardian in the management of head lice.
4. Promote a team approach to head lice management within the school.

#### **General Information:**

1. It should be assumed that head lice are in the community and schools at all times.
2. Head lice are considered to be a nuisance condition and are not a major public health concern.
3. Individual students should not be singled out for screening more often than called for in this practice guideline. Students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
4. School/home cooperation and communication is vital for prompt treatment and reducing absenteeism from school.
5. No treatment has been shown to be 100% effective in killing all lice and nits. For this reason nit removal should be consistently emphasized.

#### **Screening Recommendations:**

##### **When School staff, parent /guardian, or siblings report with and/or suspect lice:**

1. Student, siblings, or household members will be checked with discretion and privacy and parent/guardian will be notified if lice or nits are found.

#### **Classroom recommendations:**

1. Nurse staff will check student or classroom before end of school day, as lice is not a medical emergency and student will remain at school.
2. Classroom will only be checked if 3 or more actual cases in the classroom or at nurse's discretion. Current research does not support classroom screening as a method to stop head lice transmission.
3. When examining a classroom of students, the nurse will have the option of examining them in the classroom setting or in the nurse's office.
4. When screening in the classroom, the health staff, may request that children with head lice or suspicious findings come to the health office at a later time to protect their privacy.
5. Nurse will proceed by washing her hands before she begins the classroom exam and as needed throughout further exams. Hand washing will always be done when evidence of lice or a student's hair is excessively dirty. The nurse will part the hair into sections and will have the option of using fingers (with well-groomed nails), q-tips or tongue depressors.
6. Environmental lice sprays will not be used at school. Cleaners are harmful, since they can be absorbed through the skin, are an irritation to the lungs of some asthmatics, and may cause an allergic reaction.

##### **Parent/Guardian of the student with live lice is to be contacted by staff the day lice are found.**

#### **Discuss that:**

- a. Live lice were found.
- b. If only nits are found within ¼ inch from the scalp, this is evidence of lice, therefore proceed with phone call, parent education and student follow-up as needed.
- c. Student will remain in classroom and go home at the end of the day.
- d. Parents/ guardians will have the option to pick up student earlier, if desired, to begin treatment.

- e. Send home educational materials on lice treatment with parent/guardian.
- f. Families can be referred to their medical provider for treatment recommendations.
- g. Immediate treatment is necessary with a lice shampoo product
- h. 2<sup>nd</sup> treatment is encouraged in 7-10 days
- i. **Combing out the live lice and nits are essential to end the problem**
- j. **Ongoing nit removal and checking head on daily basis will be necessary after initial treatment for next 2 weeks.**
- k. On return to school the student will be checked.
- l. Extended absences due to head lice treatment and infestation will be considered unexcused. Necessary treatment should be initiated within 24 hours, and student return to school.
- m. If treatment is not successful and live lice are found by visual inspection:
- n. Call the parent/guardian to reinforce the steps of treatment.
- o. Parent/Guardian will be **encouraged** to come to school to discuss the steps of treatment privately.
- p. Student will be rechecked in 7-10 days to monitor progress.
- q. Recurrent cases (i.e. evidence of live lice three or more times in a 6-8 week period or recurrent throughout school year )
  - i. Signs & symptoms of infestation-
    - 1. When eight or more live lice visible upon hair inspection and/or eight live lice visible in hair without inspection
- r. Lice falling out, student uncomfortable itching, scratching head and distracted from school work
- s. Lice feces, dry scaly areas , several bites and open scratches on the scalp from itching noticed with visual inspection
  - i. Consultation between nurse and principal
    - 1. Non-compliance or adequate treatment may be a concern
- t. student may be excluded from school until visible live lice free
  - 1. Lice supplies- (combs & shampoo) Nurse & Counselor coordinate

#### **Staff education:**

1. Practice guidelines were created from the CDC (Centers for Disease Control and prevention) and AAP (American Academy of Pediatrics) guidelines/standards.
2. Cases of head lice often increase after children have spent more time in the community, with friends and family such as at the beginning of the school year, after Christmas and Spring break. During these times school personnel are not available to identify and encourage lice treatment.
3. There is **no** known method to prevent lice.
4. Head lice do not hop, fly, or crawl long distances.
5. Head lice do not live "off" the body. They must maintain a constant warm temperature, dehydrate quickly, and will die within 48-72 hours if not in contact with a human head.
6. Person-to-person transfer occurs in head-to-head contact
7. Lice transmission in school is 1% (far less than the common cold) because schools rarely provide an opportunity for head to head contact.
8. Schools are often seen as the source of head lice because cases of head lice are often identified in the school setting; however the school setting is seldom the source of transmission.
9. Lice secrete chemicals that create an "itch" sensation. Itching may not develop for 3-6 weeks with a first case of lice. An itchy scalp may remain after treatment due to harsh chemicals used for treatment.
10. Nit removal is a difficult and a timely process.
11. Pets in the classroom do not need to be treated and cannot maintain or transmit lice.
12. While not a common means of transference encourage children not to share or use their friends' combs, brushes, hair ornaments, hats, caps, scarves, pillows or any other personal headgear.
13. Teach students to place their hats, mittens, and scarves inside coat/jacket sleeves before hanging on hooks or place coats/personal items in separate cubicles or backpacks.

14. A student usually has had lice for 30-45 days before lice are detected. At 30-45 days exposure to classmates has already occurred in most situations.
15. Classroom letters sent home not only provoke a crisis situation and unjustified panic, but they perpetuate the **myth** that lice are transmitted in schools and **schools are solely responsible for controlling head lice**.
16. Parents of children with head lice will be encouraged to talk to other parents of close friends and playmates.
17. Social stigma and shame can be devastating to students and their families. Social stigma and shame can have long lasting emotional effects. Families frustrated by treatment failure or re-infestations need a great deal of positive reinforcement and encouragement to gain control over the condition.
18. School staff may be informed of cases of lice on a need to know basis. Staff should be mindful that students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
19. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
20. Frequent parent education throughout the school year (ie. Newsletters) is necessary to increase parent knowledge, prevention awareness, and treatment options.
21. Provide head lice education within the classrooms as requested so students can understand head lice and what they can do to help prevent the spread of lice. The school nurse will be a resource.

**Resources:**

UNL Extension in Lancaster county- <http://lancaster.unl.edu/pest/lice/headlice030.shtml>

Iowa Department of Public Health-

[http://www.idph.state.ia.us/idph\\_universalhelp/MainContent.aspx?TOCId=%7BB12D481C-0BE5-41CE-B1D2-4DDB754EF309%7D](http://www.idph.state.ia.us/idph_universalhelp/MainContent.aspx?TOCId=%7BB12D481C-0BE5-41CE-B1D2-4DDB754EF309%7D)

CDC- <http://www.cdc.gov/parasites/lice/head/schools.html>

## **Section 15    Animal Management Guidelines**

### **North Platte Public Schools ANIMAL MANAGEMENT GUIDELINES**

#### **I. General**

North Platte Public Schools prohibits animals on campus, with few exceptions. State law also requires the District to minimize safety and health risks from all sources including animals. To maintain healthy and safe school facilities, the numbers of animals on school property must be minimized. Failure to do so creates liability associated with animal attacks, bites, infections from microbiological pathogens, and allergic reactions by sensitive individuals.

Animals can only be brought into high school biology classrooms unless directly related to curriculum. Their use as classroom pets or mascots is prohibited. For “show-and-tell” activities, consider using photographs or videos.

#### **II. Acquisition for Instructional Purposes**

When acquired for laboratory teaching purposes, select the fewest number of appropriate animals for your specific needs. Do not acquire animals/organisms that are poisonous, aggressive, vicious, prone to biting, or that have unusual maintenance, dietary, or supervisory needs.

Laboratory animals must be certifiably disease free. This can be accomplished by purchasing from a reputable, licensed animal supply business, or obtaining a veterinarian’s examination and written certification.

#### **III. Management**

After acquisition, animals should be managed closely and used only for the purpose for which they were obtained. Do not loan them to others. Staff and students must be trained in handling and care procedures.

Never allow animals to roam free on campus or within rooms. They must be properly caged. Never permit them to be taken home, as this serves to extend the District’s liability in a way that we cannot control, and creates the need for another health examination before the animals can be readmitted on campus.

Be aware of and support the particular animal’s behavior and natural feeding and sleeping habits. For example, if a naturally nocturnal animal is forced to stay awake all day and be subjected to handling, this could have several adverse effects. Its health could deteriorate, rendering it more susceptible to infection by parasites and disease organisms, and the stress may make it more apt

Never permit anyone to tease or provoke animals, such as poking them with pencils or fingers through their cages. Supervise all student contact with animals!

#### **IV. Personal Protection**

Never permit staff or students to handle animals without appropriate gloves. Several biting incidents occur each year, typically involving snakes and rodents, and all are preventable by wearing gloves. Leather or rubber gloves are recommended.

#### **V. Care and Maintenance of Laboratory Animals**

Ensure adequate housing/habitats are provided and consistent with the laboratory animal’s particular needs. Meet nutrition needs with correct amounts of recommended food for each species, supplied at correct intervals. Ensure continuing care through weekends and holiday periods.

Keep cages clean, routinely disposing of waste products and bedding materials. Do not throw these in the classroom trash can; they must be separately bagged and placed directly in the dumpster. Use kitty litter or other absorbent material to control urine. Remember that unclean cages breed bacteria, viruses, fungi, and other pests.

|  |
|--|
| <b>Animals not allowed in the Classroom</b><br><b>(Principal has discretion on all animals in the classroom)</b> |
|--|

|  | <b>Type of Animal Safety/Health Concern</b> |  |
|--|---|--|
| <b><i>Small Animals</i></b>                | Raccoons                                    | Not bred in captivity, unpredictable                   |
|  | Squirrels                                   | Not bred in captivity, unpredictable                   |
|  | Bats  | Rabies   |
|  | Wild Rodents                                | Unpredictable, biting                                  |
|  | Monkeys                                     | Unpredictable, biting,                                 |
|  | Aggressive Rabbits                          | Unpredictable, biting                                  |
|  | Skunks                                      | Rabies, biting   |
|  | Puppies, Kittens                            | Salmonella, campylobacter, bites, scratches, allergies |
| <b><i>Snakes, Reptiles, Amphibians</i></b> | Large Pythons                               | Biting, aggressive behavior                            |
|  | Ball Pythons                                | Should not be held in captivity                        |
|  | Lizards                                     | Salmonella, difficult to care for                      |
|  | Frogs                                       | Salmonella   |
|  | Alligators and Caymans                      | Unpredictable, biting, salmonella                      |
|  | Venomous snakes                             | Biting, Poison   |
|  | Turtles                                     | Salmonella   |

## Article 9 – STATE AND FEDERAL PROGRAMS

### Section 1 Notice of Nondiscrimination Policy No. 1200, 4003, 5401

North Platte Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

|   |   |
|---|---|
| Office for Civil Rights<br>8930 Ward Parkway<br>Suite 2037<br>Kansas City, MO 34114<br>816-268-0550<br>FAX: 816-268-0550<br>TDD: 800-437-0833 | The U.S. Equal Employment Opportunity<br>Commission (EEOC)<br>108 L Street, N.W.<br>Washington, D.C. 20507<br>800-669-4000<br>TDD: 800-669-6820 |
|---|---|

A publication provided by the federal government concerning rights of non-discrimination is displayed at your workplace or a copy is available from the Human Resources Department.

To ensure compliance with complaints filed, the following steps will serve as guidance for reporting, investigations and follow-up.

1. All complaints made by students or staff regarding the conduct of staff members will be forwarded to the district's central office.
2. Complaints must also be forwarded to the School Resource Officer in order to ensure mandatory reporting requirements are met.
3. Once an allegation has been made and investigation is underway, the complainant, accused party, and the parents of both parties must be notified at the conclusion of the investigation as to the outcome.
4. Once the investigation is complete, regardless of the ultimate outcome, district staff will follow up with the affected student(s) to assess whether the student(s) are suffering from adverse educational impacts or a hostile environment as a result of the reported incident and subsequent investigation. If necessary, the district will take appropriate remediative measures including, but not limited to, convening a student assistance team.

All investigative documents and evidence, including video if applicable, will be archived.

## **Section 2 Designation of Coordinators Policy No. 1200, 4003, 5401**

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: North Platte Public Schools, 301 West F Street, North Platte, Nebraska 69101; Phone: (308) 535-7100:

| <b>Law, Policy or Program</b>   | <b>Issue or Concern</b>  | <b>Coordinator</b>   |
|---|--|--|
| Title VI  | Discrimination or harassment based on race, color, or national origin; harassment    | Human Resource Director  |
| Title IX  | Discrimination or harassment based on sex; gender equity                             | Human Resource Director  |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Human Resource Director<br>Special Services Director for student matters |
| Homeless student laws   | Children who are homeless  | Superintendent   |
| Safe and Drug Free Schools and Communities  | Safe and drug free schools   | Business Manager   |
| Child Nutrition Services  | Discrimination based on race, color, national origin, age, disability and sex        | Business Manager   |

## **Section 2 Anti-discrimination & Harassment Policy (Policy Nos. 1200, 4003, 5401)**

Policy of Non-Discrimination: The policy of North Platte Public Schools is to not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on race, color, religion, sex, age, marital status, disability, or national origin or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination: North Platte Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.



2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
  - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
  - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
  - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

#### Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

### **Section 3      Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations

shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.

4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

#### **Section 4 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

#### **Section 5 Disclosure of Student Information to Military Recruiters and Colleges**

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

#### **Section 6 Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

#### **Section 7 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent

applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

# 2019-2020 NPPSD School Calendar

| July 2019      |    |    |    |    |    |    | January 2020  |    |    |    |    |    |    | January          |  |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------------|--|
| Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | 1st-3rd          | No School - Holiday                                  |
| 1              | 2  | 3  | 4  | 5  | 6  |    |               |    |    | 1  | 2  | 3  | 4  | 6th              | Start of 3rd Quarter/ 2nd Semester                   |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |               | 5  | 6  | 7  | 8  | 9  | 10 | 20th             | No School - Professional Learning                    |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |               | 12 | 13 | 14 | 15 | 16 | 17 |                  |  |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |               | 19 | 20 | 21 | 22 | 23 | 24 |                  |  |
| 28             | 29 | 30 | 31 |    |    |    |               | 26 | 27 | 28 | 29 | 30 | 31 |                  |  |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    |                  |  |
| August 2019    |    |    |    |    |    |    | February 2020 |    |    |    |    |    |    | February         |  |
| Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | 6th              | 12:00 Dismissal Adams ONLY                           |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |               | 2  | 3  | 4  | 5  | 6  | 7  | 13th             | Parent/ Teacher Conferences - Adams (7th-8th)        |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |               | 9  | 10 | 11 | 12 | 13 | 14 | 17th             | Parent/ Teacher Conferences - High School            |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |               | 16 | 17 | 18 | 19 | 20 | 21 |                  | No School - Professional Learning                    |
| 25             | 26 | 27 | 28 | 29 | 30 | 31 |               | 23 | 24 | 25 | 26 | 27 | 28 |                  |  |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    |                  |  |
| September 2019 |    |    |    |    |    |    | March 2020    |    |    |    |    |    |    | March            |  |
| Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | 6th              | Start of 4th Quarter                                 |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |               | 1  | 2  | 3  | 4  | 5  | 6  | 12th             | No School Elementary/ Madison ONLY - P/T Conferences |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |               | 8  | 9  | 10 | 11 | 12 | 13 | 13th             | No School - Elementary and Madison P/T Conferences/  |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |               | 15 | 16 | 17 | 18 | 19 | 20 | 16th             | No School Adams and High School - Secondary Trade    |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |               | 22 | 23 | 24 | 25 | 26 | 27 |                  | No School - Professional Learning                    |
| 29             | 30 |    |    |    |    |    |               | 29 | 30 | 31 |    |    |    |                  | 3rd Quarter - Elementary & Madison 43 days/          |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    |                  |  |
| October 2019   |    |    |    |    |    |    | April 2020    |    |    |    |    |    |    | April            |  |
| Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | 6th              | 12:00 Dismissal Adams ONLY                           |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |               | 5  | 6  | 7  | 8  | 9  | 10 | 10th-13th        | Parent/ Teacher Conferences - Adams (7th-8th)        |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |               | 12 | 13 | 14 | 15 | 16 | 17 | 14th             | No School - Holiday                                  |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |               | 19 | 20 | 21 | 22 | 23 | 24 | 16th             | No School - Professional Learning                    |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |               | 26 | 27 | 28 | 29 | 30 |    |                  | Parent/ Teacher Conferences - High School            |
| 29             | 30 |    |    |    |    |    |               |    |    |    |    |    |    |                  | 4th Quarter - Elementary & Madison 45 days/          |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    |                  |  |
| November 2019  |    |    |    |    |    |    | May 2020      |    |    |    |    |    |    | May              |  |
| Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | 17th             | Graduation   |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |               | 3  | 4  | 5  | 6  | 7  | 8  | 20th             | End of 4th Quarter - Students Last Day               |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |               | 10 | 11 | 12 | 13 | 14 | 15 | 21st             | No School - Professional Learning                    |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |               | 17 | 18 | 19 | 20 | 21 | 22 | 20th, 26th, 27th | Possible Snow Day Make-up Days                       |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |               | 24 | 25 | 26 | 27 | 28 | 29 | 31               | 4th Quarter - Elementary & Madison 45 days/          |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    |                  |  |
| December 2019  |    |    |    |    |    |    | June 2020     |    |    |    |    |    |    | June             |  |
| Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | 1st              | Elementary and Middle School Days - 168 days         |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |               | 7  | 8  | 9  | 10 | 11 | 12 | 13               | Secondary Days - 169 days                            |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |               | 14 | 15 | 16 | 17 | 18 | 19 | 20               |  |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |               | 21 | 22 | 23 | 24 | 25 | 26 | 27               |  |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |               | 28 | 29 | 30 |    |    |    |                  |  |
| 29             | 30 | 31 |    |    |    |    |               |    |    |    |    |    |    |                  |  |

| Color Code                        |  |
|-----------------------------------|--|
| No School - Professional Learning |  |
| Quarter Start or End              |  |
| Parent/ Teacher Conferences       |  |
| Secondary Trade Day               |  |
| No School - Holiday               |  |

## **NORTH PLATTE PUBLIC SCHOOLS ASBESTOS NOTIFICATION**

North Platte School District's parents, guardians, teachers and employee organizations are informed of the following.

The Environmental Protection Agency's regulation Asbestos Containing Materials in Schools (40 CFR Part 763) requires each school building to maintain a complete copy of their Asbestos Management Plan with up to date inspections in the Administration Office. Building employees, hired contractors, occupants and occupants' parents or legal guardians must be informed once a year of asbestos related activities conducted, in progress, or scheduled within that year.

The school is required to have a State of Nebraska accredited Asbestos Inspector conduct a re inspection every 3 years of known or assumed asbestos containing materials within our school buildings to insure asbestos containing materials are maintained in good condition. Inspections do not disrupt class times or class scheduling. And every 6 months after the re-inspection, required periodic surveillances are conducted by an adequately trained person.

The Management Plan for our school district is available for review to all school personnel, public, state and federal representatives during normal business hours with proper notice.

Airborne asbestos contamination in buildings can be a significant environmental problem and you can be assured that we are in compliance with all relevant regulations.

For asbestos questions or information, please contact the school's designated person at (308) 535-7100 or the Environmental Protection Agency- Region VII office at (800) 471-7127 or go to their web site at [www.epa.gov/asbestos/asbestos-in-schools](http://www.epa.gov/asbestos/asbestos-in-schools).

| North Platte Public Schools |                          |                                   |                          |                                   |      |             |
|-----------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|------|-------------|
| B E N E F I T S             |                          |                                   |                          |                                   |      |             |
| Category                    |                          | Positions                         | BCBS Health Insurance    | Term Life (60 day Waiting Period) | LTD  | Section 125 |
| A                           |                          | Directors                         | Single                   | Paid                              | Yes  | Yes         |
|                             | Salary Range             | Classified                        | Single                   | Paid                              | Yes  | Yes         |
|                             | Hourly Rate Schedule     | Maintenance                       | Single                   | Paid                              | Paid | Yes         |
|                             | Hourly Rate              | Custodial                         | Single                   | Paid                              | Paid | Yes         |
|                             | Hourly Rate              | Part Time Custodian               |                          |                                   |      |             |
| B                           | Clerical Salary Schedule | 10 Month Administrative Assistant | Single                   | Paid                              | Yes  | Yes         |
| C                           | Hourly Rate              | 9 Month Custodian                 |                          |                                   |      |             |
|                             | Salary Schedule          | Paraprofessionals                 | Per Negotiated Agreement |                                   |      | Yes         |
|                             | Hourly Rate              | Floater Custodian                 |                          |                                   |      |             |
| D                           | Hourly Rate              | Temporary Maintenance             |                          |                                   |      |             |

# APPENDIX D

| North Platte Public Schools |                        |                   |                               |
|-----------------------------|------------------------|-------------------|-------------------------------|
| Compensation Schedule       |                        |                   |                               |
| Secretarial Positions       |                        |                   |                               |
| 2019-2020                   |                        |                   |                               |
|                             |                        |                   |                               |
|                             | HS Registrar           | HS Guidance       | Superintendent                |
|                             | HS Associate Principal | Activity Director | Curriculum                    |
|                             | MS Guidance            | Maintenance       | Business Manager              |
|                             | HS/MS Attendance       | Technology        | Human Resources               |
|                             | Elementary             | e                 | Certified Payroll Bookkeeper  |
|                             |                        | [                 | Classified Payroll Bookkeeper |
|                             |                        |                   | Student Services              |
|                             |                        |                   | HS Principal/IC               |
|                             |                        |                   |                               |
|                             | <b>A</b>               | <b>B</b>          | <b>C</b>                      |
| 1.0                         | 18.77                  | 20.06             | 22.66                         |
| 2.0                         | 19.15                  | 20.46             | 23.04                         |
| 3.0                         | 19.55                  | 20.84             | 23.44                         |
| 4.0                         | 19.93                  | 21.22             | 23.82                         |
| 5.0                         | 20.34                  | 21.62             | 24.20                         |
| 6.0                         | 20.72                  | 22.00             | 24.60                         |
| 7.0                         | 21.10                  | 22.40             | 24.98                         |
| 8.0                         | 21.50                  | 22.78             | 25.38                         |
| 9.0                         | 21.88                  | 23.16             | 25.76                         |
| 10.0                        | 22.26                  | 23.56             | 26.14                         |
| 11.0                        | 22.66                  | 23.94             | 26.54                         |
| 12.0                        | 23.04                  | 24.35             | 26.92                         |
| 13.0                        | 23.44                  | 24.73             | 27.30                         |

# APPENDIX E

| NORTH PLATTE PUBLIC SCHOOLS  |                   |          |             |         |         |         |         |         |
|--|-------------------|----------|-------------|---------|---------|---------|---------|---------|
| Classified Staff (excluding Clerical, Paraprofessional, Maintenance & Custodial) |                   |          |             |         |         |         |         |         |
| 2019-2020  |                   |          |             |         |         |         |         |         |
|  | Entry Level:      | \$202.14 |             |         |         |         |         |         |
|  | Index - Vertical: | 5.00%    |             |         |         |         |         |         |
|  | Horizontal :      | 4.00%    |             |         |         |         |         |         |
|  |                   |          |             |         |         |         |         |         |
| Degree   |                   | Support  | AA/Training | BA/BS   | BA/BS   | BA/BS   | BA/BS   | MA/MS   |
|  |                   |          |             |         | 9       | 18      | 27      |         |
| Level  | Increase          | 0.80%    | 0.96%       | 1.00%   | 1.04%   | 1.08%   | 1.12%   | 1.16%   |
|  |                   | 0        | 0           | 1       | 10      | 19      | 28      | 100     |
| 1.0  | 1.00%             | \$13.90  | \$24.26     | \$25.27 | \$26.28 | \$27.29 | \$28.30 | \$29.31 |
| 2.0  | 1.05%             | \$15.16  | \$25.52     | \$26.53 | \$27.54 | \$28.55 | \$29.56 | \$30.57 |
| 3.0  | 1.10%             | \$16.17  | \$26.53     | \$27.54 | \$28.55 | \$29.56 | \$30.57 | \$31.58 |
| 4.0  | 1.15%             | \$17.18  | \$27.54     | \$28.55 | \$29.56 | \$30.57 | \$31.58 | \$32.59 |
| 5.0  | 1.20%             | \$18.19  | \$28.55     | \$29.56 | \$30.57 | \$31.58 | \$32.59 | \$33.60 |
| 6.0  | 1.25%             |          | \$29.56     | \$30.57 | \$31.58 | \$32.59 | \$33.60 | \$34.62 |
| 7.0  | 1.30%             |          |             | \$31.58 | \$32.59 | \$33.60 | \$34.62 | \$35.63 |
| 8.0  | 1.35%             |          |             |         | \$33.60 | \$34.62 | \$35.63 | \$36.64 |
| 9.0  | 1.40%             |          |             |         |         | \$35.63 | \$36.64 | \$37.65 |
| 10.0   | 1.45%             |          |             |         |         |         | \$37.65 | \$38.66 |
| 11.0   | 1.50%             |          |             |         |         |         |         | \$39.67 |



## Para-Educators

|  | August 1, 2017-July 31, 2018 |       |       |  | August 1, 2018-July 31, 2019 |       |       |  |
|--|------------------------------|-------|-------|--|------------------------------|-------|-------|--|
|  | Category                     |       |       |  | Category                     |       |       |  |
| Level  | 1                            | 2     | 3     |  | 1                            | 2     | 3     |  |
| 1  | 10.75                        | 12.45 | 15.98 |  | 11.00                        | 12.70 | 16.23 |  |
| 2  | 10.95                        | 12.70 | 16.32 |  | 11.20                        | 12.95 | 16.57 |  |
| 3  | 11.19                        | 13.00 | 16.71 |  | 11.44                        | 13.25 | 16.96 |  |
| 4  | 11.44                        | 13.30 | 17.12 |  | 11.69                        | 13.55 | 17.37 |  |
| 5  | 11.70                        | 13.60 | 17.52 |  | 11.95                        | 13.85 | 17.77 |  |
| 6  | 11.94                        | 13.90 | 17.79 |  | 12.19                        | 14.15 | 18.04 |  |
| 7  | 12.19                        | 14.20 | 18.19 |  | 12.44                        | 14.45 | 18.44 |  |
| 8  | 12.45                        | 14.49 | 18.72 |  | 12.70                        | 14.74 | 18.97 |  |
| 9  | 12.69                        | 14.80 | 19.13 |  | 12.94                        | 15.05 | 19.38 |  |
| 10   | 12.94                        | 15.09 | 19.53 |  | 13.19                        | 15.34 | 19.78 |  |
| 11   | 13.19                        | 15.40 | 19.92 |  | 13.44                        | 15.65 | 20.17 |  |
| 12   | 13.43                        | 15.70 | 20.34 |  | 13.68                        | 15.95 | 20.59 |  |
| 13   | 13.68                        | 15.99 | 20.71 |  | 13.93                        | 16.24 | 20.96 |  |
| Level Does not equal years in district   |                              |       |       |  |                              |       |       |  |
| All placement will be at the discretion of Human Resources with input from building principals, facilitators, and directors.   |                              |       |       |  |                              |       |       |  |
| Category   |                              |       |       |  |                              |       |       |  |
| 1: Building / Program Support  |                              |       |       |  |                              |       |       |  |
| a. Staff assigned to this category do not provide direct individualized support to identified students.  |                              |       |       |  |                              |       |       |  |
| b. Staff are assignable to classrooms and programs by building principals, supervisors, and/ or Directors.   |                              |       |       |  |                              |       |       |  |
| May include: Classroom, Library, Office, Accompanist, Kids Klub, Special Education (cased upon assignment and students being served), Title  |                              |       |       |  |                              |       |       |  |
| 2: Focused Student Support   |                              |       |       |  |                              |       |       |  |
| a. Staff assigned to this category provide focused support to students with special needs or behavior needs as identified by Individualized Education Plan (IEP), behavior plans, or discretion of building principal, supervisor, or Directors. |                              |       |       |  |                              |       |       |  |
| b. Kids Klub staff assigned to this category are assigned to specific sites and are tasked with managing staff and students without direct supervisory support. These staff members serve the role as Coordinator or Co-Coordinator.             |                              |       |       |  |                              |       |       |  |
| c. Staff assigned to this category may be required to have additional certification such as bus driving, CPI, and/ or other certification as identified by administration.   |                              |       |       |  |                              |       |       |  |
| May include: Special Education Bus Driver, Kids Klub Coordinator, Job Coach, Health, ISS, Behavior Support, Special Education (cased upon assignment and students being served)  |                              |       |       |  |                              |       |       |  |
| 3: Specialized Support   |                              |       |       |  |                              |       |       |  |
| a. Staff assigned to this category provides specialized medical licensure as required by needs of student.   |                              |       |       |  |                              |       |       |  |
| b. Staff assigned to this category provide specialized support as required by language interpretation for students.  |                              |       |       |  |                              |       |       |  |
| May Include: LPN, Sign Language Interpreter, ELL   |                              |       |       |  |                              |       |       |  |
| Notes:   |                              |       |       |  |                              |       |       |  |
| Certified Para will be paid hourly rate of substitute according to Substitute Handbook. Staff must have required credentials   |                              |       |       |  |                              |       |       |  |
| Substitute Para will be paid at Level 5 experience level in category 1.  |                              |       |       |  |                              |       |       |  |

# APPENDIX G

| North Platte Public Schools  |               |
|--|---------------|
| Maintenance/Custodial Starting Wage                                    |               |
| 2019-2020  |               |
|  |               |
| Positions  | Starting Wage |
| Maintenance  | \$15.90       |
| Lead Custodian   | \$14.90       |
| Custodian  | \$14.40       |
| Part Time Custodian  | \$11.00       |
| 9 Month Custodian  | \$11.00       |
| Temporary Maintenance  | \$11.00       |
| Bus Drivers  | \$16.10       |
| MS Bus Drivers per trip  | \$21.80       |
|  |               |
| Summer Maintenance Staff<br>Receive a .50 increase when<br>they return |               |

## APPENDIX H

| North Platte Public Schools            |                   |                 |                    |
|--|-------------------|-----------------|--------------------|
| Holidays for the 2019-2020 School Year |                   |                 |                    |
|  |                   |                 |                    |
| Holiday                                | Date Observed     | Day of the Week | Designated Holiday |
| Independence Day                       | July 4, 2018      | Wednesday       | 7/4/2018           |
| Labor Day                              | September 3, 2018 | Monday          | 9/3/2018           |
| Thanksgiving                           | November 22, 2018 | Thursday        | 11/22/2018         |
| Day After Thanksgiving                 | November 23, 2018 | Friday          | 11/23/2018         |
| Christmas Eve                          | December 24, 2018 | Monday          | 12/24/2018         |
| Christmas Day                          | December 25, 2018 | Tuesday         | 12/25/2018         |
| New Year's Eve                         | December 31, 2018 | Monday          | 12/31/2018         |
| New Year's Day                         | January 1, 2019   | Tuesday         | 1/1/2019           |
| Spring Break                           | April 19, 2019    | Friday          | 4/19/2019          |
| Designated Day                         | April 22, 2019    | Monday          | 4/22/2019          |
| Memorial Day                           | May 27, 2019      | Monday          | 5/27/2019          |



NPPSD has formed a partnership with CareWorks Absence Management to administer the Family Medical Leave Act (FMLA) program. CareWorks Absence Management is a world class absence management organization dedicated to consistently exceed our customers' expectations.

If you have a need for leave, it is no longer necessary to contact your Human Resources Department. Contact CareWorks Absence Management via our toll-free phone number and our staff will assist you through the FMLA process. CareWorks Absence Management will be available to answer any additional questions you may have.

**If you have had a FMLA Absence within the last 12 months, please read the following passage:**

**All FMLA claims are being transitioned to CareWorks Absence Management. If you have a current FMLA claim, you will not need to supply any additional medical documentation as North Platte Public Schools has provided CareWorks Absence Management with this information.**

- If you are currently away from work for a **continuous** period of time, please contact CareWorks Absence Management seven (7) calendar days prior to the day you intend to return to work in order to update your leave status.
- If you currently have an **intermittent** leave where you may be absent from work periodically due to your own condition or to care for an immediate family member, please contact CareWorks Absence Management upon your next absence so your time off can be appropriately documented.

**Please note that you are required to continue to report your absences to your employer following your normal attendance policy whenever you will be absent from work.**

Please feel free to contact CareWorks Absence Management at [myfmla@careworksabsence.com](mailto:myfmla@careworksabsence.com) with any questions regarding FMLA. Please be sure to include your full name, phone number and the company you work for in your email so that we can respond promptly to your request.

Sincerely,

CareWorks Absence Management  
 Phone: 888-436-9530  
 Fax: 888-436-9535  
 Email: [myfmla@careworksabsence.com](mailto:myfmla@careworksabsence.com)

|   | ParaEducator  | Classified<br>(Clerical, Custodial,<br>Maintenance, Technology,<br>Other)   | Teacher   | Administrator<br>215   | Administrator<br>261   |
|---|---|---|---|--|--|
| <b>Bereavement -</b><br>Must identify<br>relationship in Notes  | 40 hours per occurrence<br>Spouse, Children and<br>their spouses, parent,<br>step-parent, parent-in-law,<br>step-children, siblings,<br>individuals living in the<br>same household<br>16 hours per occurrence<br>brother/ sister-in-law,<br>grandparent, niece,<br>nephew, aunt, and uncle<br>8 hours (Total)<br>Friend or extended family | 40 hours per occurrence<br>Spouse, Parent/<br>Parent-in-law,<br>Stepmother/Stepfather or<br>Stepmother-in-law/<br>Stepfather-in-law,<br>Child, Stepson/<br>Stepdaughter, Son-in-law/<br>Daughter-in-law,<br>Grandchild, Brother/Sister<br>16 hours per occurrence<br>Brother-in-law/Sister-in-<br>law, Grandparents<br>Niece, Nephew, Aunt and<br>Uncle, Person living in the<br>home of the employee<br>8 hours (Total)<br>Friend or extended family | Five days per<br>occurrence<br>spouse, parent,<br>parents-in-law, child,<br>son-in-law,<br>daughter-in-law,<br>grandchild, or legal<br>dependent.<br>Two days per<br>occurrence<br>brother, sister,<br>brother-in-law,<br>sister-in-law,<br>grandparents, niece,<br>nephew, aunt, or uncle.<br>One day (Total)<br>One friend/ extended<br>family per year | Five days per<br>occurrence<br>spouse, parent,<br>parents-in-law, child,<br>son-in-law,<br>daughter-in-law,<br>grandchild, or legal<br>dependent.<br>Two days per<br>occurrence<br>brother, sister,<br>brother-in-law,<br>sister-in-law,<br>grandparents, niece,<br>nephew, aunt, or<br>uncle.<br>One day (Total)<br>One friend/ extended<br>family per year | Five days per<br>occurrence<br>spouse, parent,<br>parents-in-law, child,<br>son-in-law,<br>daughter-in-law,<br>grandchild, or legal<br>dependent.<br>Two days per<br>occurrence<br>brother, sister,<br>brother-in-law,<br>sister-in-law,<br>grandparents, niece,<br>nephew, aunt, or<br>uncle.<br>One day (Total)<br>One friend/ extended<br>family per year |
| <b>Inservice/ Staff<br/>Development -</b><br>DO NOT SUBMIT on<br>AESOP until approved<br>first - Identify in Notes<br>*** | TBD - prior approval by<br>principal or supervisor<br>and HR  | TBD - prior approval by<br>principal or supervisor<br>and HR  | TBD - prior approval by<br>principal or supervisor<br>and HR  | TBD - prior approval<br>by principal or<br>supervisor and HR   | TBD - prior approval<br>by principal or<br>supervisor and HR   |
| <b>Jury Duty</b><br>Communicate with HR<br>and Principal  | Must contact principal or<br>supervisor and HR  | Must contact principal or<br>supervisor and HR  | Must contact principal or<br>supervisor and HR  | Must contact<br>principal or<br>supervisor and HR  | Must contact<br>principal or<br>supervisor and HR  |
| <b>Personal Leave</b>   | NA  | NA  | 3 days (must give five<br>days prior notice and<br>note pay deduct days)  | 3 days   | 3 days   |



|   | ParaEducator   | Classified<br>(Clerical, Custodial,<br>Maintenance, Technology,<br>Other)  | Teacher   | Administrator<br>215   | Administrator<br>261   |
|---|--|--|---|--|--|
| <b>Vacation Leave</b>   | NA   | NA   | NA  | NA   | 20 days  |
| <b>Personal Time Off<br/>(PTO)</b>  | 2 days (may accumulate up to 4 days)<br>*May use PTO for snow days   | <b>12 Month Employees</b><br>0-11 Months - 9 hrs/ monthly (max 108 hrs)<br>12-59 Months - 14 hrs (max 168 hrs)<br>60-119 Months - 16 hrs (max 192 hrs)<br>120+ Months - 18 hrs (max 216 hrs)<br><b>10 Month Clerical</b> 32 hrs max (July 1st) | NA  | NA   | NA   |
| <b>School Activity -</b><br>Must be identified in Comments  | TBD - prior approval by principal or supervisor and Activities Director, if applicable   | TBD - prior approval by principal or supervisor and Activities Director, if applicable   | TBD - prior approval by principal or supervisor and Activities Director, if applicable  | TBD - prior approval by principal or supervisor and Activities Director, if applicable | TBD - prior approval by principal or supervisor and Activities Director, if applicable |
| <b>Sick</b><br>(HR may ask for clarification - if more than three days then refer to FMLA)            | *Must be scheduled at least 25 hrs/ week<br>1 day/ month based on scheduled daily hours (max 600 hours)  | Refer to Classified Handbook based upon Category placement (A - 8, B - 6, C - 5) (max 600 hours)   | 10 days annually (max 75 days)  | 10 days annually (max 75 days)   | 10 days annually (max 75 days)   |
| <b>Donated Sick Leave</b><br>(Classified may donate to classified, and certified donate to certified) | Refer to Classified Handbook:<br>cancer, heart attack/ surgery or heart surgery, accident or injury that requires immediate medical attention, terminal illness, major organ transplant, stroke, tumor (Up to 600 hours) | Refer to Classified Handbook:<br>cancer, heart attack/ surgery or heart surgery, accident or injury that requires immediate medical attention, terminal illness, major organ transplant, stroke, tumor (Up to 600 hours)                       | Refer to Negotiated Agreement:<br>cancer; heart attack/ heart surgery, accident or injury that required immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ transplant, stroke; tumor (Max 60 days) |  |  |

# **2019-2020 Employee and Substitute Handbook Update**

## **Employee Handbook Updates:**

### Annual Updates:

- Personnel
- Appendixes
  - Salary Schedules
  - Calendars
- Language updates from 18-19 switch from Classified and Certified Handbook to one Employee Handbook

## **Article 1, Section 3 - Contract Days**

- **Teachers would be making up snow days - per negotiated agreement**

### TBD - Article 2, Section 17 Evaluations

- Visitor Management System
- Staff Check-in/ Check-out

## **Substitute Handbook Updates:**

### Annual Updates:

- Personnel

### Identification Badge

- Visitor Management System
- Staff Check-in/ Check-out

### Compensation

- Half Day Compensation



# **Substitute Handbook 2019-2020**

North Platte Public Schools  
PO Box 1557  
North Platte, NE 69101  
(308) 535-7100



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Welcome Letter

Focus Areas

Section #1 - Substitute Information

- Requirements
- Substitute Teacher Application Process
- Substitute Duty Hours
- Substitute Teacher System
- Lesson Plans
- Badges
- Pay Scale
- Paycheck Procedures
- Duties of the Substitute Teacher
- Discipline
- Responsibilities
- Confidentiality
- Cell Phone
- Attire

Section #2 – District Information

- Directory of Buildings/Start Times

Section #3 Tips

- Classroom Management
- General Tips

Section #4 - Expectations for Teachers, Substitutes, and Administrators

- Matrix of Responsibilities

North Platte Public Schools  
Administration Offices  
301 West F Street – PO Box 1557  
North Platte, Nebraska 69103-1557  
Phone: (308) 535-7100  
Fax: (308) 535-5300

Dear Educator,

Thank you for your interest in substitute teaching for North Platte Public Schools. The role of the substitute teacher in our district is vital to the overall success of the North Platte Public Schools student. You have a very important mission to continue the educational opportunities for each and every student. You must be an educator, a disciplinarian and an individual concerned about the welfare of our students.

This handbook is intended to assist in your role as a substitute teacher for North Platte Public Schools. We want to make your job as easy as possible by answering many of your questions before you ask them. However, please feel free to ask building staff or myself any additional questions you may have. We want you to know that you are a part of our team and we want to be of assistance to you whenever possible.

Good luck and thanks for helping make our students successful.

Dr. Ron Hanson, Superintendent  
Stuart Simpson, Executive Director of Finance  
Kevin Mills, Director of Human Resources  
Peggy Romshek, Director of Special Services  
Trent Benjamin, Director of Elementary Teaching and Learning  
Vikki Carlson, Director of Secondary Teaching and Learning

Our focus for the school year will be to improve student success by building professional capacity with teachers and principals; developing and implementing systemic and systematic processes that impact the teaching and learning in every classroom; and planning, developing, and implementing programs that prepare students for the next phase of life.

1. **Teachers:** are the number one factor that impacts student learning. Building professional capacity with the teachers is an essential factor in our professional development, curriculum development, and student success plans.

**Actions:**

- Continue to recruit, hire, train, & retain highly effective teachers.
- Provide high quality, systemic professional development to all teachers.
- Implement a systemic continuous improvement process that determines what's working and what needs to improve via professional learning team structure.
- Ensure all teachers understand the intended curriculum – vertically and horizontally.
- Ensure all teachers are implementing the intended curriculum with fidelity.

2. **Principals:** The principal is the second highest factor just beyond the classroom teacher that impacts student achievement (Hattie, 2009). Building professional capacity with the principals is an essential factor in our professional development plan. – *Fullan*

**Actions:**

- Continue to recruit, hire, train, & retain highly effective principals.
- Provide high quality, systemic professional development to all principals.
- Build professional capacity of all principal to become **lead learners** of the school.
- Implement a systemic continuous improvement process that determines what's working and what needs to improve at all schools.
- Principals have professional learning time every Wednesday of the month to build their professional capacity as **lead learners**.

3. **Systemic Processes and Structures** – improving teaching & learning in all classrooms

**Actions:**

a. Review and enhance current **Curriculum Development Process**

- A K-12 guaranteed, viable curriculum; aligned with NE State Standards; horizontally and vertically aligned at each grade/subject level; implemented with fidelity in every classroom.
  - a. Understood by all teachers – vertically and horizontally aligned to increase fidelity of implementation.
  - b. Common, rigorous assessments are used to determine if students are learning and for determining improvement goals.
- Professional Learning Teams (PLTs), curriculum guides, and learning plans support every classroom teacher. The guarantee a viable curriculum, for all students, is implemented across the District with fidelity.
- Teachers are using best instructional practices when implementing the intended curriculum - - District Instructional Model.

b. Review and enhance **Professional Learning Teams**

**Actions:**

- We use the professional learning team structure to provide opportunities to teachers to learn from each other.
- All teachers are provided the time to meet, plan, and develop instructional plans that include the elements of an effective lesson using the District Instructional Model; using evidence-based practices which are monitored for effectiveness using common assessment data. [All professional learning teams develop goals and action plans based on student data. Each teacher develops a classroom action plan that aligns with the PLT goal.] Teachers team/teachers are continually collecting and analyzing common data sources to determine the instructional effectiveness that have the greatest impact on teacher and student learning.
- Teacher teams develop **Learning Plans** (units of study) that include the essential elements of an effective lesson: clear learning targets, anticipatory set, teaching and modeling in small

bites or chunks - scaffolding, questioning, feedback, multiple cycles of guided practice, and checks for understanding until students are ready for independent practice and closure. All teachers are implementing the elements of an effective lesson as described in the District's Instructional Model.

- All teachers will use **common assessments** for the purpose of measuring student success. [The curriculum department will develop and implement a comprehensive and balanced assessment system, ranging from authentic literacy opportunities to performance based and quality multiple choice common assessments.] All teachers are using valid and reliable formative, and summative assessments aligned with curriculum standards, concepts, and indicators. Results are used to guide instruction and provide constructive feedback to students. [The District implements a comprehensive assessment system that generates a range of data about student learning and utilizes assessment data in a timely fashion to inform adult actions and professional learning needs at a variety of stakeholder levels.]
- c. Review and enhance **Continuous Improvement Process** using Systemic Action Research Model

**Actions:**

- Use a district-wide action research model for consistency, fidelity, and common language.
- Use multiple measures to determine if students are learning – such as District assessments, NSCAS assessments, MAP, and ACT
- Use a multiple Tiered System: District-School-Grade Level/Subject Level-Teacher
  - o District = Tier I Goals School = Tier II Goals Classroom/PLT = Tier III Goals
  - o All levels of the system utilize the action research model to determine what's working and what needs to improve. The **I.D.E.A.L. research model** will be learned and utilized as the continuous improvement tool.

**4. Quality Programs – Focus on planning, developing, enhancing, and implementing . . .**

- a. **NPPSD Career & College Readiness Initiative**
- b. ***Dare-to-Go-Five or Below*** – attendance matters strategy
- c. **Positive Behavioral Interventions & Support - PBIS** is a behavior based and research validated process that increases the capacity of schools, families, and communities to develop preventive, proactive, positive environments. The process focuses on building school-wide, classroom and individual systems of support general enough to assist ***all*** students, but focused enough to provide students at risk individual help.

# Substitute Information



### **Requirements**

To substitute teach in the North Platte School District you must have a valid teaching certificate. The types of certificate offered by the State of Nebraska are as follows:

- a) A Standard Nebraska Teaching Certificate
- b) A Substitute Nebraska Teaching Certificate
- c) A Local Substitute Nebraska Teaching Certificate.

#### **Standard and Substitute Certificates**

A standard certificate is issued to an individual who has met all of the requirements to be a teacher by the Nebraska Department of Education.

A substitute teaching certificate is issued to someone who held a traditional certificate in the past. The individual may have allowed the certificate to lapse and therefore may require additional credit hours to be taken before a standard certificate could be issued.

**It is the responsibility of the substitute to secure their certificate with Nebraska Department of Education.**

#### **Local Substitute Teaching Certificate**

The option of a local substitute teaching certificate has been added to the type of teaching certificates offered by the Nebraska Department of Education. An individual who has taken a minimum of 60 college credit hours, including at least one course in education may qualify. Nebraska Department of Education determines certificate. Steps needed to determine if you qualify as a local substitute teacher are:

- 1) Send a copy of your college transcripts to the Nebraska Department of Education to be reviewed.
- 2) Request a "Local Substitute Application Packet" from:  
Nebraska Teacher Certification Office  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
(402) 471-0739  
[www.nde.state.ne.us/TCERT/](http://www.nde.state.ne.us/TCERT/)
- 3) If we determine that your transcripts meet the guidelines, a letter of recommendation from the North Platte Public Schools Board of Education will be issued.
- 4) North Platte Public Schools will fax your letter of recommendation to the Nebraska Dept. of Ed.

**Note:** Please be advised that at the present time Local Substitute Teachers are limited, by the State, to subbing a maximum of 90 days within a calendar year from the receipt of their certificate. **If you are a local sub, you are responsible for keeping track of your days worked so you do not exceed 90 days.**

### Substitute Teacher Application Process

Once you have a current teaching certificate (standard, substitute or local) you will need to apply online at [www.nppsd.org](http://www.nppsd.org) > Employment Opportunities. Substitute applicants will be contacted for an interview with the Associate Superintendent prior to hiring.

Once hired, substitutes will be responsible for submitting the following documents prior to subbing:

1. **Substitute Teacher Information Sheet**

This form asks some basic informational questions about you. It also asks you to tell us the days of the week that you are able to substitute teach as well as the grade levels in which you prefer to teach.

2. **W-4**

This is the standard Federal form that allows us to withhold the correct Federal Income Tax from your pay.

3. **I-9**

This is also a standard Federal form that proves to us that you are a United States Citizen. We need the following documentation:

|                         |   |
|-------------------------|---|
| (A) Passport, <b>or</b> | (B) Two of the following; Driver's License, Birth Certificate, or Social Security Card. |
|-------------------------|---|

Please bring required documentation with you when you return your paperwork and we would be happy to make the copies necessary to attach to this form.

4. **Criminal History Background Form**

This form allows us to run a criminal check to ensure that we do not expose the students of North Platte Public Schools to someone who may have committed a felony that injured a child or could cause potential difficulties working with children.

5. **Direct Deposit Form**

North Platte Public Schools pays only via electronic funds transfer. This form allows us to transfer funds into your account. We do not send out pay advices any longer. All information regarding your paycheck is now available online. You will need to call **Cindy O'Connor at 696-3308** to receive information on how to sign in.

### Substitute Duty Hours

Substitutes have the following standard duty hours:

AM Only: 7:45 to 11:45

PM Only: 11:45 to 3:45

Full Day: 7:45 to 3:45

Exceptions:

- Substitutes at Madison Middle School will report at 7:30 and leave at 3:30.
- Substitutes at the High School still report at 7:45 and will be assigned supervision of students until school starts at 8:20.

Permission to deviate from these duty hours will only be granted by Human Resources Office or building administrator.

### Substitute Teacher System

North Platte Public Schools utilizes AESOP Substitute Placement system. Substitutes call **1-800-942-3767** or [www.FrontlineK12.com/Aesop](http://www.FrontlineK12.com/Aesop) to accept jobs and set preferences.

The Human Resources office at McKinley Education is the district contact for substitutes. Each building will coordinate with the Human Resources office to ensure coverage for teacher absences. The District Phone Number is (308)535-7100.

Substitutes will be responsible for checking their assignments and preferences on AESOP. If assistance is needed, please contact the Human Resources office.

There are two types of jobs that are filled by substitutes, absences and vacancies. Absences are defined as jobs needed filled by teachers who take sick, school activity, personal, inservice, or bereavement leaves. Vacancies are posted by Human Resources office to fill absences for teachers who are participating in IEPs, Classroom observation or other absences approved by Human Resources office. All jobs may be reassigned at the discretion of the building administrator.

### **Lesson Plans**

Lesson plans should be arranged by the teacher ahead of time and left in the room, attached on AESOP or with the office. But in an emergency the teacher is to call the principal with the information. The principal can then pass that information onto the substitute. Please refer to guidance at the end of the handbook.

### **Identification Badges**

All substitutes will be issued a district identification badge to wear while substituting.

### **Visitor Management System**

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. North Platte Public Schools has Raptor, a visitor management system to assist in identifying adults within the building. All visitors are required to check-in to the office by presenting a state-issued ID. A nametag will be given to the visitor with name and destination identified. All staff are responsible for checking that visitors have proper identification.

### **Staff Checkin/ Out**

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. Staff who are not regularly assigned a building will checkin and checkout through Raptor with their staff ID. If staff do not have their staff ID, they will need to present a state-issued ID to office staff and receive a printed nametag. Staff must have ID readily visible at all times during school hours. Staff who leave during the day, will be required to checkout through Raptor. District and Building Administration have the right to provide further guidance on use of Staff Check-In and Out.

### **District Email**

District email will only be issued to staff members who meet the following criteria:

- Former NPPSD teacher
- Substituted for the district for at least three years with an average of over 40 days per year
- Accepted long term sub job of 20+ days
- Signed Technology User Agreement

Requests for district email must be submitted to Human Resources office. Human Resources office will notify Technology Department of permission to grant district email to substitutes.

### **Pay Scale**

The pay scale for substitute teachers is as follows:

Daily Rate: \$120/day

- |        |   |
|--------|---|
| 1 - 5  | Consecutive days for the same teacher you receive \$120.00/day (1/2 day is \$60)  |
| 6 – 30 | Consecutive days for the same teacher you receive \$150.00/day retroactive to when the assignment began   |
| 31+    | Consecutive days for the same teacher you receive 1/185 <sup>th</sup> of Base Teacher Pay *retroactive to when you began the assignment (\$200 for 2017-2018) |
- \* This figure is based on the BA, Step 1 Placement on the teacher's salary schedule and will change each time the teacher's salary schedule changes.*

If there is a discrepancy and a sub shows up for a job that is no longer needed and they were not contacted or activity cancellation, then the sub may leave without pay or be paid for half day and be assigned by building principal or designee.



North Platte Public Schools has an incentive program for substitutes. Substitutes who successfully complete the **Sub Skills Basic Training** from **Stedi.org** will be eligible for additional compensation based upon the following criteria:

- Subbed for a minimum of **40 school days**
- **Presents SubDiploma** to Human Resources
  - Must be renewed annually
  - Substitute is responsible for cost of program - approximately \$39.95
- AESOP overall rating of at least **3 of 5 stars**
- May only limit subbing to secondary or elementary, if a sub elects to only sub in certain buildings then the sub would not be eligible for incentive
- Substitutes will be eligible for three years of incentive upon successful completion. Subs will have to complete the training every three years to qualify for incentive.

Substitutes will be compensated an additional **\$10/** day in the following July if the preceding requirements are met on an annual basis.

### **Paycheck Procedures**

North Platte Public Schools payroll is completed on a monthly basis. Direct Deposits (in lieu of checks) are wired to your financial institution(s) on the 20<sup>th</sup> of each month for hours worked in the previous month. You will no longer receive an advice showing you the amount of the deposit and various other information traditionally located on a pay stub. Contact Cindy O'Connor (number listed below) to find out how to sign in to the **Employee Portal** to see your payroll information. Employee Portal will not be available until after first paycheck.

Payroll is figured per calendar month for the previous calendar month.

**Example #1:** If you work the 1<sup>st</sup> of September, you would receive payment for that assignment on the 20<sup>th</sup> of October.

**Example #2:** If you work on the 30<sup>th</sup> of September, you would receive payment for that assignment on the 20<sup>th</sup> of October as well.

The contact secretary in each building is responsible for inputting the time information regarding substitute teachers in their buildings into the computer system. If you think a day has not been recorded for you, please check AESOP and then reconcile with the building secretary.

If you feel there is a problem or a discrepancy with the time report or payment earned, please contact **Cindy O'Connor** at **696-3308** if the issue cannot be resolved with the building secretary.

### **Duties of the Substitute**

1. The Substitute is to sign in prior to the time classes begin and remain in the building until the close of the school day, which is 3:45 or dismissed by building administrator or designee.
2. The substitute is to check in with the designated contact secretary at the building office to get materials and information pertinent to her/his work and an identification badge.
3. The substitute should immediately check the teacher's daily schedule and review the lesson plans for the day. Teaching assignment for substitute is at the discretion of the building administrator and may be assigned as needed.
4. The substitute is to do all the special duties of the teacher for whom she/he is substituting.
5. The substitute is to correct papers for the work assigned during the day and leave them in order on the desk.
6. The substitute is to maintain discipline and order in the classroom
7. At the end of the day the substitute should leave a written report of the days activities.

8. If there is a district or building error in sub placement, substitute will remain in the building for half day and assigned by building administrator. If another substitute position opens up, then the substitute will report there. If a substitute chooses to leave, then they will forfeit the pay for the day. The substitute will be compensated for the half day.

### **Substitute Evaluation**

There is no formal evaluation for substitutes. Teachers are asked to leave feedback after a substitute has been in their classroom. Substitutes are able to see only their star rating from the teachers. If there is an issue, a building principal or Tami Eshleman will contact the substitute. Substitute who repeatedly cancel jobs may be removed from the substitute call list.

### **Summary....**

#### **Beginning of the Day**

- Be on time
- Know where to park
- Sign in at the Office
- Get room key (if needed)
- Pick up/wear an identification badge
- Pick up/look over substitute information packet
- Check for Duties (i.e. lunchroom, recess, before and after school)
- Check mailboxes for student handouts
- Find emergency exits
- Find fire alarm
- Write your name on the Board

#### **End of the Day**

- Check all papers (unless specified differently by the teacher)
- Complete Substitute check list which should include
  - a. a note as to what was finished or not finished
  - b. a note regarding any student problems
- Check out at the Office before leaving the building
- Return name badge and keys
- Sign payroll paperwork

### **Discipline**

The substitute teacher is due the same respect as the regular teacher.

1. List the names of the students that were very helpful
2. Keep a list of students who have misbehaved. Be specific about describing the behavior.
3. Check with the administrator about their referral procedures should students be unruly, disruptive or disturb the educational process.

### **Responsibilities**

A substitute shall be subject to all the duties of a regular classroom teacher including any lunchtime or before and after school duties. The principal will inform the substitute of these duties before the beginning of the school day.

Business casual is our dress code, substitutes are expected to dress in a professional manner befitting the responsibilities of their position.

### **Reporting Child Abuse Policy No. 5402**

The district recognizes its obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In efforts to help prevent child abuse or neglect, school employees will learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Staff members will work cooperatively with law enforcement and/or the Child Protection Services (CPS) worker who is investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child at school when an interview is requested as part of an investigation of a child abuse report.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information within the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the exceptions to FERPA as noted in the Uninterrupted Scholars Act. The Uninterrupted Scholars Act permits educational institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency, when such agency is legally responsible for the welfare of the student or the student is the Ward of the Court or State.

### **Confidentiality**

Privacy is paramount for the students and staff of NPPS. Any information substantiated or otherwise, overheard from students or faculty is to remain confidential. If concerns arise, please address them to the building principal.

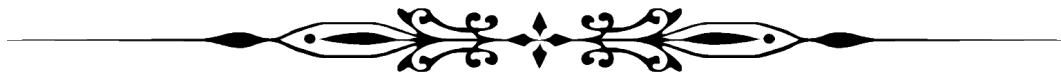
### **Cell Phone**

Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

### **Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should wear business casual clothing/ In addition to business casual, staff should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

**District  
Information**



**Directory of Building Addresses and Administrators**

|   |  |          |
|---|--|----------|
| <b>Administration Office</b><br>McKinley Education Center<br>P.O. Box 1557<br>301 West F Street | Dr. Ron Hanson, Superintendent<br>Stuart Simpson, Executive Director of Finance<br>Kevin Mills, Director of Human Resources<br>Peggy Romshek, Director of Special Services<br>Trent Benjamin, Director of Elementary T & L<br>Vikki Carlson, Director of Secondary T & L | 535-7100 |
| North Platte High School<br>1220 West 2 <sup>nd</sup> Street                                    | Scott Siegel, Principal<br>Micah Fisher, Associate Principal<br>Nick Miller, Associate Principal<br>Cheryl Hall, Secretary   | 535-7105 |
| Adams Middle School<br>1200 S. McDonald Road  | James Ayres, Principal<br>Brett Joneson, Associate Principal<br>Kristi Wever, Secretary  | 532-7112 |
| Madison Middle School<br>1400 N. Madison Avenue   | Bobbi Isom, Principal<br>Vicki Goforth, Secretary  | 535-7126 |
| Buffalo Elementary School<br>1600 N. Buffalo Bill Avenue  | Danesa Fleck, Principal<br>Tamran Berol, Secretary   | 535-7130 |
| Cody Elementary School<br>2000 West 2 <sup>nd</sup> Street                                      | Dr. Tami Eshleman, Principal<br>Ashley Beachner, Secretary   | 535-7132 |
| Eisenhower Elementary School<br>3900 West A Street  | Lyndsey Douglas, Principal<br>Kay Wright, Secretary  | 535-7134 |
| Jefferson Elementary School<br>700 East 3 <sup>rd</sup> Street                                  | Traci Costlow, Principal<br>Elizabeth Buhlke, Secretary  | 535-7136 |
| Lake Maloney Elementary School<br>848 E. Correction Line Road                                   | Robin Vahle, Principal<br>Sarah Whalen, Secretary  | 532-9392 |
| Lincoln Elementary School<br>200 West 9 <sup>th</sup> Street                                    | Matt Irish, Principal<br>Lauressa Gillock, Secretary   | 535-7138 |
| McDonald Elementary School<br>601 McDonald Road   | Kim Flanders, Principal<br>Abigail Persinger, Secretary  | 535-7140 |
| Osgood Elementary School<br>495 West State Farm Road  | Robin Vahle, Principal<br>Crystal Myers, Secretary   | 535-7144 |
| Washington Elementary School<br>600 West 3 <sup>rd</sup> Street                                 | Harmoni Wagner, Principal<br>Britni Walz, Secretary  | 535-7142 |

# Substitute Tips



## Classroom Management

**Remember:** It is important for the substitute teachers to establish their classroom expectations and consequences at the beginning of the day. It is essential for teachers to be perceived by students as confident, as being in charge, and as being fair.

**Respecting Students:** Remember that each individual student is a person who deserves to be treated with respect regardless of their intellectual abilities, primary language, social training, cultural background, or personal circumstance. Students respect adults who respect them.

**Staying in Control:** It is extremely important for the teacher not to lose their temper or control of their emotions. Teachers should model appropriate behavior even under highly stressful situations. When teachers lose self control, it becomes more difficult to make proper decisions and to retain the respect of students. When teachers lose self control, their behavior often becomes the focus of attention rather than the student's behavior.

**Eye Contact:** Direct eye contact and non-verbal communication are effective classroom management tools, provided that the non-verbal communication doesn't become threatening or intimidating to students.

**Raising Your Voice:** Using different voice inflections in the classroom is appropriate only if it has a legitimate educational purpose, doesn't result in yelling (which is ineffective and abusive), and doesn't demean students.

**Establishing Standards of Conduct:** Letting the entire class know what your expectations are is key to having a successful educational day. "Establishing Standards" should be done as early in the day as possible. Teachers need to be firm, fair, and consistent. Setting reasonable standards and consequences and consistent enforcement of these standards is essential in maintaining a safe and orderly learning environment.

**Logical Consequences For Student Behavior:** Students need to understand that if they chose to follow or violate classroom expectations, a correlation exists between their choice and the consequence. Negative student consequences should be logical and in proportion to the seriousness of the violation. Rewards should also be in proportion to students' correct choices. Rewards should have a legitimate educational purpose, and the reward offered should be sufficient enough to motivate students to want to continue making correct choices.

**Positive Reinforcement:** Students, like adults, respond to positive reinforcement better than to sarcasm or use of negatives. Praising desired behavior is much more effective than punishing undesired behavior. Preventive discipline is more effective than reactive discipline.

**Praise and Correction Guides:** It is more powerful and appropriate to correct students one-to-one at every grade level. Students who are corrected in front of their peers often respond by acting out even more. Often the student who is being publicly disciplined will have their peer group rush to their support at the expense of the teacher. A general guideline at the elementary level is "to correct privately and to praise publicly." At the elementary level, it is generally acceptable to praise a particular student in front of other students. At the middle school and high school levels, individual praise normally needs to be done privately, while group praise is done publicly. Praise should always be genuine and never contrived.

**Surprising Students:** Students need and expect clear direction and predictability. Clear direction and teacher predictability provide a safer and more secure learning environment for students. A disciplinary surprise is usually not only ineffective, it often results in the students perceiving the teacher as being unfair and unreasonable.

**Proximity & Classroom Management:** There is a direct correlation of distance of the teacher from the student and student behavior. The closer a teacher is to a student normally, the better the student's behavior. Teachers who walk around the classroom and monitor student conduct usually maintain much better classroom control.

**Unoccupied Student Time:** Unoccupied and non-directed student time often results in classroom management difficulties. Teachers should provide learning activities for students to begin working on immediately upon entering the classroom and upon concluding their regular classroom assignments.

**Extinction:** Minor unacceptable student behaviors are often best dealt with by using a technique known as extinction (ignoring minor negative behavior so it is not reinforced by providing desired attention). This technique usually results in minor unacceptable student behavior disappearing. If the undesired behavior persists, the teacher will need to use more direct and forceful disciplinary intervention strategies.

### **General Tips**

#### **You will have good days and you will have bad days...**

The same class that was so well-mannered and polite yesterday, can be obnoxious and impolite the next day. And, of course, there will be days when you will feel obnoxious and impolite, too. Despite these changes, you must exhibit the same behavior and conduct that you have in the past. The life of a student is unstable and ever-changing, the students don't need a Teacher who is the same.

#### **Establish acceptable noise level...**

You have been given control of the classroom: make it yours. The class will challenge this control and your first "standard" that students learn will be your voice level. Making your acceptable noise level known can take many forms: raising your eyes from the roll sheet to the student, simply saying "Quiet", or by not allowing the class to proceed until the class is quiet.

#### **Ask students, "What do you think?" when you don't know...**

This not only allows you to get away with not knowing the material, but encourages the students towards finding the answer on their own. Students are quick to "test" Substitute Teachers to see if they are qualified to teach the class room subject. The best response to the students' challenge is to ask, "What do you think?". If they persist, instruct the student to "look for the answer in the book", or "Go on to the next question."

#### **Give them very reason to invite you back to teach again...**

"Them" are the absent Teacher, The Administrators, and the Students. If "them" have trouble with you, it may decrease your chances of being asked back.

#### **Be professional...**

The students expect a Substitute Teacher to be professional. This means dressing, talking, and acting professionally.

#### **Follow school rules...**

Different schools have different rules. It is your duty to know the different rules of each school. Know if eating in class is OK, learn the location where the class goes in case of a fire drill (for every class you teach), etc.

## **General Tips (cont.)**

### **Make them your students...**

Don't create a wall between the students and yourself. Be one with the students. This means that you and the students are "on the same side". This means that you laugh at the same jokes, know the same language, and together, will arrive at the same learnings. The students pick up on this attitude and are more willing to learn from you once they become "your students".

### **Treat students with respect...**

Treat students with respect. The popular saying "Contempt Breeds Contempt" also works the other way; "Respect Breeds Respect". This includes "hearing" every question, giving praise for student's work, and allowing all students to participate.

### **Meet Troublemakers face-to-face...**

If you ignore the troublemakers, they very rarely go away. One effective way to deal with troublemakers is to pick them out of the crowd and "expose" them (that is, let it be known privately that you will be watching them). This is tricky, as an exposed troublemaker can sometimes be a bigger problem than an invisible troublemaker.

A second more straight forward method of dealing with a troublemaker is to get them out of the classroom. This can be done with a referral, depending on how big of a troublemaker the student becomes. Experience will dictate the best method of discipline.

### **Learn...**

Learn not only the student classroom material, but devote some time to analyze your teaching strategy. Try different teaching methods and compare their effectiveness. Learn as a Substitute Teacher. The position does get easier with experience, but only if you learn from failures and successes.



## Expectations for Teachers, Substitutes and Administrators during absences

| Absence Length   | Teacher Responsibilities   | Substitute Responsibilities  | Principal Responsibilities  |
|------------------|--|--|---|
| <b>.5-5 days</b> | <ul style="list-style-type: none"> <li>• <b>Detailed Lesson Plans</b></li> <li>• (may be uploaded to AESOP)</li> <li>• Have Sub Notebook easily available</li> <li>• Classroom Schedule, Expectations, and Resources accessible</li> <li>• Teachers reviews substitute satisfaction survey and makes the appropriate corrective action</li> <li>• List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)</li> </ul>                            | <ul style="list-style-type: none"> <li>• Follow Lesson Plan and Instructions left by teacher</li> <li>• Follow classroom rules and expectations set by teacher</li> <li>• Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.)</li> <li>• Follow IEP and 504 requirements</li> <li>• Substitute completes satisfaction survey at the end of the assignment</li> </ul>  | <ul style="list-style-type: none"> <li>• Assures Lesson Plans are prepared and turned</li> <li>• Notifies classroom teacher if no lesson plan were prepared</li> <li>• Checks in with Substitute regularly throughout the day</li> <li>• Principal review substitute survey and makes any corrective action needed</li> <li>• Associate Supt. reads substitute survey and makes any corrective action</li> <li>• Assures a substitute-teacher's notebook is complete and visible</li> </ul> |
| <b>6-30 days</b> | <ul style="list-style-type: none"> <li>• <b>Detailed Lesson Plans</b> for first week</li> <li>• Have Sub Notebook easily available</li> <li>• Learning Plans for duration of absence</li> <li>• Classroom Schedule, Expectations, and Resources accessible</li> <li>• Teachers reviews substitute satisfaction survey and makes the appropriate corrective action</li> <li>• List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Follow Lesson Plan and Instructions left by teacher</li> <li>• Submit to principals detailed Lesson Plans for days 6-30</li> <li>• Follow classroom rules and expectations set by teacher</li> <li>• Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.)</li> <li>• Follow IEP and 504 requirements</li> <li>• Substitute complete satisfaction survey at the end of the assignment</li> <li>• Facilitates Parent Teacher Conferences</li> </ul>   | <ul style="list-style-type: none"> <li>• Assures Lesson Plans are prepared and turned</li> <li>• Notifies classroom teacher if no lesson plan were prepared</li> <li>• Checks in with Substitute regularly throughout the day</li> <li>• Principal review substitute survey and makes any corrective action needed</li> <li>• Associate Supt. reads substitute survey and makes any corrective action</li> <li>• Assures a substitute-teacher's notebook is complete and visible</li> </ul> |
| <b>31+ days</b>  | <ul style="list-style-type: none"> <li>• <b>Detailed Lesson Plans</b> for first week</li> <li>• Have Sub Notebook easily available</li> <li>• Learning Plans for duration of absence</li> <li>• Classroom Schedule, Expectations, and Resources accessible</li> <li>• Teachers reviews substitute satisfaction survey and makes the appropriate corrective action</li> <li>• List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Follow Lesson Plan and Instructions left by teacher</li> <li>• Submit to principals detailed Lesson Plans for days 6+</li> <li>• Participate in Building Meetings/ PD at discretion of building principal</li> <li>• Follow classroom rules and expectations set by teacher</li> <li>• Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.)</li> <li>• Follow IEP and 504 requirements</li> <li>• Substitute complete satisfaction survey at the end of the assignment</li> <li>• Facilitates Parent Teacher Conferences</li> </ul> | <ul style="list-style-type: none"> <li>• Assures Lesson Plans are prepared and turned</li> <li>• Notifies classroom teacher if no lesson plan were prepared</li> <li>• Checks in with Substitute regularly throughout the day</li> <li>• Principal review substitute survey and makes any corrective action needed</li> <li>• Associate Supt. reads substitute survey and makes any corrective action</li> <li>• Assures a substitute-teacher's notebook is complete and visible</li> </ul> |



It is important for Substitutes to know the expectations of teachers. If you believe you do not have the materials and information necessary for a successful day substituting, please contact the building principal.

**LESSON PLANS** - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain to. But at all costs, leave the substitute more than enough activities/material to keep the students busy. Always make a few extra copies. \*NOTE: Elementary classroom teachers have access to Planbook.edu that outlines all the materials for the day.

If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

**Make your expectations of the students clear** - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with your students to constantly remind them that if you do take an absence day, the class behaves properly. Make your expectations of substitutes clear - Take the time to discuss your expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

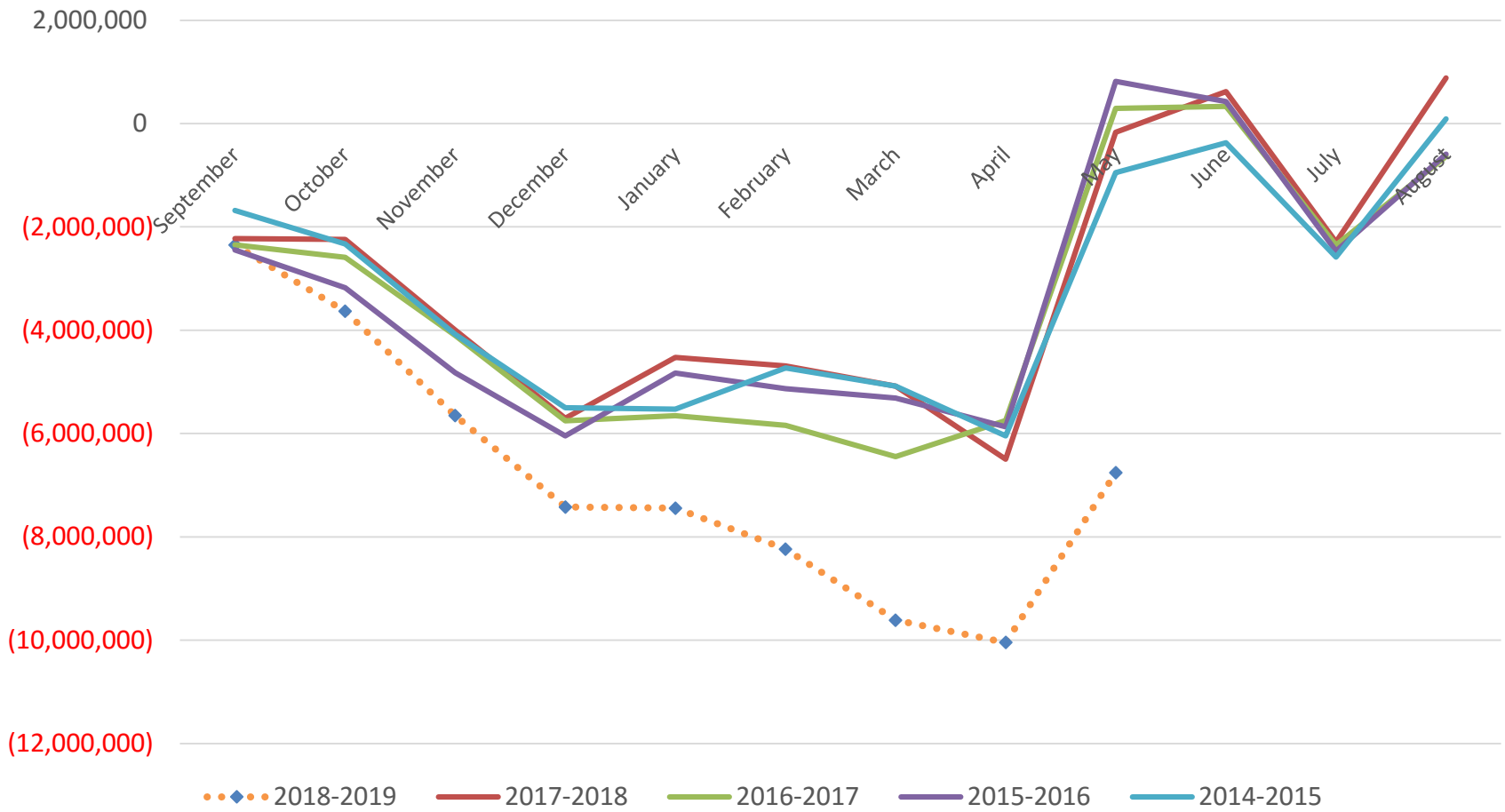
**A substitute-teacher's notebook**, for use by any sub who may be assigned to your class, will be required. The notebook's emergency lesson plans and classroom management information will help ensure that everything runs smoothly while you're gone.

The sub notebook, clearly labeled and easily accessible from your desk, containing the following materials:

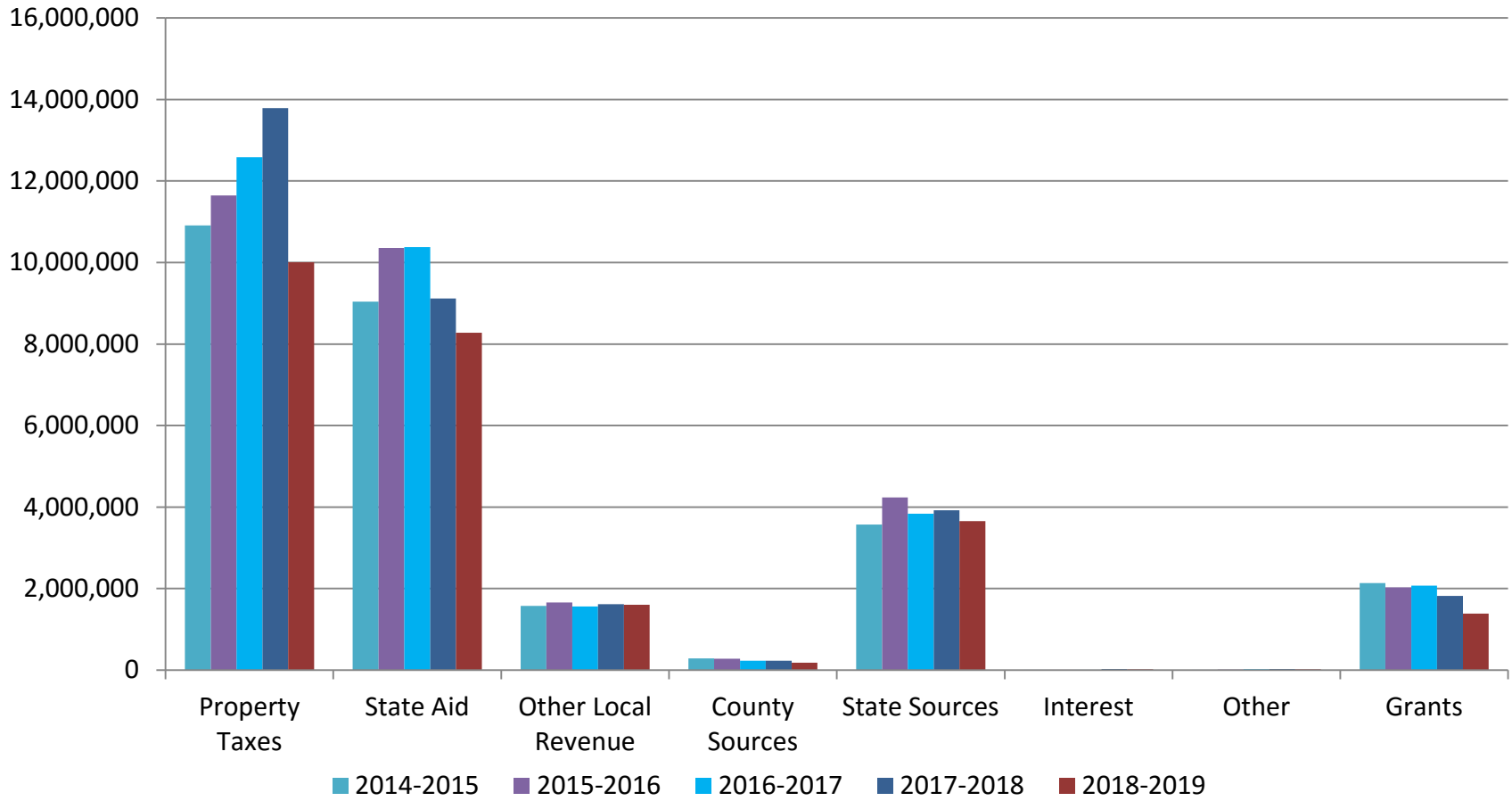
- Copy of your school's bell schedule, including lunch schedules
- Updated copy of your classroom seating chart
- Updated copy of your roll sheet (Note: Students with health needs noted)
- Copy of your daily instructional schedule, including para support if applicable
- Copy of your classroom rules/ procedures/ syllabus
- List of your most helpful and responsible students
- List of all classroom textbooks used and where they are shelved
- Simple map of the school facility and grounds, including emergency-exit routes
- List of the names, room numbers, and extensions of your closest fellow teachers
- List of the names and extensions of your school's administrative personnel
- List of the names, room numbers, and extensions of the nurse, counselor, etc.
- At least three broad, flexible lesson plans that can be used throughout the year

# North Platte Public Schools

## Monthly Cash Flow

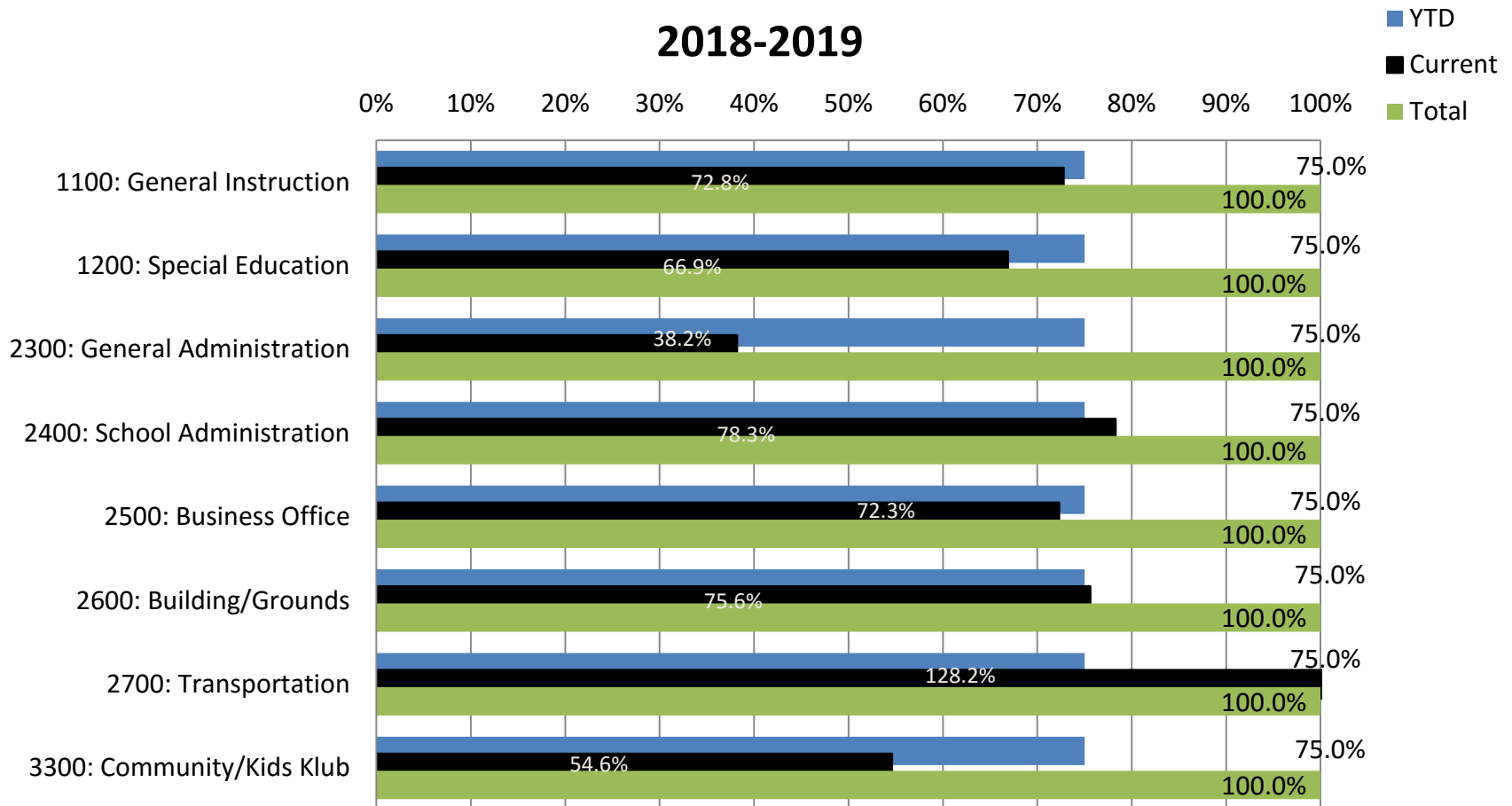


North Platte Public Schools  
Revenue Comparison  
For the Nine Month Period Ending May 31



# North Platte Public Schools

2018-2019



1100: **Regular Instruction:** Those programs that are directed to students in the classroom

1200: **Special Education Program**

2100: **Support Services-Pupil:** Attendance, guidance, health services

2200: **Support Services-Staff:** Curriculum, libraries, technology, activities

2300: **General Administration:** Board of Education, Superintendent, Human Relations

2400: **School Administration:** Building Principals office and Support

**North Platte Public Schools**

**Enrollment Comparison**

**5/31/2019**

|               |     | <b><u>September<br/>Enrollment</u></b> | <b><u>5/31/19</u></b> | <b>Percent<br/>Change</b> |
|---------------|-----|--|-----------------------|---------------------------|
| KDG           |     | 287                                    | 271                   | -5.6%                     |
| 1             |     | 306                                    | 306                   | 0.0%                      |
| 2             |     | 278                                    | 282                   | 1.4%                      |
| 3             |     | 325                                    | 325                   | 0.0%                      |
| 4             |     | 314                                    | 311                   | -1.0%                     |
| 5             |     | 324                                    | 326                   | 0.6%                      |
| 6             |     | 312                                    | 307                   | -1.6%                     |
| 7             |     | 303                                    | 302                   | -0.3%                     |
| 8             |     | 304                                    | 300                   | -1.3%                     |
| 9             |     | 308                                    | 302                   | -1.9%                     |
| 10            |     | 302                                    | 298                   | -1.3%                     |
| 11            |     | 295                                    | 289                   | -2.0%                     |
| 12            |     | 336                                    | 279                   | -17.0%                    |
|               |     |  |                       |                           |
| <b>Total</b>  |     | <b><u>3,994</u></b>                    | <b><u>3,898</u></b>   | <b>-2.4%</b>              |
|               |     |  |                       |                           |
| High School   |     |  |                       |                           |
| NPHS          | 001 | 1,241                                  | 1,168                 | -5.9%                     |
| Middle School |     |  |                       |                           |
| Adams         | 002 | 607                                    | 602                   | -0.8%                     |
| Madison       | 004 | 312                                    | 307                   | -1.6%                     |
| Elementary    |     |  |                       |                           |
| Buffalo       | 003 | 155                                    | 149                   | -3.9%                     |
| Cody          | 005 | 239                                    | 241                   | 0.8%                      |
| Jefferson     | 006 | 340                                    | 332                   | -2.4%                     |
| Lincoln       | 007 | 194                                    | 191                   | -1.5%                     |
| Washington    | 009 | 248                                    | 249                   | 0.4%                      |
| McDonald      | 010 | 247                                    | 255                   | 3.2%                      |
| Eisenhower    | 011 | 224                                    | 224                   | 0.0%                      |
| Osgood        | 012 | 112                                    | 110                   | -1.8%                     |
| Lake Maloney  | 016 | 75                                     | 70                    | -6.7%                     |
|               |     |  |                       |                           |
| <b>Total</b>  |     | <b><u>3,994</u></b>                    | <b><u>3,898</u></b>   | <b>-2.4%</b>              |

**NORTH PLATTE PUBLIC SCHOOLS**

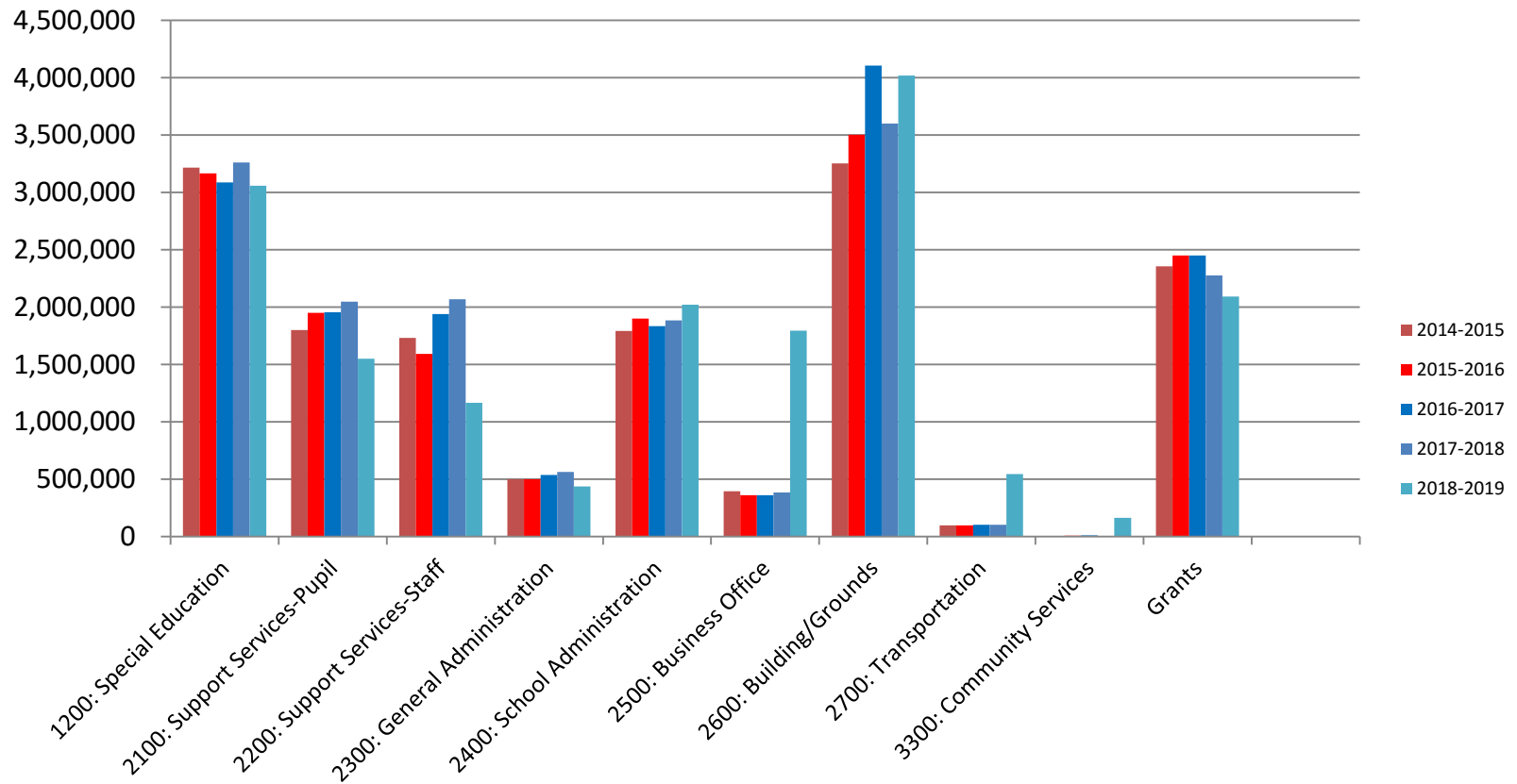
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES**

**For the Nine Month Period Ending May 31, 2019**

| FUNDS                                    | Fund<br>Balances<br>(deficits) at<br>Beginning of<br>Year | Receipts             | 2018-2019            | Disbursements        | Excess<br>(deficiency) of<br>receipts over<br>(under)<br>Disbursements | Fund<br>Balances<br>(deficits) at<br>End of Year | Fund Balance Composite  |                     |                                |
|--|---|----------------------|----------------------|----------------------|--|--|---|---------------------|--------------------------------|
|  |   |                      |                      |                      |  |  | School District<br>Treasurer's<br>Cash/Investments<br>(overdrawn) | Due to/ Due<br>From | Receivables<br>and Liabilities |
| GENERAL                                  |   |                      |                      |                      |  |  |   |                     |                                |
| Education                                | \$ 10,097,229   | \$ 23,214,365        | \$ 36,350,487        | \$ 26,593,496        |  |  | \$ 8,140,587  | \$ (631,870)        | \$ (4,169,655)                 |
| Special Education                        |   |                      | \$ 4,666,599         | 3,221,559            |  |  |   |                     |                                |
| Grants                                   |   | 1,935,374            | \$ 4,007,420         | 2,092,851            |  |  |   |                     |                                |
| Total                                    | \$ 10,097,229   | \$ 25,149,739        | \$ 45,024,506        | \$ 31,907,906        | (6,758,167)  | \$ 3,339,062                                     | \$ 8,140,587  | \$ (631,870)        | \$ (4,169,655)                 |
| DEPRECIATION                             | \$ 2,780,738  | \$ 841,888           | \$ 4,069,437         | \$ 806,164           | 35,724   | \$ 2,816,462                                     | \$ 2,293,539  | \$ 522,923          | \$ -                           |
| EMPLOYEE BENEFIT                         | \$ 41,461   | \$ -                 | \$ 300,000           | \$ 122,545           | (122,545)  | \$ (81,084)                                      | \$ 35,865   | \$ (116,949)        | \$ -                           |
| Combined Total                           | \$ 12,919,428   | \$ 25,991,627        | \$ 49,393,943        | \$ 32,836,615        | (6,844,988)  | \$ 6,074,440                                     | \$ 10,469,991   | \$ (225,896)        | \$ (4,169,655)                 |
| FIDUCIARY                                |   |                      |                      |                      |  |  |   |                     |                                |
| Student Activity                         | \$ 1,487,787  | \$ 910,742           | \$ 1,380,595         | \$ 885,239           | 25,503   | \$ 1,513,290                                     | \$ 1,245,121  | \$ 268,169          | \$ -                           |
| SCHOOL NUTRITION                         |   |                      |                      |                      |  |  |   |                     |                                |
| School Year                              | \$ 138,591  | \$ 1,968,069         | \$ 3,030,000         | \$ 2,076,527         | (108,458)  | \$ 30,133  | \$ 431,505  | \$ (24,976)         | \$ (356,123)                   |
| Vending Machine                          | 11,322  | 25,192               |                      | 16,241               | 8,951  | 20,273   |   |                     |                                |
| Total                                    | \$ 149,913  | \$ 1,993,261         | \$ 3,030,000         | \$ 2,092,768         | (99,507)   | \$ 50,406  | \$ 431,505  | \$ (24,976)         | \$ (356,123)                   |
| BOND INTEREST AND RETIREMENT             | \$ 2,307,736  | \$ 1,123,163         | \$ 2,398,980         | \$ 2,361,853         | (1,238,690)  | \$ 1,069,046                                     | \$ 1,069,046  | \$ -                | \$ -                           |
| SPECIAL BUILDING                         | \$ 156,108  | \$ 470,032           | \$ 745,570           | \$ 249,648           | 220,384  | \$ 376,492                                       | \$ 376,492  | \$ -                | \$ -                           |
| QUALIFIED CAPITAL PURPOSE<br>UNDERTAKING | \$ 439,997  | \$ 446,471           | \$ 973,220           | \$ 795,439           | (348,968)  | \$ 91,029  | \$ 91,029   | \$ -                | \$ -                           |
| COOPERATIVE                              | \$ 12,743   | \$ 16,208            | \$ 100,000           | \$ 17,295            | (1,087)  | \$ 11,656  | \$ 28,952   | \$ (17,296)         | \$ -                           |
| <b>GRAND TOTAL-ALL FUNDS</b>             | <b>\$ 17,473,712</b>                                      | <b>\$ 30,951,504</b> | <b>\$ 58,022,308</b> | <b>\$ 39,238,857</b> | <b>\$ (8,287,353)</b>  | <b>\$ 9,186,359</b>                              | <b>\$ 13,712,136</b>  | <b>\$ 1</b>         | <b>\$ (4,525,778)</b>          |

# North Platte Public Schools

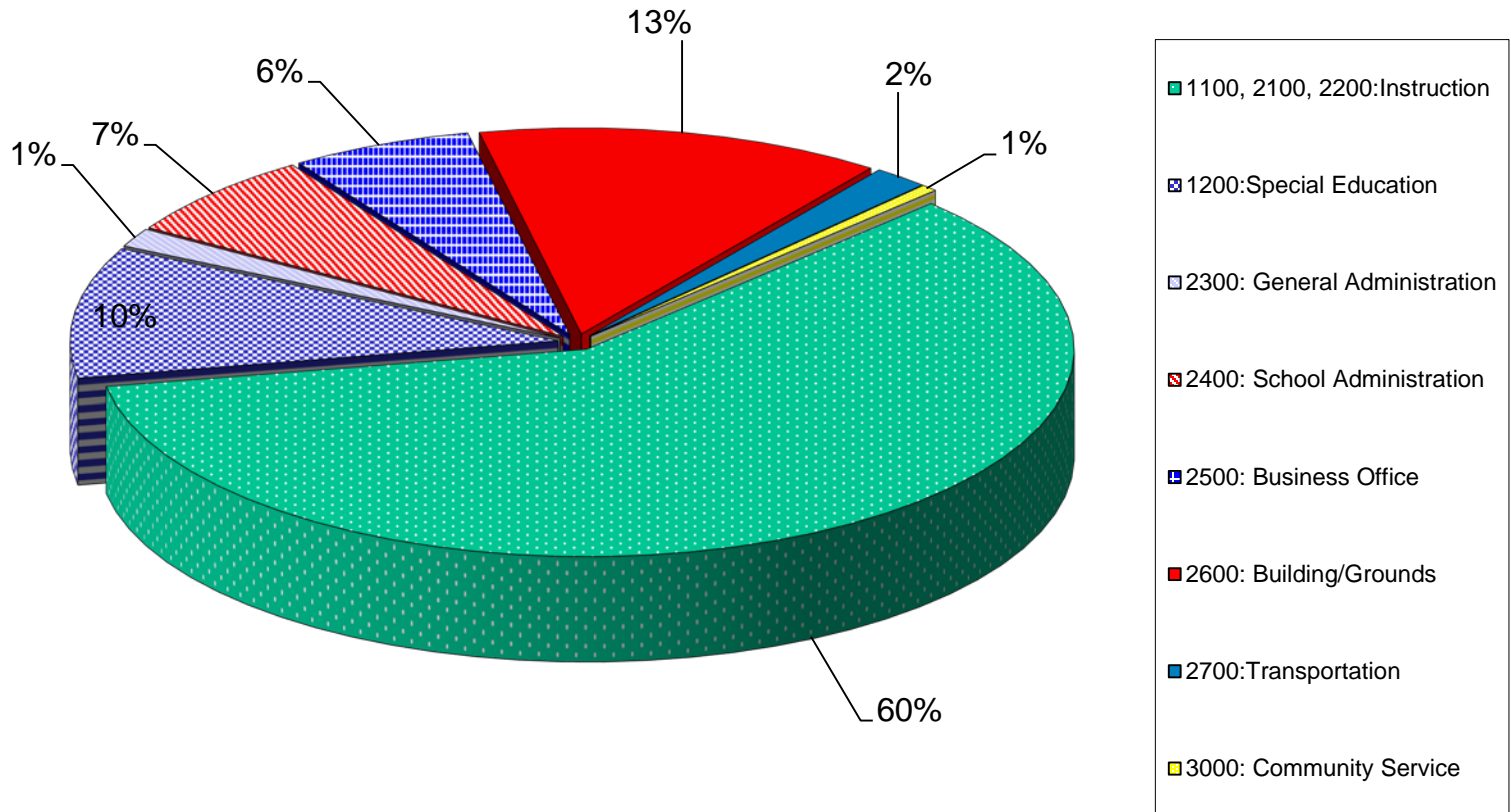
## Comparison of Expense by Discipline For the Nine Month Period Ending May 31



# North Platte Public Schools

## Expenditures by Discipline

For the Nine Month Period Ending May 31, 2019



General Fund Expenditures excluding grants



**North Platte Public School District  
Board of Education**

**COMMITTEE ON AMERICANISM  
STATEMENT OF ASSURANCE  
June 2019**

**Americanism**

As members of the Board of Education - Committee on Americanism of the North Platte School District, we have completed the following duties cited in Nebraska State Statute 79-724, "American Citizenship; Required Instruction; Patriotic Exercises; Duties of Officers."

- a. Confirmed that all textbooks used in the teaching of American History and civil government in the schools has been reviewed. Based on the examination list of all textbooks used in the teaching of American History and civil government, we do hereby recommend approval of those books.
- b. Assured ourselves as to the character of all teachers employed, and their knowledge and acceptance of the American form of government.
- c. Took all such other steps as will to assure the carrying out of the provisions of Section 79-724.

**Multicultural Education**

This committee acknowledges that the mission of the North Platte Public School District's multicultural education program is to provide an academic and social environment that promotes an understanding of and a respect for the cultural diversity within our nation and the world.

The instructional program incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

- The District has a statement of philosophy or mission for the multicultural education program. Local program goals address multicultural education.
- The District curriculum guides, frameworks, or standards incorporate multicultural education. The district multicultural education program includes a process for selecting appropriate instructional materials.
- The District has a process for provision of staff development in multicultural education including professional development for administrators, teachers, and support staff which is congruent with local district and program goals.
- The District has a process for periodic assessment of the multicultural education program. An annual status report is provided to the local Board of Education.

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MEMBER OF THE COMMITTEE ON AMERICANISM

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MEMBER OF THE COMMITTEE ON AMERICANISM

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MEMBER OF THE COMMITTEE ON AMERICANISM

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Date

I move pursuant to Section 84-1410 of the Reissue of the Revised Statutes of 1992, known as the Nebraska Public Meetings Law, that the Board hold a closed session with

Names: \_\_\_\_\_

For the purpose of discussion of the following items;

Real Estate

Personnel Matters

Strategy session related to possible litigation

Collective bargaining

I further move that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s), and that strategy sessions with respect to real estate, litigation, and collective bargaining are specifically authorized by the Nebraska Public Meetings Law.