

Board of Education Regular Meeting  
Monday, August 12, 2019 7:10 PM  
Boardroom  
802 Highland Street  
Wakefield, NE 68784

1. Opening Procedures
  1. Call to Order
  2. Open Meetings Act
  3. Roll Call
2. Excuse Board Member Absences
3. Approval of Agenda
4. Awards and Special Recognition
5. Recognition of Visitors/Communication from the Public
6. Reports
  1. Administrators
    1. Elementary Principal Report  
Mr. Wulf
    2. Secondary Principal Report  
Mr. Farup
    3. Superintendent Report  
Mr. Bejot
  2. Board Committee Reports
    1. Board Policy  
Lundahl
    2. Building, Sites & Transportation  
Keagle

3. Business & Finance  
Victor
  4. Curriculum, Americanism & Technology  
Johnson
  5. Public & Personnel Relations  
Brown
  6. Strategic Planning  
Conley
  7. Wakefield-Allen-Emerson-Hubbard Cooperative  
Keagle, Victor, Brown
7. Discussion and Action Items
1. Consent Agenda
    1. Minutes of the previous meeting
    2. Financial Reports
  2. Discuss and take appropriate action concerning option enrollment students.  
Mr. Bejot
  3. Discuss and take appropriate action to review and affirm Policy 5018 Parent Involvement In Education Practices.  
Bejot
  4. Discuss and take appropriate action to review, revise or reaffirm Policy 5057 Parental Involvement in the Title 1 Program  
Bejot
  5. Discuss and take appropriate action on the iPad Handbook.  
Bejot
  6. Discuss and take appropriate action for the review and approve the payment of bills received after the board meeting on or before August 31, 2019 by the Business and Finance Committee and authorize fund transfer to the depreciation fund.  
Bejot
  7. Discuss and take appropriate action to change the school calendar.  
Bejot

8. Discuss purchase of transportation property.  
Keagle, Bejot

9. Discuss "Effective Superintendent - School Board Practices," book study.

8. Upcoming Dates and Times

1. Set the date and time for the next regular meeting

9. Adjournment

## **NASB Monthly Update for Board Meetings - Agenda Item: AUGUST 2019**

### **"NASB Update"**

Back to School! As a board, some items to be focused on during August include:

- Monitor progress of district goals, link goals to discussion and action items
- Review your Strategic Plan Progress Report
- Conduct a Board/Administrator Budget Work Session
- Review Certification of District's Assessed Valuation
- Hold a Public Budget Hearing / Adopt Budget; Due on or before September 20
- Review Alternative Education Program
- Hold a Board/All Staff Gathering
- Negotiations employee's agent request recognition; Due September 1(year preceding contract year)
- Committee on Americanism/Civics; Due beginning of school year
- State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2019

### **Speaking of Board/All Staff Gatherings ...**

We have had a lot of asks the past few years to incorporate some of NASB's videos into these gatherings. You are more than welcome to share these with your students, staff and communities at any time. They can be found and shared at [www.vimeo.com/NASBOnline](http://www.vimeo.com/NASBOnline)

### **Networking & Events**

August begins NASB's tour of the state as we make our way to nine stops during the annual Area Membership Meetings, beginning August 20<sup>th</sup> ... the full schedule is below, and the agenda can be found on the registration page at <http://members.nasbonline.org/index.php/area-membership-meetings>

- Tuesday, August 20, 2019 | Valentine
- Wednesday, August 21, 2019 | Fremont
- Thursday, August 22, 2019 | La Vista
- Monday, August 26, 2019 | Gering
- Tuesday, August 27, 2019 | North Platte
- Wednesday, August 28, 2019 | Kearney
- Wednesday, September 4, 2019 | York
- Wednesday, September 18, 2019 | Nebraska City
- Wednesday, September 25, 2019 | Norfolk

State Conference registration for both rooms and the conference itself is fast approaching as well ... more information to come but mark your calendar as September 11<sup>th</sup> is the day all of that opens!

***You can learn more, and register for the above events at [www.NASBOnline.org](http://www.NASBOnline.org)***

### **Advocacy/Interim Studies:**

Your NASB Legislation Committee met in July to discuss the initial agenda and gameplan for the 2020 legislative session. Look for more information at Area Membership Meetings, and at the annual Delegate Assembly in November.

Reminder: Interim Studies to keep an eye on ... (none of these have currently been scheduled for an interim hearing yet)

- LR63 - Interim study to examine educational service units
- LR151 - Interim study to examine the financing of public education and develop recommendations for improving school funding
- LR152 - Interim study to examine issues under the jurisdiction of the Education Committee
- LR153 - Interim study to examine the administrative costs of local school systems and school districts
- LR157 - Interim study to conduct an in-depth review of the financing of the public elementary and secondary schools
- LR208 - Interim study to examine state and school district policies that relate to maintaining a safe and positive school learning environment
- LR214 - Interim study to examine issues that surround the engagement, attraction, and retention of youth in Nebraska
- LR242 - Interim study to examine the replacement of Native American mascots in Nebraska at nontribal schools

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and on facebook at [www.facebook.com/NASBOnline](https://www.facebook.com/NASBOnline)

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

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

Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.

## **Superintendent's Report**

**August 12, 2019**

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21<sup>st</sup> Century learning for all students. (Curriculum, Americanism & Technology)
  - a.**
- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
  - a.** As of the end of July, the school district is 9.23% under budget for the year. Local General Fund tax receipts in June was \$31,419 and General Fund expenses were \$552,975. General Fund balance as of July 1, 2019 is \$1,242,235; Depreciation Fund \$538,023; Employee Benefit Fund \$36,574; Lunch Fund \$121,211; Bond Fund \$39,929; Special Building Fund \$741,707; Qualified Capital Purchase Undertaking Fund (QCPUF) \$138,922; Interim Fund \$4,128 and Student Fees Fund is \$3,229. Total unencumbered funds all funds is \$2,865,562. Comparing our General Fund percent of budget remaining we are at 15.00% compared to the previous year of      %
  - b.** Navitas completed the Energy Management & Data Analytics Review for 2018-19. The energy conservation project continues showing a positive impact on energy consumption reduction, operation and maintenance cost savings, and meeting overall energy savings goals. The report notes the last winter was on average colder compared with the previous year. The heat and electrical monitoring by Navitas helps to find issues like incorrect set points in section 2.3. Accounting for proper set points aids in lowering our energy costs. The report notes various issues that arose and the subsequent repair of the issue. Section 3, Energy Overview reflects desired multi-zone usage at Wakefield. Note the unoccupied energy use (dips in the graph) is at or below expected energy use. We continue to save over \$50,000 in energy conservation.
- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
  - a.** Meet and Greet is Monday evening from 5:00 – 7:00 pm. Hamburgers, hot dogs, chips and water for everyone attending. The Title 1 Parent Involvement meeting is

at 5:30 pm in the library. The Parent-Student-Teacher Compact will be reviewed along with the Nebraska READS program planned for the elementary. Parents are encouraged to come and provide input into our Title 1 programming.

- b.** Wakefield Community Schools is one of the ALICAP 2018 – 2019 Safety Honor Roll Schools/District in the ALICAP. The recognition honors the combined efforts of everyone's efforts developing a proactive and effective safety program by the safety committee.
- c.** Mrs. Angie Borg, School Nurse learned that Midtown Dental is planning to come to Wakefield and provide dental services for students that cannot afford dental insurance. A large mobile home will park outside the school providing dental work for students from 8:00 – 3:00. Improved dental hygiene positively impacts student classroom learning. Parents and community members may also schedule appointments from 3:30 – 5:00 daily. Midtown Dental is looking to arrive in October and will work anywhere from one to three weeks in our community providing dental services. Thank you Mrs. Borg for working on this project benefitting our students. A sign up table was available during Meet & Greet.

#### **4. Miscellaneous**

- a.** Last month we approved liability and indemnification Policy 2017. The recommended liability coverage for groups using the facilities when they are charging admission is \$1,000,000 per occurrence and \$5,000,000 aggregate per occurrence. These amounts are found in statute for public entities. Visiting with Cap Peterson, Northeast Nebraska Insurance, states that most groups like recreation commissions carry insurance for programs throughout the year. Most have coverage at the \$1,000,000 level and few have \$5,000,000 umbrella. Talking with Farm Bureau liability insurance undergoes underwriting and rates vary based the nature of the activity. He was not aware of any insured to the \$5,000,000 level and it would be costly. Generally speaking a daily rate of \$1,000,000 depending on underwriting would be between \$400 - \$600 per day.

Visiting with Counsel Bobby Truhe, Districts have the option of waiving the insurance requirements or accepting a lower liability insurance. The key to remember that should an accident occur it is good to have the group provide primary insurance and the school district provide secondary insurance. I talked with him about the lack of liability insurance at a reasonable rate for the \$5,000,000 level. He suggested that requiring a million dollars liability in most cases is adequate and is better than the district being the sole liability insurance carrier. He stated that board typically empower the superintendent to make those decisions for the board.

**b.**

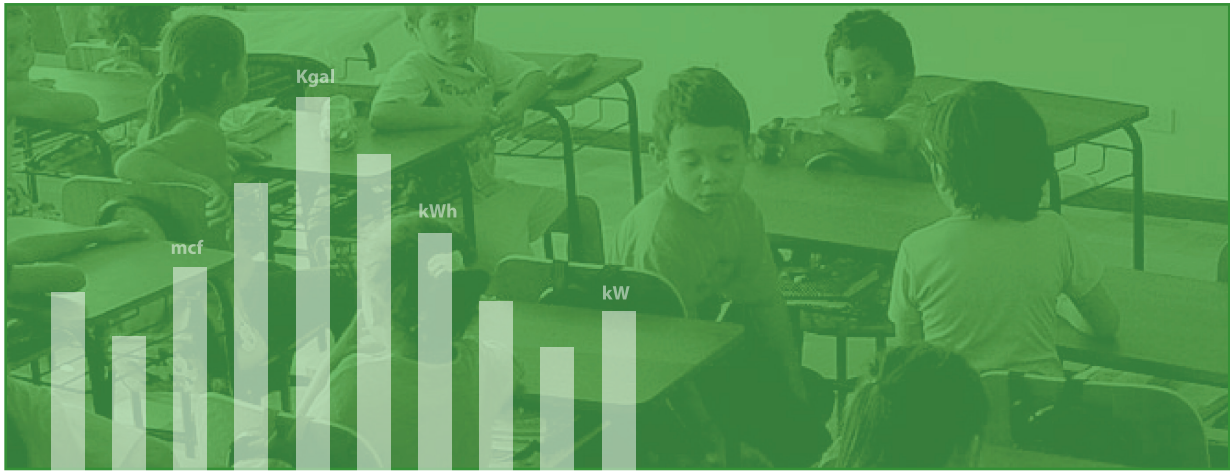




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propane  
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# Wakefield Community Schools Energy Management & Data Analytics Review (2018 Annual Report)

July 25, 2019



# 1. Summary

## 1.1 Project Summary

On March 23, 2018, Wakefield Community Schools signed an optimization service agreement with Navitas for energy management consulting and real-time data analytics.

This annual report provides a summary of accomplishments and resolved issues through the recent year of the energy and equipment optimization program. Navitas monitored the building operation for Wakefield Community Schools to identify issues that may have been detrimental to equipment operation and/or impact energy consumption over the past year. This process included the use of building data analytics to review operation of equipment at any given hour of the day, month, and year. Without the use of this technology many of the items would have been difficult to see and may have gone unnoticed. However, by identifying and resolving these issues, Wakefield Community Schools was able maintain efficient operation of the facilities throughout the year.

Reports of these notable findings were presented to Wakefield Community Schools throughout the year during quarterly reports (see figure 1). Facility and maintenance staff then worked to resolve the identified items. A detailed summary of quarterly findings can be found in section 2.

Figure 1 Quarterly Report Findings Dates

Quarterly Report Dates
June 19, 2018
September 25, 2018
January 14, 2019
April 23, 2019

The Energy Performance Contract implemented in 2014 continues to have a measurable impact on energy consumption reduction, operation and maintenance cost savings, and achieving overall energy savings goals.

Another component worth noting is that last winter was on average colder compared with the previous year. The degree days comparison in figure 2 shows the base year Heating Degree Day (HDD) was lower than the comparison year. Often times colder winters can pose additional maintenance and repair challenges. However, with the staff's proactive approach, they were able to identify and resolve items efficiently.



Figure 2 Heating Degree Day (HDD) Comparison

	Base Year (2017-2018)	Comparison Year (2018-2019)
Month	HDD	HDD
October	282	295
November	671	874
December	1126	1052
January	1257	1180
February	1187	1293
March	708	862

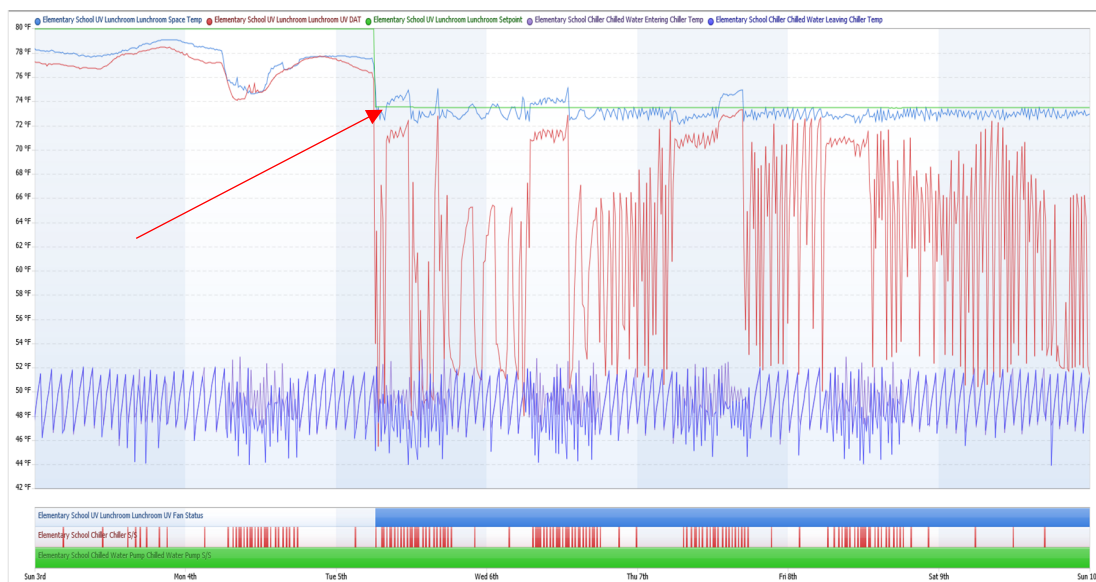
## 2. Optimization – Data Analysis

### 2.1 Elementary School Lunchroom Schedule

The Elementary School's lunchroom started running as constantly occupied in early June 2018 as shown in Figure 3. The setpoint drops from the unoccupied state, at 80°F, down to about 74°F. This would have been during the summer, after school was out of session. The week before appears to maintain the unoccupied setpoint at about 80°F. Because of this room calling for cooling, the chiller is brought on periodically, when it otherwise wouldn't run.

The set point was resolved and set back to 80°F during unoccupied state since June 19, 2018 at 6:30 AM. This allowed the school to capture savings during the summer break.

Figure 3 Elementary School Lunchroom Temperatures, Occupancy and Operation in June 2018

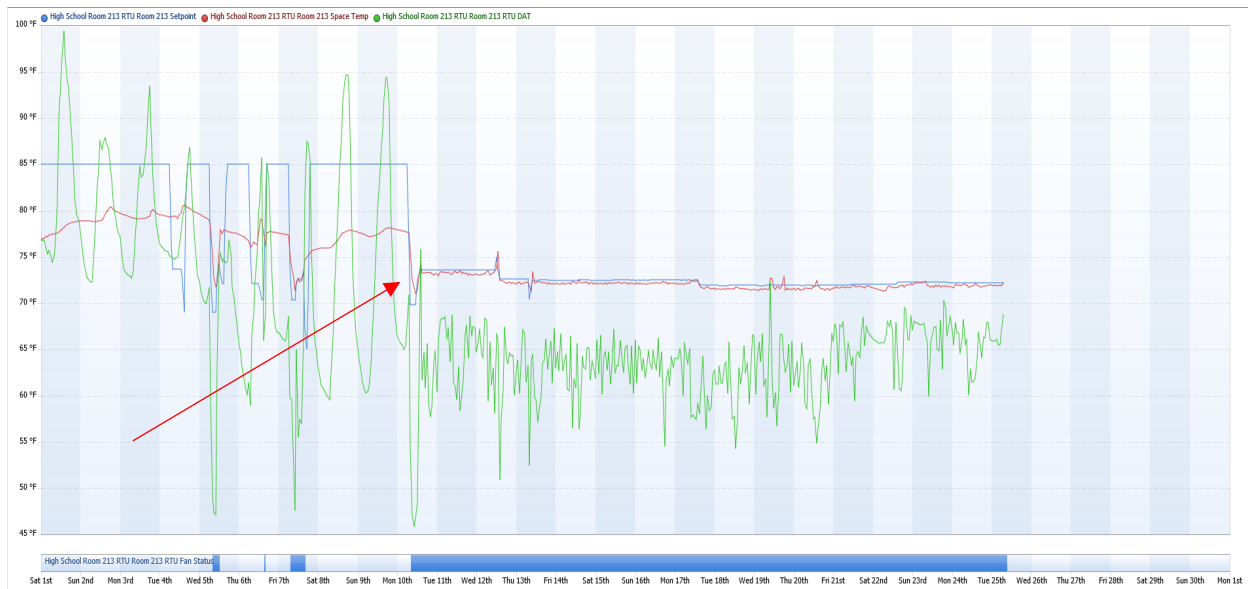


## 2.2 High School Room 213 Schedule

The schedule in the High School's room 213 had a similar issue in September of 2018 as shown in Figure 4. The effective temperature setpoint can be seen changing between the low 70°F range for occupied mode during weekdays, and 80°F for unoccupied mode during nights and weekends. During Monday the 10<sup>th</sup>, the setpoint dropped to an occupied temperature, and stayed there after that.

The setpoint has been resolved and was set back to 85°F during unoccupied state. Allowing the school to achieve savings.

Figure 4 High School Room 213 Temperatures and Fan Operations in September 2018

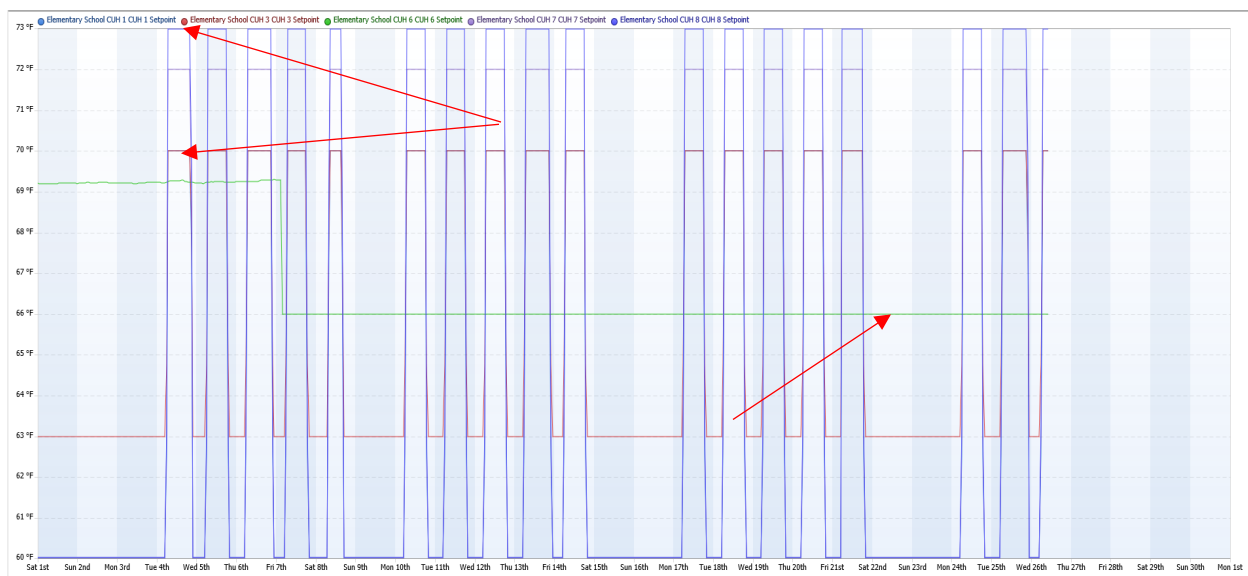


## 2.3 Elementary School Unit Heater Setpoints

The unit heaters at the elementary school had some inconsistencies in 2018 as shown in Figure 5. Most were alternating between occupied and unoccupied setpoints as expected, but the occupied setpoints were on the high side for unit heaters. Typically, the intent of unit heaters is to take the chill off in entry areas, rather than heating to a full occupied temperature for a room. One heater was maintaining a lower setpoint, typical for a unit heater, but it was not changing to an unoccupied setpoint during off hours.

The setpoint was been resolved and began cycling between occupied and unoccupied setpoints once identified.

Figure 5 Elementary School Unit Heaters Setpoints in September 2018

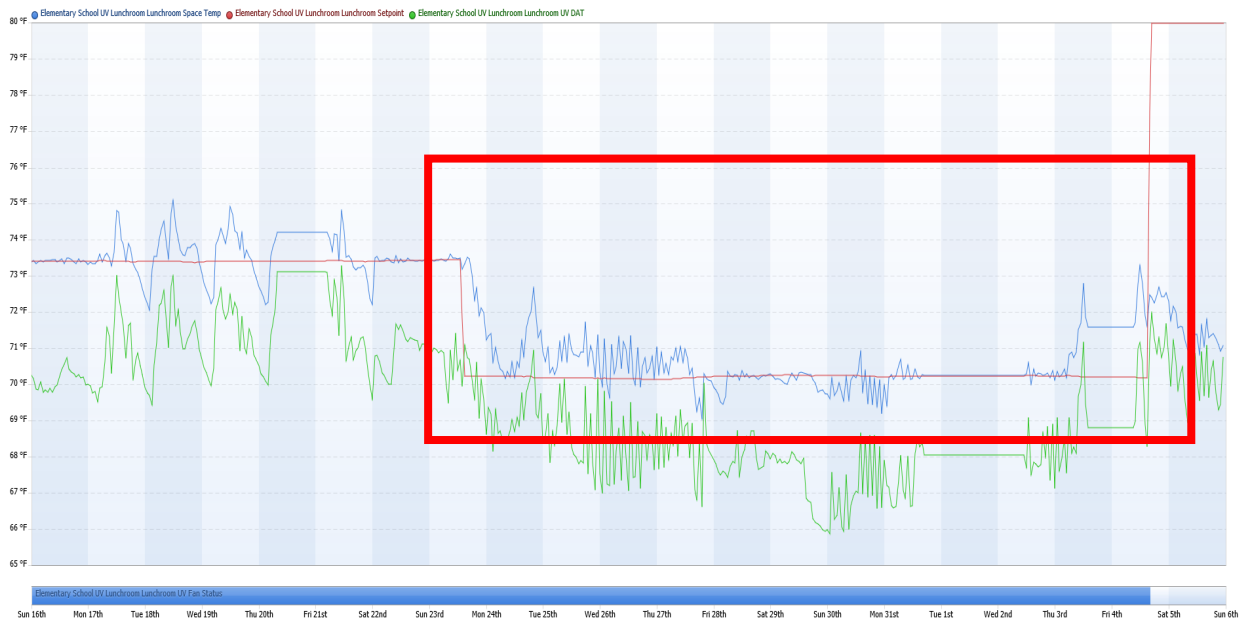


## 2.4 Elementary School Lunchroom over Winter Break

Over winter break 2018-2019, the Elementary School lunchroom's setpoint drops, as expected for unoccupied mode during a break, but it doesn't drop to what would typically be expected for an unoccupied setpoint as shown in Figure 6. The occupied setpoint, which had also been holding a constant value, was slightly above 73°F before break. This only dropped to slightly above 70°F over break.

The setpoint has been resolved and was cycling between occupied and unoccupied setpoints, allowing the school to save additional energy.

Figure 6 Elementary School Lunch Room Temperatures and Fan Operations in December 2018 to January 2019





## 2.5 Elementary School Fan Speeds over Winter Break

Over winter break 2018-2019, the Elementary School classroom's fans were running at high fan speeds during unoccupied periods as shown in Figure 7. It appears Elementary School room 124 were not follow holiday unoccupied schedule. In addition, Elementary School room 104 unoccupied setpoint were 64.5 °F but others were set at 60 °F which caused the fan to run at high speed during unoccupied hours as shown in Figure 8.

The setpoint for Elementary School room 124 has been resolved and was cycling between appropriate occupied and unoccupied setpoints since January 18, 2019.

The unoccupied setpoint for Elementary School room 104 has been resolved and was setback to 61°F since January 15, 2019 which reduced the fan runtime during unoccupied hours.

Figure 7 Elementary School Multi-Zone Fan Speeds in December 2018 to January 2019

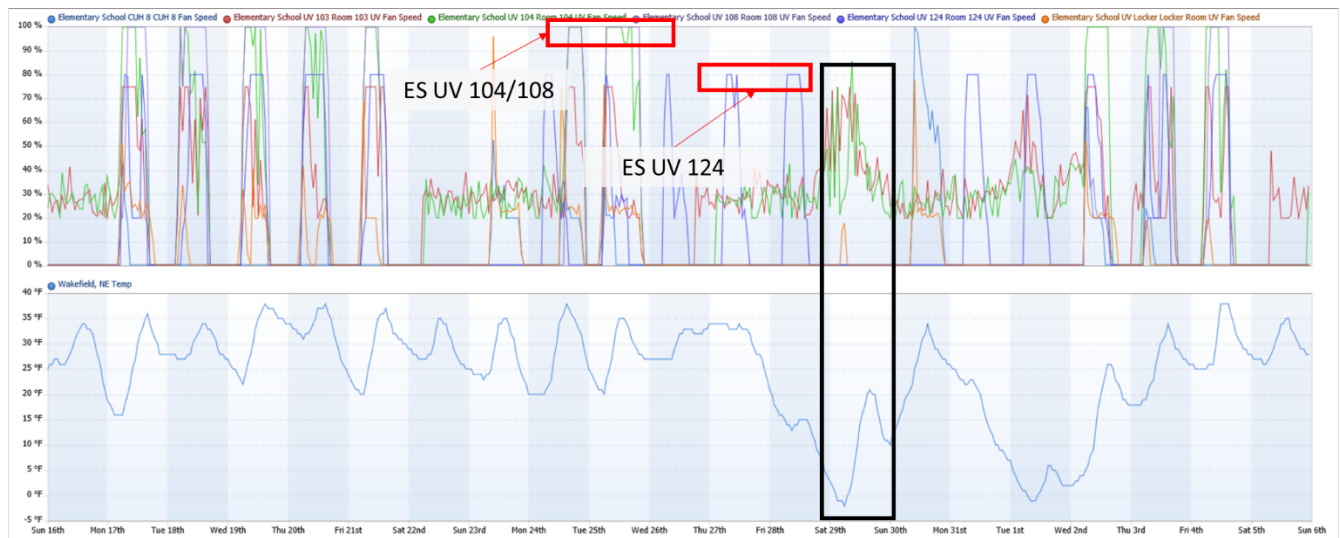


Figure 8 Elementary School Multi-Zone Setpoints in December 2018 to January 2019

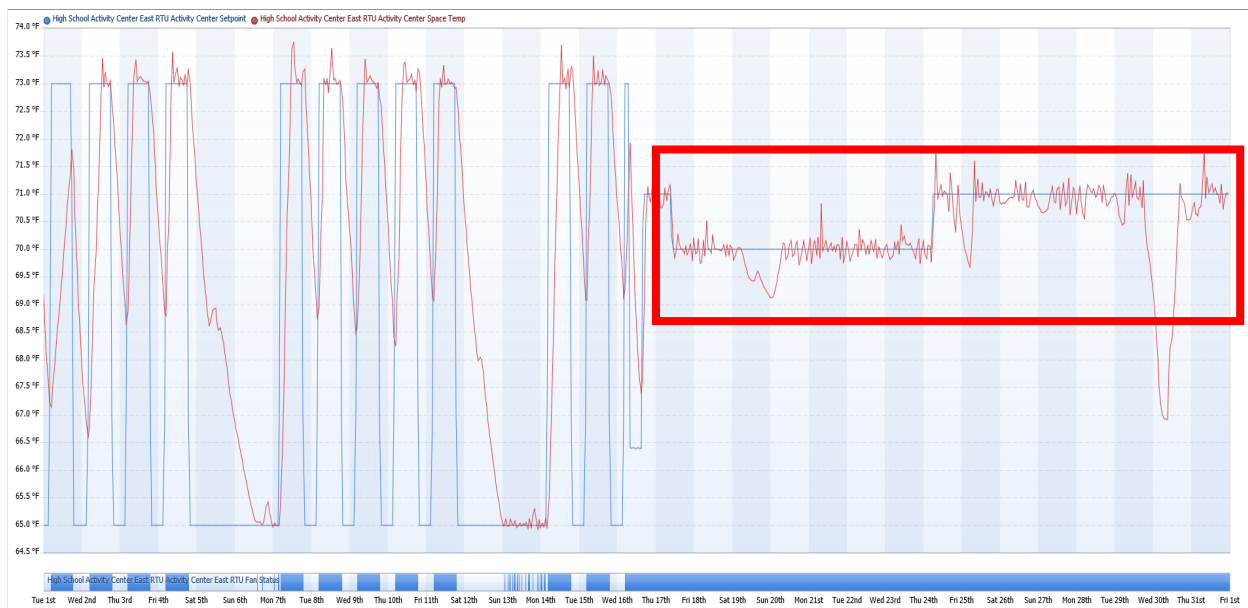


## 2.6 High School Activity Center Schedule

For the end of January 2019 – beginning of March 2019, it looks like the High School activity center stayed in occupied mode constantly as shown in Figure 9. The setpoint can be seen oscillating under typical operation during occupied/unoccupied hours during the first half of January, and the space temperature follows. Starting around Wednesday the 16<sup>th</sup>, the setpoint started to hold constant around what would be expected during occupied hours, and the space temperature follows.

The setpoint for High School Activity Center was resolved and has cycling between appropriate occupied and unoccupied setpoints since.

Figure 9 High School Activity Center Temperatures and Fan Operations in January 2019

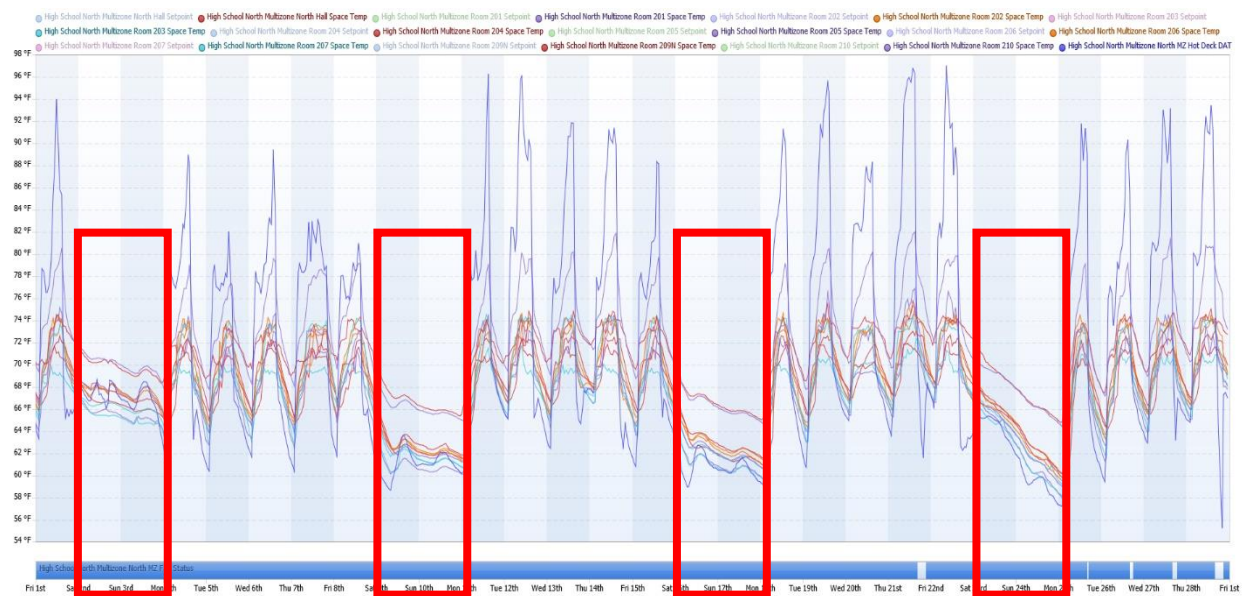




## 2.7 High School North Multizone Fan

During February 2019, the fan appeared to be constantly running, regardless of the overall operation of the unit as shown in Figure 10. The space temperatures drop as expected for unoccupied operation, and the discharge air temperatures drop as well. Despite the appropriate space temperature drop, the fan unit appeared to continue running constantly driven by colder weather in February. Since then, the issue has been resolved and the fan unit is currently cycling as expected due to warmer weather. It is recommended to double check appropriate setpoints for all zones in High School North according to winter and summer schedule.

Figure 10 High School North Multi-Zone Temperatures and Setpoints in February 2019



## 3. Energy Overview

### 3.1 Weekly Usage

Figure 11 High School North Multi-Zone Temperatures and Setpoints in February 2019

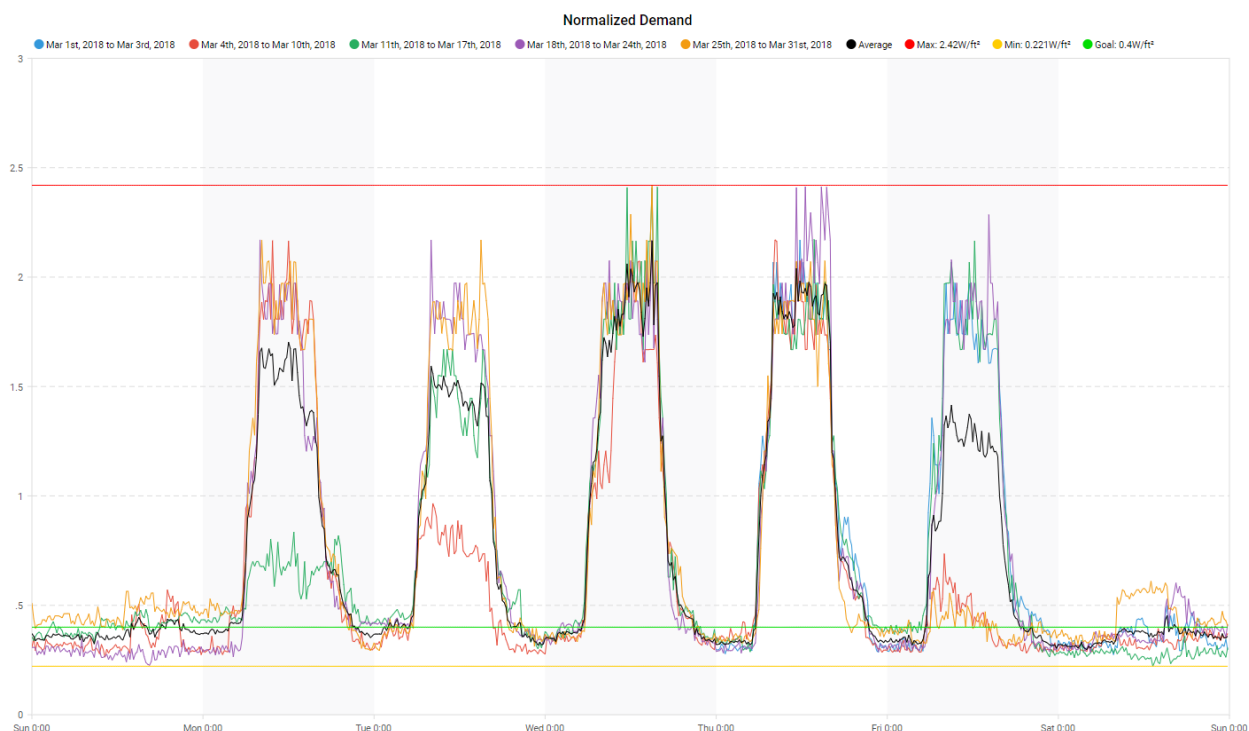


Figure 11 shows an overlay of the weekly demand profile for the month of March 2019. This profile, especially during unoccupied hours, is fairly typical for the district.

There are clear delineations between occupied and unoccupied demand; peaks during weekdays and valleys during weekends and nights. The yellow line represents the minimum demand during the given time period, and the red line represents the max. The green line is the goal unoccupied demand. This data has been normalized by ft<sup>2</sup>, so this goal is broadly applicable, and represents a good way to compare the school with other buildings of various sizes.

### 3.2 Final Notes

It is notable from the weekly energy that not only does the unoccupied usage meet the goal, it almost always exceeds the goal while the schools are in sessions. This shows that operational issues are continuing to be tracked and fixed.



**Wakefield Community School Board  
of Education Regular Meeting  
Monday, July 15, 2019 5:40 PM**

The Board of Education Regular Meeting convened in open and public session on Monday, July 15, 2019 at 5:40 PM in the Board of Education Room at 802 Highland Street Wakefield, NE 68784.

President Victor informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

**ATTENDANCE TAKEN AT 5:40 PM:**

**Present:** Bree Brown, Arianne Conley, Shannon Johnson, Jeffrey Keagle, Sherri Lundahl, Mark Victor.  
**Present:** 6, **Absent:** 0

Also in attendance: Superintendent Bejot, Secondary Principal Farup, Elementary Principal Wulf, Recording Secretary Gothier and Mike Hassler

**APPROVAL OF AGENDA**

Motion to approve the agenda passed with a motion by Conley and a second by Lundahl.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**AWARDS AND SPECIAL RECOGNITION**

- Matt Farup was welcomed as the new Secondary Principal.

**REPORTS**

**ELEMENTARY PRINCIPAL REPORT**

- During the Elementary school improvement meeting in June, staff committed to support a supplemental reading program called Exact Path. We will be able to pilot the program the first year at 1/2 price
- Working on a federal grant addressing safety, mental health, substance abuse, MTSS/RTI support. This is a four year grant for up to \$770,00 per year.

**SECONDARY PRINCIPAL REPORT**

- The summer data retreat with high school staff was held June 18.

**SUPERINTENDENT REPORT**

- Mike Hassler shared an update of the weight room remodeling bids.
- School in-service begins Monday, August 12. Meet and Greet will be from 5-7 with the board serving hamburgers and hot dogs. Classes resume on Wednesday, August 15.

**BOARD COMMITTEE REPORTS**

**BOARD POLICY COMMITTEE**

The Board Policy Committee met and reviewed twenty-seven proposed policy revisions from KSB School Law. Recommendations will be later in the agenda.

**WAKEFIELD - ALLEN - EMERSON-HUBBARD COOPERATIVE COMMITTEE**

- The Wakefield - Allen - Emerson-Hubbard Cooperative Committee met at Emerson - Hubbard High School June 12.
- All three schools are interested in adding/offering softball in the 2020-2021 school year.
- Discussion was held to begin football coop with all three schools in 2020-21. All schools were going to discuss this with their boards.
- All schools agreed that student input is important when designing the new mascot/color/name.
- High School girls coop with Emerson-Hubbard could begin in 2020-2021.
- Discussion was held about hiring a full time athletic director that would serve as AD for all three schools.

## **DISCUSSION AND ACTION ITEMS**

### **CONSENT AGENDA**

Motion to approve the Consent Agenda passed with a motion by Conley and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$393,157.47; Employee Benefit: \$96.50; Lunch: \$8,8287.73; Student Fees: 90.89; Payroll: \$167,371.02; Activities: \$1,214.96.

### **DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENT OF SUPERINTENDENT MARK BEJOT, AS THE AUTHORIZED REPRESENTATIVE FOR ALL LOCAL, STATE, AND FEDERAL PROGRAMS AND DOCUMENTS AS OF JULY 1, 2019.**

Motion to appoint Superintendent Mark Bejot as the authorized representative for all local, state, and federal programs and documents as of July 1, 2019 passed with a motion by Conley and a second by Lundahl.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

### **DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENT OF MATT BRENN AS THE COMPLIANCE OFFICER FOR TITLE IX.**

Title IX is the Federal Gender Equity laws, which requires districts to provide equal opportunity to participate in activities. The federal law requires the district appoint a compliance officer. Our board attorney recommends the Title IX Compliance Officer not be the superintendent due to the Office of Civil Rights guidelines.

Motion to appoint Matt Brenn, the Title IX compliance officer for the upcoming 2019-20 school year passed with a motion by Keagle and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

### **DISCUSS AND TAKE APPROPRIATE ACTION ON THE PARTICIPATION IN THE STATE AND FEDERAL HOT LUNCH PROGRAM WITH THE ELEMENTARY PRINCIPAL, JERAD WULF, SERVING AS THE ELEMENTARY HEARING OFFICER AND HIGH SCHOOL PRINCIPAL MATT FARUP AS THE HIGH SCHOOL HEARING OFFICER.**

Motion to appoint Jerad Wulf as the elementary hearing officer and Matt Farup as the high school hearing officer for the state and federal hot lunch program for 2019-20 school year passed with a motion by Conley and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

### **DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENTS OF MRS. DAWN LUBBERSTEDT, HIGH SCHOOL SECRETARY AS THE DETERMINING OFFICIAL FOR ALL HOT LUNCH APPLICATIONS RECEIVED FROM STUDENTS IN GRADES 7-12 AND THE APPOINTMENT OF MRS. LAVON ANDERSON, ELEMENTARY SECRETARY AS THE DETERMINING OFFICIAL FOR ALL HOT LUNCH APPLICATIONS RECEIVED FROM STUDENTS IN GRADES PREK-6.**

Dawn and LaVon utilize the USDA digital school lunch application process that determines student eligibility from NDE regarding free and reduced lunch eligibility. This process now affords immediate application determination using the state's digital program.

Motion to appoint Dawn Lubberstedt and LaVon Anderson as the determining officials for high school and elementary school lunch applications for the 2019-20 academic year passed with a motion by Lundahl and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

### **DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPOINTMENT OF MRS. BECKY GOTHIER AS THE RECORDING SECRETARY/BOARD TREASURER FOR 2019-20 SCHOOL YEAR.**

Annually the Board must appoint a recording secretary and treasurer for the upcoming school year

Motion to appoint Becky Gothier as the Recording Secretary/Board Treasurer for school year 2019-20 passed with a motion by Conley and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION THREE NSAA SCHOOL COOPERATIVE FOR FOOTBALL BEGINNING IN 2020-2021 WITH EMERSON- HUBBARD AND ALLEN CONSOLIDATED SCHOOLS.**

The community meeting was conducted on July 2, 2019 regarding the formation of a three-school football cooperative with Emerson-Hubbard and Allen Consolidated schools. We have examined the student numbers and we have basically two options. We can elect to stay 8-man football for the next two year cycle, knowing that we will have low participation numbers (approximately 16 students) or we can elect to go to a 3 school cooperative, playing 11-man football at the C-1 level. We will have approximately 45 - 50 players out for football.

The coaches are supporting the move to a three school cooperative for the next two year cycle, The community response was favorable to going to a three school, 11-man football program.

Motion to table Wakefield Community School entering into a 3 school cooperative for football in 2020-21 to the August meeting passed with a motion by Brown and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO JOIN THE NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION.**

NRCSA specifically advocates for small rural school issues and maintains their own lobbyist. We have been involved with NRCSA the past four years. The cost of joining NRCSA is \$850 for the upcoming year, which is the same as the last three years.

Motion that Wakefield Community School join the Nebraska Rural Community Schools Association for 2019-2020 at a cost of \$850 passed with a motion by Keagle and a second by Conley.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON POLICY 5045 STUDENT FEES.**

Policy 5045 address the district's student fees. Please note that just because a fee is set does not mean that the fee is charged. These are the maximum fee charges in the various areas. Student fees are subject to public hearing which we held earlier this evening.

Lunch prices are also included in the fees section. School breakfast and lunch prices for the upcoming school year will not increase. Recommended prices for the 2019-20 year are:

- PreK - 12 Breakfast is \$1.30      Reduced Price is \$0.30      Additional Milk is \$0.30
- Pre K - 6 Lunch is \$2.25      Reduced Price is \$0.40      Additional Milk is \$0.30
- 7 - 12 Lunch is \$2.70      Reduced Price is \$0.40      Additional Milk is \$0.30

Motion to approve the Student Fees Policy 5045 as recommended passed with a motion by Conley and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION ON POLICY 5054 STUDENT BULLYING**

Annually the board of education is required to review Policy 5054 Student Bullying. The Policy Committee reviewed the policy and recommends reaffirming the current policy.

Motion to reaffirm policy 5054 Student Bullying passed with a motion by Lundahl and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO ADOPT PROPOSED BOARD POLICY REVISIONS.**

The Policy Committee has met and reviewed recommended policy revisions from KSB School Law. A total of 27 revisions / recommendations.

Significant policy revisions include: Policy 2002 Organization of the Board, Policy 2006 Complaint Procedure, Policy 2017 Indemnification & Liability Insurance, Policy 3016 Smoking, Policy 3039 Threat Assessment & Response, Policy 3046 Animals at School, Policy 3051 Opioid Overdose Prevention and Response, Policy 3052 Leasing Personal Property, Policy 5002 Admission of Students, Policy 5017 Routine Directory Information, Policy 5022 Investigations, Arrests, and Other Student Contact by Law Enforcement

and Health and Human Services, Policy 5035 Student Discipline. We added a new local Policy 6024 Promotion & Retention of Students Between Grade Levels.

Motion to approve board policy revisions as recommended by the Policy Committee passed with a motion by Conley and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE 2019-20 PARENT - STUDENT HANDBOOK.**

The Parent - Student Handbook has undergone considerable revisions. The Policy Committee reviewed the Parent - Student Handbook and recommend the revisions.

Motion to approve the 2019-20 Parent-Student Handbook and revisions as presented passed with a motion by Conley and a second by Lundahl.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE 2019-20 STAFF HANDBOOK.**

The 2019 - 2020 Staff Handbook has a number of revisions. A number of areas revised were recommended by KSB policy service for handbooks. The Policy Committee has reviewed the recommended changes and forward them to the board for approval

Motion to approve the 2019-20 Staff Handbook with revisions as presented passed with a motion by Keagle and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS AND TAKE APPROPRIATE ACTION TO DECLARE SURPLUS PROPERTY.**

The following items are to be declared surplus property:

- 4 lunch tables
- 6 boxes of obsolete library books
- 3 sets of encyclopedias
- Dust collector

Motion to declare surplus property as recommended passed with a motion by Lundahl and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

**DISCUSS NASB BOARD PROFESSIONAL DEVELOPMENT ACTIVITIES.**

The board met twice to conduct Board training with Marcia Hering from NASB Board development. Tonight is a discussion on what was learned and actions the board desires to take.

**UPCOMING DATES AND TIMES**

- July 17 - Joint Special Committee on Cooperative Athletics at 5:30pm in Wakefield
- August 12 - Meet & Greet at 5:00pm - Regular Board Meeting at 7:00pm

**ADJOURNMENT**

Motion to adjourn the meeting at 8:44pm passed with a motion by Keagle and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0



Bree Brown, Secretary



Becky Gothier, Recording Secretary

# Wakefield Community School

## Cash Summary Report

Accounting Cycle: FY18-19; Beginning Period: Period 11 (07/01/2019 - 07/31/2019) ; Ending Period: Period 11 (07/01/2019 - 07/31/2019) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 8/1/2019 3:39:31

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$1,812,663.74	\$31,419.87	(\$552,975.08)	\$0.00	\$1,291,108.53	(\$48,872.96)	\$0.00	\$1,242,235.57
02	Depreciation Fund	\$537,221.84	\$801.42	\$0.00	\$0.00	\$538,023.26	\$0.00	\$0.00	\$538,023.26
03	Employee Benefit Fund	\$32,280.15	\$4,391.34	(\$96.50)	\$0.00	\$36,574.99	\$0.00	\$0.00	\$36,574.99
06	School Nutrition Fund	\$155,301.57	\$272.04	(\$10,004.88)	\$0.00	\$145,568.73	(\$24,357.60)	\$0.00	\$121,211.13
07	Bond Fund	\$38,869.42	\$60.42	\$0.00	\$0.00	\$38,929.84	\$0.00	\$0.00	\$38,929.84
08	Special Building Fund	\$740,359.35	\$1,347.87	\$0.00	\$0.00	\$741,707.22	\$0.00	\$0.00	\$741,707.22
09	QCPUF Fund	\$138,446.93	\$475.44	\$0.00	\$0.00	\$138,922.37	\$0.00	\$0.00	\$138,922.37
11	Interim Fund	\$5,168.25	\$0.11	(\$440.00)	\$0.00	\$4,728.36	\$0.00	\$0.00	\$4,728.36
12	Student Fees Fund	\$3,320.66	\$0.00	(\$90.89)	\$0.00	\$3,229.77	\$0.00	\$0.00	\$3,229.77
<b>Sub Total</b>		<b>\$3,463,631.91</b>	<b>\$38,768.51</b>	<b>(\$563,607.35)</b>	<b>\$0.00</b>	<b>\$2,938,793.07</b>	<b>(\$73,230.56)</b>	<b>\$0.00</b>	<b>\$2,865,562.51</b>

# Wakefield Community School

## Budget Report

FUNCTION	Annual Budget	Monthly Expense	YTD	Encumbrances	Budget Available	% of Budget Remaining
01100 - Regular Instruction	2,800,475.43	226,802.71	2,443,344.20	35,696.63	321,434.60	11.48%
01125 - Regular Instructional Programs School Age (Flex-Spending)	31,790.28	2,567.01	28,237.02	0.00	3,553.26	11.18%
01150 - Limited English Proficiency Programs	192,470.78	11,773.70	195,981.51	0.00	(3,510.73)	-1.82%
01160 - Poverty Programs	283,064.15	22,007.23	255,204.58	0.00	27,859.57	9.84%
01190 - Early Childhood Educational Programs	85,397.81	5,639.83	66,495.47	843.27	18,059.07	21.15%
01200 - Special Education Instructional Programs - School Age	586,608.01	35,551.48	512,327.79	707.54	73,572.68	12.54%
01291 - Special Education Instructional Programs - Ages 3-5	267,283.29	6,375.00	221,893.31	0.00	45,389.98	16.98%
02120 - Guidance Services	127,177.31	10,009.96	112,345.89	2,375.00	12,456.42	9.79%
02130 - Health Services	49,810.23	29.91	40,721.56	1,275.00	7,813.67	15.69%
02141 - Psychological Services - SPED - School Age	76,240.00	18,790.00	76,240.00	0.00	0.00	0.00%
02151 - Speech Pathology and Audiology Services - SPED - School Age	95,845.20	21,532.20	95,845.20	0.00	0.00	0.00%
02161 - Occupational Therapy-Related Services - SPED - School Age	8,802.75	2,283.25	8,802.75	0.00	0.00	0.00%
02171 - Physical Therapy-Related Services - SPED - School Age	2,970.00	215.00	2,970.00	0.00	0.00	0.00%
02180 - Visually Impaired or Vision Services	45,000.00	0.00	35,000.00	0.00	10,000.00	22.22%
02190 - Support Services - Student - Other	19,420.02	3,679.25	14,605.36	0.00	4,814.66	24.79%
02213 - Instructional Staff Training	9,000.00	373.62	6,532.05	1,895.00	572.95	6.37%
02220 - Library or Media Services	68,165.14	4,915.52	58,026.87	3,403.22	6,735.05	9.88%
02310 - Board of Education	49,775.00	1,603.11	37,059.39	0.00	12,715.61	25.55%
02320 - Executive Administration	162,150.80	13,011.74	145,855.13	0.00	16,295.67	10.05%
02330 - District Legal Services	20,000.00	5,594.94	16,733.66	0.00	3,266.34	16.33%
02410 - Office of the Principal	333,980.38	28,822.19	296,311.49	0.00	37,668.89	11.28%
02510 - Fiscal Services	128,014.75	8,245.04	107,849.69	0.00	20,165.06	15.75%
02580 - Administrative Technology Service	199,213.49	17,454.03	128,656.43	0.00	70,557.06	35.42%
02610 - Operation of Buildings	461,743.90	71,533.95	336,329.24	0.00	125,414.66	27.16%
02630 - Care and Upkeep of Grounds	27,558.86	1,288.72	10,988.74	1,777.30	14,792.82	53.68%
02670 - Safety	1,000.00	0.00	973.14	605.00	(578.14)	-57.81%
02710 - Vehicle Operation and Purchasing - Regular Education	179,900.47	4,174.21	125,968.91	0.00	53,931.56	29.98%
02712 - Vehicle Operation and Purchasing - School Age SPED	17,353.00	9.75	10,971.42	0.00	6,381.58	36.78%
02730 - Vehicle Servicing and Maintenance - Regular Education	46,092.12	2,123.18	26,071.26	0.00	20,020.86	43.44%
02732 - Vehicle Servicing and Maintenance - School Age SPED	1,100.00	0.00	0.00	0.00	1,100.00	100.00%
03535 - High Ability Learners	7,711.00	636.01	7,453.23	0.00	257.77	3.34%
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	97,109.34	8,980.83	83,075.39	0.00	14,033.95	14.45%
06310 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	8,876.38	1,521.87	2,791.60	0.00	6,084.78	68.55%
06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	35,886.00	16,380.00	45,864.00	0.00	(9,978.00)	-27.80%
06406 - Federal Services - IDEA Preschool (619) Base Allocation	553.00	0.00	0.00	0.00	553.00	100.00%
06410 - Federal Services - IDEA Enrollment or Poverty (611)	69,840.00	0.00	0.00	0.00	69,840.00	100.00%



FUNCTION	Annual Budget	Monthly Expense	YTD	Encumbrances	Budget Available	% of Budget Remaining
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	2,500.00	0.00	4,931.07	0.00	(2,431.07)	-97.24%
06925 - Federal Services - Title III ESSA - ELL	0.00	2.44	2.44	0.00	(2.44)	0.00%
06992 - Federal Services - REAP	38,707.00	0.00	38,707.00	0.00	0.00	0.00%
08000 - Transfers (Outgoing)	20,000.00	0.00	10,000.00	0.00	10,000.00	50.00%
<b>Subtotal of Account Type: Expenditure</b>	<b>\$6,658,585.89</b>	<b>\$553,927.68</b>	<b>\$5,611,166.79</b>	<b>\$48,577.96</b>	<b>\$998,841.14</b>	
<b>Subtotal of Element: [FUND] 01 - General Fund</b>	<b>\$6,658,585.89</b>	<b>\$553,927.68</b>	<b>\$5,611,166.79</b>	<b>\$48,577.96</b>	<b>\$998,841.14</b>	<b>15.00%</b>
<b>PREVIOUS YEAR</b>	<b>\$6,495,344.00</b>	<b>\$591,694.80</b>	<b>\$5,409,632.28</b>		<b>\$1,085,711.72</b>	<b>16.71%</b>

**GENERAL FUND - #195103**  
**TREASURER'S REPORT AS OF JULY 31, 2019**

<b>BALANCE AS OF JULY 1, 2019</b>	<b>\$1,812,663.74</b>
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**REVENUE**

WCS-General - Limited Computer Use	44.00	
Various Summer Insurance Premium Reimb.	8,037.37	
Personal Copies/Fax	1.00	
Sale of Surplus Property (Lunch Tables/iPads/Computers	1,430.75	
WSCC Wellness Grant	2,000.00	
ESU #1 - Perkins Reimb	1,501.94	
Thurston County - Proceeds	289.54	
Dixon County - Proceeds	18,892.96	
Wayne County- Proceeds	5,400.56	
Bank - Interest	2,397.94	
<b>TOTAL REVENUE</b>		<b><u><u>\$39,996.06</u></u></b>

**EXPENSES**

July Payables	394,180.25	
July Payroll	167,371.02	
<b>TOTAL EXPENDITURES</b>		<b><u><u>\$561,551.27</u></u></b>

<b>TOTAL</b>		<b><u><u>\$1,291,108.53</u></u></b>
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<b>GENERAL FUND AS OF JULY 31, 2018</b>	<b>\$1,291,108.53</b>
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# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2019 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School							
A	ATHLETICS							
		100	FOOTBALL	1,295.89	0.00	0.00	0.00	1,295.89
		110	VOLLEYBALL	4,663.61	0.00	-45.00	0.00	4,708.61
		125	BOYS BASKETBALL	5,176.62	0.00	0.00	0.00	5,176.62
		130	GIRLS BASKETBALL	3,538.79	0.00	0.00	0.00	3,538.79
		160	NEW UNIFORMS	-5,358.61	0.00	0.00	0.00	-5,358.61
		170	WRESTLING	1,680.71	130.58	0.00	0.00	1,811.29
		175	GEN ATHLETICS	26,020.56	0.00	3,260.60	0.00	22,759.96
			<b>A Totals:</b>	<b>37,017.57</b>	<b>130.58</b>	<b>3,215.60</b>	<b>0.00</b>	<b>33,932.55</b>
B	CLASSES							
		200	CLASS OF 2019	228.75	0.00	0.00	-228.75	0.00
		205	CLASS OF 2020	95.52	0.00	0.00	0.00	95.52
		210	CLASS OF 2021	1,668.27	0.00	0.00	0.00	1,668.27
		211	CLASS OF 2022	806.06	0.00	0.00	0.00	806.06
		212	CLASS OF 2023	282.77	0.00	0.00	0.00	282.77
		215	CLASS OF 2024	123.62	0.00	0.00	0.00	123.62
		216	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00
			<b>B Totals:</b>	<b>3,204.99</b>	<b>0.00</b>	<b>0.00</b>	<b>-228.75</b>	<b>2,976.24</b>
C	ORGANIZATIONS							
		301	POWER DRIVE	1,072.87	0.00	0.00	0.00	1,072.87
		302	FFA	625.42	0.00	0.00	0.00	625.42
		303	SPEECH CLUB	4,637.03	0.00	52.50	0.00	4,584.53
		305	DISTRICT 7 FCCLA	3,567.97	0.00	0.00	0.00	3,567.97
		306	MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
		310	NATIONAL HONOR SOCIETY	3,954.90	0.00	0.00	0.00	3,954.90
		315	FBLA	3,953.42	0.00	0.00	0.00	3,953.42
		320	ANNUAL	4,313.41	0.00	5,690.09	0.00	-1,376.68
		325	TOTAD	577.22	0.00	0.00	0.00	577.22
		330	FCCLA	3,120.96	0.00	0.00	0.00	3,120.96
		335	STUCO	1,756.23	0.00	0.00	0.00	1,756.23
		340	SPEECH & DRAMA	0.00	0.00	0.00	0.00	0.00
		345	ONE ACT	-1,298.33	0.00	0.00	0.00	-1,298.33
		346	ART CLUB	1,861.97	0.00	0.00	0.00	1,861.97
		385	LIBRARY	1,797.63	0.00	0.00	0.00	1,797.63
		395	HOMECOMING	157.53	0.00	0.00	228.75	386.28
		501	HIGH SCHOOL SWING CHOIR	1,626.23	0.00	0.00	0.00	1,626.23
		553	ELEMENTARY STUCO	445.78	0.00	0.00	0.00	445.78
		578	SkillsUSA	0.00	0.00	0.00	0.00	0.00
			<b>C Totals:</b>	<b>32,170.24</b>	<b>0.00</b>	<b>5,742.59</b>	<b>228.75</b>	<b>26,656.40</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2019 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	CONCESSIONS							
		400	CONCESSIONS	0.00	0.00	0.00	0.00	0.00
			D Totals:	0.00	0.00	0.00	0.00	0.00
E	MISC							
		350	SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
		390	STUDENT ASSISTANCE	1,000.00	0.00	0.00	0.00	1,000.00
		502	YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
		503	LOUNGE	1,737.79	0.00	0.00	0.00	1,737.79
		505	CHECKING INTEREST	13,212.52	254.28	0.00	0.00	13,466.80
		510	CD INTEREST	2,592.30	0.00	0.00	0.00	2,592.30
		520	ELEMENTARY	2,001.19	0.00	0.00	0.00	2,001.19
		540	POP FUND	8,672.35	33.03	0.00	0.00	8,705.38
		550	STUDENT FEES	240.00	0.00	0.00	0.00	240.00
		555	WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
		560	MEMORIALS	200.00	0.00	0.00	0.00	200.00
		576	PE UNIFORMS	-260.00	0.00	0.00	0.00	-260.00
		577	STATE TOURNAMENTS	1,530.04	0.00	0.00	0.00	1,530.04
			E Totals:	32,176.19	287.31	0.00	0.00	32,463.50

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2019 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Z	Inactive							
		105	JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
		115	JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
		120	GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
		135	JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
		140	JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
		145	TRACK	0.00	0.00	0.00	0.00	0.00
		150	JH TRACK	0.00	0.00	0.00	0.00	0.00
		155	BOYS GOLF	0.00	0.00	0.00	0.00	0.00
		180	JH WRESTLING	0.00	0.00	0.00	0.00	0.00
		190	ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
		220	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
		225	CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
		226	CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
		227	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
		228	CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
		229	CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
		230	CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
		231	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
		232	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
		233	CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
		234	CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
		235	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
		236	CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
		300	VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
		355	ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
		360	CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
		365	VICA	0.00	0.00	0.00	0.00	0.00
		370	EMBROIDERY	0.00	0.00	0.00	0.00	0.00
		405	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
		551	5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
		552	TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
		575	WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00
	Z	Totals:		0.00	0.00	0.00	0.00	0.00
	WCS	Totals:		104,568.99	417.89	8,958.19	0.00	96,028.69
	Report Totals:			104,568.99	417.89	8,958.19	0.00	96,028.69

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 07/01/2019 to 07/31/2019.

Receipt Number	Activity ID	Receipt Date	Activity Name	Void Date	Deposit Number	Check Number	Received From	Fee Name & Student ID	Tax Activity	Tax Rate %	Receipt Description	Amount	Sales Tax	Amount
Tax Amount														
<b>WCS Wakefield Community School</b>														
000004		07/09/2019				170			Scrap Iron					
	170		WRESTLING									130.58	0.00	130.58
Total For 000004:														130.58
000005		07/16/2019					Snack Machine							
	540		POP FUND									33.03	0.00	33.03
Total For 000005:														33.03
000006		07/31/2019					Bank							
	505		CHECKING INTEREST									42.56	0.00	42.56
Total For 000006:														42.56
000007		07/25/2019					Bank							
	505		CHECKING INTEREST									211.72	0.00	211.72
Total For 000007:														211.72
<b>Site Total</b>														417.89
<b>Report Total</b>														417.89

# Check Summary

Sorted by Activity ID, Site ID.  
From 07/01/2019 to 07/31/2019.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
110	VOLLEYBALL							
WCS	Wakefield Community School							
010002	Void	07/05/2019	Wayne State College Volleyball				VB Camp	-450.00
010003	Cleared	07/05/2019	Wayne State College Volleyball				VB Camp	405.00
Total:								-\$ 45.00
175	GEN ATHLETICS							
WCS	Wakefield Community School							
010006	Cleared	07/15/2019	Riddell/All American				Football Reconditioning	3,260.60
Total:								\$ 3,260.60
303	SPEECH CLUB							
WCS	Wakefield Community School							
010004	Cleared	07/15/2019	Wayne State College				Rental Fee	52.50
Total:								\$ 52.50
320	ANNUAL							
WCS	Wakefield Community School							
010005	Cleared	07/15/2019	Walsworth Publishing Company				Yearbook	5,690.09
Total:								\$ 5,690.09
Report Total :								8,958.19

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY18-19; Begin Date: 08/12/2019; End Date: 08/12/2019; Display Element Description: BUILDING; Check Type: [All]; Sort By Element:

<b>Sorted By</b>	<b>Value</b>	<b>Description</b>		
<b>FUND</b>	<b>01</b>	<b>General Fund</b>		
<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
50734	8/12/2019	Appeara	Mops, Towels & Uniforms	\$223.76
50734	8/12/2019	Appeara	BB Towels & Uniforms	\$56.18
50734	8/12/2019	Appeara	BB Towels & Uniforms	\$56.18
		<b>Appeara Total</b>		<b>\$336.12</b>
50735	8/12/2019	Barnes & Noble Bookstore, Inc	Shelly Cashman Series Microsoft Office 365 & Office 2019 Intermediate	\$1,799.50
		<b>Barnes &amp; Noble Bookstore, Inc Total</b>		<b>\$1,799.50</b>
50736	8/12/2019	Cascio Interstate Music	Remo Muff'l Ring Control 20" Muffle	\$35.96
50736	8/12/2019	Cascio Interstate Music	Shipping	\$22.14
		<b>Cascio Interstate Music Total</b>		<b>\$58.10</b>
50737	8/12/2019	CenterPoint Energy Services Retail LLC	Jun 2019 Natural Gas	\$330.96
50737	8/12/2019	CenterPoint Energy Services Retail LLC	Jun 2019 Natural Gas	\$41.74
		<b>CenterPoint Energy Services Retail LLC Total</b>		<b>\$372.70</b>
50738	8/12/2019	CENTURYLINK Business Services	Internet Service	\$129.38
50738	8/12/2019	CENTURYLINK Business Services	Internet Service	\$129.38
		<b>CENTURYLINK Business Services Total</b>		<b>\$258.76</b>
50739	8/12/2019	City of Wakefield	Jul PK Utilities	\$15.00
50739	8/12/2019	City of Wakefield	Jul Utilities	\$96.24
50739	8/12/2019	City of Wakefield	Jul PK Utilities	\$16.77
50739	8/12/2019	City of Wakefield	Jul Utilities	\$3,884.64
50739	8/12/2019	City of Wakefield	Jul Utilities	\$96.87
		<b>City of Wakefield Total</b>		<b>\$4,109.52</b>
50740	8/12/2019	Connecting Point	Barracuda Backup Server 290 Subscription Service Account and 12 Month Subscription	\$2,077.90
		<b>Connecting Point Total</b>		<b>\$2,077.90</b>
50741	8/12/2019	Cornhusker International Trucks, Inc	Bus Brake Repair	\$383.38
50741	8/12/2019	Cornhusker International Trucks, Inc	Bus Repair	\$1,776.43
		<b>Cornhusker International Trucks, Inc Total</b>		<b>\$2,159.81</b>
50742	8/12/2019	Cubby's Inc.	Mower Diesel	\$71.96
50742	8/12/2019	Cubby's Inc.	Bus Diesel	\$149.98
50742	8/12/2019	Cubby's Inc.	Van Fuel	\$183.41
		<b>Cubby's Inc. Total</b>		<b>\$405.35</b>
50743	8/12/2019	Diamond Vogel Paint Center	Outdoor Paint	\$64.46
		<b>Diamond Vogel Paint Center Total</b>		<b>\$64.46</b>
50744	8/12/2019	Discount School Supply	Alphabet Blocks - 8:12 Rectangle 96X144	\$373.96
50744	8/12/2019	Discount School Supply	Blue 30" x 72" Rectangle Scholar Craft Activity Table	\$479.64
50744	8/12/2019	Discount School Supply	Shipping	\$128.04
50744	8/12/2019	Discount School Supply	Tax	\$63.80
		<b>Discount School Supply Total</b>		<b>\$1,045.44</b>
50745	8/12/2019	Dollar General	Cleaning Supplies	\$6.00
		<b>Dollar General Total</b>		<b>\$6.00</b>
50746	8/12/2019	Egan Supply Co.	Gym Floor Resurfacing	\$3,976.36
50746	8/12/2019	Egan Supply Co.	Supplies	\$813.28
		<b>Egan Supply Co. Total</b>		<b>\$4,789.64</b>
50747	8/12/2019	Ekberg Auto Parts, Inc.	Pulley Puller	\$60.99
50747	8/12/2019	Ekberg Auto Parts, Inc.	Tow Rope	\$189.68
50747	8/12/2019	Ekberg Auto Parts, Inc.	Tow Strap	\$78.48



Check Number	Check Date	Payee	Reason	Amount
50747	8/12/2019	Ekberg Auto Parts, Inc.	BB Supplies	\$233.69
50747	8/12/2019	Ekberg Auto Parts, Inc.	Brake Repair	\$163.97
50747	8/12/2019	Ekberg Auto Parts, Inc.	BB Supplies	\$189.56
50747	8/12/2019	Ekberg Auto Parts, Inc.	Filters	\$125.97
50747	8/12/2019	Ekberg Auto Parts, Inc.	Lug Nut Covers	\$32.07
50747	8/12/2019	Ekberg Auto Parts, Inc.	Pwr Service Diesel	\$19.74
50747	8/12/2019	Ekberg Auto Parts, Inc.	Rubberized Undercoat	\$14.97
		<b>Ekberg Auto Parts, Inc. Total</b>		<b>\$1,109.12</b>
50748	8/12/2019	Gill Hauling, Inc.	Garbage Service	\$211.74
50748	8/12/2019	Gill Hauling, Inc.	Rolloff Service	\$319.85
		<b>Gill Hauling, Inc. Total</b>		<b>\$531.59</b>
50749	8/12/2019	Grainger Inc.	Irrigation Repair	\$22.47
50749	8/12/2019	Grainger Inc.	Fiberglass Repair Kit	\$22.47
		<b>Grainger Inc. Total</b>		<b>\$44.94</b>
50750	8/12/2019	Grossenburg Implement, Inc	Mower Repairs	\$845.59
		<b>Grossenburg Implement, Inc Total</b>		<b>\$845.59</b>
50751	8/12/2019	Innovative Office Solutions LLC	Construction Paper	\$346.52
50751	8/12/2019	Innovative Office Solutions LLC	Construction Paper	\$346.52
		<b>Innovative Office Solutions LLC Total</b>		<b>\$693.04</b>
50752	8/12/2019	Innovative Protectives, Inc.	Stage Mat Cover	\$550.00
		<b>Innovative Protectives, Inc. Total</b>		<b>\$550.00</b>
50753	8/12/2019	Kay Contracting Inc	Excavate Waterline	\$218.75
		<b>Kay Contracting Inc Total</b>		<b>\$218.75</b>
50754	8/12/2019	KSB School Law, PC LLO	Legal Services	\$181.00
		<b>KSB School Law, PC LLO Total</b>		<b>\$181.00</b>
50755	8/12/2019	Matheson Tri-Gas Inc	ITE Gases	\$266.27
		<b>Matheson Tri-Gas Inc Total</b>		<b>\$266.27</b>
50756	8/12/2019	Menards - Sioux City	Supplies	\$103.18
		<b>Menards - Sioux City Total</b>		<b>\$103.18</b>
50757	8/12/2019	Miller Building Supply	Filing Cabinet Keys	\$8.00
50757	8/12/2019	Miller Building Supply	Supplies	\$451.31
50757	8/12/2019	Miller Building Supply	Cable Ties	\$13.89
50757	8/12/2019	Miller Building Supply	Batteries	\$8.28
50757	8/12/2019	Miller Building Supply	Supplies	\$177.55
50757	8/12/2019	Miller Building Supply	Supplies	\$79.55
		<b>Miller Building Supply Total</b>		<b>\$738.58</b>
50758	8/12/2019	Nebr Assoc Of School Boards	NAEP Membership Dues	\$30.00
		<b>Nebr Assoc Of School Boards Total</b>		<b>\$30.00</b>
50759	8/12/2019	Nebraska Journal-Leader	Kitchen Job Ad	\$54.96
		<b>Nebraska Journal-Leader Total</b>		<b>\$54.96</b>
50760	8/12/2019	One Source	Background Checks	\$201.00
		<b>One Source Total</b>		<b>\$201.00</b>
50761	8/12/2019	Orkin Exterminating Inc	Pest Control	\$118.71
		<b>Orkin Exterminating Inc Total</b>		<b>\$118.71</b>
50762	8/12/2019	Pearson Education	College and Career Readiness (National Edition) Teacher Book	\$77.49
50762	8/12/2019	Pearson Education	Shipping	\$6.89
50762	8/12/2019	Pearson Education	Student Supplement: Student's Activity Guide for College and Career Readiness (National Edition)	\$20.97
		<b>Pearson Education Total</b>		<b>\$105.35</b>
50763	8/12/2019	Pitney Bowes, Inc.	Postage Machine Lease	\$531.48
		<b>Pitney Bowes, Inc. Total</b>		<b>\$531.48</b>
50764	8/12/2019	Rasmussen Mechanical Service, Inc.	Motor Fan	\$501.85
		<b>Rasmussen Mechanical Service, Inc. Total</b>		<b>\$501.85</b>
50765	8/12/2019	Rochester 100, Inc.	Nicky's Communicator Spanish/Bilingual (Metallic Maroon)	\$362.50
		<b>Rochester 100, Inc. Total</b>		<b>\$362.50</b>

Check Number	Check Date	Payee	Reason	Amount
50766	8/12/2019	RTI	Copier Lease	\$1,357.88
50766	8/12/2019	RTI	Copier Lease	\$1,357.88
		<b>RTI Total</b>		<b>\$2,715.76</b>
50767	8/12/2019	Salsbury Industries	Discount	(\$1,198.50)
50767	8/12/2019	Salsbury Industries	End Base - for 12" deep metal lockers - Gray	\$80.00
50767	8/12/2019	Salsbury Industries	Front base - for metal lockers 12" wide - Gray	\$230.00
50767	8/12/2019	Salsbury Industries	Lockers without legs - for 1 wide & 3 wide metal lockers	\$180.00
50767	8/12/2019	Salsbury Industries	Shipping	\$879.78
50767	8/12/2019	Salsbury Industries	Sloping Hood - for metal lockers up to (3) 12" wide & 12" deep - Gray	\$280.00
50767	8/12/2019	Salsbury Industries	Sloping Hood - For metal lockers up to (3) 12" wide & 12" deep- Gray	\$280.00
50767	8/12/2019	Salsbury Industries	Standard Metal Locker - Single Tier - 1 wide - 5 feet high - 12" deep - Gray - Assembled	\$320.00
50767	8/12/2019	Salsbury Industries	Standard Metal Locker - Single Tier - 1 Wide-5 feet high - 12" deep - Gray - Assembled	\$320.00
50767	8/12/2019	Salsbury Industries	Standard Metal Locker - Single Tier - 3 wide - 5 feet high - 12" deep - Gray - Assembled	\$6,300.00
		<b>Salsbury Industries Total</b>		<b>\$7,671.28</b>
50768	8/12/2019	Scholastic Inc	Scholastic News 3	\$258.75
50768	8/12/2019	Scholastic Inc	Scholastic News Subscription - Second Grade - 18 students	\$103.50
50768	8/12/2019	Scholastic Inc	Shipping	\$25.88
50768	8/12/2019	Scholastic Inc	Shipping	\$10.35
50768	8/12/2019	Scholastic Inc	Magazine Subscription <a href="https://sn2.scholastic.com/">https://sn2.scholastic.com/</a>	\$115.00
50768	8/12/2019	Scholastic Inc	Shipping	\$11.50
		<b>Scholastic Inc Total</b>		<b>\$524.98</b>
50769	8/12/2019	School Outfitters, LLC	900 Series Heavy Duty Teacher's Desk - Double Pedestal Base: Black Desktop: Gray Nebula	\$557.99
50769	8/12/2019	School Outfitters, LLC	Shipping	\$380.08
		<b>School Outfitters, LLC Total</b>		<b>\$938.07</b>
50770	8/12/2019	School Specialty, Inc	1 1/4 in binder clip; pack of 12	\$1.52
50770	8/12/2019	School Specialty, Inc	1 In core matte clear tape; pack of 6	\$54.57
50770	8/12/2019	School Specialty, Inc	1' Solid Primary Color Flags; 40 each color	\$10.98
50770	8/12/2019	School Specialty, Inc	1/2' Primary Color Arrow Flags; 20 each color	\$3.89
50770	8/12/2019	School Specialty, Inc	2 in binder clip; pack of 12	\$6.62
50770	8/12/2019	School Specialty, Inc	2 in; Large Magnetic Clips; pack of 12	\$1.98
50770	8/12/2019	School Specialty, Inc	3/4 in binder clip; pack of 12	\$0.88
50770	8/12/2019	School Specialty, Inc	3x5 Index Cards; Pack of 100	\$5.88
50770	8/12/2019	School Specialty, Inc	9x12 Kraft Envelopes with clasp; pack of 100	\$11.69
50770	8/12/2019	School Specialty, Inc	Abilitations Inflatable CoreDisk Seat Cushion, 12 Inches, Blue	\$137.76
50770	8/12/2019	School Specialty, Inc	Aqua Polka Dots 10 Pocket Hanging	\$29.62
50770	8/12/2019	School Specialty, Inc	Assorted Rubber Bands	\$1.62
50770	8/12/2019	School Specialty, Inc	Bic Whiteout Brand EZ Correction Tape; Pack of 10	\$19.69
50770	8/12/2019	School Specialty, Inc	Black Ball Point Pen; Pack of 12	\$3.08
50770	8/12/2019	School Specialty, Inc	Blank 8x10 Whiteboards; pack of 25	\$22.29
50770	8/12/2019	School Specialty, Inc	Blue BallPoint Pen; Pack of 12	\$1.54
50770	8/12/2019	School Specialty, Inc	Clear Push Pins; pack of 100	\$0.44
50770	8/12/2019	School Specialty, Inc	Clear Sheet Protectors; pack of 100	\$6.81
50770	8/12/2019	School Specialty, Inc	Expo Dry Erase Markers; pack of 36	\$44.45
50770	8/12/2019	School Specialty, Inc	EZ - Up Clips; White; pack of 30	\$5.34
50770	8/12/2019	School Specialty, Inc	Green 2 pocket folder with fastener	\$7.70
50770	8/12/2019	School Specialty, Inc	Green BallPoint Pen; Pack of 12	\$1.75
50770	8/12/2019	School Specialty, Inc	Hardboard Letter Size Clip Board	\$8.30
50770	8/12/2019	School Specialty, Inc	Light Blue 2 pocket folder with fastener	\$19.74
50770	8/12/2019	School Specialty, Inc	Lime Green Polka Dot 10 Pocket Hanging	\$14.81
50770	8/12/2019	School Specialty, Inc	Magnetic Paper Clip Dispenser	\$2.72

Check Number	Check Date	Payee	Reason	Amount
50770	8/12/2019	School Specialty, Inc	National Public Seating Heavy Duty Vinyl Padded Steel Stool, 18 Inch, Black	\$80.88
50770	8/12/2019	School Specialty, Inc	Original EZ Grader	\$13.76
50770	8/12/2019	School Specialty, Inc	Pencil Cap Erasers; Pink; Pack of 144	\$1.87
50770	8/12/2019	School Specialty, Inc	Red 2 pocket folder with fastener	\$7.70
50770	8/12/2019	School Specialty, Inc	Red BallPoint Pen; Pack of 12	\$1.54
50770	8/12/2019	School Specialty, Inc	School Smart Self Stick Notes; Yellow 3x3; 24 pack	\$7.27
50770	8/12/2019	School Specialty, Inc	School Smart Self Stick Notes; Yellow 4x6 Lined; 5 pack	\$13.23
50770	8/12/2019	School Specialty, Inc	standard staples; pack of 5000	\$1.09
50770	8/12/2019	School Specialty, Inc	Stikkit Dots; clear; pack of 100	\$4.15
50770	8/12/2019	School Specialty, Inc	Student Felt Erasers; pack of 12	\$25.98
50770	8/12/2019	School Specialty, Inc	4th Grade Interactive ELA Notebook	\$8.64
50770	8/12/2019	School Specialty, Inc	5th Grade Interactive ELA Notebook	\$8.64
50770	8/12/2019	School Specialty, Inc	6th Grade Interactive ELA Notebook	\$8.64
50770	8/12/2019	School Specialty, Inc	Activity a day softcover book; grammar	\$18.84
50770	8/12/2019	School Specialty, Inc	Activity a day softcover books; spelling	\$18.84
		<b>School Specialty, Inc Total</b>		<b>\$646.74</b>
50771	8/12/2019	SchoolMate	Shipping	\$90.00
50771	8/12/2019	SchoolMate	Student Planners	\$370.00
		<b>SchoolMate Total</b>		<b>\$460.00</b>
50772	8/12/2019	Staples	Desk Calendars	\$8.59
50772	8/12/2019	Staples	Supplies	\$592.04
50772	8/12/2019	Staples	Whiteboard Wipes	\$294.75
50772	8/12/2019	Staples	Staples Poly 2 pocket folders black	\$17.90
50772	8/12/2019	Staples	Desk Calendars	\$8.59
50772	8/12/2019	Staples	Glitter	\$58.58
50772	8/12/2019	Staples	Stikkiclips	\$244.90
50772	8/12/2019	Staples	Supplies	\$592.04
50772	8/12/2019	Staples	Tempera Paint	\$137.06
50772	8/12/2019	Staples	Whiteboard Wipes	\$294.75
50772	8/12/2019	Staples	Desk Chair	\$299.99
50772	8/12/2019	Staples	Wall Calendar	\$44.96
50772	8/12/2019	Staples	Wall Calendar	\$44.96
50772	8/12/2019	Staples	Command Strips	\$18.76
50772	8/12/2019	Staples	Trash Cans	\$139.08
		<b>Staples Total</b>		<b>\$2,796.95</b>
50773	8/12/2019	Supreme School Supply Co.	Shipping	\$15.78
50773	8/12/2019	Supreme School Supply Co.	Teacher's Daily Reference Planner (36)	\$172.50
		<b>Supreme School Supply Co. Total</b>		<b>\$188.28</b>
50774	8/12/2019	Virgil, Megan A	Fuel Reimb	\$38.72
		<b>Virgil, Megan A Total</b>		<b>\$38.72</b>
	8/12/2019	VISA	Whiteboard Erasers	\$30.75
	8/12/2019	VISA	4th Grade 180 Days of Language	\$19.99
	8/12/2019	VISA	5th Grade 180 Days of Language	\$13.14
	8/12/2019	VISA	6th Grade 180 Days of Language	\$19.99
	8/12/2019	VISA	Classroom Supplies - LS	\$46.92
	8/12/2019	VISA	Costway Wobble Chair Height Adjustable Active Learning Stool Sitting Home Office White	\$347.94
	8/12/2019	VISA	Division Flashcards	\$19.75
	8/12/2019	VISA	Educational Insights Blur! Game	\$22.12
	8/12/2019	VISA	Educational Insights Fluorescent Light Filters (Tranquil Blue), Set of 4	\$28.09
	8/12/2019	VISA	Expo Standard White Board Dry Eraser	\$11.84
	8/12/2019	VISA	Gaiam Balance Ball Chair, Black	\$139.98
	8/12/2019	VISA	Grammar Activity - Name That.! Person, Place, Thing.! Card Game	\$9.79
	8/12/2019	VISA	KinderLiteracy Kindergarten Close Read Curriculum Units Bundled	\$80.00
	8/12/2019	VISA	KinderMath Kindergarten Math Curriculum Units Bundled	\$80.00

Check Number	Check Date	Payee	Reason	Amount
	8/12/2019	VISA	Learning Resources Answer Buzzers, Set of 4 Assorted Colored Buzzers	\$12.79
	8/12/2019	VISA	Norcom 5-pack Filler Paper; 150 Sheets; College Ruled	\$16.50
	8/12/2019	VISA	Post It Sticky Easel Pads; pack of 4	\$69.99
	8/12/2019	VISA	Sterilite 3 Drawer Cart; Black	\$10.76
	8/12/2019	VISA	Sterilite; 3 Drawer Cart; Set of 2	\$64.56
	8/12/2019	VISA	Tax	\$32.94
	8/12/2019	VISA	Ticonderoga #2 Pencils; 96 count	\$9.96
	8/12/2019	VISA	Visual Timer	\$17.99
	8/12/2019	VISA	Whiteboard Erasers	\$30.75
	8/12/2019	VISA	HON Foundation Conference Table	\$224.39
	8/12/2019	VISA	Sadie Mid-Back Chair - Black Leather	\$393.80
	8/12/2019	VISA	Shipping	\$74.00
	8/12/2019	VISA	Tax	\$38.07
	8/12/2019	VISA	5 Yr Performance Plan	\$99.99
	8/12/2019	VISA	Tax	\$19.25
	8/12/2019	VISA	Titanic Furniture Stationary Sofa in Black 32"D X 72" W X 35" H	\$249.99
	8/12/2019	VISA	Hudl Renewal	\$1,999.00
	8/12/2019	VISA	City Nights II - Canvas Print 48X32	\$159.99
	8/12/2019	VISA	Squares with Concentric Circles - Canvas Print 48X32	\$139.99
	8/12/2019	VISA	Starry Night - Canvas Print 48X32	\$159.99
	8/12/2019	VISA	Tax	\$25.30
	8/12/2019	VISA	Phone Cord	\$4.97
	8/12/2019	VISA	NPERS Mtg	\$17.93
	8/12/2019	VISA	Ethernet Cable	\$7.97
	8/12/2019	VISA	Fuel	\$35.94
		<b>VISA Total</b>		<b>\$4,787.11</b>
50775	8/12/2019	Wakefield Republican, The	Job Ads	\$78.00
50775	8/12/2019	Wakefield Republican, The	Job Ads/Mtg Proceedings	\$141.16
50775	8/12/2019	Wakefield Republican, The	Mtg Proceedings	\$230.12
		<b>Wakefield Republican, The Total</b>		<b>\$449.28</b>
50776	8/12/2019	Wakefield School-Interim	NCA Membership	\$335.00
50776	8/12/2019	Wakefield School-Interim	NCA Membership/Clinic	\$105.00
		<b>Wakefield School-Interim Total</b>		<b>\$440.00</b>
50777	8/12/2019	Wayne Herald	Para & Cook Job Ads	\$146.50
		<b>Wayne Herald Total</b>		<b>\$146.50</b>
<b>Sub Total</b>				<b>\$46,474.88</b>

Sorted By	Value	Description		
FUND	03	Employee Benefit Fund		
Check Number	Check Date	Payee	Reason	Amount
1261	8/12/2019	AxisPlus Benefits	Jun Participant Fee	\$96.50
		AxisPlus Benefits Total		\$96.50
Sub Total				\$96.50
Sorted By	Value	Description		
FUND	06	School Nutrition Fund		
Check Number	Check Date	Payee	Reason	Amount
4950	8/12/2019	CenterPoint Energy Services Retail LLC	Jun 2019 Natural Gas	\$54.53
		CenterPoint Energy Services Retail LLC Total		\$54.53
4951	8/12/2019	City of Wakefield	Jul Utilities	\$3.26
4951	8/12/2019	City of Wakefield	Jul Utilities	\$204.46
		City of Wakefield Total		\$207.72
	8/12/2019	VISA	Roasters	\$117.42
		VISA Total		\$117.42
Sub Total				\$379.67

Check Number	Check Date	Payee	Reason	Amount
Sorted By	Value	Description		
FUND	12	Student Fees Fund		
Check Number	Check Date	Payee	Reason	Amount
50742	8/12/2019	Cubby's Inc.	DE Fuel	\$135.65
		Cubby's Inc. Total		\$135.65
Sub Total				\$135.65
Grand Total				\$47,086.70

# Wakefield Community School

## Payroll Voucher By Vendor Report

Accounting Cycle: FY18-19; Voucher: 081419,081419HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 8/7/2019 2:13:52 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50725	Aflac	\$739.05
Register	Register Paid Date	Account Code	Deduction		Amount
081419	8/14/2019	01-00941-000	Aflac - Accident 125		\$289.90
081419	8/14/2019	01-00901-000	Aflac - Cancer 125		\$80.86
081419	8/14/2019	01-00941-000	Aflac - Cancer 125		\$162.63
081419	8/14/2019	01-00941-000	Aflac - Short Term Disability		\$205.66
<b>Sub Total</b>					<b>\$739.05</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50726	AxisPlus Benefits	\$5,941.62
Register	Register Paid Date	Account Code	Deduction		Amount
081419	8/14/2019	01-00941-000	Child Care 125		\$3,023.30
081419	8/14/2019	01-00941-000	Med Reimb 125		\$2,894.24
081419	8/14/2019	06-00941-000	Med Reimb 125		\$24.08
<b>Sub Total</b>					<b>\$5,941.62</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50727	BankFirst	\$61,055.97
Register	Register Paid Date	Account Code	Deduction		Amount
081419	8/14/2019	01-00941-000	Federal Withholding		\$20,937.19
081419	8/14/2019	06-00941-000	Federal Withholding		\$41.64
081419	8/14/2019	01-00941-000	FICA		\$32,416.48
081419	8/14/2019	06-00941-000	FICA		\$64.42
081419	8/14/2019	01-00941-000	Medicare		\$7,581.18
081419	8/14/2019	06-00941-000	Medicare		\$15.06
<b>Sub Total</b>					<b>\$61,055.97</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	207276	4947	Blue Cross and Blue Shield of NE	\$70,768.07
Register	Register Paid Date	Account Code	Deduction		Amount
081419	8/14/2019	06-00901-000	BCBS Employer Hlth		\$541.59
<b>Sub Total</b>					<b>\$541.59</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50728	Blue Cross and Blue Shield of NE	\$70,768.07
Register	Register Paid Date	Account Code	Deduction		Amount
081419	8/14/2019	01-00941-000	BCBS Empl Dental 125		\$1,490.22
081419	8/14/2019	01-00941-000	BCBS Empl Health 125		\$857.11
081419	8/14/2019	01-00941-000	BCBS Employer Dental		\$1,524.36
081419	8/14/2019	01-00901-000	BCBS Employer Hlth		\$5,771.68
081419	8/14/2019	01-00941-000	BCBS Employer Hlth		\$60,583.11
<b>Sub Total</b>					<b>\$70,226.48</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103		Federal Reserve KC	\$179,533.35
Register	Register Paid Date	Account Code	Deduction		Amount
081419	8/14/2019	01-00941-000	Direct Deposit		\$179,147.31
081419	8/14/2019	06-00941-000	Direct Deposit		\$386.04
<b>Sub Total</b>					<b>\$179,533.35</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount

081419	BankFirst	195103		Iowa Department of Revenue	\$300.00
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	Iowa State Tax	\$300.00	
<b>Sub Total</b>				<b>\$300.00</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419HSA	BankFirst	195103	50733	LaVonne Carson - HSA	\$95.01
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	HSA LaVonne Carson	\$95.01	
<b>Sub Total</b>				<b>\$95.01</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419	BankFirst	195103	50729	Madison National Life	\$2,225.06
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	Dependent Life Ins	\$32.50	
081419	8/14/2019	06-00941-000	Dependent Life Ins	\$0.30	
081419	8/14/2019	01-00901-000	Life Ins Employer	\$63.50	
081419	8/14/2019	01-00941-000	Life Ins Employer	\$700.59	
081419	8/14/2019	06-00941-000	Life Ins Employer	\$11.16	
081419	8/14/2019	01-00901-000	Long Term Disability	\$107.29	
081419	8/14/2019	01-00941-000	Long Term Disability	\$1,309.72	
<b>Sub Total</b>				<b>\$2,225.06</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419	BankFirst	195103		MG Trust Company	\$3,395.00
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	403b Plan	\$1,421.11	
081419	8/14/2019	06-00941-000	403b Plan	\$28.89	
081419	8/14/2019	01-00941-000	403b Plan ROTH	\$1,945.00	
<b>Sub Total</b>				<b>\$3,395.00</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419	BankFirst	195103		Nebraska Child Support Payment Center	\$627.00
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	Child Support	\$627.00	
<b>Sub Total</b>				<b>\$627.00</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419	BankFirst	195103		Nebraska Department of Revenue	\$9,102.16
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	State Withholding - NE	\$9,090.30	
081419	8/14/2019	06-00941-000	State Withholding - NE	\$11.86	
<b>Sub Total</b>				<b>\$9,102.16</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419	BankFirst	195103		Nebraska Retirement System	\$51,655.51
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	NPERS	\$51,633.38	
081419	8/14/2019	06-00941-000	NPERS	\$22.13	
<b>Sub Total</b>				<b>\$51,655.51</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419HSA	BankFirst	195103		Patricia Wurdeman - HSA	\$95.01
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>	<b>Amount</b>	
081419	8/14/2019	01-00941-000	HSA Patricia Wurdeman	\$95.01	
<b>Sub Total</b>				<b>\$95.01</b>	
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
081419HSA	BankFirst	195103		Shannon Carroll - HSA	\$267.89

Register	Register Paid Date	Account Code	Deduction	Amount	
081419	8/14/2019	01-00941-000	HSA Shannon Carroll	\$267.89	
<b>Sub Total</b>				<b>\$267.89</b>	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	207276	4949	Vision Service Plan	\$647.54
Register	Register Paid Date	Account Code	Deduction	Amount	
081419	8/14/2019	06-00901-000	Vision 125	\$8.20	
<b>Sub Total</b>				<b>\$8.20</b>	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50730	Vision Service Plan	\$647.54
Register	Register Paid Date	Account Code	Deduction	Amount	
081419	8/14/2019	01-00901-000	Vision 125	\$60.92	
081419	8/14/2019	01-00941-000	Vision 125	\$576.05	
081419	8/14/2019	06-00941-000	Vision 125	\$2.37	
<b>Sub Total</b>				<b>\$639.34</b>	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50731	Washington National Insurance Co	\$374.70
Register	Register Paid Date	Account Code	Deduction	Amount	
081419	8/14/2019	01-00941-000	WA Natl - Cancer Ins 125	\$374.70	
<b>Sub Total</b>				<b>\$374.70</b>	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081419	BankFirst	195103	50732	WCS-General Fund	\$46.00
Register	Register Paid Date	Account Code	Deduction	Amount	
081419	8/14/2019	01-00941-000	Limited Computer Use	\$46.00	
<b>Sub Total</b>				<b>\$46.00</b>	
<b>Grand Total</b>				<b>\$386,868.94</b>	



**Parent and Guardian Involvement In Education Practices**

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

- a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
  - c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 6/14/2010

Revised on: 7/13/2017

Reviewed on: 2/8/2018

**District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I

Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 6/14/2010  
Revised on: 7/10/2018  
Reviewed on: 7/10/2018



# **Wakefield High School** **iPad Policy, Procedures, and Information** **2019-2020**

## **Wakefield High School iPad 1:1 Initiative**

The focus of the iPad program at Wakefield High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21<sup>st</sup> century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all iPads used at Wakefield High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## **1: Receiving Your iPad & iPad Check-In**

### **1.1 Receiving your iPad:**

iPads will be distributed each fall during the “iPad Orientation.” Parents & students MUST sign and return copies of the iPad Protection Plan, Student Pledge, and Acceptable Use Policy documents before the iPad can be issued to their child. The iPad Protection Plan outlines the requirements for obtaining the iPad.

### **1.2 iPad Check-In**

iPads will be returned during the final week of school during the student checkout so they can be checked for serviceability. If a student transfers out of the Wakefield Community School District during the school year, the iPad will be returned at that time.

### **1.3 Check-In Fines**

Individual school iPads and accessories must be returned to the Wakefield High School Technology Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Wakefield, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft being reported with the Dixon or Wayne County Sheriff’s Department.

Students are to keep the school assigned iCloud account on their iPad. If a student returns the iPad with a different iCloud account, and cannot remember the password, the student will owe for a brand new iPad. When an iCloud account is on an iPad and the password is forgotten, the iPad cannot even be wiped clean without that password, thus leaving it unusable.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection Plan and must return the iPad and accessories to the Wakefield High School Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **2: Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to Mrs. Ziska for an evaluation of the equipment.



## **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the Wakefield Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Wakefield Community School District.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.
- If a student takes the case or part of the case, off of the iPad, and the iPad gets broken while the case is off the student is responsible for the full repair fee, even if it is the student's first time breakage.

## **2.2 Carrying iPads**

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be in the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders, textbooks, and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

## **2.3 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3: Using Your iPad at School**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the Technology Director for a period of time determined by the building principal.

### **3.2 iPad Undergoing Repair**

Spare iPads may be issued to students when they leave their iPad for repair with Mrs. Ziska. There may be a delay in getting an iPad should the school not have enough to loan.

### **3.3 Charging Your iPad’s Battery**

iPads should be brought to school each day in a fully charged condition. Students are responsible for charging their iPads at home when needed.

### **3.4 Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Students are encouraged to put passwords on their iPad lock screen. You are advised to keep a copy of the password at home.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teachers for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, it will be by Wakefield staff.
- All software/apps must be district approved. Data storage will be through apps on the iPad and email to a server location.

### **3.6 Printing**

Printing is limited to documents need for school. Students should not print anything for personal use.

### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.

## **4: Saving to the iPad**

### **4.1 Saving to the iPad**

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or district server (J Drive). Storage space will be available on the iPad—BUT it will NOT be backed up in the case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

A new feature this year is a school assigned iCloud ID that will allow you to back up all features of your iPad and reimage to a new iPad if necessary. This process has not been tested and students are encouraged to follow the above instructions until we are sure how this works.

### **4.2 Network Connectivity**

The Wakefield Community School District makes no guarantee that their network will be and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5: Software on iPads**

### **5.1 Originally Installed Software**

The software/Apps originally installed by Wakefield Community School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/apps on their iPads. Wakefield will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection. If we have reason to suspect that any unacceptable activity or damage has been done to any iPad, Wakefield Community School reserves the right to bring the iPad to the office for inspection.

### **5.4 Procedure for Reloading Software**

If technical difficulties occur or illegal software, non Wakefield installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

### **5.5 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

## **6: Acceptable Use**

The use of the Wakefield School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Wakefield Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Wakefield Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Wakefield Community School District's Acceptable Use Policy as the Student Handbook shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/Guardian Responsibilities:**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

## **6.2 School Responsibilities:**

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Wakefield School District reserves the right to review, monitor, and restrict information stored on or transmitted via Wakefield Community School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

## **6.3 Students are Responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Wakefield Community School District’s designated Internet System is at your own risk. Wakefield Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Wakefield Community School District protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to report the email to the office.
- Return their iPad to the technology lab at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School for any reason must return their individual school iPad computer on the date of termination.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services. i.e. MSN Messenger, ICQ, iPad Messenger, etc.
- Internet/Computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger and Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading of creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components of school equipment) will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Wakefield Community School web filter through a web proxy.
- Students are to keep the assigned iCloud account on their iPad. If a student returns the iPad with a different iCloud account, and cannot remember the password, the student will owe for a brand new iPad. When an iCloud account is on an iPad and the password is forgotten, the iPad cannot even be wiped clean without that password, thus leaving it unusable.

## **6.5 iPad Care**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Wakefield Community School District may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying the case replacement fee.
- iPads that malfunction or are damaged must be reported to Mrs. Rusk. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or accidental damage will be repaired with the cost being borne by the student. The \$50 fee applies to the repair or replacement cost for the first damage offense, with the repair or replacement cost of each additional damage offense charged fully to the student.
- Students will be responsible for the full cost of repair or replacement to any iPad that has been damaged intentionally. The \$50 protection fee cannot be applied to iPads that are determined to be intentionally damaged.
- iPad covers should not be removed. Students will be responsible for full cost of repair or replacement if iPad is damaged while cover is removed (even if it is a “first offense” of damage).
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the office and the Police Department.

## **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.
- Plagiarism is a violation of the Wakefield Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Wakefield Student/Parent Handbook guidelines. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

## **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1<sup>st</sup> Offense: Student(s) will check in/check out their iPads from the technology laboratory or the principal's office daily for three (3) weeks.

2<sup>nd</sup> Offense: Three (3) weeks of iPad privilege suspension (student still responsible for all required work)

3<sup>rd</sup> Offense: Loss of iPad privileges for a length of time determined by the administration.

## **7: Protecting & Storing Your iPad**

### **7.1 iPad Identification**

Student iPads will be labeled in the manner specified by the school. Any label applied to the iPad by Wakefield Community School is NOT to be removed. iPads can be identified in the following ways:

- Record of serial number
- Wakefield Community School barcode label
- Wakefield Community School laser engraving

### **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their lockers. The Wakefield Community School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on the top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at any time. If a student needs a secure place to store their iPad, they may check it in for storage in the library.

DO NOT leave your iPad in a place that is experiencing extreme hot or cold conditions. (i.e. a car in the summer or winter)

Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, unlocked classrooms, dressing rooms, and hallways. Any iPad found in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of privileges.



## **8: Repairing or Replacing Your iPad**

### **8.1 School District Protection**

School District Protection is required for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This will include one repair or replacement, additional repairs or replacement costs will be the full responsibility of students. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

### **8.2 Claims**

All insurance claims must be reported to the high school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced.

## **9: Cost of Repairs**

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, interoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Wakefield Community School will order all replacement parts.

## Wakefield High School

### District iPad Protection Plan

The Wakefield Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

#### School District Protection

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one repair or replacement, additional repairs or replacements will be the full responsibility of the student. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

#### Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Parent Name (Please Print):\_\_\_\_\_

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads, Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

## **Wakefield High School**

### **Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case; I will not deface any sticker applied to any iPad applied by Wakefield Community School.
11. I understand that my iPad is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the iPad Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Wakefield High School office.
15. I agree to return the iPad, case and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPads and accessories must be returned to the Wakefield Technology Lab at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school iPad computer on the date of termination.**