

Board of Education Regular Meeting
Monday, May 8, 2023 7:00 PM
Music Room, Humboldt
810 Central Ave
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE***
2. **APPROVE THE AGENDA**
3. **WELCOME PATRONS AND GUESTS**
4. **PATRON COMMENT**
5. **APPROVE CONSENT AGENDA**
 - 5.1. Meeting Minutes
 - 5.2. Bills for Payment
 - 5.3. Review Treasurer's report
6. **REPORTS**
 - 6.1. Principal Othmer
 - 6.2. Assistant Principal Lottman
 - 6.3. NASB Report - Neal Kanel
 - 6.4. SRO Report
7. **DISCUSSION ITEMS**
 - 7.1. Committee Meetings
 - 7.2. Six Pence Tuition Reminbursement Policy Second Read
 - 7.3. Draft Student Handbook for Review 2023-2024
 - 7.4. Draft Staff Handbook 2023-2024
 - 7.5. Draft HTRS Activity Handbook 2023-2024
8. **ACTION ITEMS**
 - 8.1. Approve board member's leave of absence
 - 8.2. Purchase of 9 switches and 9 six-year licenses from CDW.
 - 8.3. Science Text Books
 - 8.4. Stadium Lighting
 - 8.5. Laptop Bid for annual rotation \$33,274.65
 - 8.6. Personnel
 - 8.6.1. Approve Resignation of Maggie Badertscher
 - 8.6.2. Approve Resignation of Emily Clark
 - 8.6.3. Approve Kim Standerford for the Half-Time PreK-12 Assistant Principal position and Half-Time Tech Specialist
 - 8.6.4. Approva Zadie Smith as an Elementary Teacher
 - 8.7. Superintendent's Salary
 - 8.8. Day Care
9. **SUPERINTENDENT GRIFFITH REPORT**
10. **BOARD MEMBER CONCERNS**
11. **ADJOURN**

Board of Education Regular Meeting

Monday, April 10, 2023 7:00 PM

Music Room, Humboldt

Attendance Taken at 7:00 PM. Kyle Hilgenfeld: Present, Mike Kanel: Present, Neal Kanel: Present, Dave Mezger: Present, Scott Ogle: Present, Leah Reyes: Present.

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

2. APPROVE THE AGENDA Motion to approve agenda passed with a motion by Mike Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

3. WELCOME PATRONS AND GUESTS

4. PATRON COMMENT

5. APPROVE CONSENT AGENDA Passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

5.1. Meeting Minutes

5.2. Bills for Payment

5.3. Review Treasurer's report

6. REPORTS

6.1. Principal Othmer discussed the Middle School Music Contest we hottest in March and STEAM night. She also discussed our KSB visit with students focusing on digital citizenship & bullying along with our plan for Math acceleration next year.

6.2. Assistant Principal Lottman discussed our ACT day, NSCAS state test and MAP test along with working on a master schedule.

6.3. NASB Report - Neal Kanel

6.4. SRO Report

7. DISCUSSION ITEMS

7.1. Committee Meetings

7.2. Six Pence Home Visitor Tuition Reimbursement Policy-Second Read. Next read will be final for the vote

7.3. Principal Search – Conducting interviews.

8. ACTION ITEMS

8.1. Approve board member's leave of absence

8.2. Personnel

8.2.1. Hire Chelsey Sullivan as our Six-Pence Home Visitor. Motion to hire Chelsey Sullivan passed with a motion by Mike Kanel and a second by Leah Reyes. Yea: 6, Nay: 0

8.3. Approve the Resignation of Lisa Othmer, Elizabeth Chamberlin & Ms. Lottman.

Approval of the Resignation of Ms. Lottman passed with a motion by Mike Kanel and a second by Neal Kanel.

Yea: 6, Nay: 0

Approval of the Resignation of Mrs. Othmer passed with a motion by Neal Kanel and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

Approval of the Resignation of Ms. Chamberlin passed with a motion by Neal Kanel and a second by Leah Reyes. Yea: 6, Nay: 0

8.4. Approve 2023-2024 Calendar Changes passed with a motion by Neal Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

8.5. Boxlight Boards. Motion to approve the purchase of 3 Boxlight boards passed with a motion by Neal Kanel and a second by Kyle Hilgenfeld. Yea: 6, Nay:0

8.6. Final Reading Policy 4032 Professional Development. Motion to approve final negotiations passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

8.7. Classified Pay and Benefits. Motion to approve the increased hourly rate for Classified pay and benefits passed with a motion by Mike Kanel and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

8.8. Superintendent Contract. Motion to reinstate Dr. Griffith's contract with a motion by Leah Reyes and a second by Mike Kanel. Yea: 6, Nay: 0

9. SUPERINTENDENT GRIFFITH REPORT

Notified we received a grant for our summer program. Mrs. Frey has been working on setting up the summer program. She's doing a great job.

10. BOARD MEMBER CONCERNS Meeting went into Executive Session at 7:23 passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

Out of Executive Session 7:34pm passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

11. ADJOURN Meeting adjourned 7:35pm passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

Respectfully submitted,

Chantel Farwell

Account Number	Detail Description	Amount
01 2630 340 000	Maint. - Chemicals	120.00
Total AG PARTNERS COOPERATIVE, INC		120.00
01 2710 626 000	Def Drum	160.00
Total BERWICK COOPERATIVE OIL COMPANY, THE		160.00
01 2620 610 000	Maint Supplies - Shovel	21.99
Total Blecha's General Store		21.99
01 2620 610 000	Bus Parts	9.84
01 2310 890 000	BOE Expense - Princ Interview Dinner	110.00
Total BRUX GROUP, LLC, THE		119.84
01 1100 440 000	copies - lease	1,574.33
Total CANON FINANCIAL SERVICES		1,574.33
01 1100 440 000	copies	2.29
01 1100 440 000	Contract Copier	1,907.08
Total CAPITAL BUSINESS SYSTEMS, INC		1,909.37
01 2710 626 000	GAS & DIESEL	73.96
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	880.31
01 2120 610 003	7465 - EL Guidance Supplies	32.10
01 2570 330 000	NASBO Conference	141.52
01 2620 610 000	MAINT Supplies	53.50
01 1100 610 001	HS Teaching Supplies	(64.48)
01 1100 610 001	HS Teaching Supplies	28.87
01 1100 610 001	7462 -HS Music Teaching Supplies	95.99
01 1200 610 001	7469 -HS SPED Supplies	66.55
01 1100 610 003	7472 - EL Teaching Supplies	64.37
01 1200 580 000	ASD Conference	155.84
01 2510 531 000	POSTAGE	61.25
01 2310 610 000	BOE Supplies	33.13
01 1200 643 000	7459 SPED Web/Cloud Based Software	263.75
01 2710 626 000	GAS & DIESEL	59.94
01 2320 580 000	SUPT TRAVEL EXPENSES	376.36
01 2320 890 000	SUPT Other Expense	16.04
01 2320 610 000	SUPT Supplies	118.61
01 2320 580 000	SUPT TRAVEL EXPENSES	552.83
01 1190 610 003	EC Supplies	14.64
01 6988 610 000	7479 -ARP-ESSER III AFTERSchl SUPPLIES	222.54
01 2230 650 000	7486 - TECH Supplies/Soft/Hardware	302.50
01 2620 610 000	7482 - MAINT Supplies	999.80
01 2213 330 000	Training - Nurse Health Conference	195.00
01 3541 610 003	7458-7475-7476 Sixpence	2,918.11
Total CARDMEMBER SERVICE		7,663.03
01 2230 650 000	TECH Suppl - Dymo Printer	114.90
Total CDW-G		114.90
01 2230 650 000	TECH Supplies/Soft/Hardware	238.13
Total DAS STATE ACCOUNTING - CENTRAL FINANCE		238.13
01 1100 610 001	Saxaphone Part - FD0860 PO7468	12.60
01 1100 610 001	Clarinet Part - FD1420	80.00
01 1100 610 001	Saxaphone Part - FD1512	65.00
Total DIETZE MUSIC HOUSE		157.60
01 2620 610 000	Maintenance Parts-Filters	535.56
01 2620 350 000	Repairs	110.00
01 2620 610 000	Maintenance Parts	11.24
Total DSTK PHILLIPS, INC		656.80
01 6408 591 003	0-2 Sped Dir	179.82

Account Number	Detail Description	Amount
01 6408 591 003	3-5 Sped Dir	179.82
01 6408 591 003	0-2 Audiology	83.35
01 6408 591 003	3-5 Audiology	83.35
01 6408 591 003	0-2 Speech	500.00
01 6408 591 003	3-5 Speech	1,000.00
01 2151 591 000	Secondary Audiology	750.15
01 2141 591 000	EL Psychology	2,100.00
01 2141 591 000	Secondary Psychology	2,100.00
01 2151 591 000	EL Speech	5,000.00
01 2151 591 000	Secondary Speech	3,500.00
01 1200 591 003	EL Behavior	200.00
01 6408 591 003	0-2 EC	122.00
01 6408 591 003	0-2 EC Consult	254.17
01 6408 591 003	3-5 EC Consult	254.16
01 1200 591 003	EL SPED Dir	1,618.38
01 1200 591 001	Secondary SPED Dir	1,618.38
01 2151 591 000	EL Audiology	750.15
Total ESU #4		<u>20,293.73</u>
01 2620 420 000	trash-utilities	561.70
Total FALLS CITY SANITATION		<u>561.70</u>
01 2620 610 000	MAINT Supplies	52.44
01 2620 610 000	Maint Supplies - Saw Blade & TruFuel	53.99
Total FARM & CITY SUPPLY		<u>106.43</u>
01 1100 382 001	distance learning	319.87
Total FIBER PLATFORM, LLC		<u>319.87</u>
01 2220 640 000	Library Books & Subscriptions	716.44
01 2220 640 000	Library Books & Subscriptions	159.68
Total FOLLETT SCHOOL SOLUTIONS		<u>876.12</u>
01 1200 580 000	ASD Sped Conf - Hotel Rooms	719.70
Total HAMPTON INN KEARNEY		<u>719.70</u>
01 102	Payroll Expenses	507,301.34
Total HTRS PAYROLL ACCT		<u>507,301.34</u>
01 2310 540 000	advertising	337.06
Total HUMBOLDT STANDARD		<u>337.06</u>
01 2320 610 000	SUPT Supplies	25.38
Total Innovative Office Solutions, LLC		<u>25.38</u>
01 2330 317 000	legal services	4,273.61
Total KSB School Law		<u>4,273.61</u>
01 2620 350 000	water soft contract	475.83
Total KURITA AMERICA INC		<u>475.83</u>
01 2710 610 000	Bus Parts	13.10
Total LEWIS IMPLEMENT COMPANY		<u>13.10</u>
01 6408 340 003	0-2 yo	102.44
01 6408 340 003	3-5 yo	1,407.21
01 2161 340 000	SA	1,407.21
Total MALCOLM, MARY		<u>2,916.86</u>
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	3,750.00
Total MCT, Inc.		<u>3,750.00</u>
01 2620 610 000	Maintenance supplies	189.73
Total MERZ FARM EQUIPMENT		<u>189.73</u>
01 2620 610 000	Maintenance Supplies	1,627.10
Total MID-AMERICAN RESEARCH		<u>1,627.10</u>
01 6408 340 003	0-2 PT	172.54
01 6408 340 003	3-5 PT	385.80

Account Number	Detail Description	Amount
01 2171 340 000	SA PT	965.09
Total	NATIONAL THERAPEUTIC ASSOCIATES, INC	1,523.43
01 2320 310 000	GG 23/24 Membership	620.00
01 2510 330 000	CF NASBO Conv	95.00
01 2320 330 000	GG NASBO Conv	180.00
Total	NCSA - NEBRASKA COUNCIL OF SCHOOL ADMIN	895.00
01 2620 431 000	Annual Boiler Cert	180.00
Total	NEBRASKA STATE FIRE MARSHAL	180.00
01 2610 621 000	118003	168.31
01 2610 621 000	69158	37.37
01 2610 621 000	43462	185.73
01 2610 621 000	43465	61.30
01 2610 621 000	43471	4,844.19
Total	NPPD	5,296.90
01 2620 610 000	Maintenance Supplies	59.93
01 2620 610 000	Maintenance Supplies	53.99
Total	PAWNEE TRUE VALUE	113.92
01 2570 330 000	7474 Standerford Test	12.40
Total	PEARSON EDUCATION	12.40
01 2230 650 000	iClass Cards	1,652.00
Total	PRIME COMMUNICATIONS, INC	1,652.00
01 2320 610 000	Toner	114.29
Total	QUILL	114.29
01 2660 590 000	SRO Monthly Contract	5,154.01
Total	RICHARDSON COUNTY TREASURER	5,154.01
01 1100 640 001	HS Textbooks for Online course	127.50
Total	SCC BUSINESS OFFICE	127.50
01 2620 350 000	pest control-spraying	72.00
Total	SCHENDEL PEST CONTROL	72.00
01 1100 890 001	STEAM Tshirt	15.00
Total	SJS Embroidery	15.00
01 2710 626 000	GAS & DIESEL	4,332.00
01 2712 626 000	fuel/sped fuel	158.50
01 2710 340 000	Repairs - Tires	300.00
Total	STATION SERVICE CENTER INC., THE	4,790.50
01 2310 540 000	advertising	165.00
01 2310 540 000	Advertising-Princ	45.00
01 2310 540 000	advertising	7.28
Total	STERUP ENTERPRISES, LLC	217.28
01 2710 890 000	ee drug testing	130.00
Total	SURNALI, LLC	130.00
01 2320 650 000	monthly contract or service	242.00
Total	TIME MANAGEMENT SYSTEMS	242.00
01 2710 610 000	Parts for Bus-Mudflap	27.66
Total	TRUCK CENTER COMPANIES	27.66
01 1100 320 000	PROF EDUC SERVICES	2,630.16
01 1100 320 000	FY23, Quarter 4	2,637.92
Total	UNL EASTERN NE RESEARCH & EXT CENTER	5,268.08
01 2630 340 000	Anchors for Pole Vault & Long Jump	857.92
Total	Wicked Bumpers	857.92
01 2161 340 000	OT - SPED services	2,330.50
01 2161 340 000	OT - SPED services Travel	440.20

Board Report - Detail

Account Number	Detail Description	Amount
Total WILCOCK, JOY		<u>2,770.70</u>
01 1200 591 003	Presentation for PBIS	<u>795.00</u>
Total Wildlife Encounters		<u>795.00</u>
01 2510 530 000	9335 phone utilities	107.47
01 2510 530 000	7215 -phone utilities	<u>749.53</u>
Total WINDSTREAM NEBRASKA		<u>857.00</u>
01 2410 610 001	23/24 program-student cell phone bags	<u>2,085.00</u>
Total YONDR INC		<u>2,085.00</u>
Checking Account ID 1		<u>589,721.14</u>

Account Number	Detail Description	Amount
01 2620 610 000	Maint Supplies	110.94
Total BOOMGARN, RENEE		110.94
01 1100 440 000	copier lease	1,755.76
Total CANON FINANCIAL SERVICES		1,755.76
01 1100 440 000	copies	3.04
Total CAPITAL BUSINESS SYSTEMS, INC		3.04
01 2620 410 000	23770.1	115.14
01 2620 410 000	20840.1	70.16
01 2620 410 000	20370	247.23
01 2620 410 000	20360	264.48
01 2620 410 000	20947	120.90
01 2620 410 000	20365	100.87
01 2620 410 000	20945	93.59
01 2620 410 000	20380	168.60
Total CITY OF HUMBOLDT		1,180.97
01 2710 626 000	April Bus Fuel	82.00
Total DEN'S COUNTRY MEATS		82.00
01 2230 643 000	tech hosting services	54.92
Total ESU #6		54.92
01 2620 610 000	Maintenance Supplies	52.60
Total FASTENAL		52.60
01 1100 890 003	Staff Appreciation Breakfast	876.97
Total JANA ANDERSON		876.97
01 2620 350 000	Fire Alarm Monitoring	420.00
Total SECURITY SERVICES		420.00
01 2710 626 000	GAS & DIESEL	4,464.50
01 2712 626 000	fuel/sped fuel	216.00
01 2710 340 000	VEHICLE REPAIRS/MAINT	280.00
Total STATION SERVICE CENTER INC., THE		4,960.50
01 2310 540 000	advertising	6.83
Total STERUP ENTERPRISES, LLC		6.83
Checking Account ID 1		9,504.53

Humboldt Table Rock Steinauer
05/08/2023 02:15 PM

Board Report - Detail

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Account Number	Detail Description	Amount
01 1100 890 001	Diplomas/Caps & Gowns	645.15
Total JOSTEN'S		<u>645.15</u>
Checking Account ID 1		<u>645.15</u>

Regular; Beginning Month 04/2023; Processing Month 04/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0099	2026	2,269.63	0.00	0.00	0.00	2,269.63
05 704 0100	Athletics - Miscellaneous	(22,985.97)	2,866.00	640.00	0.00	(25,211.97)
05 704 0122	2025	3,691.17	218.27	0.00	0.00	3,472.90
05 704 0123	2021	2,248.13	0.00	0.00	0.00	2,248.13
05 704 0124	2023	5,390.86	187.37	0.00	0.00	5,203.49
05 704 0125	2024	7,893.28	3,912.93	456.50	0.00	4,436.85
05 704 0132	2027	788.50	0.00	0.00	0.00	788.50
05 704 0133	2028	905.30	0.00	0.00	0.00	905.30
05 704 0135	Annual	(1,810.57)	8,350.21	565.00	0.00	(9,595.78)
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	674.70	0.00	0.00	0.00	674.70
05 704 0138	Concession	(1,364.24)	1,444.96	0.00	0.00	(2,809.20)
05 704 0139	FCS	429.76	0.00	0.00	0.00	429.76
05 704 0140	Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141	One Act	836.55	0.00	0.00	0.00	836.55
05 704 0142	Student Council - H S	1,570.98	7.65	0.00	0.00	1,563.33
05 704 0143	H.S. Youth Leadership	5,655.36	85.00	0.00	0.00	5,570.36
05 704 0144	H.S. Cheerleading	486.48	64.91	0.00	0.00	421.57
05 704 0145	Legion Scholarship	1,921.96	0.00	800.00	0.00	2,721.96
05 704 0146	Foundation Scholarship	0.00	0.00	0.00	0.00	0.00
05 704 0147	Donations	6,064.44	490.45	1,050.18	0.00	6,624.17
05 704 0148	Activities	(519.80)	1,133.83	0.00	0.00	(1,653.63)
05 704 0149	Library	6,381.71	112.00	17.99	0.00	6,287.70
05 704 0150	Wrestling	368.30	0.00	0.00	0.00	368.30
05 704 0151	Grants & Scholarships	4,770.13	0.00	0.00	0.00	4,770.13
05 704 0152	Elementary	671.21	0.00	0.00	0.00	671.21
05 704 0154	Music (new)	1,084.74	1,038.95	1,074.95	0.00	1,120.74
05 704 0155	Snack Cart	336.33	643.12	810.47	0.00	503.68
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,604.98	0.00	0.00	0.00	2,604.98
05 704 0161	StuCo - Middle School	2,186.19	0.00	0.00	0.00	2,186.19
05 704 0162	Mock Trial	705.43	0.00	0.00	0.00	705.43
05 704 0163	Volleyball Club	3,478.15	0.00	0.00	0.00	3,478.15
05 704 0164	Golf Club	2,954.50	0.00	0.00	0.00	2,954.50
05 704 0165	Middle School-Youth Leadership	1,031.66	85.00	0.00	0.00	946.66
05 704 0166	Power Lifting	2,957.30	0.00	0.00	0.00	2,957.30

Regular; Beginning Month 04/2023; Processing Month 04/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0168	Speech	(1,736.48)	0.00	423.66	0.00	(1,312.82)
05 704 0169	MS Robotics	2,513.71	0.00	0.00	0.00	2,513.71
05 704 0171	Boys Basketball	3,353.51	0.00	0.00	0.00	3,353.51
05 704 0172	Girls Basketball	905.37	293.49	0.00	0.00	611.88
05 704 0173	Sport Posters	13,481.23	0.00	0.00	0.00	13,481.23
05 704 0174	Football Club	857.44	48.00	0.00	0.00	809.44
05 704 0175	FFA	6,016.44	1,033.60	0.00	0.00	4,982.84
05 704 0176	HS Robotics	941.15	0.00	0.00	0.00	941.15
05 704 0995	Interest	341.09	0.00	0.00	0.00	341.09
05 704 0996	Service Charge	(185.06)	0.00	0.00	0.00	(185.06)
Fund Total: 05		79,805.86	22,015.74	5,838.75	0.00	63,628.87

**Humboldt Table Tock S Rock Steinauer School
Breakfast/Lunch Program**

04/30/23

RECEIPTS

Lunches	\$7,141.12
State	\$8,741.27
Int.	\$3.31
TOTAL RECEIPTS	\$15,885.70

EXPENSES

HTRS Gen. Acct.	\$7,235.26
Sysco	\$1,159.55
US Foods	\$1,022.06
Falls City Mercantile	\$4,668.53
Niders	\$27.86

TOTAL EXPENSE	\$14,113.26
BALANCE	\$84,606.52

HTRS ACCOUNT BALANCES - Cash on Hand
4/30/2023

ACTIVITY ACCOUNT	x488	\$63,628.87
BREAKFAST/LUNCH	x462	\$84,606.52
BUILDING FUND	x0640	\$729,608.86
DEPRECIATION	x3541	\$628,898.88
EMPLOYEE BEN FUND MM	x7455	\$155,116.78
GENERAL FUND	x2567	\$1,435,532.20
OFFICE ACCOUNT	x3638	\$4,548.64
PAYROLL FUND	x2648	\$9,227.23
QCPUF	x2583	\$6,982.03
STUDENT FEES	x5156	\$13,516.58

INTERNAL TRANSFERS - Current FY

GENERAL to LUNCH FUND

GENERAL to Activity FUND

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	5,656,566.00	182,184.32	3,203,133.51	56.63	2,453,432.49
01 1115	Carline Tax	30,000.00	0.00	1,887.77	6.29	28,112.23
01 1120	Public Power Dist. Sales Tax	0.00	37,492.41	37,492.41	0.00	(37,492.41)
01 1125	Motor Vehicle Tax	420,000.00	24,560.88	182,130.88	43.36	237,869.12
01 1140	Penalties/Int on Taxes	26,000.00	1,088.88	14,335.36	55.14	11,664.64
01 1311	Tuition Drivers Education	6,000.00	800.00	7,097.73	118.30	(1,097.73)
01 1315	Tuition from other entities(early entry)	3,500.00	0.00	60.00	1.71	3,440.00
01 1370	Preschool tuition	30,000.00	370.00	10,027.61	33.43	19,972.39
01 1510	Interest earned	0.00	554.43	554.43	0.00	(554.43)
01 1800 1810	Fitness Center Dues	7,000.00	250.00	2,450.00	35.00	4,550.00
01 1800 1830	Laptop Fees	7,000.00	213.00	3,861.00	55.16	3,139.00
01 1800 1840	Industrial Arts Fees	1,500.00	0.00	583.50	38.90	916.50
01 1910	Rental Of School Facilities	5,000.00	0.00	0.00	0.00	5,000.00
01 1911	Local license fees	9,000.00	(297.77)	1,712.37	19.03	7,287.63
01 1920	Contributions/Donations	10,000.00	0.00	0.00	0.00	10,000.00
01 1925	Grant Receipts	50,000.00	0.00	255.00	0.51	49,745.00
01 1990	Misc local revenue (garn)	10,000.00	157.80	364.77	3.65	9,635.23
	Subtotal: LOCAL RECIEPTS	6,271,566.00	247,373.95	3,465,946.34	55.26	2,805,619.66
01 2110	County Fines & Lience Fees	112,000.00	4,222.60	33,991.91	30.35	78,008.09
01 2210	ESU Receipts	18,000.00	1,755.00	7,649.32	42.50	10,350.68
	Subtotal: COUNTY AND ESU RECEIPTS	130,000.00	5,977.60	41,641.23	32.03	88,358.77
01 3110	State Aid	48,000.00	4,348.00	34,784.00	72.47	13,216.00
01 3120	SPED School Age (SA)	625,500.00	40,099.00	223,614.00	35.75	401,886.00
01 3125	SPED Transportation (SA)	27,000.00	0.00	0.00	0.00	27,000.00
01 3130	Homestead Exemption	111,000.00	6,202.15	12,362.11	11.14	98,637.89
01 3131	Property tax credit	800,000.00	283,306.11	544,998.45	68.12	255,001.55
01 3133	Nameplate Capacity Tax (windmills)	200,000.00	0.00	59,644.43	29.82	140,355.57
01 3180	Pro Rate Motor Vehicle	30,000.00	6,457.28	10,215.20	34.05	19,784.80
01 3400	State apportionment	125,000.00	0.00	71,763.97	57.41	53,236.03
01 3535	High ability learners	6,500.00	0.00	4,125.00	63.46	2,375.00
01 3541	Sixpence Grant Receipts	91,000.00	0.00	87,423.00	96.07	3,577.00
01 3990	Other State Receipts	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal: STATE RECEIPTS	2,074,000.00	340,412.54	1,048,930.16	50.58	1,025,069.84
01 4310	REAP Grants	30,000.00	0.00	0.00	0.00	30,000.00
01 4505	Title I, Part A ESSA	110,000.00	0.00	0.00	0.00	110,000.00
01 4516	IDEA PreK Base (619) Age 3-5	5,000.00	0.00	0.00	0.00	5,000.00
01 4518	SPED - IDEA Base/Enr Pov	350,000.00	0.00	188,695.00	53.91	161,305.00
01 4521	IDEA Part B, Propt, Age 3-21	25,000.00	0.00	0.00	0.00	25,000.00
01 4705	Flood control	25,000.00	0.00	16,532.13	66.13	8,467.87
01 4709	Medicaid Admin Activities MAAPS	28,000.00	0.00	8,509.27	30.39	19,490.73
01 4969	TITLE IV (6969)	26,000.00	0.00	0.00	0.00	26,000.00
01 4988	ARP ESSER III AFTER school	0.00	0.00	29,176.00	0.00	(29,176.00)
01 4989	ARP - ESSER III SUMMER school	0.00	0.00	20,601.00	0.00	(20,601.00)
01 4996	CARES ACT - ESSERS 1	0.00	0.00	0.00	0.00	0.00
01 4997	Cares Act - ESSERS II	60,000.00	0.00	55,718.00	92.86	4,282.00
01 4998	ESSERS III ARP	285,000.00	76,590.00	231,996.00	81.40	53,004.00
	Subtotal: FEDERAL RECEIPTS	944,000.00	76,590.00	551,227.40	58.39	392,772.60
01 5200	Fund Transfers In (from other HTRS fund)	10,000.00	0.00	0.00	0.00	10,000.00
01 5300	Sale of Property	10,000.00	0.00	16,725.78	167.26	(6,725.78)
01 5301	Insurance refunds/adjustments	5,000.00	0.00	4,291.00	85.82	709.00
01 5500	TRANSFERS FROM FUNDS (INCOMING)	100,000.00	7,235.26	68,284.54	68.28	31,715.46
01 5690	Other Non-revenue Receipt	124,642.00	0.00	1,340.73	1.08	123,301.27
	Subtotal: NON-REVENUE RECEIPTS	249,642.00	7,235.26	90,642.05	36.31	158,999.95

Fund: 01 General Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 9000	Non-programmed Receipts	50,000.00	0.00	0.00	0.00	50,000.00
	Subtotal: NON-PROGRAM RECEIPTS	50,000.00	0.00	0.00	0.00	50,000.00
	Fund Total:	9,719,208.00	677,589.35	5,198,387.18	53.49	4,520,820.82

Revenue Summary Report

Processing Month: 04/2023

User ID: CMF

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	9,719,208.00	677,589.35	5,198,387.18	53.49	4,520,820.82

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

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	General Fund				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 111 000	Extra Duty Salary	170,000.00	15,769.81	96.38	6,159.32
01 1100 111 001	HS Teacher Salaries	975,000.00	60,456.61	51.98	468,159.29
01 1100 111 002	MS Teacher Salaries	228,978.00	22,206.47	76.09	54,745.39
01 1100 111 003	EL Teacher Salaries	553,000.00	33,245.13	51.35	269,050.58
111	SALARIES TCHR/PROF	1,926,978.00	131,678.02	58.58	798,114.58
01 1100 112 002	MS AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 112 003	EL AIDE/PARA	25,000.00	2,180.75	76.27	5,933.52
112	SALARIES AIDE/PARA	25,000.00	2,180.75	76.27	5,933.52
01 1100 113 001	HS SUB TCHR	40,000.00	2,590.00	44.89	22,045.00
01 1100 113 002	MS SUB TCHR	0.00	0.00	0.00	0.00
01 1100 113 003	EL SUB TCHR	30,000.00	2,118.04	105.92	(1,776.91)
113	SALARIES SUB TCHR	70,000.00	4,708.04	71.05	20,268.09
01 1100 153 000	TEACH SUB/CLASS COVERAGE	5,000.00	0.00	11.55	4,422.50
01 1100 153 001	EXTRA DUTY / STIPENDS	15,000.00	0.00	34.00	9,900.42
01 1100 153 002	CERT Unused Leave Payouts	12,000.00	0.00	0.00	12,000.00
153	EXTRA DUTY / STIPENDS	32,000.00	0.00	17.74	26,322.92
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	30,000.00	2,809.75	85.36	4,392.82
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	255,000.00	18,103.35	60.08	101,800.23
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	85,000.00	6,015.70	55.22	38,060.51
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	170,000.00	13,659.22	64.15	60,944.39
211	GROUP INS TCHR/PROF	540,000.00	40,588.02	62.00	205,197.95
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	10,000.00	2.95	0.24	9,976.48
212	GROUP INSURANCE AIDE/PARA	10,000.00	2.95	0.24	9,976.48
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
213	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	15,000.00	1,200.31	83.28	2,507.64
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	65,000.00	4,564.40	59.06	26,608.95
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	20,000.00	1,701.48	66.73	6,654.02
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	40,000.00	2,540.08	54.24	18,304.05
221	SOCIAL SECURITY TCHR/PROF	140,000.00	10,006.27	61.38	54,074.66
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	2,000.00	166.71	72.90	541.93
222	SOCIAL SECURITY AIDE/PARA	2,000.00	166.71	72.90	541.93
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	1,000.00	0.00	4.42	955.84
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	4,000.00	198.14	44.09	2,236.48
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	800.00	0.00	0.00	800.00
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	2,000.00	162.23	121.59	(431.78)
223	SOCIAL SECURITY SUB TCHR	7,800.00	360.37	54.35	3,560.54
01 1100 231 000	D RETIREMENT TCHR/PROF	12,000.00	1,432.93	116.57	(1,988.05)
01 1100 231 001	HS RETIREMENT TCHR/PROF	61,000.00	5,971.75	77.00	14,029.86
01 1100 231 002	MS RETIREMENT TCHR/PROF	19,000.00	2,193.51	90.58	1,789.70
01 1100 231 003	EL RETIREMENT TCHR/PROF	35,000.00	3,283.89	76.44	8,246.13
231	RETIREMENT TCHR/PROF	127,000.00	12,882.08	82.62	22,077.64
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 002	MS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 003	EL RETIREMENT AIDE/PARA	1,800.00	215.23	104.05	(72.89)
232	RETIREMENT AIDE/PARA	1,800.00	215.23	104.05	(72.89)
01 1100 233 000	RETIREMENT Tchr Class Covg	500.00	0.00	11.41	442.96
01 1100 233 001	HS RETIREMENT SUB TCHR	1,100.00	0.00	44.48	610.75
01 1100 233 002	MS RETIREMENT SUB TCHR	0.00	0.00	0.00	0.00
01 1100 233 003	EL RETIREMENT SUB TCHR	500.00	40.92	43.51	282.45
233	RETIREMENT SUB TCHR	2,100.00	40.92	36.37	1,336.16
01 1100 237 000	D RETIREMENT TCHR/PROF	4,000.00	0.00	0.00	4,000.00
01 1100 237 001	Increased Retirement Contribution Rate	21,000.00	0.00	0.00	21,000.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	5,500.00	0.00	0.00	5,500.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	12,000.00	0.00	0.00	12,000.00

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

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
237	Inc Ret Contribution Rate	42,500.00	0.00	0.00	42,500.00
01 1100 260 000	D UNEMPLOYMENT PMTS	500.00	0.00	0.00	500.00
260	UNEMPLOYMENT PMTS	500.00	0.00	0.00	500.00
01 1100 281 000	D LTD/STD TCHR/PROF	400.00	45.46	96.40	14.40
01 1100 281 001	HS LTD/STD TCHR/PROF	6,000.00	400.92	52.66	2,840.17
01 1100 281 002	MS LTD/STD TCHR/PROF	1,500.00	152.06	78.26	326.08
01 1100 281 003	EL LTD/STD TCHR/PROF	3,500.00	233.60	53.35	1,632.64
281	LTD/STD TCHR/PROF	11,400.00	832.04	57.78	4,813.29
01 1100 282 001	HS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 002	MS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 003	EL LTD/STD AIDE/PARA	200.00	11.10	45.19	109.62
282	LTD/STD AIDE/PARA	200.00	11.10	45.19	109.62
01 1100 283 001	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1100 283 003	LTD/STD SUB TCHR	100.00	2.57	10.32	89.68
283	LTD/STD SUB TCHR	100.00	2.57	10.32	89.68
01 1100 320 000	PROF EDUC SERVICES	8,000.00	0.00	64.20	2,863.68
320	PROF EDUC SERVICES	8,000.00	0.00	64.20	2,863.68
01 1100 333 000	MILEAGE PAID TO STAFF	2,000.00	0.00	84.27	314.58
333	MILEAGE TO STAFF	2,000.00	0.00	84.27	314.58
01 1100 382 001	Tuition - Distance Learning	6,000.00	319.87	17.77	4,933.78
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382	DISTANCE LEARNING	6,000.00	319.87	17.77	4,933.78
01 1100 440 000	DISTRICT RENTALS/LEASES	45,000.00	968.78	53.07	21,116.98
440	LEASE/RENTALS	45,000.00	968.78	53.07	21,116.98
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	0.00	0.00	0.00	251.88
580	TRAVEL EXPENSES	0.00	0.00	0.00	251.88
01 1100 610 001	HS Teaching Supplies	100,000.00	601.54	50.95	49,050.15
01 1100 610 002	MS Teaching Supplies	8,688.00	150.00	11.36	7,701.30
01 1100 610 003	EL Teaching Supplies	10,000.00	224.08	34.02	6,597.59
610	SUPPLIES	118,688.00	975.62	46.63	63,349.04
01 1100 640 001	HS Textbooks	11,000.00	0.00	28.68	7,844.94
01 1100 640 002	MS Textbooks	5,000.00	0.00	0.00	5,000.00
01 1100 640 003	EL Textbooks	5,000.00	0.00	8.23	4,588.32
640	BOOKS/PERIODICALS	21,000.00	0.00	16.98	17,433.26
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	35,000.00	0.00	0.00	35,000.00
643	WEB/CLOUD BASED SOFTWARE	35,000.00	0.00	0.00	35,000.00
01 1100 733 001	HS Furniture And Equipment	3,000.00	0.00	33.60	1,992.00
01 1100 733 002	MS Furniture And Equipment	1,000.00	0.00	196.80	(968.00)
01 1100 733 003	EL Furniture And Equipment	2,000.00	0.00	2.30	1,954.00
733	FURNITURE/FIXTURES	6,000.00	0.00	50.37	2,978.00
01 1100 890 001	HS Other Expense	10,000.00	399.00	32.38	6,762.47
01 1100 890 002	MS Other Expense	1,000.00	0.00	132.51	(325.10)
01 1100 890 003	EL Other Expense	3,000.00	0.00	44.63	1,661.23
890	MISC EXPENDITURES	14,000.00	399.00	42.15	8,098.60
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,195,066.00	206,338.34	57.69	1,351,683.97
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	5,200.00	0.00	0.00	5,200.00
111	SALARIES TCHR/PROF	5,200.00	0.00	0.00	5,200.00
01 1150 211 003	ELA GROUP INSURANCE TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 221 003	ELA SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 231 003	ELA RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 281 003	ELA LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	5,200.00	0.00	0.00	5,200.00
1160	POVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	195,000.00	15,367.00	63.84	70,514.58
111	SALARIES TCHR/PROF	195,000.00	15,367.00	63.84	70,514.58
01 1160 113 003	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	38,000.00	4,453.50	89.96	3,817.10
211	GROUP INS TCHR/PROF	38,000.00	4,453.50	89.96	3,817.10
01 1160 221 003	Social Security - Poverty	15,000.00	1,152.87	62.28	5,658.18
221	SOCIAL SECURITY TCHR/PROF	15,000.00	1,152.87	62.28	5,658.18
01 1160 231 003	Retirement - Poverty	14,000.00	1,517.91	87.83	1,703.62
231	RETIREMENT TCHR/PROF	14,000.00	1,517.91	87.83	1,703.62
01 1160 237 003	Inc Ret Contribution Rate	5,000.00	0.00	0.00	5,000.00
237	Inc Ret Contribution Rate	5,000.00	0.00	0.00	5,000.00
01 1160 281 003	Long Term Disability - Poverty	1,200.00	97.89	65.82	410.15
281	LTD/STD TCHR/PROF	1,200.00	97.89	65.82	410.15
01 1160 610 003	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 1160 890 003	Other Expense - Poverty	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS	268,200.00	22,589.17	67.52	87,103.63
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	110,000.00	8,990.92	65.39	38,072.64
111	SALARIES TCHR/PROF	110,000.00	8,990.92	65.39	38,072.64
01 1190 112 003	EC Early Childhood Aide	8,500.00	0.00	0.00	8,500.00
112	SALARIES AIDE/PARA	8,500.00	0.00	0.00	8,500.00
01 1190 113 003	EC Substitute Salaries	1,000.00	0.00	28.00	720.00
113	SALARIES SUB TCHR	1,000.00	0.00	28.00	720.00
01 1190 211 003	EC Health Insurance	40,000.00	3,370.21	67.40	13,038.32
211	GROUP INS TCHR/PROF	40,000.00	3,370.21	67.40	13,038.32
01 1190 221 003	EC Social Security	8,600.00	681.05	63.35	3,151.79
221	SOCIAL SECURITY TCHR/PROF	8,600.00	681.05	63.35	3,151.79
01 1190 222 003	EC SOC SEC AIDE/PARA	900.00	0.00	0.00	900.00
222	SOCIAL SECURITY AIDE/PARA	900.00	0.00	0.00	900.00
01 1190 223 003	EC SOC SEC SUB TCHR	100.00	0.00	21.42	78.58
223	SOCIAL SECURITY SUB TCHR	100.00	0.00	21.42	78.58
01 1190 231 003	EC Retirement	9,000.00	888.12	78.94	1,895.15
231	RETIREMENT TCHR/PROF	9,000.00	888.12	78.94	1,895.15
01 1190 232 003	RETIREMENT AIDE/PARA	1,000.00	0.00	0.00	1,000.00
232	RETIREMENT AIDE/PARA	1,000.00	0.00	0.00	1,000.00
01 1190 237 003	Increased Retirement Contribution Rate	3,000.00	0.00	0.00	3,000.00
237	Inc Ret Contribution Rate	3,000.00	0.00	0.00	3,000.00
01 1190 281 003	EC LTD/STD TCHR/PROF	900.00	64.74	57.36	383.77
281	LTD/STD TCHR/PROF	900.00	64.74	57.36	383.77
01 1190 282 003	LTD/STD AIDE/PARA	100.00	0.00	0.00	100.00
282	LTD/STD AIDE/PARA	100.00	0.00	0.00	100.00
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
283	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	400.00	134.84	316.16	(864.64)
330	STAFF DEVELOPMENT/TRAINING	400.00	134.84	316.16	(864.64)
01 1190 333 003	EC Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 1190 610 003	EC Supplies	2,000.00	0.00	103.95	(78.99)
610	SUPPLIES	2,000.00	0.00	103.95	(78.99)
01 1190 733 003	EC Furniture & Equipment	3,000.00	0.00	0.00	3,000.00
733	FURNITURE/FIXTURES	3,000.00	0.00	0.00	3,000.00
1190	EARLY CHILDHOOD ED PROGRAMS	188,500.00	14,129.88	61.33	72,896.62
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	152,000.00	9,180.92	48.30	78,583.85
01 1200 111 002	MS SPED Teacher Salaries	72,000.00	8,547.72	94.97	3,618.24
01 1200 111 003	EL SPED Teacher Salaries	220,000.00	16,405.34	60.22	87,514.82
111	SALARIES TCHR/PROF	444,000.00	34,133.98	61.78	169,716.91
01 1200 112 001	HS SPED Teacher Aide	0.00	0.00	0.00	0.00
01 1200 112 002	MS SPED Teacher Aide	0.00	0.00	0.00	0.00
01 1200 112 003	EL SPED Teacher Aide	155,000.00	10,753.74	59.40	62,935.38

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
112	SALARIES AIDE/PARA	155,000.00	10,753.74	59.40	62,935.38
01 1200 113 001	HS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 002	MS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 003	EL SPED Substitute Salaries	2,000.00	0.00	35.00	1,300.00
113	SALARIES SUB TCHR	2,000.00	0.00	35.00	1,300.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	55,000.00	3,683.65	53.67	25,482.65
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	21,000.00	3,439.09	131.71	(6,658.70)
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	68,000.00	5,054.24	59.46	27,566.08
211	GROUP INS TCHR/PROF	144,000.00	12,176.98	67.78	46,390.03
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	300.00	658.72	1,397.19	(3,891.58)
212	GROUP INSURANCE AIDE/PARA	300.00	658.72	1,397.19	(3,891.58)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	13,000.00	697.08	42.88	7,425.93
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	7,000.00	645.16	73.72	1,839.56
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	19,000.00	1,246.75	52.99	8,931.00
221	SOCIAL SECURITY TCHR/PROF	39,000.00	2,588.99	53.34	18,196.49
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	13,000.00	822.57	54.19	5,955.47
222	SOCIAL SECURITY AIDE/PARA	13,000.00	822.57	54.19	5,955.47
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	100.00	0.00	53.54	46.46
223	SOCIAL SECURITY SUB TCHR	100.00	0.00	53.54	46.46
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	15,200.00	906.87	47.71	7,948.12
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	7,200.00	844.33	93.81	445.37
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	22,000.00	1,620.50	59.49	8,913.28
231	RETIREMENT TCHR/PROF	44,400.00	3,371.70	61.02	17,306.77
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	15,500.00	1,041.68	56.46	6,749.06
232	RETIREMENT AIDE/PARA	15,500.00	1,041.68	56.46	6,749.06
01 1200 237 001	Increased Retirement Contribution Rate	4,000.00	0.00	0.00	4,000.00
01 1200 237 002	Increased Retirement Contribution Rate	2,000.00	0.00	0.00	2,000.00
01 1200 237 003	Increased Retirement Contribution Rate	9,000.00	0.00	0.00	9,000.00
237	Inc Ret Contribution Rate	15,000.00	0.00	0.00	15,000.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	1,500.00	63.80	33.84	992.33
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	800.00	57.39	56.91	344.72
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	1,800.00	112.42	50.13	897.62
281	LTD/STD TCHR/PROF	4,100.00	233.61	45.50	2,234.67
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,000.00	53.36	43.19	568.10
282	LTD/STD AIDE/PARA	1,000.00	53.36	43.19	568.10
01 1200 330 000	SPED STAFF DEV/TRAINING	8,000.00	25.00	41.90	4,648.38
330	STAFF DEVELOPMENT/TRAINING	8,000.00	25.00	41.90	4,648.38
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 1200 340 003	Non-ESU OTHER PROF SERVICES	1,500.00	0.00	0.00	1,500.00
340	OTHER PROFESSIONAL SERVICES	1,500.00	0.00	0.00	1,500.00
01 1200 431 000	SPED NON-TECH BLDG REPAIRS/MAINT	0.00	0.00	0.00	(36,075.00)
431	NON-TECH REPAIRS/MAINT	0.00	0.00	0.00	(36,075.00)
01 1200 580 000	SPED TRAVEL EXPENSES	0.00	1,944.39	0.00	(2,243.53)
580	TRAVEL EXPENSES	0.00	1,944.39	0.00	(2,243.53)
01 1200 591 001	HS PURCHASED SERVICES	45,000.00	0.00	15.97	37,813.80
01 1200 591 002	MS PURCHASED SERVICES	14,000.00	73.24	32.20	9,491.73
01 1200 591 003	EL PURCHASED SERVICES	100,000.00	3,411.72	11.07	88,933.78
591	PURCHASED SERVICES	159,000.00	3,484.96	14.31	136,239.31
01 1200 610 001	HS SPED Supplies	4,000.00	0.00	0.00	4,000.00
01 1200 610 002	MS SPED Supplies	1,000.00	0.00	118.50	(185.04)
01 1200 610 003	EL SPED Supplies	4,000.00	0.00	7.67	3,693.22
610	SUPPLIES	9,000.00	0.00	16.58	7,508.18
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	(190.88)
01 1200 640 002	MS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 003	EL SPED Textbooks	0.00	0.00	0.00	0.00

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640	BOOKS/PERIODICALS	0.00	0.00	0.00	(190.88)
01 1200 643 000	SPED Web/Cloud Based Software	15,000.00	0.00	0.00	15,000.00
643	WEB/CLOUD BASED SOFTWARE	15,000.00	0.00	0.00	15,000.00
01 1200 650 000	SPED Computer Hardware	13,000.00	0.00	108.43	(1,095.91)
650	TECH SUPPLIES	13,000.00	0.00	108.43	(1,095.91)
01 1200 733 001	HS SPED Furniture And Equipment	0.00	0.00	0.00	0.00
01 1200 733 002	MS SPED Furniture And Equipment	0.00	2,851.93	0.00	(3,363.89)
01 1200 733 003	EL SPED Furniture And Equipment	3,000.00	318.58	10.62	2,681.42
733	FURNITURE/FIXTURES	3,000.00	3,170.51	122.75	(682.47)
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,085,900.00	74,460.19	56.98	467,115.84
1291	SPED 3-5 YO				
01 1291 111 003	SPED PREK SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 211 003	Sped BAF - BCBS	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 221 003	SPED BAF - Fica	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 231 003	SPED BAF - Retire	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 281 003	SPED BAF - LTD	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 591 003	SPED 3-5 YO PURCH SERVICES	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
1291	SPED 3-5 YO	1,000.00	0.00	0.00	1,000.00
1292	SPED DIRECTOR				
01 1292 591 003	EC SPED DIR 0-2 yo	2,000.00	0.00	0.00	2,000.00
591	PURCHASED SERVICES	2,000.00	0.00	0.00	2,000.00
1292	SPED DIRECTOR	2,000.00	0.00	0.00	2,000.00
1300	SUMMER SCHOOL				
01 1300 111 001	Driver's Education Salary	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 221 001	DrEd Social Security	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 231 001	DrEd Retirement	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 1300 281 001	DrEd LTD/STD	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 338 001	DrEd Repairs	0.00	0.00	0.00	0.00
338	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00
01 1300 580 001	DrEd GAS & OIL	1,000.00	0.00	0.00	1,000.00
580	TRAVEL EXPENSES	1,000.00	0.00	0.00	1,000.00
1300	SUMMER SCHOOL	1,000.00	0.00	0.00	1,000.00
2120	GUIDANCE SERVICES				
01 2120 111 001	HS Counselor's Salary	65,000.00	4,938.67	76.91	15,005.34
01 2120 111 002	MS Counselor's Salary	25,000.00	2,330.07	74.56	6,359.44
01 2120 111 003	EL Counselor's Salary	40,000.00	3,495.10	43.69	22,524.50
111	SALARIES TCHR/PROF	130,000.00	10,763.84	66.24	43,889.28
01 2120 211 001	HS Group Ins Counselor	19,000.00	2,030.43	89.98	1,903.99
01 2120 211 002	MS Group Ins Counselor	5,000.00	538.98	82.71	864.54
01 2120 211 003	EL Group Ins Counselor	8,000.00	808.49	50.53	3,957.55
211	GROUP INS TCHR/PROF	32,000.00	3,377.90	78.98	6,726.08
01 2120 221 001	HS Social Security	4,000.00	379.54	96.05	157.97
01 2120 221 002	MS Social Security	2,200.00	179.06	65.11	767.54
01 2120 221 003	EL Social Security	3,300.00	268.60	40.70	1,957.00
221	SOCIAL SECURITY TCHR/PROF	9,500.00	827.20	69.66	2,882.51
01 2120 231 001	HS Retirement COUNSELOR	6,500.00	487.83	74.52	1,656.05
01 2120 231 002	MS Retirement COUNSELOR	2,500.00	206.61	66.42	839.42
01 2120 231 003	EL Retirement COUNSELOR	4,000.00	309.92	38.74	2,450.40
231	RETIREMENT TCHR/PROF	13,000.00	1,004.36	61.95	4,945.87

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01 2120 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2120 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2120 281 001	HS LTD/STD COUNSELOR	500.00	34.33	66.60	167.00
01 2120 281 002	MS LTD/STD COUNSELOR	200.00	15.41	60.79	78.42
01 2120 281 003	EL LTD/STD COUNSELOR	0.00	23.12	0.00	(115.60)
281	LTD/STD TCHR/PROF	700.00	72.86	81.45	129.82
01 2120 610 001	HS Guidance Supplies	5,000.00	0.00	1.90	4,904.80
01 2120 610 002	MS Guidance Supplies	0.00	0.00	0.00	0.00
01 2120 610 003	EL Guidance Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	5,000.00	0.00	1.90	4,904.80
01 2120 890 001	HS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 002	MS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 003	EL Other Expense	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	190,200.00	16,046.16	66.63	63,478.36
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	47,000.00	4,242.51	79.61	9,582.71
116	SALARIES PROF CLASS	47,000.00	4,242.51	79.61	9,582.71
01 2130 216 000	GROUP INSURANCE NURSE	0.00	0.00	0.00	0.00
216	GROUP INSURANCE PROF CLASS	0.00	0.00	0.00	0.00
01 2130 226 000	SOCIAL SECURITY NURSE	3,800.00	325.93	75.62	926.52
226	SOCIAL SECURITY PROF CLASS	3,800.00	325.93	75.62	926.52
01 2130 236 000	RETIREMENT NURSE	4,700.00	419.07	78.64	1,003.99
236	RETIREMENT PROF CLASS	4,700.00	419.07	78.64	1,003.99
01 2130 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2130 286 000	LTD/STD NURSE	200.00	17.95	72.22	55.56
286	LTD/STD PROF CLASS	200.00	17.95	72.22	55.56
01 2130 320 000	Student Health Screenings	2,500.00	0.00	0.00	2,500.00
320	PROF EDUC SERVICES	2,500.00	0.00	0.00	2,500.00
01 2130 610 000	Nurse Supplies	4,500.00	60.88	8.91	4,099.02
610	SUPPLIES	4,500.00	60.88	8.91	4,099.02
2130	HEALTH SERVICES	62,700.00	5,066.34	71.02	18,167.80
2141	SPED SA Psych Services				
01 2141 591 000	SPED SA Psych Services	140,000.00	8,400.00	69.62	42,534.80
591	PURCHASED SERVICES	140,000.00	8,400.00	69.62	42,534.80
2141	SPED SA Psych Services	140,000.00	8,400.00	69.62	42,534.80
2142	SPED 3-5 Pscyh Services				
01 2142 591 003	SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2142	SPED 3-5 Pscyh Services	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services				
01 2143 591 003	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
2151	SPED SA Speech/Audiology				
01 2151 111 001	Speech Path HS SALARIES TCHR/PROF	0.00	1,583.33	0.00	(4,749.99)
01 2151 111 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	1,250.00	0.00	(3,750.00)
01 2151 111 003	Speech Path EL SALARIES TCHR/PROF	0.00	2,916.67	0.00	(8,750.01)
111	SALARIES TCHR/PROF	0.00	5,750.00	0.00	(17,250.00)
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	0.00	390.23	0.00	(1,170.69)
01 2151 211 002	Speech Path MS GROUP INS TCHR/PROF	0.00	308.08	0.00	(924.24)
01 2151 211 003	Speech Path EL GROUP INS TCHR/PROF	0.00	718.85	0.00	(2,156.55)
211	GROUP INS TCHR/PROF	0.00	1,417.16	0.00	(4,251.48)
01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	0.00	121.46	0.00	(364.38)
01 2151 221 002	Speech Path MS SOC SEC	0.00	95.88	0.00	(287.64)

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01 2151 221 003	TCHR/PROF Speech Path EL SOC SEC TCHR/PROF	0.00	223.74	0.00	(671.22)
221	SOCIAL SECURITY TCHR/PROF	0.00	441.08	0.00	(1,323.24)
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	0.00	156.41	0.00	(469.23)
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	123.47	0.00	(370.41)
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	0.00	288.10	0.00	(864.30)
231	RETIREMENT TCHR/PROF	0.00	567.98	0.00	(1,703.94)
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	0.00	4.34	0.00	(13.02)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	0.00	3.43	0.00	(10.29)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	0.00	7.99	0.00	(23.97)
281	LTD/STD TCHR/PROF	0.00	15.76	0.00	(47.28)
01 2151 591 000	SPED SA Speech/Audiology	140,000.00	10,850.30	66.36	47,094.88
591	PURCHASED SERVICES	140,000.00	10,850.30	66.36	47,094.88
01 2151 610 000	SPED Speech Path SUPPLIES	2,000.00	0.00	0.00	2,000.00
610	SUPPLIES	2,000.00	0.00	0.00	2,000.00
2151	SPED SA Speech/Audiology	142,000.00	19,042.28	82.73	24,518.94
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2152 591 003	SPED 3-5 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
2152	SPED 3-5 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
2153	SPED 0-2 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	55,000.00	4,569.41	60.41	21,776.71
340	OTHER PROFESSIONAL SERVICES	55,000.00	4,569.41	60.41	21,776.71
2161	SPED SA OccTherapy	55,000.00	4,569.41	60.41	21,776.71
2162	SPED 3-5 OccTherapy				
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2162	SPED 3-5 OccTherapy	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy				
01 2163 340 003	SPED 0-2 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy	0.00	0.00	0.00	0.00
2171	SPED SA PhysTherapy				
01 2171 340 000	SPED SA PhysTherapy (nonESU)	20,000.00	692.15	33.33	13,334.31
340	OTHER PROFESSIONAL SERVICES	20,000.00	692.15	33.33	13,334.31
2171	SPED SA PhysTherapy	20,000.00	692.15	33.33	13,334.31
2172	SPED 3-5 PhysTherapy				
01 2172 340 003	SPED 3-5 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2172	SPED 3-5 PhysTherapy	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy				
01 2173 340 003	SPED 0-2 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services				
01 2181 340 000	SPED SA-Vision Prof Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2181 591 000	SPED SA Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services				

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01 2182 340 003	SPED 3-5YO Vision Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2182 591 003	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services				
01 2183 340 003	SPED 0-2YO Vision Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2183 591 003	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT				
01 2211 111 000	School Impr - Salaries	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 2211 333 000	School Impr - Travel	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00
2213	SCHOOL IMPROVEMENT				
01 2213 330 000	INSTRUCTIONAL STAFF DEV/TRAINING	20,000.00	2,237.00	31.69	13,661.94
330	STAFF DEVELOPMENT/TRAINING	20,000.00	2,237.00	31.69	13,661.94
2213	SCHOOL IMPROVEMENT	20,000.00	2,237.00	31.69	13,661.94
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	64,000.00	5,065.33	63.32	23,477.36
111	SALARIES TCHR/PROF	64,000.00	5,065.33	63.32	23,477.36
01 2220 112 000	Library Aide Salary	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 113 000	L/M Substitute Salaries	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 2220 211 000	L/M Group Ins	18,000.00	1,468.96	65.23	6,259.27
211	GROUP INS TCHR/PROF	18,000.00	1,468.96	65.23	6,259.27
01 2220 221 000	L/M Social Security TCHR/PROF	4,500.00	360.07	64.00	1,620.15
221	SOCIAL SECURITY TCHR/PROF	4,500.00	360.07	64.00	1,620.15
01 2220 222 000	L/M Social Security AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 231 000	L/M Retirement TCHR/PROF	6,400.00	500.34	62.54	2,397.27
231	RETIREMENT TCHR/PROF	6,400.00	500.34	62.54	2,397.27
01 2220 232 000	L/M Retirement AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2220 281 000	L/M LTD/STD TCHR/PROF	500.00	34.60	55.24	223.80
281	LTD/STD TCHR/PROF	500.00	34.60	55.24	223.80
01 2220 282 000	L/M LTD/STD AIDE	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 610 000	L/M Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 2220 640 000	Library Books & Subscriptions	5,080.00	1,046.37	52.46	2,414.90
640	BOOKS/PERIODICALS	5,080.00	1,046.37	52.46	2,414.90
01 2220 650 000	L/M Computer Software	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 2220 733 000	L/M Furniture And Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2220 890 000	L/M Other Expense	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	98,480.00	8,475.67	63.05	36,392.75
2224	EDUCATIONAL TELEVISION SERVICES				
01 2224 382 000	Distant Learning / Internet	8,000.00	0.00	105.00	(400.00)
382	DISTANCE LEARNING	8,000.00	0.00	105.00	(400.00)
2224	EDUCATIONAL TELEVISION SERVICES	8,000.00	0.00	105.00	(400.00)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	68,000.00	5,242.65	38.55	41,786.75
111	SALARIES TCHR/PROF	68,000.00	5,242.65	38.55	41,786.75
01 2230 116 000	Technology Support Staff	59,000.00	4,337.55	82.15	10,531.71
116	SALARIES PROF CLASS	59,000.00	4,337.55	82.15	10,531.71
01 2230 211 000	Technology Group Ins TCHR/PROF	21,000.00	1,824.68	43.44	11,876.60
211	GROUP INS TCHR/PROF	21,000.00	1,824.68	43.44	11,876.60
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	19,000.00	1,747.99	102.41	(457.96)
216	GROUP INSURANCE PROF CLASS	19,000.00	1,747.99	102.41	(457.96)
01 2230 221 000	Technology Social Security TCHR/PROF	5,500.00	401.69	36.52	3,491.55
221	SOCIAL SECURITY TCHR/PROF	5,500.00	401.69	36.52	3,491.55
01 2230 226 000	Technology Social Security PROF CLASS	7,000.00	307.13	50.17	3,487.87
226	SOCIAL SECURITY PROF CLASS	7,000.00	307.13	50.17	3,487.87
01 2230 231 000	Technology Retirement TCHR/PROF	8,000.00	517.86	32.37	5,410.70
231	RETIREMENT TCHR/PROF	8,000.00	517.86	32.37	5,410.70
01 2230 236 000	Technology Retirement PROF CLASS	6,000.00	428.45	79.79	1,212.39
236	RETIREMENT PROF CLASS	6,000.00	428.45	79.79	1,212.39
01 2230 237 000	Increased Retirement Contribution Rate	2,000.00	0.00	0.00	2,000.00
237	Inc Ret Contribution Rate	2,000.00	0.00	0.00	2,000.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	500.00	34.54	34.54	327.30
281	LTD/STD TCHR/PROF	500.00	34.54	34.54	327.30
01 2230 286 000	Technology LTD/STD PROF CLASS	400.00	18.25	62.32	150.71
286	LTD/STD PROF CLASS	400.00	18.25	62.32	150.71
01 2230 333 000	TECH Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 2230 591 000	TECH PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
01 2230 643 000	TECH Web/Cloud Based Software	100,000.00	260.18	29.78	70,217.29
643	WEB/CLOUD BASED SOFTWARE	100,000.00	260.18	29.78	70,217.29
01 2230 650 000	TECH Supplies/Soft/Hardware	95,000.00	1,226.67	54.96	42,791.50
650	TECH SUPPLIES	95,000.00	1,226.67	54.96	42,791.50
01 2230 734 000	TECH Hardware Capital Outlay	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
01 2230 735 000	TECH Software Capital Outlay	0.00	0.00	0.00	0.00
735	TECH SOFTWARE	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECH	392,400.00	16,347.64	50.60	193,826.41
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,500.00	0.00	32.53	1,012.00
330	STAFF DEVELOPMENT/TRAINING	1,500.00	0.00	32.53	1,012.00
01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	(425.00)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(425.00)
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	140,000.00	0.00	0.00	140,000.00
520	PROPERTY/LIABILITY INSURANCE	140,000.00	0.00	0.00	140,000.00
01 2310 540 000	ADVERTISING	9,500.00	688.28	58.47	3,945.43
540	ADVERTISING	9,500.00	688.28	58.47	3,945.43
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 2310 733 000	SUPT FURNITURE/FIXTURES	0.00	0.00	0.00	(449.24)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(449.24)
01 2310 810 000	BOE Dues & Fees	13,000.00	0.00	79.26	2,696.74
810	DUES & FEES	13,000.00	0.00	79.26	2,696.74
01 2310 890 000	BOE Misc Expense	1,500.00	0.00	4.14	1,437.88
890	MISC EXPENDITURES	1,500.00	0.00	4.14	1,437.88
2310	BOARD OF EDUCATION	165,500.00	688.28	10.44	148,217.81
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	132,000.00	11,000.00	66.67	44,000.00
105	SUPERINTENDENT SALARY	132,000.00	11,000.00	66.67	44,000.00
01 2320 155 000	SUPT ADDT'L COMP	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
155	SUPT ADDTL COMP	0.00	0.00	0.00	0.00
01 2320 159 000	SUPT Cell Stipend	0.00	0.00	0.00	0.00
159	STIPENDS	0.00	0.00	0.00	0.00
01 2320 215 000	SUPT GROUP INS	20,000.00	1,534.92	61.40	7,720.64
215	GROUP INSURANCE SUPT	20,000.00	1,534.92	61.40	7,720.64
01 2320 221 000	SUPT SOCIAL SECURITY	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 2320 223 000	SOC SEC SUPT STIPEND	150.00	7.65	40.80	88.80
223	SOCIAL SECURITY SUB TCHR	150.00	7.65	40.80	88.80
01 2320 225 000	SUPT SOCIAL SECURITY	10,500.00	836.36	63.72	3,809.12
225	SOCIAL SECURITY SUPT	10,500.00	836.36	63.72	3,809.12
01 2320 233 000	RET SUPT STIPEND	20.00	9.88	395.20	(59.04)
233	RETIREMENT SUB TCHR	20.00	9.88	395.20	(59.04)
01 2320 235 000	SUPT RETIREMENT	13,500.00	1,086.56	64.39	4,807.52
235	RETIREMENT SUPT	13,500.00	1,086.56	64.39	4,807.52
01 2320 237 000	Increased Retirement Contribution Rate	3,500.00	0.00	0.00	3,500.00
237	Inc Ret Contribution Rate	3,500.00	0.00	0.00	3,500.00
01 2320 285 000	SUPT LTD/STD	600.00	44.90	59.87	240.80
285	LTD/STD SUPT	600.00	44.90	59.87	240.80
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	0.00	0.00	0.00	0.00
295	OTHER BENEFITS (CELL PHONE)	0.00	0.00	0.00	0.00
01 2320 310 000	SUPT DUES & FEES	1,500.00	0.00	0.00	1,500.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	0.00	1,500.00
01 2320 330 000	SUPT Staff Dev/Training	10,000.00	210.00	44.51	5,548.79
330	STAFF DEVELOPMENT/TRAINING	10,000.00	210.00	44.51	5,548.79
01 2320 333 000	SUPT Mileage	100.00	100.00	800.00	(700.00)
333	MILEAGE TO STAFF	100.00	100.00	800.00	(700.00)
01 2320 560 000	SUPT Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	0.00	0.00	0.00	(658.49)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(658.49)
01 2320 610 000	SUPT Supplies	3,000.00	0.00	2.57	2,923.00
610	SUPPLIES	3,000.00	0.00	2.57	2,923.00
01 2320 650 000	SUPT Computer Software	50,000.00	242.00	4.11	47,944.60
650	TECH SUPPLIES	50,000.00	242.00	4.11	47,944.60
01 2320 733 000	SUPT Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2320 890 000	SUPT Other Expense	3,000.00	0.00	0.00	3,000.00
890	MISC EXPENDITURES	3,000.00	0.00	0.00	3,000.00
2320	EXECUTIVE ADMINISTRATION	247,870.00	15,072.27	50.11	123,665.74
2330	District Legal Services				
01 2330 317 000	LEGAL SERVICES	15,000.00	3,833.61	70.55	4,417.39
317	CONTRACCTED LEGAL SERVICES	15,000.00	3,833.61	70.55	4,417.39
2330	District Legal Services	15,000.00	3,833.61	70.55	4,417.39
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	56,000.00	5,128.76	74.21	14,443.62
110	SALARIES NON-INSTR	56,000.00	5,128.76	74.21	14,443.62
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	65,000.00	5,070.32	62.40	24,437.44
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	40,000.00	4,988.99	99.78	88.08
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	60,000.00	5,058.85	67.45	19,529.20
111	SALARIES TCHR/PROF	165,000.00	15,118.16	73.30	44,054.72
01 2410 210 000	Clerical Group Insurance	42,000.00	3,624.75	69.04	13,002.00
210	GROUP INSURANCE NON-INSTR	42,000.00	3,624.75	69.04	13,002.00
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	15,000.00	980.73	52.31	7,154.16
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	9,000.00	965.17	85.79	1,278.64
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	14,000.00	978.88	55.94	6,168.96
211	GROUP INS TCHR/PROF	38,000.00	2,924.78	61.57	14,601.76

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2410 220 000	Clerical Social Security	5,000.00	392.91	63.54	1,823.08
220	SOCIAL SECURITY NON-INSTR	5,000.00	392.91	63.54	1,823.08
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	5,000.00	388.43	62.15	1,892.57
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	5,000.00	382.18	61.15	1,942.58
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	5,000.00	387.54	62.01	1,899.70
221	SOCIAL SECURITY TCHR/PROF	15,000.00	1,158.15	61.77	5,734.85
01 2410 230 000	Clerical Retirement	5,600.00	506.61	72.57	1,535.86
230	RETIREMENT NON-INSTR	5,600.00	506.61	72.57	1,535.86
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	6,500.00	500.83	61.64	2,493.36
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	4,200.00	492.81	93.87	257.52
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	6,000.00	499.70	66.63	2,002.40
231	RETIREMENT TCHR/PROF	16,700.00	1,493.34	71.54	4,753.28
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	1,700.00	0.00	0.00	1,700.00
01 2410 237 002	Increased Retirement Contribution Rate	1,200.00	0.00	0.00	1,200.00
01 2410 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	2,900.00	0.00	0.00	2,900.00
01 2410 280 000	Clerical LTD/STD	500.00	42.73	68.23	158.84
280	LTD/STD NON-INSTR	500.00	42.73	68.23	158.84
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	400.00	29.74	59.42	162.31
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	300.00	29.27	77.98	66.07
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	400.00	29.73	59.40	162.39
281	LTD/STD TCHR/PROF	1,100.00	88.74	64.48	390.77
01 2410 310 000	PRINC OFFICE DUES/FEES	1,500.00	0.00	5.00	1,425.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	5.00	1,425.00
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	5,000.00	0.00	31.90	3,404.88
330	STAFF DEVELOPMENT/TRAINING	5,000.00	0.00	31.90	3,404.88
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,000.00	0.00	35.24	647.61
580	TRAVEL EXPENSES	1,000.00	0.00	35.24	647.61
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	2,000.00	0.00	178.28	(1,565.59)
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	(105.09)
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00
610	SUPPLIES	3,000.00	0.00	122.36	(670.68)
01 2410 733 000	PRIN OFFICE FURNITURE	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	0.00	0.00	0.00	(24.95)
890	MISC EXPENDITURES	0.00	0.00	0.00	(24.95)
2410	OFFICE OF THE PRINCIPAL	358,300.00	30,478.93	69.81	108,180.64
2510	FISCAL SERVICES				
01 2510 112 000	Concession Mgr Salaries	5,000.00	400.88	62.27	1,886.52
112	SALARIES AIDE/PARA	5,000.00	400.88	62.27	1,886.52
01 2510 116 000	FISCAL SERVICES SALARIES	75,000.00	5,763.36	49.75	37,686.04
116	SALARIES PROF CLASS	75,000.00	5,763.36	49.75	37,686.04
01 2510 210 000	Concession Mgr Group Ins	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 2510 212 000	CONCMGR GROUP INS AIDE/PARA	100.00	0.00	151.65	(51.65)
212	GROUP INSURANCE AIDE/PARA	100.00	0.00	151.65	(51.65)
01 2510 216 000	FISCAL SERVICES GROUP INS	40,000.00	3,642.87	58.64	16,543.81
216	GROUP INSURANCE PROF CLASS	40,000.00	3,642.87	58.64	16,543.81
01 2510 220 000	Concession Mgr Soc Sec	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTR	0.00	0.00	0.00	0.00
01 2510 222 000	SOCIAL SECURITY CONC MGR	300.00	30.76	78.56	64.32
222	SOCIAL SECURITY AIDE/PARA	300.00	30.76	78.56	64.32
01 2510 226 000	SOCIAL SECURITY PROF CLASS	5,000.00	426.83	55.10	2,244.88
226	SOCIAL SECURITY PROF CLASS	5,000.00	426.83	55.10	2,244.88
01 2510 232 000	Concession Mgr Retirement	350.00	39.60	87.87	42.46
232	RETIREMENT AIDE/PARA	350.00	39.60	87.87	42.46

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2510 236 000	FISCAL SERVICES RETIREMENT	7,500.00	569.29	49.14	3,814.21
236 RETIREMENT PROF CLASS		7,500.00	569.29	49.14	3,814.21
01 2510 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	15.00	1.35	73.60	3.96
282 LTD/STD AIDE/PARA		15.00	1.35	73.60	3.96
01 2510 286 000	FISCAL SERVICES LTD/STD	600.00	56.46	57.07	257.60
286 LTD/STD PROF CLASS		600.00	56.46	57.07	257.60
01 2510 310 000	FISCAL SERV/BANK FEES	1,000.00	160.25	80.55	194.47
310 OFFICIAL ADMIN SERVICES		1,000.00	160.25	80.55	194.47
01 2510 315 000	AUDIT/BUDGET SERVICES	12,000.00	0.00	79.08	2,510.00
315 ACCOUNTING/AUDITING SERVICES		12,000.00	0.00	79.08	2,510.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	3,000.00	0.00	1.17	2,965.00
330 STAFF DEVELOPMENT/TRAINING		3,000.00	0.00	1.17	2,965.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	1,000.00	173.70	54.16	458.40
340 OTHER PROFESSIONAL SERVICES		1,000.00	173.70	54.16	458.40
01 2510 530 000	PHONE/INTERNET	15,000.00	1,051.13	57.86	6,321.44
530 PHONE/INTERNET		15,000.00	1,051.13	57.86	6,321.44
01 2510 531 000	POSTAGE	6,000.00	4.59	77.47	1,352.00
531 POSTAGE		6,000.00	4.59	77.47	1,352.00
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	500.00	328.96	71.55	142.27
580 TRAVEL EXPENSES		500.00	328.96	71.55	142.27
01 2510 610 000	FISCAL OFFICE SUPPLIES	2,000.00	0.00	36.15	1,277.01
610 SUPPLIES		2,000.00	0.00	36.15	1,277.01
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733 FURNITURE/FIXTURES		0.00	0.00	0.00	0.00
01 2510 890 000	FISCAL SERVICES MISC EXP	200.00	149.52	209.52	(219.04)
890 MISC EXPENDITURES		200.00	149.52	209.52	(219.04)
2510 FISCAL SERVICES		174,565.00	12,799.55	55.61	77,493.70
2570 PERSONNEL SERV-ESRP					
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	1,000.00	0.00	0.00	1,000.00
330 STAFF DEVELOPMENT/TRAINING		1,000.00	0.00	0.00	1,000.00
2570 PERSONNEL SERV-ESRP		1,000.00	0.00	0.00	1,000.00
2590 WORKERS COMP INS					
01 2590 270 000	WORKERS COMP NON-INSTR	52,000.00	0.00	0.00	52,000.00
270 WORKERS COMP NON-INSTR		52,000.00	0.00	0.00	52,000.00
01 2590 271 000	WORKERS COMP TCHR/PROF	45,000.00	0.00	0.00	45,000.00
271 WORKERS COMP TCHR/PROF		45,000.00	0.00	0.00	45,000.00
2590 WORKERS COMP INS		97,000.00	0.00	0.00	97,000.00
2610 OPERATION OF BUILDINGS					
01 2610 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
520 PROPERTY/LIABILITY INSURANCE		0.00	0.00	0.00	0.00
01 2610 621 000	UTILITIES NAT GAS/FUEL	140,000.00	9,296.00	70.41	41,425.01
621 NATURAL GAS		140,000.00	9,296.00	70.41	41,425.01
2610 OPERATION OF BUILDINGS		140,000.00	9,296.00	70.41	41,425.01
2620 MAINT OF BUILDINGS					
01 2620 110 000	MAINTENANCE STAFF SALARIES	160,000.00	13,146.26	64.85	56,240.63
110 SALARIES NON-INSTR		160,000.00	13,146.26	64.85	56,240.63
01 2620 210 000	MAINT GROUP INS	38,000.00	3,060.72	64.94	13,322.68
210 GROUP INSURANCE NON-INSTR		38,000.00	3,060.72	64.94	13,322.68
01 2620 220 000	MAINT SOCIAL SECURITY	13,000.00	1,004.34	60.94	5,077.25
220 SOCIAL SECURITY NON-INSTR		13,000.00	1,004.34	60.94	5,077.25
01 2620 230 000	MAINT RETIREMENT	16,000.00	1,298.56	61.18	6,210.53
230 RETIREMENT NON-INSTR		16,000.00	1,298.56	61.18	6,210.53
01 2620 237 000	Increased Retirement Contribution Rate	4,000.00	0.00	0.00	4,000.00
237 Inc Ret Contribution Rate		4,000.00	0.00	0.00	4,000.00
01 2620 280 000	MAINT LTD/STD	700.00	43.94	50.73	344.89
280 LTD/STD NON-INSTR		700.00	43.94	50.73	344.89
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	7,000.00	0.00	21.46	5,498.00
340	OTHER PROFESSIONAL SERVICES	7,000.00	0.00	21.46	5,498.00
01 2620 350 000	MAINT. REPAIRS	80,000.00	1,281.72	40.95	47,243.07
350	TECHNICAL SERVICES	80,000.00	1,281.72	40.95	47,243.07
01 2620 410 000	WATER & SEWER	14,000.00	0.00	74.97	3,504.69
410	WATER/SEWER	14,000.00	0.00	74.97	3,504.69
01 2620 420 000	TRASH SERVICE	6,000.00	561.70	82.64	1,041.70
420	TRASH SERVICE	6,000.00	561.70	82.64	1,041.70
01 2620 431 000	BLDG REPAIRS & MAINT	50,000.00	0.00	149.81	(24,906.39)
431	NON-TECH REPAIRS/MAINT	50,000.00	0.00	149.81	(24,906.39)
01 2620 450 000	CONSTRUCTION/REMODEL SERVICES	0.00	0.00	0.00	(4,051.21)
450	CONSTRUCTION SERVICES	0.00	0.00	0.00	(4,051.21)
01 2620 610 000	MAINT Supplies	55,000.00	1,364.42	43.66	30,987.12
610	SUPPLIES	55,000.00	1,364.42	43.66	30,987.12
01 2620 733 000	MAINT Furniture & Equipment	5,000.00	550.00	118.58	(929.01)
733	FURNITURE/FIXTURES	5,000.00	550.00	118.58	(929.01)
01 2620 890 000	MISC EXPENSE	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2620	MAINT OF BUILDINGS	448,700.00	22,311.66	68.00	143,583.95
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	5,000.00	0.00	35.67	3,216.75
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	35.67	3,216.75
2630	OUTSIDE MAINTENANCE	5,000.00	0.00	35.67	3,216.75
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)				
01 2660 590 000	SCHOOL RESOURCE OFFICER	63,000.00	5,154.01	65.45	21,767.92
590	INTERAGENCY PURCH SERVICES	63,000.00	5,154.01	65.45	21,767.92
2660	SECURITY (CAMAERAS)	63,000.00	5,154.01	65.45	21,767.92
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	172,000.00	13,186.37	66.71	57,252.98
110	SALARIES NON-INSTR	172,000.00	13,186.37	66.71	57,252.98
01 2710 210 000	TRANSP GROUP INSURANCE	38,000.00	3,152.18	65.51	13,105.18
210	GROUP INSURANCE NON-INSTR	38,000.00	3,152.18	65.51	13,105.18
01 2710 220 000	TRANSP SOCIAL SECURITY	14,000.00	954.07	59.63	5,652.26
220	SOCIAL SECURITY NON-INSTR	14,000.00	954.07	59.63	5,652.26
01 2710 230 000	TRANSP RETIREMENT	17,200.00	1,298.28	64.77	6,058.86
230	RETIREMENT NON-INSTR	17,200.00	1,298.28	64.77	6,058.86
01 2710 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2710 260 000	Unemployment Payments	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 2710 271 000	Workmen's Compensation	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
01 2710 280 000	TRANSP LTD/STD	600.00	48.44	65.26	208.44
280	LTD/STD NON-INSTR	600.00	48.44	65.26	208.44
01 2710 330 000	TRANSP STAFF DEV/TRN	500.00	0.00	100.00	0.00
330	STAFF DEVELOPMENT/TRAINING	500.00	0.00	100.00	0.00
01 2710 340 000	VEHICLE REPAIRS/MAINT	30,000.00	380.21	67.74	9,676.54
340	OTHER PROFESSIONAL SERVICES	30,000.00	380.21	67.74	9,676.54
01 2710 610 000	VEHICLE PARTS/SUPPLIES	10,000.00	665.84	100.86	(85.52)
610	SUPPLIES	10,000.00	665.84	100.86	(85.52)
01 2710 626 000	GAS & DIESEL	70,000.00	149.02	51.17	34,180.40
626	GAS/DIESEL FUEL	70,000.00	149.02	51.17	34,180.40
01 2710 732 000	Bus Acquisition (pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00

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01 2710 890 000	Transp. Other Expense	3,000.00	0.00	40.33	1,790.00
890	MISC EXPENDITURES	3,000.00	0.00	40.33	1,790.00
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	355,300.00	19,834.41	64.02	127,839.14
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	18,000.00	2,464.13	88.02	2,156.14
110	SALARIES NON-INSTR	18,000.00	2,464.13	88.02	2,156.14
01 2712 210 000	SPED TRANSP Group Ins	800.00	3.80	4.02	767.86
210	GROUP INSURANCE NON-INSTR	800.00	3.80	4.02	767.86
01 2712 220 000	SPED TRANSP Soc Sec	1,500.00	188.79	80.89	286.72
220	SOCIAL SECURITY NON-INSTR	1,500.00	188.79	80.89	286.72
01 2712 230 000	SPED TRANS Retirement	2,000.00	243.40	78.25	434.99
230	RETIREMENT NON-INSTR	2,000.00	243.40	78.25	434.99
01 2712 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2712 280 000	SPED TRANSP LTD/STD	50.00	8.06	99.60	0.20
280	LTD/STD NON-INSTR	50.00	8.06	99.60	0.20
01 2712 330 000	SPED TRANSP STAFF DEV/TRAINING	0.00	0.00	0.00	(100.00)
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(100.00)
01 2712 332 000	SPED Mileage to Parents	0.00	0.00	0.00	0.00
332	MILEAGE TO PARENTS	0.00	0.00	0.00	0.00
01 2712 626 000	SPED GAS/DIESEL FUEL	6,000.00	0.00	41.00	3,540.17
626	GAS/DIESEL FUEL	6,000.00	0.00	41.00	3,540.17
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	35,000.00	0.00	0.00	35,000.00
732	VEHICLES	35,000.00	0.00	0.00	35,000.00
2712	VEHICLE OPER/MAINT/PURCH (SPED)	63,350.00	2,908.18	33.57	42,086.08
2732	SPED Vehicle Rep/Maint				
01 2732 430 000	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
430	OUTSIDE REPAIRS/MAINT	0.00	0.00	0.00	0.00
2732	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2792	SPED Transp Services				
01 2792 510 000	Sped Transportation	0.00	0.00	0.00	0.00
510	STUDENT TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00
2792	SPED Transp Services	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER				
01 3300 890 000	COMMUNITY SERVICE OP/MISC	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT				
01 3400 610 000	Foundation Grant Expenditures	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS				
01 3535 111 003	High Ability Learners	7,100.00	582.52	65.64	2,439.84
111	SALARIES TCHR/PROF	7,100.00	582.52	65.64	2,439.84
01 3535 211 003	HAL Group Insurance	2,200.00	202.74	73.72	578.08
211	GROUP INS TCHR/PROF	2,200.00	202.74	73.72	578.08
01 3535 221 003	HAL Social Security	350.00	44.63	102.01	(7.04)
221	SOCIAL SECURITY TCHR/PROF	350.00	44.63	102.01	(7.04)
01 3535 231 003	HAL Retirement	710.00	57.54	64.83	249.68
231	RETIREMENT TCHR/PROF	710.00	57.54	64.83	249.68
01 3535 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3535 281 003	HAL LTD/STD	40.00	3.83	76.53	9.39
281	LTD/STD TCHR/PROF	40.00	3.83	76.53	9.39
01 3535 330 003	HAL STAFF DEV/TRNG	0.00	0.00	0.00	(15.00)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(15.00)
01 3535 610 003	HAL Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 3535 650 003	High Ability Software	300.00	0.00	0.00	300.00
650	TECH SUPPLIES	300.00	0.00	0.00	300.00
01 3535 733 003	HAL Furniture & Equipment	0.00	300.96	0.00	(300.96)
733	FURNITURE/FIXTURES	0.00	300.96	0.00	(300.96)
3535	HIGH ABILITY LEARNERS	10,700.00	1,192.22	69.59	3,253.99
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	18,500.00	1,456.29	62.97	6,849.68
111	SALARIES TCHR/PROF	18,500.00	1,456.29	62.97	6,849.68
01 3541 112 003	SIXPENCE SALARIES AIDE	47,888.00	1,525.86	56.32	20,917.88
112	SALARIES AIDE/PARA	47,888.00	1,525.86	56.32	20,917.88
01 3541 211 003	Sixpence Coord Group Insurance	7,500.00	506.85	54.06	3,445.20
211	GROUP INS TCHR/PROF	7,500.00	506.85	54.06	3,445.20
01 3541 212 003	GROUP INSURANCE - AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 3541 221 003	Coord. Social Security	1,600.00	107.21	53.60	742.35
221	SOCIAL SECURITY TCHR/PROF	1,600.00	107.21	53.60	742.35
01 3541 222 003	SOCIAL SECURITY AIDE	3,400.00	117.93	60.97	1,327.16
222	SOCIAL SECURITY AIDE/PARA	3,400.00	117.93	60.97	1,327.16
01 3541 231 003	Coord. Retirement	1,900.00	143.85	60.57	749.20
231	RETIREMENT TCHR/PROF	1,900.00	143.85	60.57	749.20
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	4,800.00	150.72	55.50	2,135.94
232	RETIREMENT AIDE/PARA	4,800.00	150.72	55.50	2,135.94
01 3541 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3541 256 003	SIXPENCE TUITION REIMB	0.00	0.00	0.00	0.00
256	PROF TUITION REIMB	0.00	0.00	0.00	0.00
01 3541 281 003	Coordinator LTD/STD	110.00	9.60	69.47	33.58
281	LTD/STD TCHR/PROF	110.00	9.60	69.47	33.58
01 3541 282 003	LTD/STD AIDE	170.00	15.72	74.18	43.90
282	LTD/STD AIDE/PARA	170.00	15.72	74.18	43.90
01 3541 330 003	Sixpence Travel/Staff Development	6,000.00	38.85	24.35	4,539.12
330	STAFF DEVELOPMENT/TRAINING	6,000.00	38.85	24.35	4,539.12
01 3541 333 003	Sixpence Mileage to Staff	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 3541 340 003	Sixpence Professional Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 3541 580 003	Sixpence Travel Expenses	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 3541 610 003	Sixpence Supplies/Family Inv	17,000.00	2,372.85	32.85	11,416.11
610	SUPPLIES	17,000.00	2,372.85	32.85	11,416.11
01 3541 733 003	Sixpence Furniture and Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 3541 890 000	SIXPENCE OTHER EXP	5,000.00	0.00	0.00	5,000.00
890	MISC EXPENDITURES	5,000.00	0.00	0.00	5,000.00
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	113,868.00	6,445.73	49.77	57,200.12
3570	Teacher Eval Grant				
01 3570 610 000	Teacher Eval Grant	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
3570	Teacher Eval Grant	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES				
01 4300 340 000	PROFESSIONAL SERVICES-ARCHIT/ENGINEER	5,000.00	0.00	60.64	1,968.14
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	60.64	1,968.14
4300	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	60.64	1,968.14
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 610 003	IDEA Part B-Early Interven. (Rtl)	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00

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4411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 591 003	IDEA Prof. Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES				
01 4900 610 003	Drug Education - Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA				
01 6200 111 002	Title I SALARIES MS TCHR/PROF	42,000.00	3,393.77	64.64	14,849.84
01 6200 111 003	Title I, Part A ELEM SALARIES	85,000.00	7,002.85	65.91	28,977.20
111	SALARIES TCHR/PROF	127,000.00	10,396.62	65.49	43,827.04
01 6200 112 003	Title I - Aide Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6200 113 003	Title I Substitute Salaries	0.00	0.00	0.00	(700.00)
113	SALARIES SUB TCHR	0.00	0.00	0.00	(700.00)
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	5,500.00	480.82	69.94	1,653.44
01 6200 211 003	Title I Group Insurance	31,000.00	2,141.84	55.27	13,865.28
211	GROUP INS TCHR/PROF	36,500.00	2,622.66	57.48	15,518.72
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	2,500.00	250.27	80.09	497.86
01 6200 221 003	Title I Social Security TCHR	8,000.00	518.59	51.86	3,851.36
221	SOCIAL SECURITY TCHR/PROF	10,500.00	768.86	58.58	4,349.22
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	(53.55)
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	(53.55)
01 6200 231 002	Title I RET MS TCHR/PROF	4,200.00	335.23	63.85	1,518.16
01 6200 231 003	Title I Retirement EL	8,500.00	691.73	65.10	2,966.16
231	RETIREMENT TCHR/PROF	12,700.00	1,026.96	64.69	4,484.32
01 6200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6200 281 002	Title I MS LTD/STD TCHR/PROF	300.00	23.38	62.27	113.18
01 6200 281 003	Title I LTD/STD	700.00	46.93	53.45	325.87
281	LTD/STD TCHR/PROF	1,000.00	70.31	56.10	439.05
01 6200 330 003	Title I Staff Dev/Training	400.00	0.00	366.50	(1,065.98)
330	STAFF DEVELOPMENT/TRAINING	400.00	0.00	366.50	(1,065.98)
01 6200 560 003	Title I Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6200 580 003	Title I Travel Expenses	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 6200 610 003	Title I Supplies	0.00	0.00	0.00	(500.85)
610	SUPPLIES	0.00	0.00	0.00	(500.85)
01 6200 650 003	Title I Computer Software	500.00	0.00	438.16	(1,690.82)
650	TECH SUPPLIES	500.00	0.00	438.16	(1,690.82)
01 6200 733 003	Title I Furniture & Equipment	1,000.00	0.00	0.00	1,000.00
733	FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
01 6200 890 003	Title I Misc. Expenses	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA	189,600.00	14,885.41	65.40	65,607.15
6210	FEDERAL-TITLE I PART A ACCTBLTY				
01 6210 330 003	Title I Acctbly TRAVEL/Training EXPENSE	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6210 610 003	Title I Acctbly SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6210 650 003	Title I Acctbly COMPUTER SOFTWARE	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
6210	FEDERAL-TITLE I PART A ACCTBLTY	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				
01 6406 340 000	SPEL-IDEA- 3-5 other PROF SERV	700.00	0.00	0.00	700.00
340	OTHER PROFESSIONAL SERVICES	700.00	0.00	0.00	700.00
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	1,500.00	0.00	0.00	1,500.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
591	PURCHASED SERVICES	1,500.00	0.00	0.00	1,500.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	2,200.00	0.00	0.00	2,200.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	15,000.00	1,750.00	35.00	9,750.00
111	SALARIES TCHR/PROF	15,000.00	1,750.00	35.00	9,750.00
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	20,000.00	5,053.99	244.43	(28,886.34)
112	SALARIES AIDE/PARA	20,000.00	5,053.99	244.43	(28,886.34)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	6,000.00	431.31	21.57	4,706.07
211	GROUP INS TCHR/PROF	6,000.00	431.31	21.57	4,706.07
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	1,500.00	134.24	26.85	1,097.28
221	SOCIAL SECURITY TCHR/PROF	1,500.00	134.24	26.85	1,097.28
01 6408 222 003	IDEA SOC SEC PARA	1,500.00	387.98	250.19	(2,252.85)
222	SOCIAL SECURITY AIDE/PARA	1,500.00	387.98	250.19	(2,252.85)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	1,400.00	172.86	37.04	881.42
231	RETIREMENT TCHR/PROF	1,400.00	172.86	37.04	881.42
01 6408 232 003	IDEA RETIREMT PARA	2,000.00	499.21	241.45	(2,828.92)
232	RETIREMENT AIDE/PARA	2,000.00	499.21	241.45	(2,828.92)
01 6408 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	80.00	4.80	18.00	65.60
281	LTD/STD TCHR/PROF	80.00	4.80	18.00	65.60
01 6408 282 003	IDEA LTD/STD PARA	100.00	17.62	172.07	(72.07)
282	LTD/STD AIDE/PARA	100.00	17.62	172.07	(72.07)
01 6408 340 003	IDEA 0-4 YO Prof Services	15,000.00	1,954.67	70.69	4,396.68
340	OTHER PROFESSIONAL SERVICES	15,000.00	1,954.67	70.69	4,396.68
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	62,000.00	2,826.11	35.94	39,715.66
591	PURCHASED SERVICES	62,000.00	2,826.11	35.94	39,715.66
01 6408 610 003	IDEA BAF SUPPLIES	1,000.00	0.00	48.84	511.56
610	SUPPLIES	1,000.00	0.00	48.84	511.56
01 6408 732 003	IDEA Part B - Vehicle Aq.	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	125,580.00	13,232.79	78.43	27,084.09
6410	FEDERAL-IDEA PART E/P (619				
01 6410 112 003	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6410 340 003	SPED IDEA E/P 619	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6410 560 003	Sped IDEA - Computer Hard.	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6410 591 003	IDEA E/P 3-5 YO Contracted Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 6410 610 003	IDEA E/P Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6410	FEDERAL-IDEA PART E/P (619	0.00	0.00	0.00	0.00
6412	IDEA Non-Public				
01 6412 111 003	IDEA Non-Public SALARIES	6,500.00	833.33	38.46	4,000.01
111	SALARIES TCHR/PROF	6,500.00	833.33	38.46	4,000.01
01 6412 211 003	GROUP INSURANCE TCHR/PROF	2,500.00	205.39	24.65	1,883.83
211	GROUP INS TCHR/PROF	2,500.00	205.39	24.65	1,883.83
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	500.00	63.92	38.35	308.24
221	SOCIAL SECURITY TCHR/PROF	500.00	63.92	38.35	308.24
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	650.00	82.31	37.99	403.07
231	RETIREMENT TCHR/PROF	650.00	82.31	37.99	403.07
01 6412 281 003	IDEA LTD/STD TCHR/PROF	40.00	2.28	17.10	33.16
281	LTD/STD TCHR/PROF	40.00	2.28	17.10	33.16
6412	IDEA Non-Public	10,190.00	1,187.23	34.95	6,628.31
6969	Title IV ESSA/SSAE Grant				
01 6969 111 000	TITLE IV SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00

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01 6969 211 000	TITLE IV GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 221 000	TITLE IV SOCIAL SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 231 000	TITLE IV RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 281 000	TITLE IV LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 340 000	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6969 490 000	Title IV SSAE Grant Other Materials	0.00	0.00	0.00	0.00
490	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 6969 610 000	Title IV SSAE Grant Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
6988	ARP - ESSER III After School				
01 6988 111 000	ARP-ESSER III AFTERSchl Teacher Salaries	0.00	4,085.55	0.00	(16,362.40)
111	SALARIES TCHR/PROF	0.00	4,085.55	0.00	(16,362.40)
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	0.00	0.00	0.00	(3,968.60)
112	SALARIES AIDE/PARA	0.00	0.00	0.00	(3,968.60)
01 6988 211 000	ARP-ESSER III AFTERSchl GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 212 000	ARP-ESSERIII AFTERSchl GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 221 000	ARP-ESSER III AFTERSchl SOC SEC TCHR/PROF	0.00	312.48	0.00	(1,251.59)
221	SOCIAL SECURITY TCHR/PROF	0.00	312.48	0.00	(1,251.59)
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	0.00	0.00	0.00	(304.00)
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	(304.00)
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	0.00	285.94	0.00	(1,228.98)
231	RETIREMENT TCHR/PROF	0.00	285.94	0.00	(1,228.98)
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	0.00	0.00	0.00	(131.91)
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	(131.91)
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 282 000	ARP-ESSER III AFTERSchl LTD/STD AIDE/PARA	0.00	0.00	0.00	(4.62)
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	(4.62)
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	0.00	0.00	0.00	(3,199.45)
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(3,199.45)
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	0.00	0.00	0.00	(10,923.04)
610	SUPPLIES	0.00	0.00	0.00	(10,923.04)
6988	ARP - ESSER III After School	0.00	4,683.97	0.00	(37,374.59)
6989	ARP-ESSER III SUMMER SCHOOL				
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 112 000	ARP-ESSER III ELC summer AIDE	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 211 000	ARP-ESSER III summer GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 212 000	ARP-ESSER III ELC summer GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 221 000	ARP-ESSER III ELC summer SOC SEC TCHR	0.00	0.00	0.00	0.00

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221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 222 000	ARP ESSER III ELC summer SOC SEC AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 231 000	ARP-ESSER III ELC summer RETIREMENT TEACHER	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 232 000	ARP ESSER III ELC summer RETIREMNT AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 281 000	ARP-ESSER III summer LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 282 000	ARP-ESSER III summer LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 610 000	ARP ESSER III ELC summer SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6989	ARP-ESSER III SUMMER SCHOOL	0.00	0.00	0.00	0.00
6992	FEDERAL-REAP				
01 6992 610 003	REAP Grant Expend	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6992	FEDERAL-REAP	0.00	0.00	0.00	0.00
6996	COVID / ESSER				
01 6996 111 000	ESSERS I SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 112 000	COVID CARES ACT SALARIES	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 132 000	COVID OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
132	OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 210 000	COVID GROUP INS NON-INSTR	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 6996 211 000	ESSERS I GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 221 000	ESSERS I SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 222 000	COVID SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 231 000	ESSERS I RET TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 232 000	COVID RETIREMT AIDE/PARA	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 281 000	ESSERS I LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 282 000	COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 320 000	ESSERS I EDUC SERV SUPPORT	0.00	0.00	0.00	0.00
320	PROF EDUC SERVICES	0.00	0.00	0.00	0.00
01 6996 610 000	COVID/ESSER SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6996 643 000	COVID WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 6996 733 000	ESSERS/CARES ACT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
6996	COVID / ESSER	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT				
01 6997 111 000	ESSERS II SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 211 000	ESSERS II GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00

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01 6997 221 000	ESSERS II SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 231 000	ESSERS II RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 281 000	ESSERS II LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 330 000	ESSERS II -STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6997 610 000	ESSERS II SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6997 650 000	ESSERS II - TECH SUPPLIES	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 6997 733 000	ESSERS II (Cares Act)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6997 734 000	TECH HARDWARE / CAPITAL	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding				
01 6998 111 000	ARP-ESSER III TCHR	147,419.00	9,782.97	57.00	63,388.85
111	SALARIES TCHR/PROF	147,419.00	9,782.97	57.00	63,388.85
01 6998 112 000	ARP-ESSER III AIDE	72,000.00	979.80	1.36	71,020.20
112	SALARIES AIDE/PARA	72,000.00	979.80	1.36	71,020.20
01 6998 211 000	ESSERS III GROUP INS TCHR/PROF	0.00	2,885.96	0.00	(22,147.51)
211	GROUP INS TCHR/PROF	0.00	2,885.96	0.00	(22,147.51)
01 6998 221 000	ARP-ESSER III TCHR SocSec	14,000.00	752.11	46.13	7,542.17
221	SOCIAL SECURITY TCHR/PROF	14,000.00	752.11	46.13	7,542.17
01 6998 222 000	ARP-ESSER III AIDE SocSec	5,760.00	75.06	1.30	5,684.94
222	SOCIAL SECURITY AIDE/PARA	5,760.00	75.06	1.30	5,684.94
01 6998 231 000	ARP-ESSER III TchrRET	14,800.00	966.34	56.08	6,499.72
231	RETIREMENT TCHR/PROF	14,800.00	966.34	56.08	6,499.72
01 6998 232 000	ARP-ESSER III AideRET	7,200.00	30.23	0.42	7,169.77
232	RETIREMENT AIDE/PARA	7,200.00	30.23	0.42	7,169.77
01 6998 281 000	ESSERS III LTD/STD TCHR/PROF	0.00	82.91	0.00	(649.76)
281	LTD/STD TCHR/PROF	0.00	82.91	0.00	(649.76)
01 6998 282 000	ESSER III LTD/STD AIDE	0.00	1.42	0.00	(1.42)
282	LTD/STD AIDE/PARA	0.00	1.42	0.00	(1.42)
01 6998 330 000	ESSERS III (Cares) Staff Developmt	1,000.00	0.00	0.00	1,000.00
330	STAFF DEVELOPMENT/TRAINING	1,000.00	0.00	0.00	1,000.00
01 6998 490 000	ESSERS III CONSTRUCTION SERV.	149,528.00	0.00	17.17	123,853.00
490	OTHER SUPPLIES AND MATERIALS	149,528.00	0.00	17.17	123,853.00
01 6998 610 000	ARP-ESSER III Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6998 733 000	ESSERS III (Cares)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6998 734 000	ESSERS III ARP TECH HARD/CAP ASSTS	4,532.00	0.00	811.23	(32,232.95)
734	TECH HARDWARE	4,532.00	0.00	811.23	(32,232.95)
01 6998 890 000	ESSER III MISC EXP	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding	416,239.00	15,556.80	44.47	231,127.01
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	35,000.00	0.00	0.00	35,000.00
912	TRANSFER TO LUNCH FUND	35,000.00	0.00	0.00	35,000.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	80,000.00	0.00	0.00	80,000.00
913	TRANSFER TO ACTIVITY FUND	80,000.00	0.00	0.00	80,000.00
01 8000 917 000	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
917	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	115,000.00	0.00	0.00	115,000.00

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9000	NON-PROGRAM EXPENDITURES				
01 9000 110 000	Kitchen Payroll	85,000.00	5,373.97	54.69	38,515.76
110	SALARIES NON-INSTR	85,000.00	5,373.97	54.69	38,515.76
01 9000 210 000	KITCHEN GROUP INS	16,000.00	1,088.63	54.43	7,290.96
210	GROUP INSURANCE NON-INSTR	16,000.00	1,088.63	54.43	7,290.96
01 9000 220 000	KITCHEN SOCIAL SECURITY	8,000.00	312.38	34.57	5,234.05
220	SOCIAL SECURITY NON-INSTR	8,000.00	312.38	34.57	5,234.05
01 9000 230 000	KITCHEN RETIREMENT	9,000.00	436.87	36.80	5,688.23
230	RETIREMENT NON-INSTR	9,000.00	436.87	36.80	5,688.23
01 9000 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 9000 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	600.00	23.41	30.87	414.78
280	LTD/STD NON-INSTR	600.00	23.41	30.87	414.78
01 9000 900 000	MISC EXP-expected carryover	600,000.00	0.00	0.00	600,000.00
900	OTHER	600,000.00	0.00	0.00	600,000.00
9000	NON-PROGRAM EXPENDITURES	718,600.00	7,235.26	8.55	657,143.78
9003	REPAYMENT OF INTERFUND LOAN FR BLDG				
01 9003 001 000	INTERFUND LOANS	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9003	REPAYMENT OF INTERFUND LOAN FR BLDG	0.00	0.00	0.00	0.00
01	General Fund	9,719,208.00	585,190.54	53.83	4,487,024.21

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

05/04/2023 02:28 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		9,719,208.00	585,190.54	53.83	4,487,024.21

	December	Fall	August	December	Fall	August	December	Fall	August	December	Fall	August	December	Fall	August					
Education & Training				December	Fall	August 1				December	Fall	August 1				December	Fall	August 5		
Govt & Public Administration										December	Fall	August 1				December	Fall	August 5		
Health Science										December	Fall	August 1				December	Fall	August 5		
Human Sciences/ FCS				December	Fall	August 1				December	Fall	August 1				December	Fall	August 5		
Information Technology				December	Fall	August 1				December	Fall	August 1				December	Fall	August 5		
Law & Public Safety										December	Fall	August 1				December	Fall	August 5		
Skilled & Technical Sciences							December	Fall	August 1				December	Fall	August 1			December	Fall	August 5

Start Date for Revision
 Targeted Completion/Approval by State Board
 Implemented in Schools
 NSA NSCAS-Summative Assessment
 Next Revision Begins
 1 Year One
 5 Year Five
 7 Year Seven

Once standards are approved by the State Board of Education, school districts have one year to adopt the standards or standards deemed equal to or more rigorous than the state-approved standards.

Updated on 05/08/2018

REPORT TO THE HTRS BOARD OF EDUCATION

SUBMITTED BY: LISA OTHMER PK-12 PRINCIPAL MAY 8TH 2023

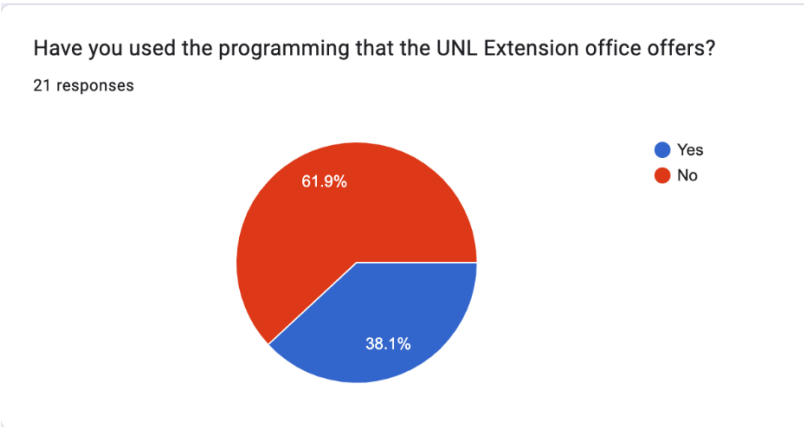
Career Day

Mrs. Rogers organized a Career Day Fair for the first time on April 12th. It was a big success and she is hoping to make it an annual event. She had many area business leaders, colleges, and entrepreneurs that participated in this event. Some presenters just had tables set up with some give away swag in the new gym, and some presenters hosted break-out sessions. The feedback from students, staff and participants was very positive. I would like to thank Mrs. Rogers for putting this together for our students, and she is planning on this being an annual event.

Extension Office

I was asked by a patron about how much we utilize what the extension office has to offer. I administered a staff survey, and here are the results.

The extension office comes every year during in-service days to distribute a catalog and to talk to teachers about what is offered. After I read the response, I sent the catalog to them again as an opportunity to start planning for next year.



If you answered yes, what classes/activities have you offered your students?

8 responses

Robotics/Personal Finance/Entrepreneurship
Garbology, Life on the Farm, First Time Physics, Fight Bac, Eat the Rainbow, Lifecycle of a butterfly

Hatching chicks

Life on the Farm, First Time Physics, Garbology, Fight Bac, Eat the Rainbow, Life Cycle of a Butterfly

Extension educators have presented to our Sixpence families on various topics.

Embryology

1st Grade

Pollination information, in the past I participated in the weekly activity that they had in the commons area about where your food comes from

If you answered no, is there a reason you have not taken advantage of the opportunity? Is there a topic you would like to see that they don't currently offer?

15 responses

I just don't want to take time away from class.

Nope, not sure what is offered

I'm a new teacher. I don't know anything about the program.

I love the extension programs and used them when I was in the classroom, they just aren't appropriate for my small groups.

Honestly just haven't had time to look into what would work, have a lot of curriculum to get in, in a short amount of time.

I don't know what else is offered.

I have not researched an appropriate topic for my students.

Don't know much about this

I don't really have any classroom time as I'm the HS counselor.

It would be nice to have quarterly or semester updates or to be reminded

I would recommend a better over view at the beginning of the year and a quarterly reminder that this is something the district has invested in and that it's not just for our robotics program. The extension office did support us all year this year for Mrs. Stalder's 8th grade class. As always they offered robotics and then second semester offered Finance/Entrepreneurship. This class was proctored by Ms. Joyner.

Recommendations for 2023-2024

I have created a systems recommendation document for the new administration. This document contains some staff requests, professional development, scheduling, and misc. items. This document is located in the Administration Shared Drive.

I have been extremely lucky to work with an amazing staff that has help me to develop school-wide systems of support. We have created shared drives where we store EVERYTHING! I am very proud of

this work because it will allow the new administration to hit the ground running. I realize that some things might change, and this is to be expected, but coming in as new administration with no knowledge of the system is very frustrating.

Text Resources

Before my last day, I will be ordering all text resources. I don't expect there to be any big text resource purchases. This year was fine arts, and they have indicated they have what they need. Music always has expenses throughout the year but we are not expecting anything out of the ordinary. Next year the adoption cycle indicates a science review with a recommendation 2nd semester. If new materials are adopted, they are usually ordered in April or May.

I have provided you with a link to the adoption cycle just in case you wanted to see it.

https://docs.google.com/spreadsheets/d/1tGrMh4FoZz_xcw6UcMT4jMbA1Em1oRpZRq09nY-Ay-Q/edit#gid=0

Elementary Celebration

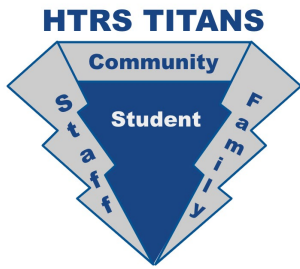
Elementary students met their goal of earning 13,000 Titan Tickets this year. We will be celebrating their accomplishment by hosting a "Wild Life Encounter" on May 18th. I'm not sure who is more excited the kids or the grownups!

Sincere Thanks!

I would like to personally thank all of you for the support you have given me the past 15 years. My family and I have this expectation that when we transition to something new, we leave things better than we found them. There is still plenty of work to do here, and in our business that is never ending but I do believe that HTRS is a solid school built by people who truly care about ALL of our kids!

Thank you!

Lisa



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

Report to the Board of Education

May 2023

Kari Lottman
Assistant Principal

Class Coverages

I want to thank all the staff who have diligently filled the void where it comes to a lack of substitute teachers this school year. I have had to call on most everyone to cover classes during their plan time and even sometimes when it's not their plan time. This is an added stressor on them because they lose their planning time or must manage students from another section while teaching their own. Our staff have stepped up like the rock stars they are and have made my job of filling the vacancies easier. I could not have done my job without them! Next month I will include the summary of the absences for each of the categories along with the total compared to previous years.

Assessment Update

The upper elementary and middle school students have been very busy testing this past month. All grade levels (3rd-8th) took the NSCAS English Language Arts and Math tests while the 5th and 8th grade also took the NSCAS Science. NSCAS (Nebraska Student Centered Accountability System) is the state mandated assessment that is required for all public-school students. Each test takes approximately 45-90 minutes to complete, this year we split the test sessions into two or three days for the students to complete. New this year is a RIT score assigned to each student based on their proficiencies on the NSCAS. This is very beneficial for both students and staff because it allows for us to compare their growth with their Fall and Winter MAP assessment scores.

The freshmen and sophomores completed the PreACT this spring. This test will help them prepare for the ACT their junior year as well as provide them with insight into possible careers they might want to pursue based on their strengths. When these scores get back, the results will be discussed with the students during advisory groups.

The juniors completed the ACT on April 13th. They took the test very seriously and worked hard on it. The state considers a score of 18 as proficient in Math and English Language Arts and a score of 19 as proficient in Science. We just got those results back this week. I plan to take a hard look at the data when activities slow down.

The students in grades Kindergarten through second are completing the Spring MAPs tests. It is always interesting to see how much our students grow over the course of the school year. We will be analyzing data during the Data Retreat scheduled by the ESU4 at the end of May.

End of the Year

We have focused on finishing out the year strong with PBIS celebrations, accelerated reader celebrations, music programs, field trips and awards nights. It is hard to believe that we are at the end of another school year already. I always enjoy reflecting on the past year during these events and appreciate all the amazing things our students and staff have accomplished. This year is bittersweet as I know that I will be saying "See You Later" to a lot of people that have made my time here at HTRS a memorable one.



NASB Monthly Update for Board Meeting Agenda Item

May 2023

Monthly Agenda Video Updates

<https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org - News & Resources – Video Library)

Latest 'Board Notes' – Monthly Newsletters

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

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

- *'Organized Chaos:' Celebrating Corky's Spark and Passion in Pender*
- *At The Board Table*
- *Strengthening Democracy at GIPS*
- *NASB Legislative Advocacy Day: In Pictures*
- *National Walk at Lunch Day – April 26*
- *Annual NASB Member Golf Outing*
- *NAEP State Convention Reaches New Heights*
- *School Leaders & Law*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More!*

Government Relations & Advocacy

<https://members.nasbonline.org/government-relations>

(www.NASBonline.org – Government Relations)

- 1st Day of the 108th Legislature, 1st Session began Wednesday, January 4, 2023
 - *(This will be a 90-Day Session ending roughly June 9th)*
- NASB held its inaugural Legislative Advocacy Day on April 17 in Lincoln
- **843 Bills & Measures were introduced ... NASB is following roughly 120**
 - *Check out a number of video updates at frequent NASB's Bills Page, which is always updated and sortable at*
 - <https://members.nasbonline.org/government-relations>
 - <https://nasb.envisiams.com/legislative-bills>

“NASB Update – Annual Board Calendar Summary”

View the full detailed calendar at: <https://members.nasbonline.org/board-leadership/resources>

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

May Board Agenda Items

In addition to routine agenda items, time sensitive topics include:

- Advocacy - Review NASB Website: NASB 2023 Legislative Bills to Watch: <https://nasb.envisiams.com/legislative-bills>
- Policy – Student Discipline/Law Enforcement-review attendance policy, absence, and work with county attorney before August 1.
- Student Accountability – Each school district will file a report with end-of-the-school-year annual summary including (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher.
- Budget - NSAA Cooperative Sponsorship Agreement submit request for new program or renewals to NSAA on or before July 1 for fall Activities, September 1 for winter and January 1 for spring.

Review the full May Agenda on page 25 of the 2023 NASB Board Meeting Guide & Annual Board Calendar

Board Retreat

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

Upcoming NASB Board Leadership Events

Board President Circle Team Meeting – Favorable feedback warrants that we continue to provide the lunch and learn Board President Circle. Join us on Wednesday, May 3, 2023, at 12:00 PM CT and again at 12:00 PM MT. We will provide a common link to allow you as board president to participate as time allows. Please take advantage of the time slots and if you would like to set in on the CT and MT, please feel free to do so.

NASB Leadership Workshop – June 7 and 8, 2023 – Join the NASB Board Leadership Team at the Cornhusker Marriott, Lincoln for a working retreat to further develop the Superintendent/ESU Administrator, Board President, and Vice President leadership team. The day and a half agenda will include team building activities addressing a Superintendent/ESU Administrator-board governance audit, healthy leadership working relationships, meeting protocols including the agenda and minutes, committee structure, Open Meetings Law, scenarios, goal planning, and more. Access the registration information at <http://members.nasbonline.org/index.php/nasb-leadership-workshop>

NASB’s Video Resources

<https://members.nasbonline.org/news-resources/video-library>

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

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

Networking & Events ... Register Now

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

- **Leadership Workshop**
 - June 7-8 – Lincoln
 - <https://members.nasbonline.org/events/nasb-leadership-workshop>
- **NASB Member Golf Outing**
 - June 14 – Kearney
- **School Leaders & Law Conference**
 - June 14-15 – Kearney
 - <https://members.nasbonline.org/events/school-leaders-and-law-conference>
- **ALICAP Summer Workshops**
 - July 10 - Gering
 - July 11 - Kearney
 - July 12 - Lincoln
- **AREA MEMBERSHIP MEETINGS BEGIN AUGUST 22**

NASB Member Virtuals

<https://members.nasbonline.org/events/nasb-member-virtuals>

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

- Previous Member Virtuals Available to Watch Include:
 - Gubernatorial Candidates Q&A w/ Blood & Pillen
 - 2022 Legislative Recap & Look Ahead
 - Tough Times & Tough Meetings: The Board’s Role in Navigating Hot Button Issues
 - NASB Member Virtuals w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC, Bryce Wilson of NDE on Cares Act Funds Q&A for School Boards, and More ...



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

Watch all of the NASB videos at <https://members.nasbonline.org/news-resources/video-library>

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

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

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

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

Patrol Time Report

**Run Date/Time 05/01/2023 - 07:36
From 04/01/2023 To 04/30/2023**

Date	Officer	Time In	Time Out	Total Time	Narrative
04/03/2023	9198 / 1	07:30	14:45	435	Speak with students/staff before school, spoke with parent about student not showing up to school, walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center (twice), spent time in lunchroom with all age groups, walked 9,700 steps throughout the school.
04/04/2023	9198 / 1	07:50	15:45	475	Speak with students/staff before school, walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center, spoke with student at the learning center about not following instructions, went to a student's residence because they did not show up to school, spent time in lunchroom with all age groups, sat through bullying/online safety presentations with 3rd grade, 4th grade, and the high school, walked 7,600 steps throughout the school.
04/05/2023	9195 / 2	07:32	15:45	493	07:40-0800 Parking Lot/Main Entrance 08:30-09:00 Attendance Check In 09:00-10:00 Building Walkthrough 10:50-11:15 Take Lunch To The Learning Center 11:15-13:00 Lunchroom Kindergarten 11:00 1ST & 2ND Grade 11:10 6TH Through 8TH Grade 11:30 3RD Through 5TH Grade 11:50 9TH Through 12TH Grade 12:25 13:00-13:30 Personal Lunch 14:00-15:00 Main Building Monitoring/Walkthrough 15:00-15:45 Dismissal Monitoring Outside Main Entrance: While kids get on the bus.
04/06/2023	9195 / 2	08:02		0	07:40-0800 Parking Lot/Main Entrance 08:30-09:00 Attendance Check In 09:00-10:00 Building Walkthrough 10:50-11:15 Take Lunch To The Learning Center 11:15-13:00 Lunchroom Kindergarten 11:00 1ST & 2ND Grade 11:10 6TH Through 8TH Grade 11:30 3RD Through 5TH Grade 11:50 9TH Through 12TH Grade 12:25 13:00-13:30 Personal Lunch 14:00-15:00 Main Building Monitoring/Walkthrough 15:00-15:45 Dismissal Monitoring Outside Main Entrance: While kids get on the bus.
04/12/2023	919	07:30	12:30	300	Greet students in the morning; Career Day; Speak with a student who was confused and possibly under the influence of something.
04/12/2023	9198 / 1	07:40	15:45	485	Speak with students/staff before school, spoke with students during career fair, walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center, spoke with students at learning center, watched students as they boarded the buses, walked 7,800 steps throughout the school.
04/13/2023	9198 / 1	07:40	12:00	260	Walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center (twice), walked 6,000 steps throughout the school.
04/14/2023	919	07:30	10:00	150	Greet student; Talk with a student about possible child abuse at home

Patrol Time Report**Run Date/Time 05/01/2023 - 07:36
From 04/01/2023 To 04/30/2023**

04/14/2023	9195 / 2	07:40	15:45	485	07:40-0800 Parking Lot/Main Entrance 08:30-09:00 Attendance Check In Spoke with the Juvenile about possible abuse. I contacted DHHS. The investigation is still ongoing. 10:50-11:15 Take Lunch To The Learning Center 11:15-13:00 Lunchroom Kindergarten 11:00 1ST & 2ND Grade 11:10 6TH Through 8TH Grade 11:30 3RD Through 5TH Grade 11:50 9TH Through 12TH Grade 12:25 13:00-13:30 Personal Lunch 14:00-15:00 Main Building Monitoring/Walkthrough 15:00-15:45 Dismissal Monitoring Outside Main Entrance: While kids get on the bus.
04/17/2023	9191 / 1	08:30		0	Walk around school talk to students at Bell. Welfare check on student that did not show up for school. Walk hall ways. Lunch to learning center and talk with students. Monitor lunches and talk with students, escort J.H. students to lockers after lunch and monitor bell. Sent to the learning center to help with staffing. Monitor H.S. lunch and escort them back to their lockers after lunch. Assist in getting upset student from playground back inside. Investigation fire alarm at Learning Center, THC pen found on student who was cited for possession.
04/18/2023	919	07:30	08:30	60	Greet students
04/18/2023	919	10:30	15:30	300	Address a student who yelled at a teacher, and threw his books; Remove a student who refused to leave from a classroom; Monitor halls during class and between classes; Monitor students leaving school
04/19/2023	9198 / 1	07:40	15:45	485	Walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center, spoke with students at learning center, assisted with a student on the floor in the kitchen, monitored all student lunch times, assisted with an erratic student, assisted with another erratic student, watched students as they boarded the buses, walked 10,200 steps throughout the school.
04/20/2023	919	07:00	08:00	60	School traffic
04/20/2023	9197	08:15	16:00	465	Walked hallways hourly, took lunches to the learning center, monitored high school lunch, watched classes in the old gym did welfare check on a student who did not show up to school (did not make contact with anyone),
04/21/2023	9198 / 1	08:15	15:45	450	Walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center, spoke with students at learning center, monitored all student lunch times, assisted with an erratic student, watched cameras to locate who vandalized the basketball hoops at the playground (discovered who it was and made them clean them off), watched students as they boarded the buses, walked 5,500 steps throughout the school.
04/24/2023	9195 / 2	07:40	15:45	485	07:40-0800 Parking Lot/Main Entrance 08:30-09:00 Attendance Check In 09:00-10:00 Building Walkthrough 10:50-11:15 Take Lunch To The Learning Center 11:15-13:00 Lunchroom Kindergarten 11:00 1ST & 2ND Grade

Patrol Time Report

**Run Date/Time 05/01/2023 - 07:36
From 04/01/2023 To 04/30/2023**

04/25/2023	9195 / 2	07:30	15:00	450	11:10 6TH Through 8TH Grade 11:30 3RD Through 5TH Grade 11:50 9TH Through 12TH Grade 12:25 13:00-13:30 Personal Lunch 14:00-15:00 Main Building Monitoring/Walkthrough 15:00-15:45 Dismissal Monitoring Outside Main Entrance: While kids get on the bus.
04/25/2023	9197	14:00	16:00	120	07:40-0800 Parking Lot/Main Entrance 08:30-09:00 Attendance Check In 09:00-10:00 Building Walkthrough 10:50-11:15 Take Lunch To The Learning Center 11:15-13:00 Lunchroom Kindergarten 11:00 1ST & 2ND Grade 11:10 6TH Through 8TH Grade 11:30 3RD Through 5TH Grade 11:50 9TH Through 12TH Grade 12:25 13:00-13:30 Personal Lunch 14:00-15:00 Main Building Monitoring/Walkthrough
04/25/2023	9197	14:00	16:00	120	Walked Halls, Observed a Class, Stood outside at Dismissal time
04/26/2023	9198 / 1	07:30	15:45	495	Walked hallways and spoke with staff and students multiple times throughout the day, took lunches to the learning center, spoke with students at learning center, monitored all student lunch times, spoke with student about going into the kitchen, watched students as they boarded the buses, spoke with students about walking home safely, walked 9,300 steps throughout the school.
04/27/2023	9198 / 1	07:30	15:45	495	Sat with student misbehaving in the gym before school, walked hallways and spoke with staff and students multiple times throughout the day, went to a student's residence and spoke with their mother about the student not showing up to school took lunches to the learning center, monitored all student lunch times, Spoke with students about inappropriate touching, walked 6,100 steps throughout the school.
04/27/2023	919	13:00	16:30	210	Meet with staff to discuss a student talking about drug use; Interview students about a sexual assault report that came through on Safe2help NE
04/28/2023	9195 / 2	07:40	15:30	470	SRO

TOTAL HOURS SPENT
127.13

HUMBOLDT-TABLE ROCK-STEINAUER (HTRS) PUBLIC SCHOOL EARLY CHILDHOOD EDUCATION ENDOWMENT POLICY

TITLE: Grant Funds Use for Family Engagement (home-based programs) HTRS Staff Tuition Reimbursement.

POLICY: This policy reflects the Board of Education approval process for using Sixpence grant funds to reimburse the post-secondary tuition of Home Visitors engaged in an education plan to meet the qualifications of a Home Visiting Specialist. The development of this policy is to address the shortage of qualified Home Visitors and is pursuant to the Family Engagement (home-based programs) Staff Qualification Quality Indicator for Home Visitors. Under this indicator, "programs may employ a Home Visitor with an Associate's degree, or the equivalency in credit hours, with a detailed education plan, created in conjunction with an institute of higher education to meet the Home Visiting Specialist qualifications within four years of hire. The Home Visitor must still be supervised by a Home Visiting Specialist."

Guidelines:

In order to be reimbursable with Sixpence grant funds, tuition reimbursements made by school district to the Home Visitors for post-secondary education need to be 1) reasonable and necessary, 2) allocable, and 3) legal. In order to establish "necessity," a district needs to demonstrate that the tuition reimbursements will benefit the program, not just the Home Visitor, to a degree commensurate with the amount of the reimbursement. Only courses that result in a Bachelor's degree in compliance with the requirements for a Home Visiting Specialist in Subsections 006.05A through 006.05A5 in Nebraska Department of Education Rule 11 (92 NAC 11) and in the Indicators for Staff Qualifications in the Sixpence Quality Criteria for Family Engagement Programs are appropriate for these funds.

In addition, the course program must include at least 12 credit hours specific to infants/toddlers and family engagement. Whenever possible, the First Connections Online training and Home Visiting Core Practices and Principle Online training should be taken for course credit. Additionally, all courses must be pre-approved by the superintendent, and reimbursement shall be made upon the successful completion of the course. Districts shall adopt or create policies/procedures/agreements with the Home Visitor outlining expectations and limitations for minimum grades, attendance, course withdrawal or employment ends, use of work time for higher education purposes, and reimbursement procedures.

HTRS Public School Home Visitor Tuition Reimbursement Guidelines

The Sixpence Home Visitor may be hired with an Associate's Degree and then be partially reimbursed for credits taken toward a Bachelor's Degree. Full implementation of all Sixpence criteria and curriculum will require further education and completion of a Bachelor's Degree.

A detailed education plan with a completion date within four years of the hire date and created in conjunction with a higher education institute and signed by an official representing the school will be submitted to the Superintendent. The plan needs to include 12 credit hours specific to infants/toddlers and family engagement.

All courses will need to be pre-approved by the district, and reimbursement will be made upon the successful completion of the course with a minimum grade of a "B-" need to be achieved.

Continued employment for a period of three years following completion of the required courses. If the employee resigns prior to the end of the third year, the employee will be required to reimburse the district for all tuition reimbursement at a prorated rate. Reimbursement will be made upon verification of the requirements.

Reimbursement will consist one third of the total credit hours taken in the current semester at a reasonable price.

Total reimbursement may not exceed \$4,000 per year, nor may it exceed 5% of the total grant award. Reimbursement will be made upon verification of the requirements.

Grant funds may not be used for any other costs associated with post-secondary education, such as books, fees and travel.

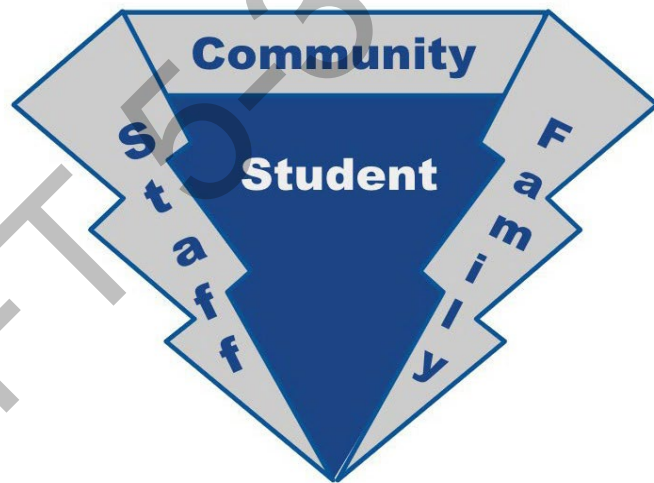
Adopted:

2023-2024

HTRS Staff Handbook

HTRS VISION STATEMENT

HTRS TITANS



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

Approved by Board of Education: DRAFT

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DRAFT 15-3-23

BELL SCHEDULE



HTRS BELL SCHEDULES



REGULAR DISMISSAL		1:30 DISMISSAL		10:00 LATE START	
Period	Time	Period	Time	Period	Time
First Bell	7:55	First Bell	7:55	First Bell	9:55
Advisory	8:00-8:15	1st Period	8:00-8:32	1st Period	10:00-10:29
1st Period	8:18-9:05	2nd Period	8:35-9:07	2nd Period	10:32-11:00
2nd Period	9:08-9:55	3rd Period	9:10-9:42	3rd Period	11:03-11:35
3rd Period	9:58-10:45	4th Period	9:45-10:17	4A Period	11:35-12:05 (6-8 Lunch)
4th Period	10:48-11:35	5th Period	10:20-10:52	4B Period	12:25-12:55 (9-12 Lunch)
5A Period	11:35-12:05 (6-8 Lunch)	6th Period	10:55-11:35	5th Period	12:58-1:34
5B Period	12:25-12:55 (9-12Lunch)	7A Period	11:35-12:05 (6-8 Lunch)	6th Period	1:37-2:13
6th Period	12:58-1:45	7B Period	12:25-12:55 (9-12 Lunch)	7th Period	2:16-2:52
7th Period	1:48-2:35	8th Period	12:58-1:30	8th Period	2:54-3:25
8th Period	2:38-3:25	All Grades will run their regular lunch schedules.		All Grades will run their regular lunch schedules.	

INTRODUCTION

This handbook provides information to persons who are employed by HTRS Public School and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The HTRS Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. George Griffith
Title: Superintendent
Address: 810 Central Ave., Humboldt, NE 68376
Telephone: 402-862-2235
E-mail: georgegriffith@htrstitans.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review HTRS Public School Policy 3053 – Nondiscrimination

PHILOSOPHY

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

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

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

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

Objectives

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents & Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts & Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without prior permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen & Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements & Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of HTRS Public School. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the

- first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of HTRS Public Schools or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to HTRS Public Schools' Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
 3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
 4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation

HTRS Public School prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by HTRS Public School. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to HTRS Public Schools' Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to HTRS Public School's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to HTRS Public School's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for

possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

Staff Expectations in Use of the Internet

Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

School Affiliated Websites

1. Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.
2. Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply

with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

3. Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

Enforcement

Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Staff & District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

Personal versus School-Affiliated Social Media Use

Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Titan Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

Staff Expectations in Use of Social Media Applicable to both Personal and School-Affiliated Use

General Use & Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

School-Affiliated Digital Content

General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright & Fair Use

HTRS Public School complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review HTRS Public Schools’ copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member’s ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the HTRS Public Schools’ local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

HTRS Public School prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee’s school performance, or (3) otherwise adversely affects an employee’s employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Kim Standerford at 402-862-2151, kimstanderford@htrstitans.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. George Griffith at 402-862-2235, georgegriffith@htrstitan.org, 810 Central Ave. Humboldt, NE 68376, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Dr. George Griffith at 402-862-2235, georgegriffith@htrstitan.org, or in

person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow HTRS Public Schools policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see HTRS Public Schools' policy on school vehicle use for further information.

Drivers for HTRS Public School must be free from drug and alcohol use or abuse. The HTRS Public School will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members projects an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

General Expectations in Dress and Appearance

1. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

Unacceptable Forms of Dress and Appearance

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
 - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
 - Shorts, except when teaching physical education class or at athletic or other activity practices.
 - Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
 - Hats, except when worn outside for sun coverage.
 - Rubber soled 'flip flop' thong sandals.
 - Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
 - Any attire which is immodest or may distract other employees or students in the learning environment.

Enforcement

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug Free Workplace

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires HTRS Public Schools, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Drug & Alcohol Testing

HTRS Public School administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, HTRS Public School reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are HTRS Public School property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;

- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the Substitute’s driver’s license or ability or authority to operate a motor vehicle if the Substitute’s job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees’ duties and responsibilities.

Expenses

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

Meals:

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

Standard maximum meal reimbursement rates effective August 1,2023:

Breakfast: \$9.00	Lunch: \$13.00	Dinner: \$17.00
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Douglas County, NE or out-of-state maximum meal reimbursement rates effective August 1,2023:

Breakfast: \$10.00	Lunch: \$14.00	Dinner: \$18.00
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- Reimbursement for meals purchased on day trips are prohibited by IRS Regulations; however, meals for these trips are permitted to be paid by the district at the time of purchase using a school credit card or check.
- Meal expenses over the per diem rate using the district’s credit card shall be reimbursed to the district by the employee.
- Meals purchased with the school credit card that are less than the per diem rate do not entitle the employee to the balance of the per diem amount.
- Deductions to per diem will be made for:
 - Breakfast when included by hotel.
 - Any meal included in the registration costs.

Transportation:

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

- School vehicles must be used when available or provided by district.

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

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

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.15 per day or \$15.75 per week. The lunch price includes one carton of milk. Extra cartons cost 40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the HTRS Public School and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to HTRS Public School.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and

provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The HTRS Public School encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. HTRS Public School employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete 60 hour every six years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition

must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. HTRS Public School employees, board members, and other elected or appointed HTRS Public School officials who are not transporting children are authorized to use a HTRS Public School vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a HTRS Public School purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment & Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions
 - a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

- iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
 - b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from HTRS Public Schools. HTRS Public School will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.
- 2. **Obligation to Report Threatening Statements or Behaviors.**
All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

- 3. **Threat Assessment Team**
The threat assessment team (team) shall consist of the superintendent, building principal(s), guidance counselor(s), local law enforcement, a member of the technology staff, school nurse, and school psychologist. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.
- 4. **Threat Assessment Investigation and Response**
When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening

behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. **Communication with the Public about Reported Threats**
The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.
6. **Coordination with the Crisis Team After Resolution of Threat**
The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

INFORMATION FOR ALL TEACHERS

Beginning the Day

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

Teaching Supplies

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

Care of Rooms

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

Progress Reports

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

Lesson Plans

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

Seating Charts

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

Substitute Teacher Folders

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

Parent-Teacher Conferences, Grading & Report Cards

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

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

Use of Copier

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

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

Fire Drills

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

Tornado Drills

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

Student Assistance Team

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

DUTIES OF THE TEACHER

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

Classroom Instruction

The major responsibility of a teacher in the Humboldt Table Rock-Steinauer Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation and planning,

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

Faculty Meetings

Teachers will attend all faculty meetings.

Understanding of and Adherence to District Policies and Regulations

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

Other Duties

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

Mandatory Reporting of Suspected Child Abuse or Neglect

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

Career Education

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

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

Multicultural Education

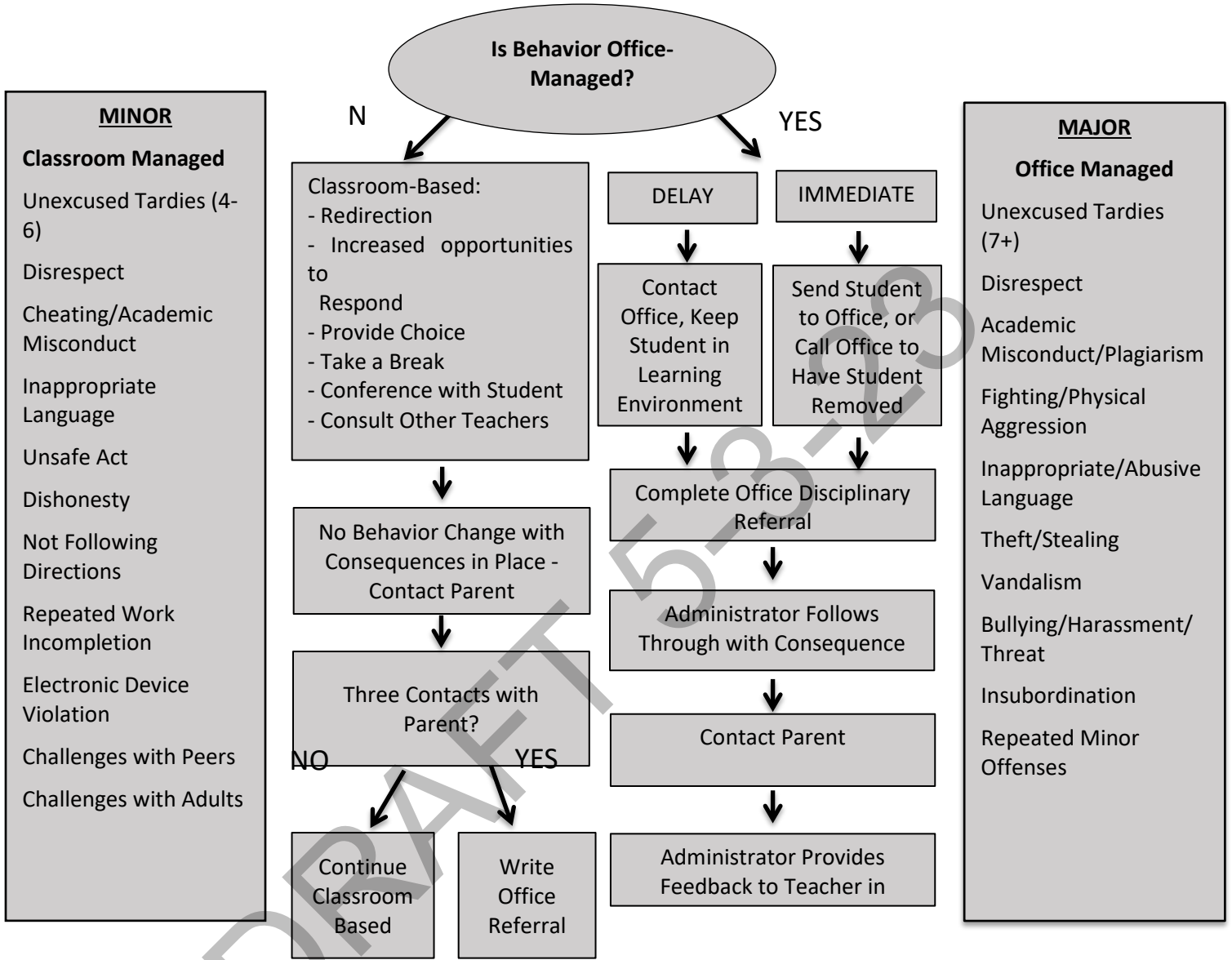
It shall be the policy of the Humboldt Table Rock-Steinauer Public Schools and its personnel to stress multi-cultural education in its curriculum and other aspects of school life. The following policy is in effect:

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

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

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

OBSERVED PROBLEM BEHAVIOR FLOWCHART



***** **DOCUMENT ALL STEPS AND NOTIFY PARENTS AT THE TIME OF INCIDENT** *****

OBSERVED POSITIVE BEHAVIOR



EDUCATION FOR STUDENTS WITH DISABILITIES

The Board of Education has adopted the following policy:

The Right of Every Child to Be Educated

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

Modified Curriculum

In most cases a modified curriculum will be needed for each student with a disability or 504. Each student shall have a curriculum that is within the capability of the student. If the student works up to his/her ability, the teacher shall grade accordingly.

Special Services Personnel

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

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

Title I Reading and Math

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

Grade Scale

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Grade / Percentage	REGULAR GRADE SCALE	WEIGHTED GRADE SCALE
A+ = 98-100	A+ = 4.0	A+ = 5.0
A = 95-97	A = 4.0	A+ = 5.0
A- = 93-94	A- = 4.0	A- = 5.0
B+ = 91-92	B+ = 3.75	B+ = 4.75
B = 88-90	B = 3.5	B = 4.5
B- = 86-87	B- = 3.0	B- = 3.0
C+ = 84-85	C+ = 2.75	C+ = 3.75
C = 80-83	C = 2.5	C = 3.5
C- = 78-79	C- = 2.0	C- = 3.0
D+ = 76-77	D+ = 1.75	D+ = 2.75
D = 72-75	D = 1.5	D = 2.5
D- = 70-71	D- = 1.0	D- = 2.0
F = 0-69	F = 0.0	F = 0.0

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The

guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraprofessionals may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraprofessionals are to work only on and within their assigned work days. If the classroom teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with

personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

1. Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
2. Certified staff are not to provide private tutoring in a school building.
3. Certified staff are not to provide private tutoring during duty time.
4. Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

1. Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
2. Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
3. Each classroom teacher is responsible for distribution of class cards on time.
4. Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

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

Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and

checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching during Planning Period

For each planning period Certified staff may be required teacher substitutes upon request by the Administration to cover another teacher's class they will be paid at a rate of 1/8 of the daily substitute pay per class period. This will be paid in December and July payrolls.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade

books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or HTRS Public Schools may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Personal Leave

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

Paid Time Off (PTO)

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

Sick Leave

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

Grandfather Clause

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

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

Illness in the Family

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

Pregnancy

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

Bereavement Leave

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

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

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

Leave Request Procedures

Leave is requested online through Time Management System and approved by your supervisor. Your paid

leave is automatically added to your timecard through TMS.

Paid Holidays

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

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

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

Jury Duty

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

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

REPORTING OF HOURS

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

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

Overtime

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

RESIGNATION OF NON-CERTIFICATED PERSONNEL

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

SEXUAL HARASSMENT

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

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

STAFF DIRECTORY

Members of the Board of Education:

Scott Ogle..... President

Mike Kanel Vice-President
 Leah Reyes Treasurer
 Kyle Hilgenfeld Member
 Neal Kanel Member
 Dave Mezger Member

Administrative Staff:

Dr. George Griffith Superintendent
 Darin Lovercheck School Principal
 Kim Standerford Assistant Principal/Tech Integration
 Kara Engels Athletic Director

Specialists

Jason Guenther Technology Director
 Diana Platt Speech Pathologist

Teaching Staff:

Jaime Frey Preschool/STEM
 Amber Hower Preschool
 Billi Jo Freeman Kindergarten
 Macie Coffey Kindergarten
 Zadie Smith 1st Grade
 Megan Engel 2nd Grade
 Holly Hawley 2nd Grade
 Shari Drake Social Emotional Learning
 Heather Clements 3rd Grade
 Schuyler Kuhlmann 4th Grade
 Lisa Wittrock 4th Grade
 Taylor Dunekacke 5th /6th Math
 Grant Tuttle 5th /6th ELA
 Michael Coffey Instrumental Music
 Angela Schnacker Physical Education
 Ashlee Meyer Title I/Interventionist
 Amy Werts Title I/Sixpence
 Dennette Wheeler Special Education
 Angie Bowers Special Education
 TBD Special Education

Carmen Eppens..... Special Education
 Alecia Gerdes..... Special Education
 Dan Ingwersen..... K-8 Guidance

SECONDARY

Amanda Bowen..... English Language Arts
 Brad Catlin..... Industrial Arts
 Brad Clements..... Business Robotics/Info Tech
 Michael Coffey..... Instrumental Music
 Scott Burger..... Business Education
 Allie Graf..... Special Education
 Matt Helms..... Math
 Megan Howe..... Math
 Sharon Joyner..... Art
 Sara Kappel..... Media Specialist
 Caleb Lempka..... Physical Education
 Carl Linnerson..... Social Studies
 Tanner Merwin..... TBD
 Tami Robison..... Science
 Brittany Rogers..... 9-12 Guidance
 Trent Platt..... VoAg/FFA
 Donna Railsback..... Science
 Katie Umland..... Vocal Music
 Darcy Weldon..... Science
 Dennette Wheeler..... Title I/Intervention
 Mark Woolard..... TBD

Office Staff:

Kelli Workman..... Business Manager
 Chantel Farwell..... Assistant Business Manager
 Lanette Speckman..... Principal’s Secretary
 Samantha Wamsley..... Administrative Assistant

Child Nutrition Program:

LuAnn Hunzeker..... Cafeteria Manager
 Kim Slama..... Assistant Cook
 TBD..... Assistant Cook

Custodians:

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

Transportation Department:

Dan Cumro..... Head Transportation /Grounds
 Tiffini Cumro..... Route Driver
 Mike Slatten..... Route Driver
 Rene Jones..... Route Driver
 TBD..... Route Driver

Staff Internet & Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff. Staff should also refer to the district’s policy on Staff and District Social Media Use.

Staff Expectations in Use of the Internet

- A. *Acceptable Use While on Duty or on School Property*
 - 1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
 - 2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
 - 3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
 - 4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.
- B. *Unacceptable Use While on Duty or on School Property*
 - 1. Staff shall not access obscene or pornographic material.
 - 2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
 - 3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member’s ability to perform their assigned duties.
 - 4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
 - 5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.
- C. *School Affiliated Websites*
 Staff must obtain the permission of the administration prior to creating or publishing any school-

affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

D. Enforcement

Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

E. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Title IX Policy and Grievance Procedures

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

1. Title IX Coordinator

- 1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).
2. **Definitions.** As used in this policy, the following terms are defined as follows:
 - 2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.
 - 2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
 - 2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).
 - 2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
 - 2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
 - 2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
 - 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of

- the district on an individual's participation in unwelcome sexual conduct
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
- 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
- 2.6.3.2. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.3. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.4. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.5. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.6. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
- 2.6.3.6.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 2.6.3.6.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
- 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
- 2.6.4.2.1. The length of the relationship.
- 2.6.4.2.2. The type of relationship.
- 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a

pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

- 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 2.6.5.3. shares a child in common with the victim; or
 - 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.
- 2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
3. **Discrimination Not Involving Sexual Harassment.**
- 3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.
 - 3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:
 - 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
 - 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
 - 3.2.3. Deny any person any such aid, benefit, or service;
 - 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
 - 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
 - 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.
- 3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006
4. Response to Sexual Harassment
- 4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.
- 4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- 4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- 4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- 4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.
5. Grievance Process for Formal Complaints of Sexual Harassment.
- 5.1. General Requirements.
- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary

sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
 - 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. Notice of Allegations.
 - 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. Dismissal of Formal Complaint.
 - 5.3.1. The district will investigate the allegations in a formal complaint.
 - 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
 - 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.
- 5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- 5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:
 - 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
 - 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
 - 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
 - 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
 - 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
 - 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic

- format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- 5.6. Determination Regarding Responsibility
- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
- 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.6.3.3. Findings of fact supporting the determination;
- 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any

allegations therein, on the grounds identified below.

- 5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.7.3. As to all appeals, the district will:
 - 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.7.3.6. Provide the written decision simultaneously to both parties.
- 5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:
 - 5.8.1. Provides to the parties a written notice disclosing:
 - 5.8.1.1. The allegations;
 - 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance

- 7.2. **Classes and Extracurricular Activities.** The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
- 8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
- 8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).
- 10.1. Specific Circumstances.
- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX

Coordinator(s).

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

DRAFT 5-3-23

SCHOOL CALENDAR 2023-2024

HTRS TITANS



2023-2024 Titan School Calendar

Approved 4-10-2023

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2023 (13 Student / 16 Teacher)

7	Fall Sports Pract Start
10-11	Teacher In-service
14	Teacher Workday
15	First Day K - 12
21	First Day PreK

September 2023 (18 Student / 18 Teacher)

4	No-School / Labor Day
5	10:00 am Start / Morn In-service
13	1:30 Dismissal / Fair
14-15	No-School / Fair

October 2023 (21 Student / 22 Teacher)

2	10:00 am Start / Morn In-service
20	End of 1st Quarter (46 Days)
26	1:30 Dismissal / P/T Conf 1:30 - 7:00
27	No-School / Workday

November 2023 (19 Student / 19 Teacher)

13	First Day of Winter Practice
15	No School / Workday PC Play Production
22-24	No-School Thanksgiving
27	10:00 am Start / Morn In-service

December 2023 (16 Student / 16 Teacher)

22	1:30 Dismissal / End 2nd Quarter (41 Days)
23-27	5 Day Practice/Competition Moratorium
25-29	No-School / Christmas Break

January 2024 (19 Student / 21 Teacher)

1-2	No-School / Christmas Break
3	No-School / Teacher Workday
4	Start of 2nd Semester
15	No-School / Teacher In-Service
16	10:00 am Start / Morn In-service

February 2024 (19 Student / 21 Teacher)

2	No School/ Teacher In-service
12	10:00 am Start / Morn In-service
15	1:30 Dismissal / P/T Conferences 1:30 - 7:00
16	No-School / Teacher Workday
26	Spring Sport Practice Starts

March 2024 (18 Student / 18 Teacher)

6	1:30 Dismissal / End 3rd Quarter (42 Days)
7-8	No-School / Spring Break
11	10:00 am Start / Morn In-service
29	Good Friday/No School

April 2024 (21 Student / 21 Teacher)

1	No School / Easter Monday
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May 2024 (12 Student / 3 Seniors / 13 Teacher)

9	Senior's Last Day
9	PreK Last Day
11	Graduation 2:00 pm
16	1:30 Dismissal /Last Day / End 4th Quarter (47 Days)
17	Teacher Workday

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
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28	29	30	31			

February 2024						
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25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 5 Teacher Workday
- 5 Teacher In-service
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

5 10:00 Start - Teacher In-service 8-10

174 Student Days - 185 Teacher

P/T Conferences in evenings on Oct 26 & Feb 8 plus Open House Aug 15 together = 1 teacher contract day

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of HTRS Public School Staff Handbook, which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

DRAFT 5-3-23

HTRS Public School
Activities Handbook



Rules and Regulations 2023 - 2024

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DRAFT 5-3-2023

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Humboldt-Table Rock Steinauer (HTRS) Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. George Griffith
Title: Superintendent
Address: 810 Central Ave, Humboldt NE 68376
Telephone: 402-862-2235
E-mail: georgegriffith@htrstitans.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review HTRS Board Policy 3053–Nondiscrimination

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school’s activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The HTRS School colors are Blue/White

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <https://www.htrstitans.com/>

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

1. Heads UP Concussions in Youth Sports
2. Concussion in Sports—What You Need to Know
3. Sports Safety International
4. ConcussionWise
5. ACTive™ Athletic Concussion Training for Coaches; and

On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The

student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

1. the date and approximate time of the injury suffered by the student,
2. the signs and symptoms of a concussion or brain injury that were observed, and
3. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

School Dances/Homecoming & Prom

Organizations may have a school dance or special activity if approved by the administration and sponsor. Dances or other activities will be co-sponsored by parents and sponsors. All junior high school dances or parties will be closed to the public. High school dances will not admit students younger than freshmen or persons older than 20. Non-HTRS high school students will be allowed to attend if the student is registered in the office and approved by administration. Students who leave a school-sponsored dance will not be allowed to return.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see policy 4043, 4051 and Rule 27 of the Nebraska Department of Education.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

Fund-Raising

Any fund-raising activities undertaken by any class or school organization must first be approved by the sponsor, then the administration. The need for the activity must be justified upon making the initial request. New fund-raising activities should not be competitive with existing fund raisers since priority will be given to the established fund-raising activities.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football	Play in at least half of the varsity quarters.
Basketball	Play in at least half of the varsity quarters.
Volleyball	Play in at least half of the total sets played.
Wrestling	Accumulate 20 points or place at district wrestling tournament and/or complete the season in good standing.

Track	Score in 2 events or 2 meets.
Golf	Shoot a 48 or better in a verified round.

Instrumental and Vocal Music

1. Participants must have a current average of 94% or better, and have had a 94% or better for the previous 3 quarters. Criteria for earning an "A" are posted in the music room and/or are available from the instructor.
2. Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
3. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.
4. Participants who have one "B" in any one of the previous 3 quarters may, at the discretion of the director, be allowed to make up for the "B" by earning 20 points in the fourth quarter. A list of approved activities and corresponding point values is available from the director.
5. Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

Speech

The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and participation. In order to letter, a participant must earn a minimum of 200 points. Points can be earned in the following ways:

1. Practice / Rehearsal with Speech Coach - up to 10 points per practice session; extemporaneous speakers must verify prep time equivalent to 10 practice sessions.
2. Performance - 20 points for performing at each speech meet, including invitationals, conference, district, and state.
3. If a participant attends a meet but scratches for any reason, no points will be earned and 10 points will be deducted from his/her point total.
4. If a participant does not show up for a meet for which he/she has been entered, 50 points will be deducted from his/her point total unless a parent or guardian has notified the Speech Coach with a valid excuse for the reason that the participant missed the meet.
5. If one person of an OID or Duet Acting group does not attend a meet for which he/she has been entered, he or she will lose 10 points. The remaining members of the group will be awarded 10 points for attendance even though they cannot perform.
6. Novice speech team members will earn 10 points for attending speech meets with the team, even though they are not competing, providing they support and encourage team members by watching their events.
7. Any participant who is reprimanded by a contest director for improper behavior at a speech meet will be penalized 50 points. If this happens more than once during any part of the season, the participant will be removed from the team. Parents of removed team members will be notified of the removal and the reasons for the removal.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)

Cross County

Football

Golf

Track (boys and girls)

Volleyball

Wrestling

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. Ten percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

[Include any other information regarding your specific Honor Society chapter/program as you deem appropriate. The National Association recommends several details be included about your program in the [National Honor Society Handbook](#).]

Student Government

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

Speech & Debate Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.

7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. Student eligibility related to domicile can be attained in the following manners:
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-21 school year prior to May 1, 2020; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Humboldt-Table Rock-Steinauer Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach & Sponsor Rules

Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct

Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those

activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means that period commencing on the first day of an activity practice through the last day of the school or scheduled event.

Discipline

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;

2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment: Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's, coach's and or sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident: Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures: Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision: A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance: Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent’s Guide to Concussions

What is a Concussion?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

Concussion Facts

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl’s lacrosse, girls’ soccer, boy’s lacrosse, wrestling, and girls’ basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

What Are The Signs And Symptoms Of A Concussion?

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can’t recall events prior to hit or fall • Can’t recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not “feel right”

What Should I Do If I Think My Child Has Had A Concussion?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

When In Doubt – Sit Them Out!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

When May An Athlete Return To Play Following A Concussion?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

How Can A Concussion Affect Schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

What Can You Do?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

Other Frequently Asked Questions:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion? The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent’s Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

SECTION FIVE TITLE IX POLICY

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

1. Title IX Coordinator

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

that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions

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

- 2.1 *Actual knowledge* means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.
- 2.2 *Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- 2.3 *Formal complaint* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).
- 2.4 *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- 2.5 *Consent* for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- 2.6 *Sexual harassment* means conduct on the basis of sex that satisfies one or more of the following:
- 2.6.1 An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2 Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3 *Sexual assault*, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

- 2.6.3.1 Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
- 2.6.3.1.1 Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.1.2 Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.3 Sexual Assault With an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4 Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2 Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
- 2.6.3.2.1 Incest - Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 2.6.3.2.2 Statutory Rape - Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4 *Dating violence*, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person:
- 2.6.4.1 who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2.6.4.2 where the existence of such a relationship shall be determined based on a consideration of the following factors:
- 2.6.4.2.1 The length of the relationship.
- 2.6.4.2.2 The type of relationship.
- 2.6.4.2.3 The frequency of interaction between the persons involved in the relationship.
- 2.6.5 *Domestic violence*, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to

gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

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

2.6.5.2 is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3 shares a child in common with the victim; or

2.6.5.4 commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

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

2.6.6.1 fear for his or her safety or the safety of others; or

2.6.6.2 suffer substantial emotional distress.

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

3. Discrimination Not Involving Sexual Harassment

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

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

3.2.1 Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

1.2.1.1 Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

1.2.1.2 Deny any person any such aid, benefit, or service;

1.2.1.3 Subject any person to separate or different rules of behavior, sanctions, or other treatment;

1.2.1.4 Apply any rule concerning the domicile or residence of a student or applicant; \Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

1.2.1.5 Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

1.3 *Complaint Procedure:* All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, HTRS Board Policy 2006.

2. Response to Sexual Harassment

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

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

2.3 *Emergency Removal:* Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

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

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

3. Grievance Process for Formal Complaints of Sexual Harassment

5.1 *General Requirements*

3.1.1 Equitable Treatment: The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not

supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

- 3.1.2 **Objective Evaluation:** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 3.1.3 **Absence of Conflicts of Interest or Bias:** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 3.1.4 **Training:** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 3.1.4.1 **All District Employees and Board Members:** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 3.1.4.2 **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators:** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 3.1.4.3 The definition of sexual harassment in subsection 2.6;
 - 3.1.4.3.1 The scope of the district's education program or activity;
 - 3.1.4.3.2 How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 3.1.4.3.3 How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - 3.1.4.4 **Decision-Makers:** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
 - 3.1.4.5 **Investigators:** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
 - 3.1.4.6 **Presumption:** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - 3.1.4.7 **Reasonably Prompt Time Frames:** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such

as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 3.1.5 Range of Possible Sanctions and Remedies: Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 3.1.6 Range of Supportive Measures: The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 3.1.7 Respect for Privileged Information: The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

3.2 Notice of Allegations

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

3.2.1.1 A copy of this policy.

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

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

3.3 *Dismissal of Formal Complaint*

3.3.1 The district will investigate the allegations in a formal complaint.

3.3.2 Mandatory Dismissals: The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

3.3.2.1 Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

3.3.2.2 Did not occur in the district's education program or activity; or

3.3.2.3 Did not occur against a person in the United States.

3.3.3 Discretionary Dismissals: The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

3.3.3.1 The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

- 3.3.3.2 The respondent is no longer enrolled in or employed by the district; or
 - 3.3.3.3 Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
 - 3.3.4 Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
 - 3.3.5 Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.
 - 3.4 Consolidation of Formal Complaints: The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
 - 3.5 Investigation of Formal Complaint: When investigating a formal complaint and throughout the grievance process, the district will:
 - 3.5.1 Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
 - 3.5.2 Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
 - 3.5.3 Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - 3.5.4 Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
 - 3.5.5 Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
 - 3.5.6 Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
 - 3.5.7 Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the

evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 3.5.8 Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

3.6 *Determination Regarding Responsibility*

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

- 3.6.2 Exchange of Written Questions: After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

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

- 3.6.3.1 Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

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

- 3.6.3.3 Findings of fact supporting the determination;

- 3.6.3.4 Conclusions regarding the application of the district's code of conduct to the facts;

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

- 3.6.3.6 The district's procedures and permissible bases for the complainant and respondent to appeal.

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

- 3.6.5 The Title IX Coordinator is responsible for effective implementation of any remedies.

- 3.7 *Appeals*: The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.
- 3.7.1 Time for Appeal: Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 3.7.2 Grounds for Appeal: Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
- 3.7.2.1 Procedural irregularity that affected the outcome of the matter;
- 3.7.2.2 New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 3.7.2.3 The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 3.7.3 As to all appeals, the district will:
- 3.7.3.1 Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 3.7.3.2 Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 3.7.3.3 Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 3.7.3.4 Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 3.7.3.5 Issue a written decision describing the result of the appeal and the rationale for the result; and
- 3.7.3.6 Provide the written decision simultaneously to both parties.
- 3.8 *Informal Resolution*: The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:
- 3.8.1 Provides to the parties a written notice disclosing:
- 3.8.1.1 The allegations;

- 3.8.1.2 The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 3.8.1.3 That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 3.8.1.4 Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 - 3.8.2 Obtains the parties' voluntary, written consent to the informal resolution process; and
 - 3.8.3 Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- 3.9 *Recordkeeping*
- 3.9.1 The district will maintain for a period of seven years records of:
 - 3.9.2 Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 3.9.3 Any appeal and the result therefrom;
 - 3.9.3.1 Any informal resolution and the result therefrom; and
 - 3.9.3.2 All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
 - 3.9.4 For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.
4. Superintendent Authorized to Contract
The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.
5. Access to Classes and Schools.
- 5.1 General Standard: Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.
 - 5.1.1 Contact sports in physical education classes: This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

- 5.1.2 Ability grouping in physical education classes: This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- 5.1.3 Human sexuality classes: Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 5.1.4 Choruses: The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.
- 5.2 Classes and Extracurricular Activities. The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
6. Athletics:
It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
- 6.1 *Separate Teams:* Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
- 6.2 *Equal opportunity:* The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
7. Certain Different Treatment on the Basis of Sex Permitted
Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
8. Retaliation Prohibited
Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).
- 8.1 Specific Circumstances.
- 8.1.1 The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 8.1.2 Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
9. Notification of Policy
The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not

discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

10. Publication of Policy

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

11. Application outside the United States.

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

12. Scope of Policy

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

DRAFT 5-3-2023

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

E-RATE PURCHASE AGREEMENT

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

- ii. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL. Seller DOES NOT accept SPI orders before July 1 of the Funding Year.
- iii. All payments, regardless of method, shall be submitted to "Accounts Receivable" at the Seller's address listed above.
- iv. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.

6. NON-ASSIGNABILITY AGREEMENT

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

- i. The term of this Agreement shall commence on April 1, 2023 ("Effective Date") and be valid through the later of the Funding Year 2023 or 9/30/2024.
- ii. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

- iii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above.

8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

10. GOVERNING LAW

This Agreement will be governed by the laws of NE, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

E-RATE PURCHASE AGREEMENT

CDW Government LLC
Attn: E-Rate Sales
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
Phone: 800-328-4239
Facsimile: Please fax Purchase Orders to your Account Manager

B. Other Requirements

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) part number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; and 10) FRN number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.
- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:

“The total cost of this purchase order is \$_____. The E-Rate portion is \$_____, and is committed by USAC. If there is any issue with the E-Rate portion, HTRS Public School District accepts full responsibility for the cost of this purchase, \$_____.”

C. Assistance with Order

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer’s purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP’S APPROVAL OF THE PRODUCT SUBSTITUTION.

5. PRICE AND PAYMENT TERMS

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller’s opinion, Customer’s financial condition, previous payment record, or the nature of Customer’s relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

A. Price

The Price shall be as set forth on the Customer’s quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

B. Payment Terms

- i. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.



Form 474 Service Provider Invoice (SPI) Method

Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice.



Form 472 Billed Entity Applicant Reimbursement (BEAR) Method

E-RATE PURCHASE AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CDW Government LLC

HTRS Public School District

(Authorized Signature)



(Authorized Signature)

Printed Name

George Griffith

Printed Name

Title: _____

Title: Superintendent

Date: _____

Date: 3/24/23

Appendix A

Required Form for RFP Response.

TABLE 2.1: HTRS PUBLIC SCHOOL DISTRICT			
Erate Eligible Services			
Description	Qty	Unit	Total
Meraki MS225-48FP-HW	9	\$3,167.48	\$28,507.32
One of the two options below will be chosen; both options are required to be included.			
Meraki MR Enterprise License, 3 YR	9	\$397.97	\$3,581.73
Meraki MR Enterprise License, 5 YR	9	\$696.29	\$6,266.61

I acknowledge Section 2.1 Pricing and Payment; HTRS Public School District will only accept discount on invoices; therefore, the winning vendor will file a Form 474 (Service Provider Invoice Form) to request payment of the discount amount for eligible services after billing the applicant for the non-discount share of the cost of the equipment and/or services.

Vendor Name: CDW Government LLC

Erate Form 498 ID (SPIN): 143005588

Printed Name: Justin Schwier

Signature: 

Date Submitted: 3/22/2023

Funding Commitment Decision Overview

Funding Year 2023

Application Comments for FCC Form 471: #231033550

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2399049698	CDW Government LLC	\$20,864.36	\$20,864.36	Funded

FRN 2399049698	Service Type Internal Connections	Status Funded
--------------------------	---	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$34,773.93
Total Pre-discount Charges		\$34,773.93	
Discount Rate		60.00%	
Committed Amount		\$20,864.36	

Dates	
Service Start Date	7/1/2023
Contract Expiration Date	6/30/2024
Contract Award Date	3/24/2023
Service Delivery Deadline	9/30/2024
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	CDW Government LLC
SPIN (498ID)	143005588
Contract Number	101483
Account Number	
Establishing FCC Form 470	230022293

Consultant Information	
Consultant Name	
Consultant's Employer	ESU 5 Erate Services
CRN	17000014

Funding Commitment Decision Comments

MR1: Approved as submitted.



Because learning changes everything.®

QUOTE PREPARED FOR:

Htrs USD 2007
810 CENTRAL AVE
HUMBOLDT, NE 68376
ACCOUNT NUMBER: 192620

SUBSCRIPTION/DIGITAL CONTACT:

Tami Robison
tamirobison@htrstitans.org

CONTACT:

Tami Robison
tamirobison@htrstitans.org

SALES REP INFORMATION:

Amanda Kelly
amanda.kelly@mheducation.com
(720) 601-3265

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Inspire Science © 2020 Biology	\$4,276.35	(\$406.35)	\$3,870.00
Inspire Science © 2020 Chemistry	\$1,954.35	(\$406.35)	\$1,548.00
Inspire Science © 2020 Physics	\$1,696.35	(\$406.35)	\$1,290.00
Inspire Science © 2020 Earth Science	\$1,696.35	(\$406.35)	\$1,290.00
Inspire Science © 2021 Physical Science	\$2,986.35	\$0.00	\$2,986.35
PRODUCT TOTAL*	\$12,609.75	(\$1,625.40)	\$10,984.35
ESTIMATED S&H**			\$540.87
ESTIMATED TAX**			\$0.00
GRAND TOTAL*			\$11,525.22

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 02/24/2023

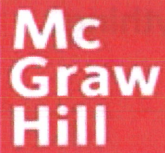
ACCOUNT NAME: Htrs USD 2007

EXPIRATION DATE: 04/10/2023

QUOTE NUMBER: SWERRB-02242023123251-001

ACCOUNT #: 192620

PAGE #: 1



Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Inspire Science © 2020 Biology					
INSPIRE SCIENCE BIOLOGY COMPLETE STUDENT 6 YEAR BUNDLE Includes: Hardcover Student Edition, 6-year Digital Student Center	978-0-07-688438-4	30	\$129.00	\$0.00	\$3,870.00
Teacher Materials					
INSPIRE SCIENCE BIOLOGY TEACHER EDITION	978-0-07-688434-6	1	\$198.45	\$198.45	*Free Materials
INSPIRE SCIENCE BIOLOGY ETEACHER EDITION 6 YEAR SUBSCRIPTION	978-0-07-676019-0	1	\$207.90	\$207.90	*Free Materials
Teacher Materials Subtotal:				\$406.35	\$0.00
Inspire Science © 2020 Biology Subtotal:				\$406.35	\$3,870.00
Inspire Science © 2020 Chemistry					
INSPIRE SCIENCE CHEMISTRY COMPLETE STUDENT 6 YEAR BUNDLE Includes: Hardcover Student Edition, 6-year Digital Student Center	978-0-07-688447-6	12	\$129.00	\$0.00	\$1,548.00
Teacher Materials					
INSPIRE SCIENCE CHEMISTRY TEACHER EDITION	978-0-07-688442-1	1	\$198.45	\$198.45	*Free Materials
INSPIRE SCIENCE CHEMISTRY ETEACHER EDITION 6 YEAR SUBSCRIPTION	978-0-07-676003-9	1	\$207.90	\$207.90	*Free Materials
Teacher Materials Subtotal:				\$406.35	\$0.00
Inspire Science © 2020 Chemistry Subtotal:				\$406.35	\$1,548.00
Inspire Science © 2020 Physics					
INSPIRE SCIENCE PHYSICS COMPLETE STUDENT 6 YEAR BUNDLE Includes: Hardcover Student Edition, 6-year Digital Student Center	978-0-07-688449-0	10	\$129.00	\$0.00	\$1,290.00
Teacher Materials					
INSPIRE SCIENCE PHYSICS TEACHER EDITION	978-0-07-688454-4	1	\$198.45	\$198.45	*Free Materials
INSPIRE PHYSICS ETEACHER EDITION 6 YEAR SUBSCRIPTION	978-0-07-685504-9	1	\$207.90	\$207.90	*Free Materials
Teacher Materials Subtotal:				\$406.35	\$0.00
Inspire Science © 2020 Physics Subtotal:				\$406.35	\$1,290.00

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
 Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 02/24/2023
 QUOTE NUMBER: SWERRB-02242023123251-001

ACCOUNT NAME: Htrs USD 2007
 ACCOUNT #: 192620

EXPIRATION DATE: 04/10/2023
 PAGE #: 2



Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Inspire Science © 2020 Earth Science					
INSPIRE SCIENCE EARTH GRADES 9-12 COMPLETE STUDENT 6 YEAR BUNDLE Includes: Hardcover Student Edition, 6-year Digital Student Center	978-0-07-688470-4	10	\$129.00	\$0.00	\$1,290.00
Teacher Materials					
INSPIRE SCIENCE EARTH GRADES 9-12 TEACHER EDITION	978-0-07-688465-0	1	\$198.45	\$198.45	*Free Materials
INSPIRE EARTH SCIENCE ETEACHER EDITION 6 YEAR SUBSCRIPTION	978-0-07-685532-2	1	\$207.90	\$207.90	*Free Materials
Teacher Materials Subtotal:				\$406.35	\$0.00
Inspire Science © 2020 Earth Science Subtotal:				\$406.35	\$1,290.00
Inspire Science © 2021 Physical Science					
INSPIRE SCIENCE PHYSICAL SCIENCE GRADES 9-12 COMPLETE STUDENT 6 YEAR BUNDLE Includes: Hardcover Student Edition, 6-year Digital Student Center	978-0-07-695845-0	20	\$129.00	\$0.00	\$2,580.00
Teacher Materials					
INSPIRE SCIENCE PHYSICAL SCIENCE GRADES 9-12 TEACHER EDITION	978-0-07-695819-1	1	\$198.45	\$0.00	\$198.45
INSPIRE PHYSICAL SCIENCE ETEACHER EDITION 6 YEAR SUBSCRIPTION	978-0-07-685545-2	1	\$207.90	\$0.00	\$207.90
Teacher Materials Subtotal:				\$0.00	\$406.35
Inspire Science © 2021 Physical Science Subtotal:				\$0.00	\$2,986.35

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
 Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 02/24/2023

ACCOUNT NAME: Htrs USD 2007

EXPIRATION DATE: 04/10/2023

QUOTE NUMBER: SWERRB-02242023123251-001

ACCOUNT #: 192620

PAGE #: 3



Because learning changes everything.®

QUOTE PREPARED FOR:

Htrs USD 2007
810 CENTRAL AVE
HUMBOLDT, NE 68376
ACCOUNT NUMBER: 192620

CONTACT:

Tami Robison
tamirobison@htrstitans.org

VALUE OF ALL MATERIALS	\$12,609.75
FREE MATERIALS	(\$1,625.40)
PRODUCT TOTAL*	\$10,984.35
ESTIMATED SHIPPING & HANDLING**	\$540.87
ESTIMATED TAX**	\$0.00
GRAND TOTAL	\$11,525.22

SUBSCRIPTION/DIGITAL CONTACT:

Tami Robison
tamirobison@htrstitans.org

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

[Terms Of Service](#)

[Provisions required by Subscriber State law](#)

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 02/24/2023

ACCOUNT NAME: Htrs USD 2007

EXPIRATION DATE: 04/10/2023

QUOTE NUMBER: SWERRB-02242023123251-001

ACCOUNT #: 192620

PAGE #: 4



HTRS HIGH SCHOOL

Humbolt, Nebraska

8-MAN FOOTBALL - LED PROPOSAL

Jim Thomas : 316-253-4530 / jt@sportlighting.com

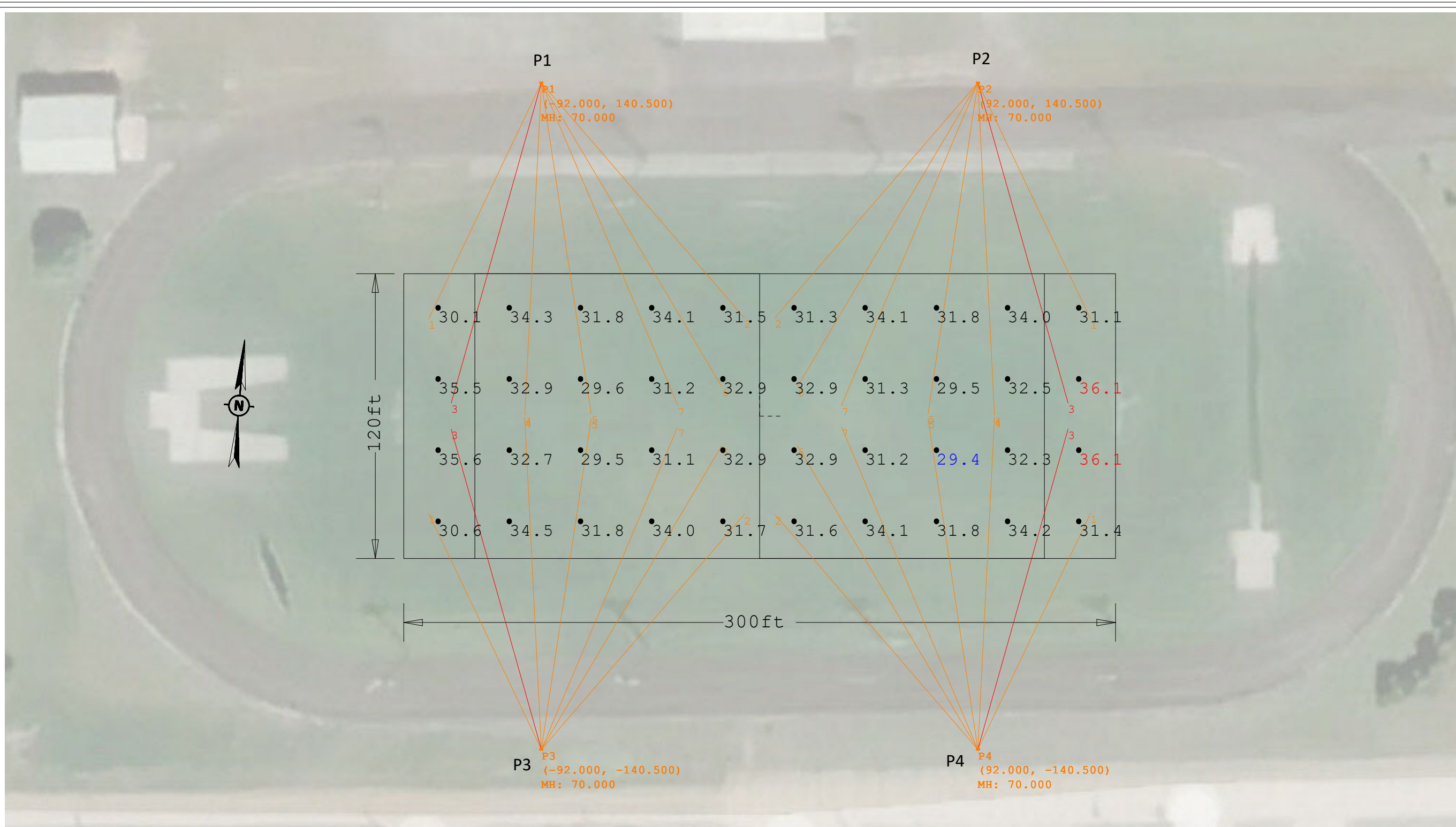
Project Name:	<u>HTRS High School</u>
Project City-State:	Humbolt, Nebraska
Quote Date:	2/13/2023
Type of Field(s):	<u>8-Man Football Field</u>
Photometrics Per Design #:	30 FC Light Level / 23-6777-30
Warranty:	10 Year Maintenance <u>FREE</u> OR Manufacturer Product Warranty

Quantity	Description
4	70 Foot Mounting Height Steel Poles (M)
4	7 Fixture Crossarms
0	11 Fixture Crossarms
28	CLIR 630w LED w/ Standard Visor
1	Synapse Wireless Control Hub w/ On-Site Control (WiFi control within 300' of hub - On/Off ONLY)
28	Prewiring for Poles and Crossarms

<p>Project Notes:</p> <ul style="list-style-type: none"> > Price includes all materials listed above (excluding adders & deducts). > Price includes delivery to jobsite. > Price firm for 45 days. > Allow 6-8 weeks for delivery. > Price does NOT include SALES or USE taxes. > All work to be performed that requires a license, including but not limited to electrical & plumbing will be performed by individuals currently licensed in the proper jurisdiction.
--

<p>Warranty Notes:</p> <ul style="list-style-type: none"> > Seller warrants that Equipment furnished or manufactured by Seller will be free from defects in material and workmanship for a period - of <u>10 years</u> from date of shipment. > Seller will replace any defective material for the entire <u>10 year</u> period. > Techline will make every effort to maintain any component of our sports lighting system for the entirety of the warranty period.
--

<p>TURNKEY Installation Notes:</p> <ul style="list-style-type: none"> > Allow 3-4 weeks for Turnkey Installation. > Pole locations must also be accessible with standard lift and not obstructed by fencing, buildings, etc. (<i>special lift & matting charges not included</i>) > Standard turnkey install foundations assume 2000psi soil conditions. >> (<i>Any other conditions that may be present upon installation (i.e. rock, water, etc.) that cause additional foundation design or modification - (i.e. rebar, casing, etc.) may require additional charges.</i>) <p><input checked="" type="checkbox"/> INCLUDES:</p> <ul style="list-style-type: none"> ✓ Demolition & Disposal of existing sports lighting system. (Disposal of poles by owner) ✓ Build out pole tops including mounting cross arm assemblies, mount & wire all fixtures in place, crane rental to set all pole tops in - place, fixture aiming, commissioning of controls, control training, and final clean up. ✓ Auguring pole foundation holes, setting all pole stubs in holes, center/plumb/brace and backfill with 3000psi concrete ✓ Install individual conduit and wiring for each pole sized accordingly. No more than 3% voltage drop shall be allowed. ✓ All wiring to be copper type THHN. ✓ Installing controls (if supplied) based on 480V 3Ø service being available within 150' of field. <p>Total Including Turnkey Install = \$198,000.00</p>



HTRS HIGH SCHOOL
HUMBOLDT, NE
8 MAN FOOTBALL
23-6777-30FC-AGI

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
P1	7	70
P2	7	70
P3	7	70
P4	7	70

Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
P1	4522
P2	4522
P3	4522
P4	4522
TOTAL	18088

Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
☐	4	CLIR_630_OM_N	0.950	646	SINGLE
☐	24	CLIR_630_OM_M	0.950	646	SINGLE

Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpLr	PtSpTb	CV	UG
8 MAN FOOTBALL	300'x120'	Fc	32.45	36.1	29.4	1.23	40	30	30	0.06	1.18

****DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MESAUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN.****

1. THIS LIGHTING DESIGN IS BASED ON INFORMATION SUPPLIED BY OTHERS. SITE DETAILS PROVIDED HEREON ARE REPRODUCED ONLY AS A REFERENCE AND FIELD OPERATIONS MAY SIGNIFICANTLY AFFECT PREDICTED PERFORMANCE. PRIOR TO INSTALLATION, CRITICAL SITE INFORMATION (POLE LOCATION, OBSTRUCTION, MOUNTING HEIGHT, ETC.) SHOULD BE COORDINATED WITH THE CONTRACTOR AND/OR SPECIFIER RESPONSIBLE FOR THE PROJECT.
2. LUMINAIRE DATA IS TESTED TO INDUSTRY STANDARD UNDER LABORATORY CONDITIONS. OPERATING VOLTAGE AND NOMINAL MANUFACTURING TOLERANCES OF LUMINAIRE, BALLAST, AND LUMINAIRE MAY AFFECT FIELD RESULTS.
3. COMPLIANCE TO FACILITY CODE AND OTHER LOCAL REQUIREMENTS IS THE RESPONSIBILITY OF THE OWNER AND/OR THE OWNER'S REPRESENTATIVE.

DRAWN BY: KBER
Date: 2/13/2023
SCALE: NTS
Page 1 of 1
23-6777-30FC-AGI



Project Name:	<u>HTRS High School</u>
Project City-State:	Humbolt, Nebraska
Quote Date:	2/13/2023
Type of Field(s):	<u>8-Man Football Field</u>
Photometrics Per Design #:	50 FC Light Level / 23-6777-50
Warranty:	10 Year Maintenance <u>FREE</u> OR Manufacturer Product Warranty

Quantity	Description
4	70 Foot Mounting Height Steel Poles (M)
0	7 Fixture Crossarms
4	11 Fixture Crossarms
44	CLIR 630w LED w/ Standard Visor
1	Synapse Wireless Control Hub w/ On-Site Control (WiFi control within 300' of hub - On/Off ONLY)
44	Prewiring for Poles and Crossarms

Project Notes:

- Price includes all materials listed above (excluding adders & deducts).
- Price includes delivery to jobsite.
- Price firm for 45 days.
- Allow 6-8 weeks for delivery.
- Price does **NOT** include SALES or USE taxes.
- All work to be performed that requires a license, including but not limited to electrical & plumbing will be performed by individuals currently licensed in the proper jurisdiction.

Warranty Notes:

- Seller warrants that Equipment furnished or manufactured by Seller will be free from defects in material and workmanship for a period - of 10 years from date of shipment.
- Seller will replace any defective material for the entire 10 year period.
- Techline will make every effort to maintain any component of our sports lighting system for the entirety of the warranty period.

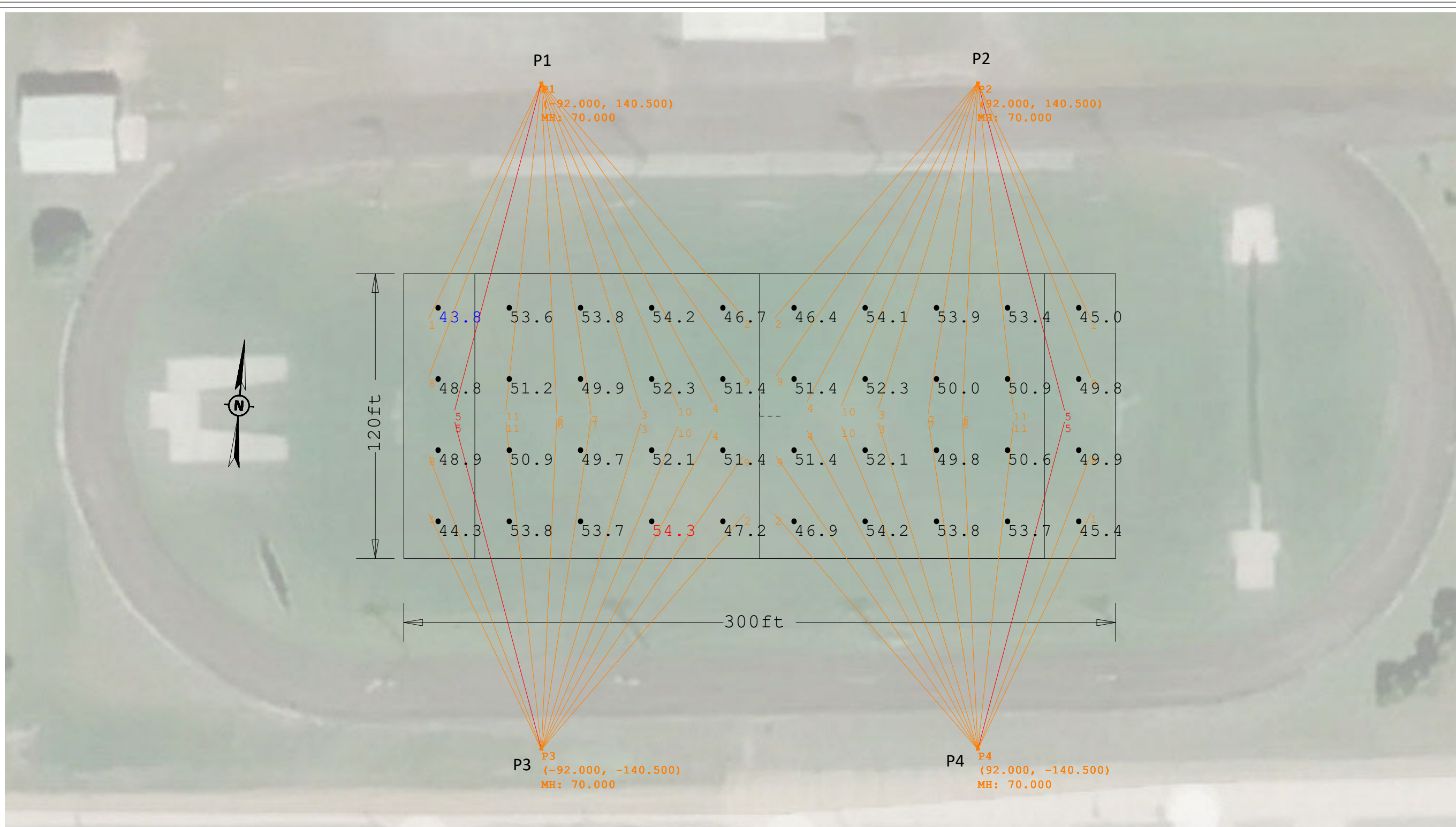
TURNKEY Installation Notes:

- Allow 3-4 weeks for Turnkey Installation.
- Pole locations must also be accessible with standard lift and not obstructed by fencing, buildings, etc. (*special lift & matting charges not included*)
- Standard turnkey install foundations assume 2000psi soil conditions.
- (*Any other conditions that may be present upon installation (i.e. rock, water, etc.) that cause additional foundation design or modification - (i.e. rebar, casing, etc.) may require additional charges.*)

INCLUDES:

- ✓ Demolition & Disposal of existing sports lighting system. (Disposal of poles by owner)
- ✓ Build out pole tops including mounting cross arm assemblies, mount & wire all fixtures in place, crane rental to set all pole tops in - place, fixture aiming, commissioning of controls, control training, and final clean up.
- ✓ Auguring pole foundation holes, setting all pole stubs in holes, center/plumb/brace and backfill with 3000psi concrete
- ✓ Install individual conduit and wiring for each pole sized accordingly. No more than 3% voltage drop shall be allowed.
- ✓ All wiring to be copper type THHN.
- ✓ Installing controls (if supplied) based on 480V 3Ø service being available within 150' of field.

Total Including Turnkey Install = **\$219,000.00**



HTRS HIGH SCHOOL
HUMBOLDT, NE
8 MAN FOOTBALL
23-6777-50FC-AGI

Pole Summary		
Scene: DEFAULT		
Poles	# Lums	MH
P1	11	70
P2	11	70
P3	11	70
P4	11	70

Pole Wattage Summary	
Scene: DEFAULT	
Label	Total Watts
P1	7106
P2	7106
P3	7106
P4	7106
TOTAL	28424

Luminaire Schedule					
Scene: DEFAULT					
Symbol	Qty	Label	LLF	Lum. Watts	Arrangement
	4	CLIR_630_OM_N	0.950	646	SINGLE
	40	CLIR_630_OM_M	0.950	646	SINGLE

Calculation Summary											
Scene: DEFAULT											
Label	Area Size	Units	Avg	Max	Min	Max/Min	# Pts	PtSpLr	PtSpTb	CV	UG
8 MAN FOOTBALL	300'x120'	Fc	50.68	54.3	43.8	1.24	40	30	30	0.06	1.22

****DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MESAUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN.****

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 2. LUMINAIRE DATA IS TESTED TO INDUSTRY STANDARD UNDER LABORATORY CONDITIONS. OPERATING VOLTAGE AND NOMINAL MANUFACTURING TOLERANCES OF LUMINAIRE, BALLAST, AND LUMINAIRE MAY AFFECT FIELD RESULTS.
 3. COMPLIANCE TO FACILITY CODE AND OTHER LOCAL REQUIREMENTS IS THE RESPONSIBILITY OF THE OWNER AND/OR THE OWNER'S REPRESENTATIVE.

DRAWN BY: KBER
Date: 2/13/2023
SCALE: NTS
Page 1 of 1
23-6777-50FC-AGI

CLIR 630w

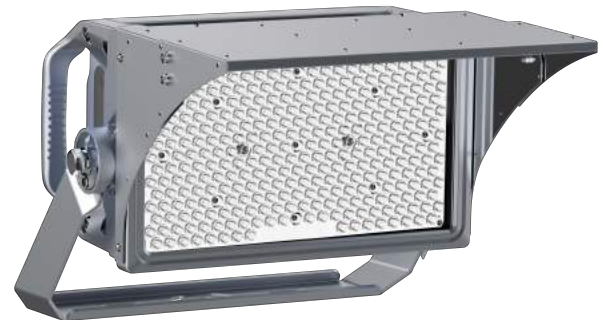
TECHNICAL DATA
FIXTURE



CLIR 630w

TECHNICAL DATA
SYSTEM SPECIFICATIONS

- SYSTEM WATTS: **630w**
- LUMEN OUTPUT: **85,000**
- kW Load: **646 watts**
- EPA: **1.5**
- WEIGHT: **41lbs**
- CLIR Module: **OM**
- BEAM ANGLE: **N, M, W, EW**
- POWER FACTOR: **0.95**
- CCT: **5700K**
- CRI: **>70Ra**
- INPUT VOLTAGE: **208-480v**
- INPUT PROTECTION: **10KV Current Surge**
- DRIVER: **Integral**
- IP RATING: **IP66, IP68**
- OPERATING TEMP RANGE: **-40°C to +55°C**
- HOUSING MATERIAL: **Aluminum Powder Coated**



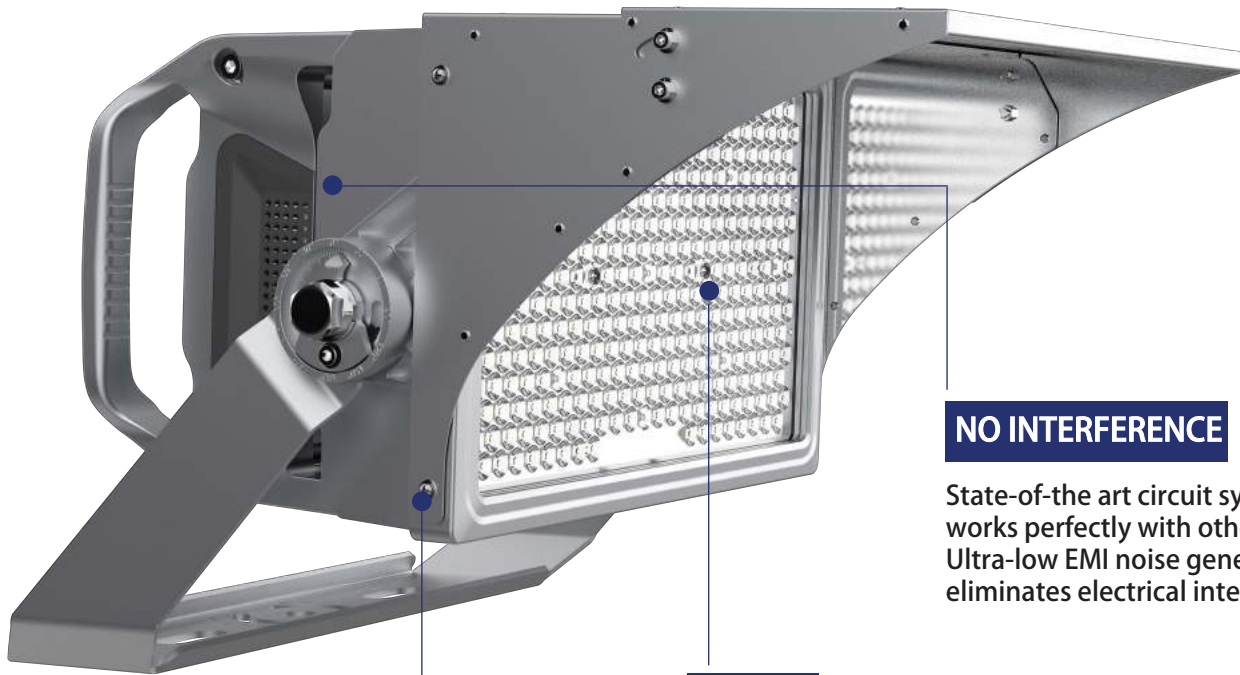
CLIR 630w

TECHNICAL DATA

TECHNOLOGY CHANGES PERFORMANCE

Series	Wattage	Voltage	Optic	Wattage	CCT	Options
CLIR	630W	Standard = 200-480V	N = Narrow M = Medium W = Wide EW = Extra Wide	W	5700K	EV = 20" Extended Visor

EX: CLIR-630W-S-XX-W-5700K



NO INTERFERENCE

State-of-the art circuit system which works perfectly with other systems. Ultra-low EMI noise generation eliminates electrical interference.

OPTICS

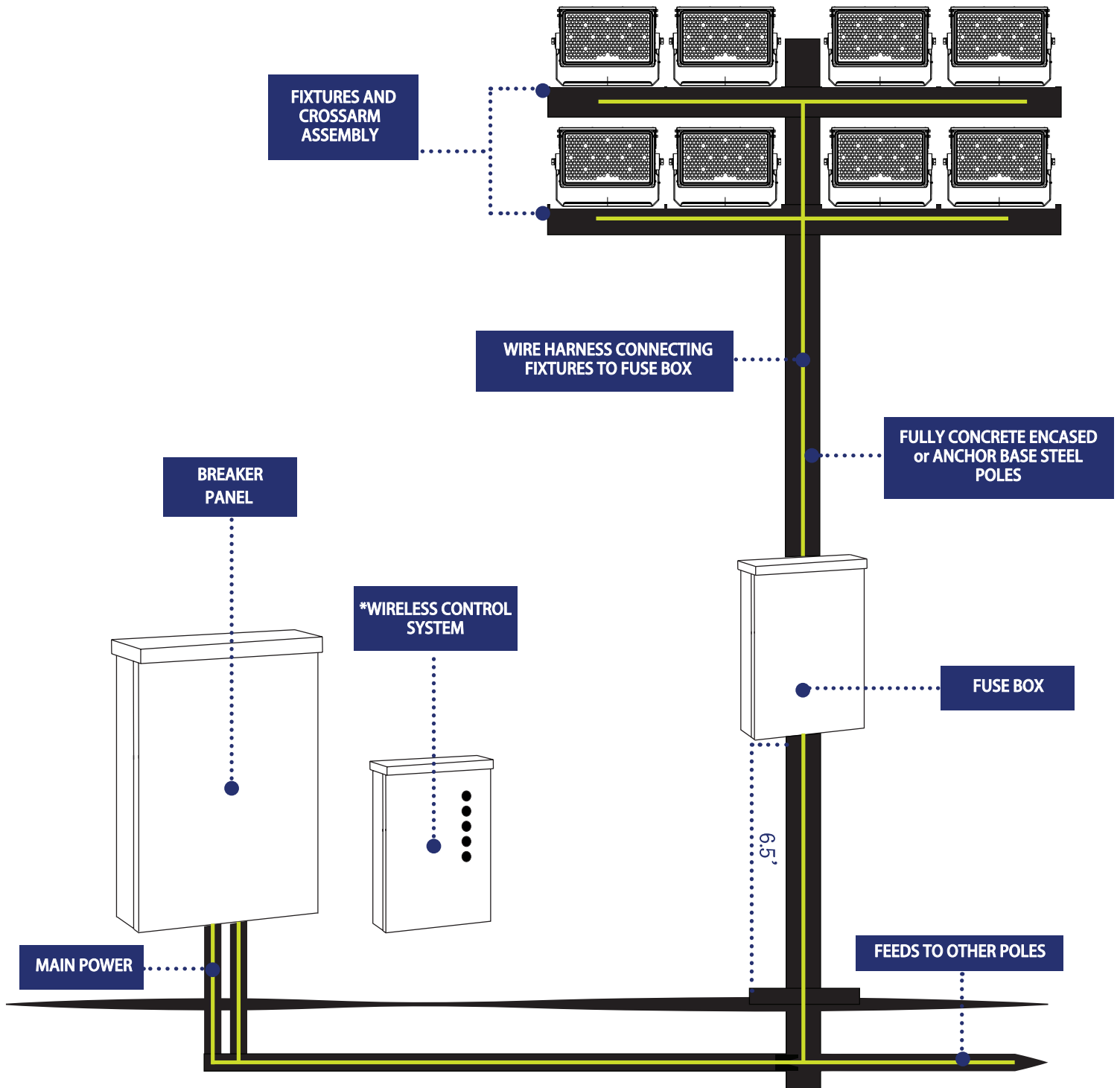
Advanced, free-form, optics designed with unique "multi-scales lenses" to create uniform light distribution and glare-reduction. Advanced materials maximize light output.

SOLID STATE DESIGN

Unique "SSD" design, simple, and advanced. Ensures durability of LED chip.
All parts are individual, rugged and strong.

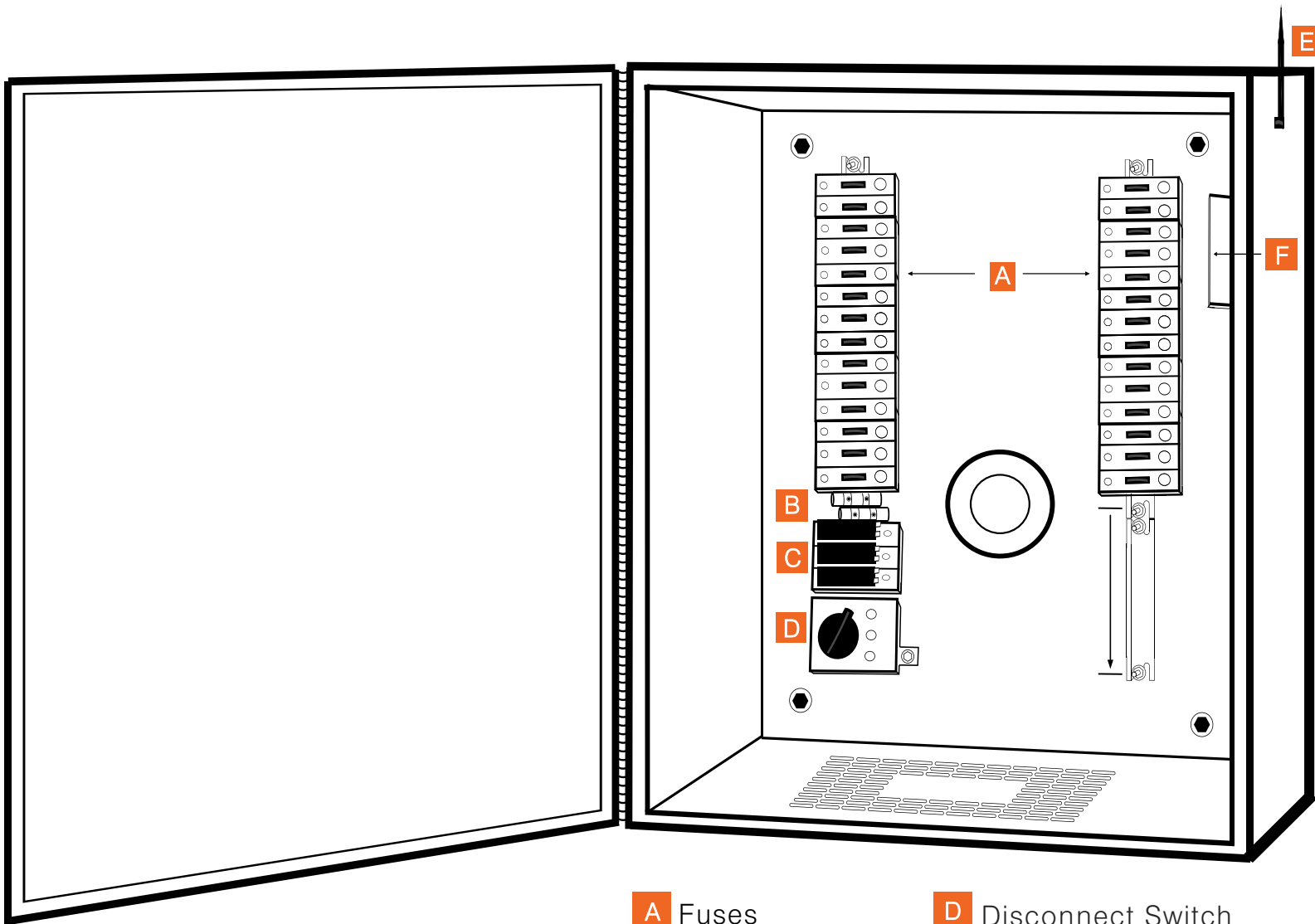
CLIR 630w

TECHNICAL DATA
SIMPLE SYSTEM DRAWING



CLIR 630w

TECHNICAL DATA
FUSE BOX



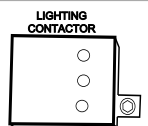
Drawings do not designate fuse size, wiring, NEMA box type, distribution block information, disconnect switch size, ampacity, and surge arrester specification

Drawing depicts a typical example of a Fuse Box (control enclosure)

A customized Fuse Box will be designed for any specific required application

- A** Fuses
- B** Ground Block
- C** Distribution Block
- D** Disconnect Switch
- E** Wireless Antenna
- F** Wireless Relay (Dimming – On/Off)

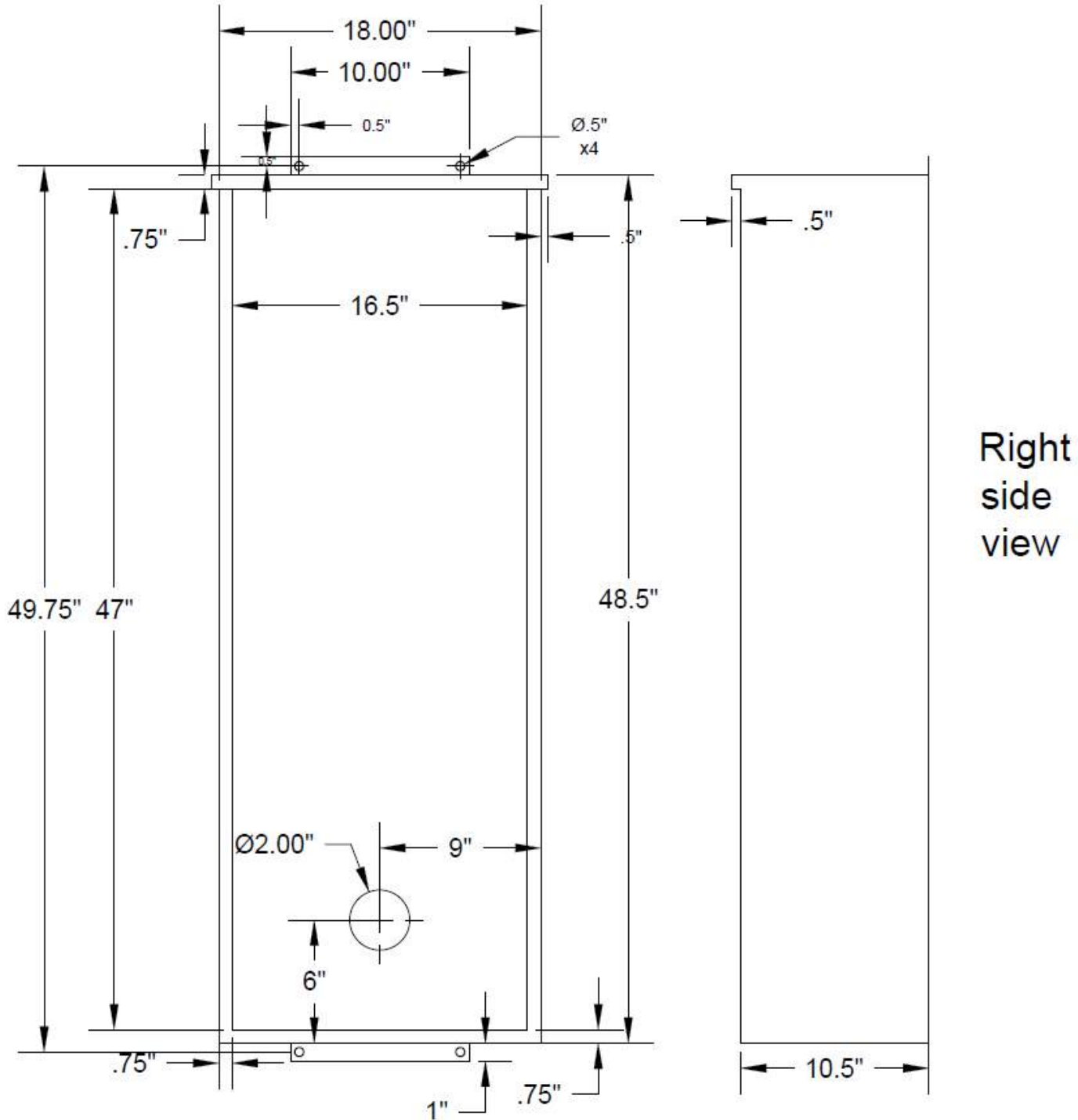
G *Alternate Control Option
(Simple ON/OFF No Dimming)



Allows Digital Contactor (AirMesh Hub by Synapse) the ability to remotely turn lights ON/OFF. This option DOES NOT allow dimming capability.

CLIR 630w

TECHNICAL DATA
LARGE BOX



Drawings do not designate fuse size, wiring, NEMA box type, distribution block information, disconnect switch size, ampacity, and surge arrester specification.

For technical questions please contact us at 1-877-663-5968.

CLIR 630w

TECHNICAL DATA WIRELESS CONTROLLER (CONTROLLER ACCESSORIES)

Product Overview

The **Wireless Controller** is a SimplySNAP component that can be installed anywhere you need wireless push-button lighting control, such as municipal ballparks, hockey arenas, basketball facilities, and other multi-use complexes.

The heart of the Wireless Controller is the SS450 site controller, contained in the NEMA 4X enclosure with 5 buttons that allow for controlled manual access to site lighting.

The Wireless Controller makes it easy for electricians to quickly install the SimplySNAP site controller and enables quick and simple access to a switch station that can be programmed to meet the needs of the end-user.

Features

- Allows for controlled manual access to a SimplySNAP lighting system
- Weather protected — perfect for both indoor and outdoor applications
- Optional, pre-configured 5-button switch to allow for control of all lighting within the facility
- External Ethernet port for connecting to IT network



Product #	Description
CBSSW-450-001 Cellular & Wi-Fi	SS450-based Model w/ 5-button switch

Dimensions	15.5" x 13.5" x 7.7" (393 x 342 x 195 mm)
Input Power	90-120VAC; 8W max, 6kV surge protection
Operating Environment	-20°C to +55°C, IP65
Radio	SNAP 2.4GHz 802.15.4 Wi-Fi 2.4Ghz 802.11 b/g/n
Certifications	FCC/IC; Tested to CAN/CSA C22.2 No. 60950-1/A2:2014 and UL 60950-1/R:2014-10

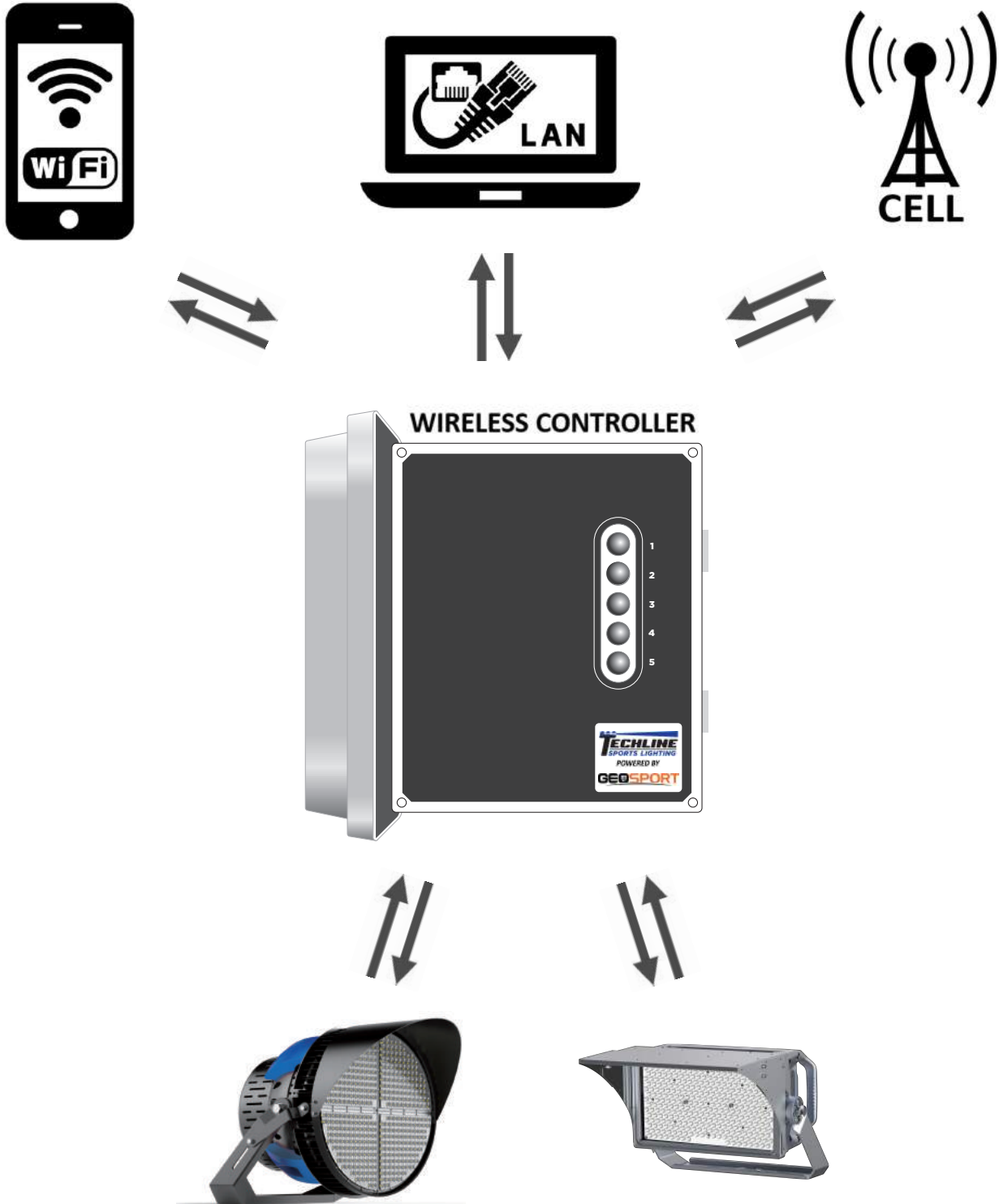
To learn more, call or visit:
synapsewireless.com
(877) 982-7888



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CLIR 630w

TECHNICAL DATA
WIRELESS CONTROLS



WARRANTY**10-YEAR MAINTENANCE FREE WARRANTY****TERMS & CONDITIONS****(1 of 2)**

Service under this Contract is provided by Geo-Surfaces Manufacturing, LLC (GML). Services completed under this Contract shall consist of furnishing labor and parts necessary to restore the operation of the Warranted Product(s) to original design conditions provided such service is necessitated by failure of the Warranted Product(s) during normal usage. This Contract covers Product(s) consisting of GeoSport™ Lighting LED System.

“We”, “us” and “our” mean GML. “You” and “your” mean the Purchaser of the Warranted Product(s). No one has the authority to change this Contract without the prior written approval of GML. GML shall not assume responsibility for their agents or assignees other than as described below. If there is a conflict between the terms of this Contract and information communicated either orally or in writing by one or more of our employees or agents, this Contract shall control.

1. Special Warranty: Manufacturer’s standard form in which manufacturer agrees to repair or replace components of luminaires, lamps, and luminaire alignment products and to correct misalignment that occurs subsequent to successful acceptance tests. Manufacturer may exclude lightning damage, hail damage, vandalism, abuse, and unauthorized repairs and alterations from special warranty coverage.

2. Warranty Period: Ten (10) year(s) from date of Substantial Completion.

3. Hours of Usage: Designs shall be based on the following hours of usage:

4. Service Availability: Maintenance service specialists shall be available 8:00am to 5:00pm Central Standard Time, and services shall be performed during these same hours in your local time zone, Monday through Friday (with the exception of national holidays). Hours of operation are subject to change without notice. GML will exercise all reasonable efforts to perform service under this Contract but will not be responsible for delays or failure in performing such services caused by adverse weather conditions, acts of any government, failure of transportation, accidents, riots, war, labor actions or strikes or other causes beyond its control.

5. Repair Determination: GML will utilize the monitoring system and any information provided by the customer to determine when the usage of the field is materially impacted. From this information, GML will determine repair and/or replacement of Warranted Product(s) and parts. Repair will be with product(s) of similar kind and quality.

Your Requirements Under this Contract: You must meet all electrical and installation requirements as specified by the Manufacturer. In addition, you assure: full cooperation with GML technicians and authorized servicers during diagnosis and repair of the Warranted Product(s); reasonable accessibility of the Warranted Product(s); a non- threatening and safe environment for service. You agree to check and replace fuses as needed. GML provides spare fuses in each A-pole enclosure. GML will replace spare fuses used. You agree to keep your control system online. This means keeping the required control voltage to the control system at all times. Avoiding this practice must be discussed with GML’s Warranty Department.

6. Service Limitations Not Covered by this Contract: Maintenance, repair or replacement necessitated by loss or damage resulting from any external causes such as, but not limited to, theft, environmental conditions, negligence, misuse, abuse, improper electrical/power supply, unauthorized repairs by third parties, attachments, damage to cabinetry, equipment modifications, vandalism, animal or insect infestation, physical damage to Warranted Product(s) parts or components, failure of existing structures, supporting electrical systems or any non-GML equipment, or acts of nature (including, but not limited to: earthquake, flood, tornadoes, typhoons, hurricanes or lightning).

WARRANTY**10-YEAR MAINTENANCE FREE WARRANTY****TERMS & CONDITIONS****(2 of 2)****7. Contract Limitations:**

a. Exclusions from coverage: in no event will GML be liable for any special, indirect, incidental or resulting damages which include, but are not limited to, any delay in rendering service or loss of use during the repair period of the Warranted Product(s) or while otherwise awaiting parts.

b. Limitation of liability: to the extent permitted by applicable law, the liability of GML, if any, for any allegedly defective Warranted Product(s) or components shall be limited to repair or replacement of the Warranted Product(s) or components at GML's option. This contract is your sole express warranty with respect to the Warranted Product(s). All implied warranties with respect to the Warranted Product(s) including, but not limited to, implied warranties of merchantability and fitness for a particular purpose, are hereby expressly excluded.

c. For the purposes of and by your acceptance of this Contract you acknowledge and agree that if a surety bond ("Bond") is provided the warranty and/or maintenance guarantee provided for in this Contract and any corresponding liability on behalf of the issuing surety under the Bond is limited to the first twelve (12) months of said warranty and/or maintenance guarantee coverage period. Any warranty and/or guarantee coverage period in excess of said initial 12-month period does not fall within the scope of the Bond and shall be the sole responsibility of GML.

d. GML requires reasonable access for a crane or man lift equipment to service the lighting system. GML will not be responsible for damage from operating the vehicle on the property when the equipment is operated in the proper manner over the designated access route.

e. Obsolescence or Environmental Restrictions: If during any maintenance or other work performed under this Warranty, any of the parts of the Warranted Product(s) are found to be either obsolete, no longer available, or prohibited by any state or federal agency, GML shall replace said parts with comparable parts and materials with equal operating characteristics solely at GML discretion. The cost of replacement of any obsolete cellular related technology shall be borne by you. Prior to completing any such work, GML shall notify you of the cost (if any) you will incur in the replacement of such parts under this section.

8. Transfer and Assignment: Except to owners, you shall not have the right to assign or otherwise transfer your rights and obligations under this Contract except with the prior written consent of GML; however, a successor in interest by merger, operation of law, assignment or purchase or otherwise of your entire business shall acquire all of your interests under this Contract.

9. Governing Law: Unless otherwise governed by applicable state law, the Contract shall be interpreted and enforced according to the laws of the State of Louisiana.

Subrogation: In the event GML repairs or replaces any Warranted Product(s), parts or components due to any defect for which the manufacturer or its agents or suppliers may be legally responsible, you agree to assign your rights of recovery to GML. You will be reimbursed for any reasonable costs and expenses you may incur in connection with the assignment of your rights. You will be made whole before GML retains any amounts it may recover.

Electrical system must provide quality power withing +/- 3% of nominal voltage and must have surge protection for each sports lighting pole.







GARMIN[®]
OLATHE SOCCER COMPLEX













RED RAIDER FOOTBALL
USD 320



Anderson County High School
Home of the Mavericks





FRANKLIN & MARSHALL
COLLEGE







PITTSBURG
SCHOOL DISTRICT





COLLEGE OF THE CANYONS

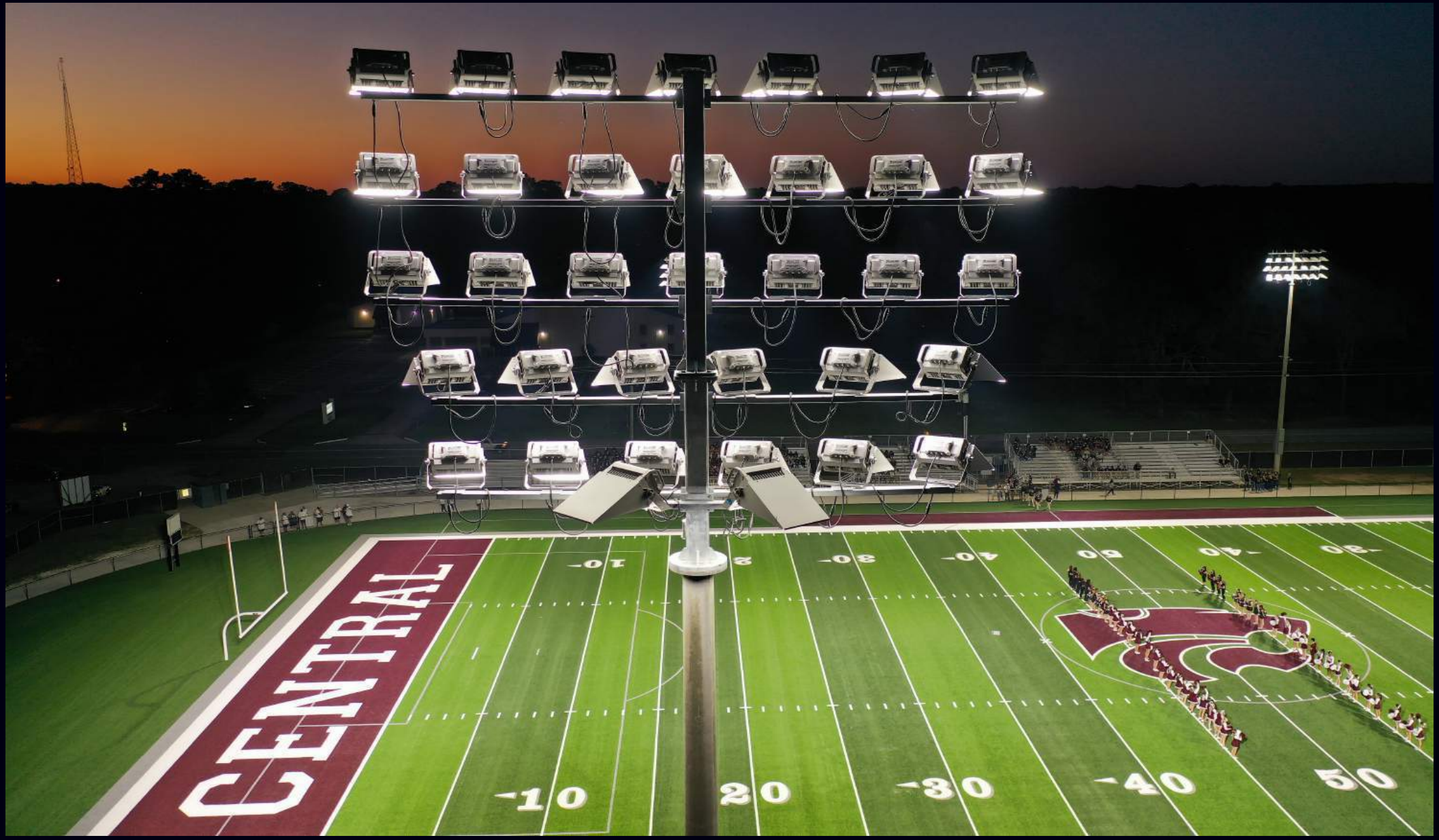


ALVIN INDEPENDENT SCHOOL DISTRICT



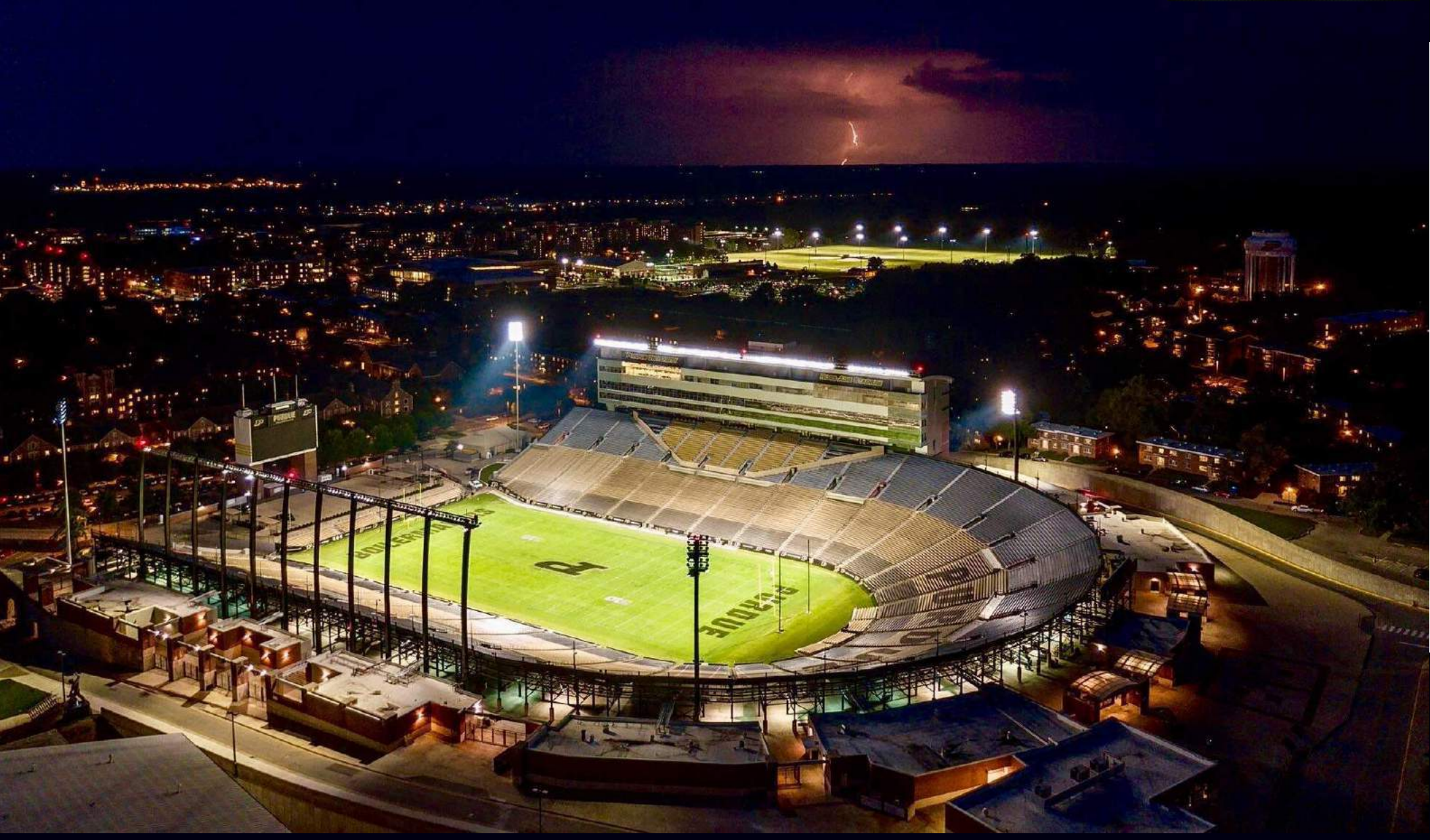


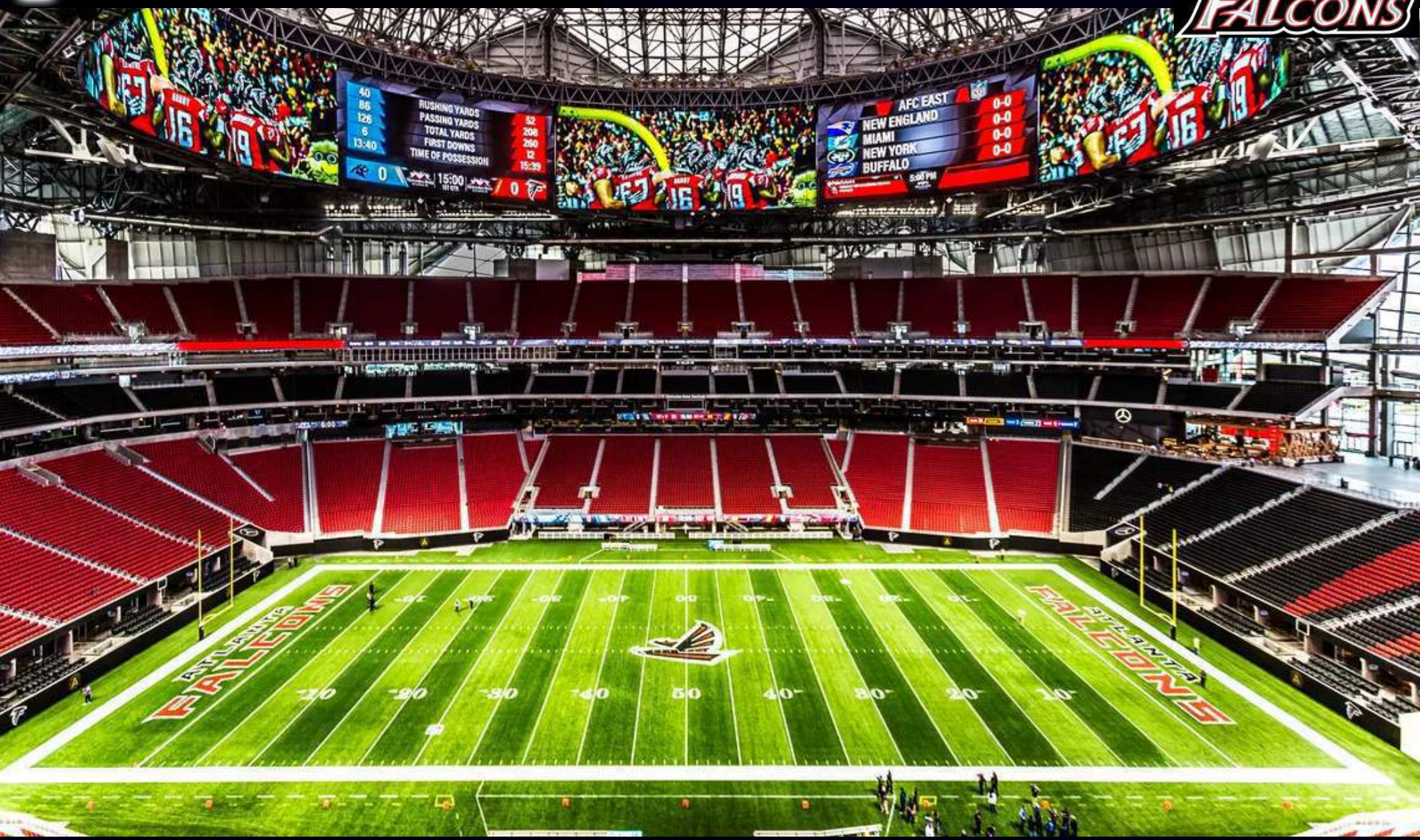
**CENTRAL
HIGH SCHOOL**













MIAMI
Dolphins



CLIR 630w EV LED

IDA Dark Sky Approved

Complete Spill & Glare Control



April 27, 2023

HTRS Public Schools

810 Central Ave
Humboldt, NE 68376

RE: Sports Field Lighting Project

Thank you for the opportunity to present the following proposal for financing:

LESSEE	HTRS Public Schools		
EQUIPMENT/PROJECT	Sports Lighting Project		
FINANCING STRUCTURE	Municipal Tax Exempt Financing		
PAYMENTS BEGINNING	One Year from Signing and Annually Thereafter		
OPTION #1	\$198,000.00 - \$50,000.00 (down Payment) = \$148,000.00		
TERM	3 Years	5 Years	7 Years
PAYMENT AMOUNTS	\$55,872.37	\$35,112.56	\$26,201.62
INTEREST RATE	5.686%	5.432%	5.255%
OPTION #2	\$219,000.00 - \$50,000.00 (Down Payment) = \$169,000.00		
TERM	3 Years	5 Years	7 Years
PAYMENT AMOUNTS	\$63,800.20	\$40,094.74	\$29,919.42
INTEREST RATE	5.686%	5.432%	5.255%
FACTOR*	.377516	.237247	.177038

The above proposal is an expression of interest, subject to audit analysis and mutually acceptable documentation and is not a binding commitment. The terms outlined herein are subject to change and rates are valid for **fourteen (14)** days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at that time. Proposed payment includes issuance costs at 1.5% of the project which covers all costs associated with the financing – closing, underwriting, documentation, etc. Issuance has been rolled into payment amount on this proposal but can be paid separately at closing.

*FACTOR – Multiply the cost with the factor to get the payment amount. This factor is good for projects from \$100,000 - \$400,000. Below \$100K we would face a higher rate.

I look forward to proceeding with this project and should you have any questions or wish to consider other terms, please feel free to give me a call. Sample documents are available upon request.

Sincerely,

Tara Clawson-Cherry

Tara Clawson-Cherry
Vice President
Tara.clawson@govcap.com
817-988-9880 Direct

Humboldt Football

Humboldt, NE

Lighting System

Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
P1, P4, P6-P7	43'	43'	1	TLC-LED-550	0.54 kW	A
		43'	2	TLC-LED-900	1.76 kW	A
		16'	1	TLC-BT-575	0.58 kW	A
P2-P3, P5, P8	43'	43'	1	TLC-LED-550	0.54 kW	A
		43'	2	TLC-LED-900	1.76 kW	A
8			28		20.70 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Football	20.7 kW	28

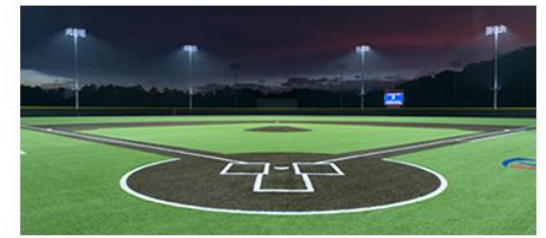
Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-550	LED 5700K - 75 CRI	540W	67,000	>120,000	>120,000	>120,000	8
TLC-LED-900	LED 5700K - 75 CRI	880W	104,000	>120,000	>120,000	>120,000	16
TLC-BT-575	LED 5700K - 75 CRI	575W	52,000	>120,000	>120,000	>120,000	4

Single Luminaire Amperage Draw Chart								
Driver (.90 min power factor)	Max Line Amperage Per Luminaire							
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)	
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	-	1.4	
TLC-LED-900	5.2	4.9	4.5	3.9	3.1	2.9	2.3	
TLC-BT-575	3.4	3.2	2.9	2.5	2.0	1.8	1.5	

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Football	Horizontal Illuminance	36.9	28	47	1.66	1.32	A	28

From Hometown to Professional



We Make It Happen.

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EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
4	P1, P4 P6-P7	43'	-	15.5'	TLC-BT-575	1	1	0
				43'	TLC-LED-550	1	1	0
				43'	TLC-LED-900	2	2	0
4	P2-P3, P5 P8	43'	-	43'	TLC-LED-550	1	1	0
				43'	TLC-LED-550	2	2	0
				43'	TLC-LED-900	2	2	0
8	TOTALS					28	28	0

Humboldt Football

Humboldt, NE

GRID SUMMARY	
Name:	Football
Size:	300' x 120'
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
	Entire Grid
Guaranteed Average:	30
Scan Average:	36.92
Maximum:	47
Minimum:	28
Avg / Min:	1.31
Guaranteed Max / Min:	2
Max / Min:	1.66
UG (adjacent pts):	1.47
CU:	0.54
No. of Points:	90
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	28
Total Load:	20.7 kW

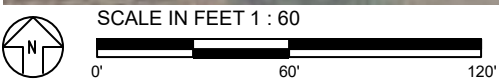


Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) Ⓢ dimensions are relative to 0,0 reference point(s) ⊗



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Humboldt Football

Humboldt, NE

EQUIPMENT LAYOUT

INCLUDES:

· Football

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

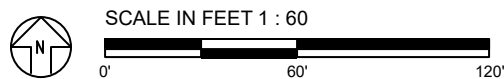
Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN

QTY	Pole			Luminaires		QTY / POLE
	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	
4	P1, P4 P6-P7	43'	-	15.5'	TLC-BT-575	1
				43'	TLC-LED-550	1
				43'	TLC-LED-900	2
4	P2-P3, P5 P8	43'	-	43'	TLC-LED-550	1
				43'	TLC-LED-900	2
				43'	TLC-LED-900	2
8	TOTALS					28

SINGLE LUMINAIRE AMPERAGE DRAW CHART

Driver (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	-	1.4
TLC-LED-900	5.2	4.9	4.5	3.9	3.1	2.9	2.3
TLC-BT-575	3.4	3.2	2.9	2.5	2.0	1.8	1.5



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



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Budget Estimate

Humboldt Football Field - Humboldt, Nebraska March 2023

Budget Estimate – Materials and Installation

Musco's SportsCluster® systems as described below and delivered to the job site:

Football Stadium \$160,000.00 – \$175,000.00
(360'x160', 30 foot candles, (8) 40' existing non Musco poles, LED)

*Sales tax, and bonding are not included.
Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential*

System Description –SportsCluster® System Factory built, wired, aimed and tested lighting system includes:

- Remote electrical component enclosures
- Pole length wire harnesses
- Factory aimed and assembled luminaires
- UL listed as a complete system

Control Systems and Services

- Lighting contactor cabinet to provide onsite on/off control
- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support.

Environmental Light Control – control for neighbors and the environment

- Reduction of spill light and glare by 50% or more

Always Ready to Play – control assuring the results you expect

- Reduction of energy and maintenance costs by 40% up to 85% over typical 1500W HID equipment
- Product assurance and warranty program that includes materials and onsite labor, eliminating 100% of your maintenance costs for **10-years**.



Budget Estimate

Notes

- Shipment of entire project together to one location
- Based on 480 Volt 3 phase electrical system requirement
- Structural code and wind speed = 2018 IBC, 115MPH Wind Zone and exposure: C I
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- This is assuming power is adequate and readily available
- **Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost**
- Confirmation of pole locations prior to production

Thank you for considering our team for your sports lighting needs. Please contact me with any questions.

Brad Thompson
Musco Sales Representative
Musco Sports Lighting, LLC
Phone: 641.660.9554
E-mail: Brad.Thompson@musco.com

Project #226020





El Camino Electric, LLC
 65251 718 Rd
 Falls City, NE 68355
 (402) 883-7628
 elcaminoelectric@gmail.com

Estimate

ADDRESS

Dr. George Griffith
 HTRS Public Schools
 810 Central Ave
 Humboldt, NE 68376

ESTIMATE #

DATE 05/04/2023

ACTIVITY	QTY	RATE	AMOUNT
Install new football field lighting - Average foot candles 41			
Install new brackets; Replace conduit and wires going up pole from disconnect to lights			
State electrical permit	1	285.00	285.00
Lift rental	1	2,250.00	2,250.00
Labor	160	85.00	13,600.00
Light fixtures SLG Lighting FSP-1150-4-G1-HVU-57K (112,000 lumens)	24	2,931.85	70,364.40
Three-light fixture bracket	8	967.55	7,740.40
Wireless control sensor	24	325.00	7,800.00
Wireless control system	1	4,550.00	4,550.00
Other materials	1	7,200.00	7,200.00

TOTAL

\$113,789.80

Accepted By

Accepted Date



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000149533930.5	Sales Rep	Vinicius Werneck
Total	\$33,274.65	Phone	(800) 456-3355
Customer #	7850520	Email	Vinicius.Werneck@dell.com
Quoted On	Apr. 27, 2023	Billing To	COMPUTER PROFESSIONAL
Expires by	May. 27, 2023		HUMBOLDT PUBLIC SCHOOLS
	Dell Midwestern Higher		RT 1 BOX 31
Contract Name	Education Compact		HUMBOLDT, NE 68376
	(MHEC) Master Agreement		
Contract Code	C000000979569		
Customer Agreement #	MHEC-04152022		
Deal ID	25419855		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,
Vinicius Werneck

Shipping Group

Shipping To	Shipping Method
COMPUTER PROFESSIONAL HUMBOLDT PUBLIC SCHOOLS 810 CENTRAL AVE HUMBOLDT, NE 68376 (402) 862-2151	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Latitude 3330 Laptop or 2-in-1	\$750.00	30	\$22,500.00
Dell USB-C 65 W AC Adapter with 1 meter Power Cord - United States	\$38.87	15	\$583.05
Chromebook 3110 2-in-1	\$339.72	30	\$10,191.60

Subtotal:	\$33,274.65
Shipping:	\$0.00
Non-Taxable Amount:	\$33,274.65
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$33,274.65
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Shipping Group Details

Shipping To

COMPUTER PROFESSIONAL
HUMBOLDT PUBLIC SCHOOLS
810 CENTRAL AVE
HUMBOLDT, NE 68376
(402) 862-2151

Shipping Method

Standard Delivery

Latitude 3330 Laptop or 2-in-1	\$750.00	Quantity 30	Subtotal \$22,500.00
Estimated delivery if purchased today: May. 17, 2023 Contract # C000000979569 Customer Agreement # MHEC-04152022			

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 3330	210-BDPJ	-	30	-
11th Generation Intel Core i3-1125G4 (4 Core, 8M cache, base 2.0GHz, up to 3.7 GHz)	379-BEOF	-	30	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	30	-
No Microsoft Office License Included	658-BCSB	-	30	-
Intel(R) UHD Graphics for i3-1125G4 processor with 8G memory for 2-in-1	338-CDOS	-	30	-
Latitude 3330 Bottom Door	321-BHKS	-	30	-
Intel ME disabled	631-ADKN	-	30	-
8GB 4266MHz LPDDR4x Memory	370-AHDJ	-	30	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BNLN	-	30	-
13.3" FHD (1920x1080) AG,AR,2in1,Touch,300 nits,WVA,FHD-IR Cam,Corning(R) Gorilla Glass(R),Pen Support	391-BGNO	-	30	-
FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic	319-BBIE	-	30	-
Single Pointing Backlit Keyboard, English US	580-AJMH	-	30	-
Intel(R) Wi-Fi Bluetooth Driver	555-BHJT	-	30	-
Intel Wi-Fi 6 AX201, 2x2, 802.11ax, Bluetooth	555-BGGT	-	30	-
3 Cell 41 Whr ExpressCharge™ Capable Battery	451-BCTZ	-	30	-
65W Type-C Adapter	492-BDGC	-	30	-
No Fingerprint Reader	346-BHSG	-	30	-
E4 Power Cord 1M for US	450-AMEI	-	30	-
Quick Start Guide for 3330V	340-DCTX	-	30	-
ENERGY STAR Qualified	387-BBLW	-	30	-
Custom Configuration	817-BBBB	-	30	-
Dell Applications for Windows 11	658-BFNW	-	30	-
Mix Model Packaging L10 TGL Type-C Adapter 2n1	340-CZGM	-	30	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	30	-
Dell Limited Hardware Warranty	997-6727	-	30	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-6735	-	30	-
VMWCB Endpoint Stnd NGAV B-EDR w/ProSupport 1yr	528-CHEC	-	30	-
			Quantity	Subtotal

Dell USB-C 65 W AC Adapter with 1 meter Power Cord - United States **\$38.87** **15** **\$583.05**

Estimated delivery if purchased today:
 May. 02, 2023
 Contract # C000000979569
 Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell USB-C 65 W AC Adapter with 1 meter Power Cord - United States	492-BCNW	-	15	-

Quantity **Subtotal**
30 **\$10,191.60**

Chromebook 3110 2-in-1
 Estimated delivery if purchased today:
 May. 04, 2023
 Contract # C000000979569
 Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3110 2-in-1	210-BCGJ	-	30	-
Intel(R) Celeron(TM) N4500 (2 Core, 4M cache, base 1.1GHz, up to 2.8GHz), 4GB Memory, 32GB Storage	329-BGMB	-	30	-
4GB 2933MHz LPDDR4 Non-ECC	370-AGYU	-	30	-
32GB eMMC Hard Drive	400-AWCZ	-	30	-
11.6" HD (1366 x 768) Anti-Glare Touch, Camera & Microphone, WLAN Capable, with Pen Support	391-BGHM	-	30	-
Single Pointing Non Backlit, English US	580-AJZY	-	30	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz	555-BHJR	-	30	-
3 Cell 42Whr Battery	451-BCWJ	-	30	-
65W AC Adapter, USB Type-C	492-BDFR	-	30	-
Palmrest, No WFC	346-BHQU	-	30	-
E4 Power Cord 1M for US	537-BBBL	-	30	-
Quick Start Guide	340-CXHE	-	30	-
LCD with touch	320-BENP	-	30	-
Not Included	631-ABBH	-	30	-
Chrome Education Upgrade	634-BYQI	-	30	-
Chrome Education FGA	800-BBTT	-	30	-
Fixed Hardware Configuration	998-FJNB	-	30	-
Label C3, nonWFC, support Stylus, 3110V	389-EEIO	-	30	-
System Shipment, Chromebook 3110 2-in-1	340-CXHF	-	30	-
Intel 11th Gen Celeron CPU label.	389-DYFS	-	30	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	30	-
Bottom Door	321-BHER	-	30	-
Dell Limited Hardware Warranty Initial Year	868-9746	-	30	-
ProSupport Next Business Day Onsite, 1 Year	868-9758	-	30	-
ProSupport 7x24 Technical Support, 1 Year	868-9762	-	30	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	30	-

Subtotal:	\$33,274.65
Shipping:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$33,274.65

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

Maggie Badertscher
62016 Highway 41
Tecumseh, NE 68450

April 13, 2023

Dear Dr. Griffith,

Please accept this letter as my formal resignation as kindergarten teacher at Humboldt Table Rock Steinauer Public Schools effective the end of the 2022-2023 contract school year.

I am incredibly grateful for all the opportunities that I have been given while at HTRS. I can say without a doubt that I have grown as an educator from the experiences, students, and colleagues that I have encountered. Please know that this was not an easy choice, as I love my position, admire many of my colleagues, and will miss the students at HTRS greatly.

I have accepted a Kindergarten position at Johnson County Central Public Schools. I am excited to be in my home district.

Sincerely,

Maggie Badertscher

George Griffith
Superintendent
HTRS Public Schools
810 Central Ave
Humboldt, NE 68376

Dear Dr. Griffith:

This letter is to inform you of my intention to resign from my position at HTRS Public schools at the conclusion of the current contract year (May 19, 2023). Due to the last year that I have had this will be easier on my family and I. The current situation has made it difficult for me to get here.

Thank you for the opportunity and support during my three years at HTRS Public Schools.

Sincerely,

Emily Clark



Dr. George Griffith, Superintendent Report

May 2023

We have the registration up and running for the STAEM Summer 2024 that includes four weeks that are theme specific.

Week 1: "Nailed It" Cooking theme camp (June 12 - 15). 8:30 - 12:00

Week 2: Nature Based theme camp (June 19 - 22). 8:30 - 12:00

Week 3: STEAM based jump start camp (July 24 - 27) 8:30 - 12:00

Week 4: Theatre Camp: Missoula Children's Theatre (July 31- Aug 4) 8:00 - 12:15 (1st grade & up).

Performances on Aug. 5.

Mrs. Rogers was able to get an Elementary and Secondary School Emergency Relief Fund III Grant for \$12,249 to help pay for our SABERs social emotional screening tool for and \$10,000 to offset a percentage of the salary of our intervention specialists in the elementary and high school. I want to thank all our staff members who request approval to apply for grants to help offset the cost of some of our programs and/or enhance what we currently are running.

On May 26, the Chamber Community BBQ Pool Fundraiser and Ice Cream Social will be at the Old Fire Hall in Humboldt from 5:00 to 9:00pm. I will lead the Building tours at 11:00 am to 3:00pm for alumni and visitors and will be attending the Alumni Banquet that starts at noon.

On May 30, I will be meeting with DeAnn from Grimm's Gardens to look at the landscaping in the front of the school. This is the company recommended by Eric from AHRs. We also need to do more work on the front sign regards to painting, electrical and lighting. I will also visit with an electronic sign company for other options to bring to the building committee.



HTRS Public Schools

Appraisal Report
for Property Insurance Purposes
As of December 5, 2022

Prepared for

Nebraska Association of School Boards

Table of Contents

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Exhibits

- 1 Statement of Insurable Values
- 2 Building Inspection and Appraisal Report
- 3 Land Improvements Report



March 27, 2023

Nebraska Association of School Boards
Lincoln, Nebraska

We have completed an insurance appraisal of certain property exhibited to us as that of HTRS Public Schools located in Humboldt, Nebraska, and submit our findings in this report.

This report complies with the purpose and reporting requirements set forth by the Uniform Standards of Professional Appraisal Practice (USPAP) for an Appraisal Report. As such, the report presents only summary discussions of the data, reasoning, and analyses used in the appraisal process to develop Kroll's opinion of value. Supporting documentation concerning these matters has been retained in our work papers. The depth of the discussion contained in this report is specific to your needs as the client and for the stated intended use. Kroll is not responsible for the unauthorized use of this report.

Purpose of the Engagement

The purpose of this engagement was to provide Nebraska Association of School Boards a property insurance appraisal for Nebraska Association of School Boards' use in connection with its internal analysis of its insurance needs with respect to the identified property as of December 5, 2022. Our opinion is intended to assist Nebraska Association of School Boards in making informed business decisions; it is not a recommendation. Any decisions relating to insurance coverage shall remain Nebraska Association of School Boards' responsibility and be made solely at its discretion. Accordingly, this report may only be used for the specific purpose stated.

Nebraska Association of School Boards is the sole intended user of Kroll's report or other work product. Nebraska Association of School Boards may disclose an informational copy of the report or other work product to its insurance professionals acting in an advisory capacity in connection with the purpose of this engagement. Nebraska Association of School Boards shall not reference Kroll or its work in any public filing or other materials distributed to actual or prospective shareholders, investors, financing parties, or similar third parties without Kroll's prior written consent.

Engagement Scope

Our report includes property classified as buildings, land improvements, and personal property. All other asset classifications were excluded.

As part of the appraisal process, Kroll's staff completed an inspection of the identified property located at these facilities on February 2, 2023.

Effective Date of Report

The effective date of this report is December 5, 2022.

Definition of Insurable Value

We developed our opinion of insurable value as the replacement cost value (RCV). In estimating insurable value, we allowed for national building codes; however, we did not consider any construction codes imposed by state or local municipalities, ordinances, or other legal restrictions. Also, we did not consider the cost of demolition in connection with reconstruction or the cost of removal of destroyed property.

The following valuation definition is applicable to this investigation. Unless otherwise noted, it is Kroll's accepted internal definition developed from industry standards.

- *Replacement cost value* is defined as the estimated amount required to reproduce a property entirely at one time, in like kind and quality, in accordance with current market prices for labor, materials, and manufactured equipment; contractors' overhead and profit; and fees, but without provisions for overtime, bonuses for labor, or premiums for materials and equipment.

In the event of partial loss, the amount of loss may be based upon repair cost, which is usually proportionately higher than the replacement cost value for an entire property, as defined herein.

Valuation Methodology

The traditional approaches commonly used to value assets are the cost, market (sales comparison), and income (income capitalization) approaches. The theory behind these approaches is outlined as follows:

- **Cost Approach**

The cost approach establishes value based on the cost of reproducing or replacing the asset, less depreciation from physical deterioration and functional and economic obsolescence, if present and measurable.

- **Market Approach**

The market approach, also referred to as the sales comparison approach, measures the value of an asset through an analysis of recent sales or offerings of comparable assets. Sales and offering prices are adjusted for differences in profitability, financial position, products, markets, and the terms and conditions of sale between the asset being valued and the comparable assets.

- **Income Approach**

The income approach, or income capitalization approach, measures the value of an asset by the present value of its future economic benefits. These benefits can include earnings, cost savings, tax deductions, and proceeds from asset dispositions. When the income approach is applied to intangible assets, value indications are developed by discounting expected cash flows to their present worth at a rate of return that incorporates the risk-free rate for the use of funds, the expected rate of inflation, and the risks associated with their particular investment. The discount rate selected is generally based on rates of return available, as of the valuation date, from alternative investments of similar type and quality.

In accordance with the USPAP guidelines, all basic approaches to value were considered. Our appraisal relied solely on the cost approach because the market and income approaches were not applicable for the purpose of this engagement.

Scope of Work

Buildings

We utilized a full-scope segregated cost approach including an inspection of each building to identify construction data used in the valuation process for buildings over \$100,000. We updated the replacement costs basis by using inflationary trending and costs for buildings under \$100,000. During the inspection of the premises, we gathered each building's area and perimeter by measuring the structure, through an analysis of the as-built blueprints, or from other verified sources; identified and recorded data of the major construction components (type of structure, walls, roof, etc.); determined the construction class; recorded data of major service systems (electrical, plumbing, security, elevators, heating, ventilation, cooling, etc.); photographed the building; and recorded the GPS coordinates.

The subsequent results were applied to industry-standard construction valuation systems to estimate the insurable value. This cost reflects the total labor, material, incidental costs, architect's and engineer's fees, and contractor's overhead and profit. No exclusions were considered in the analysis of the buildings. The insurable value of each building and the related construction, occupancy, protection, and exposure data obtained during the inspection and utilized in the valuation process are reported on an itemized basis.

Land Improvements

We inspected and appraised land improvements (property in the open) such as signage, fencing, outdoor lighting, antennas, radio towers, etc. These were appraised and reported in aggregate by asset category.

Personal Property

All personal property assets were modeled. The modeling approach for building contents is an analysis of the square footage of space, the usage (occupancy) of each building, and our proprietary database for equipment values. The equipment database contains contents data from thousands of detailed equipment inventories performed by Kroll over the last several years. This system categorizes buildings by like type (occupancy) and develops an average contents value per square foot of building area. This unique approach generates a replacement cost value estimate for a given building's contents (based on building type and size). In addition, the appraiser has the ability to alter the model, when necessary, to account for above- or below-average density of contents, based on the extent of equipment observed during the inspection.

The valuation analysis was based on data gathered during the due diligence process, as well as information provided by Nebraska Association of School Boards management and other third-party sources. Information supplied by others that was considered in this valuation is from sources believed to be reliable, and no further responsibility is assumed for its accuracy. Kroll reserves the right to make such adjustments to the valuation herein reported as may be required by consideration of additional or more reliable data that may become available.

The properties were appraised with due consideration given to their current use as school facilities. No consideration was given to prospective, contemplated, or possible alternative uses of the properties.

Conclusion

Our opinion, as of December 5, 2022, of the replacement cost value is as follows:

Description	Replacement Cost Value (\$)
Assets subject to current inspection and appraisal process	22,407,000

The terms of our engagement are subject to the attached assumptions and limiting conditions. We have made no investigation of and assume no responsibility for title to or liabilities against the property appraised. To meet appraisal standards, a new inspection should be conducted once every seven years.

Respectfully submitted,

KROLL, LLC

No third party shall have the right of reliance on this report, and neither receipt nor possession of this report by any third party shall create any express or implied third-party beneficiary rights.

142009

Assumptions and Limiting Conditions

Unless otherwise stated in the report, the following assumptions and limiting conditions apply to the service performed:

- **Information Relied Upon from Others**

During this engagement, we accepted, without verification, financial and other information provided by management or its representatives, as fully and correctly reflecting business conditions and operating results. This information may also include or relate to the value or condition of equipment, real estate, and investments used in the business, and any other assets or liabilities. In accordance with the American Institute of Certified Public Accountants' standards, we have not been engaged to review or examine such information. Accordingly, we do not express an opinion of, or any assurance about, the information.

Any third-party information utilized in our analysis was obtained from sources we believe to be reliable. However, we make no representation as to the accuracy or completeness of such information and have not verified it.

Our acceptance and use of management's forecasts of financial results and asset usage do not ensure such estimates can be achieved, because industry or company factors may not occur as forecasted. Differences between forecasted and actual results may be material and depend on management's choices, plans, and assumptions.

- **Valid Title**

No investigation was made of the title to or any liabilities against the property identified in the report. We assumed that all property rights are valid and marketable and that no encumbrances exist that cannot be cleared through normal processes.

- **Report Purpose and Use**

This report and the associated opinions or conclusions are only for the specific purpose and use stated in the report, and they are invalid for any other purpose and use.

We are committed to supporting our opinion and this report. However, we are not required to give testimony or attend hearings or depositions, unless compensation arrangements for such additional services have been made.

- **Effective Date**

The opinions or conclusions stated in this report are based on facts and market conditions known as of the specific effective date stated in this report and are only valid as of that date. Events and conditions occurring after that date were not considered, and we have no obligation to update our report for such events or conditions.

- **No Publication and No Third-Party Rights**

No portion of this report may be published or given to any third parties without the prior written consent of Kroll. No third party shall have the right of reliance on this report, and neither receipt nor possession of this report by any third party shall create any express or implied third-party beneficiary rights.

- **Property Description**

Any property areas, sizes, dimensions, or descriptions in this report are included for identification purposes only and should not be used in a conveyance or other legal document. We did not verify the property areas, sizes, dimensions, or descriptions used in this analysis. Any plat in this report is intended only as a visual aid regarding the property and its environment and should not be considered a survey or scaled to size.

- **Regulation Compliance**

We assumed that the property has been responsibly managed; all applicable governmental regulations, including zoning and use regulations and restrictions, have been complied with; and all required licenses and permits have been or can be obtained or renewed for the use that is relevant to this analysis. Further, we assumed that the improvements, as well as the utilization of the land and improvements, are within the boundaries of the property described and that no encroachment or trespass exists.

We made no effort to determine any possible effects of future federal, state, or local legislation, including any environmental matters, on the subject business or property.

Certificate of Appraiser

I certify that, to the best of my knowledge and belief,

- The statements of fact contained in this report are true and correct. I have not knowingly misrepresented any facts or information that would have an impact on my opinions or conclusions.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and represent my impartial and unbiased professional analyses, opinions, and conclusions and those of Kroll.
- Any third-party information utilized in our analysis was obtained from sources I believe to be reliable. I have not performed any corroborating procedures to substantiate that data.
- Kroll and I personally have no present or prospective interest in or bias with respect to the property that is the subject of this report and have no personal interest or bias with respect to the parties involved.
- Neither my nor Kroll's engagement in or compensation for this assignment is contingent upon the development or reporting of a predetermined value or direction in value, a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- To the best of my knowledge, I have performed an appraisal of, or consulting services involving, the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- The analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice and the Principles of Appraisal Practice and Code of Ethics of the American Society of Appraisers.
- Members of my appraisal staff have made an inspection of the real and personal property that is the subject of this report; I have not made an inspection of the property.
- Jonathan Wicker provided significant real and personal property appraisal assistance. No other individuals had any significant professional input in this report.

The American Society of Appraisers has a mandatory recertification program for all of its senior members. I am in compliance with the requirements of that program.

A handwritten signature in blue ink, appearing to read 'JL Lank', with a stylized flourish at the end.

Jeffrey L. Lank, ASA



Statement Of Insurable Values

As of December 05, 2022

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Building	Building Name	Insp. Date	Year Built	Entry Alarm	Manual Fire Alarm	Auto Fire Alarm	Sprinkler	Avg Story Height	Floors	Total Floor Area	Building RCV	Content RCV	LI RCV	Total RCV
Member: 74-0070		HTRS PUBLIC SCHOOLS												
Site: 001		HIGH SCHOOL												
001	ELEMENTARY/ HIGH SCHOOL BUILDING	11/16/2022	2018	Yes	100	100	100	15	2	67,242	18,139,000	2,111,000	0	20,250,000
ID: 807	MASONRY NON-COMBUSTIBLE (100%) 810 LINCOLN STREET HUMBOLDT, NE 68376 Latitude: 40.16795672 Flood Zone: Longitude: -95.94720311 Flood Certificate:													
002	CONCESSION STAND	11/16/2022	2010	No	0	0	0	18	2	1,200	252,000	6,000	0	258,000
ID: 804	FRAME (100%) 810 CENTRAL AVENUE HUMBOLDT, NE 68376 Latitude: 40.16858765 Flood Zone: Longitude: -95.95026283 Flood Certificate:													
999	LAND IMPROVEMENT										0	0	299,000	299,000
ID: 1108														
Total for Site:	001	HIGH SCHOOL								68,442	18,391,000	2,117,000	299,000	20,807,000



Statement Of Insurable Values

As of December 05, 2022

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Building	Building Name	Insp. Date	Year Built	Entry Alarm	Manual Fire Alarm	Auto Fire Alarm	Sprinkler	Avg Story Height	Floors	Total Floor Area	Building RCV	Content RCV	LI RCV	Total RCV	
Member: 74-0070 HTRS PUBLIC SCHOOLS															
Site: 002 BUS BARN															
002 ID: 806	BUS BARN NON-COMBUSTIBLE (100%) 810 LINCOLN STREET HUMBOLDT, NE 68376 Latitude: Longitude:	11/16/2022	2018	No	0	0	0	20	1	6,760	813,000	165,000	0	978,000	
		40.16767453		Flood Zone:											
		-95.94814987		Flood Certificate:											
003 ID: 805	ALTERNATIVE SCHOOL FRAME (100%) 810 LINCOLN ST HUMBOLDT, NE 68376 Latitude: Longitude:	11/16/2022	2015	Yes	100	100	0	10	1	2,564	547,000	75,000	0	622,000	
		40.16874858		Flood Zone:											
		-95.94799402		Flood Certificate:											
Total for Site: 002 BUS BARN											9,324	1,360,000	240,000	0	1,600,000
Total for Member: 74-0070 HTRS PUBLIC SCHOOLS											77,766	19,751,000	2,357,000	299,000	22,407,000
Total:											77,766	19,751,000	2,357,000	299,000	22,407,000

Nebraska Association Of School Boards Inc
Lincoln, Nebraska

Member: 74-0070 HTRS PUBLIC SCHOOLS
 Site: 001 HIGH SCHOOL
 Building: 001 ELEMENTARY/ HIGH SCHOOL BUILDING

810 LINCOLN STREET
 HUMBOLDT, NE 68376 US



Valuation Summary

Date of Inspection: 11/16/2022

Building Replacement Cost Value	\$ 18,139,000	(\$269.76 per SF)
Contents Replacement Cost Value	\$ 2,111,000	(\$31.39 per SF)
Total Replacement Cost Value	\$ 20,250,000	(\$301.15 per SF)

Construction Components

ID: 807

ISO Class:	MASONRY NON-COMBUSTIBLE (100%)
Exterior Wall Type:	BRICK ON MASONRY (100%)
Heating:	STEAM/HOT WATER WITH UNIT HEATERS (70%); ROOFTOP UNIT (30%)
Cooling:	FORCED COOL AIR (100%)
Roof Material:	SINGLE-PLY MEMBRANE (100%)
Roof Pitch:	FLAT (100%)
Elevators:	Passenger: 2 Freight: 0

Description

Year Built:	2018
Number of Stories:	2
Average Story Height:	15
Square Footage:	<i>Super Structure:</i> 67,242
	<i>Sub Structure:</i> 0
Total:	67,242

Exposure

Latitude:	40.167957
Longitude:	-95.947203

Protection

Manual Fire Alarm:	100
Automatic Fire Alarm:	100
Sprinklers:	100
Entry Alarm:	Yes

Flood Information

Zone:	
Certificate:	

Miscellaneous Additional Features

CANOPY; KITCHEN - EXHAUST HOOD W/FIRE PROTECTION; WALK-IN COOLERS & FREEZERS; BLEACHERS & GRANDSTANDS - PERMANENT; SCOREBOARD; METAL LOCKERS; BASKETBALL GOAL; BASKETBALL GOAL

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Member: 74-0070 HTRS PUBLIC SCHOOLS
 Site: 001 HIGH SCHOOL
 Building: 002 CONCESSION STAND

810 CENTRAL AVENUE
 HUMBOLDT, NE 68376 US



Valuation Summary

Date of Inspection: 11/16/2022

Building Replacement Cost Value	\$ 252,000	(\$210.00 per SF)
Contents Replacement Cost Value	\$ 6,000	(\$5.00 per SF)
Total Replacement Cost Value	\$ 258,000	(\$215.00 per SF)

Construction Components

ID: 804

ISO Class:	FRAME (100%)
Exterior Wall Type:	SIDING, METAL OR OTHER ON FRAME (100%)
Heating:	NONE (100%)
Cooling:	NONE (100%)
Roof Material:	STEEL (100%)
Roof Pitch:	LOW (2:12 TO 6:12 PITCH) (100%)
Elevators:	Passenger: 0 Freight: 0

Description

Year Built:	2010
Number of Stories:	2
Average Story Height:	18
Square Footage:	<i>Super Structure:</i> 1,200
	<i>Sub Structure:</i> 0
Total:	1,200

Exposure

Latitude:	40.168588
Longitude:	-95.950263

Protection

Manual Fire Alarm:	0
Automatic Fire Alarm:	0
Sprinklers:	0
Entry Alarm:	No

Flood Information

Zone:	
Certificate:	

Miscellaneous Additional Features

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Member: 74-0070 HTRS PUBLIC SCHOOLS
 Site: 002 BUS BARN
 Building: 002 BUS BARN

810 LINCOLN STREET
 HUMBOLDT, NE 68376 US



Valuation Summary

Date of Inspection: 11/16/2022

Building Replacement Cost Value	\$ 813,000	(\$120.27 per SF)
Contents Replacement Cost Value	\$ 165,000	(\$24.41 per SF)
Total Replacement Cost Value	\$ 978,000	(\$144.67 per SF)

Construction Components

ID: 806

ISO Class:	NON-COMBUSTIBLE (100%)
Exterior Wall Type:	SIDING, METAL OR OTHER ON GIRTS (70%); NONE (30%)
Heating:	NONE (75%); GAS, OIL, OR ELECTRIC SUSPENDED UNIT HEATER (25%)
Cooling:	NONE (100%)
Roof Material:	STEEL (100%)
Roof Pitch:	LOW (2:12 TO 6:12 PITCH) (100%)
Elevators:	Passenger: 0 Freight: 0

Description

Year Built:	2018
Number of Stories:	1
Average Story Height:	20
Square Footage:	<i>Super Structure:</i> 6,760
	<i>Sub Structure:</i> 0
Total:	6,760

Exposure

Latitude:	40.167675
Longitude:	-95.948150

Protection

Manual Fire Alarm:	0
Automatic Fire Alarm:	0
Sprinklers:	0
Entry Alarm:	No

Flood Information

Zone:	
Certificate:	

Miscellaneous Additional Features

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Member: 74-0070 HTRS PUBLIC SCHOOLS
 Site: 002 BUS BARN
 Building: 003 ALTERNATIVE SCHOOL

810 LINCOLN ST
 HUMBOLDT, NE 68376 US



Valuation Summary

Date of Inspection: 11/16/2022

Building Replacement Cost Value	\$ 547,000	(\$213.34 per SF)
Contents Replacement Cost Value	\$ 75,000	(\$29.25 per SF)
Total Replacement Cost Value	\$ 622,000	(\$242.59 per SF)

Construction Components

ID: 805

ISO Class:	FRAME (100%)
Exterior Wall Type:	SIDING, METAL OR OTHER ON FRAME (100%)
Heating:	FORCED WARM AIR (100%)
Cooling:	FORCED COOL AIR (100%)
Roof Material:	STEEL (100%)
Roof Pitch:	LOW (2:12 TO 6:12 PITCH) (100%)
Elevators:	Passenger: 0 Freight: 0

Description

Year Built:	2015
Number of Stories:	1
Average Story Height:	10
Square Footage:	<i>Super Structure:</i> 2,564
	<i>Sub Structure:</i> 0
Total:	2,564

Exposure

Latitude:	40.168749
Longitude:	-95.947994

Protection

Manual Fire Alarm:	100
Automatic Fire Alarm:	100
Sprinklers:	0
Entry Alarm:	Yes

Flood Information

Zone:	
Certificate:	

Miscellaneous Additional Features

CANOPY



Land Improvements Report

As of December 05, 2022

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Id	Site	Asset Number	Qty	Description	Manufacturer	Model	Serial	LI RCV
Member:	74-0070	HTRS PUBLIC SCHOOLS						
Site:	001	HIGH SCHOOL						
1848	001	20231067	1	MODULAR PLAY SYSTEM				90,000
1849	001	20231068	1	MODULAR PLAY SYSTEM				65,000
1850	001	20231069	2	BACKBOARD BASKETBALL SINGLE GOAL				5,000
1851	001	20231070	1	SWING 6 SEATS				2,000
1852	001	20231071	1	FLAG POLE				9,000
1853	001	20231072	1	FENCE CHAIN LINK 6'				6,000
1854	001	20231073	1	FENCE CHAIN LINK 6'				9,000
1855	001	20231074	1	BLEACHERS OPEN STEEL FRAME				71,000
1856	001	20231075	4	LIGHT POLE STEEL ATHLETIC FIELD				38,000
1857	001	20231076	2	GOAL FOOTBALL SINGLE POST				4,000
Total Site:						001		299,000



Land Improvements Report

As of December 05, 2022

Nebraska Association Of School Boards Inc

Lincoln, Nebraska

Id	Site	Asset Number	Qty	Description	Manufacturer	Model	Serial	LI RCV
					Total Member:	74-0070		299,000
					Grand Total:			299,000



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