

Board of Education Regular Meeting
Monday, February 9, 2026 7:00 PM
Humboldt Board Conference Room
810 Central Ave
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE***
2. **WELCOME PATRONS & GUEST: PATRON COMMENT**
3. **CORRESPONDENCE**
4. **APPROVE CONSENT AGENDA**
 - 4.1. Meeting Minutes
 - 4.2. Bills for Payment
 - 4.3. Review Treasurer's Report
5. **REPORTS**
 - 5.1. Principal Caniglia
 - 5.2. Principal Standerford
 - 5.3. SPED Director Kroll
 - 5.4. NASB Report - Neal Kanel
6. **AGENDA**
 - 6.1. Board Member's Leave of Absence if Needed
 - 6.2. 2026-2027 School Calendar
 - 6.3. Cross Country 2026-2027
 - 6.4. Lebra Teacher Evaluation Tool.
7. **Superintendent Griffith's Report**
8. **BOARD MEMBER CONCERNS**
9. **ADJOURN**

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Dallas
Kawandoussé

Mary Jo McElho

Anesa Pao

Amber Vlasnik

HTRS Board Members,

Thank you for meeting
with us & sharing
your vision for HTRS!
We value your time &
commitment to the district.
Keep advocating for
your district & students!

Go Titans!

Board Organization Meeting

Monday, January 12, 2026 7:00 PM

Past Meetings

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

2. ORGANIZE BOARD OF EDUCATION

2.1. Elect Board President

Motion to elect Kyle Hilgenfeld as Board President passed with a motion by Mike Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

2.2. Elect Board Vice President

Motion to elect Scott Ogle as Board Vice President failed with a motion by Kyle Hilgenfeld and a second by Neal Kanel. Yea: 2, Nay: 4

Motion to elect Mike Kanel as Board Vice President passed with a motion by Scott Ogle and a second by Quentin Bowen. Yea: 5, Nay: 1

3. Board President Appointments

Motion passed with a motion by Neal Kanel and Second by Dave Mezger to keep appointments to 3.1, 3.2, and 3.3 the same as the prior year. Yea: 6, Nay: 0

3.1. Appoint Board Secretary – Dr. George Griffith

3.2. Appoint Board Treasurer – Quentin Bowen

3.3. Appoint Board Recorder – Dr. George Griffith

3.4. Appoint Standing Committee's Members

Motion passed to approve committee appointments as modified with a motion by Neal Kanel and a second by Scott Ogle. Yea: 6, Nay: 0

4. WELCOME PATRONS AND GUESTS - PATRON COMMENT

Mark Novak addressed the Board regarding an open position on the Humboldt Community Foundation Board for a member of the school board. President Kyle Hilgenfeld appointed Quentin Bowen to represent the board on the Humboldt Community Foundation Board.

5. APPROVE CONSENT AGENDA

Motion passed with a motion by Scott Ogle and a second by Neal Kanel to approve the consent agenda. Yea: 6, Nay: 0

5.1. Regular Meeting Minutes

5.2. Approve bills for payment

5.3. Review Treasurer's report

6. REPORTS

6.1. 7-12 Principal Caniglia discussed high school counselors report, upcoming activities for basketball, wrestling, FFA, Speech and our PRIDE group.

6.2. PK - 6 Principal Standerford discussed upcoming school conferences, training and PBIS.

6.3. SPED Director Kroll

6.4. NASB - Neal Kanel

7. ACTION ITEMS

7.1. If Needed - Approve Board Member Absence

7.2. Appoint Official Bank Depositories

Motion by Dave Mezger and a second by Mike Kanel passed to designate American National Bank and The State Bank of Table Rock as the Depository Banks. Yea: 6, Nay: 0

7.3. Appoint Official Newspapers

Motion by Neal Kanel and a second by Mike Kanel passed to approve Humboldt Standard, Pawnee Republican and Falls City Journal as newspapers of record. Yea: 6, Nay: 0

7.4. Appoint Legal Counsel

Motion by Scott Ogle and a second by Mike Kanel passed to approve KSB as Legal Counsel and Fankhauser, Nelsen, Werts & Zsky as needed. Yea: 6, Nay: 0

7.5. Approve Review of Policies 5030 (Dating Violence) and 5054 (Bullying)

Motion by Scott Ogle and a second by Neal Kanel passed to approve the review of policies 5030 and 5054. Yea: 6, Nay: 0

7.6. Review Policies 2005 and 2012 (No Action Needed)

No Action, information only.

7.7. Approve Participation in Federal Programs: Title I, Special Education and Hot Lunch

Motion by Neal Kanel and a second by Scott Ogle passed to approve participation in Federal Programs: Title I, Special Education and Hot Lunch. Yea: 6, Nay: 0

7.8. Appoint Coordinators for Federal Programs

District Title IX Coordinator (Brittany Rogers)

Title IX Decision Maker (Kim Caniglia)

Title IX Investigator (Kim Standerford)

All other Federal Programs (Superintendent)

Motion to appoint the listed individuals to the specified programs passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

7.9. Personnel

7.9.1. Jenna Burger K-8 Teacher

Approve for 26-27 passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

7.10. Negotiations

7.10.1. 2026-2027 Negotiated Agreement

Motion to approve the Negotiated Agreement for 2026-2027 passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

7.10.2. Classified Staff Pay

Motion to approve proposed \$15.50 base plus movement passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

7.10.3. Principal Salaries — Contract Extension

Executive session passed with a motion by Mike Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

Neal made the motion to come out of Executive session at 8:15 pm

Motion to add \$1,500 to the base salary of the principals passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

7.10.4. SPED Director Salary - Contract Extension

Add \$1,500 to the base pay of the SPED Director passed with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

7.10.5. Superintendent Salary/ Additional year to Contract

Motion to increase the Superintendent's base pay by \$1,500 and add 1 year to the contract passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

8. SUPERINTENDENT GRIFFITH'S REPORT

9. BOARD CONCERNS/COMMENTS

10. ADJOURN

Motion to adjourn meeting passed with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

Respectfully submitted,

Chantel Farwell

Account Number	Detail Description	Amount
01 3541 610 003	Sixpence	11.39
01 6301 610 001	ELA PO 8719	64.80
01 3541 610 003	Sixpence PO 8724	131.79
01 6988 610 000	STEAM PO 8725	254.95
01 6988 610 000	STEAM PO 8725	80.03
01 1100 610 003	PO 8726 PBiS	44.99
01 1100 610 003	PO 8726 PBiS	90.30
01 1100 610 001	PO 8731 FCS	111.12
01 3541 610 003	PO 8733 Sixpence	43.55
01 3551 610 001	PO 8736 CTE	49.86
Total Amazon Capital Services		882.78
01 2230 643 000	School App	6,670.13
Total APPTEGY, INC		6,670.13
01 1100 580 000	Hotel Room Restorative Practice	382.57
01 1100 580 000	Hotel Room Restorative Practice BR/TR	382.57
01 6988 610 000	PO 8735	5,154.20
01 2510 531 000	POSTAGE	124.78
01 2320 580 000	SUPT TRAVEL EXPENSES	382.57
01 2320 610 000	SUPT Supplies-Amazon	26.44
01 2620 610 000	MAINT Supplies	92.21
01 1100 610 001	PO 8729	21.40
01 2710 610 000	VEHICLE PARTS/SUPPLIES	455.84
01 3541 610 003	PO 8734	212.82
01 2570 330 000	NSAA Meeting	17.42
01 6988 580 000	PO 8745	200.54
Total CARDMEMBER SERVICE		7,453.36
01 2141 330 000	PO 8364 LMHP JT	291.00
Total Chadwell, Mindy		291.00
01 1100 610 003	EL Snacks	527.07
01 1100 610 001	FCS	25.28
01 1100 610 003	Science Clas EL	3.38
Total CLEANING COUSINS, LLC		555.73
01 2230 650 000	tech / OCIO	317.87
Total DAS STATE ACCOUNTING - CENTRAL FINANCE		317.87
01 1100 610 001	FG2096	60.00
01 1100 610 001	FG25235	24.30
01 1100 610 001	FG2424	20.00
01 1100 610 001	FG2455	24.30
Total DIETZE MUSIC HOUSE		128.60
01 2620 350 000	33574	195.00
01 2620 610 000	33574 parts	114.67
01 2620 610 000	33554 filters	1,540.62
01 2620 350 000	33600	65.00
01 2620 610 000	33600 parts	9.67
Total DSTK PHILLIPS, INC		1,924.96
01 2620 610 000	maintenance supplies	38.99
Total EAKES OFFICE SOLUTIONS		38.99
01 2710 610 000	Bus parts	84.92
Total EGGERS BROS INC		84.92
01 2510 340 000	emplmt background screenings	40.45
Total ESSENTIAL SCREENS		40.45
01 2310 540 000	advertising	224.39
Total FALLS CITY JOURNAL		224.39
01 2620 420 000	trash-utilities	770.00
01 2620 420 000	trash-utilities	770.00

Account Number	Detail Description	Amount
Total FALLS CITY SANITATION		1,540.00
01 1100 382 001	distance learning	429.21
Total FIBER PLATFORM, LLC		429.21
01 1100 440 000	Staple Copier Lease	1,287.03
01 1100 440 000	Staple Copier Lease	90.77
Total Hometown Leasing		1,377.80
01 102	payroll expenses	606,586.83
Total HTRS PAYROLL ACCT		606,586.83
01 2310 810 000	Annual Dues	110.00
Total HUMBOLDT CHAMBER OF COMMERCE		110.00
01 2310 540 000	10888	152.29
01 2310 540 000	10787	8.00
Total HUMBOLDT STANDARD		160.29
01 2330 317 000	legal services	385.00
Total KSB School Law		385.00
01 2620 350 000	water soft contract	484.00
Total KURITA AMERICA INC		484.00
01 2161 340 000	SA	1,111.96
01 6408 340 003	0-2 yo	176.08
01 6408 340 003	3-5 yo	631.96
Total MALCOLM, MARY		1,920.00
01 3551 610 001	0032419848	102.31
01 3551 610 001	0032558662	146.85
01 3551 610 001	0032704511	151.40
Total MATHESON TRI-GAS INC		400.56
01 2590 270 000	2024-2025 Policy	384.00
Total NASB ALICAP		384.00
01 2310 810 000	BOE Dues	4,723.00
01 2310 810 000	BOE Online Survey	300.00
Total NASB NEBRASKA ASSN OF SCHOOL BOARDS		5,023.00
01 6408 340 003	0-2 yo	0.00
01 6408 340 003	3-5 yo	110.00
01 2171 340 000	SA	1,030.50
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		1,140.50
01 2141 610 002	JANUARY2026	57.62
Total NCS PEARSON, INC		57.62
01 2610 621 000	43462	246.66
01 2610 621 000	69158	55.11
01 2610 621 000	118003	209.55
01 2610 621 000	43465	42.34
01 2610 621 000	43471	4,980.11
Total NPPD		5,533.77
01 2310 540 000	ADVERTISING	125.88
Total Pawnee Republican		125.88
01 2230 643 000	fuel	257.13
Total Sapp Bros.		257.13
01 2620 350 000	pest control-spraying	75.00
Total SCHENDEL PEST CONTROL		75.00
01 1100 610 002	PO 8728	90.00
Total SCHMITT MUSIC		90.00
01 6988 610 000	STEAM	528.00
Total SJS Embroidery		528.00
01 3551 610 001	JS Reimb	94.21

Account Number	Detail Description	Amount
Total Stalder, Jenna		94.21
01 2410 580 000	Flight Reimbursement for Conf.	447.36
Total Standerford, Kim		447.36
01 2710 890 000	ee drug testing	70.00
01 2710 890 000	ee drug testing	282.80
Total SURNALI, LLC		352.80
01 2320 650 000	Red Rover Downpayment	2,000.00
Total TIME MANAGEMENT SYSTEMS		2,000.00
01 2620 350 000	elevator maintenance	595.72
Total TK ELEVATOR CORPORATION		595.72
01 2710 610 000	XA108205221:01	876.34
01 2710 610 000	XA108205221:01	(832.05)
01 2710 610 000	XA108205401:01	491.08
01 2710 610 000	XA108205585:01	(44.29)
Total TRUCK CENTER COMPANIES		491.08
01 2710 330 000	KT Course	325.00
Total UNIVERSITY OF NEBRASKA - KEARNEY		325.00
01 1100 382 001	FY26, Quarter 2	74.07
Total University of Nebraska - Lincoln		74.07
01 2510 530 000	long distance	73.58
Total VERIZON BUSINESS		73.58
01 2161 340 000	OT SPED Services	2,747.00
01 2161 340 000	OT SPED Travel Expenses	479.20
Total WILCOCK, JOY		3,226.20
Checking Account ID 1		652,901.79

HTRS ACCOUNT BALANCES - Cash on Hand

01x31x2026

Account			January	Previous Month
ACTIVITY ACCOUNT	x488	\$	91,131.27	\$ 89,860.35
BREAKFAST/LUNCH	x462	\$	55,039.58	\$ 51,738.43
BUILDING FUND	x0640	\$	1,271,483.77	\$ 1,256,370.46
DEPRECIATION	x3541	\$	144,698.78	\$ 144,612.83
EMPLOYEE BEN FUND MM	x7455	\$	148,765.97	\$ 148,677.61
GENERAL FUND	x2567	\$	985,504.62	\$ 545,396.47
OFFICE ACCOUNT	x3638	\$	2,713.84	\$ 2,713.84
PAYROLL FUND	x2648	\$	72,212.63	\$ 9,844.80
QCPUF	x2583	\$	7,367.60	\$ 7,363.22
STUDENT FEES	x5156	\$	13,573.41	\$ 13,571.51
DAYCARE	x295	\$	23,961.91	\$ 20,201.49

INTERNAL TRANSFERS - Current FY		
<u>GENERAL to LUNCH FUND</u>	\$	-
<u>GENERAL to Activity FUND</u>	\$	-
<u>GENERAL to PAYROLL</u>	\$	-



**Humboldt Table Rock Steinauer Pubic Schools
Breakfast/Lunch Program**

Jan.2026

Receipts

Lunches	6,725.33
State	9,219.89
Interest	\$2.16

Total Receipts	\$15,947.38
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Expenses

Caqsh-Wa-Dist.	\$10,025.95
Falls City Mercantile	\$2,620.28

Total Expenses	\$12,646.23
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Balance	\$55,039.58
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Activity Fund Balance Report - Summary - Exclude Encumbrances

01/2026 - 01/2026

Regular; Beginning Month 01/2026; Processing Month 01/2026; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND		Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0098		2030	1,538.77	0.00	0.00	0.00	1,538.77
05 704 0099		2026	2,458.51	0.00	643.65	0.00	3,102.16
05 704 0100		Athletics - Miscellaneous	4,473.16	5,778.30	1,320.00	0.00	14.86
05 704 0101		Unified Bowling	417.00	72.80	0.00	0.00	344.20
05 704 0102		2029	1,296.64	0.00	420.00	0.00	1,716.64
05 704 0122		2025	(330.47)	0.00	0.00	0.00	(330.47)
05 704 0123		2021	2,174.69	0.00	0.00	0.00	2,174.69
05 704 0124		2023	1,624.08	0.00	0.00	0.00	1,624.08
05 704 0125		2024	766.55	0.00	0.00	0.00	766.55
05 704 0132		2027	7,934.19	0.00	532.00	0.00	8,466.19
05 704 0133		2028	2,413.50	0.00	0.00	0.00	2,413.50
05 704 0135		Annual	530.14	574.40	440.00	0.00	395.74
05 704 0136		Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137		Track	505.58	0.00	0.00	0.00	505.58
05 704 0138		Concession	5,422.99	5,226.84	5,856.72	0.00	6,052.87
05 704 0139		FCS	1,616.26	0.00	100.00	0.00	1,716.26
05 704 0140		Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141		One Act	1,153.62	0.00	0.00	0.00	1,153.62
05 704 0142		Student Council - H S	401.17	27.93	0.00	0.00	373.24
05 704 0143		H.S. Youth Leadership	4,112.61	0.00	0.00	0.00	4,112.61
05 704 0144		H.S. Cheerleading	304.11	0.00	0.00	0.00	304.11
05 704 0145		Legion Scholarship	1,421.96	0.00	0.00	0.00	1,421.96
05 704 0146		Foundation Scholarship	(6,319.62)	0.00	7,775.00	0.00	1,455.38
05 704 0147		Donations	5,043.40	0.00	0.00	0.00	5,043.40
05 704 0148		Activities	6,526.63	5,718.33	0.00	0.00	808.30
05 704 0149		Library	5,261.43	0.00	0.00	0.00	5,261.43
05 704 0150		Wrestling	22.41	0.00	0.00	0.00	22.41
05 704 0151		Grants & Scholarships	4,377.21	196.93	0.00	0.00	4,180.28
05 704 0152		Elementary	311.24	193.68	0.00	0.00	117.56
05 704 0154		Music (new)	692.23	0.00	0.00	0.00	692.23
05 704 0155		Snack Cart	1,465.91	449.67	196.65	0.00	1,212.89
05 704 0156		Leap Program	0.00	0.00	0.00	0.00	0.00
05 704 0157		COF	2,461.99	0.00	0.00	0.00	2,461.99
05 704 0158		Baseball	308.70	0.00	0.00	0.00	308.70
05 704 0159		Skills USA	487.00	140.00	721.13	0.00	1,068.13
05 704 0160		Cheerleading-Mid School	215.00	0.00	0.00	0.00	215.00

Activity Fund Balance Report - Summary - Exclude Encumbrances

01/2026 - 01/2026
Regular; Beginning Month 01/2026; Processing Month 01/2026; 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 0161	StuCo - Middle School	1,868.56	0.00	0.00	0.00	1,868.56
		05 704 0162	Mock Trial	796.25	0.00	0.00	0.00	796.25
		05 704 0163	Volleyball Club	1,755.49	0.00	0.00	0.00	1,755.49
		05 704 0164	Golf Club	775.88	0.00	0.00	0.00	775.88
		05 704 0165	Middle School-Youth Leadership	946.66	0.00	0.00	0.00	946.66
		05 704 0166	Power Lifting	2,957.30	0.00	0.00	0.00	2,957.30
		05 704 0168	Speech	827.67	0.00	0.00	0.00	827.67
		05 704 0169	MS Robotics	2,425.66	0.00	0.00	0.00	2,425.66
		05 704 0171	Boys Basketball	3,075.81	0.00	0.00	0.00	3,075.81
		05 704 0172	Girls Basketball	1,291.58	0.00	0.00	0.00	1,291.58
		05 704 0173	Sport Posters	2,754.23	0.00	1,024.50	0.00	3,778.73
		05 704 0174	Football Club	(5.39)	0.00	300.00	0.00	294.61
		05 704 0175	FFA	8,097.46	482.71	978.10	0.00	8,592.85
		05 704 0176	HS Robotics	15.85	400.00	0.00	0.00	(384.15)
		05 704 0995	Interest	438.00	0.00	0.00	0.00	438.00
		05 704 0996	Service Charge	(4,100.80)	0.00	0.00	0.00	(4,100.80)
			Fund Total: 05	90,085.11	19,261.59	20,307.75	0.00	91,131.27

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	0.00	566,062.30	1,316,495.27	0.00	(1,316,495.27)
01 1115	Carline Tax	0.00	0.00	1,181.37	0.00	(1,181.37)
01 1120	Public Power Dist. Sales Tax	0.00	495.30	497.86	0.00	(497.86)
01 1125	Motor Vehicle Tax	0.00	33,754.30	122,237.95	0.00	(122,237.95)
01 1140	Penalties/Int on Taxes	0.00	2,656.23	7,143.96	0.00	(7,143.96)
01 1190	Other taxes levied	0.00	(1,841.66)	(3,829.73)	0.00	3,829.73
01 1315	Tuition from other entities(early entry)	0.00	10,150.00	20,761.27	0.00	(20,761.27)
01 1370	Preschool tuition	0.00	690.00	3,983.00	0.00	(3,983.00)
01 1800 1810	Fitness Center Dues	0.00	200.00	1,650.00	0.00	(1,650.00)
01 1800 1830	Laptop Fees	0.00	35.00	2,900.00	0.00	(2,900.00)
01 1800 1840	Industrial Arts Fees	0.00	0.00	18.00	0.00	(18.00)
01 1800 1850	Before/After School Program	0.00	315.00	33,266.91	0.00	(33,266.91)
01 1800 1870	Daycare Receipts	0.00	4,521.85	33,867.57	0.00	(33,867.57)
01 1911	Local license fees	0.00	610.00	610.00	0.00	(610.00)
01 1921	City-Police court fines	0.00	0.00	1,490.00	0.00	(1,490.00)
01 1960	Other Misc. Local Govt Revenue	0.00	0.00	7.35	0.00	(7.35)
	Subtotal: LOCAL RECIEPTS	0.00	617,648.32	1,542,280.78	0.00	(1,542,280.78)
01 2110	County Fines & Lience Fees	0.00	2,295.39	15,883.36	0.00	(15,883.36)
01 2210	ESU Receipts	0.00	0.00	6,627.07	0.00	(6,627.07)
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	2,295.39	22,510.43	0.00	(22,510.43)
01 3110	State Aid	0.00	49,114.87	254,264.85	0.00	(254,264.85)
01 3120	SPED School Age (SA)	0.00	156,122.00	312,745.00	0.00	(312,745.00)
01 3130	Homestead Exemption	0.00	0.00	776.07	0.00	(776.07)
01 3131	Property tax credit	0.00	185,817.33	180,146.15	0.00	(180,146.15)
01 3132	Personal property tax credit	0.00	0.00	161,712.27	0.00	(161,712.27)
01 3133	Nameplate Capacity Tax (windmills)	0.00	0.00	28,696.75	0.00	(28,696.75)
01 3134	Personal Property Tax Credit	0.00	0.00	66,002.59	0.00	(66,002.59)
01 3180	Pro Rate Motor Vehicle	0.00	2,875.81	4,445.29	0.00	(4,445.29)
01 3400	State apportionment	0.00	102,965.77	102,965.77	0.00	(102,965.77)
01 3535	High ability learners	0.00	0.00	3,936.00	0.00	(3,936.00)
01 3541	Sixpence Grant Receipts	0.00	0.00	20,208.50	0.00	(20,208.50)
01 3551	Career Education	0.00	0.00	7,500.00	0.00	(7,500.00)
	Subtotal: STATE RECEIPTS	0.00	496,895.78	1,143,399.24	0.00	(1,143,399.24)
01 4505	Title I, Part A ESSA	0.00	0.00	1,546.00	0.00	(1,546.00)
01 4516	IDEA PreK Base (619) Age 3-5	0.00	0.00	1,352.00	0.00	(1,352.00)
01 4518	SPED - IDEA Base/Enr Pov	0.00	0.00	109,168.00	0.00	(109,168.00)
01 4521	IDEA Part B, Propt, Age 3-21	0.00	0.00	852.00	0.00	(852.00)
01 4705	Flood control	0.00	0.00	5,327.89	0.00	(5,327.89)
01 4708	Medicaid in Public Schools MIPS	0.00	5,508.99	18,114.26	0.00	(18,114.26)
01 4988	ARP ESSER III AFTER school	0.00	0.00	7,500.00	0.00	(7,500.00)
	Subtotal: FEDERAL RECEIPTS	0.00	5,508.99	143,860.15	0.00	(143,860.15)
01 5200	Fund Transfers In (from other HTRS fund)	0.00	0.00	25,000.00	0.00	(25,000.00)
01 5690	Other Non-revenue Receipt	0.00	0.00	19.98	0.00	(19.98)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	25,019.98	0.00	(25,019.98)
01 9000	Non-programmed Receipts	0.00	0.00	37,304.53	0.00	(37,304.53)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	37,304.53	0.00	(37,304.53)
	Fund Total:	0.00	1,122,348.48	2,914,375.11	0.00	(2,914,375.11)

Revenue Summary Report

Processing Month: 01/2026

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:	0.00	1,122,348.48	2,914,375.11	0.00	(2,914,375.11)

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

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User ID: CMF

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	240,000.00	20,023.68	50.51	118,786.33
01 1100 111 001	HS Teacher Salaries	720,000.00	60,701.63	51.07	352,283.17
01 1100 111 002	MS Teacher Salaries	0.00	7,140.30	0.00	(77,648.52)
01 1100 111 003	EL Teacher Salaries	850,000.00	82,246.27	50.67	419,288.63
111	SALARIES TCHR/PROF	1,810,000.00	170,111.88	55.10	812,709.61
01 1100 112 001	HS SALARIES AIDE/PARA	0.00	2,002.08	0.00	(8,506.69)
01 1100 112 002	MS AIDE/PARA	0.00	0.00	0.00	(398.67)
01 1100 112 003	EL AIDE/PARA	39,596.00	564.93	24.32	29,967.29
112	SALARIES AIDE/PARA	39,596.00	2,567.01	46.81	21,061.93
01 1100 113 001	HS SUB TCHR	63,158.00	4,828.25	35.54	40,708.50
01 1100 113 002	MS SUB TCHR	0.00	0.00	0.00	(2,340.00)
01 1100 113 003	EL SUB TCHR	78,827.00	3,430.08	28.86	56,076.16
113	SALARIES SUB TCHR	141,985.00	8,258.33	33.48	94,444.66
01 1100 153 000	TEACH SUB/CLASS COVERAGE	4,000.00	0.00	72.23	1,110.75
01 1100 153 001	EXTRA DUTY / STIPENDS	33,904.00	946.80	43.28	19,229.20
01 1100 153 002	CERT Unused Leave Payouts	0.00	0.00	0.00	0.00
153	EXTRA DUTY / STIPENDS	37,904.00	946.80	46.34	20,339.95
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	38,296.00	3,261.37	66.73	12,742.44
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	324,211.00	18,760.95	35.00	210,726.59
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	0.00	1,164.05	0.00	(12,988.16)
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	310,171.00	28,438.73	48.68	159,164.96
211	GROUP INS TCHR/PROF	672,678.00	51,625.10	45.05	369,645.83
01 1100 212 002	MS GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	6,514.00	169.77	51.67	3,148.39
212	GROUP INSURANCE AIDE/PARA	6,514.00	169.77	51.67	3,148.39
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	3,564.00	118.55	50.51	1,763.90
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	317.00	6.10	30.08	221.65
213	CERTIFIED CLASS COVG-BCBS	3,881.00	124.65	48.84	1,985.55
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	19,864.00	1,519.24	46.23	10,681.23
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	85,906.00	4,566.12	32.21	58,231.69
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	0.00	544.52	0.00	(5,914.50)
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	79,457.00	6,193.25	40.87	46,984.48
221	SOCIAL SECURITY TCHR/PROF	185,227.00	12,823.13	40.62	109,982.90
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	153.46	0.00	(651.99)
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	(30.58)
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	2,974.00	43.31	24.25	2,252.82
222	SOCIAL SECURITY AIDE/PARA	2,974.00	196.77	47.20	1,570.25
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	300.00	0.00	73.67	78.98
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	7,347.00	441.56	38.66	4,506.93
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	(179.01)
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	6,108.00	262.52	28.50	4,367.52
223	SOCIAL SECURITY SUB TCHR	13,755.00	704.08	36.21	8,774.42
01 1100 231 000	D RETIREMENT TCHR/PROF	21,037.00	1,306.37	42.04	12,193.68

Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 231 001	HS RETIREMENT TCHR/PROF	81,786.00	4,882.74	36.17	52,206.14
01 1100 231 002	MS RETIREMENT TCHR/PROF	0.00	408.07	0.00	(5,272.79)
01 1100 231 003	EL RETIREMENT TCHR/PROF	58,390.00	6,633.66	59.52	23,635.33
231	RETIREMENT TCHR/PROF	161,213.00	13,230.84	48.66	82,762.36
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	161.77	0.00	(687.35)
01 1100 232 002	MS RETIREMENT AIDE/PARA	0.00	0.00	0.00	(32.20)
01 1100 232 003	EL RETIREMENT AIDE/PARA	4,275.00	45.65	17.00	3,548.17
232	RETIREMENT AIDE/PARA	4,275.00	207.42	33.83	2,828.62
01 1100 233 000	RETIREMENT Tchr Class Covg	500.00	0.00	43.01	284.95
01 1100 233 001	HS RETIREMENT SUB TCHR	4,826.00	47.41	24.32	3,652.51
01 1100 233 002	MS RETIREMENT SUB TCHR	0.00	0.00	0.00	(189.07)
01 1100 233 003	EL RETIREMENT SUB TCHR	783.00	40.61	16.95	650.31
233	RETIREMENT SUB TCHR	6,109.00	88.02	28.00	4,398.70
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	26,433.00	0.00	0.00	26,433.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	17,656.00	0.00	0.00	17,656.00
237	Inc Ret Contribution Rate	44,089.00	0.00	0.00	44,089.00
01 1100 260 000	D UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 1100 281 000	D LTD/STD TCHR/PROF	655.00	25.39	25.20	489.96
01 1100 281 001	HS LTD/STD TCHR/PROF	6,886.00	358.30	32.22	4,667.50
01 1100 281 002	MS LTD/STD TCHR/PROF	0.00	27.52	0.00	(321.94)
01 1100 281 003	EL LTD/STD TCHR/PROF	6,950.00	484.48	36.07	4,443.06
281	LTD/STD TCHR/PROF	14,491.00	895.69	35.97	9,278.58
01 1100 282 001	HS LTD/STD AIDE/PARA	0.00	11.47	0.00	(45.90)
01 1100 282 002	MS LTD/STD AIDE/PARA	0.00	0.00	0.00	(2.56)
01 1100 282 003	EL LTD/STD AIDE/PARA	215.00	3.25	26.30	158.46
282	LTD/STD AIDE/PARA	215.00	14.72	48.84	110.00
01 1100 283 001	LTD/STD SUB TCHR	123.00	0.41	105.67	(6.97)
01 1100 283 002	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1100 283 003	LTD/STD SUB TCHR	24.00	1.19	11.58	21.22
283	LTD/STD SUB TCHR	147.00	1.60	90.31	14.25
01 1100 320 000	PROF EDUC SERVICES	443.00	0.00	2,684.65	(11,450.00)
320	PROF EDUC SERVICES	443.00	0.00	2,684.65	(11,450.00)
01 1100 333 000	MILEAGE PAID TO STAFF	906.00	0.00	43.58	511.20
333	MILEAGE TO STAFF	906.00	0.00	43.58	511.20
01 1100 382 001	Tuition - Distance Learning	23,693.00	503.28	17.94	19,442.14
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382	DISTANCE LEARNING	23,693.00	503.28	17.94	19,442.14
01 1100 440 000	DISTRICT RENTALS/LEASES	27,629.00	1,377.80	47.82	14,416.66
440	LEASE/RENTALS	27,629.00	1,377.80	47.82	14,416.66
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	5,000.00	765.14	35.55	3,222.37
580	TRAVEL EXPENSES	5,000.00	765.14	35.55	3,222.37
01 1100 610 001	HS Teaching Supplies	55,000.00	286.40	11.93	48,438.57
01 1100 610 002	MS Teaching Supplies	0.00	90.00	0.00	(1,250.05)

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 610 003	EL Teaching Supplies	45,000.00	665.74	13.41	38,964.85
610 SUPPLIES		100,000.00	1,042.14	13.85	86,153.37
01 1100 640 001	CLSD HS Textbooks	50,000.00	0.00	2.25	48,875.00
01 1100 640 002	MS Textbooks	0.00	0.00	0.00	(250.00)
01 1100 640 003	CLSD EL Textbooks	15,000.00	0.00	20.24	11,964.46
640 BOOKS/PERIODICALS		65,000.00	0.00	6.79	60,589.46
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	10,225.00	0.00	0.00	10,225.00
643 WEB/CLOUD BASED SOFTWARE		10,225.00	0.00	0.00	10,225.00
01 1100 733 001	HS Furniture And Equipment	19,664.00	0.00	2.79	19,114.56
01 1100 733 002	MS Furniture And Equipment	0.00	0.00	0.00	(200.00)
01 1100 733 003	EL Furniture And Equipment	1,729.00	0.00	0.00	1,729.00
733 FURNITURE/FIXTURES		21,393.00	0.00	3.50	20,643.56
01 1100 890 001	HS Other Expense	17,000.00	0.00	12.55	14,867.25
01 1100 890 002	MS Other Expense	0.00	0.00	0.00	(1,314.33)
01 1100 890 003	EL Other Expense	10,000.00	0.00	0.00	10,000.00
890 MISC EXPENDITURES		27,000.00	0.00	12.77	23,552.92
1100 REGULAR INSTRUCTIONAL PROGRAMS		3,426,342.00	265,654.17	47.04	1,814,451.68
1150 LIMITED ENGLISH PROF PROGRAMS					
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111 SALARIES TCHR/PROF		0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00
1160 POVERTY PROGRAMS					
01 1160 111 003	Teacher Salaries - Poverty	180,000.00	0.00	13.65	155,430.00
111 SALARIES TCHR/PROF		180,000.00	0.00	13.65	155,430.00
01 1160 113 003	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00
113 SALARIES SUB TCHR		0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	46,120.00	0.00	13.88	39,719.60
211 GROUP INS TCHR/PROF		46,120.00	0.00	13.88	39,719.60
01 1160 221 003	Social Security - Poverty	14,274.00	0.00	12.73	12,457.52
221 SOCIAL SECURITY TCHR/PROF		14,274.00	0.00	12.73	12,457.52
01 1160 231 003	Retirement - Poverty	14,383.00	0.00	13.80	12,397.75
231 RETIREMENT TCHR/PROF		14,383.00	0.00	13.80	12,397.75
01 1160 237 003	Inc Ret Contribution Rate	4,523.00	0.00	0.00	4,523.00
237 Inc Ret Contribution Rate		4,523.00	0.00	0.00	4,523.00
01 1160 281 003	Long Term Disability - Poverty	1,249.00	0.00	10.89	1,113.04
281 LTD/STD TCHR/PROF		1,249.00	0.00	10.89	1,113.04
01 1160 610 003	Teaching Supplies - Poverty	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
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	260,549.00	0.00	13.40	225,640.91
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	176,670.00	8,463.00	35.54	113,880.00
111	SALARIES TCHR/PROF	176,670.00	8,463.00	35.54	113,880.00
01 1190 112 003	EC Early Childhood Aide	1,493.00	4,394.06	1,046.82	(14,135.98)
112	SALARIES AIDE/PARA	1,493.00	4,394.06	1,046.82	(14,135.98)
01 1190 113 003	EC Substitute Salaries	233.00	0.00	0.00	233.00
113	SALARIES SUB TCHR	233.00	0.00	0.00	233.00
01 1190 211 003	EC Health Insurance	75,000.00	4,686.03	43.22	42,588.56
211	GROUP INS TCHR/PROF	75,000.00	4,686.03	43.22	42,588.56
01 1190 212 003	GROUP INSURANCE AIDE/PARA	234.00	704.77	915.56	(1,908.40)
212	GROUP INSURANCE AIDE/PARA	234.00	704.77	915.56	(1,908.40)
01 1190 221 003	EC Social Security	13,276.00	643.73	36.03	8,493.19
221	SOCIAL SECURITY TCHR/PROF	13,276.00	643.73	36.03	8,493.19
01 1190 222 003	EC SOC SEC AIDE/PARA	114.00	336.98	1,051.36	(1,084.55)
222	SOCIAL SECURITY AIDE/PARA	114.00	336.98	1,051.36	(1,084.55)
01 1190 223 003	EC SOC SEC SUB TCHR	18.00	0.00	0.00	18.00
223	SOCIAL SECURITY SUB TCHR	18.00	0.00	0.00	18.00
01 1190 231 003	EC Retirement	17,451.00	683.81	29.07	12,377.56
231	RETIREMENT TCHR/PROF	17,451.00	683.81	29.07	12,377.56
01 1190 232 003	RETIREMENT AIDE/PARA	78.00	355.04	1,618.99	(1,184.81)
232	RETIREMENT AIDE/PARA	78.00	355.04	1,618.99	(1,184.81)
01 1190 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 1190 281 003	EC LTD/STD TCHR/PROF	1,207.00	51.58	30.76	835.70
281	LTD/STD TCHR/PROF	1,207.00	51.58	30.76	835.70
01 1190 282 003	LTD/STD AIDE/PARA	6.00	19.24	1,053.50	(57.21)
282	LTD/STD AIDE/PARA	6.00	19.24	1,053.50	(57.21)
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	362.00	0.00	4.14	347.00
330	STAFF DEVELOPMENT/TRAINING	362.00	0.00	4.14	347.00
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	3,405.00	0.00	21.28	2,680.30
610	SUPPLIES	3,405.00	0.00	21.28	2,680.30
01 1190 733 003	EC Furniture & Equipment	1,231.00	0.00	0.00	1,231.00
733	FURNITURE/FIXTURES	1,231.00	0.00	0.00	1,231.00
1190	EARLY CHILDHOOD ED PROGRAMS	290,778.00	20,338.24	43.49	164,313.36
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	240,127.00	19,773.33	37.06	151,128.18

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1200 111 002	MS SPED Teacher Salaries	0.00	0.00	0.00	(11,953.00)
01 1200 111 003	EL SPED Teacher Salaries	353,020.00	9,466.50	17.94	289,675.04
111	SALARIES TCHR/PROF	593,147.00	29,239.83	27.70	428,850.22
01 1200 112 001	HS SPED Teacher Aide	75,000.00	4,210.15	31.25	51,566.02
01 1200 112 002	MS SPED Teacher Aide	0.00	0.00	0.00	(3,849.42)
01 1200 112 003	EL SPED Teacher Aide	320,000.00	20,441.03	38.29	197,484.76
112	SALARIES AIDE/PARA	395,000.00	24,651.18	37.92	245,201.36
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	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	74,571.00	5,741.67	41.17	43,872.21
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	0.00	0.00	0.00	(5,499.70)
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	157,554.00	3,157.66	15.85	132,585.87
211	GROUP INS TCHR/PROF	232,125.00	8,899.33	26.35	170,958.38
01 1200 212 001	HS SPED GROUP INS AIDE/PARA	0.00	679.09	0.00	(2,033.40)
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	59,000.00	5,660.87	56.03	25,939.76
212	GROUP INSURANCE AIDE/PARA	59,000.00	6,339.96	59.48	23,906.36
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	15,789.00	1,490.58	42.50	9,079.32
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	(886.06)
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	29,114.00	708.49	16.28	24,374.16
221	SOCIAL SECURITY TCHR/PROF	44,903.00	2,199.07	27.47	32,567.42
01 1200 222 001	SOCIAL SECURITY AIDE/PARA	6,000.00	322.99	29.95	4,202.78
01 1200 222 002	MS SPED SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	(295.11)
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	25,000.00	1,547.22	37.14	15,714.40
222	SOCIAL SECURITY AIDE/PARA	31,000.00	1,870.21	36.70	19,622.07
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	13,084.00	1,597.68	54.96	5,892.94
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	0.00	0.00	0.00	(965.80)
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	30,897.00	764.90	16.57	25,778.73
231	RETIREMENT TCHR/PROF	43,981.00	2,362.58	30.18	30,705.87
01 1200 232 001	RETIREMENT AIDE/PARA	5,409.00	340.17	35.00	3,515.58
01 1200 232 002	MS RETIREMENT AIDE/PARA	0.00	0.00	0.00	(311.03)
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	28,021.00	1,651.63	35.33	18,121.74
232	RETIREMENT AIDE/PARA	33,430.00	1,991.80	36.21	21,326.29
01 1200 237 001	Increased Retirement Contribution Rate	4,461.00	0.00	0.00	4,461.00
01 1200 237 002	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 237 003	Increased Retirement Contribution Rate	9,373.00	0.00	0.00	9,373.00
237	Inc Ret Contribution Rate	13,834.00	0.00	0.00	13,834.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	1,023.00	92.05	46.72	545.10

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01 1200 281 002	MS SPED LTD/STD TCHR/PROF	0.00	0.00	0.00	(69.32)
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	3,187.00	50.97	10.94	2,838.33
281	LTD/STD TCHR/PROF	4,210.00	143.02	21.28	3,314.11
01 1200 282 001	LTD/STD AIDE/PARA	226.00	20.88	38.41	139.20
01 1200 282 002	LTD/STD AIDE/PARA	0.00	0.00	0.00	(22.94)
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,763.00	101.39	34.53	1,154.27
282	LTD/STD AIDE/PARA	1,989.00	122.27	36.12	1,270.53
01 1200 330 000	SPED STAFF DEV/TRAINING	2,566.00	0.00	39.36	1,556.00
330	STAFF DEVELOPMENT/TRAINING	2,566.00	0.00	39.36	1,556.00
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	(827.40)
333	MILEAGE TO STAFF	0.00	0.00	0.00	(827.40)
01 1200 340 003	Non-ESU OTHER PROF SERVICES	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 1200 431 000	SPED NON-TECH BLDG REPAIRS/MAINT	0.00	0.00	0.00	0.00
431	NON-TECH REPAIRS/MAINT	0.00	0.00	0.00	0.00
01 1200 580 000	SPED TRAVEL EXPENSES	4,500.00	0.00	2.09	4,406.00
580	TRAVEL EXPENSES	4,500.00	0.00	2.09	4,406.00
01 1200 591 001	HS PURCHASED SERVICES	20,000.00	0.00	22.35	15,529.80
01 1200 591 002	MS PURCHASED SERVICES	0.00	0.00	0.00	(165.74)
01 1200 591 003	EL PURCHASED SERVICES	40,000.00	0.00	4.26	38,294.60
591	PURCHASED SERVICES	60,000.00	0.00	10.57	53,658.66
01 1200 610 001	HS SPED Supplies	3,741.00	0.00	3.04	3,627.12
01 1200 610 002	MS SPED Supplies	0.00	0.00	0.00	0.00
01 1200 610 003	EL SPED Supplies	7,946.00	0.00	0.12	7,936.26
610	SUPPLIES	11,687.00	0.00	1.06	11,563.38
01 1200 640 001	HS SPED Textbooks	3,088.00	0.00	0.00	3,088.00
01 1200 640 002	MS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 003	EL SPED Textbooks	3,875.00	0.00	0.00	3,875.00
640	BOOKS/PERIODICALS	6,963.00	0.00	0.00	6,963.00
01 1200 643 000	SPED Web/Cloud Based Software	7,637.00	0.00	3.80	7,346.89
643	WEB/CLOUD BASED SOFTWARE	7,637.00	0.00	3.80	7,346.89
01 1200 650 000	SPED Computer Hardware	4,697.00	0.00	0.00	4,697.00
650	TECH SUPPLIES	4,697.00	0.00	0.00	4,697.00
01 1200 733 001	HS SPED Furniture And Equipment	5,500.00	0.00	0.00	5,500.00
01 1200 733 002	MS SPED Furniture And Equipment	0.00	0.00	0.00	0.00
01 1200 733 003	EL SPED Furniture And Equipment	4,500.00	0.00	0.00	4,500.00
733	FURNITURE/FIXTURES	10,000.00	0.00	0.00	10,000.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,560,669.00	77,819.25	30.10	1,090,920.14
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

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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	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1291	SPED 3-5 YO	0.00	0.00	0.00	0.00
1292	SPED DIRECTOR				
01 1292 591 003	EC SPED DIR 0-2 yo	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1292	SPED DIRECTOR	0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL				
01 1300 111 001	Driver's Education Salary	4,453.00	0.00	0.00	4,453.00
111	SALARIES TCHR/PROF	4,453.00	0.00	0.00	4,453.00
01 1300 211 001	Driver's Ed Summer School	1,239.00	0.00	0.00	1,239.00
211	GROUP INS TCHR/PROF	1,239.00	0.00	0.00	1,239.00
01 1300 221 001	DrEd Social Security	341.00	0.00	0.00	341.00
221	SOCIAL SECURITY TCHR/PROF	341.00	0.00	0.00	341.00
01 1300 231 001	DrEd Retirement	440.00	0.00	0.00	440.00
231	RETIREMENT TCHR/PROF	440.00	0.00	0.00	440.00
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	23.00	0.00	0.00	23.00
281	LTD/STD TCHR/PROF	23.00	0.00	0.00	23.00
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	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL	6,496.00	0.00	0.00	6,496.00
2120	GUIDANCE SERVICES				
01 2120 111 001	HS Counselor's Salary	101,880.00	5,460.00	32.16	69,120.00
01 2120 111 002	MS Counselor's Salary	0.00	0.00	0.00	(3,112.20)
01 2120 111 003	EL Counselor's Salary	83,762.00	5,187.00	34.00	55,284.20
111	SALARIES TCHR/PROF	185,642.00	10,647.00	34.66	121,292.00
01 2120 211 001	HS Group Ins Counselor	42,105.00	2,293.57	28.54	30,088.71
01 2120 211 002	MS Group Ins Counselor	0.00	0.00	0.00	(1,323.38)
01 2120 211 003	EL Group Ins Counselor	12,160.00	2,205.64	97.95	249.54
211	GROUP INS TCHR/PROF	54,265.00	4,499.21	46.53	29,014.87
01 2120 221 001	HS Social Security	9,122.00	419.73	27.61	6,603.62
01 2120 221 002	MS Social Security	0.00	0.00	0.00	(225.40)
01 2120 221 003	EL Social Security	5,140.00	375.68	39.47	3,111.32
221	SOCIAL SECURITY TCHR/PROF	14,262.00	795.41	33.46	9,489.54
01 2120 231 001	HS Retirement COUNSELOR	9,886.00	441.17	26.78	7,238.98
01 2120 231 002	MS Retirement COUNSELOR	0.00	0.00	0.00	(251.46)
01 2120 231 003	EL Retirement COUNSELOR	5,814.00	419.11	38.93	3,550.80
231	RETIREMENT TCHR/PROF	15,700.00	860.28	32.88	10,538.32
01 2120 237 001	Increased Retirement Contribution	2,166.00	0.00	0.00	2,166.00

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	Rate				
01 2120 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	2,166.00	0.00	0.00	2,166.00
01 2120 281 001	HS LTD/STD COUNSELOR	579.00	34.63	34.84	377.28
01 2120 281 002	MS LTD/STD COUNSELOR	0.00	0.00	0.00	(18.38)
01 2120 281 003	EL LTD/STD COUNSELOR	574.00	30.63	28.82	408.60
281	LTD/STD TCHR/PROF	1,153.00	65.26	33.43	767.50
01 2120 330 001	HS Counselor DEV/TRAINING	342.00	0.00	8.77	312.00
01 2120 330 002	MS Counselor DEV/TRAINING	0.00	0.00	0.00	0.00
01 2120 330 003	EL Counselor DEV/TRAINING	0.00	0.00	0.00	(514.78)
330	STAFF DEVELOPMENT/TRAINING	342.00	0.00	159.29	(202.78)
01 2120 610 001	HS Guidance Supplies	4,500.00	0.00	0.00	4,500.00
01 2120 610 002	MS Guidance Supplies	0.00	0.00	0.00	0.00
01 2120 610 003	EL Guidance Supplies	12,692.00	0.00	2.13	12,421.45
610	SUPPLIES	17,192.00	0.00	1.57	16,921.45
01 2120 890 001	HS Other Expense	247.00	0.00	0.00	247.00
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	247.00	0.00	0.00	247.00
2120	GUIDANCE SERVICES	290,969.00	16,867.16	34.62	190,233.90
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	65,000.00	5,354.63	50.42	32,229.42
116	SALARIES PROF CLASS	65,000.00	5,354.63	50.42	32,229.42
01 2130 216 000	GROUP INSURANCE NURSE	34,000.00	2,532.00	44.68	18,808.00
216	GROUP INSURANCE PROF CLASS	34,000.00	2,532.00	44.68	18,808.00
01 2130 226 000	SOCIAL SECURITY NURSE	6,231.00	401.22	39.42	3,774.49
226	SOCIAL SECURITY PROF CLASS	6,231.00	401.22	39.42	3,774.49
01 2130 236 000	RETIREMENT NURSE	7,522.00	428.61	34.88	4,898.38
236	RETIREMENT PROF CLASS	7,522.00	428.61	34.88	4,898.38
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	451.00	17.60	23.41	345.40
286	LTD/STD PROF CLASS	451.00	17.60	23.41	345.40
01 2130 320 000	Student Health Screenings	3,650.00	0.00	0.00	3,650.00
320	PROF EDUC SERVICES	3,650.00	0.00	0.00	3,650.00
01 2130 610 000	Nurse Supplies	25,221.00	0.00	19.22	20,373.57
610	SUPPLIES	25,221.00	0.00	19.22	20,373.57
2130	HEALTH SERVICES	142,075.00	8,734.06	40.82	84,079.26
2141	SPED SA Psych Services				
01 2141 111 000	School Psych Salaries	120,000.00	9,916.67	49.58	60,499.98
01 2141 111 001	School Psych Salaries HS	0.00	0.00	0.00	0.00
01 2141 111 002	School Psych Salaries MS	0.00	0.00	0.00	0.00
01 2141 111 003	School Psych Salaries EL	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	120,000.00	9,916.67	49.58	60,499.98
01 2141 211 000	School Psych Insurance	29,000.00	2,362.38	48.88	14,825.72
211	GROUP INS TCHR/PROF	29,000.00	2,362.38	48.88	14,825.72

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01 2141 221 000	School Psych Social Security	7,200.00	738.94	61.58	2,766.36
221	SOCIAL SECURITY TCHR/PROF	7,200.00	738.94	61.58	2,766.36
01 2141 231 000	School Psych Retirement	9,700.00	801.27	49.56	4,892.38
231	RETIREMENT TCHR/PROF	9,700.00	801.27	49.56	4,892.38
01 2141 237 000	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2141 260 000	SCHOOL PSYCH UNEMPLOYMENT PMTS	600.00	0.00	0.00	600.00
260	UNEMPLOYMENT PMTS	600.00	0.00	0.00	600.00
01 2141 281 000	SCHOOL PSYCH LTD/STD TCHR/PROF	0.00	40.60	0.00	(243.60)
281	LTD/STD TCHR/PROF	0.00	40.60	0.00	(243.60)
01 2141 330 000	SPED SA Psych STAFF DEVELOPMENT/TRAINING	0.00	291.00	0.00	(1,884.00)
330	STAFF DEVELOPMENT/TRAINING	0.00	291.00	0.00	(1,884.00)
01 2141 580 000	School Psych TRAVEL EXPENSES	0.00	0.00	0.00	(352.88)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(352.88)
01 2141 591 000	SPED SA Psych Services	12,000.00	0.00	0.00	12,000.00
591	PURCHASED SERVICES	12,000.00	0.00	0.00	12,000.00
01 2141 610 000	School Psych Supplies	2,500.00	0.00	0.00	2,500.00
01 2141 610 001	School Psych HS Supplies	3,000.00	0.00	0.00	3,000.00
01 2141 610 002	School Psych MS Supplies	0.00	57.62	0.00	(274.19)
01 2141 610 003	School Psych EL Supplies	2,500.00	0.00	(16.37)	2,909.34
610	SUPPLIES	8,000.00	57.62	(1.69)	8,135.15
01 2141 733 000	SPED SA Psych FURNITURE/FIXTURES	4,000.00	0.00	0.00	4,000.00
733	FURNITURE/FIXTURES	4,000.00	0.00	0.00	4,000.00
01 2141 890 000	SPED SA Psych MISC EXPENDITURES	27,300.00	0.00	0.00	27,300.00
890	MISC EXPENDITURES	27,300.00	0.00	0.00	27,300.00
2141	SPED SA Psych Services	217,800.00	14,208.48	39.15	132,539.11
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	59,000.00	2,338.68	13.81	50,850.85
01 2151 111 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	0.00	0.00	(878.38)
01 2151 111 003	Speech Path EL SALARIES TCHR/PROF	64,041.00	4,677.37	25.70	47,582.39
111	SALARIES TCHR/PROF	123,041.00	7,016.05	20.71	97,554.86
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	5,073.00	708.71	143.43	(2,203.12)
01 2151 211 002	Speech Path MS GROUP INS	0.00	0.00	0.00	(377.98)

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01 2151 211 003	TCHR/PROF Speech Path EL GROUP INS TCHR/PROF	1,345.00	1,417.43	381.14	(3,781.37)
211 GROUP INS TCHR/PROF		6,418.00	2,126.14	199.13	(6,362.47)
01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	1,865.00	178.91	33.45	1,241.15
01 2151 221 002	Speech Path MS SOC SEC TCHR/PROF	0.00	0.00	0.00	(67.60)
01 2151 221 003	Speech Path EL SOC SEC TCHR/PROF	4,907.00	357.82	25.68	3,646.99
221 SOCIAL SECURITY TCHR/PROF		6,772.00	536.73	28.82	4,820.54
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	2,404.00	188.97	27.39	1,745.55
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	0.00	0.00	(70.97)
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	6,326.00	377.93	21.02	4,996.14
231 RETIREMENT TCHR/PROF		8,730.00	566.90	23.59	6,670.72
01 2151 237 001	HS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 002	MS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 003	EL Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	135.00	2.46	23.52	103.25
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	0.00	0.00	0.00	(6.49)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	322.00	4.92	9.25	292.22
281 LTD/STD TCHR/PROF		457.00	7.38	14.88	388.98
01 2151 591 000	SPED SA Speech/Audiology	28,100.00	0.00	47.42	14,774.32
591 PURCHASED SERVICES		28,100.00	0.00	47.42	14,774.32
01 2151 610 000	SPED Speech Path SUPPLIES	796.00	0.00	95.98	32.02
610 SUPPLIES		796.00	0.00	95.98	32.02
2151 SPED SA Speech/Audiology		174,314.00	10,253.20	32.38	117,878.97
2152 SPED 3-5 Speech/Audiology					
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	312.00	0.00	0.00	312.00
340 OTHER PROFESSIONAL SERVICES		312.00	0.00	0.00	312.00
01 2152 591 003	SPED 3-5 Speech/Audiology	0.00	0.00	0.00	0.00
591 PURCHASED SERVICES		0.00	0.00	0.00	0.00
2152 SPED 3-5 Speech/Audiology		312.00	0.00	0.00	312.00
2153 SPED 0-2 Speech/Audiology					
01 2153 591 003	SPED 0-2 Speech/Audiology	0.00	0.00	0.00	0.00
591 PURCHASED SERVICES		0.00	0.00	0.00	0.00
2153 SPED 0-2 Speech/Audiology		0.00	0.00	0.00	0.00
2161 SPED SA OccTherapy					
01 2161 340 000	SPED SA OccTherapy (nonESU)	55,000.00	4,338.16	51.84	26,487.04
340 OTHER PROFESSIONAL SERVICES		55,000.00	4,338.16	51.84	26,487.04
2161 SPED SA OccTherapy		55,000.00	4,338.16	51.84	26,487.04
2162 SPED 3-5 OccTherapy					
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	0.00	0.00	0.00	0.00

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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)	12,000.00	1,030.50	48.93	6,128.59
340	OTHER PROFESSIONAL SERVICES	12,000.00	1,030.50	48.93	6,128.59
2171	SPED SA PhysTherapy	12,000.00	1,030.50	48.93	6,128.59
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				
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	0.00	0.00	0.00	(10,570.00)

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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	(10,570.00)
2213	SCHOOL IMPROVEMENT	0.00	0.00	0.00	(10,570.00)
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	64,152.00	5,460.00	51.07	31,392.00
111	SALARIES TCHR/PROF	64,152.00	5,460.00	51.07	31,392.00
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	27,237.00	1,695.72	37.35	17,062.68
211	GROUP INS TCHR/PROF	27,237.00	1,695.72	37.35	17,062.68
01 2220 221 000	L/M Social Security TCHR/PROF	6,313.00	394.04	37.45	3,948.76
221	SOCIAL SECURITY TCHR/PROF	6,313.00	394.04	37.45	3,948.76
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	8,787.00	441.17	30.12	6,139.99
231	RETIREMENT TCHR/PROF	8,787.00	441.17	30.12	6,139.99
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	603.00	31.79	31.63	412.26
281	LTD/STD TCHR/PROF	603.00	31.79	31.63	412.26
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	(180.35)
610	SUPPLIES	0.00	0.00	0.00	(180.35)
01 2220 640 000	Library Books & Subscriptions	977.00	0.00	261.32	(1,576.13)
640	BOOKS/PERIODICALS	977.00	0.00	261.32	(1,576.13)
01 2220 650 000	L/M Computer Software	0.00	0.00	0.00	(333.24)
650	TECH SUPPLIES	0.00	0.00	0.00	(333.24)
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	108,069.00	8,022.72	47.38	56,865.97
2224	EDUCATIONAL TELEVISION SERVICES				
01 2224 382 000	Distant Learning / Internet	11,913.00	0.00	77.23	2,713.00
382	DISTANCE LEARNING	11,913.00	0.00	77.23	2,713.00
2224	EDUCATIONAL TELEVISION SERVICES	11,913.00	0.00	77.23	2,713.00
2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	11,346.00	775.00	40.98	6,696.00
111	SALARIES TCHR/PROF	11,346.00	775.00	40.98	6,696.00
01 2230 116 000	Technology Support Staff	76,774.00	4,414.88	33.74	50,866.98

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
116	SALARIES PROF CLASS	76,774.00	4,414.88	33.74	50,866.98
01 2230 211 000	Technology Group Ins TCHR/PROF	3,760.00	237.66	37.92	2,334.04
211	GROUP INS TCHR/PROF	3,760.00	237.66	37.92	2,334.04
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	32,131.00	2,482.00	46.35	17,239.00
216	GROUP INSURANCE PROF CLASS	32,131.00	2,482.00	46.35	17,239.00
01 2230 221 000	Technology Social Security TCHR/PROF	869.00	59.40	41.01	512.60
221	SOCIAL SECURITY TCHR/PROF	869.00	59.40	41.01	512.60
01 2230 226 000	Technology Social Security PROF CLASS	5,470.00	333.02	35.71	3,516.43
226	SOCIAL SECURITY PROF CLASS	5,470.00	333.02	35.71	3,516.43
01 2230 231 000	Technology Retirement TCHR/PROF	1,121.00	62.62	33.52	745.28
231	RETIREMENT TCHR/PROF	1,121.00	62.62	33.52	745.28
01 2230 236 000	Technology Retirement PROF CLASS	7,584.00	356.72	27.60	5,490.72
236	RETIREMENT PROF CLASS	7,584.00	356.72	27.60	5,490.72
01 2230 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 2230 281 000	Technology LTD/STD TCHR/PROF	70.00	3.77	32.31	47.38
281	LTD/STD TCHR/PROF	70.00	3.77	32.31	47.38
01 2230 286 000	Technology LTD/STD PROF CLASS	335.00	21.20	37.97	207.80
286	LTD/STD PROF CLASS	335.00	21.20	37.97	207.80
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	24.00	0.00	36,375.00	(8,706.00)
591	PURCHASED SERVICES	24.00	0.00	36,375.00	(8,706.00)
01 2230 610 000	Tech Supplies	2,618.00	0.00	152.04	(1,362.39)
610	SUPPLIES	2,618.00	0.00	152.04	(1,362.39)
01 2230 643 000	TECH Web/Cloud Based Software	104,630.00	6,927.26	26.75	76,644.63
643	WEB/CLOUD BASED SOFTWARE	104,630.00	6,927.26	26.75	76,644.63
01 2230 650 000	TECH Supplies/Soft/Hardware	41,506.00	317.87	34.37	27,238.61
650	TECH SUPPLIES	41,506.00	317.87	34.37	27,238.61
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	288,238.00	15,991.40	37.04	181,471.08
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,219.00	0.00	279.82	(2,192.00)
330	STAFF DEVELOPMENT/TRAINING	1,219.00	0.00	279.82	(2,192.00)
01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2310 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 2310 540 000	ADVERTISING	14,500.00	510.56	76.87	3,353.50

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540	ADVERTISING	14,500.00	510.56	76.87	3,353.50
01 2310 580 000	TRAVEL EXPENSES	111.00	0.00	0.00	111.00
580	TRAVEL EXPENSES	111.00	0.00	0.00	111.00
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	(295.38)
610	SUPPLIES	0.00	0.00	0.00	(295.38)
01 2310 733 000	SUPT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2310 810 000	BOE Dues & Fees	20,000.00	5,133.00	48.17	10,367.00
810	DUES & FEES	20,000.00	5,133.00	48.17	10,367.00
01 2310 890 000	BOE Misc Expense	4,500.00	0.00	35.42	2,906.31
890	MISC EXPENDITURES	4,500.00	0.00	35.42	2,906.31
2310	BOARD OF EDUCATION	40,330.00	5,643.56	64.67	14,250.43
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	148,000.00	12,283.33	49.80	74,300.02
105	SUPERINTENDENT SALARY	148,000.00	12,283.33	49.80	74,300.02
01 2320 155 000	SUPT ADDT'L COMP	0.00	0.00	0.00	0.00
155	SUPT ADDT'L 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	23,089.00	1,788.59	46.48	12,357.46
215	GROUP INSURANCE SUPT	23,089.00	1,788.59	46.48	12,357.46
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	100.00	0.00	7.65	92.35
223	SOCIAL SECURITY SUB TCHR	100.00	0.00	7.65	92.35
01 2320 225 000	SUPT SOCIAL SECURITY	12,493.00	950.71	45.66	6,788.74
225	SOCIAL SECURITY SUPT	12,493.00	950.71	45.66	6,788.74
01 2320 233 000	RET SUPT STIPEND	129.00	0.00	6.26	120.92
233	RETIREMENT SUB TCHR	129.00	0.00	6.26	120.92
01 2320 235 000	SUPT RETIREMENT	12,150.00	992.49	49.01	6,195.06
235	RETIREMENT SUPT	12,150.00	992.49	49.01	6,195.06
01 2320 237 000	Increased Retirement Contribution Rate	3,821.00	0.00	0.00	3,821.00
237	Inc Ret Contribution Rate	3,821.00	0.00	0.00	3,821.00
01 2320 285 000	SUPT LTD/STD	638.00	40.60	38.18	394.40
285	LTD/STD SUPT	638.00	40.60	38.18	394.40
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	3,284.00	175.00	31.97	2,234.00
295	OTHER BENEFITS (CELL PHONE)	3,284.00	175.00	31.97	2,234.00
01 2320 310 000	SUPT DUES & FEES	615.00	0.00	109.92	(61.00)
310	OFFICIAL ADMIN SERVICES	615.00	0.00	109.92	(61.00)
01 2320 330 000	SUPT Staff Dev/Training	3,003.00	0.00	28.21	2,156.00
330	STAFF DEVELOPMENT/TRAINING	3,003.00	0.00	28.21	2,156.00
01 2320 333 000	SUPT Mileage	1,302.00	0.00	7.68	1,202.00
333	MILEAGE TO STAFF	1,302.00	0.00	7.68	1,202.00
01 2320 560 000	SUPT Computer Hardware	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
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	4,280.00	382.57	36.38	2,722.73
580	TRAVEL EXPENSES	4,280.00	382.57	36.38	2,722.73
01 2320 610 000	SUPT Supplies	880.00	26.44	35.40	568.50
610	SUPPLIES	880.00	26.44	35.40	568.50
01 2320 650 000	SUPT Computer Software	9,883.00	2,000.00	22.08	7,701.10
650	TECH SUPPLIES	9,883.00	2,000.00	22.08	7,701.10
01 2320 733 000	SUPT Furniture & Equipment	5,500.00	0.00	0.00	5,500.00
733	FURNITURE/FIXTURES	5,500.00	0.00	0.00	5,500.00
01 2320 890 000	SUPT Other Expense	2,000.00	0.00	0.00	2,000.00
890	MISC EXPENDITURES	2,000.00	0.00	0.00	2,000.00
2320	EXECUTIVE ADMINISTRATION	231,167.00	18,639.73	44.59	128,093.28
2330	District Legal Services				
01 2330 317 000	LEGAL SERVICES	0.00	385.00	0.00	(2,598.50)
317	CONTRACTED LEGAL SERVICES	0.00	385.00	0.00	(2,598.50)
2330	District Legal Services	0.00	385.00	0.00	(2,598.50)
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	90,135.00	7,273.54	47.21	47,585.27
110	SALARIES NON-INSTR	90,135.00	7,273.54	47.21	47,585.27
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	208,000.00	7,613.34	21.96	162,319.96
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	0.00	1,903.33	0.00	(18,394.98)
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	95,000.00	6,975.00	36.71	60,125.00
111	SALARIES TCHR/PROF	303,000.00	16,491.67	32.66	204,049.98
01 2410 210 000	Clerical Group Insurance	57,763.00	3,351.94	34.82	37,651.36
210	GROUP INSURANCE NON-INSTR	57,763.00	3,351.94	34.82	37,651.36
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	35,447.00	1,906.31	32.27	24,009.14
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	0.00	476.58	0.00	(4,998.38)
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	34,000.00	2,138.91	31.45	23,305.46
211	GROUP INS TCHR/PROF	69,447.00	4,521.80	39.07	42,316.22
01 2410 220 000	Clerical Social Security	6,906.00	556.85	47.17	3,648.36
220	SOCIAL SECURITY NON-INSTR	6,906.00	556.85	47.17	3,648.36
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	7,950.00	581.24	43.87	4,462.56
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	0.00	145.31	0.00	(1,406.50)
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	7,196.00	534.63	37.15	4,522.84
221	SOCIAL SECURITY TCHR/PROF	15,146.00	1,261.18	49.96	7,578.90
01 2410 230 000	Clerical Retirement	8,869.00	587.71	38.57	5,447.89
230	RETIREMENT NON-INSTR	8,869.00	587.71	38.57	5,447.89
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	11,000.00	615.16	33.55	7,309.04
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	0.00	153.79	0.00	(1,486.32)
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	10,000.00	563.58	28.18	7,182.10
231	RETIREMENT TCHR/PROF	21,000.00	1,332.53	38.07	13,004.82
01 2410 237 000	Increased Retirement Contribution	0.00	0.00	0.00	0.00

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	Rate				
01 2410 237 001	Increased Retirement Contribution Rate	2,447.00	0.00	0.00	2,447.00
01 2410 237 002	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 003	Increased Retirement Contribution Rate	2,215.00	0.00	0.00	2,215.00
237 Inc Ret Contribution Rate		4,662.00	0.00	0.00	4,662.00
01 2410 280 000	Clerical LTD/STD	669.00	30.13	27.02	488.22
280 LTD/STD NON-INSTR		669.00	30.13	27.02	488.22
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	629.00	32.48	30.98	434.12
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	0.00	8.12	0.00	(82.66)
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	568.00	33.94	29.88	398.30
281 LTD/STD TCHR/PROF		1,197.00	74.54	37.36	749.76
01 2410 310 000	PRINC OFFICE DUES/FEES	779.00	0.00	89.09	85.00
310 OFFICIAL ADMIN SERVICES		779.00	0.00	89.09	85.00
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	251.00	0.00	475.30	(942.00)
330 STAFF DEVELOPMENT/TRAINING		251.00	0.00	475.30	(942.00)
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,982.00	447.36	74.12	512.99
580 TRAVEL EXPENSES		1,982.00	447.36	74.12	512.99
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
610 SUPPLIES		0.00	0.00	0.00	0.00
01 2410 733 000	PRIN OFFICE FURNITURE	2,000.00	0.00	0.00	2,000.00
733 FURNITURE/FIXTURES		2,000.00	0.00	0.00	2,000.00
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	0.00	0.00	0.00	0.00
890 MISC EXPENDITURES		0.00	0.00	0.00	0.00
2410 OFFICE OF THE PRINCIPAL		583,806.00	35,929.25	36.82	368,838.77
2510 FISCAL SERVICES					
01 2510 112 000	Concession Mgr Salaries	4,156.00	0.00	0.00	4,156.00
112 SALARIES AIDE/PARA		4,156.00	0.00	0.00	4,156.00
01 2510 116 000	FISCAL SERVICES SALARIES	103,739.00	4,538.13	24.55	78,271.94
116 SALARIES PROF CLASS		103,739.00	4,538.13	24.55	78,271.94
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	0.00	0.00	0.00	0.00
212 GROUP INSURANCE AIDE/PARA		0.00	0.00	0.00	0.00
01 2510 216 000	FISCAL SERVICES GROUP INS	57,647.00	2,401.68	21.80	45,078.20
216 GROUP INSURANCE PROF CLASS		57,647.00	2,401.68	21.80	45,078.20
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	319.00	0.00	0.00	319.00
222 SOCIAL SECURITY AIDE/PARA		319.00	0.00	0.00	319.00
01 2510 226 000	SOCIAL SECURITY PROF CLASS	7,863.00	343.82	24.56	5,931.65
226 SOCIAL SECURITY PROF CLASS		7,863.00	343.82	24.56	5,931.65

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01 2510 232 000	Concession Mgr Retirement	411.00	0.00	0.00	411.00
232	RETIREMENT AIDE/PARA	411.00	0.00	0.00	411.00
01 2510 236 000	FISCAL SERVICES RETIREMENT	10,247.00	366.68	20.08	8,189.27
236	RETIREMENT PROF CLASS	10,247.00	366.68	20.08	8,189.27
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	17.00	0.00	0.00	17.00
282	LTD/STD AIDE/PARA	17.00	0.00	0.00	17.00
01 2510 286 000	FISCAL SERVICES LTD/STD	724.00	19.03	14.90	616.11
286	LTD/STD PROF CLASS	724.00	19.03	14.90	616.11
01 2510 310 000	FISCAL SERV/BANK FEES	3,602.00	0.00	7.36	3,336.83
310	OFFICIAL ADMIN SERVICES	3,602.00	0.00	7.36	3,336.83
01 2510 315 000	AUDIT/BUDGET SERVICES	21,197.00	0.00	37.51	13,247.00
315	ACCOUNTING/AUDITING SERVICES	21,197.00	0.00	37.51	13,247.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	334.00	0.00	0.00	334.00
330	STAFF DEVELOPMENT/TRAINING	334.00	0.00	0.00	334.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	4,491.00	40.45	20.36	3,576.70
340	OTHER PROFESSIONAL SERVICES	4,491.00	40.45	20.36	3,576.70
01 2510 530 000	PHONE/INTERNET	25,022.00	73.58	18.70	20,343.57
530	PHONE/INTERNET	25,022.00	73.58	18.70	20,343.57
01 2510 531 000	POSTAGE	14,753.00	124.78	6.37	13,813.88
531	POSTAGE	14,753.00	124.78	6.37	13,813.88
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	732.00	0.00	0.00	732.00
580	TRAVEL EXPENSES	732.00	0.00	0.00	732.00
01 2510 610 000	FISCAL OFFICE SUPPLIES	3,778.00	0.00	144.86	(1,694.74)
610	SUPPLIES	3,778.00	0.00	144.86	(1,694.74)
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	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2510	FISCAL SERVICES	259,032.00	7,908.15	24.07	196,679.41
2570	PERSONNEL SERV-ESRP				
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	10,083.00	17.42	5.60	9,518.73
330	STAFF DEVELOPMENT/TRAINING	10,083.00	17.42	5.60	9,518.73
2570	PERSONNEL SERV-ESRP	10,083.00	17.42	5.60	9,518.73
2590	WORKERS COMP INS				
01 2590 270 000	WORKERS COMP NON-INSTR	0.00	384.00	0.00	(88,794.00)
270	WORKERS COMP NON-INSTR	0.00	384.00	0.00	(88,794.00)
01 2590 271 000	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
2590	WORKERS COMP INS	0.00	384.00	0.00	(88,794.00)
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

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2610 621 000	UTILITIES NAT GAS/FUEL	172,869.00	5,533.77	31.39	118,597.72
621	NATURAL GAS	172,869.00	5,533.77	31.39	118,597.72
2610	OPERATION OF BUILDINGS	172,869.00	5,533.77	31.39	118,597.72
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	315,629.00	15,055.31	30.28	220,062.25
110	SALARIES NON-INSTR	315,629.00	15,055.31	30.28	220,062.25
01 2620 210 000	MAINT GROUP INS	69,485.00	4,394.94	37.61	43,348.78
210	GROUP INSURANCE NON-INSTR	69,485.00	4,394.94	37.61	43,348.78
01 2620 220 000	MAINT SOCIAL SECURITY	24,120.00	1,115.01	29.63	16,973.07
220	SOCIAL SECURITY NON-INSTR	24,120.00	1,115.01	29.63	16,973.07
01 2620 230 000	MAINT RETIREMENT	31,177.00	1,212.43	24.68	23,481.32
230	RETIREMENT NON-INSTR	31,177.00	1,212.43	24.68	23,481.32
01 2620 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 2620 280 000	MAINT LTD/STD	1,056.00	75.43	43.74	594.15
280	LTD/STD NON-INSTR	1,056.00	75.43	43.74	594.15
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	6,278.00	0.00	27.89	4,527.05
340	OTHER PROFESSIONAL SERVICES	6,278.00	0.00	27.89	4,527.05
01 2620 350 000	MAINT. REPAIRS	55,176.00	1,414.72	42.90	31,503.53
350	TECHNICAL SERVICES	55,176.00	1,414.72	42.90	31,503.53
01 2620 410 000	WATER & SEWER	23,213.00	0.00	23.35	17,792.58
410	WATER/SEWER	23,213.00	0.00	23.35	17,792.58
01 2620 420 000	TRASH SERVICE	8,703.00	1,540.00	56.19	3,813.00
420	TRASH SERVICE	8,703.00	1,540.00	56.19	3,813.00
01 2620 431 000	BLDG REPAIRS & MAINT	2,681.00	0.00	278.56	(4,787.20)
431	NON-TECH REPAIRS/MAINT	2,681.00	0.00	278.56	(4,787.20)
01 2620 490 000	Maint OTHER SUPPLIES & MATERIALS	107,451.00	0.00	0.00	107,451.00
490	OTHER SUPPLIES AND MATERIALS	107,451.00	0.00	0.00	107,451.00
01 2620 610 000	MAINT Supplies	117,466.00	1,796.16	36.04	75,131.21
610	SUPPLIES	117,466.00	1,796.16	36.04	75,131.21
01 2620 733 000	MAINT Furniture & Equipment	1,041.00	0.00	0.00	1,041.00
733	FURNITURE/FIXTURES	1,041.00	0.00	0.00	1,041.00
01 2620 890 000	MISC EXPENSE	0.00	0.00	0.00	(2,030.00)
890	MISC EXPENDITURES	0.00	0.00	0.00	(2,030.00)
2620	MAINT OF BUILDINGS	763,476.00	26,604.00	29.41	538,901.74
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	61,882.00	0.00	3.90	59,466.33
340	OTHER PROFESSIONAL SERVICES	61,882.00	0.00	3.90	59,466.33
2630	OUTSIDE MAINTENANCE	61,882.00	0.00	3.90	59,466.33
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00

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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	0.00	0.00	0.00	0.00
590	INTERAGENCY PURCH SERVICES	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)				
01 2670 650 000	Safety Tech Supplies	2,548.00	0.00	154.59	(1,390.88)
650	TECH SUPPLIES	2,548.00	0.00	154.59	(1,390.88)
01 2670 734 000	Safety Tech Hardware	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)	2,548.00	0.00	154.59	(1,390.88)
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	376,137.00	22,158.92	35.34	243,194.75
110	SALARIES NON-INSTR	376,137.00	22,158.92	35.34	243,194.75
01 2710 210 000	TRANSP GROUP INSURANCE	38,668.00	3,540.80	55.55	17,188.24
210	GROUP INSURANCE NON-INSTR	38,668.00	3,540.80	55.55	17,188.24
01 2710 220 000	TRANSP SOCIAL SECURITY	28,501.00	1,642.32	34.78	18,588.84
220	SOCIAL SECURITY NON-INSTR	28,501.00	1,642.32	34.78	18,588.84
01 2710 230 000	TRANSP RETIREMENT	36,711.00	1,706.40	28.75	26,157.03
230	RETIREMENT NON-INSTR	36,711.00	1,706.40	28.75	26,157.03
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	1,038.00	63.68	37.68	646.83
280	LTD/STD NON-INSTR	1,038.00	63.68	37.68	646.83
01 2710 330 000	TRANSP STAFF DEV/TRN	6,932.00	325.00	24.84	5,210.13
330	STAFF DEVELOPMENT/TRAINING	6,932.00	325.00	24.84	5,210.13
01 2710 340 000	VEHICLE REPAIRS/MAINT	54,233.00	0.00	23.35	41,571.07
340	OTHER PROFESSIONAL SERVICES	54,233.00	0.00	23.35	41,571.07
01 2710 610 000	VEHICLE PARTS/SUPPLIES	35,583.00	1,031.84	20.98	28,118.80
610	SUPPLIES	35,583.00	1,031.84	20.98	28,118.80
01 2710 626 000	GAS & DIESEL	66,158.00	0.00	27.36	48,055.78
626	GAS/DIESEL FUEL	66,158.00	0.00	27.36	48,055.78
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
01 2710 890 000	Transp. Other Expense	5,568.00	352.80	81.53	1,028.25
890	MISC EXPENDITURES	5,568.00	352.80	81.53	1,028.25
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	649,529.00	30,821.76	33.84	429,759.72
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	26,253.00	2,996.77	70.69	7,695.71

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110	SALARIES NON-INSTR	26,253.00	2,996.77	70.69	7,695.71
01 2712 210 000	SPED TRANSP Group Ins	2,410.00	699.07	133.19	(799.77)
210	GROUP INSURANCE NON-INSTR	2,410.00	699.07	133.19	(799.77)
01 2712 220 000	SPED TRANSP Soc Sec	2,003.00	226.47	70.22	596.54
220	SOCIAL SECURITY NON-INSTR	2,003.00	226.47	70.22	596.54
01 2712 230 000	SPED TRANS Retirement	2,566.00	242.14	58.43	1,066.57
230	RETIREMENT NON-INSTR	2,566.00	242.14	58.43	1,066.57
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	113.00	11.96	48.51	58.18
280	LTD/STD NON-INSTR	113.00	11.96	48.51	58.18
01 2712 330 000	SPED TRANSP STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2712 332 000	SPED Mileage to Parents	966.00	0.00	0.00	966.00
332	MILEAGE TO PARENTS	966.00	0.00	0.00	966.00
01 2712 626 000	SPED GAS/DIESEL FUEL	2,156.00	0.00	3.62	2,078.00
626	GAS/DIESEL FUEL	2,156.00	0.00	3.62	2,078.00
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	1,421.00	0.00	23.43	1,088.10
732	VEHICLES	1,421.00	0.00	23.43	1,088.10
2712	VEHICLE OPER/MAINT/PURCH (SPED)	37,888.00	4,176.41	66.35	12,749.33
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 110 000	Daycare Salaries	50,000.00	2,759.94	38.87	30,562.52
110	SALARIES NON-INSTR	50,000.00	2,759.94	38.87	30,562.52
01 3300 111 000	Daycare Teacher Salaries	12,000.00	197.91	13.48	10,382.70
111	SALARIES TCHR/PROF	12,000.00	197.91	13.48	10,382.70
01 3300 112 000	Daycare Aide Salaries	100,000.00	11,951.29	62.69	37,305.20
112	SALARIES AIDE/PARA	100,000.00	11,951.29	62.69	37,305.20
01 3300 210 000	DAYCARE GROUP INSURANCE NON-INSTR	21,651.00	821.34	22.41	16,798.35
210	GROUP INSURANCE NON-INSTR	21,651.00	821.34	22.41	16,798.35
01 3300 211 000	Daycare GROUP INS TCHR/PROF	3,789.00	58.90	11.32	3,360.21
211	GROUP INS TCHR/PROF	3,789.00	58.90	11.32	3,360.21

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01 3300 212 000	Daycare GROUP INSURANCE AIDE/PARA	30,690.00	6,280.72	79.77	6,209.28
212	GROUP INSURANCE AIDE/PARA	30,690.00	6,280.72	79.77	6,209.28
01 3300 220 000	DAYCARE SOCIAL SECURITY NON-INSTR	1,299.00	207.96	113.08	(169.85)
220	SOCIAL SECURITY NON-INSTR	1,299.00	207.96	113.08	(169.85)
01 3300 221 000	Daycare SOCIAL SECURITY TCHR/PROF	10,284.00	14.93	1.19	10,161.88
221	SOCIAL SECURITY TCHR/PROF	10,284.00	14.93	1.19	10,161.88
01 3300 222 000	Daycare SOCIAL SECURITY AIDE/PARA	3,789.00	750.62	100.84	(31.68)
222	SOCIAL SECURITY AIDE/PARA	3,789.00	750.62	100.84	(31.68)
01 3300 230 000	DAYCARE RETIREMENT NON-INSTR	13,478.00	223.00	11.65	11,907.46
230	RETIREMENT NON-INSTR	13,478.00	223.00	11.65	11,907.46
01 3300 231 000	Daycare RETIREMENT TCHR/PROF	16,238.00	15.99	0.80	16,107.32
231	RETIREMENT TCHR/PROF	16,238.00	15.99	0.80	16,107.32
01 3300 232 000	Daycare RETIREMENT AIDE/PARA	4,871.00	905.73	98.39	78.60
232	RETIREMENT AIDE/PARA	4,871.00	905.73	98.39	78.60
01 3300 237 000	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3300 280 000	DAYCARE LTD/STD NON-INSTR	866.00	14.12	10.54	774.71
280	LTD/STD NON-INSTR	866.00	14.12	10.54	774.71
01 3300 281 000	Daycare LTD/STD Teacher	108.00	1.01	6.82	100.63
281	LTD/STD TCHR/PROF	108.00	1.01	6.82	100.63
01 3300 282 000	Daycare LTD/STD Aide/Para	325.00	100.56	119.93	(64.76)
282	LTD/STD AIDE/PARA	325.00	100.56	119.93	(64.76)
01 3300 310 000	Daycare Bank Fees	0.00	0.00	0.00	0.00
310	OFFICIAL ADMIN SERVICES	0.00	0.00	0.00	0.00
01 3300 330 000	Daycare STAFF DEVELOPMENT/TRAINING	2,165.00	0.00	12.76	1,888.75
330	STAFF DEVELOPMENT/TRAINING	2,165.00	0.00	12.76	1,888.75
01 3300 400 000	Daycare Supplies & Materials	0.00	0.00	0.00	0.00
400	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 3300 490 000	Daycare Food	12,774.00	0.00	27.95	9,204.12
490	OTHER SUPPLIES AND MATERIALS	12,774.00	0.00	27.95	9,204.12
01 3300 580 000	Daycare Travel Expenses	0.00	0.00	0.00	(609.28)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(609.28)
01 3300 610 000	Daycare Supplies	2,706.00	0.00	22.73	2,090.86
610	SUPPLIES	2,706.00	0.00	22.73	2,090.86
01 3300 733 000	Daycare FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 3300 890 000	Daycare Misc Expenditures	1,624.00	0.00	1,645.18	(25,093.65)
890	MISC EXPENDITURES	1,624.00	0.00	1,645.18	(25,093.65)
3300	COMMUNITY SERV OPER	288,657.00	24,304.02	54.63	130,963.37
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

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3400	FOUNDATION GRANT	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS				
01 3535 111 003	High Ability Learners	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 211 003	HAL Group Insurance	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 221 003	HAL Social Security	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 231 003	HAL Retirement	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 330 003	HAL STAFF DEV/TRNG	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS	0.00	0.00	0.00	0.00
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	17,022.00	2,195.84	51.60	8,238.64
111	SALARIES TCHR/PROF	17,022.00	2,195.84	51.60	8,238.64
01 3541 112 003	SIXPENCE SALARIES AIDE	58,475.00	5,460.00	53.22	27,353.00
112	SALARIES AIDE/PARA	58,475.00	5,460.00	53.22	27,353.00
01 3541 211 003	Sixpence Coord Group Insurance	5,926.00	545.39	36.81	3,744.44
211	GROUP INS TCHR/PROF	5,926.00	545.39	36.81	3,744.44
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	1,256.00	165.57	52.73	593.72
221	SOCIAL SECURITY TCHR/PROF	1,256.00	165.57	52.73	593.72
01 3541 222 003	SOCIAL SECURITY AIDE	4,491.00	419.70	53.27	2,098.74
222	SOCIAL SECURITY AIDE/PARA	4,491.00	419.70	53.27	2,098.74
01 3541 231 003	Coord. Retirement	1,681.00	177.42	42.22	971.32
231	RETIREMENT TCHR/PROF	1,681.00	177.42	42.22	971.32
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	5,776.00	441.17	43.54	3,261.34
232	RETIREMENT AIDE/PARA	5,776.00	441.17	43.54	3,261.34
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

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 3541 281 003	Coordinator LTD/STD	106.00	12.39	46.75	56.44
281 LTD/STD TCHR/PROF		106.00	12.39	46.75	56.44
01 3541 282 003	LTD/STD AIDE	235.00	26.24	63.64	85.44
282 LTD/STD AIDE/PARA		235.00	26.24	63.64	85.44
01 3541 330 003	Sixpence Travel/Staff Development	643.00	0.00	3.89	618.00
330 STAFF DEVELOPMENT/TRAINING		643.00	0.00	3.89	618.00
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	975.00	0.00	187.97	(857.75)
580 TRAVEL EXPENSES		975.00	0.00	187.97	(857.75)
01 3541 610 003	Sixpence Supplies/Family Inv	4,171.00	399.55	102.74	(114.24)
610 SUPPLIES		4,171.00	399.55	102.74	(114.24)
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	462.00	0.00	189.97	(415.66)
890 MISC EXPENDITURES		462.00	0.00	189.97	(415.66)
3541 EARLY CHILDHOOD ENDOWMENT GRANTS		101,219.00	9,843.27	54.92	45,633.43
3551 Career Education					
01 3551 111 001	SALARIES TCHR/PROF	0.00	3,412.50	0.00	(13,650.00)
111 SALARIES TCHR/PROF		0.00	3,412.50	0.00	(13,650.00)
01 3551 211 001	CAREER ED GROUP INS TCHR/PROF	0.00	1,475.83	0.00	(6,691.15)
211 GROUP INS TCHR/PROF		0.00	1,475.83	0.00	(6,691.15)
01 3551 221 001	CAREER ED SOCIAL SECURITY TCHR/PROF	0.00	260.16	0.00	(1,039.53)
221 SOCIAL SECURITY TCHR/PROF		0.00	260.16	0.00	(1,039.53)
01 3551 231 001	CAREER ED RETIREMENT TCHR/PROF	0.00	275.73	0.00	(1,102.92)
231 RETIREMENT TCHR/PROF		0.00	275.73	0.00	(1,102.92)
01 3551 237 001	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 3551 281 001	CAREER ED LTD/STD TCHR/PROF	0.00	22.21	0.00	(92.50)
281 LTD/STD TCHR/PROF		0.00	22.21	0.00	(92.50)
01 3551 610 001	Career Education Supplies	0.00	544.63	0.00	(19,671.08)
610 SUPPLIES		0.00	544.63	0.00	(19,671.08)
3551 Career Education		0.00	5,991.06	0.00	(42,247.18)
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	0.00	0.00	0.00	0.00
340 OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00
4300 OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00

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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
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	0.00	0.00	0.00	(5,296.20)
01 6200 111 003	Title I, Part A ELEM SALARIES	30,000.00	3,276.00	62.06	11,381.40
111	SALARIES TCHR/PROF	30,000.00	3,276.00	79.72	6,085.20
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	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	0.00	0.00	0.00	(800.68)
01 6200 211 003	Title I Group Insurance	9,500.00	495.27	35.64	6,114.48
211	GROUP INS TCHR/PROF	9,500.00	495.27	44.07	5,313.80
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	0.00	0.00	0.00	(399.60)
01 6200 221 003	Title I Social Security TCHR	2,800.00	247.16	50.06	1,398.45
221	SOCIAL SECURITY TCHR/PROF	2,800.00	247.16	64.33	998.85
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	0.00
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
01 6200 231 002	Title I RET MS TCHR/PROF	0.00	0.00	0.00	(427.94)
01 6200 231 003	Title I Retirement EL	3,000.00	264.70	50.15	1,495.62
231	RETIREMENT TCHR/PROF	3,000.00	264.70	64.41	1,067.68
01 6200 237 002	MS Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6200 237 003	Increased Retirement Contribution Rate	240.00	0.00	0.00	240.00
237	Inc Ret Contribution Rate	240.00	0.00	0.00	240.00
01 6200 281 002	Title I MS LTD/STD TCHR/PROF	0.00	0.00	0.00	(30.59)
01 6200 281 003	Title I LTD/STD	220.00	18.93	48.90	112.43
281	LTD/STD TCHR/PROF	220.00	18.93	62.80	81.84
01 6200 330 003	Title I Staff Dev/Training	0.00	0.00	0.00	(30.00)
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(30.00)
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	216.00	0.00	0.00	216.00
610	SUPPLIES	216.00	0.00	0.00	216.00
01 6200 650 003	Title I Computer Software	37.00	0.00	0.00	37.00

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650	TECH SUPPLIES	37.00	0.00	0.00	37.00
01 6200 733 003	Title I Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
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	46,013.00	4,302.06	69.55	14,010.37
6295	Title III, EL				
01 6295 112 001	HS Title III EL SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 112 002	MS Title III EL SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 112 003	EL Title III EL SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 212 001	HS Title III EL GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 212 002	MS Title III EL GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 212 003	EL Title III EL GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 222 001	HS Title III EL SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 222 002	MS Title III EL SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 222 003	EL Title III EL SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 232 001	HS Title III EL RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 232 002	MS Title III EL RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 232 003	EL Title III EL RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 282 001	HS Title III EL LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 282 002	MS Title III EL LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6295 282 003	EL Title III EL 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
6295	Title III, EL	0.00	0.00	0.00	0.00
6301	(CLSD) Comp Literacy State Develop				
01 6301 111 001	CLSD HS Teach Salaries	0.00	0.00	0.00	0.00
01 6301 111 003	CLSD EL Teach Salaries	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6301 211 001	CLSD HS GROUP INSURANCE TCHR/PROF	0.00	0.00	0.00	0.00
01 6301 211 003	CLSD EL 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 6301 580 000	CLSD INSTRUCTIONAL TRAVEL EXPENSES	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 6301 610 001	CLSD HS Supplies	0.00	64.80	0.00	(64.80)
01 6301 610 003	CLSD EL Supplies	0.00	0.00	0.00	0.00

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610	SUPPLIES	0.00	64.80	0.00	(64.80)
01 6301 640 001	CLSD HS Textbooks	0.00	0.00	0.00	(1,000.00)
01 6301 640 003	CLSD BOOKS/PERIODICALS	0.00	0.00	0.00	(700.00)
640	BOOKS/PERIODICALS	0.00	0.00	0.00	(1,700.00)
6301	(CLSD) Comp Literacy State Develop	0.00	64.80	0.00	(1,764.80)
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				
01 6406 340 000	SPEED-IDEA- 3-5 other PROF SERV	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	7,212.00	1,133.73	64.06	2,592.06
111	SALARIES TCHR/PROF	7,212.00	1,133.73	64.06	2,592.06
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	25,213.00	5,356.76	130.61	(7,716.80)
112	SALARIES AIDE/PARA	25,213.00	5,356.76	130.61	(7,716.80)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	1,503.00	324.21	97.72	34.27
211	GROUP INS TCHR/PROF	1,503.00	324.21	97.72	34.27
01 6408 212 003	GROUP INSURANCE AIDE/PARA	1,121.00	1,311.07	578.33	(5,362.09)
212	GROUP INSURANCE AIDE/PARA	1,121.00	1,311.07	578.33	(5,362.09)
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	553.00	86.34	63.79	200.22
221	SOCIAL SECURITY TCHR/PROF	553.00	86.34	63.79	200.22
01 6408 222 003	IDEA SOC SEC PARA	1,934.00	407.84	129.98	(579.89)
222	SOCIAL SECURITY AIDE/PARA	1,934.00	407.84	129.98	(579.89)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	542.00	91.61	68.88	168.69
231	RETIREMENT TCHR/PROF	542.00	91.61	68.88	168.69
01 6408 232 003	IDEA RETIREMT PARA	2,381.00	432.83	111.75	(279.75)
232	RETIREMENT AIDE/PARA	2,381.00	432.83	111.75	(279.75)
01 6408 237 003	Increased Retirement Contribution Rate	170.00	0.00	0.00	170.00
237	Inc Ret Contribution Rate	170.00	0.00	0.00	170.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	37.00	2.82	45.89	20.02
281	LTD/STD TCHR/PROF	37.00	2.82	45.89	20.02
01 6408 282 003	IDEA LTD/STD PARA	104.00	27.34	141.89	(43.57)
282	LTD/STD AIDE/PARA	104.00	27.34	141.89	(43.57)
01 6408 340 003	IDEA 0-4 YO Prof Services	7,466.00	918.04	113.42	(1,001.88)
340	OTHER PROFESSIONAL SERVICES	7,466.00	918.04	113.42	(1,001.88)
01 6408 395 003	FED-IDEA PART B (611) AGE 0-4 SUBCONTRACTS	0.00	0.00	0.00	(1,559.02)
395	SUBAWARDS/SUBCONTRACTS	0.00	0.00	0.00	(1,559.02)
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	5,116.00	0.00	0.00	5,116.00
591	PURCHASED SERVICES	5,116.00	0.00	0.00	5,116.00
01 6408 610 003	IDEA BAF SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
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

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6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	53,352.00	10,092.59	115.45	(8,241.74)
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	3,434.00	0.00	14.32	2,942.11
111	SALARIES TCHR/PROF	3,434.00	0.00	14.32	2,942.11
01 6412 211 003	GROUP INSURANCE TCHR/PROF	716.00	0.00	26.40	527.01
211	GROUP INS TCHR/PROF	716.00	0.00	26.40	527.01
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	263.00	0.00	14.37	225.20
221	SOCIAL SECURITY TCHR/PROF	263.00	0.00	14.37	225.20
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	339.00	0.00	11.72	299.26
231	RETIREMENT TCHR/PROF	339.00	0.00	11.72	299.26
01 6412 237 003	IDEA Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6412 281 003	IDEA LTD/STD TCHR/PROF	18.00	0.00	14.44	15.40
281	LTD/STD TCHR/PROF	18.00	0.00	14.44	15.40
6412	IDEA Non-Public	4,770.00	0.00	15.95	4,008.98
6421	IDEA Part-B (611) ARP Birth-21				
01 6421 591 000	IDEA Part-B SA Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6421	IDEA Part-B (611) ARP Birth-21	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP				
01 6422 340 003	IDEA 0-4 Prof Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP	0.00	0.00	0.00	0.00
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
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

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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	12,078.00	1,265.00	65.86	4,123.00
111	SALARIES TCHR/PROF	12,078.00	1,265.00	65.86	4,123.00
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	572.00	592.50	506.12	(2,323.00)
112	SALARIES AIDE/PARA	572.00	592.50	506.12	(2,323.00)
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	924.00	96.78	65.85	315.52
221	SOCIAL SECURITY TCHR/PROF	924.00	96.78	65.85	315.52
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	44.00	45.34	503.36	(177.48)
222	SOCIAL SECURITY AIDE/PARA	44.00	45.34	503.36	(177.48)
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	821.00	102.21	78.29	178.23
231	RETIREMENT TCHR/PROF	821.00	102.21	78.29	178.23
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	19.00	47.87	1,231.11	(214.91)
232	RETIREMENT AIDE/PARA	19.00	47.87	1,231.11	(214.91)
01 6988 237 000	ESSERS III Inc Ret Contribution Rate	258.00	0.00	0.00	258.00
237	Inc Ret Contribution Rate	258.00	0.00	0.00	258.00
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	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	704.00	0.00	183.24	(586.00)
330	STAFF DEVELOPMENT/TRAINING	704.00	0.00	183.24	(586.00)
01 6988 580 000	After School TRAVEL EXPENSES	0.00	200.54	0.00	(816.14)
580	TRAVEL EXPENSES	0.00	200.54	0.00	(816.14)
01 6988 610 000	ARP-ESSER III AFTERSchl	17,407.00	6,017.18	54.41	7,935.92

Expenditure Report by Function/Object -
Detail_KW

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User ID: CMF

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
	SUPPLIES				
610	SUPPLIES	17,407.00	6,017.18	54.41	7,935.92
6988	ARP - ESSER III After School	32,827.00	8,367.42	73.52	8,693.14
6989	ARP-ESSER III SUMMER SCHOOL				
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	3,750.00	0.00	27.93	2,702.50
111	SALARIES TCHR/PROF	3,750.00	0.00	27.93	2,702.50
01 6989 112 000	ARP-ESSER III ELC summer AIDE	297.00	0.00	88.38	34.50
112	SALARIES AIDE/PARA	297.00	0.00	88.38	34.50
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	287.00	0.00	27.92	206.88
221	SOCIAL SECURITY TCHR/PROF	287.00	0.00	27.92	206.88
01 6989 222 000	ARP ESSER III ELC summer SOC SEC AIDE	23.00	0.00	87.35	2.91
222	SOCIAL SECURITY AIDE/PARA	23.00	0.00	87.35	2.91
01 6989 231 000	ARP-ESSER III ELC summer RETIREMENT TEACHER	370.00	0.00	22.88	285.36
231	RETIREMENT TCHR/PROF	370.00	0.00	22.88	285.36
01 6989 232 000	ARP ESSER III ELC summer RETIREMNT AIDE	25.00	0.00	84.84	3.79
232	RETIREMENT AIDE/PARA	25.00	0.00	84.84	3.79
01 6989 237 000	ESSER III Summer Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	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 330 000	ESSER III Summer Staff Dev/Training	187.00	0.00	0.00	187.00
330	STAFF DEVELOPMENT/TRAINING	187.00	0.00	0.00	187.00
01 6989 610 000	ARP ESSER III ELC summer SUPPLIES	10,338.00	0.00	2.83	10,045.74
610	SUPPLIES	10,338.00	0.00	2.83	10,045.74
6989	ARP-ESSER III SUMMER SCHOOL	15,277.00	0.00	11.84	13,468.68
6990	Other Federal Programs - PBIS				
01 6990 610 003	PBIS Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6990	Other Federal Programs - PBIS	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

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
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
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 237 000	ESSER II Inc Ret Contribution Rate	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
237	Inc Ret Contribution Rate	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	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6998 112 000	ARP-ESSER III AIDE	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 211 000	ESSERS III 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 6998 221 000	ARP-ESSER III TCHR SocSec	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6998 222 000	ARP-ESSER III AIDE SocSec	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 231 000	ARP-ESSER III TchrRET	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6998 232 000	ARP-ESSER III AideRET	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 237 000	ESSERS III Care Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6998 281 000	ESSERS III 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 6998 282 000	ESSER III 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 6998 330 000	ESSERS III (Cares) Staff Developmt	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6998 490 000	ESSERS III CONSTRUCTION SERV.	0.00	0.00	0.00	0.00
490	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
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

**Expenditure Report by Function/Object -
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User ID: CMF

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6998 734 000	ESSERS III ARP TECH HARD/CAP ASSTS	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	0.00	0.00	0.00	(30,000.00)
912	TRANSFER TO LUNCH FUND	0.00	0.00	0.00	(30,000.00)
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	0.00	0.00	0.00	(65,000.00)
913	TRANSFER TO ACTIVITY FUND	0.00	0.00	0.00	(65,000.00)
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)	0.00	0.00	0.00	(95,000.00)
9000	NON-PROGRAM EXPENDITURES				
01 9000 000 000	Non-Program Expenditures	0.00	0.00	0.00	0.00
000	000	0.00	0.00	0.00	0.00
01 9000 110 000	Kitchen Payroll	0.00	7,300.07	0.00	(48,946.37)
110	SALARIES NON-INSTR	0.00	7,300.07	0.00	(48,946.37)
01 9000 210 000	KITCHEN GROUP INS	0.00	2,238.42	0.00	(13,430.52)
210	GROUP INSURANCE NON-INSTR	0.00	2,238.42	0.00	(13,430.52)
01 9000 220 000	KITCHEN SOCIAL SECURITY	0.00	490.15	0.00	(3,334.79)
220	SOCIAL SECURITY NON-INSTR	0.00	490.15	0.00	(3,334.79)
01 9000 230 000	KITCHEN RETIREMENT	0.00	566.72	0.00	(3,831.65)
230	RETIREMENT NON-INSTR	0.00	566.72	0.00	(3,831.65)
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	0.00	40.82	0.00	(244.92)
280	LTD/STD NON-INSTR	0.00	40.82	0.00	(244.92)
01 9000 900 000	MISC EXP-expected carryover	0.00	0.00	0.00	0.00
900	OTHER	0.00	0.00	0.00	0.00
9000	NON-PROGRAM EXPENDITURES	0.00	10,636.18	0.00	(69,788.25)
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	10,200,249.00	652,901.79	42.42	5,873,769.09

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

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		10,200,249.00	652,901.79	42.42	5,873,769.09

**HTRS Grades 7-12
Principal's Report
Kim Caniglia
February 9, 2026**

Providing a Titan learning environment that is **Positive Respectful Intentional Determined and Engaged.**

HTRS 7-12 Enrollment

Grades	May 2025	Aug	Sep	Oct	Nov	Dec	Jan	Feb
7th -	18	20	21	20	20	20	20	20
8th -	19	18	19	20	19	19	21	21
9th -	31	19	19	19	19	19	19	19
10th -	22	31	30	30	30	29	28	28
11th -	19	23	22	23	22	21	19	19
12th -	19	21	21	21	21	21	21	21
Other -	2	2	2	2	2	2	2	2
Total:	130	134	134	135	133	131	130	130

- On February 24th, we will hold a Positive Assembly to recognize student achievements in academics and athletics. Staff will be recognized as well for their accomplishments from the 1st Semester.
- 78 students had 95% or better attendance for the 1st Semester.
- 51 students made High Honors and 9 students made Honors for 1st Semester grades.
- Many activities are underway this month.

School Counselor Report

- Thursday, February 5th was another successful Bloodmobile at the Ag building. The Red Cross provides scholarship money at the end of every year based on the number of units of blood collected at our blood drives.
- HTRS is sending 4 sophomores to the Hugh O'Brian Youth Leadership (HOBY) Nebraska Seminar in May. This is the first group that HTRS has sent, and we are excited to have them represent our school and learn about leadership!
- Girls and Boys State, and Junior Law Cadet information were given out to juniors last week. Past students had great experiences and we hope to send multiple students this year.
- On February 18, the freshmen will attend UNL Extension's "Connecting the Dots" event. Each 9th grader chose a career cluster and will learn about opportunities for education and careers in the field they chose.
- Postsecondary Prep Day will be held at the end of March. Volunteers for mock interviews, learning sessions, and career booths are welcomed.

Activities Report

- This past fall, five students qualified for Academic All-State. To qualify, athletes had to play a significant amount of playing time while maintaining a 3.7 GPA. Elie Bstandig and Madison Bredemeier received honors for the volleyball team, Colt Leech and Axton Wamsley for football, Lillian Bowen and Kenadi McClarnen for play production, Caleb Holley for Unified BOwling, and Kendall Freeman for golf.
- The boys basketball team placed 3rd in the MUDECAS B division basketball tournament this past January. Emmett Glathar earned 1st team all-tournament honors, Kameon Dettmann and Cole Hunzeker earned honorable mention. Lily Bowen earned honorable mention for the girls.
- The cheer team competed in the Heartland Championships Cheer Competition in Lincoln on January 18th. The team placed 3rd in non-traditional and 1st in game day.
- On January 31st, HTRS hosted the MUDECAS Speech Invite. The team placed 3rd out of 15 teams. Mr. Linnerson did a fantastic job organizing and running the speech meet.
- February 6th and 7th, were districts for girls wrestling in Weeping Water. The boys' wrestling team will go to Shelby-Rising City on February 13th and 14th for their district meet.

HTRS grades 7-12 will focus on a learning environment that is inclusive and supports a Positive, Respectful, Intentional, Determined and Engaged (PRIDE) school culture.

Educationally yours,
Kimberly L. Caniglia



KIM STANDERFORD PREK - 6 PRINCIPAL HTRS PUBLIC SCHOOL

kimstanderford@htrstitansorg
402 862-2151



February Board Report

Elementary PreK - 6th Grade Enrollment

- PreK 3 - 16 students
- PreK 4 - 18 students
- Kindergarten - 18 students
- 1st Grade - 19 students
- 2nd Grade - 20 students
- 3rd Grade - 16 students
- 4th Grade - 23 students
- 5th Grade - 18 students
- 6th Grade - 28 students

Total - 176 students

Continuous Improvement Plan

- The external team had some great suggestions for us.
 - It will be great to start a new cycle
-

Americanism Presentation

- Keri Wilhelm and Tana Brown will be presenting
 - They like to present close to President's Day
 - Kindergarten through 2nd grade
 - Feb. 19th
-

LETRS Training

- Elementary staff have begun their training.
 - Training will strengthen Phonics and Phonemic Awareness for the students.
 - March 19 - first in-person training @ ESU 4.
-

Dr. Seuss Day

- Feb. 26th
 - Kindergarten through 2nd grade
 - Peru State College in the morning
-

Nebraska Celebration

- Feb. 26
 - Grade 3 - 6
 - Mrs. Wittrock is setting up the celebration
-

Advanced Restorative Practice

- Amazing training
 - I will be implementing this more.
-

ELA Adoption - Jan. 26

- Met with ESU 4, Jen Madison, and Dr. Erin Trusty
- Great discussions about ELA curriculum
- K - 5 selected CKLA
- 6 - 12 selected Into Lit
- I will have quotes next month

#TitanPRIDE



Kim Standerford

PreK - 6 Principal

Special Education

Six special education staff members (Teachers and Paras) are participating in Practical Functional Assessment and Skill-Based Treatment (PFA/SBT) training. This included ongoing coaching and support from the Nebraska Autism Network.

Training associated with Indicator 13 non-compliance with secondary special education staff must be completed by February 27th.

Areas of focus will be:

- Using age appropriate transition assessments
- Including measurable post-secondary transition goals
- Measurable post-secondary goals that are aligned with transition assessments

Secondary Special Education teachers participated in training that is specific to writing transition-related IEP decisions in a Prior Written Notice.

The NDE Office of Special Education will be notifying the district within the next couple weeks to schedule the findings from their file review.

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.
All Dates & Locations Tentative & Subject to Change

JOIN US!

LEARN MORE!

Events & Networking - <https://members.nasbonline.org/events>

Where Will NASB be This Month?*



Bruning-Davenport

Grand Island

Hay Springs

Kearney

Lincoln

Nashville, TN

Perkins County

Plattsmouth

The Capitol

Washington, DC

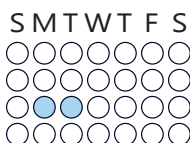
For ... Advocacy,
Board Retreats,
Engagement, Events,
Strategic Planning,
and more!

*Items currently scheduled

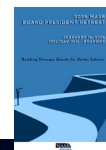
Now Hiring - Board Leadership Engagement Associate

Visit the **ABOUT US** page for more information!

<https://members.nasbonline.org/about-us>



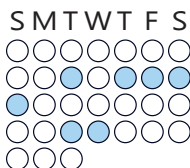
FEBRUARY



Board President Retreat - Monday, February 16 - Kearney

February 17: Deadline for incumbents (any current office holder) to file for office on the primary ballot. (\$32-606)

Look for Legislative Lunch dates in and around your area coming soon ...



MARCH



Budget & Finance Workshop - Tuesday, March 10 - Seward

COSSBA Annual Conference - March 12-15 - Louisville, KY

Budget & Finance Workshop - Tuesday, March 24 - West Point

NAEP State Convention - March 24-25 - Kearney



Continued on Page 2

Leadership

Innovation

Vision

Engagement

#liveNASB

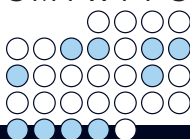
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A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

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SMTWTF S



APRIL
2026

APRIL



Budget & Finance Workshop - Tuesday, April 7 - Ogallala

Amplified Budget & Finance Workshop - Wednesday, April 8 - Kearney

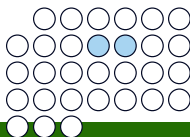
NSBA Annual Conference - April 10-12 - San Antonio, TX

Final Day of the 2026 Legislative Session - Friday, April 17

2026 NASB Federal Advocacy Fly-In - April 26-29 - Washington, DC



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JUNE
2026

JUNE

NASB Member Golf Outing - Wednesday, June 10 - Kearney Country Club

School Law Seminar - June 10-11 - Kearney



ALICAP Summer Workshops - July 7 - Gering; July 8 - Kearney; July 9 - Lincoln

Candidate Workshops - Summer

Area Membership Meetings - August through September

Labor Relations - September 29-30 - Lincoln

State Education Conference - November 18-20 - Omaha

New Board Member Workshops - December 2026 & January 2027

Continued on Page 3

Leadership

Innovation

Vision

Engagement

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NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

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YOUR 2026 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit:

<https://members.nasbonline.org/about-us/affiliate-members>

Leadership

Innovation

Vision

Engagement

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HTRS TITANS



2026-2027 Titan School Calendar **Draft**

August 2026						
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 2026						
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			

October 2026						
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 2026						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
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						

February 2027						
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						

March 2027						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
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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/Inservice
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

171 Student Days - 185 Teacher
Includes 1 day for P/T Conf and Open House)

August 2026 (Student 10/ 16 Teacher)

- 10 First Day Fall Practice
- 10 Video Training Day/New Teacher
- 11-14 Teacher In-service
- 13 Open House
- 17 Teacher Workday
- 18 First Day School
- 24 First Day PreK

September 2026 (19 Student / 20 Teacher)

- 7 No-School / Labor Day
- 16 1:30 Dismissal / Fair
- 17-18 No-School / Fair
- 25 No School - Teacher In-Service

October 2026 (21 Student / 21 Teacher)

- 16 End of 1st Quarter (40 Days)
- 19 1:30 Dismissal /P-T Conferences 2:00 pm to 7:00pm
- 23 No School

November 2026 (17 Student / 18 Teacher)

- 9 No School - Teacher In-Service
- 16 First Day of Winter Practice
- 25-27 Thanksgiving Break

December 2026 (14 Student / 14 Teacher)

- 18 1:30 Dismissal / End 1st Semester (80 Days)
- 23-27 5 Day Practice/Competition Moratorium
- 21-31 No-School / Christmas Break

January 2027 (18 Student / 19 Teacher)

- 1 No-School / Christmas Break
- 4 No-School / Teacher Workday
- 5 Start of 2nd Semester
- 18 No-School

February 2027 (18 Student / 19 Teacher)

- 1 No School/ Teacher In-service
- 15 No School

March 2027 (19 Student / 20 Teacher)

- 1 First Day -Spring Practice
- 2 1:30 Dismissal - P/T Conferences 2:00 pm to 7:00pm
- 4 End 3rd Quarter (40 Days)
- 5 No School
- 19 No School - JH Music Contest/Teacher Workday
- 26 No School / Good Friday
- 29 No School

April 2027 (21 Student / 22 Teacher)

- 12 Teacher In-service
- 30 Seniors Last Day

May 2027 (15 Student / 16 Teacher)

- 3 10:00AM Start - Teacher Appreciation
- 8 Graduation 2:00 pm
- 13 PreK Last Day
- 21 1:30 Dismissal /Last Day / End 2nd Semester (91 Days)
- 24 Teacher Workday

Proposal: Elimination of Girls Golf and Addition of Cross Country at HTRS

Background:

Due to declining participation and lack of interest, the HTRS athletic department is proposing the elimination of the girls' golf program. For the 2026-2027 school year, there are currently no girls interested in participating in golf.

Should girls wish to participate in golf in the future, they will still have the opportunity to compete on the boys' team during the spring, as permitted by the NSAA when no girls program exists. Historically, when HTRS first added boys' golf in the late 1990s, girls competed alongside boys. A dedicated girls' golf program was added in the mid-2000s, consistently drawing 5–10 golfers. In recent years, HTRS co-oped with Pawnee City for girls golf; however, participation has continued to decline. This past fall, only one girl completed the season, and she will graduate this year. Additionally, HTRS currently does not have a girls golf coach.

Proposed Addition:

The athletic department proposes adding both boys' and girls' cross country. A survey conducted in January 2026 indicated interest from two high school girls, one junior high girl, and one high school boy (who may choose football).

Estimated Costs for Cross Country:

Item	Cost
Coach (8%)	\$3,360
Entry Fees	\$500 – \$1,500
NSAA Entry Fee	\$60
Transportation	\$500
Uniforms	\$0 (use track uniforms)
Substitute Teachers	\$500 – \$1,500
Total	\$5,000 – \$7,000

Comparison with Girls Golf 2026 Expenses:

Item	Cost
Coach (8%)	\$3,276
Entry Fees	\$610
NSAA Entry Fee	\$60
Transportation	\$500
Uniforms	\$0
Substitute Teachers	\$0
Kirkman's Lakeview Golf Course Membership	\$500
Total	\$4,946

Summary:

Eliminating girls golf addresses the ongoing issue of declining participation and lack of a coach, while adding cross country provides a new opportunity for students to engage in athletics with a moderate increase in expenses.



February 2026

Staff have really worked hard to complete Continuous Improvement Plan (CIP) for our visit. It was a little challenging due to the principal changes from the first through fourth year. Thanks to the hard work the team members we had a very good report and we were given some ideas how to improve for the CIP in the next five years including giving every teacher a role in the process under the direction of the Steering Committee.

I have also reimplemented the FISH drawings for gift cards each month. These steps are being used to continue to work on our Strategic Plan Goal 1: Climate and Culture.

Strategic Plan Goal 1:

Climate and Culture - Priority 2

Objective: Ensure diversified learning experiences for all students through expanded learning opportunities, college, career, and relevant adopted curriculum, high-quality instruction, and learning that increases engagement and accelerates the growth of each student. We will be working on adopting the recommendations of the external team to help meet this goal.

Curriculum:

The teachers continue the work on the curriculum and are making good progress. I plan on slowing some progress on the English Language Arts curriculum based on the recommendation of the External Team Report on the CIP and the changes we are making in the instructional materials for next year.

Policy:

I have attached policy with this report for review prior to the next board meeting.

3051

Opioid Overdose Prevention and Response

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

Procurement and Storage. The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

Training. Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall

review the DHHS standing order and applicable naloxone administration protocols as needed.

Recordkeeping and Reporting. Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Reviewed on: September 16, 2019

Adopted on: October 14, 2019

3052
Leasing Personal Property

I. Leases of Personal Property by the District

A. Applicability of this policy.

Leases of personal property using any federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other leases of personal property made by the school district other than construction, remodeling, repair and site improvements.

B. General Leasing Policy

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.
4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

C. Leasing Procedures

1. School personnel must secure the approval of the board or superintendent before entering into a lease for personal property.
2. For lease of more than \$10,000 the district will secure written quotes and/or estimates from a reasonable number of vendors. The district will lease from a responsible vendor with the lowest price unless the board approves the lease from the more expensive vendor.

D. Relations with Vendors

1. The board wishes to maintain good working relations with vendors who lease equipment, goods, and other personal property to the school system. The school shall not extend favoritism to any vendors. Each lease shall be entered into on the basis of quality, price and delivery, with past experiences being a factor if all other considerations are equal.
2. No lease shall be made that violates any conflict of interest policy or law.
3. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the lease will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

II. Lease of District-Owned Personal Property to Others

A. Personal Property Valued at No More Than \$10,000

If the Superintendent determines that any personal property that is owned by the school district and has a fair market value of no more than \$10,000 is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes and in no event longer than 30 days. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned personal property, provided

however that Superintendent will avoid leasing such personal property at a rate that is significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property.

B. Personal Property Valued in Excess of \$10,000

If the board of education determines that any personal property that is owned by the school district and has a fair market value of at least \$10,000 is not needed for school district use, the board may lease such property, or portion thereof, upon such terms and conditions as it determines.

Reviewed on: September 16, 2019

Adopted on: October 14, 2019

3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Revision of Policy 4001

Revised on: September 16, 2019

Reviewed on: June 14, 2021

Revised on: August 12, 2024

3054 Law Enforcement Unit

The board is committed to providing a safe environment conducive to learning for members of the school community. In furtherance of this commitment, the board designates Richardson County Sheriff's Department to act as the district's Law Enforcement Unit.

Authority of the Law Enforcement Unit. The law enforcement unit is officially authorized to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against; *and*
- Maintain the physical security and safety of the district

In maintaining the physical security and safety of the district, the law enforcement unit may employ surveillance or other safety or security equipment in compliance with state and federal law. The law enforcement unit is responsible for the maintenance and security of any such equipment.

Records of the Law Enforcement Unit. All records created and maintained by the law enforcement unit for a law enforcement purpose are considered law enforcement unit records. This would include any records produced by surveillance or other safety or security equipment employed by the law enforcement unit to maintain the physical security and safety of the district.

Law enforcement unit records must be maintained by the law enforcement unit until the unit determines the records may be destroyed. The law enforcement unit is responsible for maintaining law enforcement unit records separate and apart from the student records maintained by the district pursuant to the board's policy regarding student records.

Law enforcement unit records may only be disclosed with the authorization of the Superintendent or his/her designee. Only copies of law enforcement unit records may be disclosed, and the original must be retained by the law enforcement unit and will continue to be considered a law enforcement unit record.

Reviewed on: September 16, 2019
Adopted on: October 14, 2019

3055 School Resource Officers

The school district must have in effect a memorandum of understanding (MOU) with any law enforcement agency or any security agency prior to using the services of a school resource officer (SRO) or security guard. The MOU shall comply with all state law requirements.

Employer. The SRO or security guard are employees of the law enforcement agency or security agency.

Required Training. Each SRO and security guard and at least one administrator in each elementary or secondary school where an SRO or security guard is assigned must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers and security guards, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings.

Prosecution Referral Records. The district must create and maintain records on each student referral for prosecution from an SRO in response to an incident occurring at school, on school grounds, or at a school-sponsored event. The records must allow for analysis of related data and must include the reason for the referral and the federally identified demographic characteristics of each student.

Parent or Guardian Notification. School officials are not required to notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by a school official. School officials will notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by an SRO or security guard operating in conjunction with a school official as provided in the school's separate policy regarding investigations, arrests, and other student contact by law enforcement, Health and Human Services, or other child welfare agencies.

Rights Advisement. School officials will not advise students of any constitutional rights before student questioning or interrogation. The advisement, if any, shall be made by the SRO or security guard as provided by their agencies' policies and procedures.

Referral to Law Enforcement for Prosecution. The school district's student discipline policy is the school policy required by state law that addresses the student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not referred to law enforcement.

Restraint and Seclusion. The school district's restraint and seclusion policy applies to the use of restraint and seclusion on students by school district employees. SROs and security guards that are not employees of the school district are not governed by the school district's restraint and seclusion policy. Instead, they will be governed by the restraint and seclusion policies, practices, and procedures implemented by their employers.

Filing and Posting the MOU. The superintendent shall provide a copy of any initial MOU entered into under this policy to the Nebraska Department of Education (Department) or post a copy on the school district's website within three months of its adoption. The superintendent shall thereafter file any changes to the MOU with the Department or post it on the school district's website no later than January 1st of each year.

Complaint Process. Any student or parent who wishes to express a concern or file a complaint about an SRO or security guard and the practices of the SRO or security guard must follow the school district's complaint procedure.

Adopted on: August 10, 2020

3056 Guest Speakers

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

Classroom or School-Sponsored Activity Guest Speakers. Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least 7 (seven) days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least 3 (three) days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

Assembly Speakers. Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least 7 (seven) days prior to the proposed appearance and the speaker submitted materials upon receipt.

Request Consideration. The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

Controversial Issues. If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least 3 (three) days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

Other Requirements. The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: August 10, 2020

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district 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 school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at Title IX Coordinator, 810 Central Ave. Humboldt NE 68376, email: brittanyrogers@htrstitans.org, phone: 402-862-2151. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. 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.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **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.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **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:
 - **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.
 - **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.
 - **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
 - **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
 - **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
 - **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. 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.

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. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. 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.

Response to Sexual Harassment

General Obligations. 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. 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 ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

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.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay 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.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, 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 and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

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.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will 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. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. 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.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will 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 are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- 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, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- 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
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

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.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the

fifth calendar day after the written determination is issued. 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 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.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker 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.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- 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;
- 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
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding

responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;
- Any informal resolution and its result; and
- 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.

The district will also create records documenting 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. The district will maintain these records for a period of seven years.

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).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. 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 that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

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.

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).

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

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.

Adopted on: August 10, 2020

Revised on: August 8, 2022

Revised on: August 12 2024

Revised on: August 4, 2025

3058

Naming School Facilities and Property

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

Authority. The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

Definition. "Facilities or property" means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

Committee or Administrative Review. Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

Naming Criteria. The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

Due Diligence Review. The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

Renaming Facilities. Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

Current Facilities or Property. Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: June 14, 2021

Revised on:

Reviewed on:

3059 Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities

without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (*e.g.*, AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: July 11, 2016
Revised on: August 14, 2017
Revised on: September 16, 2019
Revised on: June 14, 2021
Revised on: July 10, 2023
Revised on: August 12, 2024

3060 Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

5. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or

6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: August 12, 2024

Revised on: _____

Reviewed on: _____

4002 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 this school district, 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.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in 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.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in, and satisfactorily complete a drug abuse assistance or rehabilitation program at the cost of the employee.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

Signature

Date

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Revised on: March 14, 2016
Reviewed on: August 10, 2020

4003 Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated the superintendent as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The superintendent may be contacted at the District Central Office, 810 Central Ave., Humboldt, NE 68376 or at 402-862-2151.

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or

unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action

which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Reviewed on: March 13, 2016
Revised on: August 10, 2020

4004

Employment of Relatives, Domestic Partners and Significant Others

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on March 13, 2016

Reviewed on: August 10, 2020

4005

Communication Between the Board and District Employees

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4006
Insurance

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a collective bargaining agreement.

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Reviewed on: March 13, 2016
Reviewed on: August 10, 2020

4007
Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Reviewed on: March 13, 2016
Reviewed on: August 10, 2020

4008
Outside Employment

1. An employee's responsibilities to the district take precedence over personal along with other prohibited activity during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.

7. Sale of goods or services by employees.

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
- b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
- c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
- d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.

8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.

9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, program, 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; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4009

Restrictions on Employees Receiving Gratuities

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$25.00 must disclose the receipt of such gift to the superintendent. The superintendent, at his or her discretion, may require that the gift become the property of the district.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4010
Inclement Weather

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Revised on: March 14, 2016
Revised on: August 14, 2017
Reviewed on: August 10, 2020

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for *unpaid* leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of *unpaid* leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;

- c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation.
2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:

- a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
- b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;

3. Second or third medical opinions and periodic recertifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
5. Certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and
6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or

medical leave in any situation in which the school district would not normally provide such paid leave.

2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.
3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.
 - c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son,

daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.

- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
 - e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
 - f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.
2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative

position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.

3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;

- b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
- c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- C.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: July 13, 2009
Revised on: August 12, 2013
Reviewed on: January 13, 2014
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Reviewed on: August 10, 2020
Revised on: August 12, 2024

4011.1
Nebraska Family Military Leave Act

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

I. Qualifying for Leave

A. Qualified Employees

To be eligible for unpaid leave under the NFMLA, an employee must:

1. Have been working for the school district for at least 12 months prior to the request; and
2. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. Qualified Circumstances for Requesting Leave

The school district will grant a qualified employee up to a total of 30 days of unpaid leave if:

1. The employee is the spouse or parent of a person called to military service lasting 179 days or longer with the state or United States pursuant to orders of the Governor or the President of the United States and;
2. The leave is scheduled to be taken during the time federal or state deployment orders are in effect.

C. Qualifying Notice and Certification

Employees seeking to use the NFMLA will be required to provide:

- a. A consultation with the District to schedule leave so as not to unduly disrupt the operations of the school.
- b. Certification from the proper military authority to verify the employee's eligibility for the family military leave requested.
- c. 14-day advance notice of the intended date upon which the leave will begin, if leave will consist of five or more work days.
- d. As much advance notice as possible of the intended date upon which the leave will commence, if leave will consist of less than five work days.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the NFMLA and this policy shall be unpaid leave.

B. Benefits

1. Taking leave under the NFMLA shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.
2. Any employee who takes leave under the NFMLA will be permitted to continue their benefits at their own expense.
3. Payment for benefits must be made to the district in advance of the date on which they are due. For example, if health insurance premiums are paid to the carrier by the district on the 1st of the month, the employee taking leave under the NFMLA must

provide the full cost of the premium to the district prior to that date. Failure to provide the full costs for all benefits the employee wishes to continue in advance of their due date may result in cancellation of benefits as permitted by law.

III. Return from Leave

A. Restoration to Position

1. Any employee who exercises the right to leave under the NFMLA shall be restored by the district to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.
2. This section does not apply if the district proves that the employee was not restored because of conditions unrelated to the employee's exercise of rights under the NFMLA.

B. Failure to Return

If an employee fails to return after the period of leave to which the employee is entitled has expired, and no additional qualifications for leave exist, the employee will be subject to the district's policies governing unexcused absences up to and including termination of employment.

Adopted on: August 14, 2017

Reviewed on: August 10, 2020

4012 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.

I. 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.

II. 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.

III. Enforcement

A. 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.

B. 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.

IV. 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.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Revised on: March 14, 2016

Revised on: June 13, 2016

Revised on: June 11, 2018

Reviewed on: June 14, 2021

4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board

shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the

district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Bad Faith or Serial Filings. The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Revised on: June 11, 2018

Reviewed on: June 14, 2021

4015

Prohibition Against Employment of Board Members as Teachers

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-554 of the statutes prohibits a board member from being employed as a teacher in a school district where he or she also serves on the board.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board. Board members who are employed by the school district must fully comply with Policy 2005: Conflict of Interest.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: July 13, 2009

Revised on: August 12, 2013

Reviewed on: January 13, 2014

Reviewed on: March 13, 2015

Revised on: June 13, 2016

Reviewed on: August 10, 2020

4016

Jury Duty/Service as Witness in Court

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.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to organizations for bargaining purposes pursuant to state statutes. The board will negotiate with employee associations that have been established in accordance with public employee bargaining statutes, and will meet with local collective bargaining unit representatives at mutually agreeable times to negotiate regarding mandatory subjects of bargaining.

To facilitate an amicable relationship between the district and any local employee associations, the district will allow associations to make reasonable use of district facilities for meetings outside the school's and the employees' work hours. With administrative approval, associations may use district equipment, post notices of meetings and other information on bulletin boards designated for this purpose, and use local building mail boxes for delivery of employment-related information. Associations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4018
Corporal Punishment

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4019

Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee district should show concern for the safety of fellow employees, students, and members of the public. The district shall have a workplace injury prevention and safety committee as required by Nebraska law. Members of the workplace injury prevention and safety committee shall be established through the collective bargaining process.

The committee shall adopt and maintain a written injury prevention program. The committee shall participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees shall be conducted annually.

The workplace injury prevention and safety committee shall maintain minutes of all meetings and file them in the district office. The committee shall implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district shall maintain records for at least three years, or longer if directed by the Department of Labor.

The committee shall meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee shall keep written minutes of all meetings, and provide a copy to the superintendent or designee who shall maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee shall develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee shall assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she

shall provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Reviewed on: August 10, 2020

4020
Copyright Policy

It is the policy of this school to encourage teachers to be creative and innovative. Therefore, a school administrator may enter into a written agreement with a teacher allowing the teacher to own a copyright in a written work created by the teacher in his or her scope of employment. The administrator and teacher shall only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4021
FAMILY MILITARY LEAVE

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) will be governed by the FMLA and the board's policy regarding the FMLA.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4022

Certification and Endorsements

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4023
Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, understanding, and complying with these standards.

Adopted on: July 13, 2009
Reviewed on: January 13, 2014
Reviewed on: March 13, 2016
Reviewed on: August 10, 2020

4024

Teachers' Rights, Responsibilities and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4025 – Superintendent Job Description

HUMBOLDT-TABLE ROCK-STEINAUER SCHOOL DISTRICT

Job Description

Adopted November 16, 2020

CERTIFICATION: Nebraska School District Administrator

IMMEDIATE SUPERVISOR: Board of Education

The Superintendent shall be the chief administrative officer for the District. The Superintendent is responsible for the effective operation of the District; for the general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities. The Superintendent shall perform all the duties and accept all of the responsibilities usually required of a Superintendent as prescribed by the Education Laws of Nebraska, the rules and regulations of the Board of Regents and Commissioner of Education, laws and regulations of the United States, statutes of Nebraska, and the policies, rules, and regulations established by the Board of Education.

1. Primary Activities

The Superintendent shall possess the following powers and be charged with the following duties:

1. To be the chief executive officer of the District, with the right to speak on all matters before the Board, but not to vote.
2. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.

2. Responsibilities

1. Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to district employees and receive from all school personnel any communications directed to the Board.
2. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
3. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
5. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives.
6. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
7. See to the execution of all decisions of the Board.
8. See that sound plans of organization, educational programs and services are developed and maintained for the Board.
9. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
10. Be directly responsible for news releases and/or other items of public interest emanating from all District employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
11. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
12. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.
13. Prior to action by the Board, recommend the appointment, discipline or termination of employment of the administrators of the District.
14. Prior to action by the Board, recommend the appointment, discipline or termination of employment of teaching and non-teaching personnel of the District.
15. See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
16. See that effective relations with employee organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the District

17. See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. Prepare the annual proposed budget and submit it to the Board as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
18. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
19. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
20. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
21. Establish and maintain liaison with other school districts, NASB, the State Education Department, colleges and universities, and the U.S. Department of Education.
22. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

3. **Primary Relationships**

The superintendent observes and conducts the following relationships:

1. *Board of Education*

1. As chief executive officer, be accountable to the Board of Education, as a Board, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities and responsibilities.
2. Attend, or have a representative attend, all meetings of the Board.
3. Represent the District as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.
4. Report directly to the Board of Education, as a Board, and as required to all appropriate governmental agencies.
5. Act as reference agent for problems brought to the Board.
6. Work with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the superintendent or the initiative of the Board of Education.

2. *Administrators*

1. Directly oversee the work of other central office personnel.
2. Hold regular meetings with Building Principals, Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.
3. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
4. Approve the vacation schedules for administrators; and be personally responsible for all evaluations of administrators.

3. *Others*

1. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
2. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools. Represent the District in collective negotiations with recognized or certified employee organizations.
3. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda.
4. Represent the District before the public, and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
5. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.

Adopted on: July 13, 2009

Reviewed on: January 13, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

Revised on: November 16, 2020

4026
Administrative Employees

A staff member who holds an administrative and supervisory certificate and performs administrative duties shall be paid a salary and provided fringe benefits based upon board policy and the decisions of the board.

A staff member who fills in during the absence of an administrator will be paid \$20 per hour for time outside of the normally scheduled school day.

Adopted on: July 13, 2009
Reviewed on: March 10, 2014
Reviewed on: March 13, 2016
Revised on: August 10, 2020

Part-Time Certified Employees

Percentage of Time. The percentage of time that a teacher works will be determined by calculating the amount of time that the teacher is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. Extracurricular assignments shall not be considered in determining a teacher's percentage of time. Part-time and temporary teachers may or may not be assigned preparation time, at the sole discretion of the board of education, upon the recommendation of the superintendent of schools.

Acquiring Permanent Status. A part-time teacher may become a permanent certificated employee pursuant to the provisions of state statutes.

Salary. The salary, benefits and leave entitlement of a part-time teacher shall be determined by reference to the negotiated agreement between the district and the teacher's association. Multiplying the percentage of time the individual works by his or her placement on the full-time salary schedule contained in each academic years negotiated agreement. The percentage of time a part-time teacher is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

Horizontal Movement on the Salary Schedule. A part-time teacher may qualify for movement horizontally on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule, and according to the applicable district policies.

Attendance at In-service Meetings, Faculty Meetings, and School Activities. A part-time teacher is responsible for attending in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation. A part-time teacher is responsible for performing such tasks as selling or taking tickets, and will be compensated for such tasks pursuant to the policy, practice or negotiated agreement of the school district.

Continuation of Employment. The school district administration and board will deal with the continuation of a part-time teacher's employment pursuant to state statute and the procedures prescribed for full-time employees in these policies.

Adopted on: July 13, 2009

Reviewed on: March 14, 2016

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

4028
Substitute Teachers

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

Adopted on: July 13, 2009
Reviewed on: March 10, 2014
Reviewed on March 13, 2016
Reviewed on: August 10, 2020

4029

Salary Schedule for Certificated Employees

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association.

Horizontal Advancement. Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to April 15 of the preceding school year. The teacher must furnish the superintendent with college transcripts immediately following completion of coursework for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript, the teacher must provide the superintendent with written confirmation by August 31 from a college official attesting that the teacher has satisfactorily completed the courses.

Movement Past the BA Column. Teachers who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent in writing of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Movement Past the MA Column. Teachers who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent in writing of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Superintendent's Review. The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

Vertical Advancement. A teacher may advance only one step vertically on the schedule in any year.

Adopted on: July 13, 2009

Reviewed on: March 10, 2014

Revised on: March 14, 2016

Revised on: February 13, 2019

4030 Evaluation of Certified Employees

The classroom teacher is the key element of successful instruction. Every teacher should be capable of improving his or her performance, and the administration is responsible for evaluating teachers in order to assist them in achieving a high quality of teaching.

A certified administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester and each tenured certified employee for a full instructional period once each school year. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: July 13, 2009
Reviewed on: April 14, 2014
Reviewed on: March 13, 2016
Reviewed on: August 10, 2020