

## MULLEN BOARD OF EDUCATION

August 9, 2021

### Regular Board Meeting Agenda

7:30 PM

1. Call to order, roll call, and excuse board member absences.  
**Speaker(s):** President Bryan Starr
2. Approval of the July 12, 2021 Board Meeting minutes.
3. Approval of the Agenda.
4. Discuss, consider and take all necessary action to approve option enrollment for Lauren Schoonveld.
5. Approval of the following August claims: Payroll \$213,399.04, General Fund \$282,518.50, Special Building Fund \$115.78, and Depreciation Fund \$4,105.00.
6. Teacher Presentation- Playground Committee
7. Requests to address the Board
8. Discuss allowing use of the Lariat Parking lot to Glidden Canoe Rental for the summer months.
9. Discuss, consider and take all necessary action to approve the resolution on the proposed NDE health standards.
10. Discuss, consider and take all necessary action to approve the Mullen Public Schools Emergency Operations Plan
11. Discuss, consider and take all necessary action to approve the sale of used air conditioning units as surplus items.
12. Discuss the 2021-2022 Bus routes.
13. Nebraska Association of School Board Monthly Update
14. Administrative Reports
  - 14.a. Mr. Moore- Elementary Principal Report
  - 14.b. Mr. Kvanvig- High School Principal Report
  - 14.c. Mr. Kuncl- Superintendent Report
  - 14.d. Activities Report
15. Board Reports
16. Next Meeting - September 7th for Tax Request Hearing and Budget Workshop  
September 13th Regular Meeting and Budget Hearing
17. Adjournment

Please follow the board meeting at <https://meeting.sparqdata.com/Public/Organization/393>

The Mullen Board of Education reserves the right to go into Closed Session for purposes in accordance with LB 84-1410(1)

**MULLEN BOARD OF EDUCATION**  
**MINUTES**  
**July 12, 2021**

The regular meeting of the Mullen School Board was called to order at 7:30 p.m. by President Bryan Starr. He announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Jason Coble, Mike French, Travis Hampton, Dane Peterson, Liza Simonson, Bryan Starr. Also present were Superintendent Chris Kunch, and staff member Phil Hoyt.

Motion by Liza Simonson, second by Jason Coble to approve the minutes from the June 14, 2021 Regular Board Meeting. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Jason Coble, second by Dane Peterson to approve the agenda, and verify that notice of the meeting was published in the Hooker County Tribune, and posted according to board policy. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Travis Hampton to approve the local substitute teacher request for Brynn Burney. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Travis Hampton, second by Dane Peterson to approve student Chromebook purchases for the 2021-2022 school year through Bytespeed. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Mike French to approve teacher laptop purchases for the 2021-2022 school year through Bytespeed. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Jason Coble, second by Liza Simonson to approve the Nebraska Rural Community Schools Association annual membership for Mullen Public Schools. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Liza Simonson, second by Travis Hampton to approve the following July claims: Payroll \$240,141.32, General Fund \$75,593.68, Lunch Fund \$126.77, and Special Building Fund \$2,371.78. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Jason Coble, second by Liza Simonson to approve and reaffirm Policy 5018 Parental Involvement as it is written. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Travis Hampton to approve revisions to Policy 5045 Student Fees. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Liza Simonson, second by Jason Coble to approve and reaffirm 5057 District Title 1 Parent and Family Engagement as it is written. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Travis Hampton, second by Jason Coble to approve and reaffirm policy 5001 Compulsory Attendance and Excessive Absenteeism, Policy 5035 Student Discipline and Policy 5054 Student Bullying as written. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Mike French, second by Travis Hampton to reaffirm the revised MPS Pandemic Plan and Procedures for the 2021-2022 school year. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Liza Simonson to approve the propane bid from Sandhills Oil for the 2021-2022 school year. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Jason Coble, second by Dane Peterson to approve the 2021-2022 Student Handbook, 2021-2022 Activity Handbook, and the 2021-2022 Staff Handbook. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Travis Hampton to approve the updated 2021-2022 Extra Duty Assignments. Motion carried.

Bryan Starr: yes, Dane Peterson: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: yes, Travis Hampton: yes  
yes: 6, no: 0

The Nebraska Association of School Boards provides the Mullen Public School Board of Education with a monthly update on new happenings throughout Nebraska.

Mr. Kuncl provided the school board with a detailed district report.

President Bryan Starr declared the meeting adjourned at 8:33 PM

An agenda is kept continually current and is available for public inspection in the Superintendent's office during regular office hours.

---

Chris Kuncl, Recording Secretary

## APPLICATION FOR STUDENT TRANSFER NEBRASKA ENROLLMENT OPTION PROGRAM 2021/2022 SCHOOL YEAR

**SECTION 1: TO BE COMPLETED BY THE PARENT, LEGAL GUARDIAN, OR STUDENT (if an emancipated minor or age 19 or older) requesting a transfer to attend a school district other than the district of residence.**

- Between September 1 and March 15, this application must be sent, postmarked, or delivered to the **Option School District**.
- If after March 15, this application **MUST** be accompanied by a **WRITTEN** release (waiver) from an authorized official of the Resident District or **Section 2** must be completed by the resident school district, unless the student relocated after February 1<sup>st</sup>.

Learning Community Open Enrollment Option Students - See Information for Completing Form note.

|  |   |
|--|---|
| Student Name: (Last, First, M.I.)<br><b>Schoonveld, Lauren J</b>   |   |
| Student Birthdate: mm/dd/yyyy<br><b>07/21/2005</b>   | Sex: F <input checked="" type="checkbox"/> M <input type="checkbox"/> |
| Parent/Guardian Name: (Last, First, M.I.)<br><b>Schoonveld, Krista A</b>   |   |
| Mailing Address:<br><b>38213 Kennedy Road</b>  |   |
| Residence Address: (if different)  |   |
| City:<br><b>Valentine</b>  | Zip Code:<br><b>69201</b>   |
| Telephone Number: (home/work/mobile)<br><b>970-380-7072</b>  | Email:<br><b>sanarroyoranch@mac.com</b>                               |
| Expected Grade Level at Time of Enrollment: K 1 2 3 4 5 6 7 8 9 <b>10</b> 11 12  |   |
| Does Student Require Special Education Services? (check one)   | Yes _____ No <input checked="" type="checkbox"/>                      |
| If Yes, Does the Student Have an Individualized Education Program (IEP)?   | Yes _____ No <input checked="" type="checkbox"/>                      |
| Is the Applicant a Sibling of a Current Option Student?  | Yes _____ No <input checked="" type="checkbox"/>                      |
| Has the Applicant Attended Option District for the Immediately Preceding 2 Years?  | Yes _____ No <input checked="" type="checkbox"/>                      |
| Did the Student Relocate After February 1 <sup>st</sup> ?  | Yes <input checked="" type="checkbox"/> No _____                      |
| Does Applicant Qualify for Free or Reduced Price Lunches?  | Yes _____ No <input checked="" type="checkbox"/>                      |
| Resident District Name:  | Building Currently Attending:   |
| Option District Name:  | Building Preference:  |
| My signature below acknowledges that I am the person with legal or actual charge or control of the above-listed student, I am completing this Application for Student Transfer pursuant to Sections 79-232 through 79-246 R.R.S., understand enrollment option is available only once to each student prior to graduation unless the option meets one of the exclusion criteria (see note on instructions), and have read the related materials provided on the Department of Education's Enrollment Option Program website at <a href="https://www.education.ne.gov/fos/enrollment-option-application-instructions-faqs/">https://www.education.ne.gov/fos/enrollment-option-application-instructions-faqs/</a> |   |
| Signature of Parent:   | Date:   |

**Application must be sent or delivered to the Option School District**

**SECTION 2: TO BE COMPLETED BY THE RESIDENT SCHOOL DISTRICT (only if this application is submitted by the parent, legal guardian or student after the March 15 deadline, and the student has not relocated after February 1<sup>st</sup>).**

|  |  |
|--|--|
| <input checked="" type="checkbox"/> The resident district waives deadline dates    | <input type="checkbox"/> The resident district will <u>not</u> waive deadline dates. |
| Reason for Denial (required):  |  |
| Name and Title of Authorized Official:<br><b>Michael W. Halley, Superintendent</b> |  |
| Signature:<br><b>Michael W. Halley</b>   | Date:<br><b>7/14/21</b>  |

# Mullen Public Schools

August Claims 08/09/21

| Fund         | Description  | Amount              |
|--------------|--------------|---------------------|
| 01           | GENERAL FUND | \$212,482.07        |
| 06           | LUNCH FUND   | \$916.97            |
| <b>Total</b> |              | <b>\$213,399.04</b> |

## GENERAL FUND

| Check Number | Payee                                     | Description   | Amount              |
|--------------|---|---|---------------------|
| 19855        | 20/20 Technologies LLC                    | upgrade technology infrastructure MS/HS site (E-Rate) | \$8,995.90          |
| 19856        | Al's Lock & Safe                          | building keys   | \$41.52             |
| 19857        | Amazon.com PBI                            | Office, custodial, classroom supplies                 | \$839.91            |
| 19858        | At&t                                      | long distance phone service                           | \$78.23             |
| 19859        | Blick Art Materials                       | art class supplies                                    | \$46.80             |
| 19860        | ByteSpeed                                 | classroom projectors;staff laptops                    | \$16,707.00         |
| 19861        | Call's Garage Inc                         | mower maintenance                                     | \$481.70            |
| 19862        | Chris Kuncil                              | cell phone reimb                                      | \$100.00            |
| 19863        | Comfort Inn Kearney                       | Admin Days Lodging                                    | \$874.65            |
| 19864        | Consolidated                              | phone service   | \$537.79            |
| 19865        | Daly Enterprises Shop                     | rebar/metal   | \$18.42             |
| 19866        | Decker Equipment                          | custodial supplies                                    | \$935.91            |
| 19867        | Dell Marketing LP                         | chromebook upgrades                                   | \$14,961.60         |
| 19868        | E.s.u. #16                                | SNDEN fees 2021-22; staff development                 | \$23,050.00         |
| 19869        | Eakes Office Solutions                    | 4/15/21-7/14/21 copier contract agreement             | \$389.94            |
| 19870        | Eakes Office Solutions NP                 | Entry Way Rugs both schools                           | \$1,265.27          |
| 19871        | ESU Coordinating Council                  | Securly & World Book web based                        | \$455.60            |
| 19872        | Garrett Tires & Treads                    | tires   | \$960.20            |
| 19873        | General Fund-petty Cash                   | reimb air brake testing fee                           | \$100.00            |
| 19874        | Graduate Lincoln                          | Staff Development lodging/Taylor-Math                 | \$333.00            |
| 19875        | Handyman Hardware                         | maintenance supplies                                  | \$37.15             |
| 19876        | HireRight LLC                             | DOT screening/testing                                 | \$94.20             |
| 19877        | Hometown Leasing                          | copiers lease   | \$719.95            |
| 19878        | Hooker County Tribune                     | minutes, notices,adv                                  | \$97.58             |
| 19879        | Hot Lunch Fund                            | staff duty/meals                                      | \$2,691.60          |
| 19880        | Illuminate Education                      | curriculum based assessments                          | \$900.00            |
| 19881        | JourneyEd                                 | Adobe VIP renewal                                     | \$500.00            |
| 19882        | KSB School Law PC LLO                     | legal services  | \$64.00             |
| 19883        | Kwik Stop                                 | fuel  | \$494.87            |
| 19884        | Macke's                                   | custodial supplies                                    | \$34.50             |
| 19885        | McGraw Hill School Education Holdings LLC | New Math Curriculum                                   | \$3,737.41          |
| 19886        | Menards - North Platte                    | maintenance/grounds supplies                          | \$47.59             |
| 19887        | Mullen Auto & Diesel LLC                  | vehicle maintenance/repair                            | \$6,586.61          |
| 19888        | Mullen Schools Activity Fund              | school vehicles detailing/fundraising                 | \$750.00            |
| 19889        | Mullen Schools Depreciation               | transfer for student transportation                   | \$100,000.00        |
| 19890        | Nebraska Council School Admin             | Ginkens NAEP membership                               | \$35.00             |
| 19891        | Northwest Evaluation Association          | MAPS assessments                                      | \$450.00            |
| 19892        | Presto X                                  | pest treatment/main                                   | \$133.00            |
| 19893        | Quill Corporation                         | custodial supplies                                    | \$82.78             |
| 19894        | Rutt's Heating and Air Conditioning Inc   | HVAC upgrade to MS/HS NE classrooms                   | \$89,606.00         |
| 19895        | Scholastic Magazine                       | Spanish subscription renewal                          | \$136.13            |
| 19896        | Schoolmate                                | MS/HS planners  | \$195.00            |
| 19897        | Staples Credit Plan                       | classroom supplies                                    | \$27.98             |
| 19898        | U.S. Bank                                 | postage, travel exp, supplies                         | \$607.16            |
| 19899        | Village Of Mullen                         | utilities   | \$3,304.55          |
| 19900        | Vinton Feed Store                         | supplies  | \$12.00             |
|              |   | <b>TOTAL</b>  | <b>\$282,518.50</b> |

## SPECIAL BUILDING FUND

| Check Number | Payee             | Description          | Amount          |
|--------------|-------------------|----------------------|-----------------|
| 1250         | Village of Mullen | Teacherage Utilities | \$115.78        |
|              |                   | <b>TOTAL</b>         | <b>\$115.78</b> |

## DEPRECIATION FUND

| Check Number | Payee                         | Description                | Amount            |
|--------------|-------------------------------|----------------------------|-------------------|
| 1339         | Midwest Floor Specialists Inc | Refinish Hilltop Gym Floor | \$4,105.00        |
|              |                               | <b>TOTAL</b>               | <b>\$4,105.00</b> |

SELECTED Data

# Activity Detail Report

Arranged by:

Date Range: 07/01/2021 thru 08/05/2021

Group ID, Activity Number

| Group ID and Description | Activity Number and Name | Reporting ID and Description | Sponsor |
|--------------------------|--------------------------|------------------------------|---------|
|--------------------------|--------------------------|------------------------------|---------|

**A GENERAL FUND**

**210 MISCELLANEOUS**

**Expenditures**

| Date       | PO Number | Check Vendor      | Description                        | Amount |
|------------|-----------|-------------------|------------------------------------|--------|
| 08/05/2021 |           | 007033 Jim Zlomke | Air Brake Testing; Kvanvig/Monette | 100.00 |

**Activity and Budget Totals**

|                      |                |
|----------------------|----------------|
| Beginning Balance    | -41.27         |
| Receipts             | 0.00           |
| Expenditures         | 100.00         |
| Adjustments          | 0.00           |
| Cash Balance         | <u>-141.27</u> |
| Outstanding POs      | 0.00           |
| Unencumbered Balance | <u>-141.27</u> |

**Group Totals**

|                      |                |
|----------------------|----------------|
| Beginning Balance    | -41.27         |
| Receipts             | 0.00           |
| Expenditures         | 100.00         |
| Adjustments          | 0.00           |
| Cash Balance         | <u>-141.27</u> |
| Outstanding POs      | 0.00           |
| Unencumbered Balance | <u>-141.27</u> |

# Mullen Public Schools

## Cash Summary Report July 2021

| Fund | Description           | Beginning Balance     | Revenue             | Expenditure           | Ending Balance        |
|------|-----------------------|-----------------------|---------------------|-----------------------|-----------------------|
| 01   | GENERAL FUND          | \$1,818,679.94        | \$57,949.00         | (\$285,069.19)        | \$1,591,559.75        |
| 02   | DEPRECIATION FUND     | \$243,834.57          | \$67.47             | \$0.00                | \$243,902.04          |
| 03   | EMPLOYEE BENEFIT FUND | \$72,742.44           | \$20.13             | \$0.00                | \$72,762.57           |
| 06   | LUNCH FUND            | \$34,275.92           | \$15,011.41         | (\$1,002.00)          | \$48,285.33           |
| 07   | BOND FUND             | \$176,174.23          | \$50.68             | \$0.00                | \$176,224.91          |
| 08   | SPECIAL BUILDING FUND | \$446,655.64          | \$349.82            | (\$2,371.78)          | \$444,633.68          |
| 09   | QUAL SCHOOL CONSTR    | \$504,435.95          | \$141.00            | \$0.00                | \$504,576.95          |
| 05   | ACTIVITY FUND         | \$202,403.88          | \$28,301.37         | (\$5,196.44)          | \$225,508.81          |
|      | PETTY CASH FUND       | \$6,361.80            | \$5,725.16          | (\$6,371.99)          | \$5,714.97            |
|      | CAFETERIA PLAN        | \$7,759.59            | \$535.28            | (\$60.00)             | \$8,234.87            |
|      |                       | <b>\$3,513,323.96</b> | <b>\$108,151.32</b> | <b>(\$300,071.40)</b> | <b>\$3,321,403.88</b> |

## County Treasurer's Report July 2021 Collections

|              | GENERAL            | BOND          | SPEC BUILDING | QSCB          | TOTAL              |
|--------------|--------------------|---------------|---------------|---------------|--------------------|
| HOOKER       | \$35,306.36        | \$0.00        | \$0.00        | \$0.00        | \$35,306.36        |
| CHERRY       | \$3,860.04         | \$0.00        | \$0.00        | \$0.00        | \$3,860.04         |
| THOMAS       | NOT AVAILABLE      |               |               |               | \$0.00             |
| <b>TOTAL</b> | <b>\$39,166.40</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$39,166.40</b> |

## Cash Summary Report YTD 2021

| Fund | Description           | Beginning Balance     | Revenue               | Expenditure             | Ending Balance        |
|------|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| 01   | GENERAL FUND          | \$931,037.59          | \$3,880,581.10        | (\$3,220,058.94)        | \$1,591,559.75        |
| 02   | DEPRECIATION FUND     | \$359,894.80          | \$43,708.47           | (\$159,701.23)          | \$243,902.04          |
| 03   | EMPLOYEE BENEFIT FUND | \$72,486.24           | \$276.33              | \$0.00                  | \$72,762.57           |
| 06   | LUNCH FUND            | \$6,101.29            | \$142,693.58          | (\$100,509.54)          | \$48,285.33           |
| 07   | BOND FUND             | \$263,372.41          | \$13,053.75           | (\$100,201.25)          | \$176,224.91          |
| 08   | SPECIAL BUILDING FUND | \$441,970.87          | \$6,621.39            | (\$3,958.58)            | \$444,633.68          |
| 09   | QUAL SCHOOL CONSTR    | \$489,987.94          | \$35,626.51           | (\$21,037.50)           | \$504,576.95          |
| 05   | ACTIVITY FUND         | \$222,598.29          | \$140,930.58          | (\$138,020.06)          | \$225,508.81          |
|      | PETTY CASH FUND       | \$5,000.00            | \$59,993.24           | (\$59,278.27)           | \$5,714.97            |
|      | CAFETERIA PLAN        | \$5,816.46            | \$7,691.75            | (\$5,273.34)            | \$8,234.87            |
|      |                       | <b>\$2,798,265.89</b> | <b>\$4,331,176.70</b> | <b>(\$3,808,038.71)</b> | <b>\$3,321,403.88</b> |

# Mullen Public Schools

## Rollup Report

Cycle: FY20-21; 1st Detail Element: FUND; 1st Detail Level: Highest; 2nd Detail Element: FUNCTION; 2nd Detail Level: Lower; 3rd Detail Element: OBJECT; 3rd Detail Level: None; 4th Detail Element: None; 4th Detail Level: None; 5th Detail Element: None; Account Expression: ([FUND] >= "01") AND ([FUNCTION] >= "01100") AND ([OBJECT] >= "000") ; 1st Subtotal Element: FUND; 1st Subtotal Rollup Level: None; 2nd Subtotal Element: None; 2nd Subtotal Rollup Level: None; 3rd Subtotal Element: None; 3rd Subtotal Rollup Level: None; 4th Subtotal Element: None; 4th Subtotal Rollup Level: None; 5th Subtotal Element: None; 5th Subtotal Rollup Level: None;

| FUND              | FUNCTION                        | OBJECT  | Actuals (Selected Range) | Adopted Budget | Actuals (YTD) | Available     | % of Budget |
|-------------------|---------------------------------|---|--------------------------|----------------|---------------|---------------|-------------|
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 111 - Salary Teacher/Professional Staff                           | \$824,555.43             | \$1,003,229.00 | \$824,555.43  | \$178,673.57  | 82.19       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 112 - Salary Instructional Aides                                  | \$230.74                 | \$38,000.00    | \$230.74      | \$37,769.26   | 0.61        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 120 - Salary Temporary Non-Instructional                          | \$31,595.00              | \$24,780.00    | \$31,595.00   | (\$6,815.00)  | 127.50      |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 123 - Salary Substitute Teachers                                  | \$26,337.00              | \$26,850.00    | \$26,337.00   | \$513.00      | 98.09       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 132 - Overtime Instructional Aide                                 | \$49.64                  |                | \$49.64       | (\$49.64)     |             |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 151 - Add'l Compensation Teachers/Professional Staff              | \$67,665.28              | \$56,285.00    | \$67,665.28   | (\$11,380.28) | 120.22      |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 152 - Add'l Compensation Instructional Aide                       | \$496.77                 | \$7,790.00     | \$496.77      | \$7,293.23    | 6.38        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 211 - Group Insurance Teachers/Professional                       | \$277,736.07             | \$289,269.00   | \$277,736.07  | \$11,532.93   | 96.01       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 220 - FICA Non-Instructional                                      | \$2,417.09               | \$1,896.00     | \$2,417.09    | (\$521.09)    | 127.48      |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 221 - FICA Teachers/Professional Staff                            | \$66,292.62              | \$102,367.00   | \$66,292.62   | \$36,074.38   | 64.76       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 222 - FICA Instructional Aide                                     | \$56.05                  | \$6,155.00     | \$56.05       | \$6,098.95    | 0.91        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 223 - FICA Substitute Teachers                                    | \$2,018.34               | \$1,712.00     | \$2,018.34    | (\$306.34)    | 117.89      |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 230 - Retirement Non-Instructional                                | \$365.30                 | \$2,448.00     | \$365.30      | \$2,082.70    | 14.92       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 231 - Retirement Teachers/Professional Staff                      | \$61,621.97              | \$82,791.00    | \$61,621.97   | \$21,169.03   | 74.43       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 232 - Retirement Instructional Aides                              | \$40.16                  | \$3,557.00     | \$40.16       | \$3,516.84    | 1.13        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 233 - Retirement Substitute Teachers                              | \$14.71                  | \$1,290.00     | \$14.71       | \$1,275.29    | 1.14        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 237 - Increased Retirement contribution                           | \$26,183.37              |                | \$26,183.37   | (\$26,183.37) |             |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 291 - Other Employee Benefits Teachers/Professional Staff         | \$6,133.26               | \$7,000.00     | \$6,133.26    | \$866.74      | 87.62       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 333 - Mileage Paid to Staff                                       | \$0.00                   | \$1,000.00     | \$0.00        | \$1,000.00    | 0.00        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 340 - Other Professional Services (doctors/lawyers/naving agents) | \$230.70                 | \$2,000.00     | \$230.70      | \$1,769.30    | 11.54       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 443 - Rental of Computers/Related Equipment                       | \$14,594.48              | \$18,000.00    | \$14,594.48   | \$3,405.52    | 81.08       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 580 - Travel  | \$0.00                   | \$4,350.00     | \$0.00        | \$4,350.00    | 0.00        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 590 - Interagency Purchased Services                              | \$0.00                   | \$1,000.00     | \$0.00        | \$1,000.00    | 0.00        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 610 - General Supplies  | \$28,776.45              | \$31,300.00    | \$28,776.45   | \$608.27      | 91.94       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 640 - Books & Periodicals   | \$2,918.35               | \$19,850.00    | \$2,918.35    | \$10,890.30   | 14.70       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 641 - E-Books   | \$1,652.27               | \$1,700.00     | \$1,652.27    | \$47.73       | 97.19       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 642 - Audio-Visual Materials                                      | \$33.35                  |                | \$33.35       | (\$33.35)     |             |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 643 - Web/Cloud Base Software                                     | \$1,949.83               | \$2,000.00     | \$1,949.83    | \$50.17       | 97.49       |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 650 - Supplies Technology Related                                 | \$10,811.34              | \$2,750.00     | \$10,811.34   | (\$9,403.04)  | 393.14      |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 733 - Furniture & Fixtures  | \$0.00                   | \$2,448.00     | \$0.00        | \$2,448.00    | 0.00        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 734 - Technology Related Hardware                                 | \$0.00                   | \$4,500.00     | \$0.00        | \$4,500.00    | 0.00        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 810 - Dues & Fees   | \$658.00                 | \$7,500.00     | \$658.00      | \$6,842.00    | 8.77        |
| 01 - GENERAL FUND | 01100 - Regular Instruction     | 890 - Misc Expenditures   | \$0.00                   | \$3,896.33     | \$0.00        | \$3,896.33    | 0.00        |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 111 - Salary Teacher/Professional Staff                           | \$70,753.60              | \$78,100.00    | \$70,753.60   | \$7,346.40    | 90.59       |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 112 - Salary Instructional Aides                                  | \$72,476.74              | \$102,306.00   | \$72,476.74   | \$29,829.26   | 70.84       |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 122 - Salary Temporary Instructional Aide                         | \$486.87                 | \$4,400.00     | \$486.87      | \$3,913.13    | 11.07       |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 123 - Salary Substitute Teachers                                  | \$1,962.50               | \$1,800.00     | \$1,962.50    | (\$162.50)    | 109.03      |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 132 - Overtime Instructional Aide                                 | \$538.60                 | \$900.00       | \$538.60      | \$361.40      | 59.84       |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 151 - Add'l Compensation Teachers/Professional Staff              | \$271.25                 | \$4,200.00     | \$271.25      | \$3,928.75    | 6.46        |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 211 - Group Insurance Teachers/Professional                       | \$35,718.87              | \$38,082.00    | \$35,718.87   | \$2,363.13    | 93.79       |
| 01 - GENERAL FUND | 01200 - SPED Instruction School | 212 - Group Insurance Instructional Aide                          | \$7,167.36               | \$8,000.00     | \$7,167.36    | \$832.64      | 89.59       |

|                   |   |  |             |              |             |               |        |
|-------------------|---|--|-------------|--------------|-------------|---------------|--------|
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 221 - FICA Teachers/Professional Staff                       | \$5,254.36  | \$5,975.00   | \$5,254.36  | \$720.64      | 87.94  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 222 - FICA Instructional Aide                                | \$5,393.80  | \$7,826.00   | \$5,393.80  | \$2,432.20    | 68.92  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 223 - FICA Substitute Teachers                               | \$150.15    | \$350.00     | \$150.15    | \$199.85      | 42.90  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 231 - Retirement Teachers/Professional Staff                 | \$5,220.33  | \$7,716.00   | \$5,220.33  | \$2,495.67    | 67.66  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 232 - Retirement Instructional Aides                         | \$5,366.62  | \$10,108.00  | \$5,366.62  | \$4,741.38    | 53.09  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 237 - Increased Retirement contribution                      | \$3,641.05  |              | \$3,641.05  | (\$3,641.05)  |        |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 291 - Other Employee Benefits<br>Teachers/Professional Staff | \$490.82    | \$550.00     | \$490.82    | \$59.18       | 89.24  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 330 - Employee Training/Development Services                 | \$386.00    | \$2,750.00   | \$386.00    | \$2,364.00    | 14.04  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 443 - Rental of Computers/Related Equipment                  | \$308.12    | \$2,000.00   | \$308.12    | \$1,691.88    | 15.41  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 580 - Travel   | \$0.00      | \$3,000.00   | \$0.00      | \$3,000.00    | 0.00   |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 591 - Services Purchased from ESU or another<br>NF district  | \$54,520.08 | \$120,000.00 | \$54,520.08 | \$65,479.92   | 45.43  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 610 - General Supplies                                       | \$1,579.05  | \$5,200.00   | \$1,579.05  | \$3,620.95    | 30.37  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 640 - Books & Periodicals                                    | \$1,023.81  | \$2,500.00   | \$1,023.81  | \$1,476.19    | 40.95  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 641 - E-Books  | \$1,044.05  | \$1,500.00   | \$1,044.05  | \$455.95      | 69.60  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 642 - Audio-Visual Materials                                 | \$0.00      | \$300.00     | \$0.00      | \$300.00      | 0.00   |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 643 - Web/Cloud Base Software                                | \$739.68    | \$1,250.00   | \$739.68    | \$510.32      | 59.17  |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 650 - Supplies Technology Related                            | \$6.99      | \$5,350.00   | \$6.99      | \$2,925.01    | 0.13   |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 733 - Furniture & Fixtures                                   | \$0.00      | \$10,000.00  | \$0.00      | \$10,000.00   | 0.00   |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 734 - Technology Related Hardware                            | \$0.00      | \$8,600.00   | \$0.00      | \$8,600.00    | 0.00   |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 810 - Dues & Fees  | \$0.00      | \$2,500.00   | \$0.00      | \$2,500.00    | 0.00   |
| 01 - GENERAL FUND | 01200 - SPED Instruction School                     | 890 - Misc Expenditures                                      | \$0.00      | \$1,500.20   | \$0.00      | \$1,500.20    | 0.00   |
| 01 - GENERAL FUND | 01291 - SPED Instruction Ages 3-5                   | 591 - Services Purchased from ESU or another<br>NF district  | \$705.36    | \$25,000.00  | \$705.36    | \$24,294.64   | 2.82   |
| 01 - GENERAL FUND | 01292 - SPED Instruction Ages 0-2                   | 591 - Services Purchased from ESU or another<br>NF district  | \$244.64    | \$23,236.80  | \$244.64    | \$22,992.16   | 1.05   |
| 01 - GENERAL FUND | 02110 - Attendance & Social Work<br>Services        | 591 - Services Purchased from ESU or another<br>NF district  | \$4,467.95  | \$4,000.00   | \$4,467.95  | (\$467.95)    | 111.70 |
| 01 - GENERAL FUND | 02110 - Attendance & Social Work                    | 643 - Web/Cloud Base Software                                | \$3,782.68  | \$6,000.00   | \$3,782.68  | \$2,217.32    | 63.04  |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 111 - Salary Teacher/Professional Staff                      | \$30,426.44 | \$37,021.00  | \$30,426.44 | \$6,594.56    | 82.19  |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 112 - Salary Instructional Aides                             | \$111.95    |              | \$111.95    | (\$111.95)    |        |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 151 - Add'l Compensation<br>Teachers/Professional Staff      | \$2,846.76  |              | \$2,846.76  | (\$2,846.76)  |        |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 211 - Group Insurance Teachers/Professional                  | \$10,672.67 | \$8,595.00   | \$10,672.67 | (\$2,077.67)  | 124.17 |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 221 - FICA Teachers/Professional Staff                       | \$2,412.34  | \$2,832.00   | \$2,412.34  | \$419.66      | 85.18  |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 222 - FICA Instructional Aide                                | \$8.56      |              | \$8.56      | (\$8.56)      |        |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 231 - Retirement Teachers/Professional Staff                 | \$2,445.57  | \$3,658.00   | \$2,445.57  | \$1,212.43    | 66.86  |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 237 - Increased Retirement contribution                      | \$841.07    |              | \$841.07    | (\$841.07)    |        |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 291 - Other Employee Benefits<br>Teachers/Professional Staff | \$218.02    | \$4,541.51   | \$218.02    | \$4,323.49    | 4.80   |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 580 - Travel   | \$0.00      | \$300.00     | \$0.00      | \$300.00      | 0.00   |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 610 - General Supplies                                       | \$179.94    | \$500.00     | \$179.94    | \$320.06      | 35.99  |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 643 - Web/Cloud Base Software                                | \$0.00      | \$1,900.00   | \$0.00      | \$1,900.00    | 0.00   |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 650 - Supplies Technology Related                            | \$945.00    |              | \$945.00    | (\$945.00)    |        |
| 01 - GENERAL FUND | 02120 - Guidance Services                           | 810 - Dues & Fees  | \$0.00      | \$300.00     | \$0.00      | \$300.00      | 0.00   |
| 01 - GENERAL FUND | 02130 - Health Services                             | 116 - Salary Professional Non-Certificated                   | \$3,166.75  | \$10,000.00  | \$3,166.75  | \$6,833.25    | 31.67  |
| 01 - GENERAL FUND | 02130 - Health Services                             | 226 - FICA Professional Non-Certificated Staff               | \$242.27    | \$765.00     | \$242.27    | \$522.73      | 31.67  |
| 01 - GENERAL FUND | 02130 - Health Services                             | 236 - Retirement Professional Non-Certificated               | \$0.00      | \$988.00     | \$0.00      | \$988.00      | 0.00   |
| 01 - GENERAL FUND | 02130 - Health Services                             | 330 - Employee Training/Development Services                 | \$40.00     | \$500.00     | \$40.00     | \$460.00      | 8.00   |
| 01 - GENERAL FUND | 02130 - Health Services                             | 580 - Travel   | \$0.00      | \$180.00     | \$0.00      | \$180.00      | 0.00   |
| 01 - GENERAL FUND | 02130 - Health Services                             | 610 - General Supplies                                       | \$846.23    | \$200.00     | \$846.23    | (\$646.23)    | 423.12 |
| 01 - GENERAL FUND | 02140 - Psychological Services<br>regular education | 591 - Services Purchased from ESU or another<br>NF district  | \$11,274.16 |              | \$11,274.16 | (\$11,274.16) |        |

|                   |   |  |             |             |             |              |        |
|-------------------|---|--|-------------|-------------|-------------|--------------|--------|
| 01 - GENERAL FUND | 02141 - Psychological Services<br>SPED school age     | 591 - Services Purchased from ESU or another<br>NF district  | \$28,599.44 | \$25,000.00 | \$28,599.44 | (\$3,599.44) | 114.40 |
| 01 - GENERAL FUND | 02151 - Speech Pathology/Audiology<br>SPED School Age | 591 - Services Purchased from ESU or another<br>NF district  | \$32,185.44 | \$60,000.00 | \$32,185.44 | \$27,814.56  | 53.64  |
| 01 - GENERAL FUND | 02151 - Speech Pathology/Audiology<br>SPED School Age | 610 - General Supplies                                       | \$187.10    |             | \$187.10    | (\$187.10)   |        |
| 01 - GENERAL FUND | 02161 - Occupational Therapy SPED<br>School Age       | 591 - Services Purchased from ESU or another<br>NF district  | \$13,707.47 | \$15,000.00 | \$13,707.47 | \$1,292.53   | 91.38  |
| 01 - GENERAL FUND | 02171 - Physical Therapy SPED<br>school age           | 591 - Services Purchased from ESU or another<br>NF district  | \$3,168.96  | \$3,000.00  | \$3,168.96  | (\$168.96)   | 105.63 |
| 01 - GENERAL FUND | 02181 - Visual Services SPED                          | 320 - Professional Educational Services                      | \$0.00      | \$1,000.00  | \$0.00      | \$1,000.00   | 0.00   |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 110 - Salary Non Instructional                               | \$3,462.00  | \$4,000.00  | \$3,462.00  | \$538.00     | 86.55  |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 120 - Salary Temporary Non-Instructional                     | \$1,408.75  | \$1,000.00  | \$1,408.75  | (\$408.75)   | 140.88 |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 150 - Add'l Compensation Non-Instructional                   | \$350.00    | \$500.00    | \$350.00    | \$150.00     | 70.00  |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 151 - Add'l Compensation<br>Teachers/Professional Staff      | \$2,323.50  | \$2,500.00  | \$2,323.50  | \$176.50     | 92.94  |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 152 - Add'l Compensation Instructional Aide                  | \$360.00    | \$500.00    | \$360.00    | \$140.00     | 72.00  |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 220 - FICA Non-Instructional                                 | \$399.35    |             | \$399.35    | (\$399.35)   |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 221 - FICA Teachers/Professional Staff                       | \$173.24    |             | \$173.24    | (\$173.24)   |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 222 - FICA Instructional Aide                                | \$25.64     |             | \$25.64     | (\$25.64)    |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 230 - Retirement Non-Instructional                           | \$286.71    |             | \$286.71    | (\$286.71)   |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 231 - Retirement Teachers/Professional Staff                 | \$170.82    |             | \$170.82    | (\$170.82)   |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 232 - Retirement Instructional Aides                         | \$26.47     |             | \$26.47     | (\$26.47)    |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 237 - Increased Retirement contribution                      | \$166.46    |             | \$166.46    | (\$166.46)   |        |
| 01 - GENERAL FUND | 02190 - Support Services Non-SPED                     | 520 - Insurance  | \$500.00    |             | \$500.00    | (\$500.00)   |        |
| 01 - GENERAL FUND | 02210 - Improvement of Instruction                    | 151 - Add'l Compensation<br>Teachers/Professional Staff      | \$425.00    |             | \$425.00    | (\$425.00)   |        |
| 01 - GENERAL FUND | 02210 - Improvement of Instruction                    | 221 - FICA Teachers/Professional Staff                       | \$31.57     |             | \$31.57     | (\$31.57)    |        |
| 01 - GENERAL FUND | 02210 - Improvement of Instruction                    | 231 - Retirement Teachers/Professional Staff                 | \$31.24     |             | \$31.24     | (\$31.24)    |        |
| 01 - GENERAL FUND | 02210 - Improvement of Instruction                    | 237 - Increased Retirement contribution                      | \$10.75     |             | \$10.75     | (\$10.75)    |        |
| 01 - GENERAL FUND | 02211 - School Improvement                            | 610 - General Supplies                                       | \$71.95     |             | \$71.95     | (\$71.95)    |        |
| 01 - GENERAL FUND | 02211 - School Improvement                            | 643 - Web/Cloud Base Software                                | \$2,490.00  |             | \$2,490.00  | (\$2,490.00) |        |
| 01 - GENERAL FUND | 02213 - Instructional Staff Training                  | 123 - Salary Substitute Teachers                             | \$1,337.50  | \$8,000.00  | \$1,337.50  | \$6,662.50   | 16.72  |
| 01 - GENERAL FUND | 02213 - Instructional Staff Training                  | 223 - FICA Substitute Teachers                               | \$102.32    | \$612.00    | \$102.32    | \$509.68     | 16.72  |
| 01 - GENERAL FUND | 02213 - Instructional Staff Training                  | 330 - Employee Training/Development Services                 | \$25.00     | \$8,000.00  | \$25.00     | \$7,975.00   | 0.31   |
| 01 - GENERAL FUND | 02213 - Instructional Staff Training                  | 580 - Travel   | \$50.35     |             | \$50.35     | (\$50.35)    |        |
| 01 - GENERAL FUND | 02213 - Instructional Staff Training                  | 610 - General Supplies                                       | \$622.60    |             | \$622.60    | (\$622.60)   |        |
| 01 - GENERAL FUND | 02213 - Instructional Staff Training                  | 626 - Gasoline   | \$58.68     |             | \$58.68     | (\$58.68)    |        |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 111 - Salary Teacher/Professional Staff                      | \$51,833.84 | \$60,350.00 | \$51,833.84 | \$8,516.16   | 85.89  |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 123 - Salary Substitute Teachers                             | \$0.00      | \$200.00    | \$0.00      | \$200.00     | 0.00   |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 151 - Add'l Compensation<br>Teachers/Professional Staff      | \$1,707.09  |             | \$1,707.09  | (\$1,707.09) |        |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 211 - Group Insurance Teachers/Professional                  | \$15,730.88 | \$17,160.37 | \$15,730.88 | \$1,429.49   | 91.67  |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 221 - FICA Teachers/Professional Staff                       | \$4,052.69  | \$4,617.00  | \$4,052.69  | \$564.31     | 87.78  |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 223 - FICA Substitute Teachers                               | \$0.00      | \$16.00     | \$0.00      | \$16.00      | 0.00   |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 231 - Retirement Teachers/Professional Staff                 | \$3,935.25  | \$5,963.00  | \$3,935.25  | \$2,027.75   | 65.99  |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 237 - Increased Retirement contribution                      | \$1,353.41  |             | \$1,353.41  | (\$1,353.41) |        |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 291 - Other Employee Benefits<br>Teachers/Professional Staff | \$356.84    | \$300.00    | \$356.84    | (\$56.84)    | 118.95 |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 530 - Communications Purchased Service                       | \$0.00      | \$500.00    | \$0.00      | \$500.00     | 0.00   |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 580 - Travel   | \$0.00      | \$500.00    | \$0.00      | \$500.00     | 0.00   |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 610 - General Supplies                                       | \$801.20    | \$800.00    | \$801.20    | (\$1.20)     | 100.15 |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 640 - Books & Periodicals                                    | \$4,525.99  | \$4,556.00  | \$4,525.99  | (\$3,547.99) | 99.34  |
| 01 - GENERAL FUND | 02220 - Library/Media Services                        | 642 - Audio-Visual Materials                                 | \$0.00      | \$200.00    | \$0.00      | \$200.00     | 0.00   |

|                   |                                  |   |              |              |              |               |        |
|-------------------|----------------------------------|---|--------------|--------------|--------------|---------------|--------|
| 01 - GENERAL FUND | 02220 - Library/Media Services   | 643 - Web/Cloud Base Software                             | \$10,972.99  |              | \$10,972.99  | (\$11,131.09) |        |
| 01 - GENERAL FUND | 02220 - Library/Media Services   | 650 - Supplies Technology Related                         | \$1,013.43   | \$700.00     | \$1,013.43   | (\$313.43)    | 144.78 |
| 01 - GENERAL FUND | 02224 - Educational Television   | 382 - Distance Education/Telecommunications               | \$0.00       | \$24,000.00  | \$0.00       | \$24,000.00   | 0.00   |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 114 - Salary Technical Staff                              | \$35,759.31  | \$35,762.00  | \$35,759.31  | \$2.69        | 99.99  |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 214 - Group Insurance Technical Staff                     | \$10,815.86  | \$9,133.00   | \$10,815.86  | (\$1,682.86)  | 118.43 |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 224 - FICA Technical Staff                                | \$2,648.66   | \$2,735.61   | \$2,648.66   | \$86.95       | 96.82  |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 234 - Retirement Technical Staff                          | \$2,628.28   | \$3,533.00   | \$2,628.28   | \$904.72      | 74.39  |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 237 - Increased Retirement contribution                   | \$903.91     |              | \$903.91     | (\$903.91)    |        |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 294 - Other Employee Benefit Technical Staff              | \$242.55     | \$200.00     | \$242.55     | (\$42.55)     | 121.28 |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 643 - Web/Cloud Base Software                             | \$396.90     |              | \$396.90     | (\$4,434.40)  |        |
| 01 - GENERAL FUND | 02230 - Instruction Related      | 650 - Supplies Technology Related                         | \$1,168.62   | \$45,000.00  | \$1,168.62   | \$43,831.38   | 2.60   |
| 01 - GENERAL FUND | 02310 - Board of Education       | 315 - Accounting/Auditing Services                        | \$0.00       | \$6,000.00   | \$0.00       | \$6,000.00    | 0.00   |
| 01 - GENERAL FUND | 02310 - Board of Education       | 320 - Professional Educational Services                   | \$0.00       | \$1,750.00   | \$0.00       | \$1,750.00    | 0.00   |
| 01 - GENERAL FUND | 02310 - Board of Education       | 520 - Insurance   | \$5,041.69   | \$8,500.00   | \$5,041.69   | \$3,458.31    | 59.31  |
| 01 - GENERAL FUND | 02310 - Board of Education       | 540 - Advertising   | \$1,183.91   | \$1,500.00   | \$1,183.91   | \$316.09      | 78.93  |
| 01 - GENERAL FUND | 02310 - Board of Education       | 580 - Travel  | \$0.00       | \$1,500.00   | \$0.00       | \$1,500.00    | 0.00   |
| 01 - GENERAL FUND | 02310 - Board of Education       | 610 - General Supplies                                    | \$25.96      |              | \$25.96      | (\$25.96)     |        |
| 01 - GENERAL FUND | 02310 - Board of Education       | 643 - Web/Cloud Base Software                             | \$3,248.00   | \$5,000.00   | \$3,248.00   | \$1,752.00    | 64.96  |
| 01 - GENERAL FUND | 02310 - Board of Education       | 810 - Dues & Fees   | \$5,261.22   | \$7,000.00   | \$5,261.22   | \$1,738.78    | 75.16  |
| 01 - GENERAL FUND | 02310 - Board of Education       | 890 - Misc Expenditures                                   | \$251.02     | \$371,916.00 | \$251.02     | \$371,664.98  | 0.07   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 105 - Salary Superintendent                               | \$107,250.00 | \$117,000.00 | \$107,250.00 | \$9,750.00    | 91.67  |
| 01 - GENERAL FUND | 02320 - Executive Administration | 116 - Salary Professional Non-Certificated                | \$0.00       | \$60,000.00  | \$0.00       | \$60,000.00   | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 215 - Group Insurance Superintendent                      | \$21,602.35  | \$22,921.06  | \$21,602.35  | \$1,318.71    | 94.25  |
| 01 - GENERAL FUND | 02320 - Executive Administration | 216 - Group Insurance Professional Non-Certificated Staff | \$0.00       | \$22,921.00  | \$0.00       | \$22,921.00   | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 225 - FICA Superintendent                                 | \$7,982.32   | \$8,951.00   | \$7,982.32   | \$968.68      | 89.18  |
| 01 - GENERAL FUND | 02320 - Executive Administration | 226 - FICA Professional Non-Certificated Staff            | \$0.00       | \$4,590.00   | \$0.00       | \$4,590.00    | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 235 - Retirement Superintendent                           | \$7,882.91   | \$11,560.00  | \$7,882.91   | \$3,677.09    | 68.19  |
| 01 - GENERAL FUND | 02320 - Executive Administration | 236 - Retirement Professional Non-Certificated            | \$0.00       | \$5,928.00   | \$0.00       | \$5,928.00    | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 237 - Increased Retirement contribution                   | \$2,711.08   |              | \$2,711.08   | (\$2,711.08)  |        |
| 01 - GENERAL FUND | 02320 - Executive Administration | 275 - Workers Comp Superintendent                         | \$153.88     |              | \$153.88     | (\$153.88)    |        |
| 01 - GENERAL FUND | 02320 - Executive Administration | 295 - Other Employee Benefits Superintendent              | \$1,757.50   | \$1,600.00   | \$1,757.50   | (\$157.50)    | 109.84 |
| 01 - GENERAL FUND | 02320 - Executive Administration | 296 - Other Employee Benefits Professional Non-Cert Staff | \$0.00       | \$500.00     | \$0.00       | \$500.00      | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 333 - Mileage Paid to Staff                               | \$0.00       | \$500.00     | \$0.00       | \$500.00      | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 580 - Travel  | \$596.80     | \$3,000.00   | \$596.80     | \$2,403.20    | 19.89  |
| 01 - GENERAL FUND | 02320 - Executive Administration | 610 - General Supplies                                    | \$15.99      | \$2,000.00   | \$15.99      | \$1,984.01    | 0.80   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 650 - Supplies Technology Related                         | \$0.00       | \$1,000.00   | \$0.00       | \$1,000.00    | 0.00   |
| 01 - GENERAL FUND | 02320 - Executive Administration | 810 - Dues & Fees   | \$1,180.00   | \$2,500.00   | \$1,180.00   | \$1,320.00    | 47.20  |
| 01 - GENERAL FUND | 02320 - Executive Administration | 890 - Misc Expenditures                                   | \$0.00       | \$1,500.00   | \$0.00       | \$1,500.00    | 0.00   |
| 01 - GENERAL FUND | 02330 - District Legal Services  | 317 - Contracted Legal Services                           | \$2,823.50   | \$25,000.00  | \$2,823.50   | \$22,176.50   | 11.29  |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 110 - Salary Non Instructional                            | \$37,675.87  | \$53,000.00  | \$37,675.87  | \$15,324.13   | 71.09  |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 111 - Salary Teacher/Professional Staff                   | \$130,625.00 | \$150,000.00 | \$130,625.00 | \$19,375.00   | 87.08  |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 120 - Salary Temporary Non-Instructional                  | \$1,296.15   | \$500.00     | \$1,296.15   | (\$796.15)    | 259.23 |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 130 - Overtime Non-Instructional                          | \$81.09      |              | \$81.09      | (\$81.09)     |        |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 210 - Group Insurance Non-Instructional                   | \$16,866.52  | \$13,715.30  | \$16,866.52  | (\$3,151.22)  | 122.98 |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 211 - Group Insurance Teachers/Professional               | \$36,958.05  | \$42,523.00  | \$36,958.05  | \$5,564.95    | 86.91  |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 220 - FICA Non-Instructional                              | \$2,809.10   | \$4,055.00   | \$2,809.10   | \$1,245.90    | 69.27  |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 221 - FICA Teachers/Professional Staff                    | \$9,834.78   | \$11,475.00  | \$9,834.78   | \$1,640.22    | 85.71  |
| 01 - GENERAL FUND | 02410 - Office of the Principal  | 230 - Retirement Non-Instructional                        | \$2,775.15   | \$4,968.00   | \$2,775.15   | \$2,192.85    | 55.86  |

|                   |   |   |             |             |             |               |        |
|-------------------|---|---|-------------|-------------|-------------|---------------|--------|
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 231 - Retirement Teachers/Professional Staff                          | \$9,600.92  | \$14,820.00 | \$9,600.92  | \$5,219.08    | 64.78  |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 237 - Increased Retirement contribution                               | \$4,256.35  |             | \$4,256.35  | (\$4,256.35)  |        |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 281 - Health Benefits HSA contribution<br>Teachers/Professional Staff | \$0.00      | \$4,000.00  | \$0.00      | \$4,000.00    | 0.00   |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 291 - Other Employee Benefits<br>Teachers/Professional Staff          | \$2,395.40  | \$2,250.00  | \$2,395.40  | (\$145.40)    | 106.46 |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 443 - Rental of Computers/Related Equipment                           | \$712.66    | \$1,900.00  | \$712.66    | \$1,187.34    | 37.51  |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 530 - Communications Purchased Service                                | \$0.00      | \$1,350.00  | \$0.00      | \$1,350.00    | 0.00   |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 580 - Travel  | \$13.70     | \$2,000.00  | \$13.70     | \$1,986.30    | 0.69   |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 610 - General Supplies  | \$3,497.25  | \$8,000.00  | \$3,497.25  | \$4,436.20    | 43.72  |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 650 - Supplies Technology Related                                     | \$1,811.71  | \$750.00    | \$1,811.71  | (\$1,170.16)  | 241.56 |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 810 - Dues & Fees   | \$1,595.00  | \$2,000.00  | \$1,595.00  | \$375.00      | 79.75  |
| 01 - GENERAL FUND | 02410 - Office of the Principal               | 890 - Misc Expenditures   | \$118.00    | \$1,650.00  | \$118.00    | \$1,532.00    | 7.15   |
| 01 - GENERAL FUND | 02490 - School Administration-Other           | 610 - General Supplies  | \$259.35    |             | \$259.35    | (\$259.35)    |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 116 - Salary Professional Non-Certificated                            | \$53,340.87 |             | \$53,340.87 | (\$53,340.87) |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 156 - Add'l Compensation Professional Non-Certificated Staff          | \$10.00     |             | \$10.00     | (\$10.00)     |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 216 - Group Insurance Professional Non-Certificated Staff             | \$21,602.35 |             | \$21,602.35 | (\$21,602.35) |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 226 - FICA Professional Non-Certificated Staff                        | \$3,825.79  |             | \$3,825.79  | (\$3,825.79)  |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 236 - Retirement Professional Non-Certificated                        | \$3,921.28  |             | \$3,921.28  | (\$3,921.28)  |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 237 - Increased Retirement contribution                               | \$1,348.60  |             | \$1,348.60  | (\$1,348.60)  |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 270 - Workers Comp Non-Instructional                                  | \$5,514.34  |             | \$5,514.34  | (\$5,514.34)  |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 271 - Workers Comp Teachers/Professional                              | \$3,744.60  | \$15,000.00 | \$3,744.60  | \$11,255.40   | 24.96  |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 272 - Workers Comp Instructional Aides                                | \$1,025.92  |             | \$1,025.92  | (\$1,025.92)  |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 273 - Workers Comp Substitute Teachers                                | \$2,231.38  |             | \$2,231.38  | (\$2,231.38)  |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 276 - Workers Comp Professional Non-Certificated Staff                | \$153.88    |             | \$153.88    | (\$153.88)    |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 296 - Other Employee Benefits Professional Non-Cert Staff             | \$442.53    |             | \$442.53    | (\$442.53)    |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 315 - Accounting/Auditing Services                                    | \$10,449.28 | \$14,000.00 | \$10,449.28 | \$3,550.72    | 74.64  |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 530 - Communications Purchased Service                                | \$7,057.03  | \$10,000.00 | \$7,057.03  | \$2,942.97    | 70.57  |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 531 - Postage   | \$1,055.05  | \$2,500.00  | \$1,055.05  | \$1,444.95    | 42.20  |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 540 - Advertising   | \$0.00      | \$1,495.00  | \$0.00      | \$1,495.00    | 0.00   |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 591 - Services Purchased from ESU or another<br>NE district           | \$330.00    |             | \$330.00    | (\$330.00)    |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 610 - General Supplies  | \$1,275.06  | \$2,500.00  | \$1,275.06  | \$1,171.56    | 51.00  |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 650 - Supplies Technology Related                                     | \$91.99     | \$2,500.00  | \$91.99     | \$2,408.01    | 3.68   |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 735 - Technology Software   | \$0.00      | \$3,000.00  | \$0.00      | \$3,000.00    | 0.00   |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 810 - Dues & Fees   | \$295.00    |             | \$295.00    | (\$295.00)    |        |
| 01 - GENERAL FUND | 02510 - Fiscal Services                       | 890 - Misc Expenditures   | \$0.00      | \$4,000.00  | \$0.00      | \$4,000.00    | 0.00   |
| 01 - GENERAL FUND | 02560 - Public Information Services           | 643 - Web/Cloud Base Software   | \$4,500.00  |             | \$4,500.00  | (\$4,500.00)  |        |
| 01 - GENERAL FUND | 02570 - Personnel Services                    | 330 - Employee Training/Development Services                          | \$300.00    |             | \$300.00    | (\$300.00)    |        |
| 01 - GENERAL FUND | 02580 - Administrative Technology             | 116 - Salary Professional Non-Certificated                            | \$9,341.24  | \$10,508.00 | \$9,341.24  | \$1,166.76    | 88.90  |
| 01 - GENERAL FUND | 02580 - Administrative Technology<br>Services | 216 - Group Insurance Professional Non-Certificated Staff             | \$2,823.25  | \$2,983.42  | \$2,823.25  | \$160.17      | 94.63  |
| 01 - GENERAL FUND | 02580 - Administrative Technology             | 226 - FICA Professional Non-Certificated Staff                        | \$690.13    |             | \$690.13    | (\$690.13)    |        |
| 01 - GENERAL FUND | 02580 - Administrative Technology             | 236 - Retirement Professional Non-Certificated                        | \$686.60    |             | \$686.60    | (\$686.60)    |        |
| 01 - GENERAL FUND | 02580 - Administrative Technology             | 237 - Increased Retirement contribution                               | \$236.14    |             | \$236.14    | (\$236.14)    |        |
| 01 - GENERAL FUND | 02580 - Administrative Technology<br>Services | 296 - Other Employee Benefits Professional Non-Cert Staff             | \$67.32     |             | \$67.32     | (\$67.32)     |        |
| 01 - GENERAL FUND | 02580 - Administrative Technology             | 650 - Supplies Technology Related                                     | \$2,878.78  |             | \$2,878.78  | (\$2,878.78)  |        |
| 01 - GENERAL FUND | 02610 - Operation of                          | 110 - Salary Non Instructional  | \$389.57    |             | \$389.57    | (\$389.57)    |        |
| 01 - GENERAL FUND | 02610 - Operation of                          | 220 - FICA Non-Instructional  | \$29.81     |             | \$29.81     | (\$29.81)     |        |

|                   |  |  |              |              |              |               |        |
|-------------------|--|--|--------------|--------------|--------------|---------------|--------|
| 01 - GENERAL FUND | 02610 - Operation of                                   | 410 - Utility Service                                | \$5,565.13   | \$6,800.00   | \$5,565.13   | \$1,234.87    | 81.84  |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 490 - Other Purchased Property Services              | \$2,248.60   | \$2,800.00   | \$2,248.60   | \$551.40      | 80.31  |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 520 - Insurance                                      | \$19,277.05  | \$12,000.00  | \$19,277.05  | (\$7,277.05)  | 160.64 |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 610 - General Supplies                               | \$9,211.16   | \$28,000.00  | \$9,211.16   | \$16,659.34   | 32.90  |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 621 - Utility Energy Services(electricity,propane)   | \$62,880.94  |              | \$62,880.94  | (\$62,880.94) |        |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 622 - Electricity                                    | \$0.00       | \$53,000.00  | \$0.00       | \$53,000.00   | 0.00   |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 623 - Propane  | \$0.00       | \$60,870.00  | \$0.00       | \$60,870.00   | 0.00   |
| 01 - GENERAL FUND | 02610 - Operation of                                   | 890 - Misc Expenditures                              | \$2,403.20   | \$1,500.00   | \$2,403.20   | (\$903.20)    | 160.21 |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 110 - Salary Non Instructional                       | \$101,838.19 | \$118,000.00 | \$101,838.19 | \$16,161.81   | 86.30  |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 120 - Salary Temporary Non-Instructional             | \$0.00       | \$1,500.00   | \$0.00       | \$1,500.00    | 0.00   |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 130 - Overtime Non-Instructional                     | \$4,180.50   | \$2,500.00   | \$4,180.50   | (\$1,680.50)  | 167.22 |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 150 - Add'l Compensation Non-Instructional           | \$168.26     |              | \$168.26     | (\$168.26)    |        |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 210 - Group Insurance Non-Instructional              | \$33,803.88  | \$33,875.99  | \$33,803.88  | \$72.11       | 99.79  |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 220 - FICA Non-Instructional                         | \$7,432.77   | \$9,027.00   | \$7,432.77   | \$1,594.23    | 82.34  |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 230 - Retirement Non-Instructional                   | \$7,808.53   | \$11,658.40  | \$7,808.53   | \$3,849.87    | 66.98  |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 237 - Increased Retirement contribution              | \$2,685.49   |              | \$2,685.49   | (\$2,685.49)  |        |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 290 - Other Employee Benefits Non-Instructional      | \$347.93     |              | \$347.93     | (\$347.93)    |        |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 430 - Repairs/Maint Services                         | \$0.00       | \$30,500.00  | \$0.00       | \$30,500.00   | 0.00   |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 610 - General Supplies                               | \$2,091.64   | \$20,000.00  | \$2,091.64   | \$16,972.45   | 10.46  |
| 01 - GENERAL FUND | 02620 - Maintenance of Buildings                       | 731 - Machinery                                      | \$0.00       | \$22,500.00  | \$0.00       | \$22,500.00   | 0.00   |
| 01 - GENERAL FUND | 02630 - Grounds Care/Upkeep                            | 420 - Cleaning Service                               | \$400.00     | \$2,000.00   | \$400.00     | \$1,600.00    | 20.00  |
| 01 - GENERAL FUND | 02630 - Grounds Care/Upkeep                            | 430 - Repairs/Maint Services                         | \$0.00       | \$1,000.00   | \$0.00       | \$1,000.00    | 0.00   |
| 01 - GENERAL FUND | 02630 - Grounds Care/Upkeep                            | 431 - Repairs/Maintenance Non-Technology Related     | \$608.00     |              | \$608.00     | (\$608.00)    |        |
| 01 - GENERAL FUND | 02630 - Grounds Care/Upkeep                            | 442 - Rental of Equipment & Vehicles                 | \$6,218.86   |              | \$6,218.86   | (\$6,218.86)  |        |
| 01 - GENERAL FUND | 02630 - Grounds Care/Upkeep                            | 610 - General Supplies                               | \$2,765.09   | \$2,200.00   | \$2,765.09   | (\$565.09)    | 125.69 |
| 01 - GENERAL FUND | 02630 - Grounds Care/Upkeep                            | 626 - Gasoline                                       | \$1,384.29   | \$1,500.00   | \$1,384.29   | \$115.71      | 92.29  |
| 01 - GENERAL FUND | 02650 - Vehicle Operation/Maint/Purchase (non          | 431 - Repairs/Maintenance Non-Technology Related     | \$588.22     |              | \$588.22     | (\$588.22)    |        |
| 01 - GENERAL FUND | 02650 - Vehicle Operation/Maint/Purchase (non          | 626 - Gasoline                                       | \$2,091.40   | \$0.00       | \$2,091.40   | (\$2,091.40)  |        |
| 01 - GENERAL FUND | 02660 - Security                                       | 430 - Repairs/Maint Services                         | \$0.00       | \$10,000.00  | \$0.00       | \$10,000.00   | 0.00   |
| 01 - GENERAL FUND | 02660 - Security                                       | 610 - General Supplies                               | \$5.19       | \$5,000.00   | \$5.19       | \$4,994.81    | 0.10   |
| 01 - GENERAL FUND | 02660 - Security                                       | 650 - Supplies Technology Related                    | \$0.00       | \$5,000.00   | \$0.00       | \$5,000.00    | 0.00   |
| 01 - GENERAL FUND | 02670 - Safety   | 430 - Repairs/Maint Services                         | \$0.00       | \$10,000.00  | \$0.00       | \$10,000.00   | 0.00   |
| 01 - GENERAL FUND | 02670 - Safety   | 431 - Repairs/Maintenance Non-Technology Related     | \$2,019.00   |              | \$2,019.00   | (\$2,019.00)  |        |
| 01 - GENERAL FUND | 02670 - Safety   | 610 - General Supplies                               | \$458.00     | \$5,011.47   | \$458.00     | \$4,553.47    | 9.14   |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 110 - Salary Non Instructional                       | \$67,332.99  | \$107,000.00 | \$67,332.99  | \$39,667.01   | 62.93  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 120 - Salary Temporary Non-Instructional             | \$13,690.23  | \$8,000.00   | \$13,690.23  | (\$5,690.23)  | 171.13 |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 150 - Add'l Compensation Non-Instructional           | \$120.00     | \$450.00     | \$120.00     | \$330.00      | 26.67  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 151 - Add'l Compensation Teachers/Professional Staff | \$1,714.89   | \$4,050.00   | \$1,714.89   | \$2,335.11    | 42.34  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 210 - Group Insurance Non-Instructional              | \$3,678.12   | \$10,000.00  | \$3,678.12   | \$6,321.88    | 36.78  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 220 - FICA Non-Instructional                         | \$5,954.58   | \$8,186.50   | \$5,954.58   | \$2,231.92    | 72.74  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 221 - FICA Teachers/Professional Staff               | \$129.60     |              | \$129.60     | (\$129.60)    |        |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 230 - Retirement Non-Instructional                   | \$5,515.92   | \$10,571.00  | \$5,515.92   | \$5,055.08    | 52.18  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education | 231 - Retirement Teachers/Professional Staff         | \$126.05     |              | \$126.05     | (\$126.05)    |        |

|                   |   |   |             |             |             |               |        |
|-------------------|---|---|-------------|-------------|-------------|---------------|--------|
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 237 - Increased Retirement contribution                           | \$1,940.38  |             | \$1,940.38  | (\$1,940.38)  |        |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 330 - Employee Training/Development Services                      | \$650.00    |             | \$650.00    | (\$650.00)    |        |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 332 - Mileage Paid to Parents                                     | \$6,301.01  |             | \$6,301.01  | (\$6,301.01)  |        |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 340 - Other Professional Services (doctors/lawyers/naving agents) | \$541.00    | \$5,000.00  | \$541.00    | \$4,459.00    | 10.82  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 430 - Repairs/Maint Services                                      | \$0.00      | \$13,200.00 | \$0.00      | \$13,200.00   | 0.00   |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 520 - Insurance   | \$5,338.26  | \$4,500.00  | \$5,338.26  | (\$838.26)    | 118.63 |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 590 - Interagency Purchased Services                              | \$312.80    | \$750.00    | \$312.80    | \$437.20      | 41.71  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 610 - General Supplies  | \$2,509.57  | \$8,000.00  | \$2,509.57  | \$5,409.43    | 31.37  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 626 - Gasoline  | \$27,925.86 | \$38,000.00 | \$27,925.86 | \$10,074.14   | 73.49  |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 732 - Vehicles  | \$0.00      | \$90,000.00 | \$0.00      | \$90,000.00   | 0.00   |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 810 - Dues & Fees   | \$43.50     | \$4,000.00  | \$43.50     | \$3,956.50    | 1.09   |
| 01 - GENERAL FUND | 02710 - Vehicle Operation/Purchase - Regular Education    | 890 - Misc Expenditures   | \$0.00      | \$922.00    | \$0.00      | (\$38.20)     | 0.00   |
| 01 - GENERAL FUND | 02730 - Vehicle Service/Maint Regular Education           | 431 - Repairs/Maintenance Non-Technology Related                  | \$12,965.18 |             | \$12,965.18 | (\$12,965.18) |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 112 - Salary Instructional Aides                                  | \$128.52    |             | \$128.52    | (\$128.52)    |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 123 - Salary Substitute Teachers                                  | \$0.00      | \$500.00    | \$0.00      | \$500.00      | 0.00   |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 132 - Overtime Instructional Aide                                 | \$3.57      |             | \$3.57      | (\$3.57)      |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 151 - Add'l Compensation Teachers/Professional Staff              | \$1,000.00  |             | \$1,000.00  | (\$1,000.00)  |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 221 - FICA Teachers/Professional Staff                            | \$73.57     |             | \$73.57     | (\$73.57)     |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 222 - FICA Instructional Aide                                     | \$10.11     |             | \$10.11     | (\$10.11)     |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 231 - Retirement Teachers/Professional Staff                      | \$73.50     |             | \$73.50     | (\$73.50)     |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 232 - Retirement Instructional Aides                              | \$9.71      |             | \$9.71      | (\$9.71)      |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 237 - Increased Retirement contribution                           | \$28.62     |             | \$28.62     | (\$28.62)     |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 580 - Travel  | \$0.00      | \$1,800.00  | \$0.00      | \$1,800.00    | 0.00   |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 610 - General Supplies  | \$62.88     | \$1,000.00  | \$62.88     | \$937.12      | 6.29   |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 643 - Web/Cloud Base Software                                     | \$1,826.52  |             | \$1,826.52  | (\$1,826.52)  |        |
| 01 - GENERAL FUND | 03535 - High Ability Learners                             | 810 - Dues & Fees   | \$260.00    | \$800.00    | \$260.00    | \$540.00      | 32.50  |
| 01 - GENERAL FUND | 04700 - Building Improvements                             | 450 - Construction Services                                       | \$580.00    |             | \$580.00    | (\$580.00)    |        |
| 01 - GENERAL FUND | 06200 - Title I Part A                                    | 111 - Salary Teacher/Professional Staff                           | \$15,481.00 | \$21,442.00 | \$15,481.00 | \$5,961.00    | 72.20  |
| 01 - GENERAL FUND | 06200 - Title I Part A                                    | 211 - Group Insurance Teachers/Professional                       | \$890.88    | \$9,742.00  | \$890.88    | \$8,851.12    | 9.14   |
| 01 - GENERAL FUND | 06200 - Title I Part A                                    | 221 - FICA Teachers/Professional Staff                            | \$1,005.51  | \$1,640.00  | \$1,005.51  | \$634.49      | 61.31  |
| 01 - GENERAL FUND | 06200 - Title I Part A                                    | 231 - Retirement Teachers/Professional Staff                      | \$984.99    | \$2,119.00  | \$984.99    | \$1,134.01    | 46.48  |
| 01 - GENERAL FUND | 06200 - Title I Part A                                    | 237 - Increased Retirement contribution                           | \$338.76    |             | \$338.76    | (\$338.76)    |        |
| 01 - GENERAL FUND | 06200 - Title I Part A                                    | 291 - Other Employee Benefits Teachers/Professional Staff         | \$91.86     | \$999.29    | \$91.86     | \$907.43      | 9.19   |
| 01 - GENERAL FUND | 06310 - Title II Part A                                   | 151 - Add'l Compensation Teachers/Professional Staff              | \$957.24    |             | \$957.24    | (\$957.24)    |        |
| 01 - GENERAL FUND | 06310 - Title II Part A                                   | 221 - FICA Teachers/Professional Staff                            | \$72.28     |             | \$72.28     | (\$72.28)     |        |
| 01 - GENERAL FUND | 06310 - Title II Part A                                   | 231 - Retirement Teachers/Professional Staff                      | \$70.37     |             | \$70.37     | (\$70.37)     |        |
| 01 - GENERAL FUND | 06310 - Title II Part A                                   | 237 - Increased Retirement contribution                           | \$24.20     |             | \$24.20     | (\$24.20)     |        |
| 01 - GENERAL FUND | 06406 - IDEA Preschool (619) Base Allocation              | 591 - Services Purchased from ESU or another NF district          | \$1,485.00  | \$1,485.00  | \$1,485.00  | \$0.00        | 100.00 |
| 01 - GENERAL FUND | 06408 - IDEA Part B(611) Base/Enrollment Poverty Age 0-21 | 591 - Services Purchased from ESU or another NF district          | \$34,569.00 | \$23,515.00 | \$34,569.00 | (\$11,054.00) | 147.01 |
| 01 - GENERAL FUND | 06412 - IDEA Part B (nonpublic)                           | 591 - Services Purchased from ESU or another NF district          | \$1,186.00  |             | \$1,186.00  | (\$1,186.00)  |        |
| 01 - GENERAL FUND | 06992 - REAP  | 643 - Web/Cloud Base Software                                     | \$9,854.60  |             | \$9,854.60  | (\$9,854.60)  |        |

|   |                                 |  |                       |                       |                       |                       |             |
|---|---------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-------------|
| 01 - GENERAL FUND   | 06992 - REAP                    | 650 - Supplies Technology Related                | \$7,581.40            | \$17,100.00           | \$7,581.40            | \$5,544.04            | 44.34       |
| 01 - GENERAL FUND   | 06998 - Elem & Sec School       | 640 - Books & Periodicals                        | \$15,400.25           |                       | \$15,400.25           | (\$15,400.25)         |             |
| 01 - GENERAL FUND   | 06998 - Elem & Sec School       | 643 - Web/Cloud Base Software                    | \$1,960.02            |                       | \$1,960.02            | (\$1,960.02)          |             |
| 01 - GENERAL FUND   | 06998 - Elem & Sec School       | 650 - Supplies Technology Related                | \$2,398.00            |                       | \$2,398.00            | (\$27,332.60)         |             |
| 01 - GENERAL FUND   | 08000 - Transfers-Outgoing      | 912 - Fund Transfer to School Nutrition Fund     | \$30,000.00           | \$15,000.00           | \$30,000.00           | (\$15,000.00)         | 200.00      |
| 01 - GENERAL FUND   | 08000 - Transfers-Outgoing      | 913 - Fund Transfer to Activities Fund           | \$25,000.00           | \$25,000.00           | \$25,000.00           | \$0.00                | 100.00      |
| <b>Subtotal of Account Type:</b>                              |                                 |  | <b>\$3,209,906.23</b> | <b>\$4,643,426.25</b> | <b>\$3,209,906.23</b> | <b>\$1,380,755.94</b> |             |
| <b>Subtotal of Element: [FUND] 01 - GENERAL FUND</b>          |                                 |  | <b>\$3,209,906.23</b> | <b>\$4,643,426.25</b> | <b>\$3,209,906.23</b> | <b>\$1,380,755.94</b> | 0.691279684 |
| 02 - DEPRECIATION FUND  | 02900 - Other Support Services  | 430 - Repairs/Maint Services                     | \$0.00                | \$200,000.00          | \$0.00                | \$200,000.00          | 0.00        |
| 02 - DEPRECIATION FUND  | 02900 - Other Support Services  | 610 - General Supplies                           | \$8,594.55            |                       | \$8,594.55            | (\$8,594.55)          |             |
| 02 - DEPRECIATION FUND  | 02900 - Other Support Services  | 731 - Machinery                                  | \$0.00                | \$160,867.47          | \$0.00                | \$160,867.47          | 0.00        |
| 02 - DEPRECIATION FUND  | 02900 - Other Support Services  | 732 - Vehicles                                   | \$129,975.00          | \$200,000.00          | \$129,975.00          | \$70,025.00           | 64.99       |
| 02 - DEPRECIATION FUND  | 02900 - Other Support Services  | 733 - Furniture & Fixtures                       | \$21,131.68           |                       | \$21,131.68           | (\$21,131.68)         |             |
| <b>Subtotal of Account Type:</b>                              |                                 |  | <b>\$159,701.23</b>   | <b>\$560,867.47</b>   | <b>\$159,701.23</b>   | <b>\$401,166.24</b>   |             |
| <b>Subtotal of Element: [FUND] 02 - DEPRECIATION FUND</b>     |                                 |  | <b>\$159,701.23</b>   | <b>\$560,867.47</b>   | <b>\$159,701.23</b>   | <b>\$401,166.24</b>   |             |
| 03 - EMPLOYEE BENEFIT FUND                                    | 02900 - Other Support Services  | 890 - Misc Expenditures                          | \$0.00                | \$72,855.47           | \$0.00                | \$72,855.47           | 0.00        |
| <b>Subtotal of Account Type:</b>                              |                                 |  | <b>\$0.00</b>         | <b>\$72,855.47</b>    | <b>\$0.00</b>         | <b>\$72,855.47</b>    |             |
| <b>Subtotal of Element: [FUND] 03 - EMPLOYEE BENEFIT FUND</b> |                                 |  | <b>\$0.00</b>         | <b>\$72,855.47</b>    | <b>\$0.00</b>         | <b>\$72,855.47</b>    | 0           |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 110 - Salary Non Instructional                   | \$37,689.20           | \$46,500.00           | \$37,689.20           | \$8,810.80            | 81.05       |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 120 - Salary Temporary Non-Instructional         | \$1,818.81            | \$3,500.00            | \$1,818.81            | \$1,681.19            | 51.97       |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 130 - Overtime Non-Instructional                 | \$166.61              |                       | \$166.61              | (\$166.61)            |             |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 210 - Group Insurance Non-Instructional          | \$8,433.26            | \$13,372.28           | \$8,433.26            | \$4,939.02            | 63.07       |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 220 - FICA Non-Instructional                     | \$2,630.08            | \$3,600.00            | \$2,630.08            | \$969.92              | 73.06       |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 230 - Retirement Non-Instructional               | \$1,949.42            | \$4,600.00            | \$1,949.42            | \$2,650.58            | 42.38       |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 237 - Increased Retirement contribution          | \$670.44              |                       | \$670.44              | (\$670.44)            |             |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 290 - Other Employee Benefits Non-Instructional  | \$68.75               |                       | \$68.75               | (\$68.75)             |             |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 330 - Employee Training/Development Services     | \$0.00                | \$1,200.00            | \$0.00                | \$1,200.00            | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 430 - Repairs/Maint Services                     | \$0.00                | \$1,000.00            | \$0.00                | \$1,000.00            | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 431 - Repairs/Maintenance Non-Technology Related | \$743.71              |                       | \$743.71              | (\$743.71)            |             |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 580 - Travel                                     | \$0.00                | \$500.00              | \$0.00                | \$500.00              | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 610 - General Supplies                           | \$5,903.23            | \$3,000.00            | \$5,903.23            | (\$2,903.23)          | 196.77      |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 626 - Gasoline                                   | \$0.00                | \$500.00              | \$0.00                | \$500.00              | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 630 - Food                                       | \$31,912.87           | \$38,000.00           | \$31,912.87           | \$6,087.13            | 83.98       |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 643 - Web/Cloud Base Software                    | \$0.00                | \$600.00              | \$0.00                | \$600.00              | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 731 - Machinery                                  | \$0.00                | \$20,954.56           | \$0.00                | \$20,899.56           | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 739 - Other Equipment                            | \$5,218.83            |                       | \$5,218.83            | (\$5,218.83)          |             |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 810 - Dues & Fees                                | \$0.00                | \$750.00              | \$0.00                | \$750.00              | 0.00        |
| 06 - LUNCH FUND   | 03100 - Food Service Operations | 890 - Misc Expenditures                          | \$3,304.33            | \$2,500.00            | \$3,304.33            | (\$804.33)            | 132.17      |
| <b>Subtotal of Account Type:</b>                              |                                 |  | <b>\$100,509.54</b>   | <b>\$140,576.84</b>   | <b>\$100,509.54</b>   | <b>\$40,012.30</b>    |             |
| <b>Subtotal of Element: [FUND] 06 -</b>                       |                                 |  | <b>\$100,509.54</b>   | <b>\$140,576.84</b>   | <b>\$100,509.54</b>   | <b>\$40,012.30</b>    | 0.714979366 |
| 07 - BOND FUND  | 05000 - Debt Service            | 831 - Redemption of Principal                    | \$95,000.00           | \$288,918.52          | \$95,000.00           | \$193,918.52          | 32.88       |
| 07 - BOND FUND  | 05000 - Debt Service            | 832 - Interest on Long Term Debt                 | \$5,201.25            | \$5,201.25            | \$5,201.25            | \$0.00                | 100.00      |
| <b>Subtotal of Account Type:</b>                              |                                 |  | <b>\$100,201.25</b>   | <b>\$294,119.77</b>   | <b>\$100,201.25</b>   | <b>\$193,918.52</b>   |             |
| <b>Subtotal of Element: [FUND] 07 -</b>                       |                                 |  | <b>\$100,201.25</b>   | <b>\$294,119.77</b>   | <b>\$100,201.25</b>   | <b>\$193,918.52</b>   | 0.340681791 |
| 08 - SPECIAL BUILDING FUND                                    | 02515 - Building & Sites        | 490 - Other Purchased Property Services          | \$0.00                | \$1,200.00            | \$0.00                | \$1,200.00            | 0.00        |
| 08 - SPECIAL BUILDING FUND                                    | 02515 - Building & Sites        | 830 - Other Debt Related Expenses                | \$0.00                | \$400.00              | \$0.00                | \$400.00              | 0.00        |
| 08 - SPECIAL BUILDING FUND                                    | 02515 - Building & Sites        | 890 - Misc Expenditures                          | \$0.00                | \$600.00              | \$0.00                | \$600.00              | 0.00        |

|   |                                |   |                       |                       |                       |                       |             |
|---|--------------------------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-------------|
| 08 - SPECIAL BUILDING FUND                                    | 02610 - Operation of           | 490 - Other Purchased Property Services | \$1,138.94            |                       | \$1,138.94            | (\$1,138.94)          |             |
| 08 - SPECIAL BUILDING FUND                                    | 02610 - Operation of           | 890 - Misc Expenditures                 | \$168.26              |                       | \$168.26              | (\$168.26)            |             |
| 08 - SPECIAL BUILDING FUND                                    | 04100 - Land Acquisition       | 710 - Land Acquisition                  | \$0.00                | \$25,000.00           | \$0.00                | \$25,000.00           | 0.00        |
| 08 - SPECIAL BUILDING FUND                                    | 04500 - Building Acquisition & | 450 - Construction Services             | \$1,756.00            | \$8,800.00            | \$1,756.00            | \$7,044.00            | 19.95       |
| 08 - SPECIAL BUILDING FUND                                    | 04500 - Building Acquisition & | 610 - General Supplies                  | \$495.38              | \$3,000.00            | \$495.38              | \$2,504.62            | 16.51       |
| 08 - SPECIAL BUILDING FUND                                    | 04600 - Site Improvements      | 610 - General Supplies                  | \$0.00                | \$3,000.00            | \$0.00                | \$3,000.00            | 0.00        |
| 08 - SPECIAL BUILDING FUND                                    | 04700 - Building Improvements  | 450 - Construction Services             | \$0.00                | \$445,686.34          | \$0.00                | \$445,686.34          | 0.00        |
| 08 - SPECIAL BUILDING FUND                                    | 05000 - Debt Service           | 830 - Other Debt Related Expenses       | \$400.00              |                       | \$400.00              | (\$400.00)            |             |
| <b>Subtotal of Account Type:</b>                              |                                |   | <b>\$3,958.58</b>     | <b>\$487,686.34</b>   | <b>\$3,958.58</b>     | <b>\$483,727.76</b>   |             |
| <b>Subtotal of Element: [FUND] 08 - SPECIAL BUILDING FUND</b> |                                |   | <b>\$3,958.58</b>     | <b>\$487,686.34</b>   | <b>\$3,958.58</b>     | <b>\$483,727.76</b>   | 0.008117061 |
| 09 - QUALIFIED SCHOOL   | 05000 - Debt Service           | 832 - Interest on Long Term Debt        | \$21,037.50           | \$529,520.91          | \$21,037.50           | \$508,483.41          | 3.97        |
| <b>Subtotal of Account Type:</b>                              |                                |   | <b>\$21,037.50</b>    | <b>\$529,520.91</b>   | <b>\$21,037.50</b>    | <b>\$508,483.41</b>   |             |
| <b>Subtotal of Element: [FUND] 09 - QUALIFIED SCHOOL</b>      |                                |   | <b>\$21,037.50</b>    | <b>\$529,520.91</b>   | <b>\$21,037.50</b>    | <b>\$508,483.41</b>   | 0.039729309 |
| <b>Grand Total</b>  |                                |   | <b>\$3,595,314.33</b> | <b>\$6,729,053.05</b> | <b>\$3,595,314.33</b> | <b>\$3,080,919.64</b> | 0.534297219 |

ACTIVITY FUND CHECK SUMMARY JULY 2021

| Check # | Status | Check Date | Vendor Na                  | PO Number | Description   | Amount   |
|---------|--------|------------|----------------------------|-----------|---|----------|
| 37578   | V      | 7/12/2021  | VOLT Athletics             |           | essentials training package (70 athletes) ren             | (700.00) |
| 37617   | O      | 7/7/2021   | Anselmo Merna Volleyball   |           | VB Team Camp registration                                 | 60.00    |
| 37618   | O      | 7/8/2021   | Bridgeport Boys Basketball |           | Boys BB camp registration                                 | 300.00   |
| 37619   | O      | 7/12/2021  | HANDYMAN HARDWARE          |           | graduation & NHS flowers                                  | 385.50   |
| 37620   | O      | 7/12/2021  | Kwik Stop                  |           | sports camp fuel, BB camp coaches pizza                   | 351.23   |
| 37621   | O      | 7/12/2021  | MACKES GROCERY             |           | supplies for camp Bronco GBB                              | 52.02    |
| 37622   | O      | 7/12/2021  | MENARDS                    |           | plasma cam project supplies                               | 54.62    |
| 37623   | O      | 7/12/2021  | Mullen Auto & Diesel       |           | axle shaft replacment/hauling sod for playground          | 211.17   |
| 37624   | O      | 7/12/2021  | U.S. Bank                  |           | XC camp; FL trip lodging, FB decals, axle,Sams membership | 3781.90  |
| 37626   | O      | 7/19/2021  | VOLT Athletics             |           | essentials training pkg (70) replace ck 37578             | 700.00   |
|         |        |            |                            |           |   | 5896.44  |
|         |        |            |                            |           |   | 5196.44  |

ALL Data

# Check Summary Report

Arranged by:  
Check Number

Date: 07/01/2021 thru 07/31/2021

| Check Number | Status | Check / Void Date | Vendor Name            | PO Number | Description | Amount   |
|--------------|--------|-------------------|------------------------|-----------|-------------|----------|
| 007031       | O      | 07/01/2021        | BLUE CROSS BLUE SHIELD |           | premiums    | 6,371.99 |

**Report Total:** 6,371.99

# Current Cash Balance Report

SELECTED Data

Arranged by:

Date: 07/01/2021 thru 07/31/2021

Group ID and Activity Number

| Activity Number and Name                  | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|----------------|----------|---------------|-------------|--------------|
| <b>A ACTIVITIES</b>                       |                |          |               |             |              |
| 120 Hill Top Gym & Weight Room            | 15,113.85      | 0.00     | 0.00          | 0.00        | 15,113.85    |
| 175 Doug Young Memorial                   | 6,350.77       | 0.00     | 0.00          | 0.00        | 6,350.77     |
| 180 Dan Brost Memorial                    | 11,324.56      | 0.00     | 0.00          | 0.00        | 11,324.56    |
| 185 Chuck Hafer Memorial                  | 614.02         | 0.00     | 0.00          | 0.00        | 614.02       |
| 190 Keith Sauls Memorial                  | 37,431.07      | 0.00     | 0.00          | 0.00        | 37,431.07    |
| 250 Banking                               | 1,523.64       | 59.60    | 0.00          | 0.00        | 1,583.24     |
| 300 Media                                 | 5,414.01       | 0.00     | 0.00          | 0.00        | 5,414.01     |
| 400 CONCESSIONS                           | 5,744.30       | 0.00     | 193.51        | 0.00        | 5,550.79     |
| 425 Pepsi Cola                            | 4,011.94       | 0.00     | 0.00          | 0.00        | 4,011.94     |
| 430 Vending Machine                       | 664.57         | 0.00     | 0.00          | 0.00        | 664.57       |
| 450 Wellness                              | 4,698.00       | 32.00    | 0.00          | 0.00        | 4,730.00     |
| 500 FCCLA--LOCAL                          | 9,627.82       | 0.00     | 0.00          | 0.00        | 9,627.82     |
| 520 FCCLA--NATIONAL                       | 325.17         | 0.00     | 0.00          | 0.00        | 325.17       |
| 721 Class of 2021                         | 660.54         | 0.00     | 269.50        | -391.04     | 0.00         |
| 722 Class of 2022                         | 854.55         | 0.00     | 0.00          | 0.00        | 854.55       |
| 723 Class of 2023                         | 2,261.02       | 0.00     | 0.00          | 391.04      | 2,652.06     |
| 724 Class of 2024                         | 1,521.29       | 0.00     | 0.00          | 0.00        | 1,521.29     |
| 725 Class of 2025                         | 1,548.84       | 0.00     | 0.00          | 0.00        | 1,548.84     |
| 726 Class of 2026                         | 1,791.74       | 0.00     | 0.00          | 0.00        | 1,791.74     |
| 727 Class of 2027                         | 653.74         | 0.00     | 0.00          | 0.00        | 653.74       |
| 800 ANNUAL                                | 6,696.45       | 50.00    | 0.00          | 0.00        | 6,746.45     |
| 825 Digital Yearbooks                     | 523.24         | 0.00     | 0.00          | 0.00        | 523.24       |
| 850 Computer/Technology                   | 2,582.43       | 0.00     | 0.00          | 0.00        | 2,582.43     |
| 900 MUSIC                                 | 191.99         | 0.00     | 0.00          | 0.00        | 191.99       |
| 950 BAND/MUSIC CLUB                       | 1,449.05       | 0.00     | 0.00          | 0.00        | 1,449.05     |
| 1000 SHOP                                 | 4,759.93       | 0.00     | 0.00          | 0.00        | 4,759.93     |
| 1010 PlasmaCam/Power Drive                | 2,753.86       | 0.00     | 54.62         | 0.00        | 2,699.24     |
| 1050 FFA                                  | 9,072.66       | 0.00     | 0.00          | 0.00        | 9,072.66     |
| 1100 SUMMER & YOUTH RECREATION            | 6,580.28       | 0.00     | 292.20        | 450.00      | 6,738.08     |
| 1150 PLAYGROUND                           | 5,624.66       | 0.00     | 497.17        | 0.00        | 5,127.49     |
| 1300 CHEERLEADERS                         | 2,917.11       | 0.00     | 0.00          | 0.00        | 2,917.11     |
| 1400 SPANISH CLUB                         | 3,258.04       | 0.00     | 0.00          | 0.00        | 3,258.04     |
| 1500 NATIONAL HONOR SOCIETY               | 7,728.91       | 0.00     | 116.00        | 0.00        | 7,612.91     |
| 1520 Quiz Bowl                            | 1,561.56       | 0.00     | 0.00          | 0.00        | 1,561.56     |
| 1550 FLORIDA SCIENCE                      | 5,276.97       | 0.00     | 1,534.79      | 0.00        | 3,742.18     |
| 1600 ART CLUB                             | 4,152.31       | 0.00     | 0.00          | 0.00        | 4,152.31     |
| 1700 STUDENT COUNCIL                      | 192.22         | 0.00     | 0.00          | 790.29      | 982.51       |
| 1800 M CLUB                               | 3,033.79       | 0.00     | 0.00          | 0.00        | 3,033.79     |
| 1801 Broncos Cross Country                | 2,470.09       | 0.00     | 1,500.00      | -150.00     | 820.09       |
| 1802 Bronco Football                      | 1,357.59       | 0.00     | 0.00          | 0.00        | 1,357.59     |
| 1804 Bronco Girls Golf                    | 0.00           | 0.00     | 0.00          | 0.00        | 0.00         |
| 1805 Lady Bronco Volleyball Club          | 1,090.14       | 80.00    | 60.00         | -155.00     | 955.14       |
| 1806 Bronco Lady Basketball               | 1,969.58       | 677.77   | 52.02         | -55.00      | 2,540.33     |
| 1807 Bronco Basketball                    | 4,521.86       | 0.00     | 359.03        | -90.00      | 4,072.83     |
| 1808 Bronco Wrestling                     | 7,512.72       | 120.00   | 0.00          | 0.00        | 7,632.72     |
| 1809 Bronco Track Team                    | 746.18         | 11.00    | 0.00          | 0.00        | 757.18       |
| 1811 Bronco Boys Golf                     | 4,555.77       | 1,916.00 | 0.00          | 0.00        | 6,471.77     |
| 1820 Bronco Play Production               | 288.95         | 0.00     | 0.00          | 0.00        | 288.95       |
| 1825 Bronco Speech                        | 581.23         | 0.00     | 0.00          | 0.00        | 581.23       |
| 1950 Scholarships                         | 1,345.62       | 0.00     | 0.00          | 0.00        | 1,345.62     |
| 1955 Marilyn Downing Scholarship est 2019 | 7,884.78       | 0.00     | 0.00          | 0.00        | 7,884.78     |

# Current Cash Balance Report

SELECTED Data

Date: 07/01/2021 thru 07/31/2021

Arranged by:  
Group ID and Activity Number

| Activity Number and Name               | Beginning Cash | Receipts  | Disbursements | Adjustments | Cash Balance |
|--|----------------|-----------|---------------|-------------|--------------|
| 2200 TURNER FOUNDATION                 | 759.28         | 0.00      | 0.00          | 0.00        | 759.28       |
| 3000 MATH-SCIENCE COALITION            | 5,122.52       | 0.00      | 0.00          | 0.00        | 5,122.52     |
| 3100 STEM                              | 2,003.78       | 0.00      | 0.00          | 0.00        | 2,003.78     |
| <b>A ACTIVITIES Totals:</b>            | 222,700.99     | 2,946.37  | 4,928.84      | 790.29      | 221,508.81   |
| <b>B NSAA Activities</b>               |                |           |               |             |              |
| 100330 Employee Training/Development   | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 100580 Employee Travel                 | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 100610 Supplies                        | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 100810 Dues/Fees                       | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 100890 Misc Expense                    | 1,131.79       | 0.00      | 0.00          | 2,868.21    | 4,000.00     |
| 1001710 Admissions Activity Tickets    | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 1005200 Transfer from GL               | 0.00           | 25,000.00 | 0.00          | -25,000.00  | 0.00         |
| 1005690 Non Revenue Receipts           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>B NSAA Activities Totals:</b>       | 1,131.79       | 25,000.00 | 0.00          | -22,131.79  | 4,000.00     |
| <b>C Cross Country</b>                 |                |           |               |             |              |
| 5010580 Cross Country Travel           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5010610 Cross Country Supplies         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5010810 Cross Country Dues/Fees        | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5010890 Cross Country Misc Exp         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5015200 Cross Country transfer from GL | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>C Cross Country Totals:</b>         | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>D Football</b>                      |                |           |               |             |              |
| 5020340 Football Officials             | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5020580 Football Travel                | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5020610 Football Supplies              | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5020710 Football Admissions            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5020810 Football Dues/Fees             | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5020890 Football Misc Exp              | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5025200 Football transfer from GL      | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>D Football Totals:</b>              | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>E Girls Golf</b>                    |                |           |               |             |              |
| 5040580 Girls Golf Travel              | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5040610 Girls Golf Supplies            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5040810 Girls Golf Dues/Fees           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5040890 Girls Golf Misc Exp            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5045200 Girls Golf transfer from GL    | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>E Girls Golf Totals:</b>            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>F Volleyball</b>                    |                |           |               |             |              |
| 5050340 Volleyball Officials           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5050580 Volleyball Travel              | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5050610 Volleyball Supplies            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5050810 Volleyball Dues/Fees           | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5050890 Volleyball Misc Exp            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5051710 Volleyball Admissions          | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5055200 Volleyball transfer from GL    | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>F Volleyball Totals:</b>            | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>G Girls Basketball</b>              |                |           |               |             |              |
| 5060340 Girls Basketball Officials     | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5060580 Girls Basketball Travel        | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5060610 Girls Basketball Supplies      | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5060810 Girls Basketball Dues/Fees     | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 5060890 Girls Basketball Misc Exp      | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |

# Current Cash Balance Report

SELECTED Data

Date: 07/01/2021 thru 07/31/2021

Arranged by:  
Group ID and Activity Number

| Activity Number and Name                  | Beginning Cash | Receipts    | Disbursements | Adjustments | Cash Balance |
|---|----------------|-------------|---------------|-------------|--------------|
| 5065200 Girls Basketball transfer from GL | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>G Girls Basketball Totals:</b>         | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>H Boys Basketball</b>                  |                |             |               |             |              |
| 5070340 Boys Basketball Officials         | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5070580 Boys Basketball Travel            | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5070610 Boys Basketball Supplies          | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5070810 Boys Basketball Dues/Fees         | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5070890 Boys Basketball Misc Exp          | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5071710 Boys Basketball Admissions        | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5075200 Boys Basketball transfer from GL  | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>H Boys Basketball Totals:</b>          | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>I Wrestling</b>                        |                |             |               |             |              |
| 5080340 Wrestling Officials               | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5080580 Wrestling Travel                  | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5080610 Wrestling Supplies                | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5080810 Wrestling Dues/Fees               | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5080890 Wrestling Misc Exp                | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5085200 Wrestling transfer from GL        | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>I Wrestling Totals:</b>                | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>J Track &amp; Field</b>                |                |             |               |             |              |
| 5090580 Track Travel                      | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5090610 Track Supplies                    | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5090810 Track Dues/Fees                   | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5090890 Track Misc Exp                    | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5095200 Track transfer from GL            | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>J Track &amp; Field Totals:</b>        | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>K Boys Golf</b>                        |                |             |               |             |              |
| 5110580 Boys Golf Travel                  | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5110610 Boys Golf Supplies                | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5110810 Boys Golf Dues/Fees               | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5110890 Boys Golf Misc Exp                | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5115200 Boys Golf Transfer from GL        | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>K Boys Golf Totals:</b>                | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>L Play Production</b>                  |                |             |               |             |              |
| 5120580 Play Production Travel            | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5120610 Play Production Supplies          | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5120810 Play Production Dues/Fees         | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5120890 Play Production Misc Exp          | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5125200 Play Production transfer from GL  | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>L Play Production Totals:</b>          | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>M Speech</b>                           |                |             |               |             |              |
| 5130340 Speech Judges                     | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5130580 Speech Travel                     | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5130610 Speech Supplies                   | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5130810 Speech Dues/Fees                  | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5130890 Speech Misc Exp                   | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| 5135200 Speech transfer from GL           | 0.00           | 0.00        | 0.00          | 0.00        | 0.00         |
| <b>M Speech Totals:</b>                   | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> | <b>0.00</b>  |
| <b>X NSAA Accounts zero/transfer</b>      |                |             |               |             |              |
| 5001 Cross Country                        | 213.74         | 0.00        | 0.00          | -213.74     | 0.00         |
| 5002 Football                             | -1,429.93      | 300.00      | 167.60        | 1,297.53    | 0.00         |
| 5004 Girls Golf                           | 138.00         | 0.00        | 0.00          | -138.00     | 0.00         |

SELECTED Data

# Current Cash Balance Report

Arranged by:

Date: 07/01/2021 thru 07/31/2021

Group ID and Activity Number

| Activity Number and Name              | Beginning Cash | Receipts  | Disbursements | Adjustments | Cash Balance |
|---------------------------------------|----------------|-----------|---------------|-------------|--------------|
| 5005 Volleyball                       | 671.10         | 0.00      | 0.00          | -671.10     | 0.00         |
| 5006 Girls Basketball                 | 1,298.54       | 0.00      | 0.00          | -1,298.54   | 0.00         |
| 5007 Boys Basketball                  | 1,636.00       | 0.00      | 0.00          | -1,636.00   | 0.00         |
| 5008 Wrestling                        | 1,842.32       | 0.00      | 0.00          | -1,842.32   | 0.00         |
| 5009 Track & Field                    | 423.73         | 0.00      | 0.00          | -423.73     | 0.00         |
| 5011 Boys Golf                        | 489.98         | 0.00      | 0.00          | -489.98     | 0.00         |
| 5012 Play Production                  | 60.00          | 0.00      | 0.00          | -60.00      | 0.00         |
| 5013 Speech                           | 46.00          | 0.00      | 0.00          | -46.00      | 0.00         |
| 5050 Admissions/Officials             | -3,039.92      | 0.00      | 0.00          | 3,039.92    | 0.00         |
| 5065 Travel                           | -14,672.92     | 0.00      | 0.00          | 14,672.92   | 0.00         |
| 5070 Dues & Fees                      | -9,105.54      | 55.00     | 100.00        | 9,150.54    | 0.00         |
| X NSAA Accounts zero/transfer Totals: | -21,428.90     | 355.00    | 267.60        | 21,341.50   | 0.00         |
| Report Totals:                        | 202,403.88     | 28,301.37 | 5,196.44      | 0.00        | 225,508.81   |

# Mullen Public Schools

August Claims 08/09/21

| Fund         | Description  | Amount              |
|--------------|--------------|---------------------|
| 01           | GENERAL FUND | \$212,482.07        |
| 06           | LUNCH FUND   | \$916.97            |
| <b>Total</b> |              | <b>\$213,399.04</b> |

## GENERAL FUND

| Check Number | Payee                                     | Description   | Amount              |
|--------------|---|---|---------------------|
| 19855        | 20/20 Technologies LLC                    | upgrade technology infrastructure MS/HS site (E-Rate) | \$8,995.90          |
| 19856        | Al's Lock & Safe                          | building keys   | \$41.52             |
| 19857        | Amazon.com PBI                            | Office, custodial, classroom supplies                 | \$839.91            |
| 19858        | At&t                                      | long distance phone service                           | \$78.23             |
| 19859        | Blick Art Materials                       | art class supplies                                    | \$46.80             |
| 19860        | ByteSpeed                                 | classroom projectors;staff laptops                    | \$16,707.00         |
| 19861        | Call's Garage Inc                         | mower maintenance                                     | \$481.70            |
| 19862        | Chris Kuncil                              | cell phone reimb                                      | \$100.00            |
| 19863        | Comfort Inn Kearney                       | Admin Days Lodging                                    | \$874.65            |
| 19864        | Consolidated                              | phone service   | \$537.79            |
| 19865        | Daly Enterprises Shop                     | rebar/metal   | \$18.42             |
| 19866        | Decker Equipment                          | custodial supplies                                    | \$935.91            |
| 19867        | Dell Marketing LP                         | chromebook upgrades                                   | \$14,961.60         |
| 19868        | E.s.u. #16                                | SNDEN fees 2021-22; staff development                 | \$23,050.00         |
| 19869        | Eakes Office Solutions                    | 4/15/21-7/14/21 copier contract agreement             | \$389.94            |
| 19870        | Eakes Office Solutions NP                 | Entry Way Rugs both schools                           | \$1,265.27          |
| 19871        | ESU Coordinating Council                  | Securly & World Book web based                        | \$455.60            |
| 19872        | Garrett Tires & Treads                    | tires   | \$960.20            |
| 19873        | General Fund-petty Cash                   | reimb air brake testing fee                           | \$100.00            |
| 19874        | Graduate Lincoln                          | Staff Development lodging/Taylor-Math                 | \$333.00            |
| 19875        | Handyman Hardware                         | maintenance supplies                                  | \$37.15             |
| 19876        | HireRight LLC                             | DOT screening/testing                                 | \$94.20             |
| 19877        | Hometown Leasing                          | copiers lease   | \$719.95            |
| 19878        | Hooker County Tribune                     | minutes, notices,adv                                  | \$97.58             |
| 19879        | Hot Lunch Fund                            | staff duty/meals                                      | \$2,691.60          |
| 19880        | Illuminate Education                      | curriculum based assessments                          | \$900.00            |
| 19881        | JourneyEd                                 | Adobe VIP renewal                                     | \$500.00            |
| 19882        | KSB School Law PC LLO                     | legal services  | \$64.00             |
| 19883        | Kwik Stop                                 | fuel  | \$494.87            |
| 19884        | Macke's                                   | custodial supplies                                    | \$34.50             |
| 19885        | McGraw Hill School Education Holdings LLC | New Math Curriculum                                   | \$3,737.41          |
| 19886        | Menards - North Platte                    | maintenance/grounds supplies                          | \$47.59             |
| 19887        | Mullen Auto & Diesel LLC                  | vehicle maintenance/repair                            | \$6,586.61          |
| 19888        | Mullen Schools Activity Fund              | school vehicles detailing/fundraising                 | \$750.00            |
| 19889        | Mullen Schools Depreciation               | transfer for student transportation                   | \$100,000.00        |
| 19991        | Nebraska Association of School Boards     | Ginkens NAEP membership                               | \$35.00             |
| 19891        | Northwest Evaluation Association          | MAPS assessments                                      | \$450.00            |
| 19892        | Presto X                                  | pest treatment/main                                   | \$133.00            |
| 19893        | Quill Corporation                         | custodial supplies                                    | \$82.78             |
| 19894        | Rutt's Heating and Air Conditioning Inc   | HVAC upgrade to MS/HS NE classrooms                   | \$89,606.00         |
| 19895        | Scholastic Magazine                       | Spanish subscription renewal                          | \$136.13            |
| 19896        | Schoolmate                                | MS/HS planners  | \$195.00            |
| 19897        | Staples Credit Plan                       | classroom supplies                                    | \$27.98             |
| 19898        | U.S. Bank                                 | postage, travel exp, supplies                         | \$607.16            |
| 19899        | Village Of Mullen                         | utilities   | \$3,304.55          |
| 19900        | Vinton Feed Store                         | supplies  | \$12.00             |
|              |   | <b>TOTAL</b>  | <b>\$282,518.50</b> |

## SPECIAL BUILDING FUND

| Check Number | Payee             | Description          | Amount          |
|--------------|-------------------|----------------------|-----------------|
| 1250         | Village of Mullen | Teacherage Utilities | \$115.78        |
|              |                   | <b>TOTAL</b>         | <b>\$115.78</b> |

## DEPRECIATION FUND

| Check Number | Payee                         | Description                | Amount            |
|--------------|-------------------------------|----------------------------|-------------------|
| 1339         | Midwest Floor Specialists Inc | Refinish Hilltop Gym Floor | \$4,105.00        |
|              |                               | <b>TOTAL</b>               | <b>\$4,105.00</b> |

BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO.46-0001 MULLEN PUBLIC SCHOOLS IN THE STATE OF NEBRASKA AS FOLLOWS:

- A. *Section 1. The Board of Education (the "Board") hereby makes the following findings and determinations:*
  - a. *Parents and guardians are the primary educators of their own children, especially in matters of faith and morals, including sex education; and*
  - b. *The school district is to support and assist the education of children, not to replace the parent; and*
  - c. *(The Nebraska Department of Education has proposed Health Education Standards which could infringe on parents' role as primary educators of their own children; and*
  - d. *Parents in this District have voiced their concerns over some of the proposed Standards, making it clear that they do not intend to relinquish their role as primary educators of their own children; and*
  - e. *Parents who support some or all of the proposed Health Education Standards have every right and every opportunity to avail themselves of any and all educational material necessary to educate their own children in a manner consistent with the proposed Health Education Standards from the Nebraska Department of Education, and their right and ability to do so is not adversely affected by this District's decision to decline the adoption of the proposed Health Education Standards.*
- B. *Section 2. The Board hereby directs and determines that the District will not adopt or utilize the Health Education Standards proposed by the Nebraska Department of Education. The District will make its own determinations regarding the content of its health education curriculum.*
- C. *Section 3. At such time as the Nebraska Department of Education removes all content which promotes ideological positions on human sexuality, the District will consider the adoption of new Health Education Standards.*

*It is so moved to be resolved by \_\_\_\_\_ and seconded by \_\_\_\_\_ on this 9th day of August, 2021*

*Roll Call vote as follows:*

|                       |            |           |
|-----------------------|------------|-----------|
| <i>Jason Coble</i>    | <i>YES</i> | <i>NO</i> |
| <i>Mike French</i>    | <i>YES</i> | <i>NO</i> |
| <i>Travis Hampton</i> | <i>YES</i> | <i>NO</i> |
| <i>Dane Peterson</i>  | <i>YES</i> | <i>NO</i> |
| <i>Liza Simonson</i>  | <i>YES</i> | <i>NO</i> |
| <i>Bryan Starr</i>    | <i>YES</i> | <i>NO</i> |



# Mullen Public Schools

## Emergency Operations Plan

**Disclaimer:**

This template was developed using Federal funds, USDOE PR/Award # S184Q180009 and is available for all Nebraska schools at no cost for the purpose of developing a high-quality school Emergency Operations Plan to be supported by the Nebraska Department of Education School Safety.

Updated: Mullen 6/7/21



|  |           |
|--|-----------|
| <b>List of Appendices</b>  | <b>4</b>  |
| <b>SIGNATURE PAGE</b>  | <b>5</b>  |
| <b>INTRODUCTION</b>  | <b>6</b>  |
| Purpose of the Plan  | 6         |
| Scope of the Plan  | 6         |
| 1. Definitions   | 6         |
| 2. School Board Policy Statement   | 7         |
| Situation Overview/Hazard Analysis Summary                               | 7         |
| 1. School Population   | 7         |
| 2. Building Information  | 8         |
| 3. Hazard Analysis Summary   | 8         |
| 4. Prevention, Preparedness, Response, and Recovery Overview             | 8         |
| D. Planning Assumptions and Limitations                                  | 9         |
| II . CONCEPT OF OPERATIONS   | 11        |
| III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES                     | 13        |
| IV. DIRECTION, CONTROL, AND COORDINATION                                 | 17        |
| V. COMMUNICATIONS  | 22        |
| VI. ADMINISTRATION, FINANCE, AND LOGISTICS                               | 26        |
| VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION                     | 28        |
| VIII. AUTHORITIES AND REFERENCES   | 30        |
| <b>Functional Systems</b>  | <b>32</b> |
| Standard Response Protocol (SRP)   | 33        |
| I. PURPOSE   | 33        |
| II. SCOPE  | 33        |
| IV. SPECIALIZED PROCEDURES   | 34        |
| Standard Reunification Method (SRM):                                     | 36        |
| Purpose  | 36        |
| Scope  | 36        |
| CONTINUITY OF OPERATIONS (COOP) PLAN                                     | 42        |
| I. PURPOSE   | 42        |
| II. SCOPE  | 42        |
| RESPONSIBILITIES   | 42        |
| RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES/PSYCHOLOGICAL FIRST AID (PFA) | 54        |
| I. PURPOSE   | 54        |
| II. SCOPE  | 55        |
| III. RESPONSIBILITIES  | 56        |
| IV. SPECIALIZED PROCEDURES   | 56        |
| Hazard- and Threat - Specific Systems:                                   | 58        |
| <b>GLOSSARY OF TERMS</b>   | <b>59</b> |

## List of Appendices

- Appendix A: [Current Master Schedule](#)
- Appendix B: [Special Needs Student/Staff List](#)
- Appendix C: [Maps of Buildings and Grounds](#) (District provides)
- Appendix D: [Company/Utilities Record](#)
- Appendix E1: [ICS Organizational Chart](#) (fillable)
- Appendix E2: [ICS Contact List](#)
- Appendix E3: [Finance/Administration Future School Budgets](#) (District provides)
- Appendix F: [Chronological Log of Activities](#)
- Appendix G1: [MOU: Local Business](#)
- Appendix G2: [MOU: Interlocal Agreement](#)
- Appendix G3: [MOU: Emergency Response Entities](#)
- Appendix G4: [MOU: County Sample](#)
- Appendix H: [Media Templates](#)
- Appendix I: [Pre-negotiated Agreements and Contracts](#) (District provides)
- Appendix J: [Recording and Distributing the EOP](#)
- Appendix K1: [Record of Trainings](#)
- Appendix K2: [Schedule/Record of Drills](#)
- Appendix K3: [Record of Exercises](#)
- Appendix L1: [Transport Organization Chart](#) (Fillable)
- Appendix L2: [Offsite Reunification Organization Chart](#) (Fillable)
- Appendix M1: [COOP Example 1](#)
- Appendix M2: [COOP Form](#) (Fillable)
- Appendix N1: [Threats/Hazards List](#)
- Appendix N2: [Risk Assessment Worksheet](#)
- Appendix N3: [Examples of Threats/Hazards in SRP Areas](#)
- Appendix N4: [Samples of Goals/Objectives and Action Plans](#)
- Appendix N5: [Goals/Objectives and Action Plans](#) (Fillable)

## SIGNATURE PAGE

This school emergency operations plan has been completed and approved through a collaboration of efforts in the community, including:

Name: Chris Kuncel  
Title: Mullen Public School (Superintendent)  
Date:

Name: Bryan Starr  
Title: Mullen Public School Board President  
Date:

Name: Mike Kvanvig  
Title: Mullen High School Principal  
Date:

Name: Mellissa Donohoe  
Title: Mullen Safety Team Chair/Member  
Date:

Name: Justin Moore  
Title: Mullen Elementary School Principal  
Date:

Name: Melody McDowell  
Title: Mullen Safety Team Member  
Date:

Name: Kara Connealy  
Title: Mullen District Guidance Counselor  
Date:

Name: Wynn Wiens  
Title: Hooker County Sheriff/Mullen Emergency Manager  
Date:

Name: Barb Svoboda  
Title: Mullen Emergency Member  
Date:

Name: Tyler Cash  
Title: Mullen Fire Department (Fire Chief)  
Date:

# I. INTRODUCTION

## A. Purpose of the Plan

The purpose of the Mullen Public School's Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Mullen Public Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Mullen Public Schools has established guidelines and procedures to respond to threats, hazards and incidents in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific systems outline an organized systematic method to prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Mullen Public Schools regularly schedules in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases Mullen Public School's legal protection. Schools without established incident management procedures have been found liable for their absence of planning. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

## B. Scope of the Plan

The Mullen Public School's Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, state, and federal government mandates; common and specialized procedures; and responses/recovery for specific hazards and vulnerabilities.

### 1. Definitions

**Threats:** Threats include situations to harm students, personnel, and/or facilities. Threats usually include those things that we can control, such as active killer, bullying, and suicide. Threats may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**Hazards:** Hazards include situations to harm students, personnel, and/or facilities. Hazards usually include those things that we cannot control, such as tornadoes, floods, and chemical spills. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**Incidents:** An incident is an occurrence that requires a response to protect life or property. An incident is something that we most likely cannot control, such as car accidents, pandemics, and illness. The superintendent/principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.

## 2. School Board Policy Statement

The Mullen Public School's Emergency Operations Plan operates within the framework of the Mullen Public School Board policy 3040.

### C. Situation Overview/Hazard Analysis Summary

#### 1. School Population

##### a. General Population

The current enrollment of Mullen School is approximately 75 elementary-school students, 100 middle- high school students, located in one, two-story building on campus. These students are supported by a committed staff and faculty consisting of:

- 3   Superintendent/Principal/Building Administrators
- 31  Teachers
- 5  Instructional Assistants
- 1  Counselors, Social Workers, and Psychologists
- 1  School Nurses/Health Assistant
- 3  Custodians/Maintenance Personnel
- 3  Office/support staff
- 8  Food Service/Cafeteria staff
- 12  Other staff (Drivers)
- 8  Other (Outside coaches)

A master schedule of classes, locations, grade levels, and staff are provided to each classroom and is available in the main office. The current master schedule of Mullen School is also located in [Appendix A](#) in this plan.

##### b. Special Needs Population

Mullen Public Schools is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Students on the Autism Spectrum,
- Limited English proficiency,
- Blindness or visually impaired,
- Cognitive or emotional disabilities,
- Deaf or hard of hearing,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of students with special needs is approximately 1 ; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, wheelchairs, etc. [Appendix B](#).

## 2. Building Information

Mullen Public School is located on 2 separate 5 -acre lots and includes 3 buildings, 1 baseball field, 1 football field, 1 tennis court, and 2 staff parking lots. All classes take place in the 3 main buildings.

Annotated maps of the buildings and grounds are included in [Appendix C](#);

| Elementary                                 | High School                                  |
|--|--|
| _11_ Evacuation routes                     | ___5_ Evacuation routes                      |
| _1_ Shelter locations                      | ___1_ Shelter locations                      |
| _4_ Fire alarm pull stations               | ___9_ Fire alarm pull stations               |
| _2_ Fire hydrants                          | ___4_ Fire hydrants                          |
| _2_ Fire extinguishers                     | ___10_ Fire extinguishers                    |
| _1_ First aid kits                         | ___3_ First aid kits                         |
| _1_ AED (Automatic External Defibrillator) | ___2_ AED (Automatic External Defibrillator) |
| _1_ Hazardous materials storage            | ___2_ Hazardous materials storage            |
| Utility shutoffs                           | ___2_ Utility shutoffs                       |
| _1_ Electricity                            | ___3_ Electricity                            |
| _2_ Gas                                    | ___3_ Gas                                    |
| _1_ Water                                  | ___1_ Water                                  |
| _1_ HVAC                                   | ___2_ HVAC                                   |

Located in [Appendix D](#) are the list of local utility companies and their contacts for additional assistance.

## 3. Hazard Analysis Summary

Mullen Public School is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In June 2021, the Mullen Safety & Security committee completed a thorough hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The most recent risk assessment by ALICAP Insurance Company was completed October 8, 2020.

In addition, the table on the following page briefly discusses Mullen Public School's high-priority hazards including severe winter weather, fire, chemical, tornado, intruder, behavioral crises, and terrorism.

### [Risk Assessment Worksheet](#)

## 4. Prevention, Preparedness, Response, and Recovery Overview

Prevention includes actions to avoid a threat or intervene to stop a threat from occurring. It also includes activities to reduce the loss of life and property from controllable and noncontrollable disasters. Prevention aims to avoid or lessen the impact of a disaster and provides value to the public by creating safer communities. Mullen Public School is committed to taking proactive, prevention measures whenever possible to protect the safety and security of students and staff.

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Mullen School fosters preparedness at all levels including students, parents, teachers, staff and community partners. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Response is the capability necessary to stabilize an emergency once it has happened or is certain to happen in an unpreventable way using both systems, Incident Command System (ICS) and the Standard Response Protocol (SRP). Mullen School will establish a safe and secure environment to allow for the saving of lives and property and will facilitate the transition to recovery.

Recovery is the capability necessary to assist any school building impacted by an incident or emergency in restoring the health and well-being of students and the learning environment over the long-term. Successful recovery addresses the full range of psychological, emotional, and behavioral health needs associated with the disaster's impact and resulting recovery challenges. Individuals and families will be better situated to manage their recovery once their basic needs are met, such as shelter, food, and reunification with family and household pets or service and assistance animals. Successful recovery depends on all recovery stakeholders having a clear understanding of pre- and post- disaster roles and responsibilities.

## **D. Planning Assumptions and Limitations**

### **1. Planning Assumptions**

Stating the planning assumptions allows Mullen School to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 24 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/ or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident related losses.
- Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

## **2. Limitations**

It is the policy of Mullen School that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Mullen School can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

## II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

### A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, prepare, respond, and recover, from the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Mullen Public Schools participate in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.

Mullen Public Schools recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

Mullen Public Schools work with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). Adopt the use of the NIMS and the use of SRP. Should a staff member desire more information about these, they can reference the ICS-100 web-based training as well as ICS-700, available free from FEMA.
- Participate in the local government's NIMS preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

### B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, Mullen School may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. **The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used in all phases of incident management, including pre-incident, during incident, post-incident activities,]**

The Superintendent/Principal/Incident Commander at Mullen School will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the principal or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

### **C. Initial Response (Standard Response Protocol) (SRP)**

#### **SECURE - GET INSIDE, LOCK OUTSIDE DOORS (Threat related)**

Secure is called when there is a threat or hazard outside of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground. Secure uses the security of the physical facility to act as protection.

**Secure:** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

**Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

**Evacuate:** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

**Shelter:** is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

**Hold:** means to hold in your classroom or area. Clear the halls. (No threat involved)

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. The superintendent/principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section establishes the operational organization that will be relied upon to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what task.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

#### **A. Principal/Building Administrator**

The high school principal or elementary school principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the superintendent still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the superintendent to focus on policy-level activities and interfacing with other agencies and parents. The incident commander shall coordinate between the superintendent's office and the Incident Commander.

#### **B. Incident Commander**

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (i.e., Secure, Lockdown, Evacuate, Shelter), as described more fully in the functional systems in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep other administrators and officials informed of the situation.

#### **C. Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Maintain a class roster with updated information in blue folders per classroom.
- Attend to students with special and/or trauma needs.
- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside/inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

#### **D. Paraprofessionals/Special Education Paraprofessionals**

Responsibilities include:

- Assisting teachers as directed.
- Assisting students with special needs.

#### **E. Counselors, Social Workers, and Psychologists/LMHP**

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

#### **F. School Nurse/EMT on Staff**

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.
- Administer medication as needed

#### **G. Custodians/Maintenance Personnel**

Responsibilities include:

- Survey and report building damage to the Incident Commander, Safety Officer, or Operations Section Chief.
- Control main shutoff valves for gas, water, HVAC, and electricity and ensure that no hazard results from broken or downed lines.
- Contact the Village of Mullen to shut off all electricity to the affected building.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of the condition of school.

#### **H. School Secretary/Office Staff**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers based on a script written by the information officer.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Safety Team.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

## **I. Food Service/Cafeteria Workers**

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Prepare feeding opportunities beyond school based operations.

## **J. Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Call 911 and Contact EMS if the incident warrants their attention.
- Transfer students to new locations when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

## **K. Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include:

- Reporting to the Incident Commander or ICS supervisor if requested or activated.

## **L. Students**

Responsibilities include:

- Cooperate and follow instructions during emergency drills and exercises, and during an incident.
- Be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of and associated prevention, preparedness, response, and recovery processes.
- Take an active part in school incident response/recovery activities, as age appropriate.

## **M. Parents/ Guardians**

Responsibilities include:

- Follow all SRP procedures (secure, lockout, evacuate, and shelter).
- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understand their roles during a school emergency.
- Monitor school and community communications (school website, text notifications) for updates.
- Follow all requests and procedures regarding reunification of parents and students.

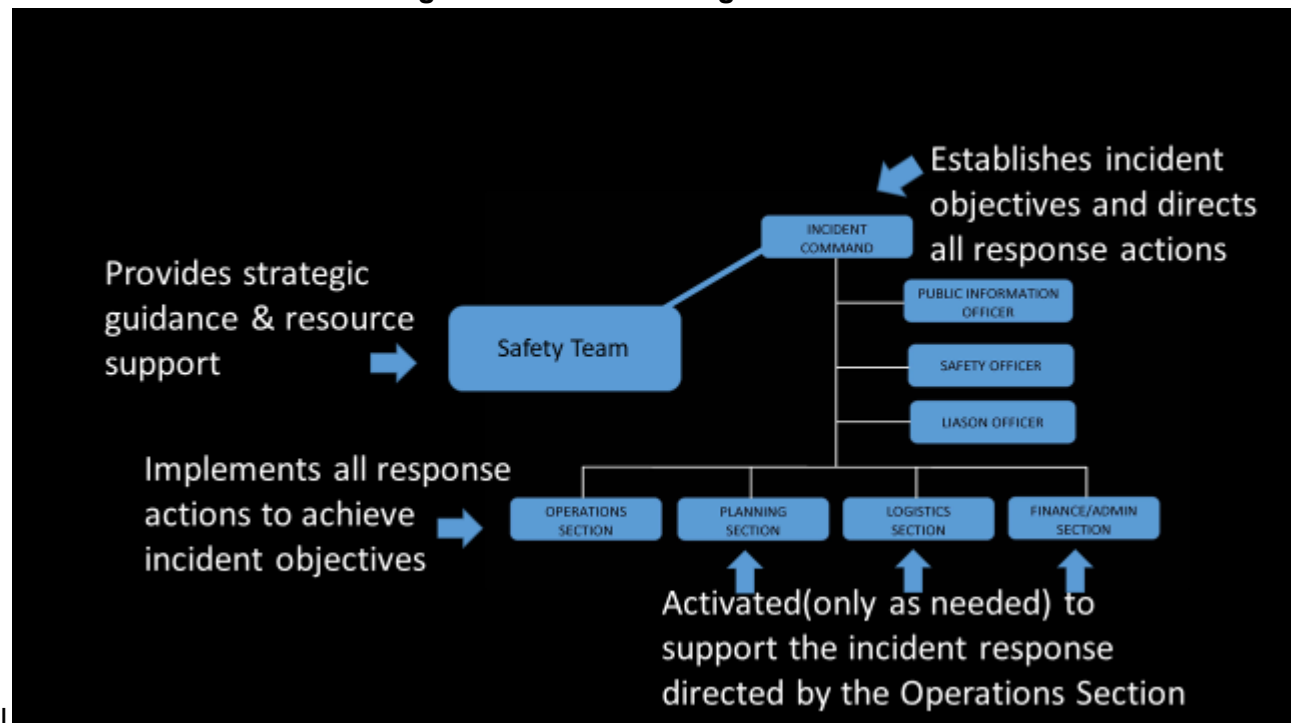
## IV. DIRECTION, CONTROL, AND COORDINATION

### A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School EOP will be activated including the implementation of the Incident Command System (ICS). An ICS Organizational Chart is located in [Appendix E1](#). [Appendix E2](#) is a list of your ICS contacts within your school. [Appendix E3](#) is provided by the district and includes Finance/Administration Future School Budgets.

The Incident Commander is delegated the authority to direct tactical on-scene operation until a coordinated incident management framework can be established with local authorities. The Safety Team is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

Figure 1. Incident Management Team



The ICS is organized into the following functional areas:

**1. Incident Command:** Directs the incident management activities using strategic guidance provided by the Safety Team.

School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants. (including students, staff, volunteers, and responders)
- Coordinate media relations and information dissemination with the principal.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Keep elected officials and other executives informed of the situation and decisions.
- Document all activities on the Chronological Log of Activities. [Appendix F](#)

**2. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat, ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
- Establish medical triage with staff trainees in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities on the Chronological Log of Activities. [Appendix F](#)

As needed, the types of Operations Teams described in the following table may be established within the Operations Section.

**Table 2 Operations Section Teams**

| Operations Team   | Potential Responsibilities   |
|---|--|
| <b>Fire &amp; Rescue Team</b>   | <p>Fire &amp; Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Fire &amp; Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Fire &amp; Rescue Teams are also responsible for:</p> <ul style="list-style-type: none"> <li>● Identifying and marking unsafe areas.</li> <li>● Conducting initial damage assessment.</li> <li>● Obtaining injury and missing student reports from teachers.</li> <li>● Provide triage &amp; treatment services as needed.</li> <li>● Assessing and treating injuries.</li> </ul> |
| <b>First Aid/Health Team</b>  | <p>First Aid Teams provide basic First Aid as needed until EMS is on location. First Aid Teams are responsible for:</p> <ul style="list-style-type: none"> <li>● Stopping the bleed.</li> <li>● Control the scene.</li> </ul> <p>Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.</p>  |
| <b>Evacuation/ Shelter/Care Team</b><br><br><b>Reunification Team</b> | <p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/ Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> <li>● Establish an Incident Command.</li> <li>● Classroom evacuation.</li> <li>● Mobilize the reunification team.</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>● Provide a secure assembly area, greeting area, check in table, reunification area.</li> <li>● Law Enforcement support and investigations.</li> <li>● Student/Staff Transport.</li> <li>● Proper unification paperwork.</li> <li>● Accounting for the whereabouts of all students, staff, and volunteers.</li> <li>● Coordinating with the Logistics Section to secure the needed space and supplies.</li> </ul>   |
| <b>Safety Team / Facility &amp; Security Response Team</b> | <p>The Facility &amp; Security Response Team is responsible for:</p> <ul style="list-style-type: none"> <li>● Locating all utilities and turning them off, if necessary.</li> <li>● Securing and isolating fire/HazMat.</li> <li>● Assessing and notifying officials of fire/HazMat.</li> <li>● Conducting perimeter control.</li> </ul>   |
| <b>PFA Support Team</b>                                    | <p>The PFA Support Team is responsible for:</p> <ul style="list-style-type: none"> <li>● Assessing the need for onsite mental health support.</li> <li>● Determining the need for outside agency assistance.</li> <li>● Providing onsite intervention/counseling.</li> <li>● Monitoring well-being of the school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.</li> </ul>   |
| <b>Student Release Team</b><br><b>Reunification Team</b>   | <p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:</p> <ul style="list-style-type: none"> <li>● Setting up a secure reunion area.</li> <li>● Checking student emergency cards for authorized releases.</li> <li>● Completing release logs.</li> <li>● Coordinating with the Public Information Officer on external messages.</li> </ul> |

**3. Planning Section:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities on the Chronological Log of Activities. [Appendix F](#)

**4. Logistics Section:** Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution, coordinating personnel; assembling and deploying volunteer teams, and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications centers and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone trees for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities on the Chronological Log of Activities. [Appendix F](#)

**5. Finance/Administration Section:** Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.
- Schools have to track finances for loss and should track costs to the district.
- Document all activities on the Chronological Log of Activities. [Appendix F](#)

This section may not be established onsite at the incident. Rather, the school superintendent/principal and school district management offices may assume responsibility for these functions.

## **B. Coordination With Safety Team**

In complex incidents, a Safety Team will be convened at the school district Emergency Operations Center (EOC). The role of the Safety Team is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Provide factual information, both internally and externally through the Incident Commander.

The Mullen School Superintendent/Principal/Incident Commander will keep the Safety Team informed.

## **C. Local Emergency Operations Plan (LEOP)**

The Mullen County School District maintains a district Emergency Operations Plan (EOP) to address hazards and incidents in their district. The Mullen School EOP has been developed to fit into the larger local county EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with Mullen, County/Village Emergency Manager, Hooker County/Village Emergency Management Department.

## **D. Coordination With First Responders**

An important component of the Mullen School EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and Mullen School.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The school Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

## **E. Source and Use of Resources**

Mullen School will use its own resources and equipment to respond to incidents until incident response personnel arrive. Parent/community members who have been trained as EMTs will be allowed to assist if called upon and available after an incident occurs. The following organizations or agencies have agreed to be responsible for providing additional resources or assistance:

Sample Memorandums of Understanding (MOU)

- [Appendix G1: Local Business](#)
- [Appendix G2: Interlocal Agreement](#)
- [Appendix G3: Emergency Response Entities](#)
- [Appendix G4: County Sample](#)

## V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines Mullen Public Schools communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

### A. Internal Communications

#### 1. Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- **Telephone Tree/Thrillshare System:** A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff). The Thrillshare system is an automated system that is designed to send a call to a list of people who need to receive the information. This is internet based and online so everyone can receive the message at the same time.
- **Email:** Email is a simple, widely used system to communicate and notify staff members of an incident when they are at school or not at school. This is a system that is utilized for a lesser emergency.
- **Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- **End-of-Day Faculty Meeting:** As appropriate, update information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

#### 2. Communication With the School District Office

The Incident Commander will use their cellular phone to notify the administrators of the school's status/needs. The administrator will notify the district office. He/she will designate staff member(s) to monitor all communications.

### B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Mullen Public School about the incident, what is being done about it, and the safety of the children and staff.

#### 1. Communication With Parents

Before an incident occurs, Mullen Public School will:

- Discuss specific strategies with parents of students with special needs or trauma, the best way to support their children during an incident.
- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a brief explanation on the school's website.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

During the incident, Mullen Public School will:

- Disseminate information via the Thrillshare system via automated mass telephone messages, automated text messages, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, website address where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, Mullen Public School administrators may schedule and attend an open question-and-answer meeting for parents as soon as possible.

## **2. Communication With Media**

Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives. (Media Briefing Area)
- Coordinate messages with the superintendent/principal and Safety Team.

All Mullen Public School employees are to refer requests for information and questions to the designated Public Information Officers or Joint Information Center. Templates for statements/press releases to the media, including standard procedures and protocols, have been developed and are included in this link:

Media contacts at the major television, Internet, and radio stations are maintained by the Public Information Officer (PIO) or superintendent/principal's executive assistant. In the case of an incident, these media contacts will broadcast Mullen Public School's external communications plans, including the information hotline for parents and guardians.

## **3. Handling Rumors**

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Mullen School will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known may be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.
- Consistent statements will be provided as a response to possible questions.

After the immediate incident response period, Mullen Public Schools will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

## **4. Communication With First Responders**

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Mullen School frequently exercises the School EOP with first responders to practice effective coordination and transfer of command.

## 5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.
- Apprise the Hooker County Office of Emergency Management.

The school district will:

- Review the use of the ICS and identify areas for modification.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, telegroup tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention measures that can be incorporated into short-term and long-term recovery plans.

## C. Communication Tools

Some common internal and external communication tools that Mullen School may use include the following:

- **Landline Phone:** A designated school telephone number as a recorded "hotline" for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.
- **Cell phones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff enroute to or from a site.
- **App:** Mullen Broncos
- **Intercom systems:** The intercom system includes teacher-initiated communication with the office using a wall-mounted speaker.
- **Bullhorns and megaphones:** A battery-powered bullhorn is part of the school's emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and
- **Computers:** An electronic device may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school

evacuation, closure, or relocation on the home page of the school and district Website ([mullenpublicschools.org](http://mullenpublicschools.org)).

- **Fax machines:** Possible uses include off-campus accidents where lists of students and staff members involved, their location and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents - for example, fire lockdown or special alert (with instructions to follow). All staff/ faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

## **VI. ADMINISTRATION, FINANCE, AND LOGISTICS**

### **A. Agreements and Contracts**

If school resources prove to be inadequate during an incident, Mullen School will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts (see Section IV, Direction, Control, and Coordination, for specific details). Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in [Appendix I](#) (District created).

### **B. Recordkeeping**

#### **1. Administrative Controls**

Mullen School is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

#### **2. Activity Logs**

The ICS Section Chiefs will maintain accurate Chronological Logs of Activities [Appendix F](#) recording key incident management activities including:

- Basic documentation by each role or position responsibilities with time and completed by whom.
- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

### **C. Incident Costs**

#### **1. Annual Incident Management Costs**

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that may be used in preparing future school budgets. [Appendix E3](#) (District Created)

#### **2. Incident Costs**

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

#### **D. Preservation of Records**

In order to continue normal school operation following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The likely causes of damage to records are fire and water; therefore, essential records should be protected accordingly (e.g., electronic, redundant backup, offsite electronic version). Details are outlined in the Continuity of Operations (COOP) Procedures, a functional system of this plan.

## VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

The Safety Team (including community partners) is responsible for the overall maintenance and revision of the Mullen Public School EOP. The Safety Team is responsible for coordinating, training, and exercising the School EOP. The Team is expected to make recommendations for revising and enhancing the plan.

The local school board and the superintendent are responsible for approving and promulgating this plan. Community fire/rescue, law enforcement, and emergency managers' approval and suggestions will also be requested.

### A. Approval and Dissemination of the Plan

The superintendent and principals will initiate the annual review of the EOP following the steps below. The local school board will approve the plan.

- Review and Update the Plan.
- Present the Plan to the local school board. (for Comment or Suggestions)
- Obtain Plan Approval Annually. (local school board)
- Distribute the Plan. [Appendix J](#)

#### 1. Record of Changes

Each update or change to the plan will be tracked on Page 2 of this document. The record of changes will include: the change number, the date of the change, and the name of the person who made the change (the date the school board was informed/approved). The record of change will be in table format and maintained by the Safety Team.

#### 2. Record of Distribution

Copies of plans and systems will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Safety Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. [Appendix J](#)

### B. Plan Review and Updates

The basic plan and its systems will be reviewed annually by the Safety Team, emergency management agency, law enforcement, fire/rescue, school board, and others deemed appropriate by school administration. The superintendent will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

### C. Training and Exercising the Plan

**Drill:** The primary objective of a drill is for participants to build muscle memory, and practice an action to use in various events or situations. A secondary objective is for the people who are administering the drill to validate procedures, clarify roles and identify operational process gaps. In the school safety context, it is critical to distinguish between drills and exercises. Drills are for staff and students, and are educational opportunities to practice a life skill.

**Exercise:** The overall learning objective of an exercise is to test response, capacity and resources across the system. An exercise often includes a description or enactment of an incident, depending on the type of exercise that's being conducted. Exercises are broader in scope. These typically present a hypothetical emergency scenario (hurricane, earthquake, biochemical emergency, etc.) designed to encourage people to think on their toes, work together, and apply lessons learned from Drills.

Tabletop Exercise: is a roundtable session administered by a facilitator. Team members discuss their roles and share observations regarding a simulated emergency scenario. It's designed to test each team's ability to refer and react to their role in the emergency plan, as well as their readiness to communicate with other teams as needed. These usually run a few hours in duration, and are highly valuable for identifying the unique threats in each community.

Functional Exercises: typically focus on specific team members and/or procedures, and are often used to identify process gaps associated with multi-agency coordination, command and control. In a Functional Exercise, participants perform their duties in a simulated emergency environment.

Full-scale Exercise: is similar in execution to a functional exercise, and is as close to the real thing as possible. It can include employees from multiple functions, community first responders, local businesses, and regulatory agencies. This type of exercise should utilize, to the extent possible, the actual systems and equipment that would be dispatched during a real event. From a duration stand-point, full-scale exercises often take place over the course of an entire business day.

Basic training and refresher training sessions will be conducted during an in-service day during the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

School EOP training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the School EOP.
- First Aid and CPR/AED training for designated staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Safe School Courses are assigned for all staff members to be completed.

Additional training will include drills, tabletop, and functional exercises. Safety team meetings will be conducted at least once per semester. Exercises will occur at recommendation of the Safety Team. The details of training are outlined in the record of training appendix K1. Records of the training provided including date(s), type of training, and participant roster will be maintained. Approved parent volunteers and community members will also be incorporated into larger training efforts.

[Appendix K1: Record of Trainings](#)

[Appendix K2: Schedule/Record of Drills](#)

[Appendix K3: Record of Exercises](#)

## VIII. AUTHORITIES AND REFERENCES

The following regulations are the State authorizations and mandates upon which this School EOP is based. These authorities and references provide a legal basis for incident management operations and activities.

### Rule 10

- 011.01B Each school system has a safety and security plan for the schools' in the system. The plan addresses the safety and security of students, staff and visitors. The plan is approved by the local governing body.
- 011.01C Each school system has a school safety committee which includes representatives of faculty, parents and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures including emergency plans and procedures.
- 011.01D The school systems safety and security plan(s) are reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. The review will include a visit to school buildings to analyze plans, policies and procedures, and practices and recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety committee to be considered in making revisions to the plan.

### 79-2,143. State school security director; appointment.

The position of state school security director is created within the State Department of Education. The Commissioner of Education shall appoint the director based on experience, knowledge, and skills in the field of school security.

### 79-2,144. State school security director; duties.(those included are specific to EOP)

The state school security director appointed pursuant to section 79-2,143 shall be responsible for providing leadership and support for safety and security for the public schools. Duties of the director include, but are not limited to:

- (1) Collecting safety and security plans, required pursuant to rules and regulations of the State Department of Education relating to accreditation of schools, and other school security information from each school system in Nebraska. School districts shall provide the state school security director with the safety and security plans of the school district and any other security information requested by the director, but any plans or information submitted by a school district may be withheld by the department pursuant to subdivision (8) of section 84-712.05;
- (4) Identifying deficiencies in school security based on the minimum standards adopted by the State Board of Education and making recommendations to school boards for remedying such deficiencies;
- (5) Establishing security awareness and preparedness tools and training programs for public school staff;
- (8) Establishing tornado preparedness standards which shall include, but not be limited to, ensuring that every school conducts at least two tornado drills per year;

Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), October 2011, as amended;
- E. RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002;
- F. Nebraska Administrative Code, Chapter 7; Nebraska Emergency Management Agency Title 67, July 21, 2001;
- G. Nebraska Revised Statutes 81-201 (Reissue 1996), 54-701 (reissue 1998 and Cum. Supp. 2002, and 54-1180 to 54-1182 (Reissue 1998 and Cum. Supp. 2002), (Nebraska Department of Agriculture's general

- response procedures); 2-1072 to 2-10, 117, the Plant Protection and Pest Act; and 54-847 to 54-863, (Reissue 1998) the Commercial Feed Act; 81-2,257 to 81-2,261 (Reissue 1996 and Cum. Supp. 2002), the Nebraska Pure Food Act; S2-3901 to 2-3911 (Reissue 1997 and Cum. Supp. 2002), the Nebraska Pasteurized Milk Law; 2-3913 to 2-3946 (Reissue 1997 and Cum. Supp. 2002), Manufacturing Milk Act;
- H. USC Title 21, section 134(a), (USDA response procedures for animal disease events);
  - I. USC Title 7, sections 7701-7772, (USDA Plant Protection Act);
  - J. 21 CFR, Parts 500-599 (Food, Drug, and Cosmetic Act);
  - K. Homeland Security Presidential Directive (HSPD) 5 "Management of Domestic Incidents," 28 Feb. 2003;
  - L. Presidential Policy Directive (PPD) 8 "National Preparedness" March 30, 2011;
  - M. State of Nebraska, Executive Order 05-02, State Adoption of the National Incident Management System (NIMS), March 4, 2005.

## Functional Systems

**Note:**

**Functional Systems** address all-hazard critical operational functions, including:

- Common procedures.
- Specialized procedures.

Each functional system describes the policies, processes, roles, and responsibilities for that function.

All functional systems should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures.
- Specific actions to be taken when the procedures are implemented.

Functional systems do not repeat content but rather build on the information within the basic plan. This section presents three sample functional systems.

## Standard Response Protocol (SRP)

### I. PURPOSE

When all schools work off the same plan for an immediate response, success can be achieved in keeping our students safe in all buildings and activities, in any setting throughout the state. The statewide plan includes the use of a common language, common signage, and common protocol and when applied in all schools across the state will provide the safest and most secure settings possible.

Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. A statewide approach is necessary to enhance the preparation of all students, staff, and parents to respond immediately as protocol to any incident.

- For students, a common plan provides continuity of expectations and actions in any school and community setting throughout the state.
- For school staff, a common plan clarifies procedures and lends to simplified training and practice.
- The common language and protocols assist first responders with greater predictability throughout the duration of any incident.
- The expected procedures afford parents greater understanding of risk and can reduce the level of their stress.

In cases of an incident requiring a school to either secure, lockdown, evacuate and shelter or hold, the following procedure should be adhered to by students, staff, and parents.

### II. SCOPE

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for greater flexibility. The premise is simple - there are four specific actions that can be performed during an incident.

**Secure:** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

**Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

**Evacuate:** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

**Shelter:** is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

**Hold:** means to hold in your classroom or area. Clear the halls. (No threat involved)

### III. RESPONSIBILITIES

To implement the Standard Response Protocol:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff and bus drivers assigned to work with special needs students will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

### IV. SPECIALIZED PROCEDURES

Plans are in progress for elementary recess and outdoor events at the 6-12 building.

# IN AN EMERGENCY TAKE ACTION



## **HOLD!** In your room or area. Clear the halls.

### **STUDENTS**

Remain in the area until the "All Clear" is indicated

### **ADULTS**

Close and lock door  
Business as usual  
Account for students and adults



## **SECURE!** Get inside. Lock outside doors.

### **STUDENTS**

Return inside  
Business as usual  
Monitored entry or controlled release of students as information increases

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Account for students and adults



## **LOCKDOWN!** Locks, lights, out of sight.

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for students and adults  
Prepare to evade or defend



## **EVACUATE!** (A location may be specified)

### **STUDENTS**

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

### **ADULTS**

Lead evacuation to specified location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER!** Hazard and safety strategy.

### **STUDENTS**

| <b>Hazard</b> | <b>Safety Strategy</b>   |
|---------------|--------------------------|
| Tornado       | Evacuate to shelter area |
| Hazmat        | Seal the room            |
| Earthquake    | Drop, cover and hold     |
| Tsunami       | Get to high ground       |

### **ADULTS**

Lead safety strategy  
Account for students and adults

## **Standard Reunification Method (SRM):**

### **I. Purpose**

One critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency. The Standard Reunification Method provides school and district safety teams with proven methods for planning, practicing and achieving a successful reunification.

Crisis recovery starts with the crisis, not after. Without a plan to reunite students and parents, more than just the mental health demands which accompany a crisis are ignored; the responsibility of the school and district in maintaining the chain of custody for every student can be lost. No school is immune to emergencies; fires, floods, tornadoes, blizzards, power outages, bomb threats, acts of violence -- this is just a short list of events that could initiate a release and reunification for a school or district.

### **II. Scope**

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

A predetermined, practiced reunification method ensures the reunification process will not further complicate what is probably already a chaotic, anxiety-filled scene. In fact, putting an orderly reunification plan into action will help defuse the emotion building at the site.

A reunification typically occurs because of a crisis or emergency. Consequently, not just students and parents are trying to function at extraordinary stress levels; staff, their families and other first responders also feel the strain. By having a defined process with signage, cards, branding, procedures and protocols, the school presents an organized, calm face to all involved. Fear or uncertainty often results from the unknown. By adopting, communicating and practicing a “known” procedure, the school removes some of that uncertainty.

SRM Operations Guide can be found at: <https://iloveguys.org/srm.html#>

### **The SRM Process in a Nutshell**

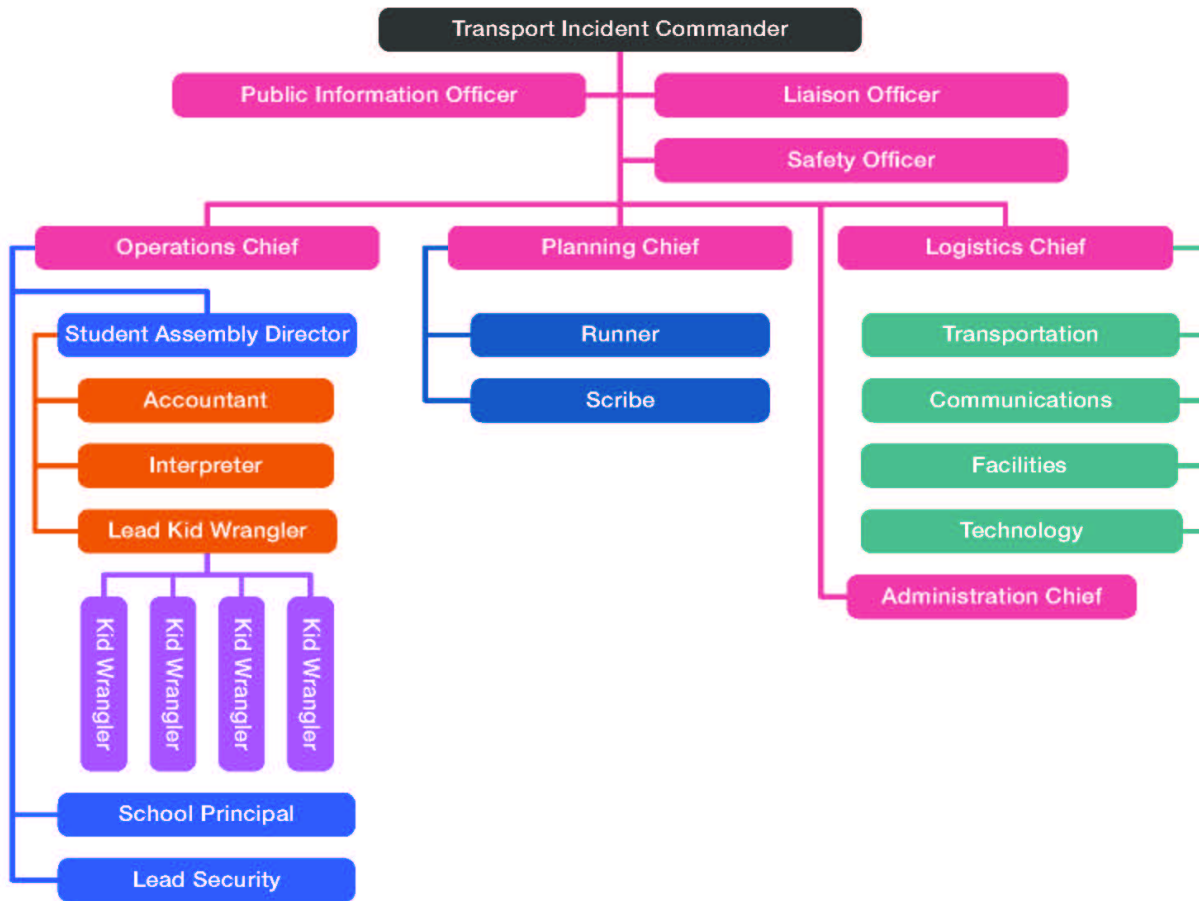
The materials provide the fundamentals for a comprehensive district plan. The beauty of the Standard Reunification Method is its simplicity in the following steps:

- Establish a parent check-in location.
- Deliver the students to the student staging area, beyond the field of vision of parents/guardians.
- Once students are on site, notify parents of location.
- “Greeters” direct parents/guardians to the parent check-in location, and help them understand the process.
- Parents/guardians complete Reunification Cards.
- Procedure allows parents/guardians to self-sort during check in, streamlining the process.
- The “Reunifier” recovers students from the student staging area and delivers to the parent.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
- Medical, notification, or investigative contingencies are anticipated.
- Pedestrian “flows” are created so lines don’t cross.
- When it’s all said and done, successful reunification is about managing the student and parent experience.
- The Reunification Operations Kit (ROK) which are ready made SRM materials can be found at: <https://iloveguys.org/srm.html#rok>

[Transport Organization Chart](#) (Fillable) [Appendix L1](#)

[Offsite Reunification Organization Chart](#) (Fillable) [Appendix L2](#)

## SAMPLE TRANSPORT ORGANIZATION CHART



## SAMPLE OFFSITE REUNIFICATION ORGANIZATION CHART



# SRM Staging the

## STEP 1 ESTABLISH ONSITE INCIDENT COMMAND

The first step in staging for transport is establishing School Incident Command at the affected school. Integrating with Unified Command should be a priority.



**Priorities:** Student and staff safety and wellbeing  
Student and staff whereabouts and condition  
Assemble affected school command staff  
Integrate with Unified Command  
Joint Information Center established

**Objectives:** Safe transport of students and staff to reunification site

**Strategy:** The Standard Reunification Method

**Tactics:** Will be determined by the environment

## STEP 2 CLASSROOM EVACUATION

Classrooms are individually evacuated to the Secure Assembly Area. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.



If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

### STUDENTS WITH DISABILITIES

The Individuals with Disabilities Act mandates additional supports for students with special education needs in a school setting. These supports would also function to provide supervision and assistance to students with disabilities during emergency situations.



# SRM Actions and

## COMMUNITY ACTION PARENTS WILL BEGIN TO ARRIVE

Parents will be arriving at the impacted school. Often with a Lockdown event, adjoining schools will go into Lockout. Parents may be arriving at those schools as well.



## REUNIFICATION SITE MOBILIZE REUNIFICATION TEAM

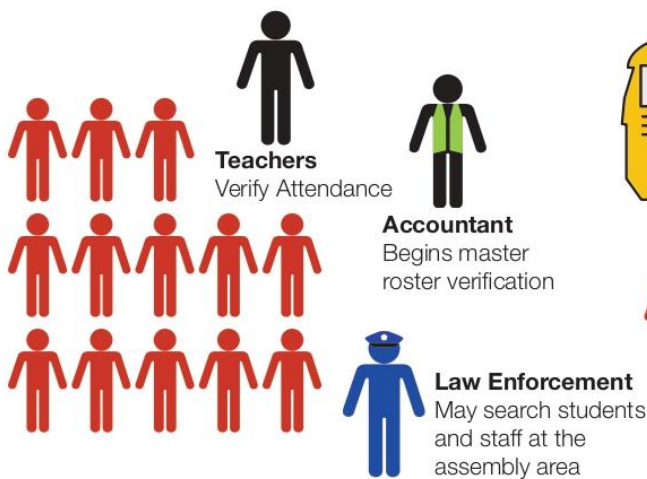
Contacting the Superintendent and determining the Reunification Site are among the first actions taken. If the site is another school, early release may be necessary.



# School for Transport

## STEP 3 SECURE ASSEMBLY AREA

At the Secure Assembly Area it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with "Partner" teachers is appropriate.



## STEP 4 STUDENT AND STAFF TRANSPORT

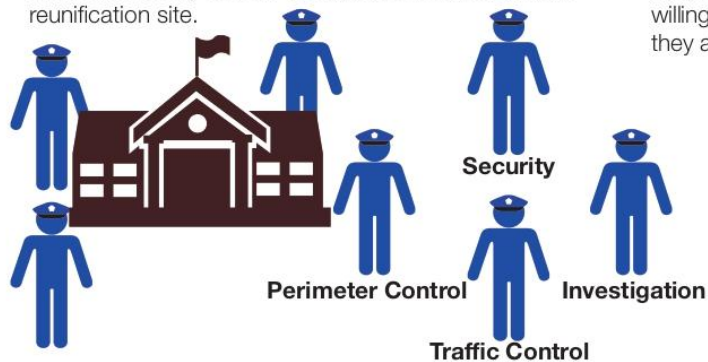
Students and staff board the bus and are transported to the Reunification Site. Buses having audio video systems can be utilized for further accountability by having students face the camera and state their name.



# Considerations

## LAW ENFORCEMENT SUPPORT AND INVESTIGATIONS

Regardless of criminal activity, law enforcement support will be necessary at both the impacted school and the reunification site.



## FIRE AND EMS CASUALTY CARE

If necessary, Fire and EMS will establish Casualty Collection, Triage and Transport areas. Many fire departments are also willing to assist in the transport and reunification process, if they are not actively responding to crisis.



## CONTINUITY OF OPERATIONS (COOP) PLAN

### I. PURPOSE

The purpose of these Continuity of Operations Plan (COOP) is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way. Continuity of operations planning is required by Nebraska State Statute 79-2,144.

### II. SCOPE

It is the responsibility of Mullen School officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying hazards, threats, and incidents, and preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules. They apply to Mullen School, (address)Mullen.

### III. RESPONSIBILITIES

The COOP plan outlines actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Mullen School relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recover following an incident.

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections. Designated school staff/faculty COOP plan personnel, in conjunction with the principal, will perform the essential functions listed below.

#### Essential Functions Performed by COOP Plan Personnel

| Person Responsible             | Actions  |
|--------------------------------|--|
| <b>Superintendent</b>          | <ul style="list-style-type: none"> <li>• Determine when to close schools, and/or send students/staff to alternate locations.</li> <li>• Disseminate information internally to students and staff.</li> <li>• Communicate with parents, media, and the larger school community.</li> <li>• Identify a line of succession, including who is responsible for restoring which business functions for schools/districts.</li> </ul>   |
| Primary Person: Chris Kuncl    | chris.kuncl@mullenpublicschools.org  |
| Alternate: Mike Kvanvig        | mike.kvanvig@mullenpublicschools.org   |
| Second Alternate: Justin Moore | justin.moore@mullenpublicschools.org   |
| <b>Principals</b>              | <ul style="list-style-type: none"> <li>• Ensure systems are in place for rapid contract execution after an incident.</li> <li>• Identify relocation areas for classrooms and administrative operations.</li> <li>• Create a system for registering students. (out of district or into alternative schools)</li> <li>• Brief and train staff regarding their additional responsibilities.</li> <li>• Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations.</li> <li>• Identify strategies to continue teaching. (e.g., using the Internet, providing tutors for homebound students, rearranging tests)</li> <li>• Reevaluate the curriculum.</li> </ul> |
| Primary Person: Mike Kvanvig   | mike.kvanvig@mullenpublicschools.org   |
| Alternate: Justin Moore        | justin.moore@mullenpublicschools.org   |
| Second Alternate: Phil Hoyt    | phil.hoyt@mullenpublicschools.org  |

|  |   |
|--|---|
|  |   |
| <b>Custodians/<br/>Maintenance<br/>Personnel</b>         | <ul style="list-style-type: none"> <li>• Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.</li> <li>• Manage the restoration of school buildings and grounds. (e.g., debris removal, repairing, repainting, and/or re-landscaping)</li> </ul>   |
| Primary Person: Mark Ewoldt                              | mewoldt@mullenpublicschools.org   |
| Alternate: Kelley Carr                                   | kelley.carr@mullenpublicschools.org   |
| Second Alternate: Tammy Simonson                         | tammy.simonson@mullenpublicschools.org  |
|  |   |
| <b>School<br/>Secretary/<br/>Office Staff</b>            | <ul style="list-style-type: none"> <li>• Maintain inventory.</li> <li>• Maintain essential records (copies of records) including the school's insurance policy.</li> <li>• Ensure redundancy of records is kept at a different physical location.</li> <li>• Secure classroom equipment, books, and materials in advance.</li> <li>• Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.</li> <li>• Retrieve, collect, and maintain personnel data.</li> <li>• Provide accounts payable and cash management services.</li> </ul> |
| Primary Person: Pam Ginkens                              | pginkens@mullenpublicschools.org  |
| Alternate: Lauren Hollenbeck                             | lauren.hollenbeck@mullenpublicschools.org   |
| Second Alternate: Kris Forsen                            | kris.forsen@mullenpublicschools.org   |
|  |   |
| <b>Counselors,<br/>Social Workers,<br/>Psychologists</b> | <ul style="list-style-type: none"> <li>• Ensure all students have electronic access and equipment.</li> <li>• Establish academic and support services for students and staff/faculty.</li> <li>• Implement additional response/recovery activities according to established protocols.</li> <li>• Maintain continual contact with families and students.</li> </ul>   |
| Primary Person: Kara Connealy                            | kara.connealy@mullenpublicschools.org   |
| Alternate: Megan Andersen                                | megan.andersen@mullenpublicschools.org  |
| Second Alternate: Sara Gentry                            | sgentry@esusixteen.org  |
|  |   |
| <b>School Nurse</b>                                      | <ul style="list-style-type: none"> <li>• Assist families with medical questions and concerns.</li> <li>• Connect families/students with medical services.</li> </ul>  |
| Primary Person: Bri Moore                                | bri.moore@mullenpublicschools.org   |
| Alternate: Sarah Hardin                                  | sarah.hardin@mullenpublicschools.org  |
| Second Alternate: Melody McDowell                        | mmcintos@mullenpublicschools.org  |
|  |   |
| <b>Food Service<br/>/Cafeteria<br/>Workers</b>           | <ul style="list-style-type: none"> <li>• Determine how transportation and food services will resume.</li> <li>• Establish food security for any student.</li> </ul>   |
| Primary Person: Barb McIntosh                            | barb.mcintosh@mullenpublicschools.org   |
| Alternate: Ashley Hegland                                | ashley.hegland@mullenpublicschools.org  |
| Second Alternate: Adrienne Deibler                       | adrienne.deibler@mullenpublicschools.org  |
|  |   |

|                                  |  |
|----------------------------------|--|
| <b>Teachers</b>                  | <ul style="list-style-type: none"> <li>• Develop Continuity of Learning Plan for students.</li> <li>• Alternative Education (web-based, electronic) (I.T.)</li> <li>• Provide educational feedback on completed student work.</li> <li>• Maintain continual contact with families and students.</li> <li>• Continue the learning environment as best possible.</li> <li>• Communicate with counselors any concerns on the well-being of students.</li> </ul> |
| Primary Person: Melody McDowell  | mmcintos@mullenpublicschools.org   |
| Alternate: Mellissa Donohoe      | mellissa.donohoe@mullenpublicschools.org   |
| Second Alternate: Donalee Barner | dbarner@mullenpublicschools.org  |
|                                  |  |
| <b>Transportation</b>            | <ul style="list-style-type: none"> <li>• Assist in transportation of people as needed.</li> </ul>  |
| Primary Person: Chris Kuncl      | chris.kuncl@mullenpublicschools.org  |
| Alternate: Mike Kvanvig          | mike.kvanvig@mullenpublicschools.org   |
| Second Alternate: Pam Ginkens    | pginkens@mullenpublicschools.org   |
|                                  |  |
| <b>Emergency Management</b>      | <ul style="list-style-type: none"> <li>• Assist the school with any needs. (i.e., state or federal agencies)</li> <li>• Coordinate using NIMS and ICS.</li> <li>• Coordinate personnel to assist in setting up structure.</li> </ul>   |
| Primary Person: Wynn Wiens       | hookerco993@gmail.com  |
| Alternate:                       | Phone/Email:   |
|                                  |  |
| <b>Law Enforcement</b>           | <ul style="list-style-type: none"> <li>• Maintain the security of off site location.</li> <li>• Set up traffic flow at an off site location.</li> <li>• Provide traffic control at the off site location.</li> </ul>   |
| Primary Person: Wynn Wiens       | hookerco993@gmail.com  |
| Alternate: KC Bang               | hookerco9931@gmail.com   |
|                                  |  |
| <b>Parents</b>                   | <ul style="list-style-type: none"> <li>• Support the educational Continuity of Learning Plan provided by schools.</li> <li>• Provide an environment at home conducive to learning.</li> <li>• Provide support and encouragement to children for their continued learning.</li> <li>• Procure food security if needed.</li> </ul>   |
|                                  |  |
| <b>Students</b>                  | <ul style="list-style-type: none"> <li>• Follow the educational Continuity of Learning Plan provided by the school.</li> <li>• Maintain communication with teacher(s).</li> </ul>  |
|                                  |  |
| <b>Others (Specific)</b>         |  |
| Primary Person:                  | Phone/Email:   |
| Alternate:                       | Phone/Email:   |
| Second Alternate:                | Phone/Email:   |

All core COOP procedures personnel as well as senior staff will undergo training on executing the COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation of COOP procedures.

Identified COOP procedures personnel will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of offsite backup system data and IT operating systems in cooperation with the district office.

**Order of Succession:** School to determine and place statements or charts here. In the table below, describe how successor(s) will be notified. List key positions, the titles of those who are the primary and secondary in the orders of succession, and any limitations for those titles. Address who will review and revise succession plans and insert completion date.

| <b>Orders of Succession</b>                           |  |                          |                                      |  |
|---|--|--------------------------|--------------------------------------|--|
| <b>Conditions for Succession</b>                      | <b>Key position holder(s) are unable to execute their duties for an extended period of time.</b>           |                          |                                      |  |
| <b>Method of Notification</b>                         | Successors will be notified by whatever means fits the situation (ex. Phone call, in-person conversation). |                          |                                      |  |
| <b>Succession by Position</b>                         | Key Position Title   | Primary Succession Title | Secondary Succession Title           | Time/Geographical/Organizational Limitations |
|   | Superintendent   | HS Principal             | ES Principal                         |  |
|   | HS Principal   | HS AD                    | HS Safety Team member                |  |
|   | ES Principal   | ES Safety Team Member    | ES Teacher Appointed by ES Principal |  |
| <b>Succession Revision Procedures/ Date Completed</b> | The Safety Team will review and revise the succession plans each year before school starts.                |                          |                                      |  |

**A. Activation and Relocation**

The principal will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The principal or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The principal will also notify the district office and provide contact information for the relocation.

**B. Alert, Notification, and Implementation Process**

Each School Safety Team member will be part of the telephone tree used to notify employees of COOP procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

In the table below, identify the primary communication resources and alternates that would be used if necessary. Identify whether the alternate communications are internal or external, what data or services can be accessed, and indicate if they are redundant.

| Alternative Communications |                           |                           |   |                 |
|----------------------------|---------------------------|---------------------------|---|-----------------|
| Device type/name           | Internal Capability (Y/N) | External Capability (Y/N) | Data/System/Services that can be accessed | Redundant (Y/N) |
| Thrillshare                | Y                         | Y                         | Facebook, Text, Call, Twitter             |                 |
|                            |                           |                           |   |                 |
|                            |                           |                           |   |                 |
|                            |                           |                           |   |                 |

### C. Relocation Sites

Relocation sites are not really an option. Most likely learning would continue virtual.

### D. Alternate Facilities and Strategy

Besides evacuation sites, there are no offsite learning facilities.

Interoperable Communications/Backup Sites

Vital Records and Retention File: Use Laserfiche

Vital records are archived and/or retained on backup data systems stored off site.

| Vital Records: Emergency Operations Records |                         |                                   |
|---|-------------------------|-----------------------------------|
| Vital Record Name/Database                  | Location                | Back-up/Alternate Record Location |
| Staff Contact List                          | Google Docs             |                                   |
| Orders of Succession                        | Google Docs             |                                   |
| Board Materials                             | Sparq Data              | Laserfiche                        |
| Student Records                             | PowerSchool, Educlimber |                                   |
|   |                         |                                   |
|   |                         |                                   |

| Vital Records: Legal & Financial Records |             |                                   |
|--|-------------|-----------------------------------|
| Vital Record Name/Database               | Location    | Back-up/Alternate Record Location |
| Personnel Records                        | High School | Laserfiche                        |
| Payroll Records                          | High School | Aptafund                          |
| Contracts                                | High School | Aptafund                          |
| Student Emergency Contact List           | Classrooms  | Powerschool                       |
| Student Medical Records                  | Powerschool |                                   |
| Education Records                        | Powerschool |                                   |
|  |             |                                   |

## Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

Below, indicate how your school plans to manage human capital while the COOP is activated

Notifying Staff about their role during an emergency

- Administrators notify the staff

Notifying Students and Parents/Guardians about the Continuity of Instruction

- Thrillshare
- Teachers/Administrators notify students

Provisions and accommodations for students who have IEPs

- Special Education Teachers
- Principals

Provisions and accommodations for eligible students to continue receiving medical and food service

- K-5 Secretary

Plan for Devolution

Devolution is the process of transferring operational control of one or more essential functions to a predetermined responsible party or parties. The possibility for hazards, threats, and incidents are constant. Any of these could occur at different times, have variable durations, and may differ in the severity; therefore, full or partial devolution of essential functions may be necessary to continue essential functions and services. The District has established plans and procedures for devolution, which identifies how it will transfer operations, if any of these hazards, threats, or incidents renders leadership and essential staff incapable or unavailable, as determined by the Board of Education.

The school may want to identify the plans and procedures for transfer of operations here or identify where that information is located.

Outline your devolution plan below by answering the questions below:

Who has the authority to order devolution and under what conditions?

- Superintendent has the authority when school essential functions "fail to operate".

What are the triggers to activate devolution? (What are the "fail to operate" triggers?)

- e.g. Bus drivers are unable or unavailable to transport students to/from school
- .
- .

What resources are required should a devolution occur?

- e.g. Memorandum of understanding (MOU) with other districts for bussing students

**Reconstitution**

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

| <b>Reconstitution Responsibilities</b>   |  |                            |                              |
|--|--|----------------------------|------------------------------|
| <b>Phase</b>   | <b>Duties</b>  | <b>Primary Responsible</b> | <b>Alternate Responsible</b> |
| <b>Relocation from alternate facility to primary (or replacement) facility</b> | Internal alert and notification  | Superintendent             | Principal                    |
|  | External alert and notification  | Superintendent             | Principal                    |
|  | Transfer equipment, vital records, data                                    | Maintenance                |                              |
|  | Transfer communications  | Superintendent             | Principal                    |
|  | Deployment and departure from alternate facility                           | Superintendent             | Principal                    |
|  | Transition to primary operations   | Superintendent             | Principal                    |
|  | Set up at primary or replacement site                                      | Superintendent             | Principal                    |
| <b>Operations</b>  | Execution of essential functions   | Superintendent             | Principal                    |
|  | Execution of non-essential functions                                       | Superintendent             | Principal                    |
|  | Establishment of communications  | Superintendent             | Principal                    |
|  | Procurement of equipment and supplies                                      | Superintendent             | Principal                    |
|  | Conduct a review of COOP execution and effectiveness (After Action Report) | Safety Team                |                              |
|  |  |                            |                              |
|  |  |                            |                              |

10. GUIDANCE: The COOP procedures should be reviewed annually to assure all information is accurate and up-to-date. Staff and personnel who perform essential functions should participate in regular training and exercises to ensure they understand their role when the COOP is activated.

**Plan Maintenance, Testing, Training, Exercising**

In the table below, identify the primary and alternate persons responsible for carrying out COOP maintenance activities, and the date they were completed.

| <b>COOP Maintenance</b> |                           |  |
|-------------------------|---------------------------|--|
|                         | <b>Person Responsible</b> |  |
|                         |                           |  |

| <b>Activity</b>   | <b>Primary</b>       | <b>Alternate</b> | <b>Completion</b> |
|---|----------------------|------------------|-------------------|
| Schedule COOP maintenance meeting   | Superintendent       | Principals       |                   |
| Review list of essential functions  | Superintendent       | Principals       |                   |
| Identify essential employees and confirm their availability                                     | Superintendent       | Principals       |                   |
| Update contact information, emergency call roster, and checklists                               | Tech Director        | Principals       |                   |
| Establish assistance/cooperative agreements with suppliers and vendors                          | Superintendent       | Principals       |                   |
| Identify computer network interdependencies (such as servers connected to the district network) | Tech Director        | Principals       |                   |
| Notify/Follow-up with facilities management regarding any repairs or maintenance to buildings   | Maintenance Director | Superintendent   |                   |

[Appendix M1](#) is a COOP Example and [Appendix M2](#) is a COOP form (Fillable).

## **RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES/PSYCHOLOGICAL FIRST AID**

### **I. PURPOSE**

These procedures have been developed to provide emotional support to students/staff impacted by trauma at school or in the community.

Psychological First Aid (PFA) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the immediate aftermath of an emergency. PFA is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping. The principles and techniques of PFA meet five basic standards. They are:

1. Consistent with research evidence on risk and resilience following trauma.
2. Respectful of and consistent with the school administration of the academic setting, school culture, and the behavior (code of conduct) of students.
3. Applicable and practical in field settings.
4. Appropriate for developmental levels across the lifespan.
5. Delivered in a culturally-informed and flexible manner.

PFA assumes that students and staff members may experience a broad range of early reactions (e.g., physical, cognitive, psychological, behavioral, spiritual) following an emergency. Some of these reactions can cause distress that interferes with adaptive coping, but support from informed, compassionate, and caring professionals can help students and staff members recover from these reactions. PFA has the potential to mitigate the development of severe mental health problems or long-term difficulties in recovery by identifying individuals who may need additional services and linking them to such services as needed.

Following a traumatic event or incident, the following outcomes should be possible through the implementation to assist students, staff, and their families in the healing process.

- To establish a positive connection with students and staff members in a non-intrusive, compassionate manners.
- To enhance immediate and ongoing safety and provide physical and emotional comfort.
- To calm and orient emotionally overwhelmed or distraught students and staff.
- To help students and staff members identify their immediate needs and concerns.
- To offer practical assistance and information to help students and staff members address their immediate needs and concerns.
- To connect students and staff members as soon as possible to social support networks, including family members, friends, coaches, and other school or community groups.
- To empower students, staff, and families to take an active role in their recovery, by acknowledging their coping efforts and strengths, and supporting adaptive coping.
- To make clear your availability and (when appropriate) link the student and staff to other relevant school or community resources such as school counseling services, peer support programs, after-school activities, tutoring, primary care physicians, local recovery systems, mental health services, employee assistance programs, public-sector services, and other relief organizations.

Whether conducting school vulnerability assessments or adopting an intervention such as PFA, schools organize safety initiatives based on the four-part emergency management cycle. The four-part emergency management cycle includes:

#### **A. Prevention phase**

Schools both assess and address building security, the safety and integrity of facilities, the culture/ climate of schools, and the need for secondary prevention mental health programs.

#### **B. Preparedness phase**

Schools facilitate a rapid, coordinated, and effective response in the event of an actual emergency by taking the following steps:

- Refining emergency management plans and emergency procedures in collaboration with key members of the emergency response community. (fire and police departments, disaster services, and public health)
- Periodically reviewing and reinforcing emergency plans and procedures with staff.
- Defining building-level and district-level Incident Command System (ICS) structures.
- Implementing staff training on various topics, including parent-student reunification and PFA.
- Conducting emergency simulations in collaboration with outside agencies.
- Developing and regularly updating a list of providers trained in PFA.

### C. Response phase

Action is taken to effectively contain and resolve an emergency and to decrease the potential for such an emergency to escalate. During this phase, the school executes the emergency management plan and emergency procedures and initiates preliminary activation of the PFA teams. Although the response phase may have a clear ending point for emergency response agencies, the transition into the fourth phase, recovery, may be less distinct.

### D. Recovery phase

Steps are taken to assist students, staff, and their families in the recovery process and to restore educational operations in schools. This phase involves conducting damage assessments and making repairs, implementing business continuity plans, and addressing grief and stress reactions. The very early stages of the recovery phase (hours or days after an emergency) are the most appropriate time to deliver PFA. Depending on the nature of the incident, recovery may be a long-term process. PFA is an acute intervention; for information about longer-term interventions appropriate for students and families who have lingering or severe symptoms, go to [www.NCTSN.org](http://www.NCTSN.org) for a review of evidence-based interventions and treatments.

## II. SCOPE

PFA is most effective immediately following the incident (e.g., from one hour to a couple of weeks after an event). In some circumstances, assuming the safety of students and staff has been ensured, PFA can be initiated while an incident is still occurring, such as in shelter or lockdown situations.

PFA is intended for students, school personnel, and their families who have been exposed to a disaster or other emergencies. Whether an emergency occurs on school grounds or in the community at large, schools serve as a central location for professionals to assist children, families, school personnel, and school partners.

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as nurses and social workers are required to participate in the development, implementation, and evaluation of the School EOP as it relates to this system. Additional advice will be sought from outside psychologists and mental health experts.

- 1. Contact and Engagement Goal:** To initiate contacts or to respond to contacts by students and staff in a non-intrusive, compassionate, and helpful manner.
- 2. Safety and Comfort Goal:** To enhance immediate and ongoing safety, and provide physical and emotional comfort.
- 3. Stabilization (if needed) Goal:** To calm and orient emotionally overwhelmed or disoriented students and staff.
- 4. Information Gathering: Current Needs and Concerns Goal:** To identify immediate needs and concerns, gather additional information, and tailor Psychological First Aid for Schools interventions to meet these needs.
- 5. Practical Assistance Goal:** To offer practical help to students and staff in addressing immediate needs and concerns.

- 6. Connection with Social Supports Goal:** To help establish brief or ongoing contacts with primary support persons or other sources of support, including family, friends, teachers, and other school and/or community resources.
- 7. Information on Coping Goal:** To provide information about stress reactions and coping to reduce distress and promote adaptive functioning.
- 8. Linkage with Collaborative Services Goal:** To link students and staff with available services needed at the time or in the future.

These core actions of Psychological First Aid constitute the basic objectives of providing early assistance within hours, days, or weeks following an event. Be flexible and base the amount of time you spend on each core action on the person's specific needs and concerns.

### **III. RESPONSIBILITIES**

To implement the recovery of psychological healing procedures:

- All staff will undergo training to learn how to recognize signs of trauma.
- Members of the Psychological First Aid Team (PFA) will undergo in-depth training to learn how to assist in managing trauma.
- Parents and guardians will be offered tips on how to recognize signs of trauma.
- Mental health experts will review and provide input into the plan.

### **IV. SPECIALIZED PROCEDURES**

The following procedure will be implemented by staff/faculty when directed by the principal or when deemed appropriate by the situation.

#### **Immediately Following a Serious Injury or Death and/or Major Incident:**

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families. (refer to the communication procedures in the basic plan)
- Set up support rooms. (include PFA team and outside mental health professionals to assist)
- Encourage teachers to read the script about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Avoid specific details of the incident, just basic facts. Any students who are excessively distraught should be referred to the PFA Team.
- Designate a place for staff, students, and community members to leave condolences, well-wishes, messages and items, and determine a standard amount of time for those items to remain.

#### **Hospital/Funeral Arrangements:**

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all students and staff will be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

#### **Post-Incident Procedures:**

- Allow for changes in normal routines or schedule to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.

## **Hazard- and Threat - Specific Systems:**

### **The hazard- and threat- specific systems:**

- Provide unique procedures, roles, and responsibilities that apply to a specific hazard.
- Include provisions and applications for warning the public and disseminating emergency public information.
- Only list information one time without repeating from the basic plan or functional systems.

Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all hazards. The hazard-specific annexes should present only hazard-unique information.
- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.
- The plan becomes larger and more difficult for users to comprehend.

Refer to the following Appendices:

[Appendix N1: Threats/Hazards List](#)

[Appendix N2: Risk Assessment Worksheet](#)

[Appendix N3: Examples of Threats/Hazards in SRP Areas](#)

[Appendix N4: Sample Goals/Objectives and Action Plan](#)

[Appendix N5: Goals/Objectives and Action Plans \(Fillable\)](#)

## GLOSSARY OF TERMS

**Command Staff:** A group of incident personnel that the Incident Commander or Unified Command assigns to support the command function at an ICP. Command staff often include a PIO, a Safety Officer, and a Liaison Officer, who have assistants as necessary. Additional positions may be needed, depending on the incident.

**COOP:** The purpose of Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

**Drill:** A coordinated, supervised activity usually employed to validate a specific operation or function in a single agency or organization. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills. During drills, school personnel and community partners (i.e., first responders, local emergency management staff) use the actual school grounds and buildings to practice responding to a scenario.

**Emergency Operations Center (EOC):** An EOC is a facility from which staff provide information management, resource allocation and tracking, and/or advanced planning support to personnel on scene or at other EOCs (e.g., a state center supporting a local center).

**Emergency Operations Plan (EOP):** (formerly called Safety Plan) An ongoing plan for responding to a wide variety of potential threats and hazards.

**Exercise:** An instrument to train for, assess, practice, and improve performance in prevention, protection,, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

**Evacuate:** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

**Hazards:** Hazards include situations to harm students, personnel, and/or facilities. Hazards usually include those things that we cannot control, such as tornadoes, floods, and chemical spills. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**Hold:** means to hold in your classroom or area. Clear the halls. (No threat involved)

**Incident:** An incident is an occurrence that requires a response to protect life or property. An incident is something that we most likely cannot control, such as car accidents, pandemics, and illness. The superintendent/principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is

applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Management:** The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

**Local Emergency Operations Plan (LEOP):** The School EOP has been developed to fit into the larger local county or local EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with the County/City Emergency Manager and the County/City Emergency Management Department.

**Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

**Memorandum of Understanding (MOU) Agreement:** A written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate the rapid, short-term deployment of support prior to, during, and/or after an incident.

**National Incident Management System:** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**Prevention:** The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework called for in PPD-8, the term "prevention" refers to preventing imminent threats.

**Psychological First Aid Team (PFA):** Psychological First Aid for Schools (PFA) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the aftermath of an emergency. PFA is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping.

**Psychological First Aid Team** The school team that assists in carrying out the PFA plan.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively.

**Response:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

**Risk:** The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.

**Section Chiefs:** The General Staff consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. These individuals are responsible for the functional aspects of the incident command structure. The Incident Commander or Unified Command activates these section chiefs as needed. These functions default to the Incident Commander or Unified Command until a section chief is assigned. The section chiefs may have one or more deputies as necessary.

**Secure** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

**Shelter** is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

**SRM:** Standard Reunification Method: Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The SRM is a protocol that makes this process more predictable and less chaotic for all involved.

**SRP:** Standard Response Protocol: The SRP is based on four actions, Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA system. (new version not on website yet).

**Tabletop Exercises:** Tabletop exercises are small-group discussions that walk through a scenario and the courses of action a school will need to take before, during, and after an emergency to lessen the impact on the school community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

**Threat:** Threats include situations to harm students, personnel, and/or facilities. Threats usually include those things that we can control, such as active killer, bullying, and suicide. Threats may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**2021-2022  
BUS ROUTES**

| Driver                             | Home Phone   | Cell Phone   | Family   | Possible               | Regular      |                         |
|------------------------------------|--------------|--------------|--|------------------------|--------------|-------------------------|
| <b>Ted Bonesteel<br/>#58220</b>    | 546-0698     | 546-7000     | Justin French                                      | 1                      | 0            |                         |
|                                    |              |              | Booster Braxton Spencer                            | 1                      | 1            |                         |
|                                    |              |              | Booster Marcus Lattin                              | 1                      | 1            |                         |
|                                    |              |              | Booster Avery Vinton                               | 1                      | 1            |                         |
|                                    |              |              | Olivia, Carter, Maggie Haesler                     | 3                      | 3            |                         |
|                                    |              |              | Booster Finley Mundorf                             | 1                      | 1            |                         |
|                                    |              |              | Brandt Mundorf                                     | 1                      | 1            |                         |
|                                    |              |              | Eli, Peyton Paxton                                 | 2                      | 0            |                         |
|                                    |              |              | <b>Route Total</b>                                 | <b>11</b>              | <b>8</b>     |                         |
|                                    |              |              | <b>Rosemary Tracy<br/>#56077</b>                   | 546-0641               | 402-660-5413 | Kaisley, Kendall Phipps |
| Booster Grady Phipps               | 1            | 1            |  |                        |              |                         |
| Booster Cort, Olivia, & Luke Cox   | 3            | 3            |  |                        |              |                         |
| Booster Zandra Hebbert             | 1            | 1            |  |                        |              |                         |
| <b>Route Total</b>                 | <b>9</b>     | <b>7</b>     |  |                        |              |                         |
| <b>LaWanda Rundback<br/>#56074</b> |              | 308-360-1742 | Sean, Ashlyn Simonson                              | 2                      | 0            |                         |
|                                    |              |              | Teal Peterson                                      | 1                      | 1            |                         |
|                                    |              |              | Booster Keira, Killian Kearns                      | 2                      | 2            |                         |
|                                    |              |              | Liberty, Hadlee Edington                           | 2                      | 2            |                         |
|                                    |              |              | Faith, Hope, Duke, Oakes Miller                    | 4                      | 3            |                         |
| <b>Route Total</b>                 | <b>9</b>     | <b>8</b>     |  |                        |              |                         |
| <b>Darlene Osborn<br/>#56072</b>   | 546-2338     | 546-9555     | Jason, Justin & Jedd Kraus                         | 3                      | 3            |                         |
|                                    |              |              | Booster Jacob, Natalie Walker                      | 1                      | 1            |                         |
|                                    |              |              | Booster Lillian Erickson                           | 1                      | 1            |                         |
|                                    |              |              | Booster Brently Kelly                              | 1                      | 1            |                         |
|                                    |              |              | Fletcher Pollard                                   | 1                      | 0            |                         |
| <b>Route Total</b>                 | <b>7</b>     | <b>6</b>     |  |                        |              |                         |
| <b>Dick Simonson<br/>#58221</b>    | 546-2517     | 308-650-1737 | Sam, Callie, Jack Coble                            | 3                      | 0            |                         |
|                                    |              |              | Booster Cylas, Emri Dent                           | 2                      | 2            |                         |
|                                    |              |              | Jadyn, Harper Andersen                             | 2                      | 0            |                         |
|                                    |              |              | Booster Weston/Ryden Ourada                        | 2                      | 2            |                         |
|                                    |              |              | Curtis, Chloe Wiese                                | 2                      | 2            |                         |
|                                    |              |              | Meet at Dry Valley Road<br>Meet at Dry Valley Road | Breckyn & Bronx Burney | 2            | 2                       |
|                                    |              |              | Shelby Welsh, Erika & Toni Massey                  | 3                      | 0            |                         |
| <b>Route Total</b>                 | <b>16</b>    | <b>8</b>     |  |                        |              |                         |
| <b>Laurie Kissire<br/>#56069</b>   | 254-654-6344 |              | Spencer, Deacon, Medora Denaeyer                   | 3                      | 0            |                         |
|                                    |              |              | Daniel Wright                                      | 1                      | 1            |                         |
|                                    |              |              | Corbin Kissire                                     | 1                      | 1            |                         |
|                                    |              |              | Kalli Licking                                      | 1                      | 1            |                         |
|                                    |              |              | James. Colby Kessler                               | 2                      | 1            |                         |
|                                    |              |              | Whitney Jennings                                   | 1                      | 0            |                         |
|                                    |              |              | Kyle Finney  | 1                      | 0            |                         |
|                                    |              |              | Booster Hayden/Holt Morrison                       | 2                      | 2            |                         |
|                                    |              |              | Ayden Lee  | 1                      | 1            |                         |
|                                    |              |              | Isabel Cedillo-Ray                                 | 1                      | 1            |                         |
| <b>Route Total</b>                 | <b>14</b>    | <b>8</b>     |  |                        |              |                         |
| <b>John G. Wright<br/>#56071</b>   | 546-2464     |              | Kyle, Luke Durtee                                  | 2                      | 0            |                         |
|                                    |              |              | Hailey Phipps                                      | 1                      | 1            |                         |
|                                    |              |              | Jaden Emerson                                      | 1                      | 0            |                         |
|                                    |              |              | Hunter, Fayth, Bella, Gunner Brown                 | 4                      | 2            |                         |
|                                    |              |              | Colin & Cian Connealy                              | 2                      | 0            |                         |
|                                    |              |              | Daniel, Bella Coetzee                              | 2                      | 2            |                         |
|                                    |              |              | Brynne McCully                                     | 1                      | 1            |                         |
|                                    |              |              | Cayden, Ady Hampton                                | 2                      | 2            |                         |
|                                    |              |              | <b>Route Total</b>                                 | <b>15</b>              | <b>8</b>     |                         |
|                                    |              |              | <b>Substitutes</b>                                 | <b>Home</b>            | <b>Cell</b>  |                         |
| Artis Hicks                        | 546-2383     | 546-7188     |  |                        |              |                         |
| Sherron Sullivan                   | 546-2758     | 208-880-6805 |  |                        |              |                         |
|                                    | 546-7126     | 308-650-6615 |  |                        |              |                         |
| Wynn Wiens                         | 546-2339     |              | Emergency only                                     |                        |              |                         |
| Mike Kvanvig                       | 402-699-1754 |              | Emergency only                                     |                        |              |                         |
| Chris Kuncel                       | 830-3830     |              | Emergency only                                     |                        |              |                         |
| Justin Moore                       | 546-2951     |              | Emergency only                                     |                        |              |                         |

**LEADERSHIP      INNOVATION      VISION      ENGAGEMENT      #liveNASB      #weLIVEhere**



### LEGISLATIVE AGENDA/KEY DATES:

Legislative proposals/ideas are submitted to NASB from the membership by JULY 1.

Proposals are reviewed by NASB's Legislation Committee each JULY; Approved proposals are forwarded to Board of Directors where they are reviewed/approved at the AUGUST Board meeting.

The full membership finalizes approval through their votes on the adopted proposals at the annual Delegate Assembly in NOVEMBER, held in conjunction with the State Education Conference. Delegate Assembly is open to all members, with one vote per district.

Approved proposals then become a Standing Position or Legislative Resolution. Standing Positions are more general and remain in effect until removed by Delegate Assembly. Legislative Resolutions become NASB's agenda for pursued legislation, and are in effect for one year.

## A MEETING OF YOUR NASB LEGISLATION COMMITTEE ...

This past Friday your NASB Legislation Committee met to go over a number of topics, including a review of the 2021 Session, our current landscape, school finance, curriculum, Interim Hearings, NASB's Standing Positions and Legislative Resolutions, as well as newly submitted proposals, while working to formulate the plan for upcoming sessions. The Committee was also joined by the Chair and Vice Chair of the Education Committee, Senator Lynne Walz, and Senator Adam Morfeld.

Thank you to all of the boards who submitted legislative proposals for the Committee to consider. Look for all of the new and revised language in NASB's Advocacy Handout, which will be sent out for your review this Fall as we build up towards final approval at the Delegate Assembly.

Learn more about this process, and more, at the Area Membership Meetings this fall, and at the various Legislative Lunches throughout the Summer and Fall. Past and upcoming lunches currently scheduled include:

**JULY 19 IN STEINAUER W/ SEN. SLAMA**  
**JULY 22 IN STRANG W/ SEN. BRANDT**  
**SEPTEMBER 1 IN NIOBRARA W/ SEN. GRAGERT**



Your 2021 Legislation Committee includes: Brad Wilkins - NASB President-Elect - Chair (Ainsworth); Stacie Higgins - NASB President (Nebraska City); Kim Burry - NASB Vice President (Bayard); Shavonna Holman - Member #1 (Omaha); Jane Erdenberger - Member #2 (Omaha); Spencer Head - Member #3 (Omaha); Connie Duncan - Member #4 (Lincoln); Kathy Danek - Member #5 (Lincoln); Amanda McGill Johnson - Member #6 (Millard); Sarah Centineo - Member #7 (Bellevue); Beth Morrissette - Member #8 (Westside); Skip Altig - Member #9 (North Platte); Marla Grier - Member #10 (South Sioux City); Laura Schneider - Member #11 (Hastings); Ryne Seaman - Member #12 (Seward); Suzanne Sapp - Member #13 (Ashland-Greenwood); Lisa Wagner - Member #14 (Central City); Steve Koch - Member #15 (Hershey); Jim Vlach - Member #16 (Lyons-Decatur); Christopher Waddle - Member #17 (Giltner); Judy Thompson - Member #18 (ESU 16); Lisa Albers - Appointed Member (Grand Island); Jayson Bishop - Appointed Member (Perkins County); Drew Blessing - Appointed Member (Kearney); Kyle Fisher - Appointed Member (Springfield Platteview); Darby Paxton - Appointed Member (Stuart); Stephanie Summers - Appointed Member (David City); Annette Weise - Appointed Member (Tri County)

### UPCOMING NETWORKING & EVENTS

**AREA MEMBERSHIP MEETINGS - AUGUST THROUGH OCTOBER (SEE PAGE 9)**

**NASB LEGISLATIVE LUNCH - SEPTEMBER 1 IN NIOBRARA**

**FACILITIES & CONSTRUCTION WORKSHOP - SEPTEMBER 9 IN KEARNEY**

Join NASB, as we travel the state for various workshops, meetings and events throughout the year.  
To learn more, and register, visit the Events tab of [www.NASBonline.org](http://www.NASBonline.org)

<http://members.nasbonline.org/index.php/events>

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 800-422-4572 for assistance.



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



## AUGUST

AREA MEMBERSHIP MEETING - AUGUST 24 - GERING

AREA MEMBERSHIP MEETING - AUGUST 25 - NORTH PLATTE

AREA MEMBERSHIP MEETING - AUGUST 31 - VALENTINE

## SEPTEMBER

NASB LEGISLATIVE LUNCH - SEPTEMBER 1 - NIOBRARA W/ SEN. TIM GRAGERT

AREA MEMBERSHIP MEETING - SEPTEMBER 1 - NORFOLK

AREA MEMBERSHIP MEETING - SEPTEMBER 8 - KEARNEY

FACILITIES & CONSTRUCTION WORKSHOP - SEPTEMBER 9 - KEARNEY

AREA MEMBERSHIP MEETING - SEPTEMBER 15 - YORK

2021 THRIVING CHILDREN, FAMILIES, AND COMMUNITIES CONFERENCE - SEPTEMBER 27 - VIRTUAL

AREA MEMBERSHIP MEETING - SEPTEMBER 29 - FREMONT

## OCTOBER

AREA MEMBERSHIP MEETING - OCTOBER 5 - LA VISTA

AREA MEMBERSHIP MEETING - OCTOBER 6 - NEBRASKA CITY

LABOR RELATIONS CONFERENCE - OCTOBER 12-13 - LINCOLN

5TH ANNUAL SPARQ TAILGATE - OCTOBER 30 - EMBASSY SUITES - LINCOLN

## NOVEMBER

2021 STATE EDUCATION CONFERENCE - NOVEMBER 17-19 - DOWNTOWN OMAHA

## Nebraska High School Students' Natural Resources Knowledge Shines

High schoolers from across Nebraska descended on Lake Wanahoo for the 29th annual Nebraska State Envirothon April 28. Ord High School took home the championship along with \$1,500 and will represent Nebraska at the National Conservation Foundation (NCF) Envirothon in July.

Envirothon is an environmental education program for high school students that combines classroom learning and outdoor activities. This year's competition was hosted at the Lower Platte North Natural Resources District's Lake Wanahoo near Wahoo.

"Envirothon allows students to get outdoors and learn about natural resources in a hands-on environment," said Jim Eschliman, Nebraska Association of Resources Districts president. "The activities are designed to help students become environmentally-aware, action-oriented adults, but also exposes them to many exciting career opportunities."

During the state competition, five-member teams were tested on their knowledge of aquatics, forestry, policy, range, soils and wildlife, as well as prepared and delivered an oral presentation focusing on a current environmental issue.

The 2021 oral presentation theme "Water Resources Management: Local Control, Local Solutions" challenged teams to propose a solution on a complex problem before a panel of judges.

The Nebraska Association of Resources Districts (NARD) Foundation awarded cash prizes to the top three winning teams at the state competition:

- First Place (\$1,500): Ord
- Second Place (\$1,000): Norris Team 2
- Third Place (\$500): Arthur County

Additional prizes were awarded to the top teams in each category:

- Aquatics: Norris Team 2
- Forestry: Pender
- Policy: Arthur County, Norris Team 1 and St. Paul
- Range: Ord
- Soils: Ord and St. Paul
- Wildlife: Norris Team 2
- Oral Presentation: Concordia

More than 75 teams competed in the regional contests between Feb. 3-5, and 14 teams qualified to participate at the state competition.

Ord will represent Nebraska at the NCF-Envirothon July 25-28, to compete for a top prize of \$15,000. The international NCF-Envirothon will be hosted virtually by Nebraska's Natural Resources Districts and will include more than 40 teams from the U.S., Canada and China.

*"We are so proud of our dedicated and intelligent students. Each and every one of these students understands the importance of conserving our Natural Resources. The Ord and surrounding communities and businesses have been very supportive as well."*



From Left: FFA Advisors Dave @ Johnny Ference , Alex Flessner, Brodie Darnell, Tye Bruha, Treaven Scheideler, Vickie Ference , Larry Schultz (Information/Education Coordinator) and Megan Grimes (NE State Envirothon Coordinator)  
 Any questions, please contact FFA Advisor Dave Ference at 308-730-1111

**Ord Public Schools**

**Board of Education**  
 Bill Ziegler, President  
 Heidi Proskocil  
 Dawn Skibinski  
 Denise Wray  
 Josh Zangger

Heather Nebesniak, Superintendent

Enrollment = 580  
 NASB Region #17

www.ordps.org  
 Home of the Chanticleers



The last few months has seen some new faces join NASB's Board Leadership team. Here is a quick introduction ...

**Katie Coble | Board Leadership/ALICAP Administrative Assistant**

Katie was raised on a family-owned cattle ranch northwest of Mullen where she graduated in 2016. She then went on to Doane University and studied Health & Society. Katie enjoys spending time with family and friends, traveling, trying new restaurants, and spending time outdoors.



**Tori Pierce | Board Leadership Associate**

Tori's passion for leadership, education, and data-driven decision-making supports both the mission of the Association and the essential resources provided to the membership. Tori started her work in public education in 2017 when she began teaching undergraduate leadership courses at the University of Nebraska-Lincoln while obtaining her Master's in Leadership Education and beginning her PhD. Tori resides in Overton with her husband and three dogs and she loves to cook, read, and connect with friends.



**Kari Stephens | Board Leadership Associate**

Kari's passion for education, equality, inclusion, and best practices for educators and students drives her motivation and enthusiasm to be a part of NASB. Born and raised in Colorado, Kari attended Union College in Lincoln and received a BS in Elementary Education. She has many years of experience working in both private and public schools teaching all grade levels, Kindergarten through Twelfth, in many parts of the country. Kari and her husband are back in Lincoln and have three boys, Dakota, Kye, and Kru. In her free time, she loves to read, scrapbook, dance, and listen to 80s music.

Protect your students, staff, and faculty with our **One Source Certified Contractors** program.



## RAISE THE BAR ON SAFETY

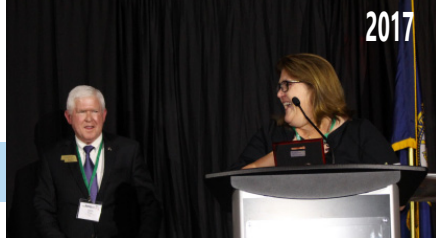
by holding contractors  
to a **higher standard.**

Connect to learn more about this  
**FREE** program for your school today!

# IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?



LEADERSHIP      INNOVATION      VISION      ENGAGEMENT      #liveNASB      #weLIVEhere



NASB and the State Board of Education are now seeking nominations for the annual Ann Mactier Award, recognizing one local school board member for their policy leadership and contributions to curriculum and instruction in Nebraska public schools.

Please consider nominating a deserving board member for this honor.

Application deadline for deserving candidates is September 25, 2021.

For further details you may visit the Board Leadership section of [www.NASBonline.org](http://www.NASBonline.org) or contact Marcia Herring at 800-422-4572. Previous winners include:

- 2020 | MARIAN HOLSTEIN, WINNEBAGO
- 2019 | VALERIE FISHER, PAPILLION LA VISTA
- 2018 | KATHY DANEK, LINCOLN
- 2017 | BONNIE HINKLE, GRAND ISLAND
- 2016 | TERRI HAYNES, CHADRON
- 2015 | LINDA RICHARDS, RALSTON
- 2014 | BRAD KRIVOHLAVEK, NORFOLK
- 2013 | PATTY BENTZINGER, NORRIS
- 2012 | KATHY BARTEK, FALLS CITY
- 2011 | JULIE AGARD, KEARNEY
- 2010 | KIM FASSE, ELKHORN
- 2009 | RON PEARSON, ESU #3
- 2008 | SANDRA JENSEN, OMAHA
- 2007 | JOHN HANSEN, BELLEVUE
- 2006 | FRED TAFOYA, PAPILLION LA VISTA
- 2005 | WAYNE ERICKSON, WISNER-PILGER
- 2004 | ANN MACTIER, OMAHA





## "IF YOU FAIL TO PLAN, YOU ARE PLANNING TO FAIL!" ~BENJAMIN FRANKLIN

As administration and staff contemplate their plans for the 2021-22 school year, what is the board doing to plan for success this school year? The NASB Board Leadership team highly encourages each board to review the following protocols and procedures to administer an effective superintendent evaluation. Start by creating a task list:

- Review board policy and the superintendent contract language relative to the evaluation and stated timeline for completing the superintendent evaluation
  - 1) Policy may state a specific month that the superintendent evaluation is to be reviewed, is the board in compliance with this policy?
  - 2) New superintendents must be evaluated twice the first year of employment. Consider and discuss when the board will administer the fall evaluation and the spring evaluation.
  - 3) Policy may specify how the evaluation summary is reviewed with the superintendent. Is the board in compliance with this policy? Are all board members participating in this process?
- Review the board protocols for administering and reviewing the superintendent evaluation summary
  - 1) Does the board encourage the superintendent to complete a self-assessment?
  - 2) Who is responsible for compiling the results of the board evaluations?
  - 3) Did you know that NASB provides an online superintendent evaluation system that administers the superintendent self-assessment, distributes a link to each board member, and summarizes the results? For more information, contact Katie or Marcia in the Board Leadership dept.
  - 4) Consider the value of discussing and developing protocols to ensure the board provides an effective superintendent evaluation process.
  - 5) Following the evaluation, is the board consistently working with the superintendent to develop goals to address areas of professional growth or advancement of the school district?
- Review the current superintendent evaluation tool

- 1) *Is the board satisfied with the current superintendent evaluation?*
- 2) *Does the superintendent evaluation align to the superintendent job description? Has the board reviewed the superintendent job description recently?*
- 3) *If the board would like to adopt a new evaluation, contact NASB Board Leadership.*
- 4) *Is the current evaluation tool on file with the Nebraska Department of Education?*

Evaluating the superintendent is not only a legal requirement for boards of education, but it is a fundamental mechanism of leadership the board has to encourage improvement, celebrate successes, and recalibrate expectations. No matter how good the intentions of the board in fulfilling this duty, without the right tool, process, and execution, the results are often lackluster at best, and destructive at its worst.

The evaluation of the superintendent's performance enables the board to assess how well the individual has met the expectations defined in the contract, job description, and goals. Other benefits include, but are not limited to:

- Validates his/her leadership qualities
- Strengthens the working relationship between the board and superintendent
- Models to the community the board's capacity to meet their proper role and responsibilities
- Provides documentation communicating the board's expectations and accountability of performance
- Provides a means to commend and reward
- Allows the superintendent to better understand the areas of deficiency, growth, or professional development the board may wish to have included in the performance plan
- Addresses the progress/success and leadership of the superintendent in relation to the vision, mission, and strategic/district goals
- Requires the superintendent to complete a self-assessment to identify areas of improvement in his/her job performance and professional growth

CONTINUED ON PAGE 7

# AT THE BOARD TABLE

LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

#weLIVEhere



CONTINUED FROM PAGE 6

The Association recommends and provides an online superintendent evaluation process utilizing the district adopted evaluation tool, provides for the superintendent to complete a self-assessment which ensures the board executes an effective evaluation experience. The Association compiles the results of the superintendent evaluation on behalf of the board (including all scoring and comments contributed by individual board members), and we provide an executive summary to accompany the final report.

It is recommended that the superintendent and board approach the development of performance targets each year by collectively agreeing upon the criteria the board and superintendent deem most appropriate and applicable to the district priorities, job performance, and superintendent-identified goals. A collaborative discussion with the board and the superintendent eradicates the possibilities of miscommunication and unidentified board expectations.

When we fail to plan, we are planning to fail! Do not procrastinate any longer. There are so many boards that we have worked with that have identified the need to update the superintendent evaluation. Develop a plan and work a plan to address this need this year.

Please feel free to contact Marcia at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) or Katie at [kcoble@NASBonline.org](mailto:kcoble@NASBonline.org) or 800-422-4572 and ask for the NASB Board Leadership department. We look forward to working alongside you on this most important responsibility!

## AUGUST BOARD CALENDAR AGENDA ITEMS

View the full, detailed calendar at:

<http://members.nasbonline.org/index.php/resources>

### POLICY GOVERNANCE

- Option Enrollment Application period. Between September 1 and March 15
- Personnel Report. On or before September 15
- Federal Family Educational Rights and Privacy Act (FERPA)
- Federal Protection of Pupil Rights Amendment (PPRA)
- Federal Child Nutrition Programs
- Federal Asbestos Hazard Emergency Response Act (AHERA)
- Federal McKinney-Vento Homeless Assistance Act
- Federal Non-Discrimination
- Federal Individuals with Disabilities Education Act (IDEA)

### DISTRICT/ESU RESOURCES [BUDGET]

- Collective Bargaining
- Board/Administrators Budget Work Session
- Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget
- Board Adopted Budget
- Report to County Board

### REPORTS

- Board Committees; Superintendent; Administrators;
- American Civics Committee
- Security Assessment

### LEARNING COMMUNITY

- Learning Community Attendance Reports
- Learning Community Budget

**WATCH: "UNDERSTANDING THE BOARDS ROLE IN THE CURRICULUM REVIEW PROCESS"**

<https://vimeo.com/577309020>

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



There is a great deal of available data on your district, your community, and your county.

NASB's Data Analytics program offers data and analysis to school districts for the purposes of consolidation feasibility studies, student achievement, school improvement, curriculum revision, new program implementation, goal setting, or educational visioning.

Most of this is publicly available data, but organizing and analyzing the data to examine particular aspects of your district can be intimidating.



NASB can take your district's big questions, find appropriate data to help you answer them, and present it in an organized, understandable format.

Raw standardized test scores and simple percentile averages generally don't tell us much. The same large volumes of data are available for nearby or similarly sized districts and it is through the comparisons with them that data can often present a clearer picture. Looking at the information in relation to other districts often provides a much better perspective of a district's strengths and challenges. Demographic information is often similarly unclear without other districts' and communities' situations to compare yours against.

As you begin a new year, this is a great time to focus on the big picture of where your district really stands.

TO LEARN MORE, CONTACT:

Jim Luebbe - 800-422-4572 - [jluebbe@NASBonline.org](mailto:jluebbe@NASBonline.org)

## EHA OPEN ENROLLMENT FOR BOARD MEMBERS

If your district or ESU currently participates in the Educators Health Alliance health and dental plan and you are a member of NASB, your board members have the option to enroll in the plan during the month of August. Open enrollment information is available at the district or ESU office and monthly premiums can be paid to the school district or ESU directly. You will need to serve as a board member for at least 5 consecutive years on your local board and over the age of 50 in order for your coverage to continue after your term has ended on your local board.

For more information, please reach out to Greg Long at [greg@ehaplan.org](mailto:greg@ehaplan.org).



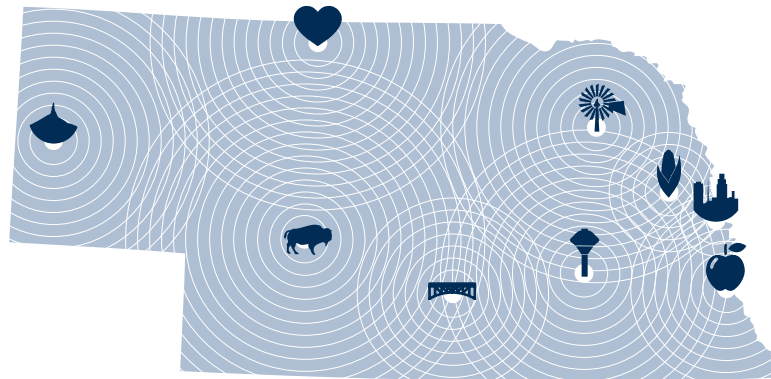
# 2021 AREA MEMBERSHIP MEETINGS: ON THE ROAD AGAIN!



LEADERSHIP    INNOVATION    VISION    ENGAGEMENT    #liveNASB    #weLIVEhere

## Training | Recognition | Networking | Together

Gering - North Platte - Valentine - Norfolk - Kearney - York - Fremont - La Vista - Nebraska City



# VISION & TRAINING SESSIONS

## 5:00 PM - A REINTRODUCTION TO NASB: WHAT IT DOES, WHAT IT CAN DO FOR YOU.

From the people to the programs, services and advocacy efforts at the Capitol, NASB offers all Nebraska school districts and ESUs the resources and expertise to strengthen public education for all Nebraskans, and empower you as locally elected school board members to be community leaders.

## 6:00 PM - TRAINING SESSIONS 1

- A REFRESHER ON THE OPEN MEETINGS LAW AND ISSUES THAT KEEP COMING UP
- SCHOOL EMPLOYEE SHORTAGE
- STAKEHOLDER ENGAGEMENT + DISTRICT IDENTIFIED NEEDS = LONG-TERM GOALS

## 6:45 PM - TRAINING SESSIONS 2

- THE GOOD & THE BAD OF THE 2021 LEGISLATIVE SESSION: WHAT PASSED, WHAT DIDN'T, WHAT'S TO COME
- THE MOST IMPORTANT JOB - SUPERINTENDENT EVALUATION
- CRITICAL RISKS, DIGITAL BOUNDARIES

## REGISTER NOW FOR THE MEETING NEAREST YOU



- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| Tuesday, August 24 - Gering          | Wednesday, August 25 - North Platte |
| Tuesday, August 31 - Valentine       | Wednesday, September 1 - Norfolk    |
| Wednesday, September 8 - Kearney     | Wednesday, September 15 - York      |
| Wednesday, September 29 - Fremont    | Tuesday, October 5 - La Vista       |
| Wednesday, October 6 - Nebraska City |                                     |

## ... SEARCH, STRENGTHS & AWARDS

### AWARDS OF ACHIEVEMENT

The points year ends July 31st. Awards will be presented at Area Membership Meetings starting in August. Check the website to register for your area meeting <http://members.nasbonline.org/index.php/events>

### EDUCATION LEADERSHIP SEARCH SERVICE

Is your district in need of an Interim Superintendent or a proposal for a Superintendent/ESU Administrator Search? Contact Shari at [sbecker@NASBonline.org](mailto:sbecker@NASBonline.org)

### GALLUP STRENGTHSFINDER

People with *Individualization*: customize, see potential in human diversity rather than its problem, bring an understanding of people that is valuable for placement. Contact Shari for a Code to complete the individual assessment and access your Gallup Top 5 or to schedule a Gallup leadership team session.

- Shari -

## ... DATA ANALYTICS

Area Membership Meetings will be returning in late August. If you would like to get a clearer picture of how your district fares under the TEEOSA funding formula and its impact on your tax levy, visit with Jim Luebbe about the information NASB can provide for you and your patrons.

## ... ALICAP & INSURANCE

ALICAP's Summer Workshops regarding Cyber Security and Preventing Sexual Abuse/Molestation were a huge success! Many thanks to all those Superintendents and IT Directors for spending the day with us!

Also, ALICAP's Board of Trustees are scheduled to meet on Friday, July 23rd to finalize the 21-22 fiscal year's budget. All ALICAP members can expect to see their 21-22 billing statements by August 1st, and all can plan to see another substantial dividend included!!

*Thanks, Megan!*



**Paul Grieger**  
(800) 528-5145  
[pgrieger@dadco.com](mailto:pgrieger@dadco.com)



**Cody Wickham**  
(866) 809-5596  
[cwickham@dadco.com](mailto:cwickham@dadco.com)



**Andy Forney**  
(866) 809-5443  
[aforney@dadco.com](mailto:aforney@dadco.com)

## Building a Better Future with Nebraska's Public Finance Partner

D.A. Davidson & Co. has long been a leader in innovative debt financing for school districts. What we're most proud of are the relationships we've nourished and the strong community improvements that are made as a result.

Our public finance professionals take a personal interest and a hands-on approach, carrying our deals from start to finish. Because you deserve solutions tailored to fit you.

- School Bond Issues
- Tax Anticipation / Construction Notes
- Lease-Purchase Financing
- QCPUF Bonds
- Refinancing Bond Issues



**D | A | DAVIDSON**

450 Regency Parkway, Suite 400 | Omaha, NE 68114  
[dadavidson.com](http://dadavidson.com) | D.A. Davidson & Co. member FINRA and SIPC

## ... ENERGY PURCHASING

Commodity prices across the board have climbed rapidly the past few months.

NJUMP and CJUMP have market consultants who are constantly watching the natural gas markets for buying opportunities to cover future heating seasons. As commodity markets become increasingly volatile, our gas purchasing consortiums will be more valuable than ever to our member school districts to help stretch their scarce resource dollars and provide budget certainty for utility costs.

*Contact Jim to learn more!*

## ... ADVOCACY & GOVERNMENT RELATIONS

The 2021 Session is complete ...

Your NASB Legislation Committee met earlier in July, and we are all now looking ahead to the Fall, and the 2022 Legislative Session.

NASB's Government Relations team can do a briefing for your board, or anyone in your community.

*We've hosted regional Legislative Lunches in Steinauer, Strang, and will be in Niobrara on September 1!*

Share Your Story

Know Your District's Data

Understand The Data That Will Make A Difference

*Call Colby & Matt with any questions!  
#liveNASB #weLIVEhere*

## ... BOARD LEADERSHIP

Check out "At the Board Table" on pages 6-7.

WATCH: "Understanding the Boards Role in the Curriculum Review Process" on the NASB Video Page now under the News & Resources section of [www.NASBonline.org](http://www.NASBonline.org)

See some new faces on Page 4 as well!

*Marcia, Tori, Kari, Katie & Melissa*

## ... POLICY

This might be a time to review the policies in the instruction section of your board policy manual relating to the development, adoption and review of curriculum. When patrons suggest sudden changes to educational curriculum, it's helpful to be able to explain the thorough process that districts use to develop curriculum, the discussions that boards carry out in the adoption process, and the ongoing process of your staff in the analyzing of test scores, aligning curriculum between grade levels, and reviewing the feedback from daily lessons throughout the year.

*Contact Jim to learn more!*

## ... MEMBER ENGAGEMENT

District visits since June – Neligh-Oakdale, Elkhorn Valley, & Elgin

Mark your calendars, the Facilities & Construction Workshop will be held in Kearney on September 9th ... Registration will open soon!

Join us for Area Membership!

- 8/24 - Gering
- 8/25 - North Platte
- 8/31 - Valentine
- 9/1 - Norfolk
- 9/8 - Kearney
- 9/15 - York
- 9/29 - Fremont
- 10/5 - La Vista
- 10/6 - Nebraska City

*Sharon*

## ... TECHNOLOGY

### COMING SOON TO SPARQ NEGOTIATIONS

Ability to see what a data change will do to next year's projections

Ability to update your own Salary Schedule

Additional Reporting around Long-term and Short-term Disability

Nicole and Darion will be at Administrator Days in Kearney July 28-30th. Be sure to stop by and say hello!

### MARK YOUR CALENDAR

Saturday, October 30 -- 5th Annual Sparq Tailgate

Darion - [dmiller@NASBonline.org](mailto:dmiller@NASBonline.org)  
Nicole - [nkobus@NASBonline.org](mailto:nkobus@NASBonline.org)  
[www.sparqdata.com](http://www.sparqdata.com)



Board Notes is published on a monthly basis as a member service. Advertising is available in every issue. To advertise or become an Affiliate, please contact Matt Belka for further information. Articles or advertising contained herein do not necessarily represent the views or policies of NASB.

Nebraska Association of School Boards | 1311 Stockwell Street - Lincoln, NE 68502 | Matt Belka, Editor | John Spatz, Publisher

## DID YOU KNOW ...

Even with the three new Board Leadership associates who've started in the last few months, the average tenure of the NASB staff is over 11 1/2 years! Below are a few associates who have celebrated milestone anniversaries recently!



11.53

Sallie Horky, NASB's Chief Operating Officer ... 30 years!

Jim Luebbe, NASB's Director of Policy Services ... 20 years!

Vicki Walter-Winters, NASB's Legal Administrative Assistant ... 20 years!

Marcia Herring, NASB's Director of Board Leadership ... 15 years!

Makenzie Barry, NASB's Events Manager & Accounting Associate ... 5 years!

Lisa Steinkuhler, NASB's Executive Administrative Assistant ... 5 years!



"We are lucky to have the great staff we do at NASB. With so much of the team having been here for many years, it shows how passionate they are about service to our members."

- John Spatz, NASB Executive Director (NASB Associate for 18 years)

## NASB/NIS EXPAND ENDORSEMENT AGREEMENT TO INCLUDE VISION

NASB is proud to continue our partnership with National Insurance Services (NIS), our trusted insurance brokerage firm. As specialists in the public sector, NIS has proudly served NASB for the last 40 years, and they're excited to present you with some new, valuable vision insurance options. If you already have the VSP Choice plan, your coverage will be grandfathered. But, if you have yet to elect Vision coverage, you can now get the Vision coverage you need for lower rates. The exclusive new VSP Vision Insurance includes:

- \$10 copay on general vision exams (\$175 value)
- \$25 copay on frames, lenses, and lens enhancements (\$108 to \$145 value)
- Generous benefits on contact lenses
- A diabetic eyecare program, and more

You have four VSP Vision plans to choose from. Download the flyers below to learn more about each option.

- VSP Choice 10-Month - <https://info.nisbenefits.com/hubfs/nis-choice-10-month-mbs.pdf>
- VSP Choice 12-Month - <https://info.nisbenefits.com/hubfs/nis-choice-12-month-mbs.pdf>
- VSP Advantage 10-Month - <https://info.nisbenefits.com/hubfs/nis-advantage-10-month-mbs.pdf>
- VSP Advantage 12-Month - <https://info.nisbenefits.com/hubfs/nis-advantage-12-month-vsp.pdf>

For more information, please reach out to Sallie Horky at [shorky@NASBonline.org](mailto:shorky@NASBonline.org) or your NIS representative directly.



# YOUR NASB BOARD OF DIRECTORS & STAFF



## YOUR NASB LEADERSHIP TEAM



Stacie Higgins  
President  
Nebraska City



Brad Wilkins  
President-Elect  
Ainsworth



Kim Burry  
Vice President  
Bayard



Steve Blocher  
Past President  
West Point

## YOUR REGION DIRECTORS



Region 1  
Neal Kanel  
HTRS



Region 2  
Sarah Centineo  
Bellevue



Regions 3, 6 & 7  
Shavonna Holman  
Omaha



Regions 3, 6 & 7  
Tracy Casady  
Omaha



Regions 3, 6 & 7  
Nancy Kratky  
Omaha



Regions 4 & 5  
Bob Rauner  
Lincoln



Regions 4 & 5  
Annie Mumgaard  
Lincoln



Region 8  
Robin Richards  
Ralston



Region 9  
Alan Moore  
ESU 3



Region 10  
Ed Swotek  
Malcolm



Region 11  
Jim Vlach  
Lyons-Decatur Northeast



Region 12  
Lisa Wagner  
Central City



Region 13  
Marilyn Bohn  
ESU 10



Region 14  
Sandy Noffsinger  
Dundy County Stratton



Region 15  
Joel Carlson  
Cozad



Region 16  
Stephanie Summers  
David City



Region 17  
Michelle Reikofski  
Osmond



Region 18  
Doug Keener  
Mitchell



Region 19  
Stacy Jolley  
Millard

## YOUR NASB STAFF

Matt Belka  
Director of Marketing,  
Communications & Advocacy



John Spatz  
Executive Director



Makenzie Barry  
Events Manager &  
Accounting Associate



Shari Becker  
Director of Education  
Leadership Search Service



Sharon Endorf  
Director of  
Member Engagement



Megan Boldt  
Associate Executive Director/  
Director of ALICAP



Craig Caples  
Director of Technology



Colby Coash  
Associate Executive Director/  
Dir. of Government Relations



Marcia Herring  
Director of Board Leadership



Sallie Horkey  
Chief Operating Officer



Rachel Horstman  
Business Manager



Jim Luebke  
Director of Policy Services



Melissa Lusk  
Board Leadership Associate



Tori Pierce  
Board Leadership Associate



Anne Silknitter  
Education Leadership Search  
Service Associate



Katie Coble  
Board Leadership/ALICAP  
Admin. Assistant



Lisa Steinkuhler  
Executive Admin. Assistant



Kari Stephens  
Board Leadership Associate



Vicki Walter-Winters  
Legal Admin. Assistant



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

#weLIVEhere

## ARCHITECTS



**BCDM**  
Pat Carson - 402-384-6422  
pcarson@bcdm.net - bcdm.net  
\* GOLD LEVEL AFFILIATE

**BVH Architecture**  
Cleve Reeves - 402-475-4551  
creeves@bvh.com - bvh.com  
\* GOLD LEVEL AFFILIATE

**Clark & Enersen**  
Steve Miller - 402-477-9291  
steve.miller@clarkenersen.com - clarkenersen.com  
\* GOLD LEVEL AFFILIATE

**CMBA Architects**  
Brad Kissler - kissler.b@cmbaarchitects.com  
Jim Brisnehan - brisnehan.j@cmbaarchitects.com  
Troy Keilig - keilig.t@cmbaarchitects.com  
308-384-4444 - cmbaarchitects.com  
(Architecture, Master Planning, Interiors, Bond Promotion/Community Engagement)  
\* GOLD LEVEL AFFILIATE

**Carlson West Povondra Architects**  
Jamie Eckmann - 402-551-1500  
jeckmann@cwparchitects.com - cwparchitects.com  
(Architecture, planning, feasibility studies)  
\* GOLD LEVEL AFFILIATE

**DLR Group**  
Vanessa Schutte - 402-393-4100  
vschutte@dlrgroup.com - dlrgroup.com  
(Architecture, engineering, Ed. facility planning)

## AWARDS

**Awards Unlimited**  
Tim Moravec - 402-474-0815  
tmoravec@awardsunlimited.com - awardsunlimited.com  
(Trophies, awards, plaques, etc.)

## BUILDING CONTROLS/SERVICES

**Control Management Inc.**  
Nathan Haug - 402-571-9454  
nathan@cmiomaha.com - cmiomaha.com  
(Building Automation, Security and Energy Optimization for New and Existing Systems)

**Johnson Controls**  
Dave Schwerdtfeger - 402-350-6062  
Dave.w.Schwerdtfeger@JCI.com  
Shane Breitfelder - 402-450-9677  
Shane.Breitfelder@JCI.com - jci.com  
(HVAC, Building Automation, Service Agreements, Security and Fire, among others)

## CONSULTING

**Akagi Consulting LLC**  
Mark Akagi  
markakagi3@gmail.com  
Construction Consulting

## CONSTRUCTION SERVICES



**Ayars & Ayars, Inc.**  
Darl Naumann - 402-435-8600 - 402-570-9214  
dnaumann@ayarsayars.com - ayarsayars.com  
(Design-build leader building beneficial relationships, processes, and projects)  
\*GOLD LEVEL AFFILIATE

**BD Construction**  
Marsha Wilkerson - 308-234-1836  
mwilkerson@bdconstruction.com - BDconstruction.com  
(Construction Management, Facility Planning, Site Selection, Pre-bond Community Education, Stakeholder Engagement)  
\*GOLD LEVEL AFFILIATE

**Boyd Jones Construction**  
Emily Bannick - 402-550-1808  
ebannick@boydjones.biz - boydjones.biz  
(Construction Management, Pre-Bond, Pre-Construction, Facility Evaluation, Early Stage Planning)  
\* GOLD LEVEL AFFILIATE

**Kingery Construction Co**  
Rod Berens - 402-465-4400  
rodb@kccobuilders.com - kccobuilders.com  
(Design-Bid-Build, Design-Build, Construction Management, General Contractor, Pre-Bond/Pre-Construction Assistance)  
\* GOLD LEVEL AFFILIATE

**Nemaha Sports Construction Inc**  
Don Traska - 402-434-5488  
don.traska@nemaha.net - www.nemaha.net  
(Athletic Fields, Parks & Recreation, Hardscapes)  
\* GOLD LEVEL AFFILIATE

**Sampson Construction**  
Joseph Young - 402-434-5450  
joseph.young@sampson-construction.com  
www.sampson-construction.com  
(Design-Build, Design-Bid-Build, Construction Manager, Small Projects)  
\* GOLD LEVEL AFFILIATE

**Tetrad Property Group**  
Cassie Paben - 402-580-2355  
cpaben@tetradpropertygroup.com - tetradpropertygroup.com  
(Owner's Representative, Facility Planning, Site Selection, Pre-Bond Community Education, Stakeholder Engagement, Facility Management)  
\* GOLD LEVEL AFFILIATE

**W. A. Klinger**  
Matt Thompson - 712-233-3233  
mthompson@waklinger.com - waklinger.com  
(Pre-Construction, Construction Management, Design-Build, and General Contracting)  
\* GOLD LEVEL AFFILIATE

## ENERGY SERVICES



**Ameresco, Inc.**  
David Goebel - 308-392-3283 - 402-370-8822  
dgoebel@ameresco.com - www.ameresco.com  
(Capital Improvements, Energy Efficiency & Renewable Energy Solutions for Buildings)  
\* GOLD LEVEL AFFILIATE

**Facility Advocates**  
Dave Raymond - 402-206-8777  
draymond@facilityadvocates.com - facilityadvocates.com  
(Building Construction & Energy Services)  
\* GOLD LEVEL AFFILIATE

**Navitas**  
Nick Rosenberry - 402-840-0370  
nrosenberry@navitas.us.com - navitas.us.com  
(Energy Savings, Building Construction, Energy Management, Guaranteed Results)  
\* GOLD LEVEL AFFILIATE

**Optimized Systems**  
Mike Taylor - 402-981-1005  
mike.taylor@optimized-systems.com  
Optimized-Systems.com  
(Energy Optimization, Management & Studies, Metering, Mechanical System Assessments)  
\* GOLD LEVEL AFFILIATE

**Schneider Electric**  
Tom Bachkora - 402-302-2721  
tom.bachkora@se.com - Se.com/us/enable  
(Committed to helping schools reach big ambitions through an energy savings project)  
\* GOLD LEVEL AFFILIATE

**TRANE**  
Andy Vinckier - 402-596-8000  
avinckier@trane.com - trane.com/omaha  
(Building Construction & Energy Services)  
\* GOLD LEVEL AFFILIATE

## FINANCIAL SERVICES



**Ameritas Investment Company**  
Michael Shoemaker - 402-467-6986  
michael.shoemaker@ameritas.com  
(Public Finance)  
\* GOLD LEVEL AFFILIATE

BOARD NOTES IS PUBLISHED ON A MONTHLY BASIS AS A MEMBER SERVICE. ADVERTISING IS AVAILABLE IN EVERY ISSUE. TO ADVERTISE OR BECOME AN AFFILIATE, PLEASE CONTACT MATT BELKA FOR FURTHER INFORMATION. ARTICLES OR ADVERTISING CONTAINED HEREIN DO NOT NECESSARILY REPRESENT THE VIEWS OR POLICIES OF NASB.

# YOUR 2021 NASB AFFILIATES



**LEADERSHIP      INNOVATION      VISION      ENGAGEMENT      #liveNASB      #weLIVEhere**

## FINANCIAL SERVICES

D.A. Davidson & Co.  
Paul Grieger - 402-392-7986 - pgrieger@dadco.com  
Cody Wickham - 402-392-7989 - cwickham@dadco.com  
Andy Forney - 402-392-7988 - aforney@dadco.com  
dadavidson.com  
(Bonds/Election Services, Lease Purchase)  
\* GOLD LEVEL AFFILIATE

First National Capital Markets  
Tobin Buchanan - 308-352-8328 - tbuchanan@fnni.com  
Carl Dietz - 308-289-3920 - carldietz@fnni.com  
Matt Fisher - 308-380-3831 - mfisher@fnni.com  
fncapitalmarkets.com  
(Public Finance, Election Guidance)  
\* GOLD LEVEL AFFILIATE

First Nebraska Credit Union  
Michele Byrnes - 402-492-9100  
marketing@firstnebraska.org - firstnebraska.org  
(Taking care of your financial needs!)

Nebraska Liquid Asset Fund - NLAFF  
Barry Ballou - 402-705-0350  
balloub@pfm.com - NLAFFpool.org  
(Liquid Asset Fund, financing programs)  
\* GOLD LEVEL AFFILIATE

Piper Sandler  
Jay Spearman - 402-599-0307  
jay.spearman@psc.com  
(Lease Purchase, Construction Notes, Voted Bonds,  
Refunding Bonds, QCPUF Bonds)  
\* GOLD LEVEL AFFILIATE

Wells Fargo Bank  
Joseph Finnegan - 402-498-5019  
joseph.p.finnegan@wellsfargo.com - wellsfargo.com  
(Financial Services, Banking)  
\* Silver Level Affiliate

## FOOD SERVICE



Lunchtime Solutions  
Deni Winter - 605-235-0939 Ext 106  
deni@lunchtimesolutions.com  
lunchtimesolutions.com  
(Progressive Food Service Management)  
\* GOLD LEVEL AFFILIATE

Opaa! Food Management of Nebraska  
Greg Frost - 816-210-9359  
gfrost@opaafod.com - opaafod.com  
(Contract Food Service Management)

## INSURANCE SERVICES



Blue Cross Blue Shield of Nebraska  
Cortney Ray - 402-458-4823  
cortney.ray@nebraskablue.com - nebraskablue.com  
(Group health insurance)  
\* GOLD LEVEL AFFILIATE

## INSURANCE SERVICES

National Insurance Services  
Steve Ott - 800-627-3660 - sott@nisbenefits.com  
www.nisbenefits.com  
(Group LTD, Life, Vision, Special Pay Plans, HRAs)

Public Risk Management  
Sheri Shonka - 402-884-3751 - 877-649-4612  
sheri.shonka@prmn.com - alicap.org  
(ALICAP, Insurance services)  
\* GOLD LEVEL AFFILIATE

## LEGAL SERVICES

Mueller Robak, LLC  
William Mueller - 402-434-3399  
mueller@muellerrobak.com  
(Lobby firm)

## MENTORING

TeamMates Mentoring  
Hannah Miller - 319-610-8538  
hannah@teammates.org - teammates.org  
(Together we transform lives)  
\* Silver Level Affiliate

## PLAYGROUND/SCOREBOARDS/SURFACING



Creative Sites, LLC  
Julie Kutilek - 402-614-4606 - 800-266-1250  
julie@creativesitesllc.com  
(Playground equipment, Site furnishings)  
\* GOLD LEVEL AFFILIATE

Crouch Recreation  
Eric Crouch - 402-496-2669  
eric@crouchrec.com - crouchrec.com  
(Playgrounds, Shelters, Scoreboards, Safety Surfacing  
& Site Amenities Manufacturers Rep)  
\* GOLD LEVEL AFFILIATE

Fisher Tracks, Inc.  
Jordan Fisher - 800-432-3191 - 515-432-3191  
jfisher@fishertracks.com - fishertracks.com  
(Installation, Refurbishment & Design Build of  
All-Weather Running Tracks)

## PUBLIC RELATIONS SERVICES



Idea Bank Education  
Jack Sheard - 402-463-0588  
jack@ideabankmarketing.com  
IdeaBankEducation.com  
(Full-service agency in Central NE for communication  
& marketing strategy, creative services & web/mobile  
design & development)  
\* GOLD LEVEL AFFILIATE

## SAFETY & SECURITY SERVICES



One Source  
The Background Check Company  
Neal Josten - 402-933-9999 Ext 5600  
njosten@onesourcebackground.com  
onesourcebackground.com  
(Employment, Volunteer, Contractor Screening)  
\* GOLD LEVEL AFFILIATE

## TECHNOLOGY CONSULTING

PRISM advisors  
Jason Richards - 402-593-8911  
jprichards@prism-advisors.com  
prism-advisors.com  
(PEOPLE, PROCESS & SYSTEMS. IT strategic  
planning and project management)

## TECHNOLOGY/SOFTWARE



Filament Essential Services  
Dan Kunzman - 402-479-6663  
dank@fes.org - www.filamentservices.org  
(SOCS websites+apps, Marketing/Branding/Video,  
Data. A new division of FES)  
\* GOLD LEVEL AFFILIATE

Sparq Data Solutions  
Craig Caples - 402-423-4951  
ccaples@sparqdata.com - sparqdata.com  
(Paperless Board Meetings, Staff Negotiations,  
Public Document Management, Document  
Imaging & Scanning)  
\* GOLD LEVEL AFFILIATE

## THERAPY SERVICES

Central Nebraska Rehabilitation Services  
Mary Walsh-Sterup  
308-675-1853 ext. 3222  
mary@cnrehab.com - cnrehab.com  
(Providing PT, OT and Speech therapy  
in the school system)

## TRANSPORTATION



Master's Transportation  
Amber Bryant - 800-783-3613  
abryant@masterstransportation.com  
www.masterstransportation.com  
(Your trusted source for safe, reliable, and  
innovative group transportation solutions.)  
\* GOLD LEVEL AFFILIATE



1311 STOCKWELL STREET  
LINCOLN, NE 68502  
WWW.NASBONLINE.ORG

RETURN SERVICE REQUESTED



# NASB BOARD NOTES

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

#weLIVEhere

## IN THIS EDITION

A MEETING OF YOUR NASB LEGISLATION COMMITTEE ...  
ORD QUALIFIES FOR INTERNATIONAL NCF-ENVIROTHON  
NEW FACES ON NASB'S BOARD LEADERSHIP TEAM!  
IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?  
AT THE BOARD TABLE  
SEEING YOUR DISTRICT CLEARLY  
EHA OPEN ENROLLMENT FOR BOARD MEMBERS  
2021 AREA MEMBERSHIP MEETINGS: ON THE ROAD AGAIN!  
NASB ANNIVERSARY MILESTONES  
NASB/NIS EXPAND ENDORSEMENT AGREEMENT TO INCLUDE VISION  
YOUR NASB BOARD OF DIRECTORS & STAFF  
YOUR 2021 NASB AFFILIATES  
... AND MUCH MORE!

## AS WELL AS "THIS MONTH IN ..."

... ADVOCACY & GOVERNMENT RELATIONS  
... ALICAP & INSURANCE  
... BOARD LEADERSHIP  
... DATA ANALYTICS  
... ENERGY PURCHASING  
... MEMBER ENGAGEMENT  
... POLICY  
... SEARCH, STRENGTHS & AWARDS  
... TECHNOLOGY

**Principal's Report  
Mullen Elementary School  
Justin Moore  
August 9th, 2021**

School begins with students on August 12th!!!

**Teacher Meetings**

**Building Update**

The building looks great and credit to the maintenance/custodial staff for all of their incredibly hard work.

**CIP/MTSS**

We are moving our CIP process to Level 2. We are going to be looking at "Effective Teaching in Every Classroom".

**Current Enrollment-78 Total**

K-14  
1st-12  
2nd-16  
3rd-12  
4th-11  
5th-13

**COVID updates**

Going to continue to go forward as a regular year. There were a few modifications to the schedule that we made last year that we are going to stay with. But overall will be a "normal" year.

**Dates**

8/12-First Day of School  
8/24-School Pictures  
8/30 week-Fall Testing Window for LB 1081  
9/6-Labor Day-No School

# Principal's Report

August 2021

Mike Kvanvig

## Student Count

6<sup>th</sup> grade = 10

7<sup>th</sup> grade = 14

8<sup>th</sup> grade = 10

9<sup>th</sup> grade = 14

10<sup>th</sup> grade = 16

11<sup>th</sup> grade = 9

12<sup>th</sup> grade = 19

Total = 92

Open house barring discussion with teachers

**We are asking that parents attend the 6-12 open house on Tuesday August 17 @ 5:00**

**Our goal is to keep an open line of communication with everyone involved in our student's education.**

|   |  |
|---|--|
| Periods will be 10 minutes long with no passing time.<br>Period 1 - 5:00<br>Period 2 - 5:08<br>Period 3 - 5:16<br>Period 4 - 5:24 | Period 5 - 5:32<br>Period 6 - 5:40<br>Period 7 - 5:48<br>Period 8 - 5:56<br>General Information/Questions Hilltop Gym 5:58 |
|---|--|

Concessions- Ben and Jamie Hart will be running everything.

I think a wood built building is going to be our best option for the concessions building. I am currently working to get wood delivered.

# Administrative Report – August 2021

## Regular Agenda Items:

4. Option enrollment for Lauren Schoonveld
  - 4.a. Lauren and her family moved in the Valentine and her dad works on a ranch. Her mom is a teacher and wants to sub at MPS.
    - **I recommend approval**
5. Wynn Wiens would like to present on behalf of the Hooker County Republican party on
7. Glidden Canoe Rental
  - 7.a. Mitch is relocating his business and would like to use the Lariat parking lots. He will present.
    - **I don't see this as an issue.**
8. Resolution
  - 8.a. Even with the standards changing, I would still recommend approving this resolution.
    - **I recommend approval**
9. Mullen Public Schools Emergency Operations Plan
  - 9.a. This is the new plan that is mandated by legislation and it was formatted to fit MPS by the Safety and Security Committee of Mike Kvanvig, Justin Moore, Mel McDowell, Mellissa Donohoe, Wynn Wiens, Kara Connealy, Tyler Cash, Barb Svoboda, and myself.
    - **I recommend approval**
10. Sale of used air conditioners
  - 10.a. We have surplus AC units that we do not need any longer. The Methodist church and the Mullen EMS have already shown interest. How would you like to sell these AC units? Fixed Price? Auction?
    - **I recommend approval of the sale as decided by the board**
11. Discuss the Bus routes
  - 11.a. With a big driver shortage, I want to discuss possibilities of different ways to run bus routes in the future. Our drivers are getting close or past retirement age and I am afraid of one not being able to pass a bus physical or just deciding to not drive. One idea would be to run routes with a meeting point which would allow drivers to take a bigger vehicle on passable roads.

## Non-Agenda Items

- Bus driver meeting- We had a meeting today and they are ready to get started. They watched the training with me and they are good to go. I am going to continue to advertise for sub driver to recruit.
- Coaches Meeting- Mr. Hoyt has set this up for Tuesday.
- Teachers meetings- We have meetings today and tomorrow with a work day on Wednesday.
- I have heard from Liza and Dane on the KSB webinars. Would anyone else be interested? The cost is \$850 for all webinars.
- NASB Area Meetings- Valentine August 31
- Tax Request Hearing and Budget Workshop- September 6

# Activities Monthly Report

## August 9, 2021

1. Practices started today August 9, 2021. Our numbers are
  - a. Football- 25
  - b. Volleyball-18
  - c. Cross Country- 2 boys and 2 girls
  - d. Girls Golf - 2
  
2. Fall Sport Coaches/Sponsors mtg - Tuesday Aug 10 7:00 HS Library
  
3. Fall Sport Parent meetings
  - a. Football and Volleyball Wed Aug 11. TBA
  - b. Cross Country and Girls Golf TBA
  
4. Mullen will be adding Journalism as an NSAA Activity. Megan Anderson will be the sponsor for that activity.
  
5. The NSAA will be adding Girls Wrestling as a sport this year with the Girls State Meet held at the same time and place as the boys. There will be 12 Weight Classes: 100, 107, 114, 120, 126, 132, 138, 145, 152, 165, 185, 235.
  
6. **The NSAA IS planning to start the fall season with no restrictions.**

“To be able to start our activities on time we must be leaders when it comes to best practice, it is a recommendation of the NSAA that schools should:

  - Work closely with your local health departments
  - Keep groups small and attendance recorded
  - Wash your hands regularly
  - Disinfect equipment regularly
  - Stay home if you don't feel well
  - Have a plan dealing with quarantining
  - Embrace the opportunities for vaccination

The goal of the NSAA is to return to school to have a full, productive, healthy season and create a great experience for our students. Please, help us achieve this goal.”
  
7. The first fall varsity contests will be:  
Football - Aug 27 Home vs Sandhills-Thedford at 6:30  
Volleyball - Aug 27 Home vs Sandhills-Thedford at 3:00  
Cross Country - Aug 26 @ Scottsbluff at 3:00  
Girls Golf -Aug 26 @ Ainsworth at 8:30

**Activities Monthly Report**  
**August 9, 2021**