

**WEEPING WATER SCHOOL
DISTRICT #13-0022-CASS COUNTY, NEBRASKA
BOARD OF EDUCATION MEETING
WEEPING WATER PUBLIC SCHOOLS BUSINESS ROOM**

NOTICE for this meeting was posted in the identified locations as per district policy.

1. AGENDA
 - 1.a. Call the meeting to order
 - 1.b. Roll Call
 - 1.c. Acknowledgement of Nebraska Open Meetings Act posted
 - 1.d. Excuse absent board members
 - 1.e. Verify meeting publication
 - 1.f. Approval of consent agenda
 - 1.f.a. Approval of previous meetings minutes
 - 1.f.b. Financial Reports
 - 1.f.c. Payment of Bills
 - 1.f.d. Next regular meeting date -
2. Communications
3. Visitors/Open Forum and staff and program presentations
4. Action Items
 - 4.a. Accept Resignation
 - 4.b. Hire teacher
 - 4.c. Teacher laptops
 - 4.d. Sound System
 - 4.e. Replace Gym Wall Mats
 - 4.f. Chemical Cleanup
 - 4.g. Driver's Education Contract
 - 4.h. ESU3 core services and property tax resolution
 - 4.i. Para Base Salary
 - 4.j. Transportation Director Salary
 - 4.k. Classified Staff Salaries
 - 4.l. 2019/2020 Breakfast / Lunch Prices
 - 4.m. Admission and pass prices
 - 4.n. First readings for policies to be reviewed.
5. First Reading for policies to be revised.
6. First Reading for policies to be adopted
7. First notice for policy to be redlined
8. Reports
 - 8.a. Athletic Director's Report
 - 8.b. Principals' Report
 - 8.c. Superintendent's Report
9. Discussion Items
10. Board Reports
11. Executive Session
12. Adjournment

** Members of the board of education may move to enter "closed" session or adjust the order of the agenda at any point during the regular meeting.

ALL Data

Cash Summary Report

Arranged by:
Fund ID

Date Range: 06/01/2019 thru 06/30/2019

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
01	GENERAL FUND							
	1,736,148.33	0.00	0.00	0.00	1,736,148.33	0.00	-50.00	1,736,098.33
02	DEPRECIATION ACCOUNT							
	647,297.16	0.00	0.00	0.00	647,297.16	0.00	0.00	647,297.16
03	EMPLOYEE BENEFIT							
	33,178.35	0.00	0.00	0.00	33,178.35	0.00	0.00	33,178.35
05	ACTIVITY FUND							
	91,562.84	0.00	0.00	0.00	91,562.84	0.00	0.00	91,562.84
06	FOOD SERVICES FUND							
	41,020.55	0.00	0.00	0.00	41,020.55	0.00	53.50	41,074.05
07	BOND FUND							
	736,079.14	0.00	0.00	0.00	736,079.14	0.00	0.00	736,079.14
08	BUILDING FUND							
	325,845.42	0.00	0.00	0.00	325,845.42	0.00	0.00	325,845.42
09	QUALIFIED CAPITL PURP UNDERTKG							
	159,262.96	0.00	0.00	0.00	159,262.96	0.00	0.00	159,262.96
10	COOPERATIVE							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	PERSONAL PROP TAX REIM FU							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	STUDENT FEES FUND							
	5,479.28	0.00	0.00	0.00	5,479.28	0.00	0.00	5,479.28
13	STUDT FEES FD (Dont Use This O							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	BOND FUND #2							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Totals:	3,775,874.03	0.00	0.00	0.00	3,775,874.03	0.00	3.50	3,775,877.53

FISCAL BUDGET USE PER MONTH

MONTH END	FISCAL 17	FISCAL 17	FISCAL 18	FISCAL 18	FISCAL 19	FISCAL 19
	% USED	\$ USED	\$ USED	% USED	% USED	\$ USED
	17 Budget	\$5,511,345.00	18 Budget =	\$5,641,160.00	19 Budget=	
September	5.71%	\$315,215.15	6.16%	\$347,914.55	6.61%	\$382,439.25
October	6.43%	\$351,095.73	6.47%	\$363,162.60	6.75%	\$386,813.85
November	6.64%	\$364,296.36	6.61%	\$372,634.16	6.91%	\$397,916.12
December	6.35%	\$349,944.83	6.27%	\$353,114.04	6.86%	\$396,306.16
January	6.54%	\$360,809.01	6.23%	\$351,201.04	6.36%	\$365,874.23
February	6.85%	\$333,366.00	6.81%	\$383,274.46	7.22%	\$415,992.95
March	6.26%	\$344,866.70	6.69%	\$377,264.10	7.16%	\$414,109.63
April	6.38%	\$354,104.78	6.37%	\$358,298.92	7.67%	\$437,834.07
May	6.36%	\$349,393.14	6.73%	\$376,169.30	7.72%	\$446,475.75
June	6.49%	\$357,002.51	6.84%	\$385,108.35		
July	6.90%	\$379,719.87	6.54%	\$368,981.05		
August	11.86%	\$652,313.31	11.84%	\$667,117.35		
Cumulative	82.77%	\$4,512,127.39	83.56%	\$4,704,239.92	63.26%	\$3,643,762.01

MONTHLY EXPENSE SUMMARY MAY 2019

Account	Description	18-19 Budget	Expenditure to Date	MAY 2019 Expenses	Ending Balance	Percentage (%)
01-2-01100-111-002	Elementary Teacher	559,458.00	409,558.02	45,289.34	149,899.98	73.21
01-2-01100-111-001	Secondary Teacher	1,064,261.00	713,990.48	81,330.21	350,270.52	67.09
01-2-01100-112-002	Elementary Para	0.00	37.75	3.75	-37.75	0.00
01-2-01100-112-001	Secondary Para Salaries	14,500.00	11,730.77	1,098.50	2,769.23	80.90
01-2-01100-113-002	Elementary	25,000.00	13,233.07	3,037.50	11,766.93	52.93
01-2-01100-113-001	Secondary Substitute	35,000.00	32,433.72	7,708.78	2,566.28	92.67
01-2-01100-132-002	Overtime Salaries	500.00	0.00	0.00	500.00	0.00
01-2-01100-132-001	Overtime Salaries	500.00	0.00	0.00	500.00	0.00
01-2-01100-221-002	Elementary Teachers	46,300.00	31,294.75	3,460.58	15,005.25	67.59
01-2-01100-221-001	Secondary Teachers	82,000.00	54,112.29	6,171.28	27,887.71	65.99
01-2-01100-222-001	Secondary Para Social	1,300.00	890.28	80.60	409.72	68.48
01-2-01100-222-002	Elementary Para Social	0.00	2.88	0.28	-2.88	0.00
01-2-01100-223-001	Secondary Subs Social	2,700.00	2,486.25	590.54	213.75	92.08
01-2-01100-223-002	Elementary Subs Social	2,450.00	1,012.33	232.39	1,437.67	41.32
01-2-01100-231-002	Elementary Teacher	57,775.00	40,455.16	4,473.56	17,319.84	70.02
01-2-01100-231-001	Secondary Teacher	105,450.00	68,851.27	7,660.20	36,598.73	65.29
01-2-01100-232-001	Secondary Para	1,550.00	1,149.49	104.07	400.51	74.16
01-2-01100-232-002	Elementary Para	0.00	0.37	0.37	-0.37	0.00
01-2-01100-233-001	Secondary Subs	0.00	540.96	95.10	-540.96	0.00
01-2-01100-233-002	Elementary Subs	0.00	71.74	0.00	-71.74	0.00
01-2-01100-281-002	Elementary Teacher	155,000.00	145,746.20	16,194.67	9,253.80	94.03
01-2-01100-281-001	Secondary Teacher	292,400.00	138,915.75	15,434.44	153,484.25	47.51
01-2-01100-282-001	Secondary Para Health	5,600.00	0.00	0.00	5,600.00	0.00
01-2-01100-291-000	Dist Cafeteria Plan Sec	2,700.00	935.00	65.00	1,765.00	34.63
01-2-01100-292-001	Secondary Teacher	1,500.00	870.00	0.00	630.00	58.00
01-2-01100-292-002	Elementary Teachers	1,500.00	870.00	0.00	630.00	58.00
01-2-01100-320-002	Elementary Professional	750.00	0.00	0.00	750.00	0.00
01-2-01100-320-001	Secondary Professional	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01100-320-000	District Professional	58,000.00	24,331.90	0.00	33,668.10	41.95
01-2-01100-340-002	Elementary Other Prof	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01100-340-001	Secondary Other Prof	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01100-441-000	Leases	200.00	415.50	0.00	-215.50	207.75
01-2-01100-490-002	Elementary Other	1,200.00	0.00	0.00	1,200.00	0.00
01-2-01100-490-001	Secondary Other	1,200.00	0.00	0.00	1,200.00	0.00
01-2-01100-530-000	District	11,000.00	3,324.00	415.50	7,676.00	30.22
01-2-01100-561-001	Secondary Tuition	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01100-561-000	District Tuition Pd/Reg	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01100-561-002	Elementary Tuition	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01100-580-002	Elementary Mileage	500.00	530.75	507.00	-30.75	106.15
01-2-01100-580-001	Secondary Mileage	500.00	1,163.19	506.99	-663.19	232.64
01-2-01100-610-002	Elementary Supplies	18,000.00	2,208.05	18.00	15,791.95	12.27
01-2-01100-610-001	Secondary Supplies	24,000.00	6,782.13	932.19	17,217.87	28.26
01-2-01100-640-002	Elementary Text	30,500.00	357.10	0.00	30,142.90	1.17
01-2-01100-640-001	Secondary	30,500.00	630.94	0.00	29,869.06	2.07
01-2-01100-650-002	Elementary Computer	5,500.00	0.00	0.00	5,500.00	0.00
01-2-01100-650-001	Secondary Computer	2,000.00	0.00	0.00	2,000.00	0.00
01-2-01100-730-001	Furniture & Equipment	1,000.00	3,543.60	0.00	-2,543.60	354.36
01-2-01100-730-002	Furniture & Equipment	2,000.00	0.00	0.00	2,000.00	0.00
01-2-01100-810-002	Elementary Dues &	3,000.00	3,977.18	240.00	-977.18	132.57
01-2-01100-810-001	Secondary Dues & Fees	4,000.00	5,052.11	324.78	-1,052.11	126.30
01-2-01100-890-002	Elementary Misc.	750.00	0.00	0.00	750.00	0.00
01-2-01100-890-001	Secondary Other Misc	750.00	0.00	0.00	750.00	0.00
PROGRAM: 01100		2,658,794.00	1,721,504.98	195,975.62	937,289.02	64.74
01-2-01160-111-002	Poverty Elementary	35,000.00	24,667.51	2,740.84	10,332.49	70.48
01-2-01160-211-002	Poverty Health Benefits	11,000.00	8,077.81	897.54	2,922.19	73.43
01-2-01160-221-002	Poverty Social Security	2,700.00	1,826.19	202.88	873.81	67.64
01-2-01160-231-002	Poverty Retirement	3,475.00	2,436.65	270.74	1,038.35	70.12
PROGRAM: 01160		52,175.00	37,008.16	4,112.00	15,166.84	70.93
01-2-01190-110-002	Early Childhood	6,000.00	0.00	0.00	6,000.00	0.00

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01-2-01190-111-002	Early Childhood -	24,750.00	18,018.00	2,002.00	6,732.00	72.80
01-2-01190-112-002	Early Childhood - Para	12,000.00	8,436.10	1,070.16	3,563.90	70.30
01-2-01190-113-002	*Elem Sub Salaries	400.00	0.00	0.00	400.00	0.00
01-2-01190-211-002	Early Childhood - Health	1,000.00	0.00	0.00	1,000.00	0.00
01-2-01190-220-001	Early Childhood	460.00	0.00	0.00	460.00	0.00
01-2-01190-221-002	Early Childhood - Social	1,875.00	1,378.37	153.15	496.63	73.51
01-2-01190-222-002	Early Childhood -Para	930.00	645.36	81.87	284.64	69.39
01-2-01190-223-002	*Substitute Soc Sec	35.00	0.00	0.00	35.00	0.00
01-2-01190-231-002	Early Childhood-	2,750.00	1,779.77	197.76	970.23	64.72
01-2-01190-232-002	Early Childhood-	1,550.00	833.30	105.71	716.70	53.76
01-2-01190-340-002	Early Childhood -	500.00	0.00	0.00	500.00	0.00
01-2-01190-580-002	Early Childhood -	550.00	0.00	0.00	550.00	0.00
01-2-01190-610-002	Early Childhood -	2,000.00	104.54	0.00	1,895.46	5.23
01-2-01190-626-002	Early Childhood -	750.00	0.00	0.00	750.00	0.00
01-2-01190-670-002	Travel Or Mileage	550.00	0.00	0.00	550.00	0.00
01-2-01190-730-002	Early Childhood -	500.00	282.18	0.00	217.82	56.44
01-2-01190-810-002	Early Childhood - Dues	0.00	135.00	0.00	-135.00	0.00
PROGRAM: 01190		56,600.00	31,612.62	3,610.65	24,987.38	55.85
01-2-01200-111-001	SPED/ Secondary	90,000.00	50,350.47	6,576.96	39,649.53	55.94
01-2-01200-111-002	SPED ES Director	108,000.00	60,574.44	4,016.14	47,425.56	56.09
01-2-01200-112-002	SPED/ Elementary Para	64,000.00	25,267.01	2,987.34	38,732.99	39.48
01-2-01200-113-002	SPED/ Elementary Subs	1,500.00	4,792.50	270.00	-3,292.50	319.50
01-2-01200-113-001	SPED/HS Subs	1,500.00	12,352.50	0.00	-10,852.50	823.50
01-2-01200-132-002	Overtime Salaries	300.00	0.00	0.00	300.00	0.00
01-2-01200-221-002	SPED Elementary	8,500.00	4,565.04	299.58	3,934.96	53.71
01-2-01200-221-001	SPED Secondary	7,025.00	3,782.96	495.50	3,242.04	53.85
01-2-01200-222-002	SPED Elementary Para	4,900.00	1,932.90	228.53	2,967.10	39.45
01-2-01200-223-001	SPED Secondary Sub	0.00	944.98	0.00	-944.98	0.00
01-2-01200-223-002	SPED Elementary Sub	100.00	366.64	20.66	-266.64	366.64
01-2-01200-231-002	SPED Elementary	10,800.00	5,983.37	396.70	4,816.63	55.40
01-2-01200-231-001	SPED Secondary	9,100.00	4,973.49	649.66	4,126.51	54.65
01-2-01200-232-002	SPED Elementary Para	6,225.00	2,495.83	295.08	3,729.17	40.09
01-2-01200-233-002	SPED Elementary Sub	0.00	60.01	28.67	-60.01	0.00
01-2-01200-281-002	SPED Elementary	33,000.00	27,040.41	3,004.49	5,959.59	81.94
01-2-01200-281-001	SPED Secondary	33,000.00	9,002.50	1,311.23	23,997.50	27.28
01-2-01200-282-001	SPED Secondary Para	0.00	114.68	28.67	-114.68	0.00
01-2-01200-282-002	SPED Elementary Para	6,000.00	0.00	0.00	6,000.00	0.00
01-2-01200-291-002	SPED Elementary	250.00	0.00	0.00	250.00	0.00
01-2-01200-291-001	SPED Secondary	250.00	0.00	0.00	250.00	0.00
01-2-01200-320-001	SPED Secondary	0.00	41,405.86	8,911.62	-41,405.86	0.00
01-2-01200-320-002	SPED Elementary	1,750.00	27,538.50	9,022.50	-25,788.50	1,573.63
01-2-01200-340-001	SPED Secondary	500.00	0.00	0.00	500.00	0.00
01-2-01200-340-002	SPED Elementary Pupil	500.00	10,814.49	2,310.00	-10,314.49	2,162.90
01-2-01200-569-002	SPED Elementary	60,000.00	0.00	0.00	60,000.00	0.00
01-2-01200-569-001	SPED Secondary	300,000.00	0.00	0.00	300,000.00	0.00
01-2-01200-580-002	SPED Elementary	200.00	0.00	0.00	200.00	0.00
01-2-01200-580-001	SPED Secondary	200.00	0.00	0.00	200.00	0.00
01-2-01200-591-002	SPED Elementary Other	750.00	0.00	0.00	750.00	0.00
01-2-01200-591-001	SPED Secondary Other	750.00	0.00	0.00	750.00	0.00
01-2-01200-610-002	SPED Elementary	1,500.00	734.50	0.00	765.50	48.97
01-2-01200-610-001	SPED Secondary	1,200.00	0.00	0.00	1,200.00	0.00
01-2-01200-640-001	SPED Secondary	1,200.00	0.00	0.00	1,200.00	0.00
01-2-01200-640-002	SPED Elementary	1,200.00	0.00	0.00	1,200.00	0.00
01-2-01200-650-001	Computer Equipment	500.00	0.00	0.00	500.00	0.00
01-2-01200-650-002	Computer Hardware ES	500.00	0.00	0.00	500.00	0.00
01-2-01200-730-002	Furn & Equipment ES	300.00	0.00	0.00	300.00	0.00
01-2-01200-730-001	Furn & Equipment HS	275.00	0.00	0.00	275.00	0.00
01-2-01200-810-001	SPED Secondary Dues	550.00	73.25	0.00	476.75	13.32
01-2-01200-810-002	SPED Elementary Dues	650.00	93.25	0.00	556.75	14.35
01-2-01200-890-002	SPED Elementary Misc.	200.00	0.00	0.00	200.00	0.00

MONTHLY EXPENSE SUMMARY MAY 2019

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01-2-01200-890-001	SPED Secondary Misc.	200.00	0.00	0.00	200.00	0.00
PROGRAM: 01200		757,375.00	295,259.58	40,851.33	462,115.42	38.98
01-2-02120-111-002	Guidance Elementary	35,000.00	26,000.86	2,888.98	8,999.14	74.29
01-2-02120-111-001	Guidance Secondary	35,000.00	26,000.85	2,888.99	8,999.15	74.29
01-2-02120-221-002	Guidance Elementary	2,700.00	1,924.01	213.84	775.99	71.26
01-2-02120-221-001	Guidance Secondary	2,700.00	1,924.01	213.84	775.99	71.26
01-2-02120-231-002	Guidance Elementary	3,500.00	2,568.33	285.37	931.67	73.38
01-2-02120-231-001	Guidance Secondary	3,500.00	2,568.33	285.37	931.67	73.38
01-2-02120-281-002	Guidance Elementary	11,000.00	8,077.79	897.54	2,922.21	73.43
01-2-02120-281-001	Guidance Secondary	11,000.00	8,077.84	897.53	2,922.16	73.43
01-2-02120-317-001	Assessments	0.00	325.00	325.00	-325.00	0.00
01-2-02120-320-001	Guidance Secondary	6,500.00	0.00	0.00	6,500.00	0.00
01-2-02120-320-002	Guidance Elementary	4,000.00	0.00	0.00	4,000.00	0.00
01-2-02120-340-002	Guidance Elementary	1,500.00	0.00	0.00	1,500.00	0.00
01-2-02120-340-001	Guidance Secondary	1,500.00	0.00	0.00	1,500.00	0.00
01-2-02120-580-002	Guidance Elementary	200.00	0.00	0.00	200.00	0.00
01-2-02120-580-001	Guidance Secondary	200.00	0.00	0.00	200.00	0.00
01-2-02120-610-002	Guidance Elementary	1,000.00	997.26	997.26	2.74	99.73
01-2-02120-610-001	Guidance Secondary	1,000.00	871.45	800.00	128.55	87.15
01-2-02120-650-002	Guidance Elementary	500.00	0.00	0.00	500.00	0.00
01-2-02120-650-001	Guidance Secondary	500.00	0.00	0.00	500.00	0.00
01-2-02120-730-002	Guidance Elementary	250.00	0.00	0.00	250.00	0.00
01-2-02120-730-001	Guidance Secondary	250.00	0.00	0.00	250.00	0.00
01-2-02120-810-002	Guidance Elementary	700.00	205.00	0.00	495.00	29.29
01-2-02120-810-001	Guidance Secondary	1,200.00	754.80	15.00	445.20	62.90
01-2-02120-890-002	Guidance Elementary	150.00	0.00	0.00	150.00	0.00
01-2-02120-890-001	Guidance Secondary	150.00	0.00	0.00	150.00	0.00
PROGRAM: 02120		124,000.00	80,295.53	10,708.72	43,704.47	64.75
01-2-02130-116-001	Nurse Secondary	9,700.00	9,849.66	1,297.01	-149.66	101.54
01-2-02130-116-002	Nurse Elementary	9,700.00	9,849.73	1,297.01	-149.73	101.54
01-2-02130-226-002	Nurse Elementary Social	750.00	753.52	99.22	-3.52	100.47
01-2-02130-226-001	Nurse Secondary Social	750.00	753.50	99.23	-3.50	100.47
01-2-02130-236-002	Nurse Elementary	950.00	358.29	39.81	591.71	37.71
01-2-02130-236-001	Nurse Secondary	950.00	358.27	39.81	591.73	37.71
01-2-02130-320-002	Nurse Elementary	200.00	0.00	0.00	200.00	0.00
01-2-02130-320-001	Nurse Secondary	200.00	0.00	0.00	200.00	0.00
01-2-02130-610-002	Nurse Elementary	350.00	202.58	0.00	147.42	57.88
01-2-02130-610-001	Nurse Secondary	350.00	4,366.21	4,150.00	-4,016.21	1,247.49
01-2-02130-650-002	Nurse Elementary Other	250.00	0.00	0.00	250.00	0.00
01-2-02130-650-001	Nurse Secondary Other	250.00	0.00	0.00	250.00	0.00
01-2-02130-730-002	Nurse Elementary	200.00	0.00	0.00	200.00	0.00
01-2-02130-730-001	Nurse Secondary	200.00	0.00	0.00	200.00	0.00
01-2-02130-739-002	Nurse Elementary Other	150.00	0.00	0.00	150.00	0.00
01-2-02130-739-001	Nurse Secondary Other	150.00	0.00	0.00	150.00	0.00
PROGRAM: 02130		25,100.00	26,491.76	7,022.09	-1,391.76	105.54
01-2-02150-111-002	Speech Elementary	14,700.00	14,347.67	1,229.80	352.33	97.80
01-2-02150-111-001	Speech Secondary	4,950.00	3,689.40	409.93	1,260.60	74.53
01-2-02150-221-001	Speech Secondary	400.00	282.24	31.36	117.76	70.56
01-2-02150-221-002	Speech Elementary	1,150.00	1,097.60	94.08	52.40	95.44
01-2-02150-231-002	Speech Elementary	1,475.00	1,417.24	121.48	57.76	96.08
01-2-02150-231-001	Speech Secondary	500.00	364.41	40.49	135.59	72.88
01-2-02150-281-001	Speech Secondary	775.00	0.00	0.00	775.00	0.00
01-2-02150-281-002	Speech Elementary	2,300.00	0.00	0.00	2,300.00	0.00
01-2-02150-320-001	Speech Secondary	250.00	0.00	0.00	250.00	0.00
01-2-02150-320-002	Speech Elementary	500.00	0.00	0.00	500.00	0.00
01-2-02150-580-001	Speech Secondary	100.00	0.00	0.00	100.00	0.00
01-2-02150-580-002	Speech Elementary	100.00	0.00	0.00	100.00	0.00
01-2-02150-610-002	Speech Elementary	500.00	109.88	0.00	390.12	21.98

MONTHLY EXPENSE SUMMARY MAY 2019

Account	Description	18-19 Budget	Expenditure to Date	MAY 2019 Expenses	Ending Balance	Percentage (%)
01-2-02150-610-001	Speech Secondary	250.00	0.00	0.00	250.00	0.00
PROGRAM: 02150		27,950.00	21,308.44	1,927.14	6,641.56	76.23
01-2-02160-340-001	OT Secondary Pupil	1,000.00	608.00	0.00	392.00	60.80
01-2-02160-340-002	OT Elementary Pupil	3,500.00	2,384.00	0.00	1,116.00	68.11
PROGRAM: 02160		4,500.00	2,992.00	0.00	1,508.00	66.48
01-2-02170-340-001	PT Secondary Pupil	500.00	272.00	0.00	228.00	54.40
01-2-02170-340-002	PT Elementary Pupil	5,000.00	960.00	0.00	4,040.00	19.20
PROGRAM: 02170		5,500.00	1,232.00	0.00	4,268.00	22.40
01-2-02190-340-001	BD Secondary Services	250.00	0.00	0.00	250.00	0.00
01-2-02190-340-002	BD Elementary Services	250.00	0.00	0.00	250.00	0.00
01-2-02190-565-002	BD Elementary Tuition	500.00	0.00	0.00	500.00	0.00
01-2-02190-565-001	BD Secondary Tuition	500.00	0.00	0.00	500.00	0.00
PROGRAM: 02190		1,500.00	0.00	0.00	1,500.00	0.00
01-2-02220-111-002	Library Elementary	35,000.00	25,334.18	2,814.91	9,665.82	72.38
01-2-02220-111-001	Library Secondary	35,000.00	25,334.18	2,814.91	9,665.82	72.38
01-2-02220-221-002	Library Elementary	2,675.00	1,938.07	215.34	736.93	72.45
01-2-02220-221-001	Library Secondary Social	2,675.00	1,938.14	215.35	736.86	72.45
01-2-02220-231-002	Library Elementary	3,450.00	2,502.45	278.05	947.55	72.53
01-2-02220-231-001	Library Secondary	3,450.00	2,502.43	278.05	947.57	72.53
01-2-02220-281-002	Library Elementary	11,000.00	8,077.82	897.54	2,922.18	73.43
01-2-02220-281-001	Library Secondary	11,000.00	8,077.81	897.53	2,922.19	73.43
01-2-02220-610-002	Library Elementary	300.00	0.00	0.00	300.00	0.00
01-2-02220-610-001	Library Secondary	300.00	281.10	195.54	18.90	93.70
01-2-02220-640-002	Library Elementary	3,800.00	2,276.70	0.00	1,523.30	59.91
01-2-02220-640-001	Library Secondary	4,250.00	2,813.82	0.00	1,436.18	66.21
01-2-02220-650-002	Library Elementary	4,400.00	0.00	0.00	4,400.00	0.00
01-2-02220-650-001	Library Secondary	2,500.00	0.00	0.00	2,500.00	0.00
01-2-02220-730-002	Library Elementary	250.00	0.00	0.00	250.00	0.00
01-2-02220-730-001	Library Secondary	250.00	0.00	0.00	250.00	0.00
01-2-02220-810-002	Library Elementary	300.00	-28.39	0.00	328.39	-9.46
01-2-02220-810-001	Library Secondary	300.00	-84.37	0.00	384.37	-28.12
PROGRAM: 02220		120,900.00	80,963.94	8,607.22	39,936.06	66.96
01-2-02222-440-002	Periodicals	0.00	229.00	229.00	-229.00	0.00
PROGRAM: 02222		0.00	229.00	229.00	-229.00	0.00
01-2-02230-111-000	Technology Salaries	33,000.00	34,762.00	3,862.45	-1,762.00	105.34
01-2-02230-211-000	Technology Health	11,000.00	12,116.72	1,346.30	-1,116.72	110.15
01-2-02230-221-000	Technology Social	2,600.00	2,617.25	290.80	-17.25	100.66
01-2-02230-231-000	Technology Retirement	3,400.00	3,433.76	381.53	-33.76	100.99
01-2-02230-241-000	Technology Other	250.00	0.00	0.00	250.00	0.00
01-2-02230-320-001	Technology Professional	4,400.00	0.00	0.00	4,400.00	0.00
01-2-02230-320-002	Technology Professional	750.00	0.00	0.00	750.00	0.00
01-2-02230-340-002	Technology Elementary	6,700.00	6,519.00	0.00	181.00	97.30
01-2-02230-340-001	Technology Secondary	6,700.00	6,519.00	0.00	181.00	97.30
01-2-02230-580-001	Technology Secondary	200.00	0.00	0.00	200.00	0.00
01-2-02230-580-002	Technology Elementary	200.00	0.00	0.00	200.00	0.00
01-2-02230-610-001	Technology Secondary	2,000.00	863.39	0.00	1,136.61	43.17
01-2-02230-610-002	Technology Elementary	1,000.00	729.48	0.00	270.52	72.95
01-2-02230-650-001	Technology Secondary	2,250.00	0.00	0.00	2,250.00	0.00
01-2-02230-650-000	Technology District	52,250.00	5,318.06	0.00	46,931.94	10.18
01-2-02230-650-002	Technology Elementary	1,250.00	0.00	0.00	1,250.00	0.00
01-2-02230-730-001	Technology Secondary	400.00	0.00	0.00	400.00	0.00
01-2-02230-730-002	Technology Elementary	400.00	0.00	0.00	400.00	0.00
01-2-02230-810-001	Technology Secondary	1,800.00	0.00	0.00	1,800.00	0.00
01-2-02230-810-002	Technology Elementary	1,800.00	0.00	0.00	1,800.00	0.00
01-2-02230-810-000	Technology District	250.00	38.00	38.00	212.00	15.20

MONTHLY EXPENSE SUMMARY MAY 2019

Account	Description	18-19 Budget	Expenditure to Date	MAY 2019 Expenses	Ending Balance	Percentage (%)
01-2-02230-890-001	Technology Secondary	200.00	0.00	0.00	200.00	0.00
01-2-02230-890-002	Technology Elementary	200.00	0.00	0.00	200.00	0.00
PROGRAM: 02230		133,000.00	72,916.66	5,919.08	60,083.34	54.82
01-2-02310-315-000	BOE Accounting &	5,500.00	5,048.98	0.00	451.02	91.80
01-2-02310-317-000	BOE Legal Services	8,000.00	35,298.00	0.00	-27,298.00	441.23
01-2-02310-340-000	BOE Other Professional	2,000.00	264.43	0.00	1,735.57	13.22
01-2-02310-520-000	BOE Liability Insurance	2,000.00	0.00	0.00	2,000.00	0.00
01-2-02310-540-000	BOE Advertising &	7,500.00	6,507.09	3,613.02	992.91	86.76
01-2-02310-580-000	BOE Trave/Mileage	750.00	0.00	0.00	750.00	0.00
01-2-02310-610-000	BOE Supplies	3,000.00	4,932.75	0.00	-1,932.75	164.43
01-2-02310-810-000	BOE Dues/Fees	6,500.00	4,414.00	0.00	2,086.00	67.91
01-2-02310-890-000	BOE Misc.	2,100.00	0.00	0.00	2,100.00	0.00
PROGRAM: 02310		37,350.00	56,465.25	3,613.02	-19,115.25	151.17
01-2-02320-110-000	Superintendent	10,250.00	8,569.57	837.79	1,680.43	83.61
01-2-02320-111-000	Superintendent Salaries	158,000.00	151,979.55	24,406.07	6,020.45	96.19
01-2-02320-130-000	Superintendent	1,750.00	1,696.50	168.85	53.50	96.94
01-2-02320-220-000	Superintendent	950.00	744.13	72.86	205.87	78.33
01-2-02320-221-000	Social Security	0.00	8,959.32	1,867.08	-8,959.32	0.00
01-2-02320-225-000	Superintendent Social	12,100.00	1,004.16	0.00	11,095.84	8.30
01-2-02320-230-000	Superintendent	15,800.00	2,101.64	99.44	13,698.36	13.30
01-2-02320-231-000	Superintendent	1,200.00	13,896.57	2,407.84	-12,696.57	1,158.05
01-2-02320-280-000	Superintendent	4,000.00	0.00	0.00	4,000.00	0.00
01-2-02320-285-000	Superintendent Health	23,000.00	28,680.69	4,445.91	-5,680.69	124.70
01-2-02320-295-000	Superintendent Other	350.00	0.00	0.00	350.00	0.00
01-2-02320-580-000	Superintendent	2,200.00	494.10	0.00	1,705.90	22.46
01-2-02320-610-000	Superintendent Supplies	500.00	690.29	0.00	-190.29	138.06
01-2-02320-650-000	Superintendent	1,000.00	4,654.97	3,309.00	-3,654.97	465.50
01-2-02320-730-000	Superintendent	350.00	2,291.10	0.00	-1,941.10	654.60
01-2-02320-810-000	Superintendent	1,800.00	4,866.85	1,735.00	-3,066.85	270.38
PROGRAM: 02320		233,250.00	230,629.44	39,349.84	2,620.56	98.87
01-2-02410-110-002	Principal Secretary	49,000.00	29,016.43	3,224.04	19,983.57	59.22
01-2-02410-110-001	Principal Secretary	31,000.00	22,014.66	2,513.40	8,985.34	71.02
01-2-02410-111-002	Principal Elementary	47,000.00	36,145.29	4,016.15	10,854.71	76.90
01-2-02410-111-001	Principal Secondary	49,750.00	39,035.72	4,395.63	10,714.28	78.46
01-2-02410-130-002	Principal Secretary	1,700.00	844.35	0.00	855.65	49.67
01-2-02410-130-001	Principal Secretary	5,250.00	3,829.12	417.76	1,420.88	72.94
01-2-02410-220-001	Principal Secretary	2,825.00	1,871.96	212.13	953.04	66.26
01-2-02410-220-002	Principal Secretary	4,000.00	2,284.36	246.64	1,715.64	57.11
01-2-02410-221-002	Principal Elementary	3,700.00	2,696.29	299.59	1,003.71	72.87
01-2-02410-221-001	Principal Secondary	3,875.00	2,917.40	328.60	957.60	75.29
01-2-02410-230-001	Principal Secretary	3,625.00	2,529.87	289.53	1,095.13	69.79
01-2-02410-230-002	Principal Secretary	5,075.00	2,949.57	318.46	2,125.43	58.12
01-2-02410-231-002	Principal Elementary	4,675.00	3,570.37	396.71	1,104.63	76.37
01-2-02410-231-001	Principal Secondary	4,975.00	3,828.38	425.37	1,146.62	76.95
01-2-02410-280-001	Principal Secretary	12,250.00	0.00	0.00	12,250.00	0.00
01-2-02410-280-002	Principal Secretary	8,250.00	0.00	0.00	8,250.00	0.00
01-2-02410-281-002	Principal Elementary	8,250.00	12,059.10	1,339.90	-3,809.10	146.17
01-2-02410-281-001	Principal Secondary	11,500.00	12,586.55	1,371.72	-1,086.55	109.45
01-2-02410-580-002	Principal Elementary	1,000.00	0.00	0.00	1,000.00	0.00
01-2-02410-580-001	Principal Secondary	1,000.00	1,275.68	554.07	-275.68	127.57
01-2-02410-610-002	Principal Elementary	500.00	260.75	0.00	239.25	52.15
01-2-02410-610-001	Principal Secondary	500.00	69.24	0.00	430.76	13.85
01-2-02410-650-002	Principal Elementary	750.00	0.00	0.00	750.00	0.00
01-2-02410-650-001	Principal Secondary	750.00	0.00	0.00	750.00	0.00
01-2-02410-730-002	Principal Elementary	250.00	3,711.02	3,515.00	-3,461.02	1,484.41
01-2-02410-730-001	Principal Secondary	250.00	3,704.36	3,515.00	-3,454.36	1,481.74
01-2-02410-810-002	Principal Elementary	2,100.00	1,305.00	470.00	795.00	62.14
01-2-02410-810-001	Principal Secondary	2,100.00	2,040.23	585.00	59.77	97.15

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Account	Description	18-19 Budget	Expenditure to Date	MAY 2019 Expenses	Ending Balance	Percentage (%)
01-2-02410-890-002	Principal Elementary	500.00	0.00	0.00	500.00	0.00
01-2-02410-890-001	Principal Secondary	500.00	0.00	0.00	500.00	0.00
PROGRAM: 02410		266,900.00	190,545.70	28,434.70	76,354.30	71.39
01-2-02490-110-001	Extra Duty Salary	28,500.00	6,077.50	834.16	22,422.50	21.32
01-2-02490-111-001	Extra Duty Secondary	10,000.00	42,986.68	5,784.07	-32,986.68	429.87
01-2-02490-112-001	Extra Duty Secondary	0.00	13,334.89	1,171.86	-13,334.89	0.00
01-2-02490-220-001	Extra Duty Social	0.00	464.94	63.82	-464.94	0.00
01-2-02490-221-001	Extra Duty Secondary	1,525.00	3,264.35	443.74	-1,739.35	214.06
01-2-02490-222-001	Extra Duty Secondary	0.00	1,020.30	89.65	-1,020.30	0.00
01-2-02490-231-001	Extra Duty Secondary	3,000.00	3,777.69	509.55	-777.69	125.92
01-2-02490-232-001	Retirement	0.00	1,255.68	115.76	-1,255.68	0.00
01-2-02490-340-001	Extra Duty Secondary	400.00	0.00	0.00	400.00	0.00
01-2-02490-520-001	Catastrophic Student Ins	1,000.00	802.25	0.00	197.75	80.23
01-2-02490-580-001	Extra Duty Secondary	250.00	0.00	0.00	250.00	0.00
01-2-02490-610-002	Extra Duty Elementary	300.00	0.00	0.00	300.00	0.00
01-2-02490-610-001	Extra Duty Secondary	1,800.00	589.93	305.23	1,210.07	32.77
01-2-02490-730-001	Extra Duty Secondary	500.00	0.00	0.00	500.00	0.00
01-2-02490-810-001	Extra Duty Secondary	4,000.00	1,263.89	0.00	2,736.11	31.60
01-2-02490-810-002	Extra Duty Elementary	250.00	0.00	0.00	250.00	0.00
01-2-02490-890-002	Extra Duty Elementary	150.00	0.00	0.00	150.00	0.00
01-2-02490-890-001	Extra Duty Secondary	300.00	0.00	0.00	300.00	0.00
PROGRAM: 02490		51,975.00	74,838.10	9,317.84	-22,863.10	143.98
01-2-02510-116-000	Gen Business Support	46,000.00	33,340.32	3,704.48	12,659.68	72.48
01-2-02510-226-000	Gen Business Social	3,550.00	2,550.51	283.39	999.49	71.85
01-2-02510-236-000	Gen Business	4,550.00	3,293.28	365.92	1,256.72	72.38
01-2-02510-270-000	Gen Business-Acct.	23,375.00	0.00	0.00	23,375.00	0.00
01-2-02510-286-000	Gen Business Health	14,500.00	8,434.85	636.60	6,065.15	58.17
01-2-02510-320-000	Gen Business	1,500.00	0.00	0.00	1,500.00	0.00
01-2-02510-340-000	Gen Business Contract/	750.00	1,557.48	0.00	-807.48	207.66
01-2-02510-351-000	Gen Business Data	6,000.00	11,346.76	0.00	-5,346.76	189.11
01-2-02510-440-000	Gen Business	17,000.00	9,871.47	2,130.82	7,128.53	58.07
01-2-02510-521-000	Fidelity Bond Insurance	1,000.00	0.00	0.00	1,000.00	0.00
01-2-02510-530-000	Gen Business	6,000.00	5,129.47	549.95	870.53	85.49
01-2-02510-531-000	Gen Business Postage	3,800.00	2,239.31	400.00	1,560.69	58.93
01-2-02510-580-000	Gen Business	200.00	34.80	0.00	165.20	17.40
01-2-02510-610-000	Gen Business Supplies	3,500.00	2,824.83	80.51	675.17	80.71
01-2-02510-650-000	Gen Business Computer	500.00	0.00	0.00	500.00	0.00
01-2-02510-730-000	Gen Business	250.00	0.00	0.00	250.00	0.00
01-2-02510-890-000	Gen Business Misc.	200.00	910.00	0.00	-710.00	455.00
PROGRAM: 02510		132,675.00	81,533.08	8,151.67	51,141.92	61.45
01-2-02610-110-000	Operation of Plant	186,500.00	110,742.73	12,389.61	75,757.27	59.38
01-2-02610-220-000	Operation of Plant	14,800.00	8,468.89	947.82	6,331.11	57.22
01-2-02610-230-000	Operation of Plant	18,750.00	10,279.93	1,214.86	8,470.07	54.83
01-2-02610-280-000	Operation of Plant-	34,000.00	22,245.74	2,638.70	11,754.26	65.43
01-2-02610-340-000	Operation of Plant	1,500.00	672.00	0.00	828.00	44.80
01-2-02610-610-000	Operation of	30,000.00	24,240.80	2,113.34	5,759.20	80.80
01-2-02610-620-000	Operation of Plant -Fuel	16,000.00	11,956.54	0.00	4,043.46	74.73
01-2-02610-622-000	Operation of Plant-	100,000.00	85,357.43	8,732.94	14,642.57	85.36
01-2-02610-626-000	Operation of Plant-	1,000.00	1,157.73	77.16	-157.73	115.77
01-2-02610-629-000	Operation of	11,000.00	7,304.94	765.35	3,695.06	66.41
01-2-02610-730-000	Operation of Plant-	3,000.00	8,336.58	211.33	-5,336.58	277.89
01-2-02610-890-000	Operation of Plant-Misc	750.00	0.00	0.00	750.00	0.00
PROGRAM: 02610		417,300.00	290,763.31	29,091.11	126,536.69	69.67
01-2-02620-318-000	Contracted Services	0.00	175.00	0.00	-175.00	0.00
01-2-02620-340-000	Maintenance of	55,000.00	96,126.77	26,748.57	-41,126.77	174.78
01-2-02620-490-000	Other Property Services	1,000.00	0.00	0.00	1,000.00	0.00
01-2-02620-520-000	Maintenance of	50,000.00	0.00	0.00	50,000.00	0.00

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01-2-02620-730-000	Maintenance of	2,000.00	699.40	0.00	1,300.60	34.97
01-2-02620-890-000	Maintenance of	1,500.00	1,111.19	0.00	388.81	74.08
PROGRAM: 02620		109,500.00	98,112.36	26,748.57	11,387.64	89.60
01-2-02650-430-000	Vehicle	6,400.00	3,921.94	332.95	2,478.06	61.28
01-2-02650-626-000	Vehicle	3,500.00	3,558.03	484.79	-58.03	101.66
01-2-02650-732-000	Vehicle	25,000.00	0.00	0.00	25,000.00	0.00
01-2-02650-890-000	Vehicle Acquistitions-	500.00	0.00	0.00	500.00	0.00
PROGRAM: 02650		35,400.00	7,479.97	817.74	27,920.03	21.12
01-2-02670-340-000	Safety/Security Dist.	1,500.00	871.00	146.00	629.00	58.07
01-2-02670-610-000	Safety/Security Dist	500.00	136.73	0.00	363.27	27.35
PROGRAM: 02670		2,000.00	1,007.73	146.00	992.27	50.38
01-2-02710-110-000	Transportation - Salaries	69,000.00	30,843.01	1,087.78	38,156.99	44.70
01-2-02710-220-000	Transportation - Social	5,300.00	2,811.43	53.55	2,688.57	49.27
01-2-02710-230-000	Transportation-	6,850.00	2,739.29	67.94	4,110.71	39.99
01-2-02710-332-000	Transportation - Mileage	1,000.00	0.00	0.00	1,000.00	0.00
01-2-02710-430-000	Transportation-Tires/Par	31,000.00	26,715.24	333.84	4,284.76	86.18
01-2-02710-510-000	Transportation -Contract	1,000.00	0.00	0.00	1,000.00	0.00
01-2-02710-626-000	Transportation - Gas/Oil	18,000.00	13,264.69	1,498.06	4,735.31	73.69
01-2-02710-730-000	Transportation-	750.00	0.00	0.00	750.00	0.00
01-2-02710-732-000	Transportation - Bus	45,000.00	0.00	0.00	45,000.00	0.00
01-2-02710-810-000	Transportation -	2,300.00	2,774.45	430.00	-474.45	120.63
01-2-02710-890-000	Transportation - Misc.	500.00	84.94	0.00	415.06	16.99
PROGRAM: 02710		180,700.00	79,033.05	3,471.17	101,666.95	43.73
01-2-02712-110-000	SPED/Transportation -	14,000.00	21,629.06	2,086.43	-7,629.06	154.49
01-2-02712-220-000	SPED/Transportation -	1,100.00	1,936.48	316.54	-836.48	176.04
01-2-02712-230-000	SPED/Transportation-R	1,400.00	1,356.38	105.26	43.62	96.88
01-2-02712-332-000	SPED/Transportation-Mi	5,500.00	4,359.75	440.80	1,140.25	79.27
01-2-02712-430-000	SPED/Transportation -	1,200.00	0.00	0.00	1,200.00	0.00
01-2-02712-510-000	SPED/Transportation -	1,000.00	0.00	0.00	1,000.00	0.00
01-2-02712-626-000	SPED/Tranpsortation -	200.00	2,374.16	423.21	-2,174.16	1,187.08
PROGRAM: 02712		24,400.00	31,655.83	3,372.24	-7,255.83	129.73
01-2-02900-232-001	Extra Duty Secondary	0.00	46.83	0.00	-46.83	0.00
PROGRAM: 02900		0.00	46.83	0.00	-46.83	0.00
01-2-03535-111-001	HAL - Secondary	1,250.00	937.50	104.17	312.50	75.00
01-2-03535-111-002	HAL - Elementary	1,250.00	937.50	104.17	312.50	75.00
01-2-03535-221-002	HAL -Elementary Social	100.00	71.73	7.97	28.27	71.73
01-2-03535-221-001	HAL - Secondary Social	100.00	71.73	7.97	28.27	71.73
01-2-03535-231-002	HAL - Elementary	125.00	92.61	10.29	32.39	74.09
01-2-03535-231-001	HAL - Secondary	125.00	92.61	10.29	32.39	74.09
01-2-03535-320-002	HAL -Elementary	150.00	0.00	0.00	150.00	0.00
01-2-03535-320-001	HAL - Secondary	150.00	0.00	0.00	150.00	0.00
01-2-03535-580-001	HAL - Secondary	50.00	0.00	0.00	50.00	0.00
01-2-03535-580-002	HAL - Elementary	50.00	0.00	0.00	50.00	0.00
01-2-03535-610-001	HAL - Secondary	200.00	24.03	0.00	175.97	12.02
01-2-03535-610-002	HAL - Elementary	200.00	0.00	0.00	200.00	0.00
01-2-03535-650-001	HAL Secondary	200.00	0.00	0.00	200.00	0.00
01-2-03535-650-002	HAL - Elementary	200.00	0.00	0.00	200.00	0.00
01-2-03535-810-002	HAL - Elementary	300.00	100.00	0.00	200.00	33.33
01-2-03535-810-001	HAL - Secondary	1,100.00	1,280.00	0.00	-160.00	114.55
01-2-03535-890-002	HAL - Elementary Misc	50.00	50.00	0.00	0.00	100.00
01-2-03535-890-001	HAL - Secondary Misc	50.00	0.00	0.00	50.00	0.00
PROGRAM: 03535		5,650.00	3,637.71	244.86	2,012.29	64.38
01-2-04401-000-000	*Title IV-B PreSch	0.00	7,729.02	1,006.20	-7,729.02	0.00
01-2-04401-220-000	Retirmt-PreSch SPED	0.00	591.28	76.97	-591.28	0.00

MONTHLY EXPENSE SUMMARY MAY 2019

Account	Description	18-19 Budget	Expenditure to Date	MAY 2019 Expenses	Ending Balance	Percentage (%)
01-2-04401-230-000	Ins-PreSch SPED	0.00	763.46	99.39	-763.46	0.00
PROGRAM: 04401		0.00	9,083.76	1,182.56	-9,083.76	0.00
01-2-06200-111-002	Title 1 - Salaries	35,000.00	29,076.23	3,252.48	5,923.77	83.07
01-2-06200-221-002	Title 1 - Social Security	2,700.00	2,163.39	242.01	536.61	80.13
01-2-06200-231-002	Title 1 - Retirement	3,475.00	2,872.05	321.27	602.95	82.65
01-2-06200-281-002	Title 1 Health Insurance	11,000.00	8,077.82	897.53	2,922.18	73.43
PROGRAM: 06200		52,175.00	42,189.49	4,713.29	9,985.51	80.86
01-2-06215-112-002	Title I Accountability-	0.00	5,337.13	677.04	-5,337.13	0.00
01-2-06215-222-002	Title I Accountability-	0.00	408.29	51.80	-408.29	0.00
01-2-06215-232-002	Title I Accountability	0.00	527.21	66.88	-527.21	0.00
PROGRAM: 06215		0.00	6,272.63	795.72	-6,272.63	0.00
01-2-06310-111-000	Title II - Salaries	10,700.00	9,032.81	977.16	1,667.19	84.42
01-2-06310-221-000	Title II - Social Security	820.00	685.21	74.75	134.79	83.56
01-2-06310-231-000	Title II - Retirement	1,060.00	892.23	96.52	167.77	84.17
PROGRAM: 06310		12,580.00	10,610.25	1,148.43	1,969.75	84.34
01-2-06401-111-002	Title IV - Pre-K Sped	10,000.00	0.00	0.00	10,000.00	0.00
01-2-06401-221-002	Title IV - Pre-K Sped	775.00	0.00	0.00	775.00	0.00
01-2-06401-231-002	Title IV - Pre-K Sped	1,000.00	0.00	0.00	1,000.00	0.00
01-2-06401-340-002	Title IV - Pre-K Sped	2,500.00	0.00	0.00	2,500.00	0.00
PROGRAM: 06401		14,275.00	0.00	0.00	14,275.00	0.00
01-2-06404-111-002	IDEA Part B - Salaries	24,600.00	18,446.99	2,049.67	6,153.01	74.99
01-2-06404-221-002	IDEA Part B - Social	1,850.00	1,411.20	156.80	438.80	76.28
01-2-06404-231-002	IDEA Part B -	2,450.00	1,822.14	202.46	627.86	74.37
01-2-06404-281-002	IDEA Part B - Health	3,820.00	129.00	14.33	3,691.00	3.38
PROGRAM: 06404		32,720.00	21,809.33	2,423.26	10,910.67	66.65
01-2-06406-110-002	IDEA Age B-3&4 Salary	0.00	409.94	409.94	-409.94	0.00
01-2-06406-220-002	IDEA Age B 3&4	0.00	31.36	31.36	-31.36	0.00
01-2-06406-230-002	IDEA Age B-3&4 Health	0.00	40.49	40.49	-40.49	0.00
01-2-06406-340-000	IDEA Preschool Base -	8,000.00	4,352.00	0.00	3,648.00	54.40
PROGRAM: 06406		8,000.00	4,833.79	481.79	3,166.21	60.42
01-2-06407-110-002	IDEA Preschool	7,500.00	0.00	0.00	7,500.00	0.00
01-2-06407-220-002	IDEA Preschool	575.00	0.00	0.00	575.00	0.00
01-2-06407-230-002	IDEA Preschool	750.00	0.00	0.00	750.00	0.00
PROGRAM: 06407		8,825.00	0.00	0.00	8,825.00	0.00
01-2-06410-111-000	DIST IDEA - Salaries	20,750.00	17,210.44	2,198.07	3,539.56	82.94
01-2-06410-112-000	*IDEA Enr/Pov(611)*	4,950.00	0.00	0.00	4,950.00	0.00
01-2-06410-221-000	DIST IDEA - Social	385.00	1,316.59	168.15	-931.59	341.97
01-2-06410-222-000	*IDEA Enroll/Poverty*	1,590.00	0.00	0.00	1,590.00	0.00
01-2-06410-231-000	DIST IDEA - Retirement	2,055.00	1,700.00	217.12	355.00	82.73
01-2-06410-232-000	*IDEA Enroll/Poverty*	495.00	0.00	0.00	495.00	0.00
01-2-06410-282-000	IDEA Para Health Ins	5,800.00	0.00	0.00	5,800.00	0.00
01-2-06410-340-000	DIST IDEA - Contract	12,000.00	7,454.46	0.00	4,545.54	62.12
PROGRAM: 06410		48,025.00	27,681.49	2,583.34	20,343.51	57.63
01-2-06992-650-000	REAP - Computer	24,000.00	0.00	0.00	24,000.00	0.00
PROGRAM: 06992		24,000.00	0.00	0.00	24,000.00	0.00
01-2-06995-610-001	Secondary Education	0.00	525.36	33.20	-525.36	0.00
01-2-06995-890-001	Secondary Education	0.00	42.76	0.00	-42.76	0.00
PROGRAM: 06995		0.00	568.12	33.20	-568.12	0.00
01-2-08000-912-000	Fund Transfer to Lunch	5,000.00	0.00	0.00	5,000.00	0.00
01-2-08000-913-000	Fund Transfer to Activity	30,000.00	0.00	0.00	30,000.00	0.00

MONTHLY EXPENSE SUMMARY MAY 2019

Account	Description	18-19 Budget	Expenditure to Date	MAY 2019 Expenses	Ending Balance	Percentage (%)
01-2-08000-915-000	Fund Transfer to EE	2,500.00	0.00	0.00	2,500.00	0.00
01-2-08000-916-000	Fund Transfer to	80,000.00	0.00	0.00	80,000.00	0.00
PROGRAM: 08000		117,500.00	0.00	0.00	117,500.00	0.00
01-2-09000-000-000	Non Programmed	0.00	17,946.78	1,392.58	-17,946.78	0.00
PROGRAM: 09000		0.00	17,946.78	1,392.58	-17,946.78	0.00
		5,782,594.00	3,658,558.67	446,475.78	2,124,035.33	63.26

Weeping Water Public School JUNE 2019 Claims For Payment

Vendor Name	Check Description (Detail)	Check Amount	Account #
Advanced Office Automations	Rizo Copies	\$14.76	02510-440-000
Awards Unlimited	Student Awards	\$68.47	02490-610-001
Awards Unlimited	Employee Recognition	\$270.19	02310-610-000
Betty Colbert	4th Qtr Accompanist	\$500.00	01100-810-001
Bigger Faster Stronger	Supplies	\$687.15	01100-610-001
Blick Art Materials	Coop Supplies	\$258.74	01100-610-001
BoysTown	Pupil contract services	\$9,076.65	01200-320-001
Boys Town Press	Supplies	\$93.60	02120-610-002
BSN Sports	Coop Supplies	\$53.92	01100-610-001
BSN Sports	Coop Supplies	\$28.76	02130-610-001
Cassgram	Advertisement - Retirement Reception	\$65.00	02310-540-000
CenterPoint Energy	Main Building Fuel	\$7,014.93	02610-620-000
Comfort Inn	K Reiman - Conference	\$104.95	02320-580-000
Dana F Cole & Company LLP	Sec 125	\$65.00	01100-291-000
Demco	Supplies	\$99.04	02220-610-002
Demco	Supplies	\$99.04	02220-610-001
Egan Supply	Supplies	\$505.00	02610-610-000
Electronic Contracting Co.	Contract Service	\$360.00	02620-340-000
Erin Murdoch	T-Shirts for Student Awards	\$48.00	02490-610-001
Express Lane	Transportation	\$40.18	02650-626-000
Flinn Scientific	Coop Supplies	\$75.60	01100-610-001
Follet Education	Annual Host Renewal Subscription	\$1,042.50	01100-640-001
Gary Wockenfuss	Travel/Mileage Reimburse	\$173.35	02410-580-001
General Fire & Safety	Annual Hood Inspection	\$143.68	02620-340-000
IXL Learning	3 year Site License	\$3,487.50	01100-650-002
IXL Learning	3 year Site License	\$3,487.50	01100-650-001
JoDon's	Student Awards	\$65.00	02490-610-001
Johnson Hardware	Contract Service - North Event Door Repair	\$160.00	02620-340-000
Journey Ed.Com Inc.	Sophos Protection Renewal	\$796.60	01100-650-002
Journey Ed.Com Inc.	Sophos Protection Renewal	\$796.60	01100-650-001
Keckler Oil	Transportation	\$1,024.80	02650-430-000
Kids On The Move	Pupil contract services-preschool - April May	\$1,344.00	06406-320-000
Kids On The Move	Pupil contract services	\$672.00	02160-320-002
Kids On The Move	Pupil contract services	\$320.00	02170-320-002
KSB Law	Legal Service	\$630.00	02310-317-000
Larry Bleach	Mileage	\$2,171.52	01100-580-001
Lincoln Journal Star	Advertisement	\$80.80	02310-540-000
Linda Twomey	Parent Mileage Reimbursement Feb, March	\$506.92	02712-332-000
Madonna School	Pupil Contract Services - April & May	\$2,578.88	06410-320-000
Matheson Tri-Gas	Supplies	\$30.76	01100-610-001
Meeske Auto	Transportation	\$57.67	02710-430-000
Meeske Hardware	Maintenance supplies	\$720.10	02610-610-000
Meeske Hardware	Transportation	\$26.06	02710-430-000
Meeske Hardware	Supplies	\$54.63	01100-610-001
Meyer Lab	Supplies	\$256.94	02610-610-000
Micks Diesel	Transportation Repairs	\$715.00	02710-430-000
Mid-America Pest Control	Contract Service	\$86.96	02620-340-000
Myron Richardson	Mower Service	\$41.00	02620-340-000
NASB	Board Member Wksp - H Dehne	\$75.00	02310-810-000
NCSA	Admin Days Registration- Reiman	\$210.00	02320-810-000
NCSA	Admin Days Registration- Wenzl	\$200.00	02410-810-002
NCSA	2019 NCE Conf Registration - York	\$200.00	01100-810-001
NCSA	Admin Days Registration - T Welte	\$210.00	02410-810-001
Nebraska Furniture Mart	Superintendent Desk	\$1,172.98	02320-730-000
Nebraska Safety Center	Transportation - Schliefert	\$100.00	02710-810-000
NWEA	Map Growth K-12 Testing	\$1,622.50	02120-317-002
Nova Fitness Equipment Co.,	Supplies	\$3,702.84	01100-610-001
O'Keefe	Elevator Maintenance	\$362.54	02620-340-000
OPPD	Electric Service	\$6,322.50	02610-622-000

Weeping Water Public School JUNE 2019 Claims For Payment

Omaha World Herald	Advertisement - Employment	\$3,832.00	02310-540-000
OneSource	Background Check -Bailey,Coatney,Welte,Wenzl	\$150.00	02670-810-000
Paper 101	Coop Paper Order	\$1,970.93	01100-610-001
Paper 101	Coop Paper Order	\$1,970.93	01100-610-002
Pearson	TextBooks	\$786.04	01100-640-001
Plank Road Publishing	19-20 Supplies	\$172.45	01100-610-002
Popplers Music	Supplies	\$473.70	01100-610-001
Postmaster	Annual PO Box Renewal	\$152.00	02510-530-000
Prime Comm	Contract Service- Door Release Button & Release	\$57.50	02620-340-000
ProCare Therapy Inc.	2nd Semester Sped Teacher ES	\$6,750.00	01200-340-002
Pyramid School Products	Supplies	\$33.60	01100-610-001
Rapids	Coop Supplies	\$261.29	01100-610-001
Radio Engineering Industries	Security Cameras for Buses	\$7,511.80	02710-730-000
Roberta Christensen	Pupil Contract Services	\$8,826.47	01200-340-000
Schmitt Music	Supplies	\$730.22	01100-610-001
School Specialty	Coop Supplies	\$401.95	01100-610-001
School Specialty	Coop Supplies	\$401.95	01100-610-002
Shirley Brack	Cupcakes for Seniors	\$36.00	06995-610-000
Stop N Shop	Transportation	\$752.15	02712-626-000
The Library Store	Supplies	\$20.36	01100-610-001
Tremco	Roofing Material Supplies	\$584.63	02610-610-000
Toshiba Financial Services	Copiers Contract Base & Overage	\$715.79	02510-440-000
Tremco	Contract Service - Roof Repair	\$4,875.00	02620-340-000
Troxell	Coop Supplies	\$32.50	01110-610-000
Turnitin	Annual Renewal	\$880.00	02220-650-002
Turnitin	Annual Renewal	\$880.00	02220-640-001
Unite Private	WAN Lease	\$415.50	01100-530-000
Virco	Furniture- Coop	\$201.94	01100-730-001
Virco	Furniture-Coop	\$191.89	02130-730-001
Walsworth Academy	2019 Adviser Academy Registration - Rohlf	\$450.00	01100-810-001
WWPS Clearing Acct	Reimburse Monthly Expense Checks	\$2,941.97	09000-000-000
WWPS Food Service Acct	Reimburse Staff Meals for Lunch Duty	\$1,113.25	01100-810-002
WWPS Food Service Acct	Reimburse Staff Meals for Lunch Duty	\$1,113.25	01100-810-001
Wex	Vans & Cars Gas	\$245.40	02650-626-000
Wex	Buses	\$1,060.69	02710-626-000
City of Weeping Water	Water/Sewer School & New Gym	\$738.87	02610-629-000
City of Weeping Water	Water/Sewer East M st	\$43.48	02610-629-000
City of Weeping Water	Water Practice Field	\$33.00	02610-629-000
Windstream	Long Distance	\$525.05	02510-530-000
Youngs	Supplies	\$218.10	02610-610-000
	General Fund Claims For Pymt	\$107,729.76	
Certifieds,Classifieds,Substitutes,Adm.	General Fund Payroll	\$355,545.68	
	Total General Fund Expenditures	\$463,275.44	
	Union Bank & Trust	\$624.00	09-2-02515-319



Weeping Water x360 440 G1

Quote #CA021735 v3

Prepared For:

Weeping Water Public Schools

Charles Cover
204 West O Street

Weeping Water, NE 68463

P: (402) 699-3784
E: ccover@weepingwaterps.org

Prepared by:

Riverside Technologies, Inc.

Courtney Albrecht
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388
E: calbrecht@riversidetechnologies.com



Date Issued:

03.15.2019

Expires:

03.13.2019

Contract:

Hardware		Price	Qty	Ext. Price
4PY45UT#ABA	 HP ProBook x360 440 G1 14" Touchscreen LCD 2 in 1 Notebook - Intel Core i5 (8th Gen) i5-8250U Quad-core (4 Core) 1.60 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 10 Pro 64-bit (English) - 1920 x 1080 - In-plane Switching (IPS) Technology - Convertible -	\$885.00	50	\$44,250.00
UK703E	 HP Care Pack - 3 Year - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical Service	\$109.00	50	\$5,450.00
Subtotal:				\$49,700.00

Quote Summary	Amount
Hardware	\$49,700.00
Total:	\$49,700.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



CUSTOM WALL PADDING-NEW GYM

MOUNTING STYLE: HIDDEN MOUNT Z-TRACK

VINYL: 14 OZ CHAMPION VINYL - COLOR: SCARLET

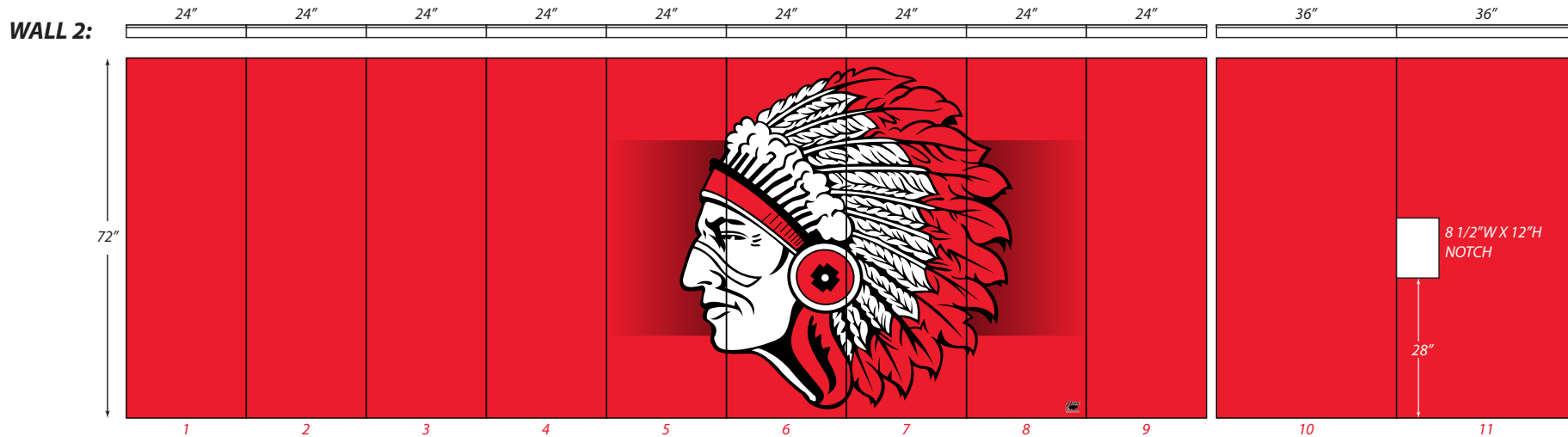
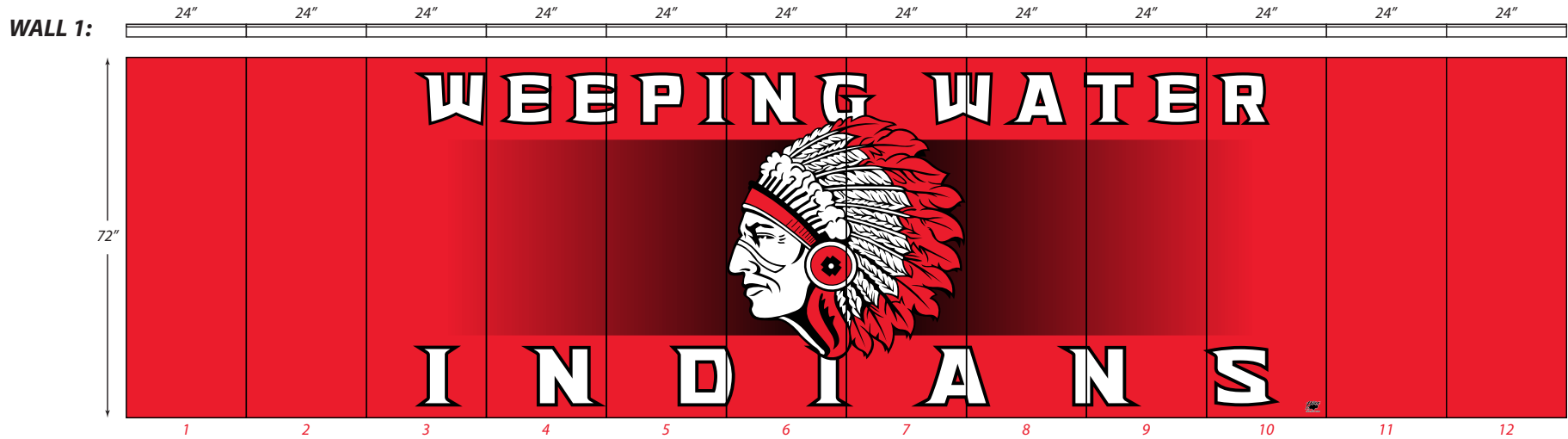
ADDITIONAL NOTES: 2" POLYURETHANE FOAM / 7/16" OSB PLYWOOD BACKER

DRAWING: INDIANS-WWHS.WP2UGZW-1

PROJECT: WEEPING WATER HIGH SCHOOL

DEALER: LOU'S SPORTING GOODS

PAGE: 1 OF 2



MODEL NUMBER: WP2USZW / WP2UGZW / WP25

QUANTITY REQ: 144 SQFT 144 SQFT 2

PRINT COLOR: WHITE / BLACK

APPROVED:

* Colors are a computer representation and may vary from the actual vinyl and print colors.

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CUSTOM WALL PADDING-OLD GYM

MOUNTING STYLE: HIDDEN MOUNT Z-TRACK

VINYL: 14 OZ CHAMPION VINYL - COLOR: SCARLET

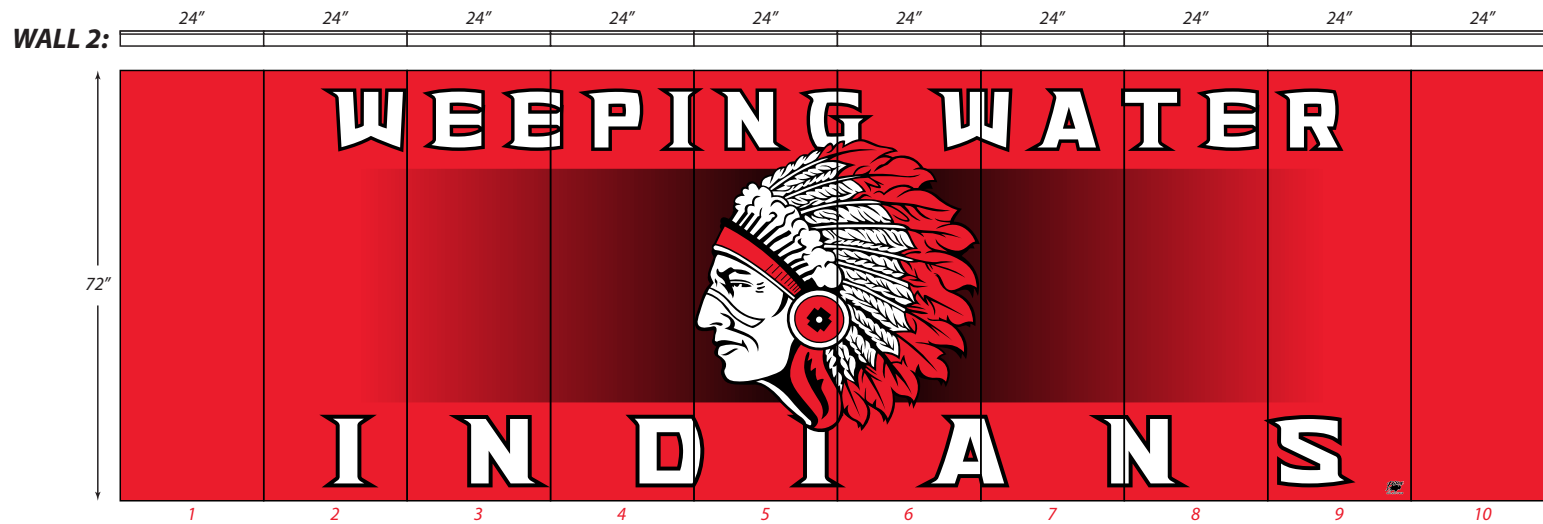
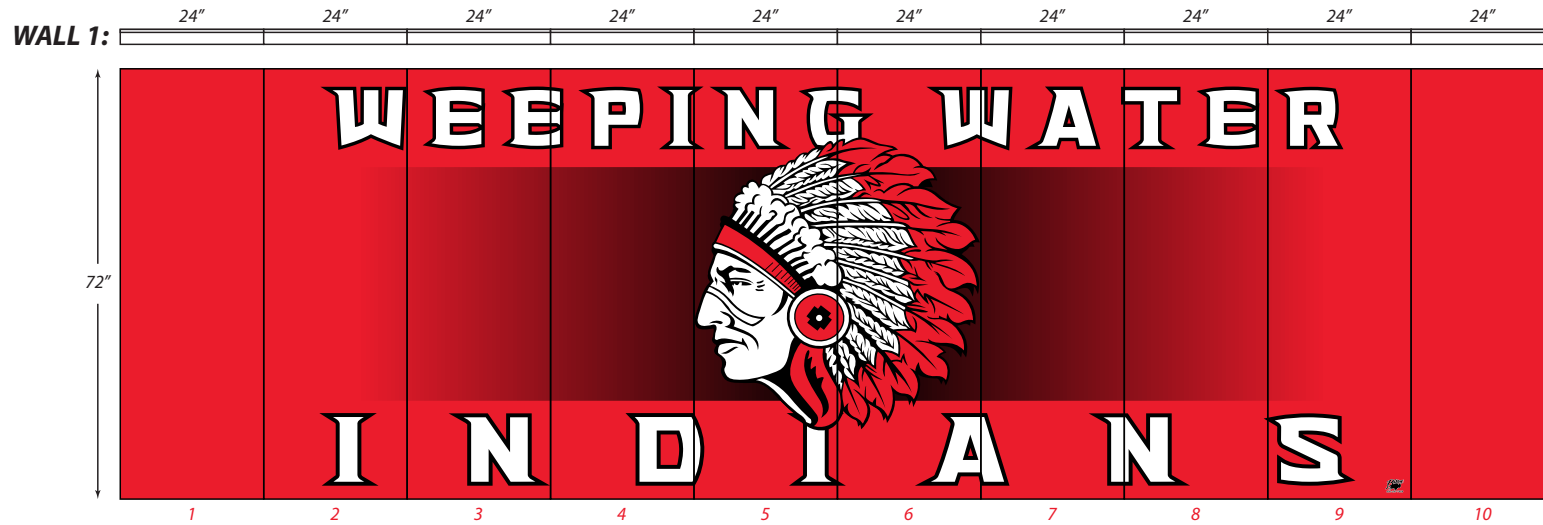
ADDITIONAL NOTES: 2" POLYURETHANE FOAM / 7/16" OSB PLYWOOD BACKER

DRAWING: INDIANS-WWHS.WP2UGZW-1

PROJECT: WEEPING WATER HIGH SCHOOL

DEALER: LOU'S SPORTING GOODS

PAGE: 2 OF 2



MODEL NUMBER: WP2USZW / WP2UGZW

QUANTITY REQ: 48 SQFT 192 SQFT

PRINT COLOR: WHITE / BLACK

APPROVED:

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CUSTOM WALL PADDING-NEW GYM

MOUNTING STYLE: HIDDEN MOUNT Z-TRACK

VINYL: 14 OZ CHAMPION VINYL - COLOR: SCARLET

ADDITIONAL NOTES: 2" POLYURETHANE FOAM / 7/16" OSB PLYWOOD BACKER

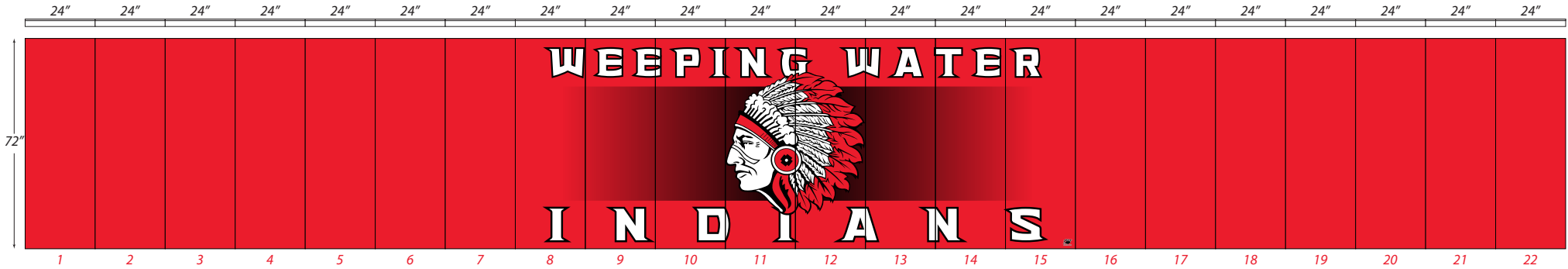
DRAWING: INDIANS-WWHS.WP2UGZW-2

PROJECT: WEEPING WATER HIGH SCHOOL

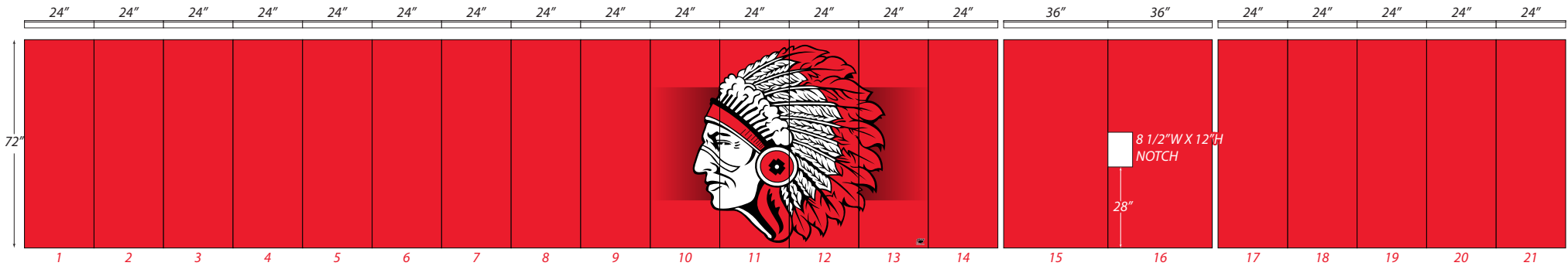
DEALER: LOU'S SPORTING GOODS

PAGE: 1 OF 2

WALL 1:



WALL 2:



MODEL NUMBER: WP2USZW / WP2UGZW / WP25

QUANTITY REQ: 384 SQFT 144 SQFT 2

PRINT COLOR: WHITE / BLACK

APPROVED:

* Colors are a computer representation and may vary from the actual vinyl and print colors.

**The design depicted on this proof is the exclusive property of Bison Inc. and its various divisions. Use of this artwork without advance written permission for any purpose other than confirming an order with Bison et al. is forbidden and subject to a minimum payment of \$500 for artwork development.



CUSTOM WALL PADDING-OLD GYM

MOUNTING STYLE: HIDDEN MOUNT Z-TRACK

VINYL: 14 OZ CHAMPION VINYL - COLOR: SCARLET

ADDITIONAL NOTES: 2" POLYURETHANE FOAM / 7/16" OSB PLYWOOD BACKER

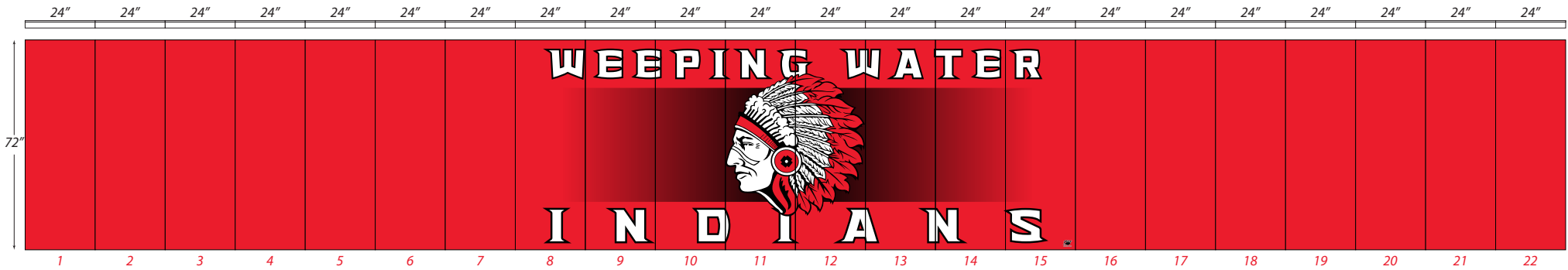
DRAWING: INDIANS-WWHS.WP2UGZW-2

PROJECT: WEEPING WATER HIGH SCHOOL

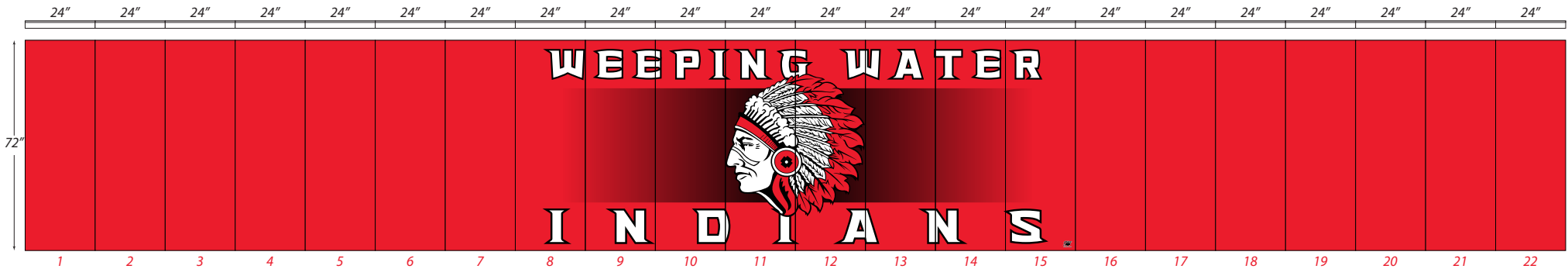
DEALER: LOU'S SPORTING GOODS

PAGE: 2 OF 2

WALL 1:



WALL 2:



MODEL NUMBER: WP2USZW / WP2UGZW

QUANTITY REQ: 336 SQFT 192 SQFT

PRINT COLOR: WHITE / BLACK

APPROVED:

* Colors are a computer representation and may vary from the actual vinyl and print colors.

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May 23, 2019

Quote Number:

8475

Kevin Reiman
 Weeping Water Public Schools
 Weeping Waters NE

Dear Kevin Reiman,

Tradebe Environmental Services, LLC is pleased to provide the following quote for the waste streams submitted for review and treatment at our facilities.

Scope of Work:

1. Mobilization to and from our Kansas City, KS location.
2. Onsite labor and personal protective equipment.
3. Classification, segregation and packaging of lab-pack waste by hazard class in accordance with DOT, EPA, state and local regulations.
4. Packaging of the lab-pack waste into UN-approved containers.
5. Supply UN-approved containers, absorbent, safety equipment, non-sparking tools, etc. to complete the project.
6. All necessary drum labeling, manifesting, permitting and any other paperwork as required by law.
7. Transportation of the packaged and containerized wastes to Tradebe's TSDF.
8. Treatment and/or disposal at Tradebe's facility.

Generator	Weeping Water Public Schools
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LABOR, EQUIPMENT AND MATERIALS

Line	Description	Qty	Price USD / UoM	Minimum USD / Unit	Extended Price
150	Drum, Poly 1H2/Y1.5/60, 5 Gal	9	17.00 / Each		153.00
160	Drum, Poly, 1H1/Y1.8/100, 15 Gal	4	34.00 / Each		136.00
170	Drum, Poly, 1H2/Y142/S, 30 Gal	1	56.00 / Each		56.00
180	Drum, Steel 1A2/Y1.5/100, 55Gal	1	44.00 / Each		44.00
190	Vermiculite	4	28.00 / Each		112.00
200	Manifest Preparation Fee	1	20.00 / Each		20.00
210	EPA eManifest Data Upload Fee	1	6.50 / Each		6.50
220	Lab Pack/ Field Chemist	6	60.00 / Hours		360.00
230	Lead Field Chemist	6	60.00 / Hours		360.00
250	Box,Pois/Inhl 4GV/X4/S/9/USA +AC1196 5Gal	1	34.00 / Each		34.00
EAF % Surch				9.30%	119.18



TRANSPORTATION

Line	Description	Qty	Price USD / UoM	Minimum USD / Unit	Extended Price
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TRANSPORTATION

Line	Description	Qty	Price USD / UoM	Minimum USD / Unit	Extended Price
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240	Mobilization/Transportation Charge	1	567.00 / Each		567.00
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	Fuel % Surch			30.00%	170.10
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DISPOSAL

Line	Process Code	Waste Stream	Qty	Price USD / UoM	Extended Price
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10	ZA-Lab Pack Inorganic Acids		1	163.00 / 15 gal drum	163.00
20	ZA-Lab Pack Inorganic Acids		1	86.00 / 5 gal drum	86.00
30	ZC-Lab Pack Inorganic Caustics		1	155.00 / 15 gal drum	155.00
40	ZF-Lab Pack Fuels		1	118.00 / 15 gal drum	118.00
50	ZI-Lab Pack Incineration		2	131.00 / 5 gal drum	262.00
60	ZI-Lab Pack Incineration		1	293.00 / 15 gal drum	293.00
70	ZJ-Lab Pack Hg Compounds		1	358.00 / 5 gal drum	358.00
80	ZP-Lab Pack Incineration		2	261.00 / 5 gal drum	522.00
90	ZP1-Lab Pack PIH for Incineration		1	261.00 / Poison Inhalation Box	261.00
100	ZS-Lab Pack Solidification		1	184.00 / 55 gal drum	184.00
110	ZT-Lab Pack Solids Treatment		1	75.00 / 5 gal drum	75.00
120	ZX1-Lab Pack Oxidizers		1	387.00 / 30 gal drum	387.00
130	ZX1-Lab Pack Oxidizers		1	142.00 / 5 gal drum	142.00
140	ZX3-Lab Pack Oxidizers, Chlorinated		1	228.00 / 5 gal drum	228.00

	EAF % Surch			9.30%	300.76
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Total Project Estimate					5672.54
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WASTE SPECIFICATIONS

Additional charges may apply if waste does not conform to listed specifications

ZA-Lab Pack Inorganic Acids

D002, D004, D005, D006, D007, D008, D009, D010, D011



No Organics In Any Concentration
No Hydrofluoric Acid In Any %
No Ammonia Or Ammonia Based Compounds
Mercury <260 ppm OK
Total Chrome Limitation 200,000 ppm
Nitric Acid Limitation <35%
pH 0-7
Non Oxidizing
No Reactive Cyanides Or Sulfides
No Reactive Metal Powders
Hexachrome OK
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)

ZC-Lab Pack Inorganic Caustics

D002,D004,D005,D006,D007,D008,D009,D010,D011
No Organics In Any Concentration
No Ammonia Or Ammonia Compounds
Mercury <260 ppm OK
Unlimited Chrome Concentration
pH 7-14
Non Oxidizing
No Reactive Cyanides Or Sulfides
No Metal Powders
Hexachrome OK
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)

ZF-Lab Pack Fuels

> 3000 BTU
< 40 % Chlorine Content
<65% Water Content
No Poison Inhalation Hazard Mixtures
No PCB
No Benzene NESHAP Waste
No Debris
No 5.2 Material
pH 4-10
Non Oxidizing
No Reactive Cyanides Or Sulfides
No Nitrocellulose
No Metal Powders
No Isocyanates
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)
Examples: Waste Oil, Paint, Paint Thinner, Petroleum Distillates,
Xylene, Toluene, Methanol

ZI-Lab Pack Incineration

RCRA Codes Case By Case Approval
Unacceptable Codes: D003,P003,
P005,P017,P054,P063,P064,P068,
P073,
P105,U053, U098,U099,U103,U130,
U138,U152
No Poison Inhalation Hazard Mixtures
No 6.1, PG I Materials



No NESHAP Regulated Waste
pH 0-14
No Nitrocellulose

No PCB
No 5.2 Material
No Reactive Cyanides Or Sulfides
No Reactive Metal Powders

Examples: Amines, Non P Coded Toxics

ZJ-Lab Pack Hg Compounds

D001 (Oxidizer Only),D004,D005,D006,D007,D008,D009,D010,D011
Solids And Liquids OK
No Organics
No Ammonia Or Ammonia Based Compounds
Hg >260 ppm OK
No Elemental Mercury Allowed
pH 2-12.5
No Reactive Cyanides Or Sulfides
No Reactive Metal Powders
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)

ZP-Lab Pack Incineration

RCRA Codes Case By Case Approval
No D003
No Poison Inhalation Hazards Or Mixtures
Do Not Mix Different Types Of PG I Materials, They Must Be Packaged
Seperately Per DOT
No Dioxins
No PCB
No 4.3 Alkali Metals
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)

ZP1-Lab Pack PIH for Incineration

RCRA Codes Case By Case Approval
Must Be Packaged in X-Rated, PGI containers Or Combo Packed Per DOT
Do Not Mix Different Types Of PG I Materials, They Must Be Packaged
Seperately Per DOT
No Dioxins
No PCB
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)
Examples: Iodomethane, Bromine

ZS-Lab Pack Solidification

No RCRA Waste Codes Allowed
DOT Regulated Material OK
State Waste Codes Approved Case By Case
No Used Oil
pH 2-12.5
No Reactive Cyanides Or Sulfides
No Reactive Metal Powders
No Strong Odor Materials
No Oxidizers
No Flammable Liquids Or Solids
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)



ZT-Lab Pack Solids Treatment

D004-D011
Must Be Treatable To 40 CFR 268.48 Standards
No Organics
Debris OK
Mercury <260 ppm
Maximum Chrome Level 50,000 ppm
Hexachrome OK
pH 2.1-12.4
No Reactive Cyanide Or Sulfides
No Reactive Metal Powders
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)
Examples: Silver Chloride, Inorganic Lab Waste With Heavy Metals

ZX1-Lab Pack Oxidizers

D001,D002,D003,D004,D005,D006,D007,D008,D009,D010,D011
Inorganic Oxidizing Solutions
No Ammonia Or Ammonia Compounds
Mercury <260 ppm
Cr <75,000 ppm
Hexachrome OK
pH 0-14
No Hydrofluoric Acid In Any %
<5% Hydrogen Peroxide Content
No Chlorates/Chlorites
No Reactive Cyanides Or Sulfides
No Reactive Metal Powders
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)

ZX3-Lab Pack Oxidizers, Chlorinated

D001,D002,D003,D004,D005,D006,D007,D008,D009,D010,D011
Inorganic Oxidizing, Halogenated Solutions
No Ammonia Or Ammonia Compounds
Mercury <260ppm
Cr <75,000 ppm
Hexachrome OK
pH 0-14
No Hydrofluoric Acid In Any %
<5% Hydrogen Peroxide Content
No Reactive Cyanides Or Sulfides
No Reactive Metal Powders
Must Meet The Definition Of A Lab Pack Per 49 CFR 173.12 (b)

TERMS AND CONDITIONS

- Pricing is effective immediately and is good for 30 days from date of quotation
- Approval and pricing is based on materials being received at Tradebe facilities matching the waste profile. Waste that does not conform to the approved waste profile will be processed or returned to Generator at Tradebe's sole discretion and Customer's sole expense. Customer will be liable for damages resulting from non-conforming waste.
- No changes to this quotation or addition of subsequent terms and conditions shall be effective unless agreed upon in writing by both parties.
- All services are COD until credit has been approved. Payment Terms are Net 30 Days.



- Customer shall pay a service charge of 1.5% per month on any amount not paid when due. In the event of default, Customer will be responsible for all costs of collection including reasonable attorney fees.
- Unless otherwise noted, sales tax and state regulatory fees are not included in quoted prices.
- An Environmental Assessment Fee will be applied to all non- transportation items on the invoice.
- A variable Fuel Surcharge may be applied to the Transportation portion of the invoice.
- Containers for disposal must be D.O.T. rated and in shippable condition.
- Cancelled pick-ups or deliveries within 48 hours of scheduled date will be subject to a \$450.00 cancellation fee.
- Pick-ups that require same day or next day service may be subject to additional expedited service charges.
- A paperwork preparation fee and/or pre-shipment document delivery charges will be assessed if applicable.
- EPA eManifest Data Upload fees imposed upon the Tradebe Receiving Facility will be passed on to the Customer at the per manifest cost.
- Pricing is based on the inventory provided and assumptions made by the Tradebe Specialist, actual cost may be higher or lower than quoted.
- Tradebe Treatment and Recycling, LLC reserves the right to exclude the following materials: explosive or shock sensitive, DEA controlled substances, medical wastes, radioactive or PCB containing materials.
- The generator must be able to supply MSDS's or identify constituents of all waste materials.

In accordance with 40 CFR 264.12 "Required Notice" and State(s) equivalent regulations, Tradebe Treatment and Recycling, LLC is informing the Waste Generator that Tradebe Treatment and Recycling, LLC companies have the appropriate permit(s) for the above listed or referenced waste stream(s) and will accept the waste streams as described by the Generator/Broker. This waste stream approval was founded on the information that the generator/Broker provided pursuant to the Generator's compliance with 40 CFR 262.11 "Hazardous Waste Determination" and/or their States regulatory equivalent. If at any time the waste is found to be not representative of the information supplied by the Generator/ Broker, title to such waste shall not pass to Tradebe Treatment and Recycling, LLC pursuant to the Waste Handling Agreement.

We look forward to servicing your environmental needs. If you have any questions or need further assistance, you may reach me at the number below. If you wish to schedule a pick up please call our Customer Service Department at (800) 388-7242.

Sincerely,

Nolan Kappelman
Technical Services Specialist
nolan.kappelman@tradebe.com
+1 800-388-7242

Please indicate your approval and acceptance by signing and returning this document to us.csmw@tradebe.com.



Weeping Water Public Schools

Quote Number:

8475

Accepted By: _____

Company Name: _____

Date: _____

CONTRACT FOR SUPPLEMENTAL SERVICES

DRIVER EDUCATION

2019 - 2020

Educational Service Unit No. 3, hereinafter referred to as **ESU #3** proposes to furnish supplemental services pursuant to 79-2201 et seq R.R.S. 1943 to the **Weeping Water Public Schools**, Cass County, Nebraska, hereinafter called the School for the 2019-2020 school year. This Agreement is subject to the following terms and conditions:

1. SERVICES.

ESU #3 will provide the instructor, automobiles, and all costs relating to maintenance, insurance, and behind-the-wheel training for driver education students. This service will not be available to physically handicapped students, as ESU #3 does not have the equipment or the expertise to provide this service. ESU #3 will provide a curriculum consisting of 20 hours of classroom and 3-4 hours behind-the-wheel.

2. STUDENTS.

Minimum number of students will be 10.

WHEN PROVIDED:

_____ Saturday Hours	_____ Est. No. Students
X Summer Program	_____ Est. No. Students

3. COMPENSATION.

The School shall pay to ESU #3 for said services as follows:

Total Program\$350/student

4. TERMS.

Payment will be made by the School to ESU #3 at the completion of each service segment. Payment will be due 30 days after billing date.

5. CONDITION.

This proposal shall become a valid contract only when accepted by an authorized representative of the School and subsequently approved by an authorized representative of ESU #3.

Accepted by action of the Board of the **Weeping Water Public Schools**, Cass County,
Nebraska at a duly authorized meeting on the _____ day of _____ 2019.

Authorized Representative

Title

Approved by action of the Board of Educational Service Unit #3, La Vista, Sarpy County,
Nebraska, at a duly authorized meeting on the _____ day of _____ 2019.

Administrator -Authorized Representative

Return to:
Dr. Dan J. Schnoes, Educational Service Unit #3
6949 S. 110th Street, La Vista, NE 68128-5721

To: ESU #3 Member School District Representatives
From: Dr. Dan J. Schnoes, ESU #3 Administrator
Date: May 31, 2019
Re: Member School District Approval Forms for 2019-2020

This spring, we have met with 16/18 districts during our District Planning Visits (DSP) and developed plans for the 2019-20 year. We have two visits scheduled for the first week in June. At this time, we will be able to maintain the level of services for all of our districts. Included is a partial list of services that we are developing and tracking through our SIMPL software.

The ESU #3 budgeting process for “Services” for 2019-20 is currently in progress. We have not received an estimate for Core Service funding for 2019-20, but the 17 ESUs should receive a 2% increase, as a whole, for the 2019-20 year. Core Service funds work very similar to TEEOSA. Due to the drop in agricultural land across the state, we are not sure what our amount will be this year. Core Service funds cover all of our costs in our Professional Learning Department and part of our Information Services and Technology Department (by statute).

Our estimates for Property Tax increases are currently running above 5%, which should help maintain our budget and services. Property Taxes cover the remaining cost of our Information Services and Technology Department and all other remaining operational costs. Core Service finds and Property Taxes only cover 40% of our total budget. The remaining 60% comes from grants and contracts. We are in the process of adding the Sarpy County Head Start Grant to ESU #3 this fiscal year. This \$2.2 million dollar grant is used to serve many children and families in Sarpy County.

With the flood damage to Gifford Farm this spring and the continual flooding happening today, we will need to use some of our cash reserves to make up for lost revenue and replacing program materials. The latest Missouri River level reports don't look good for us for the remainder of this summer.

Last year we added \$300,000 to the personalized services for 2018-19. We will not know until the final tax valuations and Core Service Funding has been set as to the impact on this program. We are not planning to add any additional dollars from cash reserves for this coming year, due to the recovery costs at Gifford Farm.

According to ESU #3 Board Policy and State Statute, we are required to gain approval from our member school districts for the “purposes” of use for Core Service and Property Tax funds. Updated worksheets identifying the services and costs, for the 2019-20 fiscal year, will be shared when property tax valuations are set in August and the budget has been approved.

There are two (2) separate proposals enclosed for your written Approval or Disapproval:

1. Core Service Funds Purposes
2. Property Tax Levy Funds Purposes

A packet containing these forms will be mailed to each district as well.

I will be available most of June for anyone that would like to come in and ask questions. Please contact me at 402-597-4802 or by email at dschnoes@esu3.org.

Please return the two approval / disapproval forms by June 30th, 2019 to ESU #3 by mail or email.

*As per Nebraska statute, if the approval / disapproval forms are not returned by **June 30, 2019** your school district is considered to have **approved** the proposed core service and property tax funds for the 2019-20 school year.*

ESU #3

Core Service Funds Purposes for the 2019-2020 Budget Year

Nebraska Revised Statutes 79-1241.03 Funds appropriated for Core Services shall be used for purposes approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Proposal #1: Core Service Funds Purposes

Each member school district of ESU #3 is requested to complete this document to determine if the school district approves or disapproves the **purposes** of **Core Service Funds** for ESU #3. The purposes for the 2019-2020 fiscal year are outlined in the ESU #3's District Service Plan.

The _____ Schools

Approves / Disapproves

(Circle the appropriate decision for your District)

ESU #3 Core Service fund purposes for the 2019-2020 fiscal year.

By: _____
(Signature of Representative as Appointed by the School District's Governing Board)

Date: _____

ESU #3

Property Tax Levy Funds Purposes for the 2019-2020 Budget Year

Nebraska Revised Statutes 79-1242. Funds generated from the Property Tax Levy shall only be used for **purposes** approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Proposal #2: Property Tax Levy Fund Purposes

Each member school district of ESU #3 is requested to complete this document to determine if the school district approves or disapproves the purposes of the property tax levy for ESU #3. The purposes for the 2019-2020 fiscal year are outlined in the ESU #3's District Service Plan.

The _____ Schools

Approves / Disapproves

(Circle the appropriate decision for your District)

ESU #3 property tax levy fund purposes for the 2019-2020 fiscal year.

By: _____
(Signature of Representative as Appointed by the School District's Governing Board)

Date: _____

Board Policy 5018

Parent and Guardian Involvement In Education Practices

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

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

will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

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

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

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To

help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Amended: July 12, 2017
Reaffirmed: June 12, 2018

Board Policy 5054

Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: July 11, 2016

Amended on: November 9, 2016

Reaffirmed: July 12, 2017

Reaffirmed: June 12, 2018

Board Policy 5037

Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.

4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Children's Online Privacy Protection Act (COPPA)**

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Adopted on: July 9, 2018

Revised Policies

as recommended by the school attorney

2002 Organization of the Board

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

[Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
 - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
 - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. Committee of the Whole. The board of education may act as a committee of the whole at a meeting.
- c. Standing Committees. The board of education shall have the following standing committees:
 - i. Policy Curriculum.
 - ii. Finance
 - iii. Building & Grounds
 - iv. Safety
 - v. American Civics - On or before the beginning of each calendar year, the board shall appoint three members to

form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:

1. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
2. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
3. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
4. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
5. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
6. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
7. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - a. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from

- each test for each student made available to a parent or guardian of such student; or
 - b. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
8. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated,

and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: April 9, 2014

Amended on: August 13, 2014

2006 Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

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

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Adopted on: April 9, 2014

2014
Relationship with District Legal Counsel

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: April 9, 2014

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law,

the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-

Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$100,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$100,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known

suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date

on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and

select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business

with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to

maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her

partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

Adopted: August 16, 2017

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

VII. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

VIII. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not

exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district’s standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board’s policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is

procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

IX. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

X. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal

and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

XI. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail

the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: August 16, 2017

3016 Use of Tobacco Products

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

Adopted on: May 14, 2014
Amended on: August 13, 2014

3029 Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: May 14, 2014

3039 Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation.

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

3. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through

print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

4. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Adopted on: June 11, 2014

Amended on: November 9, 2016

Board Policy 4001 Nondiscrimination

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its education programs, activities, or employment policies in compliance with Title VI and VIII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations.

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

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the superintendent.

Adopted on: May 14, 2014

4048 Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of

test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
 - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska Student-Centered Assessment System Security Procedures;
 - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
 - ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. **State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: May 14, 2014

4052
Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: May 14, 2014

5002 Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: June 11, 2014

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be

retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School officials" include attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: June 11, 2014

Amended on: August 13, 2014

5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written

consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: June 11, 2014

5022
Investigations, Arrests, and Other Student Contact by Law
Enforcement and Health and Human Services

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

“Law enforcement officer” means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

“Parent” means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student’s education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student’s and school’s education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest

or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: June 11, 2014

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);

6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing

- text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - l. Using any object to simulate possession of a weapon; and
 - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall

follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: July 9, 2018

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district

also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to

take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$35.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$50.00. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.00.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: July 9, 2014
Reaffirmed: June 23, 2015
Amended on: July 11, 2016
Reaffirmed: July 12, 2017
Reaffirmed: June 12, 2018

Policies to be redlined (deleted)

Policy 5060 – This will be replaced by policy 3046

New Policies as recommended by the school attorney

2017

Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: _____

3046 Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also,**

Miniature Horses below.

School District Inquiries. School officials *may* ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do *unless* the answers to these inquiries are readily apparent. School officials *may not* ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied *before* a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;

- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The

request must be renewed each school year or whenever a different therapy animal will be used.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: _____

3051 Opioid Overdose Prevention and Response

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

naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

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

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

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

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

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

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

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

administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: _____

3052 Leasing Personal Property

Leases of Personal Property by the District

Applicability of this policy.

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

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

General Leasing Policy

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.

4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

Leasing Procedures

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

Relations with Vendors

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

Lease of District-Owned Personal Property to Others

A. Personal Property Valued at No More Than \$1000

If the Superintendent determines that any personal property that is owned by the school district and has a fair market value of no more than \$1000 is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes and in no event longer than 60 days. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned personal property, provided however that Superintendent will avoid leasing such personal property at a rate that is significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property.

B. Personal Property Valued in Excess of \$1000

If the board of education determines that any personal property that is owned by the school district and has a fair market value of at least \$1000 is not needed for school district use, the board may lease such property, or portion thereof, upon such terms and conditions as it determines.

Adopted on: _____

Revised on: _____

Reviewed on: _____