

Board of Education Regular Meeting
Monday, January 14, 2019 6:30 PM
Board Room
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow: Family-Community-School
5. Oath of Office for Elected Board Members-Bohn, Fiddelke, Osten
6. Reorganization of the Ravenna School Board
 1. Review of Conflict of Interest Policy, Conflict of Interest Statutes, & Board Code of Ethics
 2. Annual Review of Ravenna Board of Education Policy on Complaints, Policy 2006
 3. Election of Officers
 1. President
 2. Vice-President
 3. Secretary
 4. Appointments
 1. Treasurer
 2. Authorized Representatives for Federal & State Programs
 3. Bus Mechanic for Bus Inspections
 5. Name Fund Depository For Ravenna Public Schools
 6. Designate Legal Newspaper for Ravenna Public Schools

7. Designate Method for Publicizing Meetings of the Ravenna Board of Education
8. Designate Legal Counsel for Ravenna Public Schools
9. Appoint Standing Committees
 1. Finance
 2. Americanism
 3. Negotiations
 4. Building & Grounds
 5. Transportation
7. Approval of Agenda
8. Financial Report
9. Consent Agenda
 1. Discuss, consider, and take all necessary action to minutes
 2. Discuss, consider, and take all necessary action to bills
10. Request to Address the Board and Correspondence
11. Blue Jay Celebration of Success-Mr. Ellis & FBLA
12. ABC Bluejay Staff Member of the Month-Mrs. Kayla Wiarda
13. Information and Action Items
 1. Discuss, consider, and take all necessary action to classified staff salaries for the 2019-20 school year (possible executive session)
14. Discussion Items
 1. Discuss, consider, and take all necessary action to Board Member Appointments to the Ravenna Public Schools Foundation
 2. After School Programming Options
 3. Discuss, consider, and take all action necessary to "Staff Handbook" Draft

4. Discuss, consider, and take all action necessary to job descriptions for school district employees
15. Elementary Principal's Report
16. Secondary Principal's Report
17. Superintendent's Report
18. Board Report
19. Board Strategic Planning Session-Guest Presenter @ 7:30 (Scott-Strength Finder)
20. Positive Comments
21. Adjournment

**2004
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

I, Marilyn Bohm, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Board Member Signature: Marilyn Bohm

Date: January 14, 2019

**2004
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

I, Misti Fiddelle, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Board Member Signature: Misti Fiddelle

Date: January 14, 2019

**2004
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

I, Ryan Oster, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Board Member Signature: _____



Date: January 14, 2019

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Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

**2004
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Board Member Signature: _____

Date: January 14, 2019

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into

employment contracts with the school district must also comply with Policy 4015.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - (1) All district employees.

- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or

promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
 - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:
 - (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict (Use NADC Form C-2);
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and

(3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

(1) The names of the contracting parties.

(2) The nature of the interest of the board member in question.

(3) The date that the contract was approved.

(4) The amount of the contract.

(5) The basic terms of the contract.

b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

2012 Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

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:

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. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint 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. A complainant who is not satisfied with the superintendent's decision regarding a complaint 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.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

2008 Meetings

1. Open Meetings

The formation of policy is public business and will be conducted openly.

2. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. Work sessions and retreats. The board may schedule informal work sessions between regular meetings in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session; however, no board action shall take place at a work session or retreat.

3. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district at least 48 hours before the announced beginning of the meeting. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and that any formal action taken in such meeting

shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

Board of Education Standing Committees 2019

Finance-Bohn, Standage, Vacek

Americanism-Fiddelke, Schirmer, Osten

Policy-Fiddelke, Standage, Schirmer

Negotiations-All Board Members

Building & Grounds-All Board Members

Transportation-All Board Members

Ravenna Public Schools
Fund Balance Report
December 31, 2018

Special Building

Last month ending balance	\$	183,076.02
Buffalo Co Taxes	\$	832.54
Sherman Co Taxes	\$	266.41
Interest	\$	116.97
Check(s)	\$	-
Bank Statement Balance	\$	184,291.94

Depreciation Fund

Last month ending balance	\$	154,221.31
Interest		\$39.29
Ins. Proceeds		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	154,260.60

Employee Benefit Fund

Last month ending balance	\$	14,833.57
Interest	\$	3.78
Bank Statement Balance	\$	14,837.35

Qualified Cap

Last month ending balance	\$	85,462.60
Buffalo Co Taxes	\$	555.56
Sherm Co Taxes	\$	178.04
US Treas.	\$	-
Interest	\$	47.39
check(s)	\$	-
Bank Statement Balance	\$	86,243.59

01/11/2019 11:06 AM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 01		Fund Number 01	General	
	2342	ALPHA REHABILITATION	12/31/2018	170.95
01 1238 318 001 000		SpEd LVL III OT/PT		170.95
Total	ALPHA REHABILITATION			170.95
	03759	BLACK HILLS ENERGY	12/18/2018	163.34
01 2610 321 001 000		Fuel Secon		81.67
01 2610 321 002 000		Fuel Elem		81.67
	03760	BLACK HILLS ENERGY	12/18/2018	5,341.94
01 2610 321 001 000		Fuel Secon		2,670.97
01 2610 321 002 000		Fuel Elem		2,670.97
Total	BLACK HILLS ENERGY			5,505.28
	111606	BOOK SYSTEMS, INC	12/13/2018	295.00
01 2222 460 001 000		Computer Software		147.50
01 2222 460 002 000		Elem Software		147.50
Total	BOOK SYSTEMS, INC			295.00
	cps.nov18	CENTER FOR PSYCHOLOGICAL SERVICES, PC	12/04/2018	126.44
01 1100 391 000 000		Mileage for Psyche Services		126.44
Total	CENTER FOR PSYCHOLOGICAL SERVICES, PC			126.44
	110930	Central Nebraska Bobcat -South Central Bobcat	12/14/2018	162.18
01 2750 337 000 000		Tires And Parts		162.18
Total	Central Nebraska Bobcat -South Central Bobcat			162.18
	0000310122418	CHARTER COMMUNICATIONS	12/24/2018	174.82
01 1100 381 000 000		INTERNET SERVICES		174.82
Total	CHARTER COMMUNICATIONS			174.82
	3361500	CHEMSEARCH	12/03/2018	1,531.84
01 2620 318 001 000		Con/ser Repair Secon		765.92
01 2620 318 002 000		Cont/ser Repair Elem		765.92
Total	CHEMSEARCH			1,531.84
	357.dec18	CITY OF RAVENNA	12/26/2018	570.83
01 2610 323 001 000		Water Sewer Secon		285.42
01 2610 323 002 000		Water Sewer Elem		285.41
	760.dec18	CITY OF RAVENNA	12/26/2018	68.67
01 2610 323 002 000		Water Sewer Elem		34.34
01 2610 323 001 000		Water Sewer Secon		34.33
Total	CITY OF RAVENNA			639.50
	54616361N	CNA SURETY	01/10/2019	40.00
01 2310 630 000 000		Dues And Fees		40.00
Total	CNA SURETY			40.00
	PSI28308	COMPUTER INFORMATION CONCEPTS	01/10/2019	7,401.00
01 1100 460 001 000		Comp Software Secon		3,700.50
01 1100 460 002 000		Comp Software Elem		3,700.50
Total	COMPUTER INFORMATION CONCEPTS			7,401.00
	13409	CSG SCIENTIFIC	12/07/2018	697.99

01/11/2019 11:06 AM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 318 001 000		Con/ser Repair Secon		330.22
01 2620 318 002 000		Cont/ser Repair Elem		367.77
Total	CSG SCIENTIFIC			697.99
	26591.dec18	CULLIGAN OF KEARNEY	12/26/2018	382.50
01 2610 410 001 000		Supplies Secon		191.25
01 2610 410 002 000		Supplies Elem		191.25
Total	CULLIGAN OF KEARNEY			382.50
	1143254	DAS State Accounting - Central Finance	12/01/2018	229.49
01 1100 381 000 000		INTERNET SERVICES		229.49
Total	DAS State Accounting - Central Finance			229.49
	rule10.2018	Dietz, Carl	11/27/2018	250.00
01 2310 318 000 000		SERVICES		250.00
Total	Dietz, Carl			250.00
	INV103974	EAKES OFFICE PLUS	12/14/2018	5,381.24
01 1100 410 001 000		Gen Supplies Secon		2,690.62
01 1100 410 002 000		Gen Supplies Elem		2,690.62
Total	EAKES OFFICE PLUS			5,381.24
	6066687	ECOLAB PEST ELIM DIV	12/19/2018	70.18
01 2620 318 001 000		Con/ser Repair Secon		35.09
01 2620 318 002 000		Cont/ser Repair Elem		35.09
Total	ECOLAB PEST ELIM DIV			70.18
	180300.dec18	ESU #10	01/01/2019	33,856.62
01 1213 313 001 000		Vocational		534.22
01 1212 313 001 000		Contracted Supervis		1,393.64
01 1212 313 002 000		SPED SUPERVISION		1,393.64
01 1291 313 000 000		PRE SPED Supervision (3-5)		334.72
01 1292 318 000 000		Pre Sped Services (0-2)		334.72
01 1291 313 001 000		PRE OT Services (3-5)		482.02
01 1292 313 001 000		Pre Sped OT Services (0-2)		192.81
01 1216 313 001 000		Speech Therapy		4,635.83
01 1216 313 002 000		Speech Therapy Elem		12,180.41
01 1291 318 002 000		PRE PT Services (3-5)		379.32
01 1292 313 002 000		Pre Sped PT Services (0-2)		137.94
01 1214 318 001 000		Vision		337.89
01 1213 313 002 000		Diagnostic Testing (School Psych)		2,335.00
01 1213 313 002 000		Diagnostic Testing (School Psych)		2,335.00
01 1291 318 000 000		PRE D/E Psychologist Services (3-5)		583.75
01 1214 318 002 000		OT Therapy		1,269.33
01 1214 318 002 000		OT Therapy		1,269.33
01 1215 313 001 000		Audiology Secon		80.25
01 1215 313 002 000		Audiology Elem		80.25
01 1291 313 002 000		PRE Deaf Ed Services (3-5)		20.06
01 1292 313 000 000		Pre Deaf Ed Services (0-2)		20.06
01 1290 313 000 000		PRE SCHL SPEECH (3-5)		1,181.68
01 1292 313 002 602		Pre Speech (0-2)		181.80
01 2212 319 001 000		Purch Prof Ser Secon		200.00
01 1214 313 001 000		Deaf		86.13
01 1292 313 000 000		Pre Deaf Ed Services (0-2)		86.13

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1214 313 002 000		PT Therapy		603.47
01 1214 313 002 000		PT Therapy		603.47
01 1292 318 002 000		Pre D/E Psychological Services (0-2)		583.75
Total	ESU #10			33,856.62
	837326.dec18	FARMERS CO-OPERATIVE ASSOC	12/25/2018	4,611.95
01 2750 336 000 000		Gas And Oil		4,611.95
Total	FARMERS CO-OPERATIVE ASSOC			4,611.95
	942465	Green Line Equipment - GI	11/29/2018	55.96
01 2750 337 000 000		Tires And Parts		55.96
Total	Green Line Equipment - GI			55.96
	XB31836	HOBART SERVICE	12/12/2018	449.71
01 2620 319 001 000		Other Pur Ser Secon		224.86
01 2620 319 002 000		Other Purch Ser Elem		224.85
Total	HOBART SERVICE			449.71
	12792246.jan19	HOMETOWN LEASING	01/10/2019	1,063.00
01 1100 327 001 000		LEASED EQUIP		708.66
01 1100 327 002 000		LEASED EQUIP		354.34
Total	HOMETOWN LEASING			1,063.00
	96101	Insight Counseling and Recovery, LLC	12/13/2018	750.00
01 1222 318 001 000		Contracted Services		750.00
Total	Insight Counseling and Recovery, LLC			750.00
	1905801001959	Interstate All Battery Center	12/12/2018	71.10
01 2620 318 002 000		Cont/ser Repair Elem		71.10
Total	Interstate All Battery Center			71.10
	03583416	J. W. PEPPER & SON INC.	09/28/2018	32.00
01 1118 411 001 000		Music Materials		32.00
	03593162	J. W. PEPPER & SON INC.	12/04/2018	92.40
01 1118 411 001 000		Music Materials		92.40
Total	J. W. PEPPER & SON INC.			124.40
	2460.dec18	K & B PARTS	01/02/2019	212.87
01 2750 337 000 000		Tires And Parts		212.87
Total	K & B PARTS			212.87
	5619	KSB SCHOOL LAW, PC LLO	01/03/2019	548.00
01 2330 317 000 000		LEGAL SERVICES		548.00
Total	KSB SCHOOL LAW, PC LLO			548.00
	14345	LOUP RIVER PUMP CO	12/06/2018	240.00
01 2620 319 002 000		Other Purch Ser Elem		240.00
Total	LOUP RIVER PUMP CO			240.00
	348.dec18	LUNCH FUND	01/10/2019	64.00
01 1100 690 002 000		Other Misc Exp Elem		64.00
Total	LUNCH FUND			64.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 319 001 000	66412	MENARDS	12/10/2018	401.72
		Other Pur Ser Secon		401.72
Total	MENARDS			401.72
01 2620 318 001 000	71992	MERNARDS - KEARNEY	12/21/2018	43.67
		Con/ser Repair Secon		43.67
Total	MERNARDS - KEARNEY			43.67
01 2610 410 001 000	133996	MIDWEST FLOOR SPECIALISTS	12/20/2018	175.20
		Supplies Secon		87.60
01 2610 410 002 000		Supplies Elem		87.60
Total	MIDWEST FLOOR SPECIALISTS			175.20
01 1238 362 001 000	AXT1218-10	MOSAIC	01/02/2019	2,616.60
		Sped Tuition LVL III		2,616.60
Total	MOSAIC			2,616.60
01 2610 322 002 000	52749.dec2018	NE PUBLIC POWER DISTRICT	12/31/2018	51.05
		Electricity Elem		25.53
01 2610 322 001 000		Electricity Secon		25.52
01 2610 322 001 000	52754.dec2018	NE PUBLIC POWER DISTRICT	12/31/2018	130.99
		Electricity Secon		65.50
01 2610 322 002 000		Electricity Elem		65.49
01 2610 322 002 000	52759.dec2018	NE PUBLIC POWER DISTRICT	12/31/2018	3,107.37
		Electricity Elem		1,553.69
01 2610 322 001 000		Electricity Secon		1,553.68
01 2610 322 001 000	52765.dec2018	NE PUBLIC POWER DISTRICT	12/31/2018	70.77
		Electricity Secon		35.39
01 2610 322 002 000		Electricity Elem		35.38
01 2610 322 001 000	52769.dec2018	NE PUBLIC POWER DISTRICT	12/31/2018	64.12
		Electricity Secon		32.06
01 2610 322 002 000		Electricity Elem		32.06
Total	NE PUBLIC POWER DISTRICT			3,424.30
01 2510 342 001 000	20318678	NEBR CENTRAL TELEPHONE CO	12/16/2018	329.91
		Telephone Secon		164.96
01 2510 342 002 000		Telephone Elem		164.95
01 2510 342 001 000	20319720	NEBR CENTRAL TELEPHONE CO	12/16/2018	106.76
		Telephone Secon		53.38
01 2510 342 002 000		Telephone Elem		53.38
01 2510 342 001 000	20320001	NEBR CENTRAL TELEPHONE CO	12/16/2018	33.56
		Telephone Secon		16.78
01 2510 342 002 000		Telephone Elem		16.78
Total	NEBR CENTRAL TELEPHONE CO			470.23
01 1100 630 001 000	RPS. DivisionB2019	NEBRASKA ACADEMY OF SCIENCES	01/10/2019	85.00
		FEES		85.00
01 1100 630 001 000	RPS. DivisionC2019	NEBRASKA ACADEMY OF SCIENCES	01/10/2019	85.00
		FEES		85.00
Total	NEBRASKA ACADEMY OF SCIENCES			170.00
	57-6415BUS	NEBRASKA SAFETY CENTER	12/07/2018	100.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2750 690 000 000		Other Exp		100.00
Total	NEBRASKA SAFETY CENTER			100.00
	Innotary.2019	Nebraska Secretary of State-Notary Division	01/10/2019	30.00
01 2310 630 000 000		Dues And Fees		30.00
Total	Nebraska Secretary of State-Notary Division			30.00
	21019-1224590	PAYFLEX SYSTEMS USA INC	12/10/2018	100.00
01 2310 630 000 000		Dues And Fees		100.00
Total	PAYFLEX SYSTEMS USA INC			100.00
	8383	PRAIRIE HILLS WIRELESS, LLC	01/10/2019	60.00
01 1100 381 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	bus.JM2018	Ravenna Medical Clinic PC	01/10/2019	175.00
01 2750 319 000 000		Purch Ser(physicals)		175.00
Total	Ravenna Medical Clinic PC			175.00
	trash.dec18	RAVENNA SANITATION	12/31/2018	472.80
01 2620 318 001 000		Con/ser Repair Secon		236.40
01 2620 318 002 000		Cont/ser Repair Elem		236.40
Total	RAVENNA SANITATION			472.80
	3172.dec18	RAVENNA SUPER FOODS	12/17/2018	6.22
01 1130 411 001 000		FCS Instr Materials		6.22
Total	RAVENNA SUPER FOODS			6.22
	admiles. novdec2018	REICKS, DOMINIC	12/31/2018	126.99
01 2212 670 001 000		Travel Secon		126.99
Total	REICKS, DOMINIC			126.99
	515401	Safelite AutoGlass	12/31/2018	33.63
01 2750 338 000 000		Purchased Repair		33.63
Total	Safelite AutoGlass			33.63
	0714778-IN	School Nurse Supply, Inc.	12/03/2018	93.36
01 2130 410 000 000		Health Supplies		93.36
Total	School Nurse Supply, Inc.			93.36
	1819-315	SCHROEDER, KENNETH	01/11/2019	100.00
01 2320 690 000 000		Other Misc Exp		100.00
Total	SCHROEDER, KENNETH			100.00
	17167	Shoutpoint, Inc.	01/10/2019	690.00
01 1100 460 001 000		Comp Software Secon		345.00
01 1100 460 002 000		Comp Software Elem		345.00
Total	Shoutpoint, Inc.			690.00
	10231	Sport Safe Testing Service, Inc.	12/27/2018	270.00
01 2190 340 001 000		Testing		270.00
Total	Sport Safe Testing Service, Inc.			270.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	74.oct-dec18	STATE OF NEBRASKA	01/11/2019	678.00
01 2750 336 000 000		Gas And Oil		678.00
Total	STATE OF NEBRASKA			678.00
	467293023	SUPPLYWORKS	12/03/2018	159.96
01 2610 410 001 000		Supplies Secon		79.98
01 2610 410 002 000		Supplies Elem		79.98
	4689000097	SUPPLYWORKS	12/12/2018	159.96
01 2610 410 001 000		Supplies Secon		79.98
01 2610 410 002 000		Supplies Elem		79.98
Total	SUPPLYWORKS			319.92
	usbank.dec2018	U.S. Bank	12/26/2018	3,176.57
01 2620 319 001 000		Other Pur Ser Secon		223.70
01 1124 411 002 000		Computer Parts-etc		157.80
01 1229 410 002 000		Gen Supplies Elem		43.31
01 1222 411 001 000		Instruc Mater Secon		570.00
01 1130 411 001 000		FCS Instr Materials		11.90
01 1100 690 001 000		Other Misc Exp Secon		717.30
01 2310 410 000 000		Supplies		39.98
01 1222 410 001 000		Gen Supplies		43.31
01 1100 410 001 000		Gen Supplies Secon		34.86
01 1222 411 001 000		Instruc Mater Secon		58.71
01 2400 410 001 000		Supplies Secon		57.12
01 2222 430 002 000		Library Books Elem		45.82
01 1124 411 001 000		Computer Parts-etc		82.80
01 2510 341 000 000		Postage		127.17
01 2222 410 001 000		Supplies Secon		236.14
01 1222 313 001 000		Purch Prof Ser Secon		180.00
01 1229 313 002 000		Purch Prof Serv Elem		180.00
01 1122 411 001 000		Materials		366.65
Total	U.S. Bank			3,176.57
	ASD.conf2019	University of Nebraska-Lincoln, The	01/07/2019	620.00
01 1222 318 001 000		Contracted Services		206.66
01 1229 318 002 000		Contracted Services		413.34
Total	University of Nebraska-Lincoln, The			620.00
	2110790	US FOODS dba THE THOMPSON CO	12/17/2018	532.31
01 2610 410 001 000		Supplies Secon		266.16
01 2610 410 002 000		Supplies Elem		266.15
Total	US FOODS dba THE THOMPSON CO			532.31
	4960080201812	Verizon Business	01/01/2019	119.92
01 2510 342 001 000		Telephone Secon		59.96
01 2510 342 002 000		Telephone Elem		59.96
Total	Verizon Business			119.92
	9821075647	VERIZON WIRELESS	12/25/2018	172.74
01 2510 342 001 000		Telephone Secon		86.37
01 2510 342 002 000		Telephone Elem		86.37
Total	VERIZON WIRELESS			172.74

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	rps.dec2018	WILKE'S TRUE VALUE	12/31/2018	308.54
01 1100 410 001 000		Gen Supplies Secon		55.23
01 2620 318 001 000		Con/ser Repair Secon		177.88
01 2620 318 002 000		Cont/ser Repair Elem		75.43
Total	WILKE'S TRUE VALUE			<u>308.54</u>
Fund Number	01			<u>80,593.74</u>
Checking Account ID	01			<u>80,593.74</u>

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1112 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1112 1112		0.00	0.00	26.80	0.00	(26.80)	0.00	(26.80)
01 1113 411 002 000	Grade 3 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1113 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1113 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1113 1113		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1114 411 002 000	Grade 4 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1114 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1114 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1114 1114		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 411 002 000	Grade 5 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1115 Grade 5		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1116 411 002 000	Grade 6 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1116 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1116 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1116 1116		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1117 411 002 000	Elem Art Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1117 MATERIALS & TEXTBOOKS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 411 001 000	Music Materials	0.00	124.40	533.87	0.00	(533.87)	0.00	(533.87)
01 1118 411 002 000	Music Materials	0.00	0.00	125.00	0.00	(125.00)	0.00	(125.00)
01 1118 530 001 000	Music Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 530 002 000	Music Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 600 001 000	Other (Band Uniforms)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 631 001 000	Choral Registration	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
1118 MUSIC		0.00	124.40	698.87	0.00	(698.87)	0.00	(698.87)
01 1119 411 002 000	Elem Pe Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1119 530 002 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1119 1119		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 411 001 000	Lang Arts Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 412 001 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 460 001 000	Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 631 001 000	Student Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120 1120		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1121 411 001 000	Math Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1121 1121		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 318 001 000	Science Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 411 001 000	Materials	0.00	366.65	683.30	0.00	(683.30)	0.00	(683.30)
01 1122 412 001 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 460 001 000	Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1122 SCIENCE AND COMPUTER		0.00	366.65	683.30	0.00	(683.30)	0.00	(683.30)
01 1123 411 001 000	Soc Stud Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1123 412 001 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1123 SOCIAL STUDIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1124 318 001 000	Compu Repair Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1124 318 002 000	Compu Repair Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1124 411 001 000	Computer Parts-etc	0.00	82.80	761.42	0.00	(761.42)	0.00	(761.42)
01 1124 411 002 000	Computer Parts-etc	0.00	157.80	751.42	0.00	(751.42)	0.00	(751.42)

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Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1124	COMPUTER REPAIR & EQUIPMENT	0.00	240.60	1,512.84	0.00	(1,512.84)	0.00	(1,512.84)
01 1125 318 001 000	Ag Equip Repair Ser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 319 001 000	Other Purchased Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 411 001 000	Instr Materials	0.00	0.00	638.82	0.00	(638.82)	0.00	(638.82)
01 1125 413 001 000	Expendable Wrbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 460 001 000	Comp Software	0.00	0.00	295.00	0.00	(295.00)	0.00	(295.00)
01 1125 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 630 001 000	Instr Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 631 001 000	Student Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 670 001 000	Instructor Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 671 001 000	Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125	AGRICULTURE	0.00	0.00	933.82	0.00	(933.82)	0.00	(933.82)
01 1126 318 001 000	Business Repair Ser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 411 001 000	Instr Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 413 001 000	Expendable Wrbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 460 001 000	Comp Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 630 001 000	Instru Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 631 001 000	Student Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 670 001 000	Instructor Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1126 671 001 000	Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1126	BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1127 411 001 000	Secon Art Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1127	SECON ART MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1128 318 001 000	Instrument Repair Secon	0.00	0.00	79.28	0.00	(79.28)	0.00	(79.28)
01 1128 318 002 000	Instrument Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1128 319 001 000	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1128 411 001 000	Instr Materials	0.00	0.00	62.36	0.00	(62.36)	0.00	(62.36)
01 1128 411 002 000	Instrument Materials	0.00	0.00	57.77	0.00	(57.77)	0.00	(57.77)
01 1128 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1128 530 002 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1128 631 001 000	Registration	0.00	0.00	53.00	0.00	(53.00)	0.00	(53.00)
01 1128 631 002 000	Student Registration	0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
1128	BAND	0.00	0.00	352.41	0.00	(352.41)	0.00	(352.41)
01 1129 318 001 000	REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1129 327 001 000	Secon Pe Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1129 411 001 000	Instr Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1129 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1129	P.E.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1130 411 001 000	FCS Instr Materials	0.00	18.12	62.28	0.00	(62.28)	0.00	(62.28)
1130	HOME ECONOMICS	0.00	18.12	62.28	0.00	(62.28)	0.00	(62.28)
01 1131 318 001 000	Ind Art Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 411 001 000	Instruc Materials	0.00	0.00	201.71	0.00	(201.71)	0.00	(201.71)
01 1131 450 001 000	VIDEOS	0.00	0.00	361.38	0.00	(361.38)	0.00	(361.38)
01 1131 460 001 000	Comp Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 630 001 000	Instru Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 631 001 000	Student Registration	0.00	0.00	700.00	0.00	(700.00)	0.00	(700.00)
01 1131 670 001 000	Instructor Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 671 001 000	Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1131	INDUSTRIAL ARTS	0.00	0.00	1,263.09	0.00	(1,263.09)	0.00	(1,263.09)
01 1132 411 001 000	Foreign Lang Mater	0.00	0.00	47.96	0.00	(47.96)	0.00	(47.96)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1132 412 001 000	Classroom Period	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1132 631 001 000	REGISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1132 FOREIGN LANGUAGE		0.00	0.00	47.96	0.00	(47.96)	0.00	(47.96)
01 1133 411 001 000	Journalism Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1133 530 001 000	Journalism Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1133 JOURNALISM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 110 000 000	Poverty Instructional Program	0.00	9,172.91	45,864.55	0.00	(45,864.55)	0.00	(45,864.55)
01 1160 210 000 000	Poverty Program FICA	0.00	642.20	3,211.23	0.00	(3,211.23)	0.00	(3,211.23)
01 1160 220 000 000	Poverty Program Retire	0.00	906.08	4,530.40	0.00	(4,530.40)	0.00	(4,530.40)
01 1160 230 000 000	Poverty Program Health Ins	0.00	1,902.75	9,507.21	0.00	(9,507.21)	0.00	(9,507.21)
01 1160 290 000 000	Life	0.00	12.65	63.17	0.00	(63.17)	0.00	(63.17)
1160 POVERTY		0.00	12,636.59	63,176.56	0.00	(63,176.56)	0.00	(63,176.56)
01 1190 110 002 000	PreK Salary	0.00	6.07	24.28	0.00	(24.28)	0.00	(24.28)
01 1190 120 002 000	PreK Subs	0.00	0.00	425.79	0.00	(425.79)	0.00	(425.79)
01 1190 140 002 000	PreK Para	0.00	1,223.45	6,160.43	0.00	(6,160.43)	0.00	(6,160.43)
01 1190 210 002 000	PreK Fica	0.00	45.86	237.53	0.00	(237.53)	0.00	(237.53)
01 1190 220 002 000	PreK Retire	0.00	106.87	579.38	0.00	(579.38)	0.00	(579.38)
01 1190 230 002 000	PreK Health	0.00	364.06	2,021.26	0.00	(2,021.26)	0.00	(2,021.26)
01 1190 290 002 000	PreK Life	0.00	3.04	16.88	0.00	(16.88)	0.00	(16.88)
01 1190 410 002 000	PreK Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 690 002 000	PreK Misc Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1190 PREK		0.00	1,749.35	9,465.55	0.00	(9,465.55)	0.00	(9,465.55)
01 1212 313 001 000	Contracted Supervis	0.00	1,393.64	5,574.56	0.00	(5,574.56)	0.00	(5,574.56)
01 1212 313 002 000	SPED SUPERVISION	0.00	1,393.64	5,574.56	0.00	(5,574.56)	0.00	(5,574.56)
1212 SP ED		0.00	2,787.28	11,149.12	0.00	(11,149.12)	0.00	(11,149.12)
01 1213 313 001 000	Vocational	0.00	534.22	2,136.88	0.00	(2,136.88)	0.00	(2,136.88)
01 1213 313 002 000	Diagnostic Testing (School Psych)	0.00	4,670.00	18,680.00	0.00	(18,680.00)	0.00	(18,680.00)
1213 School Psych		0.00	5,204.22	20,816.88	0.00	(20,816.88)	0.00	(20,816.88)
01 1214 313 001 000	Deaf	0.00	86.13	344.52	0.00	(344.52)	0.00	(344.52)
01 1214 313 002 000	PT Therapy	0.00	1,206.94	4,827.76	0.00	(4,827.76)	0.00	(4,827.76)
01 1214 318 001 000	Vision	0.00	337.89	1,351.56	0.00	(1,351.56)	0.00	(1,351.56)
01 1214 318 002 000	OT Therapy	0.00	2,538.66	10,154.64	0.00	(10,154.64)	0.00	(10,154.64)
1214 DIAGNOSTIC TESTING		0.00	4,169.62	16,678.48	0.00	(16,678.48)	0.00	(16,678.48)
01 1215 313 001 000	Audiology Secon	0.00	80.25	321.00	0.00	(321.00)	0.00	(321.00)
01 1215 313 002 000	Audiology Elem	0.00	80.25	321.00	0.00	(321.00)	0.00	(321.00)
1215 DISTANCE LEARNING & AUDIOLOGY		0.00	160.50	642.00	0.00	(642.00)	0.00	(642.00)
01 1216 313 001 000	Speech Therapy	0.00	4,635.83	17,452.52	0.00	(17,452.52)	0.00	(17,452.52)
01 1216 313 002 000	Speech Therapy Elem	0.00	12,180.41	50,266.93	0.00	(50,266.93)	0.00	(50,266.93)
1216 SPEECH		0.00	16,816.24	67,719.45	0.00	(67,719.45)	0.00	(67,719.45)
01 1218 313 001 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1218 313 002 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1218 SPEC ED FLEX		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1220 110 001 000	Nurse Sp Ed Services	0.00	849.20	4,246.00	0.00	(4,246.00)	0.00	(4,246.00)
01 1220 110 002 000	Nurse Sp Ed Services	0.00	849.20	4,246.00	0.00	(4,246.00)	0.00	(4,246.00)
01 1220 210 001 000	Fica	0.00	64.82	324.13	0.00	(324.13)	0.00	(324.13)
01 1220 210 002 000	Fica	0.00	64.82	324.13	0.00	(324.13)	0.00	(324.13)
01 1220 220 001 000	Retire	0.00	83.88	419.40	0.00	(419.40)	0.00	(419.40)
01 1220 220 002 000	Retire	0.00	83.88	419.40	0.00	(419.40)	0.00	(419.40)
01 1220 230 001 000	Health Ins	0.00	140.05	700.23	0.00	(700.23)	0.00	(700.23)
01 1220 230 002 000	Health Ins	0.00	140.05	700.23	0.00	(700.23)	0.00	(700.23)
01 1220 290 001 000	Life Ins	0.00	1.76	8.80	0.00	(8.80)	0.00	(8.80)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1220 290 002 000	Life Ins	0.00	1.76	8.80	0.00	(8.80)	0.00	(8.80)
1220 NURSE SP ED		0.00	2,279.42	11,397.12	0.00	(11,397.12)	0.00	(11,397.12)
01 1222 110 001 000	Sp Ed Lvl2 Secon	0.00	11,504.63	57,844.43	0.00	(57,844.43)	0.00	(57,844.43)
01 1222 111 001 000	Cash in lieu of BC	0.00	676.39	3,381.95	0.00	(3,381.95)	0.00	(3,381.95)
01 1222 120 001 000	Sub Secon	0.00	60.00	300.00	0.00	(300.00)	0.00	(300.00)
01 1222 140 001 000	Aide Secon	0.00	15,057.17	73,110.44	0.00	(73,110.44)	0.00	(73,110.44)
01 1222 210 001 000	Fica Secon	0.00	1,990.74	9,827.19	0.00	(9,827.19)	0.00	(9,827.19)
01 1222 220 001 000	Retire Secon	0.00	2,591.39	12,767.17	0.00	(12,767.17)	0.00	(12,767.17)
01 1222 230 001 000	Health Ins	0.00	4,352.14	21,312.97	0.00	(21,312.97)	0.00	(21,312.97)
01 1222 290 001 000	Life Ins Secon	0.00	55.96	277.94	0.00	(277.94)	0.00	(277.94)
01 1222 310 001 000	Inservice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 313 001 000	Purch Prof Ser Secon	0.00	180.00	257.50	0.00	(257.50)	0.00	(257.50)
01 1222 318 001 000	Contracted Services	0.00	956.66	1,466.64	0.00	(1,466.64)	0.00	(1,466.64)
01 1222 327 001 000	RENTALS OR LEASES	0.00	0.00	331.00	0.00	(331.00)	0.00	(331.00)
01 1222 410 001 000	Gen Supplies	0.00	43.31	43.31	0.00	(43.31)	0.00	(43.31)
01 1222 411 001 000	Instruc Mater Secon	0.00	628.71	992.79	0.00	(992.79)	0.00	(992.79)
01 1222 413 001 000	Expendable Workbooks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 420 001 000	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 440 001 000	Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 450 001 000	Audio Visual Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 460 001 000	Comp Software Secon	0.00	0.00	299.00	0.00	(299.00)	0.00	(299.00)
01 1222 530 001 000	Equipment Furn Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 560 001 000	Comp Equip Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 630 001 000	Registration Secondary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 641 001 000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 670 001 000	Travel Secon	0.00	0.00	400.82	0.00	(400.82)	0.00	(400.82)
1222 SPECIAL ED SECONDARY		0.00	38,097.10	182,613.15	0.00	(182,613.15)	0.00	(182,613.15)
01 1229 110 002 000	Sp Ed Lvl2 Elem	0.00	17,104.51	85,618.83	0.00	(85,618.83)	0.00	(85,618.83)
01 1229 111 002 000	Cash in lieu of BC	0.00	39.79	198.95	0.00	(198.95)	0.00	(198.95)
01 1229 120 002 000	Sub Elem	0.00	480.00	3,360.00	0.00	(3,360.00)	0.00	(3,360.00)
01 1229 140 002 000	Aide Elem	0.00	6,485.77	32,831.10	0.00	(32,831.10)	0.00	(32,831.10)
01 1229 210 002 000	Fica Elem	0.00	1,765.92	8,944.07	0.00	(8,944.07)	0.00	(8,944.07)
01 1229 220 002 000	Retire Elem	0.00	2,321.94	11,619.82	0.00	(11,619.82)	0.00	(11,619.82)
01 1229 230 002 000	Health Ins Elem	0.00	6,642.82	33,251.50	0.00	(33,251.50)	0.00	(33,251.50)
01 1229 290 002 000	Life Ins Elem	0.00	44.47	222.64	0.00	(222.64)	0.00	(222.64)
01 1229 313 002 000	Purch Prof Serv Elem	0.00	180.00	257.50	0.00	(257.50)	0.00	(257.50)
01 1229 318 002 000	Contracted Services	0.00	413.34	923.31	0.00	(923.31)	0.00	(923.31)
01 1229 410 002 000	Gen Supplies Elem	0.00	43.31	43.31	0.00	(43.31)	0.00	(43.31)
01 1229 411 002 000	Instruc Mater Elem	0.00	0.00	78.58	0.00	(78.58)	0.00	(78.58)
01 1229 413 002 000	Expendable Wrbk Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 420 002 000	Textbooks Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 450 002 000	Audio Visual Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 460 002 000	Comp Software Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 530 002 000	Furniture Equip Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 560 002 000	Computer Equip Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 630 002 000	Registration Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 670 002 000	Travel Elem	0.00	0.00	400.82	0.00	(400.82)	0.00	(400.82)
1229 SPECIAL ED ELEMENTARY		0.00	35,521.87	177,750.43	0.00	(177,750.43)	0.00	(177,750.43)
01 1238 318 001 000	SpEd LVL III OT/PT	0.00	170.95	1,235.17	0.00	(1,235.17)	0.00	(1,235.17)
01 1238 362 001 000	Sped Tuition LVL III	0.00	2,616.60	15,512.70	0.00	(15,512.70)	0.00	(15,512.70)
01 1238 362 002 000	Sped Tuition LVL III	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1238 SPED OT/PT		0.00	2,787.55	16,747.87	0.00	(16,747.87)	0.00	(16,747.87)
01 1290 313 000 000	PRE SCHL SPEECH (3-5)	0.00	1,181.68	4,272.23	0.00	(4,272.23)	0.00	(4,272.23)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1290	PRESCHOOL	0.00	1,181.68	4,272.23	0.00	(4,272.23)	0.00	(4,272.23)
01 1291 313 000 000	PRE SPED Supervision (3-5)	0.00	334.72	1,338.88	0.00	(1,338.88)	0.00	(1,338.88)
01 1291 313 001 000	PRE OT Services (3-5)	0.00	482.02	1,928.08	0.00	(1,928.08)	0.00	(1,928.08)
01 1291 313 002 000	PRE Deaf Ed Services (3-5)	0.00	20.06	459.56	0.00	(459.56)	0.00	(459.56)
01 1291 318 000 000	PRE D/E Psychologist Services (3-5)	0.00	583.75	2,335.00	0.00	(2,335.00)	0.00	(2,335.00)
01 1291 318 002 000	PRE PT Services (3-5)	0.00	379.32	1,137.96	0.00	(1,137.96)	0.00	(1,137.96)
01 1291 410 000 000	PRE Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1291 412 000 000	Periodicals (3-5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1291 530 000 000	Equipment (3-5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1291	PRE SPED	0.00	1,799.87	7,199.48	0.00	(7,199.48)	0.00	(7,199.48)
01 1292 313 000 000	Pre Deaf Ed Services (0-2)	0.00	106.19	562.70	0.00	(562.70)	0.00	(562.70)
01 1292 313 001 000	Pre Sped OT Services (0-2)	0.00	192.81	771.24	0.00	(771.24)	0.00	(771.24)
01 1292 313 002 000	Pre Sped PT Services (0-2)	0.00	137.94	772.28	0.00	(772.28)	0.00	(772.28)
01 1292 318 000 000	Pre Sped Services (0-2)	0.00	334.72	1,338.88	0.00	(1,338.88)	0.00	(1,338.88)
01 1292 318 002 000	Pre D/E Psychological Services (0-2)	0.00	583.75	2,724.17	0.00	(2,724.17)	0.00	(2,724.17)
1292	PRE Sped	0.00	1,355.41	6,169.27	0.00	(6,169.27)	0.00	(6,169.27)
01 2120 110 001 000	Counselor Sal Secon	0.00	4,567.90	22,839.50	0.00	(22,839.50)	0.00	(22,839.50)
01 2120 110 002 000	Counselor Sal Elem	0.00	1,141.98	5,709.90	0.00	(5,709.90)	0.00	(5,709.90)
01 2120 140 001 000	Aide Secon	0.00	0.00	1,865.45	0.00	(1,865.45)	0.00	(1,865.45)
01 2120 210 001 000	Fica Secon	0.00	339.10	1,835.59	0.00	(1,835.59)	0.00	(1,835.59)
01 2120 210 002 000	Fica Elem	0.00	84.78	424.02	0.00	(424.02)	0.00	(424.02)
01 2120 220 001 000	Retirement Secon	0.00	451.21	2,440.32	0.00	(2,440.32)	0.00	(2,440.32)
01 2120 220 002 000	Retirement Elem	0.00	112.80	564.00	0.00	(564.00)	0.00	(564.00)
01 2120 230 001 000	Health Ins. Secon	0.00	922.68	4,855.91	0.00	(4,855.91)	0.00	(4,855.91)
01 2120 230 002 000	Health Ins. Elem	0.00	230.67	1,140.75	0.00	(1,140.75)	0.00	(1,140.75)
01 2120 290 001 000	Life Ins Secon	0.00	6.40	33.50	0.00	(33.50)	0.00	(33.50)
01 2120 290 002 000	Life Ins Elem	0.00	1.60	7.91	0.00	(7.91)	0.00	(7.91)
01 2120 313 001 000	Purch Prof Ser Secon	0.00	0.00	115.00	0.00	(115.00)	0.00	(115.00)
01 2120 313 002 000	Purch Prof Ser Elem	0.00	0.00	90.00	0.00	(90.00)	0.00	(90.00)
01 2120 410 001 000	Supplies Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 410 002 000	Supplies Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 420 001 000	Resource Texts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 420 002 000	Resource Texts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 460 001 000	Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 670 001 000	Travel Secon	0.00	0.00	58.47	0.00	(58.47)	0.00	(58.47)
01 2120 670 002 000	Travel Elem	0.00	0.00	58.48	0.00	(58.48)	0.00	(58.48)
2120	COUNSELOR	0.00	7,859.12	42,038.80	0.00	(42,038.80)	0.00	(42,038.80)
01 2130 110 000 000	Nurse Salary	0.00	2,161.60	10,808.00	0.00	(10,808.00)	0.00	(10,808.00)
01 2130 210 000 000	Fica	0.00	165.02	825.04	0.00	(825.04)	0.00	(825.04)
01 2130 220 000 000	Retirement	0.00	213.52	1,067.60	0.00	(1,067.60)	0.00	(1,067.60)
01 2130 230 000 000	Health Ins	0.00	356.50	1,782.54	0.00	(1,782.54)	0.00	(1,782.54)
01 2130 290 000 000	Life Ins	0.00	4.48	22.40	0.00	(22.40)	0.00	(22.40)
01 2130 313 001 000	Purch Prof Ser Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 313 002 000	Purch Prof Serv Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 410 000 000	Health Supplies	0.00	93.36	199.71	0.00	(199.71)	0.00	(199.71)
01 2130 411 001 000	Instruc Mater Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 411 002 000	Instruc Mater Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 530 000 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 630 000 000	Dues And Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 670 000 000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2130	NURSE	0.00	2,994.48	14,705.29	0.00	(14,705.29)	0.00	(14,705.29)
01 2190 140 001 000	Act Trans Sal Secon	0.00	4,033.61	8,377.05	0.00	(8,377.05)	0.00	(8,377.05)
01 2190 140 002 000	Act Trans Sal Elem	0.00	14.68	253.36	0.00	(253.36)	0.00	(253.36)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2190 210 001 000	Fica Secon	0.00	308.56	640.86	0.00	(640.86)	0.00	(640.86)
01 2190 210 002 000	Fica Elem	0.00	1.12	19.39	0.00	(19.39)	0.00	(19.39)
01 2190 220 001 000	Retirement Secon	0.00	263.36	287.65	0.00	(287.65)	0.00	(287.65)
01 2190 220 002 000	Retirement Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 340 001 000	Testing	0.00	270.00	570.00	0.00	(570.00)	0.00	(570.00)
01 2190 670 001 000	Meals/travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 670 002 000	Meals/mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190 ACT TRANS		0.00	4,891.33	10,148.31	0.00	(10,148.31)	0.00	(10,148.31)
01 2212 110 002 000	Staff Dev Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 120 001 000	Staff Development	0.00	240.00	480.00	0.00	(480.00)	0.00	(480.00)
01 2212 120 002 000	Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 210 001 000	Staff Dev Fica	0.00	18.36	36.72	0.00	(36.72)	0.00	(36.72)
01 2212 210 002 000	Staff Dev Fica	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 220 002 000	Staff Dev Retire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 230 002 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 290 002 000	LIFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 319 001 000	Purch Prof Ser Secon	0.00	200.00	1,073.00	0.00	(1,073.00)	0.00	(1,073.00)
01 2212 319 002 000	Purch Prof Ser Elem	0.00	0.00	375.00	0.00	(375.00)	0.00	(375.00)
01 2212 410 001 000	Supplies Secon	0.00	0.00	169.30	0.00	(169.30)	0.00	(169.30)
01 2212 410 002 000	Supplies Elem	0.00	0.00	169.30	0.00	(169.30)	0.00	(169.30)
01 2212 630 001 000	Dues And Fees Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 630 002 000	Dues And Fees Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 670 001 000	Travel Secon	0.00	126.99	2,316.62	0.00	(2,316.62)	0.00	(2,316.62)
01 2212 670 002 000	Travel Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212 STAFF		0.00	585.35	4,619.94	0.00	(4,619.94)	0.00	(4,619.94)
01 2215 110 000 000	Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 210 002 000	Assessment Fica Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 220 000 000	Assessment Retire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 410 001 000	Assessment Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 410 002 000	Assessment Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 630 001 000	Assessment Dues/fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 630 002 000	Assessment Dues/fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 670 001 000	Assessment Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 670 002 000	Assessment Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2215 ASSESSMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 110 000 000	Tech Support Salary	0.00	5,000.00	25,000.00	0.00	(25,000.00)	0.00	(25,000.00)
01 2220 140 000 000	Tech Support Aides	0.00	0.00	594.18	0.00	(594.18)	0.00	(594.18)
01 2220 210 000 000	Tech Support Fica	0.00	361.46	1,807.30	0.00	(1,807.30)	0.00	(1,807.30)
01 2220 220 000 000	Tech Support Retir	0.00	493.89	2,469.45	0.00	(2,469.45)	0.00	(2,469.45)
01 2220 230 000 000	Tech Support Health Ins	0.00	1,742.89	8,714.45	0.00	(8,714.45)	0.00	(8,714.45)
01 2220 290 000 000	Tech Support Life Ins	0.00	8.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2220 318 000 000	SUPPORT/NETWORK/BACKUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 630 000 000	REGISTRATION	0.00	0.00	25.00	0.00	(25.00)	0.00	(25.00)
01 2220 670 000 000	Tech Support Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220 TECH SUPPORT		0.00	7,606.24	38,650.38	0.00	(38,650.38)	0.00	(38,650.38)
01 2222 110 001 000	Librarian Sal Secon	0.00	2,040.73	10,203.65	0.00	(10,203.65)	0.00	(10,203.65)
01 2222 110 002 000	Librarian Sal Elem	0.00	2,040.73	10,203.65	0.00	(10,203.65)	0.00	(10,203.65)
01 2222 210 001 000	Fica Secon	0.00	154.97	774.85	0.00	(774.85)	0.00	(774.85)
01 2222 210 002 000	Fica Elem	0.00	154.99	774.95	0.00	(774.95)	0.00	(774.95)
01 2222 220 001 000	Retire Secon	0.00	201.58	1,007.90	0.00	(1,007.90)	0.00	(1,007.90)
01 2222 220 002 000	Retire Elem	0.00	201.58	1,007.90	0.00	(1,007.90)	0.00	(1,007.90)
01 2222 230 001 000	Health Ins Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 230 002 000	Health Ins Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 290 001 000	Life Ins Secon	0.00	4.00	20.00	0.00	(20.00)	0.00	(20.00)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2222 290 002 000	Life Ins Elem	0.00	4.00	20.00	0.00	(20.00)	0.00	(20.00)
01 2222 313 001 000	Purchased Ser Secon	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2222 313 002 000	Purchased Ser Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 318 001 000	Repair Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 318 002 000	Repair Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 410 001 000	Supplies Secon	0.00	236.14	382.60	0.00	(382.60)	0.00	(382.60)
01 2222 410 002 000	Supplies Elem	0.00	0.00	84.93	0.00	(84.93)	0.00	(84.93)
01 2222 425 000 000	EBOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 430 001 000	Library Books Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 430 002 000	Library Books Elem	0.00	45.82	136.15	0.00	(136.15)	0.00	(136.15)
01 2222 440 001 000	Magazines Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 440 002 000	Magazines Elem	0.00	0.00	27.00	0.00	(27.00)	0.00	(27.00)
01 2222 450 001 000	Av Mater Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 450 002 000	Av Mater Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 460 001 000	Computer Software	0.00	147.50	770.50	0.00	(770.50)	0.00	(770.50)
01 2222 460 002 000	Elem Software	0.00	147.50	770.50	0.00	(770.50)	0.00	(770.50)
01 2222 530 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 530 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 670 001 000	TRAVEL	0.00	0.00	37.06	0.00	(37.06)	0.00	(37.06)
01 2222 690 001 000	Other Mis Exp Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 690 002 000	Other Misc Exp Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2222 LIBRARY		0.00	5,379.54	26,261.64	0.00	(26,261.64)	0.00	(26,261.64)
01 2310 318 000 000	SERVICES	0.00	250.00	620.00	0.00	(620.00)	0.00	(620.00)
01 2310 319 000 000	Audit	0.00	0.00	6,500.00	0.00	(6,500.00)	0.00	(6,500.00)
01 2310 350 000 000	Advertising & Print	0.00	0.00	1,497.28	0.00	(1,497.28)	0.00	(1,497.28)
01 2310 410 000 000	Supplies	0.00	39.98	179.91	0.00	(179.91)	0.00	(179.91)
01 2310 467 000 000	Software (E-Meetings)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 630 000 000	Dues And Fees	0.00	170.00	2,258.30	0.00	(2,258.30)	0.00	(2,258.30)
01 2310 641 000 000	Liability Ins	0.00	0.00	14,077.67	0.00	(14,077.67)	0.00	(14,077.67)
01 2310 642 000 000	Fidelity Bond Prem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 670 000 000	Board Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 690 000 000	Other Misc Exp	0.00	0.00	142.21	0.00	(142.21)	0.00	(142.21)
2310 TREASURER		0.00	459.98	25,275.37	0.00	(25,275.37)	0.00	(25,275.37)
01 2320 110 000 000	Supt Salary	0.00	10,889.24	54,446.20	0.00	(54,446.20)	0.00	(54,446.20)
01 2320 140 000 000	Clerical	0.00	1,456.37	7,682.60	0.00	(7,682.60)	0.00	(7,682.60)
01 2320 210 000 000	Fica	0.00	931.61	4,688.67	0.00	(4,688.67)	0.00	(4,688.67)
01 2320 220 000 000	Retirement	0.00	1,215.98	6,085.41	0.00	(6,085.41)	0.00	(6,085.41)
01 2320 230 000 000	Health Ins	0.00	2,317.94	11,589.70	0.00	(11,589.70)	0.00	(11,589.70)
01 2320 290 000 000	Life Ins	0.00	11.20	56.00	0.00	(56.00)	0.00	(56.00)
01 2320 410 000 000	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 467 000 000	Software (North Star)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 630 000 000	Dues And Fees	0.00	0.00	555.00	0.00	(555.00)	0.00	(555.00)
01 2320 670 000 000	Travel	0.00	0.00	441.50	0.00	(441.50)	0.00	(441.50)
01 2320 690 000 000	Other Misc Exp	0.00	100.00	400.00	0.00	(400.00)	0.00	(400.00)
2320 SUPERINTENDENT		0.00	16,922.34	85,945.08	0.00	(85,945.08)	0.00	(85,945.08)
01 2330 317 000 000	LEGAL SERVICES	0.00	548.00	5,234.50	0.00	(5,234.50)	0.00	(5,234.50)
2330 DISTRICT		0.00	548.00	5,234.50	0.00	(5,234.50)	0.00	(5,234.50)
01 2400 110 001 000	Princ Sal Secon	0.00	8,278.25	41,414.57	0.00	(41,414.57)	0.00	(41,414.57)
01 2400 110 002 000	Prin Sal Elem	0.00	7,776.25	38,881.25	0.00	(38,881.25)	0.00	(38,881.25)
01 2400 111 002 000	Cash in lieu	0.00	1,714.22	8,571.10	0.00	(8,571.10)	0.00	(8,571.10)
01 2400 120 001 000	Student Aide	0.00	145.54	801.12	0.00	(801.12)	0.00	(801.12)
01 2400 140 001 000	Clerical Sal Secon	0.00	3,775.72	18,574.29	0.00	(18,574.29)	0.00	(18,574.29)
01 2400 140 002 000	Clerical Sal Elem	0.00	2,416.95	11,963.21	0.00	(11,963.21)	0.00	(11,963.21)
01 2400 210 001 000	Fica Secon	0.00	876.15	4,385.60	0.00	(4,385.60)	0.00	(4,385.60)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2400 210 002 000	Fica Elem	0.00	897.94	4,480.36	0.00	(4,480.36)	0.00	(4,480.36)
01 2400 220 001 000	Retirement Secon	0.00	1,153.37	5,822.07	0.00	(5,822.07)	0.00	(5,822.07)
01 2400 220 002 000	Retirement Elem	0.00	1,000.71	5,013.25	0.00	(5,013.25)	0.00	(5,013.25)
01 2400 230 001 000	Health Ins Secon	0.00	1,220.02	6,252.85	0.00	(6,252.85)	0.00	(6,252.85)
01 2400 230 002 000	Health Ins Elem	0.00	1,742.89	8,714.45	0.00	(8,714.45)	0.00	(8,714.45)
01 2400 290 001 000	Life Ins Secon	0.00	12.80	65.25	0.00	(65.25)	0.00	(65.25)
01 2400 290 002 000	Life Ins Elem	0.00	14.00	70.10	0.00	(70.10)	0.00	(70.10)
01 2400 410 001 000	Supplies Secon	0.00	57.12	57.12	0.00	(57.12)	0.00	(57.12)
01 2400 410 002 000	Supplies Elem	0.00	0.00	1.18	0.00	(1.18)	0.00	(1.18)
01 2400 530 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 530 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 560 002 000	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 630 001 000	Dues And Fees Secon	0.00	0.00	170.00	0.00	(170.00)	0.00	(170.00)
01 2400 630 002 000	Dues And Fees Elem	0.00	0.00	55.00	0.00	(55.00)	0.00	(55.00)
01 2400 670 001 000	Travel Secon	0.00	0.00	138.43	0.00	(138.43)	0.00	(138.43)
01 2400 670 002 000	Travel Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 690 001 000	Other Misc Exp Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 690 002 000	Other Misc Exp Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 PRINCIPAL		0.00	31,081.93	155,431.20	0.00	(155,431.20)	0.00	(155,431.20)
01 2510 111 000 000	Cash in lieu	0.00	795.75	3,978.75	0.00	(3,978.75)	0.00	(3,978.75)
01 2510 140 000 000	Clerical Salary	0.00	7,706.77	36,081.07	0.00	(36,081.07)	0.00	(36,081.07)
01 2510 210 000 000	Fica	0.00	641.21	3,021.75	0.00	(3,021.75)	0.00	(3,021.75)
01 2510 220 000 000	Retirement	0.00	761.27	3,564.02	0.00	(3,564.02)	0.00	(3,564.02)
01 2510 230 000 000	Health Ins	0.00	636.60	2,886.41	0.00	(2,886.41)	0.00	(2,886.41)
01 2510 290 000 000	Life Ins	0.00	7.92	37.61	0.00	(37.61)	0.00	(37.61)
01 2510 293 000 000	Workman's Comp	0.00	0.00	25,943.00	0.00	(25,943.00)	0.00	(25,943.00)
01 2510 318 000 000	Repair Maint Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 327 000 000	Rental And Leases	0.00	0.00	1,260.00	0.00	(1,260.00)	0.00	(1,260.00)
01 2510 341 000 000	Postage	0.00	127.17	394.53	0.00	(394.53)	0.00	(394.53)
01 2510 342 001 000	Telephone Secon	0.00	381.45	2,064.05	0.00	(2,064.05)	0.00	(2,064.05)
01 2510 342 002 000	Telephone Elem	0.00	381.44	2,064.01	0.00	(2,064.01)	0.00	(2,064.01)
01 2510 410 000 000	Supplies	0.00	0.00	63.70	0.00	(63.70)	0.00	(63.70)
01 2510 460 000 000	Computer Software	0.00	0.00	568.23	0.00	(568.23)	0.00	(568.23)
01 2510 530 000 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 560 000 000	Computer Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 630 000 000	REGISTRATION	0.00	0.00	25.00	0.00	(25.00)	0.00	(25.00)
01 2510 670 000 000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 690 000 000	Other Misc Exp	0.00	0.00	189.78	0.00	(189.78)	0.00	(189.78)
2510 CLERICAL		0.00	11,439.58	82,141.91	0.00	(82,141.91)	0.00	(82,141.91)
01 2610 120 001 000	Sub/Summer Sal Secon	0.00	8.70	3,072.18	0.00	(3,072.18)	0.00	(3,072.18)
01 2610 120 002 000	Sub/Summer Sal Elem	0.00	8.69	2,858.93	0.00	(2,858.93)	0.00	(2,858.93)
01 2610 140 001 000	Cust Sal Secon	0.00	7,010.75	37,985.87	0.00	(37,985.87)	0.00	(37,985.87)
01 2610 140 002 000	Cust Sal Elem	0.00	3,530.78	16,449.85	0.00	(16,449.85)	0.00	(16,449.85)
01 2610 210 001 000	Fica Secon	0.00	531.92	3,069.46	0.00	(3,069.46)	0.00	(3,069.46)
01 2610 210 002 000	Fica Elem	0.00	264.60	1,401.96	0.00	(1,401.96)	0.00	(1,401.96)
01 2610 220 001 000	Retirement Secon	0.00	665.12	3,338.99	0.00	(3,338.99)	0.00	(3,338.99)
01 2610 220 002 000	Retirement Elem	0.00	321.37	1,594.56	0.00	(1,594.56)	0.00	(1,594.56)
01 2610 230 001 000	Health Ins Secon	0.00	1,879.57	10,022.85	0.00	(10,022.85)	0.00	(10,022.85)
01 2610 230 002 000	Health Ins Elem	0.00	1,894.23	9,911.95	0.00	(9,911.95)	0.00	(9,911.95)
01 2610 290 001 000	Life Ins	0.00	6.25	34.77	0.00	(34.77)	0.00	(34.77)
01 2610 290 002 000	Life Ins	0.00	4.95	27.93	0.00	(27.93)	0.00	(27.93)
01 2610 321 001 000	Fuel Secon	0.00	2,752.64	5,452.70	0.00	(5,452.70)	0.00	(5,452.70)
01 2610 321 002 000	Fuel Elem	0.00	2,752.64	5,452.68	0.00	(5,452.68)	0.00	(5,452.68)
01 2610 322 001 000	Electricity Secon	0.00	1,712.15	12,017.37	0.00	(12,017.37)	0.00	(12,017.37)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2610 322 002 000	Electricity Elem	0.00	1,712.15	12,017.33	0.00	(12,017.33)	0.00	(12,017.33)
01 2610 323 001 000	Water Sewer Secon	0.00	319.75	1,612.13	0.00	(1,612.13)	0.00	(1,612.13)
01 2610 323 002 000	Water Sewer Elem	0.00	319.75	1,612.12	0.00	(1,612.12)	0.00	(1,612.12)
01 2610 410 001 000	Supplies Secon	0.00	704.97	3,205.91	0.00	(3,205.91)	0.00	(3,205.91)
01 2610 410 002 000	Supplies Elem	0.00	704.96	3,175.07	0.00	(3,175.07)	0.00	(3,175.07)
2610 CUSTODIAL		0.00	27,105.94	134,314.61	0.00	(134,314.61)	0.00	(134,314.61)
01 2620 140 000 000	Maintenance Sal	0.00	3,584.88	18,922.35	0.00	(18,922.35)	0.00	(18,922.35)
01 2620 210 000 000	Fica	0.00	273.09	1,441.77	0.00	(1,441.77)	0.00	(1,441.77)
01 2620 220 000 000	Retirement	0.00	354.10	1,770.50	0.00	(1,770.50)	0.00	(1,770.50)
01 2620 230 000 000	Health Ins	0.00	348.58	1,742.90	0.00	(1,742.90)	0.00	(1,742.90)
01 2620 290 000 000	Life Ins	0.00	3.20	16.00	0.00	(16.00)	0.00	(16.00)
01 2620 318 001 000	Con/ser Repair Secon	0.00	1,589.18	6,371.44	0.00	(6,371.44)	0.00	(6,371.44)
01 2620 318 002 000	Cont/ser Repair Elem	0.00	1,551.71	4,612.45	0.00	(4,612.45)	0.00	(4,612.45)
01 2620 319 001 000	Other Pur Ser Secon	0.00	850.28	11,187.49	0.00	(11,187.49)	0.00	(11,187.49)
01 2620 319 002 000	Other Purch Ser Elem	0.00	464.85	7,721.58	0.00	(7,721.58)	0.00	(7,721.58)
01 2620 328 001 000	Property Ins Secon	0.00	0.00	14,077.66	0.00	(14,077.66)	0.00	(14,077.66)
01 2620 328 002 000	Property Ins Elem	0.00	0.00	14,077.67	0.00	(14,077.67)	0.00	(14,077.67)
01 2620 500 001 000	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 500 002 000	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 001 000	BLDG IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 002 000	BLDG IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 530 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 530 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 690 001 000	Other Exp Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 690 002 000	Other Exp Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2620 MAINTENANCE		0.00	9,019.87	81,941.81	0.00	(81,941.81)	0.00	(81,941.81)
01 2750 140 000 000	Transp Salaries	0.00	9,712.96	47,531.97	0.00	(47,531.97)	0.00	(47,531.97)
01 2750 210 000 000	Fica	0.00	742.86	3,635.15	0.00	(3,635.15)	0.00	(3,635.15)
01 2750 220 000 000	Retirement	0.00	355.27	1,733.98	0.00	(1,733.98)	0.00	(1,733.98)
01 2750 230 000 000	Health Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 290 000 000	LIFE INS	0.00	5.60	25.72	0.00	(25.72)	0.00	(25.72)
01 2750 318 000 000	TESTING	0.00	0.00	692.00	0.00	(692.00)	0.00	(692.00)
01 2750 319 000 000	Purch Ser(physicals)	0.00	175.00	1,421.00	0.00	(1,421.00)	0.00	(1,421.00)
01 2750 332 000 000	Option Stu Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 336 000 000	Gas And Oil	0.00	5,289.95	21,113.67	0.00	(21,113.67)	0.00	(21,113.67)
01 2750 337 000 000	Tires And Parts	0.00	431.01	9,365.21	0.00	(9,365.21)	0.00	(9,365.21)
01 2750 338 000 000	Purchased Repair	0.00	33.63	2,986.59	0.00	(2,986.59)	0.00	(2,986.59)
01 2750 530 000 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 641 000 000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 690 000 000	Other Exp	0.00	100.00	289.00	0.00	(289.00)	0.00	(289.00)
2750 TRANSPORTATION		0.00	16,846.28	88,794.29	0.00	(88,794.29)	0.00	(88,794.29)
01 2760 140 002 000	SPED TRANSP	0.00	0.00	3,756.97	0.00	(3,756.97)	0.00	(3,756.97)
01 2760 210 002 000	SPED Transp FICA	0.00	0.00	287.43	0.00	(287.43)	0.00	(287.43)
01 2760 220 002 000	SPED Transp Retire	0.00	0.00	349.70	0.00	(349.70)	0.00	(349.70)
01 2760 230 002 000	SPED Transp Health	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 290 002 000	LIFE	0.00	0.00	2.28	0.00	(2.28)	0.00	(2.28)
01 2760 331 001 000	Contracted Transpor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 331 002 000	Contracted Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 332 001 000	Mileage/parent Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 332 002 000	Mileage/parents Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 336 001 000	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 338 000 000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 641 000 000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2760 SPED TRANSP		0.00	0.00	4,396.38	0.00	(4,396.38)	0.00	(4,396.38)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 3135 110 000 000	High Ability Instr	0.00	250.00	1,250.00	0.00	(1,250.00)	0.00	(1,250.00)
01 3135 210 000 000	High Ability Fica	0.00	18.74	93.73	0.00	(93.73)	0.00	(93.73)
01 3135 220 000 000	High Ability Retirement	0.00	24.69	123.45	0.00	(123.45)	0.00	(123.45)
01 3135 230 000 000	High Ability Health	0.00	81.01	403.44	0.00	(403.44)	0.00	(403.44)
01 3135 290 000 000	Life Ins	0.00	0.56	2.80	0.00	(2.80)	0.00	(2.80)
01 3135 410 000 000	High Abilt Learn Supplies	0.00	0.00	1,499.19	0.00	(1,499.19)	0.00	(1,499.19)
01 3135 460 000 000	HIGH ABIL SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3135 530 000 000	High Abilt Learn Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3135 630 000 000	High Abilt Learn Registration	0.00	0.00	3,690.00	0.00	(3,690.00)	0.00	(3,690.00)
01 3135 670 000 000	High Abilt Learn Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3135 HIGH ABILITY		0.00	375.00	7,062.61	0.00	(7,062.61)	0.00	(7,062.61)
01 3137 140 000 000	Youth Center Wages	0.00	1,060.61	6,177.80	0.00	(6,177.80)	0.00	(6,177.80)
01 3137 210 000 000	Fica	0.00	81.14	472.59	0.00	(472.59)	0.00	(472.59)
01 3137 220 000 000	Retirement	0.00	57.16	279.48	0.00	(279.48)	0.00	(279.48)
3137 KEARNEY		0.00	1,198.91	6,929.87	0.00	(6,929.87)	0.00	(6,929.87)
01 3516 560 000 000	DIST LEARN EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3516 DIST LEARN EQUIP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4200 110 000 000	REGULAR SALARIES	0.00	5,708.33	28,541.65	0.00	(28,541.65)	0.00	(28,541.65)
01 4200 210 000 000	FICA	0.00	404.07	2,096.83	0.00	(2,096.83)	0.00	(2,096.83)
01 4200 220 000 000	RETIREMENT	0.00	563.86	2,819.30	0.00	(2,819.30)	0.00	(2,819.30)
01 4200 230 000 000	HEALTH INSURANCE	0.00	1,742.89	8,714.45	0.00	(8,714.45)	0.00	(8,714.45)
01 4200 290 000 000	LIFE	0.00	8.00	40.00	0.00	(40.00)	0.00	(40.00)
01 4200 410 000 000	Supplies/Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4200 670 000 000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200 TITLE 1 CURRENT		0.00	8,427.15	42,212.23	0.00	(42,212.23)	0.00	(42,212.23)
01 4210 410 000 000	SUPPLIES	0.00	0.00	1,658.57	0.00	(1,658.57)	0.00	(1,658.57)
4210 TITLE 1 NCLB		0.00	0.00	1,658.57	0.00	(1,658.57)	0.00	(1,658.57)
01 4325 110 000 000	Title IIA Class Size Reduction	0.00	2,169.16	6,433.00	0.00	(6,433.00)	0.00	(6,433.00)
01 4325 210 000 000	TITLE IIA Fica	0.00	140.35	416.26	0.00	(416.26)	0.00	(416.26)
01 4325 220 000 000	TITLE IIA Retirement	0.00	214.26	635.42	0.00	(635.42)	0.00	(635.42)
01 4325 230 000 000	TITLE IIA Health	0.00	871.43	2,584.38	0.00	(2,584.38)	0.00	(2,584.38)
01 4325 290 000 000	TITLE IIA Life Ins	0.00	4.00	11.86	0.00	(11.86)	0.00	(11.86)
4325 TITLE IIA		0.00	3,399.20	10,080.92	0.00	(10,080.92)	0.00	(10,080.92)
01 4326 630 000 000	Title II Eishenhower & Techno	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4326 TITLE II		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4327 110 000 000	REAP Salary	0.00	2,169.17	10,823.24	0.00	(10,823.24)	0.00	(10,823.24)
01 4327 210 000 000	REAP Fica	0.00	140.37	700.36	0.00	(700.36)	0.00	(700.36)
01 4327 220 000 000	REAP Retirement	0.00	214.27	1,069.12	0.00	(1,069.12)	0.00	(1,069.12)
01 4327 230 000 000	REAP Health	0.00	871.46	4,348.18	0.00	(4,348.18)	0.00	(4,348.18)
01 4327 290 000 000	REAP Life	0.00	4.00	19.96	0.00	(19.96)	0.00	(19.96)
4327 REAP		0.00	3,399.27	16,960.86	0.00	(16,960.86)	0.00	(16,960.86)
01 4403 310 000 000	IDEA Vocational/Vision	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4403 IDEA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4404 110 000 000	SPED IDEA instr	0.00	2,725.00	13,490.50	0.00	(13,490.50)	0.00	(13,490.50)
01 4404 140 000 000	SPED IDEA PARA	0.00	1,726.00	8,630.00	0.00	(8,630.00)	0.00	(8,630.00)
01 4404 210 000 000	SPED IDEA FICA	0.00	255.20	1,265.76	0.00	(1,265.76)	0.00	(1,265.76)
01 4404 220 000 000	SPED IDEA RETIRE	0.00	439.66	2,185.01	0.00	(2,185.01)	0.00	(2,185.01)
01 4404 230 000 000	SPED IDEA HEALTH	0.00	1,632.72	8,585.43	0.00	(8,585.43)	0.00	(8,585.43)
01 4404 290 000 000	SPED IDEA LIFE	0.00	11.07	59.00	0.00	(59.00)	0.00	(59.00)
01 4404 318 002 000	SPED IDEA PRE-K	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4404 SPED IDEA		0.00	6,789.65	34,215.70	0.00	(34,215.70)	0.00	(34,215.70)

**Ravenna Public Schools
GENERAL FUND
Ending December 31, 2018**

Beginning Balance: **\$3,500,146.94**

Receipts:

Tax Collection (Sherman)	\$12,404.55	
Tax Collection (Buffalo)	\$44,065.78	
State of NE Sped	\$73,231.00	
IDEA		
State of NE HAL		
Universal Service Fund (E-Rate)		
City of Ravenna	\$1,500.00	
ESU 10		
Sale of Prop/Equip.		
Medicaid (MAC)		
State Aid	\$3,236.00	
State of NE DHHS (MIPS)		
Distance Learning		
Other	\$337.89	
Interest	\$864.90	
Total Receipts:		\$135,640.12

Disbursements:

Board Bills (Dec.)	\$489,728.55	
Total Disbursements:		\$489,728.55
Ending Balance:		\$3,146,058.51

Cash on Hand:	\$3,146,058.51	
Outstanding checks	\$66,669.85	
Bank Balance:	\$3,212,728.36	

Investments: **\$157,052.68**

Accounted for as Follows:

General Fund

General Fund Checking	\$3,146,058.51	
CD #42554	\$132,052.68	
CD # 70099 (9 mo)	\$25,000.00	
Total Available:	\$3,303,111.19	\$3,303,111.19

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	30,514.38	1,358,965.94
01 1100 1100	District Taxes - Sherman	0.00	9,726.35	334,172.82
01 1115 1000	Carline-Buffero	0.00	0.00	2,490.07
01 1115 1100	Carline - Sherman	0.00	0.00	715.81
01 1120 1000	Public Power Tax - Buffalo	0.00	0.00	0.00
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	0.00
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	11,413.82	55,801.46
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	2,427.66	9,098.31
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	0.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	0.00	864.90	3,732.78
01 1700	Other Local Receipts	0.00	1,500.00	2,100.00
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	50.00	176.50
01 1911	Local License Fees	0.00	100.00	181.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	0.00	2,037.58	8,975.76
01 2110 1100	Sherm Fines-license	0.00	250.54	1,019.13
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	0.00	0.00	248.15
01 2800 1000	In Lieu Of Tax - Buffalo	0.00	0.00	0.00
01 2800 1100	In Lieu Of Tax - Sherman	0.00	0.00	0.00
01 3110	State Aid	0.00	3,236.00	12,944.00
01 3120	Spec. Ed Programs	0.00	73,231.00	73,231.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	0.00	0.00
01 3130 1100	Sherm Homestead Ex	0.00	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh.Buffalo	0.00	0.00	1,401.15
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	348.61
01 3400	State Apportionment	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	0.00	0.00	23,001.92
01 3535	High Abilt Learners	0.00	0.00	4,799.00
01 3550	School Tech Fund	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	11,647.64
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	0.00	0.00	0.00
01 4709	Meccatech(MAAPS)	0.00	0.00	0.00
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	0.00	483.80
01 5301	Insurance Adjustment	0.00	0.00	0.00
01 5690	Other Non-revenue	0.00	287.89	516.89
01 9000	Non-program Receipts	0.00	0.00	0.00
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	0.00	135,640.12	1,906,051.74
8	Revenue	0.00	135,640.12	1,906,051.74

Invoice



Page	1/1
Invoice	NE00018245
Date	12/31/2018

Bill to:

Opaa! Food Mgt. of NE, LLC

16401 Swingley Ridge Road, Suite 600
Chesterfield, MO 63017-3017

Ravenna Public Schools

41750 Carthage Road PO Box 8400
Ravenna, NE 68869-8869

Customer ID	Description	Payment Terms		
NE0007	DECEMBER 2018 CONTRACT SERVICES	0%/NET30		
Quantity	Itemized	Meal Equivalent	Unit Price	Total
4465.00	Student Lunches		\$2.5475	\$11,374.59
814.00	Student Breakfasts		\$1.2737	\$1,036.79
436.07	A la Carte	\$1543.70 + 3.5400	\$2.5475	\$1,110.90
132.32	Vended Sales	\$468.40 + 3.5400	\$2.5475	\$337.08
140.11	Adult Lunches	\$496.00 + 3.5400	\$2.5475	\$356.94
251.00	Preschool Snack		\$0.4000	\$100.40
1065.00	K-3 Milk		\$0.3500	\$372.75
216.00	Preschool Milk		\$0.2500	\$54.00
1.00	Actual Commodity Credit		(\$2083.8660)	(\$2,083.87)

NOTES:

Total	\$12,659.58
--------------	--------------------

Karen E Schroeder
1-2-19

01/11/2019 11:07 AM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06	NE00018245	Fund Number 06 Lunch Opaa! Food Mgt. of NE, LLC	12/31/2018	12,659.58
06 1100 390 000 000		OTHER PURCHASED SERVICES		12,659.58
Total Opaa! Food Mgt. of NE, LLC				<u>12,659.58</u>
Fund Number 06				<u>12,659.58</u>
Checking Account ID 06				<u>12,659.58</u>

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 1100 120 000 000	Sub Salaries	0.00	136.57	861.21	0.00	(861.21)	0.00	(861.21)
06 1100 130 000 000	Overtime Salaries	0.00	5.33	86.13	0.00	(86.13)	0.00	(86.13)
06 1100 140 000 000	Salary	0.00	5,680.63	28,542.55	0.00	(28,542.55)	0.00	(28,542.55)
06 1100 210 000 000	Fica	0.00	300.24	1,514.07	0.00	(1,514.07)	0.00	(1,514.07)
06 1100 220 000 000	Retirement	0.00	561.65	2,827.87	0.00	(2,827.87)	0.00	(2,827.87)
06 1100 230 000 000	Health Insurance	0.00	1,594.18	7,334.30	0.00	(7,334.30)	0.00	(7,334.30)
06 1100 290 000 000	Life Ins	0.00	14.00	66.00	0.00	(66.00)	0.00	(66.00)
06 1100 390 000 000	OTHER PURCHASED SERVICES	0.00	12,659.58	79,942.77	0.00	(79,942.77)	0.00	(79,942.77)
06 1100 530 000 000	Equipment	0.00	0.00	447.88	0.00	(447.88)	0.00	(447.88)
06 1100 560 000 000	Computer Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 690 000 000	Other Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 691 000 000	Other Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100	SALARIES	0.00	20,952.18	121,622.78	0.00	(121,622.78)	0.00	(121,622.78)
000	DISTRICT WIDE	0.00	20,952.18	121,622.78	0.00	(121,622.78)	0.00	(121,622.78)
06	Lunch	0.00	20,952.18	121,622.78	0.00	(121,622.78)	0.00	(121,622.78)

**Ravenna Public School
Lunch Fund Report
Ending December 31, 2018**

Beginning Balance: \$ 15,581.07

RECEIPTS:

Deposit \$ 20,918.95

Interest \$ 5.02

Total Receipts: \$ 20,923.97

DISBURSEMENTS:

Lunch Bills \$ 26,015.61

Outstanding Checks \$ (1,243.46)

Total Disbursements: \$ 24,772.15

Bank Balance: \$ 11,732.89

Book Balance: \$ 10,489.43

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	5.02	20.14
06 1610	Student Lunches	0.00	8,715.50	46,225.82
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	952.90	4,314.21
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3400	Adult Lunches	0.00	0.00	0.00
06 3800	State Lunch Reimb.	0.00	0.00	0.00
06 3900	State Breakfast Reimb.	0.00	0.00	0.00
06 4000	Federal Reimbursment	0.00	9,232.29	37,559.68
06 4001	Special Milk	0.00	88.53	367.98
06 4002	Breakfast	0.00	1,929.73	7,477.44
06 5000	Trans From Savings	0.00	0.00	0.00
06 5200	School Dist Contrib.	0.00	0.00	0.00
06 5690	Other Income	0.00	0.00	0.00
06 9000	Non Program Receipts	0.00	0.00	0.00
06	Lunch	0.00	20,923.97	95,965.27
8	Revenue	0.00	20,923.97	95,965.27



FEE BILL

Bond Issue: Buffalo County School District 0069 Limited Tax Obligation Bonds Dated 09-10-14

Account Number: 76117701

Initial Fee: \$500 (billed once at the beginning of the issue)
Annual Service Fee: \$500 (prorated according to number of months held)

2018 Annual Fee

$$\frac{\$500 \times 12 \text{ months}}{12 \text{ months}} = \$ 500.00$$

Total Fees Due **\$ 500.00**

Enclosed please find two copies of the fee bill for this bond issue. Please keep one copy for your files and mail the other copy back with your remittance in the self-addressed envelope.

Laurel E Schroeder
1-2-19

First National Bank | 610 N Main St | PO Box 169 | Fremont, NE 68026-0169

Direct: 402.753.2293 | Fax: 402.753.2204 | E-mail: dkoehlmoos@fnni.com | www.fnbremont.com

Securities and Repurchase Agreements are not FDIC insured, are not deposits or other obligations of, or guaranteed by First National Bank, and involve investment risks, including possible loss of principal amount invested.

Advisee Details

[< Back to Advisees](#)

Search for courses...



Program(s):
Course Only

*Farmers Coop
Scholarship*

Ty Eilenstine

Student ID: 0573378

[✉ tyx73378@cccneb.edu](mailto:tyx73378@cccneb.edu)

Review Complete

Course Plan

Timeline

Progress

Search for Classes

Notes

Plan Archive

Test S



Spring 2019



Register Now

List

Calendar

<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		AGRI*1260-DCWD1: Intro to Precision Agriculture Registered, but not started	3 Credits	Janssen, C	1/7/2019 - 5/3/2019	Web - Instructor Paced Online, ONLINE Online

	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		AGRI*1310- CH100: Plant Science  Registered, but not started	3 Credits	Charlson, D	MWF 10:00 AM - 10:50 AM 1/7/2019 - 5/3/2019	Hastings Hastings Webster Bldg, 106 Lecture
<input type="checkbox"/>		AGRI*1350- CH021: Plant Science Lab  Registered, but not started	1 Credits	Charlson, D	MWF 11:00 AM - 11:50 AM 1/7/2019 - 5/3/2019	Hastings Hastings Webster Bldg, 106 Practical Lab
<input type="checkbox"/>		AGRI*1530- CH100: Soil Science  Registered, but not started	4 Credits	Charlson, D	MWF 8:00 AM - 9:50 AM 1/7/2019 - 5/3/2019	Hastings Hastings Webster Bldg, 106 Lecture



Ravenna Public Schools
 Dr. Ken Schroeder
 41750 Carthage Road
 Ravenna, NE 68869

Invoice number 14595
 Date 01/02/2019

Project **2018176 Ravenna Public Schools -
 Elem. HVAC (Phase III) & High School
 Condensing Units**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Construction Documents	10,880.00	31.25	3,400.00	0.00	3,400.00
Bidding/Negotiation	680.00	0.00	0.00	0.00	0.00
Construction Administration	2,040.00	0.00	0.00	0.00	0.00
Total	13,600.00	25.00	3,400.00	0.00	3,400.00

Reimbursables

	Units	Rate	Billed Amount
Copies	24.00	0.132	3.17
Meals			10.14
Mileage - 2018	254.00	0.5995	152.27
Reimbursables subtotal			165.58
Invoice total			3,565.58

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
14595	01/02/2019	3,565.58	3,565.58				
	Total	3,565.58	3,565.58	0.00	0.00	0.00	0.00

Approved by:

MK

Martin D. Kasl
 Principal

Keneth E Schroeder
 1-7-19
 Spec. Bldg



22 South Main Street | PO Box 161
Denison, IA 51442-0161

Invoice

Date	Invoice #
12/11/2018	4150

Bill To

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Ship To

Ravenna High School
41750 Cathage Rd
Ravenna, NE 68869

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	1/10/2019	543	
Description	Qty	U/M	Rate	Amount
Repair base mat seam	1		0.00	0.00
Install Flex Pave base system in front of bleachers	1		1,645.00	1,645.00
Patch area where Flex Pave base system was installed	1		3,330.00	3,330.00
<i>Spec Bids</i>				

PLEASE REMIT TO:

Midwest Tennis & Track Co.
PO Box 161
Denison, IA 51442-0161

Contact Information:

T: (712) 263-3554 | F: (712) 263-5110
E: info@midwesttennisandtrack.com
www.midwesttennisandtrack.com

Total	\$4,975.00
Payments/Credits	\$0.00
Balance Due	\$4,975.00

Kenneth E Schroeder
12-19-18

Board of Education Regular Meeting

High School Library

41750 Carthage Road

Ravenna, NE 68869

Monday, December 10, 2018 7:00 PM

Marilyn Bohn: Present

Misti Fiddelke: Present

Ryan Osten: Present

Tara Schirmer: Present

Dawn Standage: Present

Marc Vacek: Present

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow:
Family-Community-School
5. Approval of Agenda
Motion to approve the agenda passed with a motion by Marilyn Bohn and a second by Ryan Osten.
6. School Board Picture-Mrs. Paige Havranek (Yearbook Sponsor)
7. Financial Report
8. Consent Agenda
Motion to approve the consent agenda passed with a motion by Dawn Standage and a second by Marc Vacek.
 - 8.1. Discuss, consider, and take all necessary action to minutes
 - 8.2. Discuss, consider, and take all necessary action to bills

9. Request to Address the Board and Correspondence

10. Blue Jay Celebration of Success-Mrs. Libby Clark (Art Club)

11. ABC Bluejay Staff Member of the Month-Caley Greer

12. Information and Action Items

12.1. Discuss, consider, and take all action necessary to negotiations with the REA
Motion to approve the 2019-20 Negotiated Agreement as presented passed with a motion by Marilyn Bohn and a second by Ryan Osten.

13. Discussion Items

13.1. After School Programming-Guest Presenter Jaci Nelson-Walrath @ 9:00 PM

13.2. Discuss, consider, and take all action necessary to maker's space

13.3. Discuss, consider, and take all necessary action to Board Member Appointments to the Ravenna Public Schools Foundation

13.4. Discuss, consider, and take all action necessary to the superintendent's evaluation @ 7:00 PM

14. Elementary Principal's

15. Secondary Principal's Report

16. Superintendent's Report

17. Board Report

18. Positive Comments

Congratulations to the One-Act cast, crew, and directors on a very successful season and on their runner-up finish at the Nebraska State Play Competition!

-Ravenna School Board

A special thank you to all of the community members who helped the students set up and take down the one-act set during the course of the one-act season. Also, Todd VanWinkle did a great job of helping coordinate transportation of students and transporting the set to and from competition. The Ravenna One-Act Crew was awarded the "Outstanding Crew Award" at the State One-Act Competition, which is a prestigious honor. The assistance director of the NSAA, Deb Velder, commented that "...The Ravenna crew was hard working, extremely polite, and has great manners..." What a great testament to our students and to our community.

-Superintendent Schroeder

19. Adjournment

Motion to adjourn at 11:17 PM passed with a motion by Marilyn Bohn and a second by Ryan Osten.

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

RAVENNA PUBLIC SCHOOLS - CLASSIFIED STAFF WORKSHEET for 2019-2020							
		2018-2019 actual	2019-2020 proposed 1% increase	2019-2020 proposed 2% increase	2019-2020 proposed 3% increase	2019-2020 proposed 4% increase	2019-2020 proposed 4.5% increase
CAFETERIA:							
Food service workers		\$12.00 to \$14.21/hr	\$12.12 to \$14.35	\$12.24 to \$14.49	\$12.36 to \$14.64	\$12.48 to \$14.78	\$12.54 to \$14.85
CUSTODIAL/MAINTENANCE:							
Supervisor		\$ 64,505.20	\$ 65,150.25	\$ 65,795.30	\$ 66,440.36	\$ 67,085.41	\$ 67,407.93
Custodial staff		\$ 13.95	\$ 14.09	\$ 14.23	\$ 14.37	\$ 14.51	\$ 14.58
PARAEDUCATORS:							
Para staff		\$12.00 to \$16.60	\$12.12 to \$16.77	\$12.24 to \$16.93	\$12.36 to \$17.10	\$12.48 to \$17.26	\$12.54 to \$17.35
ADMINISTRATIVE ASSISTANTS:							
Admin. Assist. Staff		\$16.35 to \$27.06	\$16.51 to \$27.33	\$16.68 to \$27.60	\$16.84 to \$27.87	\$17.00 to \$28.14	\$17.09 to \$28.28
NURSE:							
Nurse		\$ 30.51	\$ 30.82	\$ 31.12	\$ 31.43	\$ 31.73	\$ 31.88
TRANSPORTATION:							
Route Drivers		\$ 17,199.37	\$ 17,371.36	\$ 17,543.36	\$ 17,715.35	\$ 17,887.34	\$ 17,973.34
Activity Drivers		\$ 14.69	\$ 14.84	\$ 14.98	\$ 15.13	\$ 15.28	\$ 15.35
Supervisor & Groundskeeper		\$ 50,195.93	\$ 50,697.89	\$ 51,199.85	\$ 51,701.81	\$ 52,203.77	\$ 52,454.75
TECHNOLOGY							
Director		\$ 60,000.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00
Estimated Total Wages		\$ 990,000.00	\$ 999,900.00	\$ 1,009,800.00	\$ 1,019,700.00	\$ 1,029,600.00	\$ 1,034,550.00

Ravenna Public Schools



Classified Employee Handbook

Revised January 14, 2019

Employment, Compensation, and Benefits

Classified Employees

Section 1 EMPLOYMENT

Classified employees are “at-will” employees, and may be terminated at any time by the school district.

Section 2 ASSIGNMENTS

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Section 3 PERSONNEL FILE

The district will follow state and federal law regarding an employee’s personnel file. If an employee requests to view their file, the viewing will be done under the Superintendent’s supervision or other designee.

Section 4 COMPENSATION

Wages:

The board, on or before the regular August meeting, will establish hourly and monthly wages for support staff personnel. The superintendent will make recommendations to the board in establishing support staff salaries.

In determining compensation for support staff, the board will take into account the responsibilities of the position, the qualifications required, past experience of the individual, and years of service to the district. All wages and work schedules will comply with applicable regulations as adopted by the United States Department of Labor.

Work Week:

Wages are calculated on a work week by work week basis. A work week is seven consecutive days. The district’s work week begins on Sunday and ends on Saturday.

Payment:

All support staff personnel will be paid on the 20th of each month. When the 20th falls on a Saturday or Sunday, the direct deposit will be made on the preceding Friday. Wage structures and pay periods vary between the different classifications of employees. Wage and pay periods will be indicated as part of the job description.

Breaks:

Full-time employees, either year round or school term only, will be provided with a thirty minute paid break time per day. Depending on work schedules this may be taken in one break or two. Part-time employees will be adjusted accordingly.

Overtime Pay:

Hours in excess of forty hours per week will be considered overtime and will be paid at one and one-half times the regular established pay rate. Compensation time may be granted at the discretion of the superintendent at the rate of one and one-half hours for each hour of overtime.

The above provisions do not apply to employees who voluntarily accept assignments to serve community groups using school facilities.

Section 5 BENEFITS

Insurance/Health Benefits:

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Section 6 PAID LEAVE – SICK, PERSONAL, AND EMERGENCY LEAVES

Leave and Vacation:

The board will provide a plan for leaves and absences designed to help members of the support staff. Cases of unusual circumstances not specifically covered by these regulations shall be decided by the superintendent, subject to approval by the board.

Sick Leave:

Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor’s note may be required after five consecutive days of absence. Full-time school term employees will be provided with 5 days per year that may accumulate year to year up to 20 days. A day’s leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee’s immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Personal Leave:

There shall be two days of personal leave allowed for full-time year round and full-time school term staff. Personal leave may be taken before or after a scheduled vacation day with approval of the superintendent. One-half day or one day of unused personal leave will be carried over to the following year; therefore staff could accumulate three personal days.

Emergency Leave:

Original: Emergency leave of four days per year are allowed to full-time year round and full-time school term staff. Emergency leave would include the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law). A maximum of five additional sick leave days may be used as emergency leave if needed.

Proposed: Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

Section 7 HOLIDAYS

Pay will be received for those holidays observed by the district, **which fall within their assignment period.** When holidays fall on Sunday, Monday will be observed as the holiday. When holidays fall on Saturday, Friday will be observed as the holiday. The observed holidays are as followed:

Holidays Observed
New Year’s Day

Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve Day
Christmas Day

Section 8 VACATION

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions.

After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Section 9 PAYROLL DEDUCTIONS FOR ABSENCES IN EXCESS OF PAID LEAVE

Should an employee be absent from work in excess of the employee’s accumulated sick leave or other paid leaves, the employee’s salary and fringe benefits may be reduced by the hours missed.

Section 10 UNPAID LEAVES-DOCK DAYS

Staff members covered by this handbook are entitled to up to 10 "dock days" of additional leave in excess of the leave provided herein, so long as their leave is otherwise qualifying under another leave provision in this handbook and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this handbook, the FMLA, and/or short or long term disability.

Section 11 JURY DUTY LEAVE

An employee summoned for jury service must notify their supervisor as soon as possible. There will be no loss in salary or deduction in leave time spent in jury service. If an employee reports for jury duty and is dismissed for the remainder of the day, the employee needs to report back to work and resume duties for the remainder of that work day.

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

Section 12 FAMILY AND MEDICAL LEAVE

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA). For additional information, you may refer to the FMLA poster located in the office or contact the U.S. Wage and Hour Division at: 1-866-487-9243.

Section 13 PROFESSIONAL GROWTH AND TRAVEL

Support staff personnel may be asked to attend meetings, conventions, workshops, etc. to improve their jobs skills. Employees attending such meetings will be given credit for their absence. Expenses for such meetings will be the responsibility of the school district. Travel reimbursements will follow the same policies as applies to certificated personnel staff.

Section 14 EMPLOYEE PROTECTION

Assault Disability:

Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation:

The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property:

Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value at the time of damage may be reimbursed.

BY-LAWS
OF
RAVENNA PUBLIC SCHOOLS FOUNDATION

ARTICLE I
OFFICES

The principal office of the Foundation shall be in the City of Ravenna, the County of Buffalo, in the State of Nebraska. The business of the Foundation may be conducted at any place convenient to the Board of Directors and officers.

ARTICLE II
MEMBERS

This Foundation shall have no members.

ARTICLE III
BOARD OF DIRECTORS

Section 1. General Powers. The business and affairs of the Foundation shall be managed by its Board of Directors, which shall have and shall exercise all of the powers of the Foundation subject to any limitations imposed by the Articles of Incorporation of the Kearney Area Community Foundation and these By-Laws.

Section 2. Number of Directors. There shall be nine (9) regular Directors of the Foundation, three (3) of whom shall be members of the Board of Education of the Ravenna Public Schools (two of whom will be appointed and the third member shall be the President of the Board), three (3) of whom shall be members of the certificated staff of the Ravenna Public Schools, and three (3) of whom shall be members of the Ravenna Area Community. The Superintendent of Schools of the Ravenna Public Schools shall be an ex-officio non-voting member of the Board of Directors.

Section 3. Election and Term. All regular Directors shall be appointed by a majority vote of the Board of Education of the Ravenna Public Schools for terms of three years except the appointed members of the Board of Education shall serve a term of two (2) years. Each Director shall serve until his or her successor has been appointed and taken office. The Board of Education of the Ravenna Public Schools shall hold regular elections for members of the Board of Directors at its regularly scheduled meeting in February of each calendar year in which the term of one or more Directors shall expire. Directors so elected shall take office at the next regularly scheduled meeting of the Board of Directors. A vacancy on the Board of Directors, whether caused by death, resignation, or removal of a Director or by an increase in the number of Directors may be filled at any

time by the Board of Education of the Ravenna Public Schools. A Director appointed to fill a vacancy shall hold office only for the remaining term of the Director whose vacancy is being filled. The terms of the directors shall be staggered so that no more than three directors shall have terms expire in any one year. No more than four consecutive terms may be served by any one Director.

The initial Board of Directors will be appointed in such a manner in that one member of the Board of Education of the Ravenna Public Schools, one member of the Certificated Staff, and one member of the Ravenna Area Community will be appointed for term of one year; one member of the Board of Education of the Ravenna Public Schools, one member of the Certificated Staff and one member of the Ravenna Area Community shall be appointed for two years; and one member of the Certificated Staff and one member of the Ravenna Area Community shall be appointed for three years.

Section 4. Regular Meetings. A regular annual meeting of the Board of Directors shall be held on the first Monday of the month of February in each calendar year in the High School Library of the Ravenna Public Schools. The Board of Directors may provide by resolution the time and place for holding additional regular meetings of the Board of Directors. Said meetings shall be held without further notice other than the notice provided by these By-Laws and applicable resolutions.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two (2) Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any time and place for the holding of any such special meetings of the Board called by them.

Section 6. Notice of Special Meetings. Notice of the date, time, and place of any special meeting shall be given at least three (3) days prior thereto by written notice delivered personally, by mail, or by other electronic device to each Director at his or her address as shown by the records of the Foundation. Neither the business to be transacted, nor the purpose of any special meeting of the Board of Directors need be specified in the Notice of such meeting unless specifically required by law or by these By-Laws.

Section 7. Quorum. A majority of the number of regular Directors as provided herein shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the Directors present may adjourn the meeting.

Section 8. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-Laws.

Section 9. Removal. Any Director may be removed from office by a two thirds (2/3) majority vote of the Board of Directors of the Foundation for any cause deemed sufficient by the Board in its sole discretion.

Ravenna Public School Staff Handbook

Rules and Regulations
2019-2020

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INTRODUCTION

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

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

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

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent **Ken Schroeder** in writing at **PO Box 8400, Ravenna, NE 68869** or by telephone at (402) **452-3249**. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising **Current Board Policy Inserted by Ken**

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

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

Activity Tickets

All staff, spouses and their school-age children will be admitted to home events free of charge.

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

No announcements that are not related to the instructional program or extra curricular program shall be made before any school group without

authorization of the principal or superintendent.

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

Bell Schedules

2019-2020 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period	8:53 - 9:40	47
	3rd Period	9:43 - 10:30	47
	4th Period	10:33 - 11:20	47
	Period/Access	11:23 - 11:43	20
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
Lunch	11:43 - 12:13	2nd Lunch	12:33 - 1:03

Friday 2019-2020 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:45	42
	2nd Period	8:48 - 9:30	42
	3rd Period	9:33 - 10:15	42
	4th Period	10:18 - 11:00	42
	6th Period	11:03 - 11:45	42
Lunch	7th Period	11:48 - 1:00	42
	8th Period	1:03 - 1:45	42
	9th Period	1:48 - 2:30	42
1st Lunch	11:45 - 12:15	2nd Lunch	12:30 - 1:00

2:00 Dismissal 2019-2020			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	2nd Period	8:44 - 9:22	38
	3rd Period	9:25 - 10:03	38
	4th Period	10:06 - 10:44	38
	6th Period	10:47 - 11:25	38
Lunch	7th Period	11:28 - 12:38	40
	8th Period	12:41 - 1:19	38
	9th Period	1:22 - 2:00	38
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

Noon Dismissal 2019-2020			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	2nd Period	8:32 - 8:59	27
	3rd Period	9:02 - 9:29	27
	4th Period	9:32 - 9:59	27
	6th Period	10:02 - 10:29	27
	7th Period	10:32 - 10:59	27
	8th Period	11:02 - 11:29	27
	9th Period	11:32 - 12:00	28

10:00 Late Start 2019-2020			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:38	35
	2nd Period	10:41 - 11:16	35
	3rd Period	11:19 - 11:54	35
Lunch	4th Period	11:57 - 1:07	40
	6th Period	1:10 - 1:43	33

Friday 10:00 Late Start 2019-2020			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:28	25
	2nd Period	10:31 - 10:56	25
	3rd Period	10:59 - 11:24	25
	4th Period	11:27 - 11:51	25
Lunch	6th Period	11:54 - 1:04	40

	7th Period	1:46 - 2:19	33
	8th Period	2:22 - 2:55	33
	9th Period	2:58 - 3:30	32
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07

	7th Period	1:07 - 1:32	25
	8th Period	1:35 - 2:01	26
	9th Period	2:04 - 2:30	26
1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel.

Child Abuse

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.

3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

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, sex, 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. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint 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. A complainant who is not satisfied with the superintendent's decision regarding a complaint 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.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computers and the Internet: Acceptable Use by Staff **Current Board Policy Inserted by Ken**

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. Acceptable Use

- a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.

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

Unacceptable Use

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

2. Methods of Enforcement

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.

- b) The school district uses a technology protection measure that blocks access to some 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.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

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

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work

includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal.

Corporal Punishment

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

Crisis Response Team

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

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee’s school performance, or (3) otherwise adversely affects an employee’s employment opportunities. Employees who believe that they

have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

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

Dress Code-Current Board Policy Inserted by Ken

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- **Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.**
- **Shorts, except when teaching physical education class or at athletic or other activity practices.**

- **Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.**
- **Any clothing which is immodest and may distract other employees or students in the learning environment.**

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

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

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

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal

difficulties, the district offers an Employee Assistance Program through **Wholeness Healing Center**. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependants and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

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

In-School Communication

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

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

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Keys

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

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her

room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.00 per meal. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

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

Milk Expression

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

News and Press Releases

Positive media coverage of the school district and its activities is good for the

school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

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

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

Outside Employment

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

Personal Vehicles

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

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

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

Professional Boundaries Between Staff and Students

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

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

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

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

Professional Growth-Current Board Policy Inserted by Ken

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5

professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing

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

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

Records and Reports

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official

school records. Personal information will be treated confidentially by school officials.

School Calendar

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

School Property

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

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

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

Security

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

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

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

Smoking on School Premises or at School Activities

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Solicitation and Distribution of Merchandise

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

Staff Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response-Current Board Policy Inserted by Ken

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 concerns 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.

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 team will keep members of the school community

informed about possible threats and about the team'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 team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation request via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- **Visitors must wear the visitor's badge supplied by the building office.**

Wage and Salary Payments

Staff members are paid on the **20th** of each month. The district provides

direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: <https://nebraska.tv/weather/closings>. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at

any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

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

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the

completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Academic Dishonesty-Brad Added to be consistent with ih/hs handbook. Is this the way it is handled in elementary?

A student found to have committed academic dishonesty will receive a consequence at the discretion of the classroom teacher.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks (7th-12th Grade Students Only)

Assignment Notebooks are the 7th-12 grade students students' make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a

student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have a well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with

the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period **or the office.**

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to **Ravenna Public Schools**, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. **The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.**

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

Computer Lab

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the

computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Turning in all monies collected to the main office by the end of the school day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more**

classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. Other activities deemed appropriate by the principal

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following

these regulations:

- a) All students and staff should proceed to their designated shelter area.
- b) Once in the designated shelter area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Grades are given as letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

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

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75
F	0-69	Failure of Subject 0.00			Incomplete 0.00
NG	No Grade				P - Pass 0.00

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which the student may make up only by taking the

entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Report Cards

A= Excellent

B= Above Average

C= Average

D= Below Average

F= Failing

S= Satisfactory Progress

U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits

Behavior/Attitude

Math

Writing

Reading Mastery

Art

P.E.

Music

Performance Level Indicators

E-Excellent

S-Satisfactory

I-Improving

U-Unsatisfactory

NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

<u>2nd Grade - 4th Grade</u>	<u>5th-6th Grade</u>
<u>A, B, C, D, F</u>	<u>A, B, C, D, F</u>
Reading	Reading
Math	Math
Spelling	Spelling
Language	Language
Science	Science
Health	Health
	Social Studies
<u>S/U</u>	<u>S/U</u>
Social Studies	Penmanship
Penmanship	Art
Art	

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

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

Homework Policy

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

Instructional Materials

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

Lesson Plans

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media

center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

Paraeducators

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

Parent-Teacher Communication

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

Parking

Staff members have the **South and North** parking lot reserved for them. **Students are not to park their cars in the staff lots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

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

Planning Time

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

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non school hobbies and/or interests.

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

Private Tutoring

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

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

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Friday. On Fridays and days preceding

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

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

Personal work may not be done on school time.

Sponsors

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

Student Activities

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

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

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class

work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

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

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

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

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

Student Attire

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

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

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

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

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area where access is restricted to the school nurse.

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

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

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

Textbooks

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

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

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

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

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

Bereavement Leave-Inserted by Ken as Current Language

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays-Inserted by Ken as Current Holidays that are paid

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been

notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance/Health Benefits-Inserted by Ken as Current Practice

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Personal Leave-Inserted by Ken as Current Practice/Language from Current Classified Handbook

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed-Inserted by Ken as Current Practice

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave-Inserted by Ken as Current Practice/Language

Year round classified employees will receive 10 days of sick leave per year, accumulative to 40 days. Full-time school term employees will be provided with 5 days per year that may accumulate to 20 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work.

Vacation-Inserted by Ken as Current Practice/Language

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Emergency Leave-Inserted by Ken as Current Practice/Language

Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

Employ Protection-Inserted by Ken from Current Classified Handbook

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value

at the time of damage may be reimbursed.

STAFF DIRECTORY

Members of the Board of Education:

.....
President
..... Vice-
President
.....
Secretary
.....
Treasurer
.....
Member
.....
Member

Administrative Staff:

Ken Schroeder..... Superintendent
Brad Kjar..... High School Principal
Paul Anderson..... Elementary Principal

Teaching Staff:

Office Staff:

Hilary Bolling..... Bookkeeper/Superintendent's Secretary
Pat Shrader..... Payroll/Human Resources
Shari Spaulding..... High School Principal's Secretary
Lacey Rager..... Elementary School Principal's Secretary

Child Nutrition Program:

Lynda Endecott..... Cafeteria Manager
Nancy Chizek..... Assistant Cook
Violet Wiese..... Assistant Cook
Chris Bruning..... Assistant Cook
Joanna Velez..... Assistant Cook
Marcie Gross..... Point of Sale

Custodians:

Dan Cyboron..... Head of Maintenance/Custodian
Kristi Hagge..... Secondary Custodian

Marcie Gross..... Elementary Custodian

Transportation Department:

Todd VanWinkle..... Transportation Director

..... Route
Driver

..... Route Driver

..... Activity
Driver

..... Activity
Driver

[SCHOOL CALENDAR]

[BLANK COPY OF DISTRICT EVALUATION FORM]

ACKNOWLEDGMENT OF RECEIPT

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

Signature

Date

THE NEW ART AND SCIENCE OF TEACHING

FEEDBACK	CONTENT	CONTEXT
<p><i>Providing and Communicating Clear Learning Goals</i></p> <ol style="list-style-type: none"> 1. Providing Scales and Rubrics 2. Tracking Student Progress 3. Celebrating Success <p><i>Assessment</i></p> <ol style="list-style-type: none"> 4. Informal Assessments of the Whole Class 5. Formal Assessments of Individual Students 	<p><i>Direct Instruction Lessons</i></p> <ol style="list-style-type: none"> 6. Chunking Content 7. Processing Content 8. Recording and Representing Content <p><i>Practicing and Deepening Lessons</i></p> <ol style="list-style-type: none"> 9. Structured Practice Sessions 10. Examining Similarities and Differences 11. Examining Errors in Reasoning <p><i>Knowledge Application Lessons</i></p> <ol style="list-style-type: none"> 12. Engaging Students in Cognitively Complex Tasks 13. Providing Resources and Guidance 14. Generating and Defending Claims <p><i>Strategies That Appear in <u>All</u> Types of Lessons</i></p> <ol style="list-style-type: none"> 15. Previewing 16. Highlighting Critical Information 17. Reviewing Content 18. Revising Knowledge 19. Reflecting on Learning 20. Purposeful Homework 21. Elaborating on Information 22. Organizing Students to Interact 	<p><i>Engagement</i></p> <ol style="list-style-type: none"> 23. Noticing When Students Are Not Engaged and Reacting 24. Increasing Response Rates 25. Using Physical Movement 26. Maintaining a Lively Pace 27. Demonstrating Intensity and Enthusiasm 28. Presenting Unusual Information 29. Using Friendly Controversy 30. Using Academic Games 31. Providing Opportunities for Students to Talk About Themselves 32. Motivating and Inspiring Students <p><i>Rules and Procedures</i></p> <ol style="list-style-type: none"> 33. Establishing Rules and Procedures 34. Organizing the Physical Layout of the Classroom 35. Demonstrating "Withitness" 36. Acknowledging Adherence to Rules and Procedures 37. Acknowledging Lack of Adherence to Rules and Procedures <p><i>Relationships</i></p> <ol style="list-style-type: none"> 38. Using Verbal and Nonverbal Behaviors that Indicate Affection for Students 39. Understanding Students' Backgrounds and Interests 40. Displaying Objectivity and Control <p><i>Communicating High Expectations</i></p> <ol style="list-style-type: none"> 41. Demonstrating Value and Respect for Reluctant Learners 42. Asking In-Depth Questions of Reluctant Learners 43. Probing Incorrect Answers with Reluctant Learners

Nebraska Council of School Administrators

NCSA Legislative Bill Summaries 106th Legislature, First Session

*Prepared by
Dr. Michael Dulaney
NCSA Executive Director
Updated January 13, 2019*

<i>Category</i>	<i>Measure</i>	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>	<i>Pg.</i>
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	LB 160	Quick	Urban Affairs	Redefine terms under the Local Option Municipal Economic Development Act to include early childhood infrastructure development and quality early childhood care and programs for certain cities and villages	1
Employment Issues	LB 217	Pansing Brooks	Business/Labor	Prohibit retaliation against employees for communicating about wages	2
Income Tax	LB 50	Vargas	Revenue	Change individual income tax brackets and rates	2
Learning Community	LB 161	Erdman	Education	Eliminate learning communities	3
Lottery Funds	LB 104	Linehan	Education	Change distribution of the Nebraska Education Improvement Fund	3
Miscellaneous	LB 73	Erdman	Education	Require display of the national motto in schools	4
	LB 101	Wayne	Government	Change provisions of the Nebraska Political Accountability and Disclosure Act relating to a potential conflict of interest by an elected office holder of certain cities or villages or a school district	4
Open Meetings / Public Records	LB 148	Groene	Education	Change requirements for public hearings on proposed budget statements and notices of meetings of public bodies	4
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Retirement	LB 31	Kolterman	Retirement	Provide for a work plan relating to a transfer of management of the retirement system operated under the Class V School Employees Retirement Act to the Nebraska Public Employees Retirement Systems and to require a report and provide duties	9
Sales Tax	LB 18	Briese	Revenue	Adopt the Remote Seller Sales Tax Collection Act	10
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Early Childhood Education

LB 66	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Hansen, M.	Urban Affairs	Provide for an early childhood element in a comprehensive plan developed by a city

LB 66 (2019) requires cities and villages that develop a new or updated comprehensive plan after the effective date of the bill, but not later than January 1, 2022, to include an early childhood element.

The early childhood element would have three requirements: 1) an assessment of the supply of quality licensed early childhood education programs for children under six, 2) an evaluation of the availability and utilization of licensed child care capacity and quality for children under six, and 3) promotion of early childhood health and education measures that benefit the community.

Note: In 2018 Senator Hansen introduced the same measure (LB 880), which was advanced to General File by the Urban Affairs Committee but advanced no further.

LB 160	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Quick	Urban Affairs	Redefine terms under the Local Option Municipal Economic Development Act to include early childhood infrastructure development and quality early childhood care and programs for certain cities and villages

The Holland Children’s Movement website provides an accurate short history of the Local Option Municipal Economic Development Act. In 1991, the Legislature passed the Local Option Municipal Economic Development Act (LB 840), which authorizes incorporated cities and villages to collect and appropriate local tax dollars for economic development purposes. Since the passage of LB 840 (1991), sixty-eight Nebraska communities have made use of this economic incentive. To this day, use of such incentives are often referred to as “840 funds.”

LB 160 is very similar to LB 768 (2018), which was advanced by the Urban Affairs Committee to General File but did not pass.

LB 160 would allow first and second-class cities and villages to carry out early childhood infrastructure development projects under the provisions of the Local Option Municipal Economic Development Act.

Early childhood infrastructure development pertains to early childhood education programs of recognized quality, as determined by the quality rating criteria provided under the Nebraska Step Up to Quality Child Care Act.

Note: Quality rating and improvement system incentives and support under the Step Up to Quality Child Care Act include:

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- a) Tiered child care subsidy reimbursements as based upon quality scale ratings of step three or higher that reflect the cost of higher quality programs and promote affordability of high-quality child care and early childhood education programs for all families;
- b) Incentive bonuses given to providers of child care and early childhood education programs upon completion of specific requirements of step two ratings or higher to improve quality;
- c) Professional development, training, and scholarships developed in collaboration with community-based organizations, postsecondary education representatives, and other stakeholders;
- d) Support that expands family engagement in and understanding of high-quality early childhood education in ways that are inclusive and respectful of diversity of families and children with special needs; and
- e) Other incentives as necessary to carry out the Step Up to Quality Child Care Act.

Employment Issues

LB 217	<i>Sponsor</i> Pansing Brooks	<i>Committee</i> Business/Labor	<i>Subject</i> Prohibit retaliation against employees for communicating about wages
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LB 217 adds a new section to the Nebraska Wage Payment and Collection Act.

The bill provides that an employer may not discharge or in any other manner retaliate against any employee because the employee inquired about, discussed, or disclosed comparative compensation information for the purpose of determining whether the employer is compensating any employee in a manner that provides equal pay for equal work.

The bill would not apply to instances in which an employee who has authorized access to the wage information of other employees as a part of the employee's job functions discloses the wages of other employees to an individual who does not otherwise have authorized access to the information, unless the disclosure is in response to a charge or complaint or in furtherance of an investigation, proceeding, hearing, or other action, including an investigation conducted by the employer.

Income Tax

LB 50	<i>Sponsor</i> Vargas	<i>Committee</i> Revenue	<i>Subject</i> Change individual income tax brackets and rates
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Under LB 50, the income tax brackets for individuals earning under \$100,000 would remain the same. Those earning over \$100,000 or \$200,000 for married, filing jointly would fall under a new bracket of 7.84%.

The bill also imposes a 1% tax rate on that portion of the taxpayer's Nebraska taxable income in excess of \$1 million and a tax at the rate of 2% on that portion of the taxpayer's Nebraska taxable income in excess of \$2 million.

The new tax rates would be implemented on January 1, 2019.

Learning Community

LB 161	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Erdman	Education	Eliminate learning communities

LB 161 dissolves the Learning Community effective July 1, 2020. The 143-page bill harmonizes Nebraska laws consistent with the intent of the bill.

Under the bill the learning community coordinating council must prepare for the dissolution by transferring all assets to member school districts and performing other tasks as may be necessary for an orderly dissolution. Any remaining records, books, papers, and personal property belonging to the learning community after the dissolution must be delivered to the State Board of Education to be distributed to the school districts that were members of the learning community immediately prior to its dissolution. Any liabilities of the learning community remaining after dissolution must be divided proportionately between former member school districts based on the taxable valuation of the school districts.

Lottery Funds

LB 104	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Linehan	Education	Change distribution of the Nebraska Education Improvement Fund

In 2015 the Legislature passed LB 519, introduced by Senator Sullivan, which, in part, required the Education Committee to submit recommendations to the Clerk of the Legislature regarding how the Nebraska Education Improvement Fund should be allocated to best advance the educational priorities of the state for the five-year period beginning with fiscal year 2021-22. The recommendations must be filed by December 31, 2019.

The foregoing provision remains intact under LB 104, however, the bill appears to tag or insert a placeholder for one particular interest.

The bill provides that for fiscal years 2021-22 through 2026-27, 62% of the revenue received by the Nebraska Education Improvement Fund will be allocated to the Nebraska Opportunity Grant Fund to carry out the Nebraska Opportunity Grant Act in conjunction with appropriations from the General Fund. The grant program is used to award grants to individual students for expenses in conjunction with attending a Nebraska postsecondary institution.

Miscellaneous

LB 73	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Erdman	Education	Require display of the national motto in schools

LB 73 provides that each school board must prominently display the national motto of the United States, "In God We Trust," written legibly in English, in each classroom or in another prominent place in each school building where each student will be able to see and read it each day school is in session. A school board may accept contributions to defray the costs of implementing the provisions of the bill.

The bill further provides that upon the filing of an action seeking to invalidate this section in any state or federal court, the Attorney General must intervene on behalf of any school board and any other party named as a defendant for their role in implementing the legislation.

LB 101	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Wayne	Government	Change provisions of the Nebraska Political Accountability and Disclosure Act relating to a potential conflict of interest by an elected office holder of cities/villages or a school district

The same piece of legislation was introduced by Senator Roy Baker in 2018 (LB 1037), which did not pass.

LB 101 would amend the Nebraska Political Accountability and Disclosure Act to permit elected officeholders of certain cities or villages, or a school district, to participate in voting on matters involving a business association conflict of interest when the business association exists because the city, village or school district is a member of an association of cities, villages or school districts.

Under current law the officeholder is not permitted to vote, and must report the conflict of interest based on the business association. Under this bill, the officeholder would still be required to report the conflict of interest, but would be allowed to vote.

Open Meetings / Public Records

LB 148	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Groene	Government	Change requirements for public hearings on proposed budget statements and notices of meetings of public bodies

Nebraska Budget Act: LB 148 amends the Budget Act in several sections. The bill amends the definition of "governing body" to include joint entities created under the Interlocal Cooperation Act that receives tax funds generated under section 2-3226.05 (river-flow enhancement bonds).

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The bill also amends budget hearing notice provisions. Under current law, each governing body must conduct a public hearing on its proposed budget statement each year or biennial period. The bill specifies that such hearing must be held separately from any regularly scheduled meeting of the governing body and may not be limited by time.

LB 148 further specifies that at the hearing, the governing body must make a detailed presentation of the proposed budget statement and must make at least three copies of the proposed budget statement available to the public. Any member of the public desiring to speak on the proposed budget statement must be allowed to address the governing body and must be given a reasonable amount of time to do so.

Open Meetings Act: Under current provisions of the Act, each public body must give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. LB 148 eliminates any discretion by the governing body in determining the method by which it publicizes notice.

Under the bill, for a political subdivision governing body or such body's advisory committee, notice must be published in a newspaper of general circulation within the public body's jurisdiction and, if available, in a digital advertisement on such newspaper's web site. In addition to the required methods of notice, notice may also be provided by any other appropriate method designated by the public body or advisory committee.

In the case of any other public body, notice must be given by a method designated by the public body.

Each public body must record the methods and dates of notice in its minutes.

LB 150	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Brewer	Government	Change provisions relating to access to public records and provide for fees

As it relates to the Public Records Law, LB 150 differentiates residents from non-residents. The bill defines resident as person domiciled in this state and includes news media without regard to domicile.

For nonresidents of Nebraska, the bill provides that actual added cost used as the basis for the calculation of a fee for records may include a charge for the existing salary or pay obligation to the public officers or employees, including a charge for the services of an attorney to review the requested public records.

Property Tax

LB 103	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Linehan	Revenue	Change provisions relating to property tax requests

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LB 103 is modeled after Virginia legislation and attempts to clarify actual dollar increases regarding property taxes. In essence, a school district or other political subdivision cannot collect more dollars in property taxes without holding a separate public hearing. For example, if the valuation of property increased within a school district, the district would be required to lower its levy to collect only an equal amount of property tax dollars received the previous year. If the school wished to maintain the levy and keep additional dollars, the school board would need to follow the proposed language and hold a public hearing to explain/discuss the rationale. The school board would continue to have the final decision on raising, lowering or maintaining the levy.

LB 103 amends section 77-1601.02 relating to property tax requests. The bill provides that when the annual assessment of property would result in an increase in the total property taxes levied by a school district, learning community, ESU, or other political subdivision, as determined using the previous year's rate of levy, the political subdivision must reduce its rate of levy for the current tax year so as to cause the rate of levy to produce no more than the amount of property taxes raised in the previous year and must set its property tax request at the same amount as in the previous year unless the following provision is complied with.

The governing body of a political subdivision may increase the rate of levy and its property tax request above the reduced amounts as noted above if the increase is deemed to be necessary by the governing body after conducting a public hearing on the issue. The public hearing may not be held at the same time as the annual budget hearing. Notice of the public hearing must be given at least 30 days before the date of the hearing by the publication of a notice in at least one newspaper of general circulation in such political subdivision and in a prominent public location at which notices are regularly posted in the building where the governing body of the political subdivision regularly conducts its business. Any such notice must be at least the size of one-eighth page of a standard size or tabloid size newspaper, and the headline in the advertisement must be in a type no smaller than 18 point. The notice must be in the following form and contain the following information, in addition to such other information as the governing body may elect to include:

NOTICE OF PROPOSED PROPERTY TAX INCREASE

The (name of political subdivision) proposes to increase property tax levies.

1. Assessment Increase: The total assessed value of property exceeds last year's total assessed value by percent.
2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$.... per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. Effective Rate Increase: The (name of political subdivision) proposes to adopt a tax rate of \$.... per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$.... per \$100, or percent. This difference will be known as the "effective tax rate increase." Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.
4. Proposed Total Budget Increase: Based on the proposed property tax rate and changes in other revenue, the total budget of (name of political subdivision) will exceed last year's by percent.

A public hearing on the increase will be held on (date and time) at (meeting place).

All hearings must be open to the public. The governing body of the political subdivision must permit persons desiring to be heard an opportunity to present oral testimony within reasonable time limits as determined by the governing body.

If the governing body deems it necessary to increase the rate of levy and the property tax request above the reduced amounts, as noted above, after conducting the public hearing, the governing body must pass a resolution or ordinance to that effect and, as part of the resolution or ordinance, must set the property tax request at no more than the amount specified in the public notice.

LB 158	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Brewer	Revenue	Change provisions relating to the assessed value of real property

LB 158 is perhaps a second version of a similar concept offered under previous legislation (LB 576, 2017), which was also introduced by Senator Brewer. Both the 2017 and 2019 bills have the intent to slow down increases in assessed value of real property.

Under LB 158, the assessed value of real property as of January 1, 2020 must be the same as the property's assessed value on January 1, 2019, plus the cost of any improvements made to the real property and minus the assessed value of any improvements to the real property that have been destroyed or removed.

The assessed value of real property as of January 1, 2021 must be the same as the property's assessed value on January 1, 2020, plus the cost of any improvements made to the real property since and minus the assessed value of any improvements to the real property that have been destroyed or removed.

The assessed value of real property as of January 1, 2022 must be the same as the property's assessed value on January 1, 2021 plus the cost of any improvements made to the real property since and minus the assessed value of any improvements to the real property that have been destroyed or removed.

The assessed value of real property as of January 1, 2023 must be the same as the property's assessed value on January 1, 2022 plus the cost of any improvements made to the real property and minus the assessed value of any improvements to the real property that have been destroyed or removed.

LB 183	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Briese	Revenue	Change the valuation of agricultural land and horticultural land for purposes of certain school district taxes

Under current provisions of Chapter 77, Nebraska Revised Statutes, agricultural land is valued at 75% of its actual value and special valuation land is valued at 75% of its special valuation.

LB 183 provides an exception to the rule such that for school district taxes levied to pay the principal and interest on bonds, such land would be valued at 1% of its actual value.

Under current law, the acceptable ranges for agricultural land is 69% to 75% of actual value and 69% to 75% of special valuation for special valuation land.

LB 183 provides an exception to the rule in that for school district taxes levied to pay the principal and interest on bonds, the acceptable range is 75 hundredths of 1% to 1% of actual value.

The bill would become operative on January 1, 2020.

LR 3CA	<i>Sponsor</i> Erdman	<i>Committee</i> Revenue	<i>Subject</i> Constitutional amendment to provide income tax credits for property taxes paid
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Similar to a previous legislative attempt, LR 3CA would amend the Nebraska Constitution to provide a refundable credit against the income tax imposed by the State of Nebraska in an amount equal to 35% of the property taxes that were:

- (a) Levied on real property located in this state; and
- (b) Paid by the taxpayer during the taxable year.

The tax credits would be available for taxable years beginning on January 1, 2021. If adopted by the Legislature, the measure would appear on the 2020 General Election ballot.

LR 5CA	<i>Sponsor</i> Brewer	<i>Committee</i> Revenue	<i>Subject</i> Constitutional amendment to limit the percentage of funding for schools that comes from property taxes
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Article VII, Section 1 of the Nebraska Constitution requires that the Legislature provide for the free instruction in the common schools of this state of all persons between the ages of five and 21 years.

LR 5CA proposes to amend this section of the Constitution with language stating that no more than 35% of the funding for the free instruction in the common schools may derive from property taxes. The idea behind the constitutional amendment is that the state would need to dramatically increase funding for education.

If adopted by the Legislature, the measure would appear on the 2020 General Election ballot for approval by the voters.

Retirement

LB 31	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Kolterman	Retirement	Provide for a work plan relating to a transfer of management of the retirement system operated under the Class V School Employees Retirement Act to the Nebraska Public Employees Retirement Systems and to require a report and provide duties

LB 31 amends the Class V School Employees Retirement Act. The bill requires the Public Employees Retirement Board (PERB) to develop a work plan, recommendations, cost estimates, and cost comparisons regarding the transfer of management and actuarial services of the class V (OPS) school employees retirement system to the PERB.

The work plan must include a detailed analysis and recommendations regarding:

- a) management, administration, actuarial service, information technology, computer infrastructure, accounting, member data and record transfer;
- b) necessary statutory changes to achieve the transfer of management and actuarial services;
- c) staff training and assessment of staffing needs;
- d) educational and communication plans to fully inform all system stakeholders and affected governmental entities regarding management changes;
- e) sufficient timeframes for an orderly transition and implementation of management and actuary changes;
- f) cost estimates associated with the tasks necessary to carry out the management transition; and
- g) a comparison of the current annual cost to administer any Class V school employees retirement system established under the Class V School Employees Retirement Act with an estimate of the annual cost for the Public Employees Retirement Board to administer the system after a management transfer occurs.

The PERB must electronically report the work plan, including any recommendations, cost estimates, and cost comparisons, to the Clerk of the Legislature no later than June 30, 2020.

The bill specifically states that management does not include:

- a) A merger or consolidation of any Class V school employees retirement system with the School Employees Retirement System or any other retirement system administered by the PERB; or
- b) An assumption of any of the liability for any Class V school employees retirement system by the State of Nebraska, the PERB, or the NPERS.

The bill permits the PERB to quarterly bill and receive payment within 45 calendar days from receipt of the bill from OPS for all work performed by the PERB for services and related expenses in completion of the work plan.

Sales Tax

LB 18	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Briese	Revenue	Adopt the Remote Seller Sales Tax Collection Act

LB 18 is essentially the same legislation offered by former Senator Watermeier in 2017 (LB 44). LB 44 was advanced by the Revenue Committee in 2017 and it appeared on Final Reading in 2018 but did not pass.

LB 18 would create the Remote Seller Sales Tax Collection Act. The bill would require remote sellers (online retailer without a physical presence in our state) to collect and remit sales tax if their gross revenue in Nebraska exceeds \$100,000 or their sales in Nebraska consist of 200 or more separate transactions.

In 2017 the Nebraska Department of Revenue commented that such legislation would yield anywhere from \$30 million to \$40 million in new revenue for the state.

LB 182	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Bolz	Revenue	Adopt the School District Local Option Income Surtax Act

LB 182 is essentially the same bill offered by Senator Bolz in 2018 (LB 911). LB 911 was referred to the Revenue Committee but did not advance.

LB 182 creates the School District Local Option Income Surtax Act. The bill allows school boards to impose a local option income tax surtax rate of up to 20% which cannot exceed five years in duration. The surtax is equal to an individual's state income tax liability less nonrefundable credits multiplied by the rate chosen by the school board.

The surtax may be imposed if approved by a majority of voters in a school district at an election. The tax revenue may be used to reduce property taxes or for building construction, remodeling and site acquisition. Tax proceeds that are to be used to reduce property taxes are placed in the general fund of the school district and proceeds to be used for buildings and sites are deposited in a special building fund. The imposition of a surtax does not increase the budget authority for a school district.

NDE is permitted to adopt rules to carry out the legislation. If a vote to impose a surtax is acceptable, the school district must notify the Tax Commissioner by August 1 of the rate to be imposed for the following tax year. The proceeds of the tax are allocated to school districts by the Tax Commissioner.

Note: The Legislative Fiscal Office commented on LB 911 (2018) that the fiscal impact of the bill depends upon whether school districts opt to impose a surtax, the rate of surtax imposed and the use of the proceeds. It is not possible to determine what decisions will be made at the local level

pursuant to the bill. If districts opt to impose a surtax for building and site needs, there will be increased expenditures for these purposes which may offset expenditures that would have been made from other sources of revenue. The degree to which a 20% local option income tax surtax will offset school property taxes varies by district depending upon the income tax liability of residents and amount of property taxes levied for school purposes. Imposition of the maximum 20% income tax surtax statewide would lower school district property taxes by 15.6% (in 2018). If a 20% surtax is imposed, the largest impact for a school district would be a 35.3% reduction in property taxes levied for schools and the smallest impact would be a 1.9% reduction in taxes levied.

Student Discipline

LB 147	<i>Sponsor</i> Groene	<i>Committee</i> Education	<i>Subject</i> Provide for the use of physical force or physical restraint or removal from a class in response to student behavior.
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LB 147 amends the Nebraska Student Discipline Act to provide for the use of physical force or physical restraint or removal from a class in response to student behavior. The bill is very similar but not identical to LB 595 (2017), also introduced by Senator Groene, which was advanced to General File by a 5-2 vote of the Education Committee but advanced no further.

Use of Restraint/Contact: Under the legislation, “physical restraint” is defined as holding the hands, wrists, or torso of a student to control the movements of the student and may not include the use of any mechanical device or binding a student to any object.

If a student becomes physically violent toward himself/herself, a teacher, an administrator, or another student, a teacher or administrator may use the necessary physical contact or physical restraint to control the student until the student no longer presents a danger to himself/herself, the teacher, the administrator, or the other student.

If a student exhibits destructive behavior toward school property, a teacher or administrator may use the necessary physical contact or physical restraint to control the student until the student ceases the destructive behavior or the student is removed from the classroom.

The bill provides that any such action by a teacher or administrator would not be considered corporal punishment.

In addition, a teacher or administrator defending himself/herself, another teacher or administrator, or a student, or protecting school property would not be subject to legal action or administrative discipline if the teacher or administrator was acting in a reasonable manner.

Removal from Classroom: Under LB 149, a teacher would be granted the authority to have a student removed from the classroom by an administrator, administrator's designee, or school resource officer if the teacher:

- a) Has documented that the student has repeatedly interfered with the teacher’s ability to communicate effectively with the students in the class or with the ability of students in the class to learn;
- b) Determines the student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the students in the class to learn; or
- c) Determines the student has committed other disruptive acts that merit discipline under the Student Discipline Act.

If a teacher has a student removed from a classroom as prescribed in the bill, the principal of the school may place the student into another appropriate classroom or into in-school suspension or suspend the student as provided in the Student Discipline Act.

The principal may not return the student to a class taught by the teacher without the teacher’s consent unless such return is required under the Special Education Act or the federal Individuals with Disabilities Education Act (IDEA).

If the teacher does not consent to the student's return to the teacher's classroom, within two school days following the student's removal a conference must be held with the teacher and the parent/guardian in the presence of the principal or the principal's designee for the purpose of determining the causes of the problem and developing a plan to implement possible student behavior improvement mechanisms. Following the conference, the principal may readmit the student to the teacher's class. A principal or other administrator may not coerce a teacher to consent to the return of a student to a class from which the student was removed.

A teacher may not be subject to legal action or administrative discipline for having a student removed from a class if the teacher was acting in a reasonable manner.

LB 165	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Hunt	Education	Adopt the Too Young to Suspend Act

LB 165 creates the Too Young to Suspend Act with the purpose to prohibit early childhood education and kindergarten students from being suspended or expelled from school except in limited circumstances. The intent of the bill is to prevent suspensions or expulsions of difficult young students who may disrupt school activities or willfully defy school authorities, but who are not a danger to other students.

The bill requires each school board to adopt a policy prohibiting the suspension or expulsion of any early childhood education or kindergarten student unless the school principal determines that the student has committed one of the following acts:

- a) The student willfully caused, attempted to cause, or threatened serious bodily injury to another student or person while in a school building, on school grounds, in a school-owned

vehicle, or at a school sponsored activity or athletic event and the action was not an act of self-defense; or

- b) The student possessed or furnished to another person a firearm, knife, explosive, or other dangerous weapon, substance, or object while in a school building, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event.

The bill permits the superintendent of a district to:

- a) Use a mandatory reassignment to transfer an early childhood education or kindergarten student to another school within the school district, if the transfer would result in a more appropriate placement due to any disability or special need of the student; or
- b) Suspend an early childhood education or kindergarten student during the pendency of an investigation into whether a student can be lawfully suspended or expelled.

Guidelines: By March 1, 2020, the Commissioner of Education must issue guidelines for the implementation of the Too Young to Suspend Act, including recommendations on the length of a suspension for acts described in the bill.

Reporting: By July 15, 2021, and each July 15th thereafter, each school district must submit a report to NDE detailing any suspension or expulsion of an early childhood education or kindergarten student.

Student Health and Welfare

LB 60	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Cavanaugh	Health	Change terminology relating to shaken baby syndrome

In 2002, the Legislature passed LB 326 to require NDE, with cooperation from the Department of Health and Human Services (DHHS), to develop a packet of materials entitled: “Learning Begins at Birth”. The packet was to be distributed by DHHS to parents of children born in Nebraska beginning on January 1, 2003.

In 2006 the law was modified under LB 994 to require that the packets contain information on the prevention of sudden infant death syndrome and shaken baby syndrome, services available to children and parents, and any other information deemed relevant by DHHS or NDE.

LB 60 (2019) modifies the law and modernizes the terminology to information on decreasing the risk of “sudden unexplained infant death syndrome” and “abusive head trauma in infants and children.”

LB 120	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Crawford	Education	Require teacher and school staff to receive training on behavioral and mental health

LB 120 changes some terminology relevant to the duties of the state school security director. The director, among many other duties, must oversee suicide awareness and prevention training in public schools. The bill strikes the term “suicide awareness” and inserts “behavioral and mental health.”

The bill also changes current training requirements related to suicide awareness. Since 2015 all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel must receive at least one hour of suicide awareness and prevention training each year. [§ 79-2,146]

The bill changes the training requirement terminology from suicide awareness and prevention to behavioral and mental health training and specifies that the training is conducted each year during contract hours.

LB 120 specifies that such training must include suicide awareness and prevention training. The training may also include topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators, trauma-informed care, and procedures for making students and parents or guardians aware of services and supports.

The bill includes an emergency clause.

Student Speech / Expression

LB 206	<i>Sponsor</i>	<i>Committee</i>	<i>Subject</i>
	Morfeld	Judiciary	Protect free speech rights of student journalists and student media advisers

A similar bill, LB 886, was introduced by Senator Morfeld in 2018. The bill did not advance from committee.

Section 1 of LB 206 relates to free speech rights of students in postsecondary institutions.

Section 2 applies to public high schools. The bill provides that all school-sponsored media are deemed to be public forums. With the exceptions noted below, a student journalist has a right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the public high school, supported by the use of the facilities of such school, or produced in conjunction with a class in which the student journalist is enrolled.

With the exceptions noted below, student journalist is responsible for determining the news, opinion, feature, sports, and advertising content the student produces for school sponsored media.

Nothing would prevent a student media adviser from teaching professional standards of English and journalism to student journalists.

Exceptions: The bill would not authorize or protect expression by a student journalist that:

- a) Is libelous or slanderous;
- b) Constitutes an unwarranted invasion of privacy;
- c) Violates federal or state law; or
- d) So incites students as to create a clear and present danger of (i) the commission of an unlawful act or (ii) a violation of the policies of a public high school that could cause the material and substantial disruption of the orderly operation of such school.

Protections: A student journalist may not be disciplined for acting in accordance with provisions of the bill. A student media adviser may not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against for:

- a) Acting to protect a student journalist engaged in conduct; or
- b) Refusing to infringe upon conduct that is protected by the bill or the First Amendment to the U.S. Constitution.

The bill provides that no publication or other expression of matter by a student journalist in the exercise of rights would be deemed to be an expression of a public high school's policy. No public high school, member of a school board, or employee of the school or board would be held responsible in any civil or criminal action for any publication or other expression of matter by a student journalist in the exercise of rights as provided in the bill.

Training and Advice: LB 206 provides that public high schools and student media advisers must make efforts to utilize the resources and programs of state public and private universities and colleges and of state professional journalism organizations to obtain training and advice on mass media law and ethics for student media advisers and student journalists.

Definitions: "School-sponsored media" means any material that is (i) prepared, substantially written, published, or broadcast by a student journalist at a public high school, (ii) distributed or generally made available to members of the student body, and (iii) prepared under the direction of a student media adviser. School-sponsored media does not include any media intended for distribution or transmission solely for the class in which the media is produced.

"Student journalist" means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information of a journalistic nature for dissemination in school-sponsored media.

"Student media adviser" means an individual employed, appointed, or designated by a public high school to supervise or provide instruction relating to school-sponsored media.



AQUESTT

for Nebraska

Chronic Absenteeism

Purpose of Presentation

- The Ravenna Board of Education recently conducted a self-assessment and set board goals in conjunction with that self-assessment.
- One of the “growth areas” the board identified was to become more knowledgeable of the assessment systems being used by the school district.
- They want to gain a better understanding of how the various assessment systems work.
- They have requested that the administration provide information, updates, and training regarding these assessment systems.
- The purpose of acquiring this knowledge of the assessment systems is to be able to use the information gathered from the assessment systems to make informed decisions about educational program evaluations and allocation of resources within the school district.
- **Board Goal: To understand assessment systems currently in place and use information from these assessment systems to lead the district.**

AQUESTT

for Nebraska

**Accountability for a Quality Education
System Today & Tomorrow**

Indicators Use to Classify Schools

ESSA Indicator:	Academic Achievement	Academic Progress	English Language Proficiency and Progress	Graduation Rate	School Quality or Student Success
AQuESTT Metric:	Status	Growth, Improvement, Non-Proficiency	Progress Towards English Language Proficiency	4- and 7-Year Cohort Graduation Rate	Chronic Absenteeism Science, Evidence-based Analysis

Chronic Absenteeism Definition

Chronically Absent is defined as “...when a student is absent 10% or more of their days in membership at a school...”

Chronic Absenteeism Indicator

Chronic Absenteeism Indicator is defined by the difference between the percentage of eligible students at a school that are categorized as chronically absent, relative to a targeted percentage. The target percentage is calculated based on the goal of reducing chronic absenteeism

Educational Opportunities Tenet – Chronic Absenteeism

Note: A chronically absent student is defined as any student absent for 10% or more of the days they were enrolled

	2014-2015	2015-2016	2016-2017	Baseline	
# of Eligible Students	476	492	476	1444	
# Chronically Absent	43	45	18	106	
Rate	9.03%	9.15%	3.78%	7.34%	
	Target Rate for 2017-2018:			6.97%	5% reduction
	Current Year # of Eligible Students			472	
	Current Year # Chronically Absent			41	
	Rate			8.69%	
	Difference from Target Rate			-1.71%	

This indicator's score is determined by comparing the rate of students who are chronically absent in the current year against a target rate. The target rate of 6.97% is found by calculating the 3-year baseline rate of 7.34% and reducing it by 5%. The actual chronic absenteeism rate for this year is 8.69% which is 1.71% worse than the target rate.

Additional Resources

- **attendanceworks.com**
- This is the website that is being promoted by the NDE of to help schools address the issue of chronic absenteeism.
- Chronic absenteeism will likely fall under the domain of the MTSS Problem Solving Teams and the School Improvement Team, as attendance is directly related to academic success.

AQUESTT

Chronic Absenteeism

Questions?

COMMUNITY ENGAGEMENT

Nebraska Association of School Boards

RAVENNA BOARD OF EDUCATION

MISTI FIDDELKE, PRESIDENT

LARRY BEHRENDT

MARILYN BOHN

TIM LEWANDOWSKI

TARA SCHIRMER

DAWN STANDAGE

SUPERINTENDENT
DWAINE UTTECHT

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL
PREPARING STUDENTS TODAY TO
SUCCEED TOMORROW



RAVENNA COMMUNITY ENGAGEMENT

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COMMUNITY ENGAGEMENT MEETING I – MARCH 24, 2014

A focus group made up of 80 members participated in a Community Discussion on Monday, March 24, 2014. The group identified the strengths, accomplishments, and achievements of the Ravenna Public Schools as well as the challenges the district will face in the next three to five years. Group participants included parents, community members, board members, and a district administrator.

Feedback received:

Question 1: What points of pride, accomplishments, and achievements, has the district realized?

- Respect (Village – tight knit)
- Consistency of teaching staff, parents, and community
- People want to stay
- Our location
- Advanced classes
- Sports programs
- Small classroom sizes
- Special Education program
- Enrollment increases
- Maintain skills USA, FBLA, FFA
- College level preparedness
- Kids adjust post H.S. to college in relation to study habits
- Positive involvement and guidance/scholarship assistance
- Teacher involvement to assist outside classroom
- Fine arts program has evolved, improved over the years including music/art
- Teachers involved outside of school
- Strong administration
- Keep kids in school
- High graduation rates
- Nice building/facility – The Green House/Learning Center/Theatre
- Nice to see other things in addition to sports

- Robotics, DECA–Lifetime skills– causes people to look at Ravenna differently
- FFA, FBLA, Skills, Trap and we do have athletics
- Student issues are handled well internally
- Biology class using greenhouse – seeing start to finish with growing plants, flowers, etc.
- Ravenna is on the map because of athletics, Robotics, DECA, acting and FFA
- Well represented by our teachers (i.e., staff presentation at an Autism conference)
- The youth came together with several teachers to put gather financing for the youth center
- Ravenna produces students who become teachers which presents a positive image of the current and past teaching staff
- We are a leader in technology with the one-to-one program
- The infrastructure of the school is good. The custodial staff has done a good job maintaining the facilities and grounds
- Surrounding employment
- Great facility – one location
- Technology based education with good student/instructor ratio
- Extra-curricular opportunities especially athletics
- Faculty contribute to the success of the district
- Academic competitions
- Welcoming community
- Youth Activity Center
- Star Program
- Good ACT scores
- Technology 1:1 program
- Good facilities
- One campus
- Security buzzer
- Parent volunteers
- Recognizing all groups and their successes – Robotics (new programs have been initiated) Drama and Bowling
- Alert text program
- Keep teachers for extended times
- Quality learning environment (school is well taken care of)

- Parental involvement
- College prep classes offered
- Kinder/curriculum
- Improvement of theater
- Sporting Events
- FFA
- Robotics
- Speech and Drama
- Working with city for Trap Team
- Community Service – special needs pick up recycling
- Music program
- Music at nursing home
- High school age kids help with camps
- Teacher retention and a high number of staff members that have master’s degree
- Youth Center
- Graduates that go on to college are successful students and well prepared
- Perform well academically as compared to other C-2 schools
- Post-graduate studies and education /increase in percentage of graduates
- Staff qualified and dedicated – longevity staff
- Arts/Drama/Robotics/Fine Arts Night
- New preschool in with Elementary and High School
- Youth Center well utilized after game gathering
- Board willing to listen to constituents through this meeting
- Scholarships for in state schools
- School activities published in paper
- Students of week/Athlete of week/Jr Jays
- Accredited
- Staff respects different learning styles
- District is not in debt
- Athletics
- Greenhouse
- Computer use
- College credit courses
- High graduation rates

- Good student teacher ratio
- Strong teacher/parent involvement
- Community investment (Athletics, Academics, Organizations)
- Opportunities/Extracurricular Activities
- Youth Center (Kids took part/accepted responsibilities for development and implementation)
- Facilities kept up with changing times (technology)
- Starts at early age (preschool – high school)
- Good leadership (Administration, School Board)
- Greenhouse for Agriculture
- Good Agriculture department for community
- Clean sports program

Question 2: What challenges will the district face in the next three to five years?

A. Academic Program

- Test scores – government requirements
- Population of students
- Continue to improve student performance on Standardized Testing – Raising the bar
- Moving target of Standards
- Communication between staff and parent if the student is having trouble learning. Finding out at parent/teacher conferences could be too late.
- College courses
- Meeting standardized testing requirements
- Keeping good administrators
- NESAs testing – need more explanation about it?
- Earlier notification of grades dropping BEFORE they get to the ninth hour penalty
- Challenge them to take at least one college credit upon graduation
- Mediocre testing scores
- There is a lack of advanced class work for the high ability learning students in the elementary
- Look into offering more college level distance learning courses to high school students

B. School Climate/Learning Environment

- Declining enrollment
- Maintaining enrollment
- Education should be emphasized more than sports
- School violence/security issues – No Facebook during class
- Policies in place for social networking
- Enrollment is declining
- Some kids suffer in subjects because they are pulled out of class early to focus on a subject they need extra help
- Enrollment
- More emphasis on college classes
- Keeping kids focused
- Teaching money management/life skills
- Lunch program challenges
- Safe learning environment
- Security
- School nurses – paperwork
- School food – increased paperwork
- Same rules for every student
- Lack of student motivation
- Safety
- Food – amount and quality
- A decrease in enrollment will affect the number of students we have
- Maintain Alcohol – Drug – Tobacco awareness and education – stay up on e-cigs
- Several tenured teachers are coming up on retirement and several who are able to retire already
- Preparing kids for college
- Replacing Mr. Fisher and as other great teachers leave
- Having a “Practical” education center in our high school
- Retaining good quality administration and staffing
- Increased security/safety
- School Lunchroom Guidelines
- Retention of staff
- Safety – Lockdown System

- Sustain enrollment
- Improved communication from the school to the community about classes being taught events with the administrators at the school
- Student numbers
- Keeping staff
- Staff over loaded
- Keeping teachers if student population decreases
- Out of state scholarship opportunities
- Bullying – education for both students and teachers
- Teacher access time
- Language barriers
- Have graduates evaluate teachers

C. Parent – Community Relations

- Continued Family Involvement/Community Involvement
- Engaging students in entrepreneurship to take over jobs within the community
- Enrollment – Community Issues
- Changes in Family Values
- Fewer farmers every year
- Mr. Fisher leaving – what can we do to keep growth of town –students
- Prepare for Hispanic population

D. Governance (Board of Education/Superintendent)

- Stay sharp on finances
- Financing – budget issues being able to sustain staffing balances
- Expectations from state and federal standard
- Drama and music left out financially
- Finances – Fiscal responsibility
- Publicize the endowment more
- Funding challenges will continue to be a problem, especially the state funding formula
- Keeping up with payroll
- Future gov't regulation
- Budget costs
- Funding

- Balancing all staff needs with demand for all activities
- Rising costs
- Decreased funding
- Money –budgeting
- Consolidation of schools
- Due to recent events in other schools. How many of our staff are trained to recognize drug use or threatening situations and what is the schools plan to handle?
- Declining state Aid dollars
- Retirement of staff
- Broadcasting teachers on TV to other places
- What funding will be like
- Possibly merging with other districts
- Figure out how to be a better leader
- If enrollment decreases – staff may decrease – funding decreases

E. Technology

- Keeping up with technology
- The cost of technology
- Technology – Social Media
- Keeping up with technology will be more challenging all the time
- Maintain quality technology
- Technology keeping up with the “jones” staffing and costs involved
- Technology – maintaining and/or improving and not falling behind
- Technology up keep – adequate funding to ensure progression
- Strict computer use regulations

F. Support Program

- Special Education programs

G. Extra-Curricular

- Sustaining the extra-curricular
- Teachers are asked to be involved in extra-curricular activities – hard to find enough volunteers
- Getting kids involved in extra activities

- Kids to involved
- Kids not involved – video games

H. Transportation

- Bussing – transportation
- Transportation – Distances have increased – Equipment
- Distance traveled for activities busing rural – subcontracted in some districts
- Out of town pre-schools

COMMUNITY ENGAGEMENT MEETING II – APRIL 8, 2014

Community members participated in a review and discussion of the identified needs brought forward during Community Engagement Meeting I. The outcome of the small group discussion realized the following priorities and strategies.

Student Academics

- I. Provide more advanced learning opportunities for both high school and elementary students
 - a) Research programs that can “challenge” youth for the high ability learners (Example: The reading program has three levels to help kids raise their testing scores.)
 - b) Consider internships or job shadowing to help kids identify what may be an unrealized interest or passion
 - c) Identify and bring local businesses into the district to support curriculum
 - d) Insure kids who have an IEP are pushed and challenged to allow them to succeed
 - e) Make certain the district is able to consider ways to keep up with technology
 - f) Provide continuing education for staff to support curriculum offerings
 - g) Pursue grants to help fund technology
 - h) Use social media as an educational tool for students
 - i) Continue to provide an environment that supports all learning levels and types
- II. Expand the curriculum to offer more diverse opportunities for students
 - a) Poll students to identify their interests
 - b) Consider other programs such as:
 1. Robotics
 2. Auto body or Mechanics classes
 3. Block scheduling
 4. Class flipping
 - c) Maintain quality faculty (young progressive educators)
 - d) Balance extracurricular and academics
- III. Improve academic opportunities for students by providing technological advancements
- IV. Prepare students with skills for the 21st Century
 - a) Keep curriculum current with workplace trends

- V. Prepare students for a future and emphasize responsibility and professional workplace behavior
 - b) Fair standards and discipline for all students
 - c) Clear and thorough policy on bullying
 - d) Train on bullying all levels, students, staff, and parents
- VI. Maintain academic excellence with variations in resources
 - a) Encourage every student to take at least one unit of higher education
 - b) Maintain academic superiority to attract students from other areas
 - c) Promote on-line/distance learning for a better selection of classes
 - d) Encourage teachers to teach every student to the best of their ability so that every student reaches their potential
- VII. Provide a curriculum that will prepare each student to meet or exceed their potential
 - a) Provide diverse curriculum and more flexibility for staff
 - b) Continue time management finance classes and expand college classes
 - c) Consider advanced technology courses

Technology

- I. Promote on-line and distance learning to support technology curriculum opportunities
- II. Improve academics by providing advanced technological (Pre-K through 12th grade)
- III. Raise technology funds through the foundation
 - a) Web presence
 - b) Brochure
 - c) Newsletter
- IV. Form an active technology task force
 - a) 1 to 2 school board representatives
 - b) 1 to 2 administrative representatives
 - c) 1 to 2 faculty representatives
 - d) 1 to 2 student representatives
- V. Enforce responsible use of technology through policy and training
 - a) Understand that once posted on the web it is forever there
 - b) Common sense ethics

School Climate

- I. Provide and create an environment for all learning levels and types
- II. Provide more opportunities for higher level achieving students to challenge their level of learning
- III. Use social media as an educational tool in the classroom
- IV. Continue to offer opportunities like this to allow parents to voice not just what we want, but also to support the board and principals
- V. Consider other ways to keep parents and patrons involved

COMMUNITY ENGAGEMENT EVALUATION

1. Do you think the Community Engagement process was a worthwhile activity for the district and community? Why?

- We hope the administration and board takes a close look at the points brought up!
- Yes, whenever you can share ideas and inputs you gain interest.
- Yes, I got ideas from people that otherwise would not say anything or think their opinion didn't matter.
- Yes – it makes the community more aware of issues in the community. Everyone's opinion is valued in a setting such as this.
- Very worthwhile – shows board/community support, gives direction to school system, gives multiple points brought to attention.
- Yes, it's nice to discuss and see the difference viewpoints of other community leaders
- Yes, it gives the board the opportunity to hear others opinion's
- Yes, it will give the board some ideas on what the community expects
- Yes, ideas from many are always appreciated
- Yes – increased community involvement in the school
- Yes, communication between community and school is key to getting things done.
- Yes, you got more ideas from a lot of different people
- Yes, it brought people together and allowed us to express ourselves and concerns or hopes for our school and future.
- Yes, is always good to get new ideas and thoughts in front of a board/community
- Hope so because the board can only do so much everyone has to buy in
- Yes, very worthwhile. The community as a whole can help create/make ideas which in turn can make the whole community active in the schools
- Yes, helps show more community support to the schools
- Yes, offered variety of thoughts and ideas to be given
- Yes, helps get parents involved in what our children are learning and challenges they may be dealing with in the school system
- Yes, lots of interesting and well thought out ideas were presented
- Yes, it involved the community, all ages, all opinion's and knowledgeable
- Yes, gives people a voice
- Don't know – haven't seen anything come about it yet. This is a good start – let's see specific follow through!!!

- The Ravenna News does a very good job of informing the community of board meetings and school activities. The school does not inform. The website is not always up to date and there is no column from the school administration or board. You should not expect the News to do your advertising!
- Yes, it is important that communities come together to discuss
- Yes, the board wanted to provide a forum for input before they made major changes to policy. I believe this approach is commendable.
- Yes, it is always good to get a variety of opinions
- Yes, community involvement is always important although people don't always take the time to become involved!!
- Yes, I believe that the community needs to be heard when it comes to education because it is the community that is served my education.
- Yes, it was nice to hear what others had to say. It was also nice to know that they were thinking along the same lines as me.
- Absolutely worthwhile – Furthering is a constant necessity. Community Forums increase patrons' ownership of the education process.
- Not sure – don't know if everyone is being heard
- Yes, it brought together the community discussion, not just school board
- Yes, good community bonding and for people to realize how to solve problems instead of just identify them.
- Yes, I think it gives the board an opportunity to get a feeling about how the community feels. Gave me personal insight to other opinions.
- Yes, this activity was a positive insight as to how the public views our school.

2. What did you learn from the Community Engagement process?

- It's good to hear other points of view
- There are many ideas out there we do not think about and some good resources out there.
- People can work together! It was nice to have such a cross section of the community present.
- Our school is strong academically
- There is always improvement to be made and that the board has a tough job to manage this process
- How little I know
- Many people are interested in the well-being of our school
- Everyone wants a school with great academics for all children.
- Should have had the community involved years ago.
- A lot

- The willingness of the board to hear ideas and thoughts. Showed they were proactive and care.
- That things from when I was in school 6 years ago have not been improved
- How other community schools works and where we need to go.
- People do seem to care about improving school, but it seems like the same group needs to diversify somehow to include more people.
- We all have the goal of improving and bettering our school and students
- Different ways things work within school system, was nice to hear opinions from the elementary up to high school level
- The vast number of challenges facing the school board/education district. Also, the many success stories that accompany them.
- Community wants to be involved in children's academic growth.
- A lot of ideas – different views
- People want more for our school – Don't give up – but there is so much more that can be done!
- We have many same concerns and parent's community members that are interested in helping.
- Primarily that most participants were concerned with academics and the advancements in technology that can assist in teaching students.
- The community wants to be heard.
- Interesting ideas and opinions from other people. Some ideas I hadn't thought of previously.
- That there are many issues that education faces, and they continue to increase.
- I learned where the school was currently in many areas of education. I learned that technology is very much on the minds of others.
- There is a lot to be proud of.
- Physical and verbal bullying is happening, but it is not always noticed.
It sounds like a 4 or 5 on a scale of 10
- That education is near and dear to many people
- There are a lot of people that are concerned in many areas not just a few.
- Gained insight to personal feeling in regard to what people feel is important to the education process
- I learned there are many people interested in our school and the progress it needs to make.

3. What would you do to improve the process?

- Possibly more input by board members
- Worked good the way it was
- Yearly community meetings
- Maybe a little more time
- Effective as it was
- Maybe have one night without administration to discuss
- Maybe have a general question and answer period
- Board Question and Answer for a set time
- Have kids come for their input
- Continue more engagement meetings because everybody has a positive attitude
- Invite more actual educators. Noticed more spouses invited but not actual educators. Don't they have better ideas of work at school? Advertise in paper.
- Liked the open discussion
- Thought it was a good process. Maybe provide each table with a different focus/area to improve.
- Encourage job shadowing, academic programs thru the web
- Nothing
- Let's see what the school board has for goals (specific goals) and what their plan is to see this through. Get more specifics and details.
- Nothing at this time
- I felt it was about right. One long meeting would overwhelm, but more than two would result in poor final attendance.
- A place that private comments could be made
- I felt this was a good format to follow in the future
- Possibly an overview of the school system for those that are not very involved in the district
- More use of technology to put their information online
- This is a fairly tried and true process
- I believe there needs to be a 3rd party secretary at every table to protect from personal opinion being shared with group and then all people will be heard
- Thought it was good as is
- I wish the administration could have interacted with the discussion groups

4. Do you have interest in continuing to serve the district? If so, do you have ideas of how you like to serve?

- Volunteer to help is agriculture related programs or classes
- No interest at this time
- Possibly volunteer in classroom. Encourage participation in the Ravenna Foundation. Encourage the foundation to help in funding “extra” projects of the school.
- I have interest/participate with the children
- Yes, taskforce
- Yes, giving input as needed on topics
- Community and Parents needs to feel welcomed in to the school system to volunteer. If people were welcomed to help at school they would see a lot more volunteers
- Yes, school board or another board of some kind
- Yes, not sure at this time.
- Yes, engagement meetings
- Stacy Paitz – any type of committee to help our youth
- Yes. Would love to provide an internship/practical experience for students
- Yes, I’m interested everyone should be –without our school our community would go under.
- Always willing to help.
- Keep this up I really appreciate being included and participating in this type
- Yes, I would like to be a part of the next step of this process. What becomes of the information the board has from the Community Engagement?
- I would be willing to sponsor a mentorship course or arrange for contacts in different disciplines per curriculum guidelines.
- Yes
- Yes, advice and information
- I’m going to remain anonymous on this form – I will sign up for something down the road.
- Yes, in discussions
- Not at this time. The walleye are biting and my fishing pole is ready for a workout

RAVENNA SCHOOL BOARD 2018-2019 CALENDAR

September	Parent Teacher Board Meet & Greet	Dawn Planning All Participate
October	Review Envision Civic Group Visits	Marc Ryan
November	Review Community Data Results from 2014	Tara

December	Retreat with Personality Strength	Misti Planning All Participate
January	Organize, Structure, Expectations	All
February	Superintendent Review, Assessment, Tools	Marilyn Tools All Participate

March	Parent Teacher Conf Staff Engagement	All
April	High School Achievement	Brad
May	Elementary Achievement	Paul

June	Mission Statement	All
July	Vision	All
August	Planning for 19-20 School Year	All