

Board of Education Regular Meeting  
Monday, April 10, 2023 7:00 PM  
High School Library  
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. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***
6. Approval of Agenda
7. Financial Report
8. Consent Agenda
  - 8.1. Discuss, consider, and take all necessary action to minutes
  - 8.2. Discuss, consider, and take all necessary action to bills
  - 8.3. Notice of Meeting Publication: The notice for this board meeting was published in the April 6th edition of the Ravenna News
  - 8.4. Discuss, consider, and take all action necessary to the resignation of staff members: Tiffany Jacobsen and Heidi Kjar
  - 8.5. Discuss, consider, and take all action necessary to the approval of staff contracts: Karrie Huryta
9. Request to Address the Board and Correspondence
10. Blue Jay Celebration of Success - Hunter Education/Safety & Dave Huryta Technology Presentation
11. Information and Action Items

- 11.1. Discuss, consider, and take all action necessary to fertilizer bids for 2023
- 11.2. Discuss, consider, and take all action necessary to elementary carpet replacement in the elementary library and/or two classrooms
- 11.3. Discuss, consider, and take all action necessary for negotiations with the REA(possible executive session)
- 11.4. Discuss, consider, and take all action necessary to the contract of Andrea Wolf
12. Discussion Items
  - 12.1. Policy Review- 4030 Evaluation of Certified Employees, Teacher Contract, and 5068 Extracurricular Drug Testing Program
  - 12.2. Final Policy Review-4000 Series
  - 12.3. Final Policy Review-5000 Series
  - 12.4. Final Policy Review-6000 Series
  - 12.5. Discuss, consider, and take all action regarding summer facilities and grounds projects. Tour starts at 7:00 pm.
  - 12.6. Discuss, consider, and take all action necessary in reviewing the RPS 2022-2023 safe return to school plan, considering any and all community input
13. Elementary Principal's Report
14. Secondary Principal's Report
15. Superintendent's Report
16. Positive Comments
17. Adjournment

2223-623

Nova Fitness Equipment  
- A Division of Johnson Health & Wellness-  
4511 South 119th Circle  
Omaha, NE 68137  
402.343.0552



# Invoice

FITNESS EQUIPMENT

A Division of Johnson Fitness and Wellness



DATE	INVOICE #
3/10/2023	52113

BILL TO
Ravenna Pubilc Schools Attn: Accounts Payable 41750 Carthage Road P.O. Box 8400 Ravenna, NE 68869

SHIP TO
Ravenna High School 41750 Carthage Road Ravenna, NE 68869 Attn: Dan Bolling Ph. 308.452.3249

P.O. NUMBER	TERMS	DUE DATE	REP
2223-600	Net 10	3/20/2023	MGDK

QTY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	CT800	SPIRIT CT800 TREADMILL	2,592.00	2,592.00
1	OUTBOUND FR...	SHIPPING TO OMAHA	208.00	208.00
1	DELIVERY (Cust...	DELIVERY & INSTALLATION	350.00	350.00
1	A-PS-LED	MATRIX PERFORMANCE LED ASCENT TRAINER   FEP630D221202055/CTM749F220912432	6,854.40	6,854.40
1	OUTBOUND FR...	FACTORY SHIPPING & INSTALLATION	714.00	714.00
1	TRADE IN	TRADE IN 2012 CYBEX 750AT TOTAL BODY ARC TRAINER	-450.00	-450.00
1	TRADE IN	TRADE IN 2012 SPIRIT CT800 TREADMILL	-210.00	-210.00
1	DELIVERY (Cust...	HAUL-AWAY OF TRADE-INS	100.00	100.00

THANK YOU FOR YOUR BUSINESS! AN INTEREST RATE OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE INVOICES.

A PROCESSING FEE OF 3% WILL BE ADDED TO INVOICES PAID WITH A CREDIT CARD

\*NEW\* - EFT/ACH Information:  
 2nd Wind Exercise Equipment Inc dba Nova Fitness Equipment  
 Tax ID #41-1481152  
 Routing number: 075000022  
 Account number: 182378892968  
 U.S. Bank NA  
 425 Walnut Street  
 Cincinnati, OH 45202

<b>Subtotal</b>	\$10,158.40
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$10,158.40

*Specialists In Fitness And Rehabilitation Equipment*

4511 South 119<sup>th</sup> Circle \* Omaha, Nebraska 68137 \* PHONE 402.343.0552 \* FAX 402.343.0562

*novafitnessequipment.com*





Hilary Bolling &lt;hilary.bolling@ravennabluejays.org&gt;

---

**Purchase Order Ravenna Public Schools**

---

**Dave King** <daveking@novahealth.net>  
To: Hilary Bolling <hilary.bolling@ravennabluejays.org>  
Cc: Dan Bolling <dan.bolling@ravennabluejays.org>

Thu, Mar 2, 2023 at 8:36 AM

Thank you Hilary and Dan! Nice win for the Bluejays yesterday, good luck on Friday!

You may hear from 2 separate delivery crews on this one as the treadmill and Ascent trainer are coming from different origins. If the treadmill comes first, that crew will remove the existing tread and ARC. If the Matrix Ascent comes first, please roll the ARC out of the way for a period until the treadmill crew is scheduled. Let me know if you have any questions.

Sincerely,

**Dave King**

Commercial Sales Manager



**Nebraska Showroom**

4511 S. 119<sup>th</sup> Circle

Omaha, NE 68137  
c: 402.515.4427

o: 402.343.0552

e: [daveking@novahealth.net](mailto:daveking@novahealth.net)

**[johnsonfitness.com/commercial](http://johnsonfitness.com/commercial)**

[Quoted text hidden]

The information in this e-mail may be privileged and confidential, intended only for the use of the addressee(s) above. Any unauthorized use or disclosure of this information is prohibited. If you have received this e-mail by mistake, please delete it and immediately contact the sender.

# Ravenna Public Schools

P.O. Box 8400  
 41750 Carthage Rd.  
 Ravenna, NE 68869  
 Phone: 308.452.3249  
 Fax: 308.452.3172

# PURCHASE ORDER

DATE: 2/16/23  
 P.O. # 2223-600  
 Bill To: P.O Box 8400  
 Order #  
 Tax Exemption No. 05-627933

### VENDOR

Nova Fitness Equipment  
 4511 South 119th Circle  
 Omaha, NE 68137

### SHIP TO

Ravenna Public Schools  
 Attn: Dan Bolling  
 41750 Carthage Road  
 Ravenna NE, 68869

### BILL TO

Ravenna Public Schools  
 Attn: Hilary Bolling  
 P.O. Box 8400  
 Ravenna NE, 68869

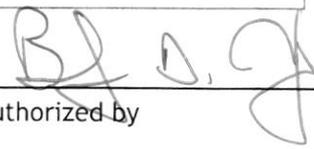
ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
CT800	Spirit CT800 Treadmill	1	2,592.00	2,592.00
Outbound Freight	Shipping to Omaha	1	208.00	208.00
Delivery/Install	Delivery and Installation	1	350.00	350.00
A-PS-LED	Matrix Performance LED Ascent Trainer	1	6,854.40	6,854.40
Outbound Freight	Factory Shipping and Installation	1	714.00	714.00
Trade In	Trade in 2012 Cybex 750 Total Body ARC Trainer	1	-450.00	(450.00)
Trade In	Trade in 2012 Spirit CT800 Treadmill	1	-210.00	(210.00)
Delivery	Haul Away of Trade Ins	1	100.00	100.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	\$10,158.40
TAX RATE	0.000%
TAX	\$0.00
S & H	\$0.00
OTHER	\$0.00
<b>TOTAL</b>	<b>\$10,158.40</b>

### Other Comments or Special Instructions

Booster Club will reimburse school for the Treadmill

*Depreciation*

  
 Authorized by \_\_\_\_\_ Date 2-28-23

Nova Fitness Equipment  
 - A Division of Johnson Health & Wellness-  
 4511 South 119th Circle  
 Omaha, NE 68137  
 402.343.0552

# ESTIMATE

DATE	EST. NUMBER
1/13/2023	146099



BILL TO
Ravenna Public Schools Attn: Accounts Payable 41750 Carthage Road P.O. Box 8400 Ravenna, NE 68869

SHIP TO
Ravenna High School 41750 Carthage Road Ravenna, NE 68869 Attn: Dan Bolling Ph. 308.452.3249

P.O. No.	REP	EXP. DATE
	MGDK	2/15/2023

ITEM	DESCRIPTION	QTY	COST	TOTAL
CT800	SPIRIT CT800 TREADMILL Reg. 3,999.00	1	2,592.00	2,592.00
OUTBOUND FR...	SHIPPING TO OMAHA	1	208.00	208.00
DELIVERY (Cust...	DELIVERY & INSTALLATION	1	350.00	350.00
A-PS-LED	MATRIX PERFORMANCE LED ASCENT TRAINER Reg. \$11,650.00	1	6,854.40	6,854.40
OUTBOUND FR...	FACTORY SHIPPING & INSTALLATION	1	714.00	714.00
TRADE IN	TRADE IN 2012 CYBEX 750AT TOTAL BODY ARC TRAINER	1	-450.00	-450.00
TRADE IN	TRADE IN 2012 SPIRIT CT800 TREADMILL	1	-210.00	-210.00
DELIVERY (Cust...	HAUL-AWAY OF TRADE-INS	1	100.00	100.00
	Thank You! Dave King, Nova Fitness Equipment (402) 515-4427			

PLEASE SIGN AND FAX TO 402-343-0562 OR EMAIL OFFICESUPPORT@NOVAHEALTH.NET TO PLACE YOUR ORDER.

**SUBTOTAL** \$10,158.40

Signature (Print Name Below): Bj King 2-18-23

**SALES TAX (0.0%)** \$0.00

P.O. # 2223-600

**TOTAL** \$10,158.40

50% deposit required upon approval, Net 10 upon delivery. 3% added for credit card purchases.

Phone #	Fax #

# Change Check List

Pennies \_\_\_\_\_  
Nickels \_\_\_\_\_  
Dimes \_\_\_\_\_  
Quarters \_\_\_\_\_  
Halves \_\_\_\_\_  
Ones \_\_\_\_\_  
Fives \_\_\_\_\_  
Tens \_\_\_\_\_  
Twenties \_\_\_\_\_  
Fifties \_\_\_\_\_  
Hundreds \_\_\_\_\_  
Checks \$2940  
Other \_\_\_\_\_

**Total:**

\$2940

Deposited By:

Tony Schirmer

*Deposit to  
Deprec.*

Organization:

Description:

Money for Treadmill from Boosters

Signed By:

Tony Schirmer

Date:

3-15-23

**Ravenna Public Schools  
Fund Balance Report  
March 31st, 2023**

**Special Building**

Last month ending balance	\$	474,592.92
Buffalo Co Taxes	\$	12,235.28
Sherman Co Taxes	\$	3,165.92
Settlement Checks	\$	-
Interest	\$	432.14
Check(s)	\$	-
Bank Statement Balance	\$	<b>490,426.26</b>
Outstanding Checks		
Flex 9 mo. CD 043	\$	5,000.00
Interest	\$	220.07
Flex 11 mo. CD 286	\$	501,685.51
Interest	\$	2,028.73
Total	\$	<b>999,360.57</b>

**Depreciation Fund**

Last month ending balance	\$	364,520.73
Interest		\$46.46
Boosters Reimb.		\$2,940.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	<b>367,507.19</b>

**Employee Benefit Fund**

Last month ending balance	\$	14,789.16
Deposit for Employee Benefits	\$	-
Interest	\$	1.88
Check(s)	\$	-
Bank Statement Balance	\$	<b>14,791.04</b>
Flex 9 mo. CD 094	\$	100,000.00
Interest	\$	1,368.15
Total	\$	<b>116,159.19</b>

**Qualified Cap**

Last month ending balance	\$	-
Buffalo Co Taxes	\$	0.40
Sherm Co Taxes	\$	-
US Treas.		
Interest	\$	-

check(s) Transfer to GF	\$	-
Bank Statement Balance	\$	<b>0.40</b>

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number	01	General
	175198	A Parts Warehouse	03/14/2023	1,505.53
01 2710 610 000 000		Tires And Parts		1,505.53
Total	A Parts Warehouse			1,505.53
	12953	A-1REFRIGERATION	03/06/2023	629.00
01 2620 431 002 000		Con/ser Repair Secon		629.00
Total	A-1REFRIGERATION			629.00
	12783	Adventure Bus and Charter	12/08/2022	933.00
01 1100 580 001 000		Travel Secon		933.00
Total	Adventure Bus and Charter			933.00
	3662	ALPHA REHABILITATION	03/31/2023	1,256.46
01 2161 320 001 601		PROFESSIONAL ED SERVICES		652.11
01 2151 320 001 602		PROFESSIONAL ED SERVICES		604.35
Total	ALPHA REHABILITATION			1,256.46
	4905153979. March23	BLACK HILLS ENERGY	03/20/2023	191.72
01 2610 621 001 000		Fuel Secon		95.86
01 2610 621 002 000		Fuel Elem		95.86
	8985166782. March23	BLACK HILLS ENERGY	03/20/2023	5,046.50
01 2610 621 001 000		Fuel Secon		2,523.25
01 2610 621 002 000		Fuel Elem		2,523.25
Total	BLACK HILLS ENERGY			5,238.22
	512753	BLICK ART MATERIALS	03/19/2023	59.06
01 1100 610 001 027		Secon Art Materials		59.06
Total	BLICK ART MATERIALS			59.06
	0115	BUFFALO COUNTY SHERIFFS OFFICE	03/07/2023	300.00
01 2620 431 001 000		Con/ser Repair Secon		150.00
01 2620 431 002 000		Cont/ser Repair Elem		150.00
Total	BUFFALO COUNTY SHERIFFS OFFICE			300.00
	1320	Chartwells at Central Community College Grand Island	04/04/2023	354.50
01 1100 580 001 000		Travel Secon		354.50
Total	Chartwells at Central Community College Grand Island			354.50
	903510	CHRISTIE'S KITCHEN	03/07/2023	45.00
01 1100 890 001 000		Other Misc Exp Secon		45.00
Total	CHRISTIE'S KITCHEN			45.00
	760.March 23	CITY OF RAVENNA	03/28/2023	95.50
01 2610 410 001 000		Water Sewer Secon		47.75
01 2610 410 002 000		Water Sewer Elem		47.75
	760.March23	CITY OF RAVENNA	03/29/2023	491.97
01 2610 410 001 000		Water Sewer Secon		245.99
01 2610 410 002 000		Water Sewer Elem		245.98
Total	CITY OF RAVENNA			587.47

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	confart23	CLARK, ELIZABETH	03/18/2023	41.99
01 1100 580 001 000		Travel Secon		41.99
Total	CLARK, ELIZABETH			41.99
	J7-50348	Cummins Sales and Service	03/29/2023	1,120.94
01 2710 610 000 000		Tires And Parts		1,120.94
Total	Cummins Sales and Service			1,120.94
	1360273	DAS State Accounting - Central Finance	03/10/2023	238.13
01 1100 382 000 000		INTERNET SERVICES		238.13
Total	DAS State Accounting - Central Finance			238.13
	2223-649	Deines, Cheryl	03/24/2023	20.00
01 2710 610 000 000		Tires And Parts		20.00
Total	Deines, Cheryl			20.00
	2223-653	DOLLAR GENERAL REGIONS 410526	01/20/2023	35.75
01 2310 610 000 000		Supplies		35.75
	2223-672	DOLLAR GENERAL REGIONS 410526	03/07/2023	10.65
01 1100 890 001 000		Other Misc Exp Secon		10.65
Total	DOLLAR GENERAL REGIONS 410526			46.40
	2223-633	Drahota, Angie	03/07/2023	33.00
01 1100 890 001 000		Other Misc Exp Secon		33.00
Total	Drahota, Angie			33.00
	9064264	ECOLAB PEST ELIM DIV	03/27/2023	70.18
01 2620 431 001 000		Con/ser Repair Secon		35.09
01 2620 431 002 000		Cont/ser Repair Elem		35.09
Total	ECOLAB PEST ELIM DIV			70.18
	180300.March23	ESU #10	04/01/2023	26,127.13
01 2153 591 002 607		AUDIOLOGY SPED 0-2		15.41
01 2152 591 002 607		AUDIOLOGY SPED 3-5		15.42
01 2151 591 001 607		Audiology Secon		61.67
01 2151 591 002 607		Audiology Elem		61.67
01 2151 591 001 604		ESU SERVICES-Deaf Ed Sec.		471.74
01 2151 591 002 604		Deaf Ed Sped Elem.		471.74
01 2143 591 002 606		PSYC SERVICES SPED 0-2		368.75
01 2142 591 002 606		PSYCH SERVICES SPED 3-5		368.76
01 2141 591 001 606		SCHOOL PSYCH		1,475.02
01 2141 591 002 606		Diagnostic Testing (School Psych)		1,475.02
01 1292 591 002 603		Pre Sped Services (0-2)		281.11
01 1291 591 002 603		PRE SPED Supervision (3-5)		281.12
01 1200 591 001 000		SPED SUPERVISION SEC.		1,208.77
01 1200 591 002 000		SPED SUPERVISION ELEM.		1,208.77
01 2153 591 002 602		SPEECH (0-2)		707.82
01 2152 591 002 602		PRE SCHL SPEECH (3-5)		2,034.98
01 2151 591 001 602		Speech Therapy		3,096.71
01 2151 591 002 602		Speech Therapy Elem		11,855.99
01 2181 591 002 605		VISION		327.99
01 1200 591 000 608		Vocational		201.19
01 1100 580 001 000		Travel Secon		117.48
01 2120 320 001 000		Purch Prof Ser Secon		20.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	ESU #10			26,127.13
	3023	Family Physical Therapy & Sports Center P.C.	03/14/2023	3,705.00
01 2172 569 002 000		PT 3-4 Sped		75.00
01 2171 569 002 000		PT Sped School Age		990.00
01 2171 569 001 000		PT Sped School Age		435.00
01 2162 569 002 000		OT Sped 3-5		225.00
01 2161 569 002 000		OT Sped School Age		1,530.00
01 2161 569 001 000		TUITION-OTHER		450.00
Total	Family Physical Therapy & Sports Center P.C.			3,705.00
	837326.March23	FARMERS CO-OPERATIVE ASSOC	03/25/2023	2,228.94
01 2710 626 000 000		Gas And Oil		2,228.94
Total	FARMERS CO-OPERATIVE ASSOC			2,228.94
	2836209	FLINN SCIENTIFIC INC	02/08/2023	23.14
01 1100 610 001 022		Materials		23.14
Total	FLINN SCIENTIFIC INC			23.14
	10783092	Hamilton	04/01/2023	35.70
01 2510 382 001 000		Telephone Secon		17.85
01 2510 382 002 000		Telehone Elem		17.85
	10788133	Hamilton	04/01/2023	88.44
01 2510 382 001 000		Telephone Secon		44.22
01 2510 382 002 000		Telehone Elem		44.22
	10790611	Hamilton	04/01/2023	276.56
01 2510 382 001 000		Telephone Secon		138.28
01 2510 382 002 000		Telehone Elem		138.28
Total	Hamilton			400.70
	733134753	Home Depot Pro, The	02/27/2023	445.32
01 2610 610 001 000		Supplies Secon		222.66
01 2610 610 002 000		Supplies Elem		222.66
Total	Home Depot Pro, The			445.32
	12795338.April23	Hometown Leasing	04/01/2023	671.85
01 1100 443 001 000		LEASED EQUIP		671.85
Total	Hometown Leasing			671.85
	288657	ISLAND SUPPLY WELDING CO	03/23/2023	56.25
01 1100 610 001 025		Instr Materials		56.25
	288683	ISLAND SUPPLY WELDING CO	03/23/2023	207.75
01 1100 610 001 025		Instr Materials		207.75
Total	ISLAND SUPPLY WELDING CO			264.00
	365097632	J. W. PEPPER & SON INC.	02/16/2023	161.19
01 1100 610 001 018		Music Materials		161.19
	365105604	J. W. PEPPER & SON INC.	02/20/2023	95.00
01 1100 610 001 018		Music Materials		95.00
	365120591	J. W. PEPPER & SON INC.	02/23/2023	24.00
01 1100 610 001 018		Music Materials		24.00
Total	J. W. PEPPER & SON INC.			280.19

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
01 2320 580 000 000	bkmiles.March23	Kjar, Bradley	04/04/2023	612.19
		Travel		612.19
Total	Kjar, Bradley			612.19
01 2330 317 000 000	13830	KSB SCHOOL LAW, PC LLO	04/03/2023	422.50
		LEGAL SERVICES		422.50
Total	KSB SCHOOL LAW, PC LLO			422.50
01 1100 890 001 000	2223-661	Lewandowski, Katherine	04/04/2023	295.00
		Other Misc Exp Secon		295.00
Total	Lewandowski, Katherine			295.00
01 1100 610 001 031	49813	MERNARDS - KEARNEY	02/28/2023	219.96
		Instruc Materials		219.96
Total	MERNARDS - KEARNEY			219.96
01 2181 591 001 605	O-LVC1066	NE Center for the Education of Children who are Blind or Vissually Impaired	03/10/2023	360.00
		Vision		360.00
Total	NE Center for the Education of Children who are Blind or Vissually Impaired			360.00
01 2610 621 001 000	52744.March23	NE PUBLIC POWER DISTRICT	03/30/2023	129.93
		Fuel Secon		64.97
01 2610 621 002 000		Fuel Elem		64.96
01 2610 621 001 000	52749.March23	NE PUBLIC POWER DISTRICT	03/30/2023	47.37
		Fuel Secon		23.69
01 2610 621 002 000		Fuel Elem		23.68
01 2610 621 001 000	52754.March23	NE PUBLIC POWER DISTRICT	03/30/2023	31.58
		Fuel Secon		15.79
01 2610 621 002 000		Fuel Elem		15.79
01 2610 621 001 000	52759.March23	NE PUBLIC POWER DISTRICT	03/30/2023	4,069.24
		Fuel Secon		2,034.62
01 2610 621 002 000		Fuel Elem		2,034.62
01 2610 621 001 000	52765.March23	NE PUBLIC POWER DISTRICT	03/30/2023	64.79
		Fuel Secon		32.40
01 2610 621 002 000		Fuel Elem		32.39
Total	NE PUBLIC POWER DISTRICT			4,342.91
01 2580 810 000 000	463385	NETA	02/03/2023	189.00
		REGISTRATION		189.00
Total	NETA			189.00
01 1100 810 001 018	distmusic.2023	ORD HIGH SCHOOL	03/16/2023	430.00
		FEES		430.00
Total	ORD HIGH SCHOOL			430.00
01 2620 610 001 000	INV873910	PIONEER MANUFACTURING CO	03/15/2023	4,342.00
		GENERAL SUPPLIES		2,171.00
01 2620 610 002 000		GENERAL SUPPLIES		2,171.00
01 2620 610 001 000	INV874235	PIONEER MANUFACTURING CO	03/17/2023	62.85
		GENERAL SUPPLIES		31.43
01 2620 610 002 000		GENERAL SUPPLIES		31.42
Total	PIONEER MANUFACTURING CO			4,404.85

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	105826	PRAIRIE HILLS WIRELESS, LLC	03/31/2023	60.00
01 1100 382 000 000		INTERNET SERVICES		60.00
Total		PRAIRIE HILLS WIRELESS, LLC		60.00
	141190	Protex Central, Inc.	03/25/2023	420.00
01 2620 431 001 000		Con/ser Repair Secon		210.00
01 2620 431 002 000		Cont/ser Repair Elem		210.00
Total		Protex Central, Inc.		420.00
	news.Feb23	RAVENNA NEWS	02/28/2023	158.99
01 2310 540 000 000		Advertising & Print		158.99
	news.March23	RAVENNA NEWS	03/31/2023	74.67
01 2310 540 000 000		Advertising & Print		74.67
Total		RAVENNA NEWS		233.66
	trash.April23	RAVENNA SANITATION	04/01/2023	981.00
01 2620 420 001 000		CLEANING SERVICES/TRASH		490.50
01 2620 420 002 000		CLEANING SERVICES/TRASH		490.50
Total		RAVENNA SANITATION		981.00
	8191368	REALLY GOOD STUFF LLC	03/24/2023	81.93
01 1200 610 002 000		Gen Supplies Elem		81.93
Total		REALLY GOOD STUFF LLC		81.93
	3533190061	STAPLES	03/17/2023	101.66
01 1100 610 002 000		Gen Supplies Elem		101.66
	3533508689	STAPLES	03/22/2023	23.99
01 1100 610 002 000		Gen Supplies Elem		23.99
Total		STAPLES		125.65
	24646	TBK Transmissions, Inc.	03/14/2023	4,180.00
01 2730 431 000 000		REPAIRS & MAINT.		4,180.00
Total		TBK Transmissions, Inc.		4,180.00
	usbank.april23	U.S. Bank	03/27/2023	3,330.06
01 2510 531 000 000		POSTAGE		5.94
01 2710 626 000 000		Gas And Oil		125.04
01 2220 610 001 000		Supplies Secon		17.32
01 1100 610 001 031		Instruc Materials		392.44
01 3535 810 000 000		High Abilt Learn Registration		100.00
01 1200 810 001 000		Registration Secondary		14.00
01 2620 431 001 000		Con/ser Repair Secon		36.00
01 2620 431 002 000		Cont/ser Repair Elem		36.00
01 1100 610 001 000		Gen Supplies Secon		429.48
01 2580 580 000 000		Tech Support Travel		39.00
01 1100 890 001 000		Other Misc Exp Secon		548.85
01 1100 735 002 000		Comp Software Elem		25.20
01 1100 610 001 000		Gen Supplies Secon		230.90
01 1200 320 001 000		Purch Prof Ser Secon		230.00
01 1200 610 002 000		Gen Supplies Elem		37.94
01 1100 610 002 018		Music Materials		113.64
01 2710 610 000 000		Tires And Parts		49.99
01 2510 610 000 000		Supplies		230.77
01 2580 580 000 000		Tech Support Travel		404.84

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 431 001 000		Con/ser Repair Secon		35.00
01 1100 610 001 025		Instr Materials		227.71
Total U.S. Bank				<u>3,330.06</u>
	9931046237	VERIZON WIRELESS	03/25/2023	171.84
01 2510 382 001 000		Telephone Secon		85.92
01 2510 382 002 000		Telephone Elem		85.92
Total VERIZON WIRELESS				<u>171.84</u>
	2303-043025	WILKE'S TRUE VALUE	03/02/2023	15.18
01 2620 610 001 000		GENERAL SUPPLIES		7.59
01 2620 610 002 000		GENERAL SUPPLIES		7.59
	2303-043378	WILKE'S TRUE VALUE	03/06/2023	11.62
01 2620 610 001 000		GENERAL SUPPLIES		11.62
	2303-043489	WILKE'S TRUE VALUE	03/08/2023	18.98
01 2620 610 001 000		GENERAL SUPPLIES		18.98
	2303-043908	WILKE'S TRUE VALUE	03/13/2023	18.75
01 2620 610 001 000		GENERAL SUPPLIES		9.38
01 2620 610 002 000		GENERAL SUPPLIES		9.37
	2303-044703	WILKE'S TRUE VALUE	03/23/2023	42.07
01 2620 610 002 000		GENERAL SUPPLIES		42.07
Total WILKE'S TRUE VALUE				<u>106.60</u>
	637478	YANDA'S MUSIC	03/02/2023	37.00
01 1100 610 001 028		Instr Materials		37.00
Total YANDA'S MUSIC				<u>37.00</u>
Fund Number 01				<u>67,629.30</u>
Checking Account ID 01				<u>67,629.30</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	General							
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	0.00	74,016.47	591,333.94	0.00	(591,333.94)	0.00	(591,333.94)
01 1100 111 002 000	SALARIES TEACHERS ELEM.	0.00	60,123.54	483,102.72	0.00	(483,102.72)	0.00	(483,102.72)
01 1100 112 001 000	AIDES/COACHES	0.00	543.75	5,365.00	0.00	(5,365.00)	0.00	(5,365.00)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	2,791.25	0.00	(2,791.25)	0.00	(2,791.25)
01 1100 123 001 000	Sub Salaries Secon	0.00	3,100.00	11,745.00	0.00	(11,745.00)	0.00	(11,745.00)
01 1100 123 002 000	Sub Salaries Elem	0.00	3,454.30	15,205.40	0.00	(15,205.40)	0.00	(15,205.40)
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	10,413.15	85,876.79	0.00	(85,876.79)	0.00	(85,876.79)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	3,099.51	24,761.99	0.00	(24,761.99)	0.00	(24,761.99)
01 1100 152 001 000	ADDITIONAL COMP. AIDES	0.00	0.00	2,537.50	0.00	(2,537.50)	0.00	(2,537.50)
01 1100 211 001 000	Health Ins Secon	0.00	27,106.78	217,098.26	0.00	(217,098.26)	0.00	(217,098.26)
01 1100 211 002 000	Health Ins Elem	0.00	23,359.35	184,951.28	0.00	(184,951.28)	0.00	(184,951.28)
01 1100 212 001 000	GROUP INSURANCE-AIDES	0.00	0.00	4.54	0.00	(4.54)	0.00	(4.54)
01 1100 213 001 000	GROUP INS.-SUBS	0.00	662.46	846.79	0.00	(846.79)	0.00	(846.79)
01 1100 213 002 000	GROUP INS.-SUBS	0.00	40.06	145.39	0.00	(145.39)	0.00	(145.39)
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	0.00	0.00	213.54	0.00	(213.54)	0.00	(213.54)
01 1100 221 001 000	Fica Secon	0.00	6,231.39	49,986.55	0.00	(49,986.55)	0.00	(49,986.55)
01 1100 221 002 000	Fica Elem	0.00	4,544.92	36,535.18	0.00	(36,535.18)	0.00	(36,535.18)
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	41.60	604.54	0.00	(604.54)	0.00	(604.54)
01 1100 223 001 000	FICA-SUB SUBS	0.00	222.44	877.58	0.00	(877.58)	0.00	(877.58)
01 1100 223 002 000	FICA-SUB SUBS	0.00	262.91	1,158.26	0.00	(1,158.26)	0.00	(1,158.26)
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	8,262.97	66,278.90	0.00	(66,278.90)	0.00	(66,278.90)
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	0.00	6,245.03	50,165.74	0.00	(50,165.74)	0.00	(50,165.74)
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	250.65	0.00	(250.65)	0.00	(250.65)
01 1100 233 001 000	RETIREMENT-SUBS	0.00	49.39	113.59	0.00	(113.59)	0.00	(113.59)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	9.63	83.46	0.00	(83.46)	0.00	(83.46)
01 1100 281 001 000	CASH IN LIEU/HSA	0.00	1,110.59	8,884.72	0.00	(8,884.72)	0.00	(8,884.72)
01 1100 281 002 000	CASH IN LIEU/HSA	0.00	1,717.03	13,432.12	0.00	(13,432.12)	0.00	(13,432.12)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	8.02	35.67	0.00	(35.67)	0.00	(35.67)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	6.01	21.81	0.00	(21.81)	0.00	(21.81)
01 1100 330 001 000	ASSEMBLIES	0.00	0.00	3,687.50	0.00	(3,687.50)	0.00	(3,687.50)
01 1100 330 002 000	ASSEMBLIES	0.00	0.00	3,687.50	0.00	(3,687.50)	0.00	(3,687.50)
01 1100 334 000 000	Mileage for Psyche Services	0.00	0.00	879.28	0.00	(879.28)	0.00	(879.28)
01 1100 382 000 000	INTERNET SERVICES	0.00	298.13	4,110.66	0.00	(4,110.66)	0.00	(4,110.66)
01 1100 443 001 000	LEASED EQUIP	0.00	671.85	4,367.03	0.00	(4,367.03)	0.00	(4,367.03)
01 1100 443 002 000	LEASED EQUIP	0.00	0.00	1,007.77	0.00	(1,007.77)	0.00	(1,007.77)
01 1100 580 001 000	Travel Secon	0.00	1,446.97	1,629.06	0.00	(1,629.06)	0.00	(1,629.06)
01 1100 580 002 000	Travel Elem	0.00	0.00	515.50	0.00	(515.50)	0.00	(515.50)
01 1100 610 001 000	Gen Supplies Secon	0.00	660.38	10,513.13	0.00	(10,513.13)	0.00	(10,513.13)
01 1100 610 002 000	Gen Supplies Elem	0.00	125.65	8,179.41	0.00	(8,179.41)	0.00	(8,179.41)
01 1100 640 001 000	Textbooks Secon	0.00	0.00	1,162.50	0.00	(1,162.50)	0.00	(1,162.50)
01 1100 640 002 000	Textbooks Elem	0.00	0.00	844.51	0.00	(844.51)	0.00	(844.51)
01 1100 733 001 000	Equipment Secon	0.00	0.00	11,561.52	0.00	(11,561.52)	0.00	(11,561.52)
01 1100 735 001 000	Comp Software Secon	0.00	0.00	9,863.22	0.00	(9,863.22)	0.00	(9,863.22)
01 1100 735 002 000	Comp Software Elem	0.00	25.20	9,327.94	0.00	(9,327.94)	0.00	(9,327.94)
01 1100 810 001 000	FEES	0.00	0.00	1,813.08	0.00	(1,813.08)	0.00	(1,813.08)
01 1100 810 002 000	FEES	0.00	0.00	814.85	0.00	(814.85)	0.00	(814.85)
01 1100 890 001 000	Other Misc Exp Secon	0.00	932.50	2,686.85	0.00	(2,686.85)	0.00	(2,686.85)
01 1100 890 002 000	Other Misc Exp Elem	0.00	0.00	436.09	0.00	(436.09)	0.00	(436.09)
1100	SALARIES	0.00	238,791.98	1,931,495.56	0.00	(1,931,495.56)	0.00	(1,931,495.56)
01 1160 111 002 000	SALARIES TEACHERS POVERTY	0.00	5,256.25	42,050.00	0.00	(42,050.00)	0.00	(42,050.00)
01 1160 211 002 000	Poverty Program Health Ins	0.00	1,576.86	12,614.88	0.00	(12,614.88)	0.00	(12,614.88)

Expenditure Report by Op. Unit/Function

		General Fund							
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance	
01 1160 221 002 000	Poverty Program FICA	0.00	380.56	3,044.48	0.00	(3,044.48)	0.00	(3,044.48)	
01 1160 231 002 000	Poverty Program Retire	0.00	519.20	4,153.60	0.00	(4,153.60)	0.00	(4,153.60)	
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	286.04	2,288.32	0.00	(2,288.32)	0.00	(2,288.32)	
1160 POVERTY		0.00	8,018.91	64,151.28	0.00	(64,151.28)	0.00	(64,151.28)	
01 1190 111 002 000	SALARIES TEACHERS PRE K	0.00	3,639.93	30,918.09	0.00	(30,918.09)	0.00	(30,918.09)	
01 1190 112 002 000	PreK Para	0.00	634.38	13,197.77	0.00	(13,197.77)	0.00	(13,197.77)	
01 1190 123 002 000	PreK Subs	0.00	2,105.08	2,722.58	0.00	(2,722.58)	0.00	(2,722.58)	
01 1190 211 002 000	PreK Health	0.00	2,147.69	17,181.52	0.00	(17,181.52)	0.00	(17,181.52)	
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	735.66	5,885.28	0.00	(5,885.28)	0.00	(5,885.28)	
01 1190 221 002 000	PreK Fica	0.00	272.13	2,314.66	0.00	(2,314.66)	0.00	(2,314.66)	
01 1190 222 002 000	FICA-AIDES	0.00	32.25	879.44	0.00	(879.44)	0.00	(879.44)	
01 1190 223 002 000	FICA-SUB SUBS	0.00	161.04	208.27	0.00	(208.27)	0.00	(208.27)	
01 1190 231 002 000	PreK Retire	0.00	359.55	3,054.06	0.00	(3,054.06)	0.00	(3,054.06)	
01 1190 232 002 000	RETIREMENT AIDES	0.00	62.66	1,303.64	0.00	(1,303.64)	0.00	(1,303.64)	
01 1190 233 002 000	RETIREMENT-SUBS	0.00	89.89	102.73	0.00	(102.73)	0.00	(102.73)	
01 1190 610 002 000	PreK Supplies	0.00	0.00	209.47	0.00	(209.47)	0.00	(209.47)	
1190 PREK		0.00	10,240.26	77,977.51	0.00	(77,977.51)	0.00	(77,977.51)	
01 1200 111 001 000	SPED teachers	0.00	12,566.66	100,758.28	0.00	(100,758.28)	0.00	(100,758.28)	
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	0.00	16,282.29	130,674.89	0.00	(130,674.89)	0.00	(130,674.89)	
01 1200 112 001 000	SPED Paras	0.00	9,437.19	106,889.55	0.00	(106,889.55)	0.00	(106,889.55)	
01 1200 112 002 000	Aide Elem	0.00	9,062.86	78,300.00	0.00	(78,300.00)	0.00	(78,300.00)	
01 1200 116 001 000	Nurse Sp Ed Services	0.00	8.27	622.65	0.00	(622.65)	0.00	(622.65)	
01 1200 116 002 000	Nurse Sp Ed Services	0.00	8.26	97.31	0.00	(97.31)	0.00	(97.31)	
01 1200 123 001 000	Sub Secon	0.00	329.18	1,921.68	0.00	(1,921.68)	0.00	(1,921.68)	
01 1200 123 002 000	Sub Elem	0.00	329.18	3,868.54	0.00	(3,868.54)	0.00	(3,868.54)	
01 1200 132 001 000	OT - AIDES/PARAS	0.00	50.70	928.09	0.00	(928.09)	0.00	(928.09)	
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	42.99	0.00	(42.99)	0.00	(42.99)	
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	748.34	5,986.72	0.00	(5,986.72)	0.00	(5,986.72)	
01 1200 211 001 000	Health Ins	0.00	4,185.45	33,364.44	0.00	(33,364.44)	0.00	(33,364.44)	
01 1200 211 002 000	Health Ins Elem	0.00	5,705.89	45,766.28	0.00	(45,766.28)	0.00	(45,766.28)	
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	1,356.49	12,161.70	0.00	(12,161.70)	0.00	(12,161.70)	
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	2,736.31	18,023.94	0.00	(18,023.94)	0.00	(18,023.94)	
01 1200 213 002 000	GROUP INS.-SUBS	0.00	0.00	47.15	0.00	(47.15)	0.00	(47.15)	
01 1200 216 001 000	Health Ins. NURSE	0.00	1.59	16.04	0.00	(16.04)	0.00	(16.04)	
01 1200 216 002 000	Health Ins-NURSE	0.00	1.59	16.05	0.00	(16.05)	0.00	(16.05)	
01 1200 221 001 000	Fica Secon	0.00	972.59	7,799.34	0.00	(7,799.34)	0.00	(7,799.34)	
01 1200 221 002 000	Fica Elem	0.00	1,197.63	9,611.51	0.00	(9,611.51)	0.00	(9,611.51)	
01 1200 222 001 000	FICA-AIDES	0.00	625.10	7,340.89	0.00	(7,340.89)	0.00	(7,340.89)	
01 1200 222 002 000	FICA-AIDES	0.00	632.55	5,594.54	0.00	(5,594.54)	0.00	(5,594.54)	
01 1200 223 001 000	FICA-SUB SUBS	0.00	25.19	147.02	0.00	(147.02)	0.00	(147.02)	
01 1200 223 002 000	FICA-SUB SUBS	0.00	25.18	294.35	0.00	(294.35)	0.00	(294.35)	
01 1200 226 001 000	Fica-NURSE	0.00	0.62	47.63	0.00	(47.63)	0.00	(47.63)	
01 1200 226 002 000	Fica-NURSE	0.00	0.62	7.44	0.00	(7.44)	0.00	(7.44)	
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	1,241.30	9,952.63	0.00	(9,952.63)	0.00	(9,952.63)	
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	1,608.33	12,907.80	0.00	(12,907.80)	0.00	(12,907.80)	
01 1200 232 001 000	RETIREMENT AIDES	0.00	874.09	10,184.80	0.00	(10,184.80)	0.00	(10,184.80)	
01 1200 232 002 000	RETIREMENT AIDES	0.00	791.37	7,634.72	0.00	(7,634.72)	0.00	(7,634.72)	
01 1200 233 001 000	RETIREMENT-SUBS	0.00	12.84	96.30	0.00	(96.30)	0.00	(96.30)	
01 1200 233 002 000	RETIREMENT-SUBS	0.00	0.00	89.54	0.00	(89.54)	0.00	(89.54)	
01 1200 236 001 000	Retire-NURSE	0.00	0.82	61.51	0.00	(61.51)	0.00	(61.51)	
01 1200 236 002 000	Retire-NURSE	0.00	0.82	9.62	0.00	(9.62)	0.00	(9.62)	
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	52.39	0.00	(52.39)	0.00	(52.39)	
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	282.29	1,793.84	0.00	(1,793.84)	0.00	(1,793.84)	

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 283 002 000	INS/HSA Cont.	0.00	0.00	7.07	0.00	(7.07)	0.00	(7.07)
01 1200 286 001 000	NURSE-HSA	0.00	0.23	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 286 002 000	NURSE-HSA	0.00	0.23	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 320 001 000	Purch Prof Ser Secon	0.00	230.00	375.00	0.00	(375.00)	0.00	(375.00)
01 1200 320 002 000	Purch Prof Serv Elem	0.00	0.00	340.00	0.00	(340.00)	0.00	(340.00)
01 1200 330 001 000	Contracted Services	0.00	0.00	2,250.00	0.00	(2,250.00)	0.00	(2,250.00)
01 1200 569 001 000	TUITION-OTHER	0.00	0.00	34,656.69	0.00	(34,656.69)	0.00	(34,656.69)
01 1200 580 001 000	Travel Secon	0.00	0.00	180.15	0.00	(180.15)	0.00	(180.15)
01 1200 580 002 000	Travel Elem	0.00	0.00	180.15	0.00	(180.15)	0.00	(180.15)
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	1,208.77	10,724.78	0.00	(10,724.78)	0.00	(10,724.78)
01 1200 591 002 000	SPED SUPERVISION ELEM.	0.00	1,208.77	10,724.78	0.00	(10,724.78)	0.00	(10,724.78)
01 1200 610 001 000	Gen Supplies	0.00	0.00	1,022.48	0.00	(1,022.48)	0.00	(1,022.48)
01 1200 610 002 000	Gen Supplies Elem	0.00	119.87	682.44	0.00	(682.44)	0.00	(682.44)
01 1200 735 001 000	Comp Software Secon	0.00	0.00	120.00	0.00	(120.00)	0.00	(120.00)
01 1200 735 002 000	Comp Software Elem	0.00	0.00	140.30	0.00	(140.30)	0.00	(140.30)
01 1200 810 001 000	Registration Secondary	0.00	14.00	90.51	0.00	(90.51)	0.00	(90.51)
01 1200 810 002 000	Registration Elem	0.00	0.00	22.76	0.00	(22.76)	0.00	(22.76)
1200 SPEDICAL ED School Age		0.00	73,883.46	674,633.96	0.00	(674,633.96)	0.00	(674,633.96)
01 2120 111 001 000	Counselor Sal Secon	0.00	4,741.98	37,935.84	0.00	(37,935.84)	0.00	(37,935.84)
01 2120 111 002 000	Counselor Sal Elem	0.00	1,185.49	9,483.92	0.00	(9,483.92)	0.00	(9,483.92)
01 2120 211 001 000	Health Ins. Secon	0.00	945.24	7,561.92	0.00	(7,561.92)	0.00	(7,561.92)
01 2120 211 002 000	Health Ins. Elem	0.00	236.31	1,890.48	0.00	(1,890.48)	0.00	(1,890.48)
01 2120 221 001 000	Fica Secon	0.00	346.54	2,772.32	0.00	(2,772.32)	0.00	(2,772.32)
01 2120 221 002 000	Fica Elem	0.00	86.65	693.20	0.00	(693.20)	0.00	(693.20)
01 2120 231 001 000	Retirement Secon	0.00	468.40	3,747.20	0.00	(3,747.20)	0.00	(3,747.20)
01 2120 231 002 000	Retirement Elem	0.00	117.10	936.80	0.00	(936.80)	0.00	(936.80)
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	169.62	1,356.96	0.00	(1,356.96)	0.00	(1,356.96)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	42.41	339.28	0.00	(339.28)	0.00	(339.28)
01 2120 320 001 000	Purch Prof Ser Secon	0.00	20.00	170.00	0.00	(170.00)	0.00	(170.00)
01 2120 320 002 000	Purch Prof Ser Elem	0.00	0.00	90.00	0.00	(90.00)	0.00	(90.00)
01 2120 580 001 000	Travel Secon	0.00	0.00	501.19	0.00	(501.19)	0.00	(501.19)
01 2120 580 002 000	Travel Elem	0.00	0.00	317.13	0.00	(317.13)	0.00	(317.13)
01 2120 610 001 000	Supplies Secon	0.00	0.00	63.70	0.00	(63.70)	0.00	(63.70)
01 2120 810 000 000	REGISTRATION	0.00	0.00	79.00	0.00	(79.00)	0.00	(79.00)
2120 COUNSELOR		0.00	8,359.74	67,938.94	0.00	(67,938.94)	0.00	(67,938.94)
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	2,332.26	22,917.83	0.00	(22,917.83)	0.00	(22,917.83)
01 2130 216 000 000	GROUP INS.-NURSE	0.00	449.52	3,758.39	0.00	(3,758.39)	0.00	(3,758.39)
01 2130 226 000 000	FICA-NURSE	0.00	175.84	1,747.43	0.00	(1,747.43)	0.00	(1,747.43)
01 2130 236 000 000	RETIREMENT-NURSE	0.00	230.38	2,263.76	0.00	(2,263.76)	0.00	(2,263.76)
01 2130 286 000 000	NURSE-HSA	0.00	65.50	547.64	0.00	(547.64)	0.00	(547.64)
01 2130 610 000 000	Health Supplies	0.00	0.00	3,387.36	0.00	(3,387.36)	0.00	(3,387.36)
2130 NURSE		0.00	3,253.50	34,622.41	0.00	(34,622.41)	0.00	(34,622.41)
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	907.98	8,141.18	0.00	(8,141.18)	0.00	(8,141.18)
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	907.99	8,141.18	0.00	(8,141.18)	0.00	(8,141.18)
01 2131 216 001 000	GROUP INS.-NURSE	0.00	175.00	1,315.56	0.00	(1,315.56)	0.00	(1,315.56)
01 2131 216 002 000	GROUP INS.-NURSE	0.00	175.01	1,315.64	0.00	(1,315.64)	0.00	(1,315.64)
01 2131 226 001 000	FICA-NURSE	0.00	68.46	620.71	0.00	(620.71)	0.00	(620.71)
01 2131 226 002 000	FICA-NURSE	0.00	68.47	620.66	0.00	(620.66)	0.00	(620.66)
01 2131 236 001 000	RETIREMENT-NURSE	0.00	89.69	804.17	0.00	(804.17)	0.00	(804.17)
01 2131 236 002 000	RETIREMENT-NURSE	0.00	89.68	804.16	0.00	(804.16)	0.00	(804.16)
01 2131 286 001 000	NURSE-HSA	0.00	25.50	191.70	0.00	(191.70)	0.00	(191.70)
01 2131 286 002 000	NURSE-HSA	0.00	25.50	191.66	0.00	(191.66)	0.00	(191.66)

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
2131	HEALTH SERVICES SPED-NURSE		0.00	2,533.28	22,146.62	0.00	(22,146.62)	0.00	(22,146.62)
01 2161 320 001 000	PROFESSIONAL ED SERVICES		0.00	0.00	362.20	0.00	(362.20)	0.00	(362.20)
01 2161 569 001 000	TUITION-OTHER		0.00	450.00	2,340.00	0.00	(2,340.00)	0.00	(2,340.00)
01 2161 569 002 000	OT Sped School Age		0.00	1,530.00	9,165.00	0.00	(9,165.00)	0.00	(9,165.00)
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE		0.00	1,980.00	11,867.20	0.00	(11,867.20)	0.00	(11,867.20)
01 2162 569 002 000	OT Sped 3-5		0.00	225.00	1,110.00	0.00	(1,110.00)	0.00	(1,110.00)
2162	OCCUPATIONAL THERAPY-SPED 3-5		0.00	225.00	1,110.00	0.00	(1,110.00)	0.00	(1,110.00)
01 2171 569 001 000	PT Sped School Age		0.00	435.00	1,830.00	0.00	(1,830.00)	0.00	(1,830.00)
01 2171 569 002 000	PT Sped School Age		0.00	990.00	5,775.00	0.00	(5,775.00)	0.00	(5,775.00)
2171	PHYSICAL THERAPY-SPED SCHOOL AGE		0.00	1,425.00	7,605.00	0.00	(7,605.00)	0.00	(7,605.00)
01 2172 569 002 000	PT 3-4 Sped		0.00	75.00	555.00	0.00	(555.00)	0.00	(555.00)
2172	PHYSICAL THERAPY:SPED 3-5		0.00	75.00	555.00	0.00	(555.00)	0.00	(555.00)
01 2190 110 001 000	Act Trans Sal Secon		0.00	1,414.90	12,529.58	0.00	(12,529.58)	0.00	(12,529.58)
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL		0.00	34.86	127.17	0.00	(127.17)	0.00	(127.17)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL		0.00	108.17	955.89	0.00	(955.89)	0.00	(955.89)
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL		0.00	72.28	486.02	0.00	(486.02)	0.00	(486.02)
01 2190 340 001 000	Testing		0.00	0.00	314.00	0.00	(314.00)	0.00	(314.00)
2190	ACT TRANS		0.00	1,630.21	14,412.66	0.00	(14,412.66)	0.00	(14,412.66)
01 2212 123 001 000	Staff Development		0.00	0.00	16.00	0.00	(16.00)	0.00	(16.00)
01 2212 123 002 000	Staff Development		0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2212 330 001 000	Purch Prof Ser Secon		0.00	0.00	965.00	0.00	(965.00)	0.00	(965.00)
01 2212 330 002 000	Purch Prof Ser Elem		0.00	0.00	710.00	0.00	(710.00)	0.00	(710.00)
01 2212 580 001 000	Travel Secon		0.00	0.00	2,526.29	0.00	(2,526.29)	0.00	(2,526.29)
01 2212 610 001 000	Supplies Secon		0.00	0.00	265.00	0.00	(265.00)	0.00	(265.00)
01 2212 810 001 000	Dues And Fees Secon		0.00	0.00	568.50	0.00	(568.50)	0.00	(568.50)
01 2212 810 002 000	Dues And Fees Elem		0.00	0.00	703.50	0.00	(703.50)	0.00	(703.50)
2212	STAFF		0.00	0.00	5,794.29	0.00	(5,794.29)	0.00	(5,794.29)
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.		0.00	2,446.87	19,574.96	0.00	(19,574.96)	0.00	(19,574.96)
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.		0.00	2,373.47	18,987.76	0.00	(18,987.76)	0.00	(18,987.76)
01 2220 221 001 000	Fica Secon		0.00	187.19	1,497.51	0.00	(1,497.51)	0.00	(1,497.51)
01 2220 221 002 000	Fica Elem		0.00	181.57	1,452.55	0.00	(1,452.55)	0.00	(1,452.55)
01 2220 231 001 000	Retire Secon		0.00	241.70	1,933.60	0.00	(1,933.60)	0.00	(1,933.60)
01 2220 231 002 000	Retire Elem		0.00	234.45	1,875.60	0.00	(1,875.60)	0.00	(1,875.60)
01 2220 320 001 000	Purchased Ser Secon		0.00	0.00	20.00	0.00	(20.00)	0.00	(20.00)
01 2220 610 001 000	Supplies Secon		0.00	17.32	171.36	0.00	(171.36)	0.00	(171.36)
01 2220 610 002 000	Supplies Elem		0.00	0.00	302.22	0.00	(302.22)	0.00	(302.22)
01 2220 640 001 000	Library Books Secon		0.00	0.00	1,552.74	0.00	(1,552.74)	0.00	(1,552.74)
01 2220 640 002 000	Library Books Elem		0.00	0.00	1,563.23	0.00	(1,563.23)	0.00	(1,563.23)
01 2220 643 001 000	WEB/CLOUD BASED SOFTWARE		0.00	0.00	295.00	0.00	(295.00)	0.00	(295.00)
01 2220 735 001 000	Computer Software		0.00	0.00	592.50	0.00	(592.50)	0.00	(592.50)
01 2220 735 002 000	Elem Software		0.00	0.00	592.50	0.00	(592.50)	0.00	(592.50)
2220	LIBRARY/MEDIA SERVICES		0.00	5,682.57	50,411.53	0.00	(50,411.53)	0.00	(50,411.53)
01 2310 340 000 000	SERVICES		0.00	0.00	1,815.05	0.00	(1,815.05)	0.00	(1,815.05)
01 2310 540 000 000	Advertising & Print		0.00	233.66	4,701.35	0.00	(4,701.35)	0.00	(4,701.35)
01 2310 610 000 000	Supplies		0.00	35.75	2,060.71	0.00	(2,060.71)	0.00	(2,060.71)
01 2310 735 000 000	Software (E-Meetings)		0.00	0.00	2,600.00	0.00	(2,600.00)	0.00	(2,600.00)
01 2310 810 000 000	Dues And Fees		0.00	0.00	12,286.74	0.00	(12,286.74)	0.00	(12,286.74)
01 2310 890 000 000	Other Misc Exp		0.00	0.00	150.15	0.00	(150.15)	0.00	(150.15)
2310	BOARD OF EDUCATION		0.00	269.41	23,614.00	0.00	(23,614.00)	0.00	(23,614.00)

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2320 105 000 000	SUPERINTENDENT SALARY	0.00	11,034.10	88,272.80	0.00	(88,272.80)	0.00	(88,272.80)
01 2320 110 000 000	Clerical	0.00	1,632.81	13,397.95	0.00	(13,397.95)	0.00	(13,397.95)
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	16.94	523.27	0.00	(523.27)	0.00	(523.27)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	544.17	4,088.84	0.00	(4,088.84)	0.00	(4,088.84)
01 2320 215 000 000	Health Ins	0.00	64.61	516.88	0.00	(516.88)	0.00	(516.88)
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	0.00	121.96	1,039.40	0.00	(1,039.40)	0.00	(1,039.40)
01 2320 225 000 000	Fica	0.00	819.91	6,559.28	0.00	(6,559.28)	0.00	(6,559.28)
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	0.00	162.96	1,465.35	0.00	(1,465.35)	0.00	(1,465.35)
01 2320 235 000 000	RETIREMENT SUPT.	0.00	1,086.56	8,692.48	0.00	(8,692.48)	0.00	(8,692.48)
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	98.93	743.34	0.00	(743.34)	0.00	(743.34)
01 2320 580 000 000	Travel	0.00	612.19	2,721.04	0.00	(2,721.04)	0.00	(2,721.04)
01 2320 735 000 000	Software-North Star	0.00	0.00	1,716.00	0.00	(1,716.00)	0.00	(1,716.00)
01 2320 810 000 000	Dues And Fees	0.00	0.00	684.00	0.00	(684.00)	0.00	(684.00)
2320 EXECUTIVE ADMINISTRATION-SUPT		0.00	16,195.14	130,420.63	0.00	(130,420.63)	0.00	(130,420.63)
01 2330 317 000 000	LEGAL SERVICES	0.00	422.50	2,908.00	0.00	(2,908.00)	0.00	(2,908.00)
2330 DISTRICT LEGAL SERVICES		0.00	422.50	2,908.00	0.00	(2,908.00)	0.00	(2,908.00)
01 2410 110 001 000	Clerical Sal Secon	0.00	3,967.57	36,743.99	0.00	(36,743.99)	0.00	(36,743.99)
01 2410 110 002 000	Clerical Sal Elem	0.00	3,140.22	28,993.67	0.00	(28,993.67)	0.00	(28,993.67)
01 2410 111 001 000	Princ Sal Secon	0.00	7,348.96	58,791.68	0.00	(58,791.68)	0.00	(58,791.68)
01 2410 111 002 000	Prin Sal Elem	0.00	8,595.50	68,764.00	0.00	(68,764.00)	0.00	(68,764.00)
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	200.07	0.00	(200.07)	0.00	(200.07)
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	39.52	1,220.92	0.00	(1,220.92)	0.00	(1,220.92)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	58.39	1,076.04	0.00	(1,076.04)	0.00	(1,076.04)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	60.42	483.36	0.00	(483.36)	0.00	(483.36)
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,306.13	10,627.43	0.00	(10,627.43)	0.00	(10,627.43)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,813.92	14,511.36	0.00	(14,511.36)	0.00	(14,511.36)
01 2410 211 001 000	Health Ins Secon	0.00	2,149.69	17,197.52	0.00	(17,197.52)	0.00	(17,197.52)
01 2410 211 002 000	Health Ins Elem	0.00	10.00	80.00	0.00	(80.00)	0.00	(80.00)
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	0.00	295.77	2,833.40	0.00	(2,833.40)	0.00	(2,833.40)
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	0.00	221.85	2,140.53	0.00	(2,140.53)	0.00	(2,140.53)
01 2410 221 001 000	Fica Secon	0.00	540.73	4,325.84	0.00	(4,325.84)	0.00	(4,325.84)
01 2410 221 002 000	Fica Elem	0.00	809.04	6,472.32	0.00	(6,472.32)	0.00	(6,472.32)
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	395.82	3,564.18	0.00	(3,564.18)	0.00	(3,564.18)
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	0.00	315.95	2,970.22	0.00	(2,970.22)	0.00	(2,970.22)
01 2410 231 001 000	RETIREMENT ADMINS SEC.	0.00	731.88	5,855.04	0.00	(5,855.04)	0.00	(5,855.04)
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	0.00	849.05	6,792.40	0.00	(6,792.40)	0.00	(6,792.40)
01 2410 280 001 000	NON INSTRUCTIONAL HSA	0.00	238.38	1,929.01	0.00	(1,929.01)	0.00	(1,929.01)
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	329.77	2,638.16	0.00	(2,638.16)	0.00	(2,638.16)
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	2,110.15	16,881.20	0.00	(16,881.20)	0.00	(16,881.20)
01 2410 580 001 000	Travel Secon	0.00	0.00	474.37	0.00	(474.37)	0.00	(474.37)
01 2410 610 002 000	Supplies Elem	0.00	0.00	18.78	0.00	(18.78)	0.00	(18.78)
01 2410 810 001 000	Dues And Fees Secon	0.00	0.00	785.00	0.00	(785.00)	0.00	(785.00)
01 2410 810 002 000	Dues And Fees Elem	0.00	0.00	515.00	0.00	(515.00)	0.00	(515.00)
2410 OFFICE OF THE PRINCIPAL		0.00	35,328.71	296,885.49	0.00	(296,885.49)	0.00	(296,885.49)
01 2510 110 000 000	Clerical Salary	0.00	5,109.10	47,328.91	0.00	(47,328.91)	0.00	(47,328.91)
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	346.23	0.00	(346.23)	0.00	(346.23)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	777.88	6,223.04	0.00	(6,223.04)	0.00	(6,223.04)
01 2510 210 000 000	Health Ins	0.00	277.63	2,505.86	0.00	(2,505.86)	0.00	(2,505.86)

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2510 220 000 000	Fica	0.00	417.34	3,846.48	0.00	(3,846.48)	0.00	(3,846.48)
01 2510 230 000 000	Retirement	0.00	504.67	4,709.27	0.00	(4,709.27)	0.00	(4,709.27)
01 2510 293 000 000	Workman's Comp	0.00	0.00	36,134.00	0.00	(36,134.00)	0.00	(36,134.00)
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	0.00	0.00	10,600.00	0.00	(10,600.00)	0.00	(10,600.00)
01 2510 382 001 000	Telephone Secon	0.00	286.27	3,001.01	0.00	(3,001.01)	0.00	(3,001.01)
01 2510 382 002 000	Telehone Elem	0.00	286.27	3,000.94	0.00	(3,000.94)	0.00	(3,000.94)
01 2510 443 000 000	Rental And Leases	0.00	0.00	1,480.00	0.00	(1,480.00)	0.00	(1,480.00)
01 2510 531 000 000	POSTAGE	0.00	5.94	4,226.82	0.00	(4,226.82)	0.00	(4,226.82)
01 2510 580 000 000	Travel	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2510 610 000 000	Supplies	0.00	230.77	1,622.12	0.00	(1,622.12)	0.00	(1,622.12)
01 2510 810 000 000	REGISTRATION	0.00	0.00	67.50	0.00	(67.50)	0.00	(67.50)
2510 CLERICAL		0.00	7,895.87	125,132.18	0.00	(125,132.18)	0.00	(125,132.18)
01 2580 112 000 000	Tech Support Aides	0.00	0.00	846.86	0.00	(846.86)	0.00	(846.86)
01 2580 114 000 000	Tech Support Salary	0.00	5,833.33	50,457.44	0.00	(50,457.44)	0.00	(50,457.44)
01 2580 214 000 000	Tech Support Health Ins	0.00	37.54	300.32	0.00	(300.32)	0.00	(300.32)
01 2580 224 000 000	Tech Support Fica	0.00	427.93	3,713.47	0.00	(3,713.47)	0.00	(3,713.47)
01 2580 234 000 000	RETIREMENT-TECH	0.00	576.21	4,609.66	0.00	(4,609.66)	0.00	(4,609.66)
01 2580 432 000 000	TECH REPAIRS/MAINT.	0.00	0.00	2,641.82	0.00	(2,641.82)	0.00	(2,641.82)
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	0.00	0.00	727.48	0.00	(727.48)	0.00	(727.48)
01 2580 580 000 000	Tech Support Travel	0.00	443.84	443.84	0.00	(443.84)	0.00	(443.84)
01 2580 650 001 000	Computer Supplies	0.00	0.00	3,405.82	0.00	(3,405.82)	0.00	(3,405.82)
01 2580 650 002 000	Computer Supplies	0.00	0.00	2,438.19	0.00	(2,438.19)	0.00	(2,438.19)
01 2580 735 001 000	TECHNOLOGY SOFTWARE	0.00	0.00	10,730.79	0.00	(10,730.79)	0.00	(10,730.79)
01 2580 810 000 000	REGISTRATION	0.00	189.00	368.00	0.00	(368.00)	0.00	(368.00)
2580 Administrative Tech Services		0.00	7,507.85	80,683.69	0.00	(80,683.69)	0.00	(80,683.69)
01 2610 110 001 000	Cust Sal Secon	0.00	7,537.97	62,869.84	0.00	(62,869.84)	0.00	(62,869.84)
01 2610 110 002 000	Cust Sal Elem	0.00	5,310.42	41,279.52	0.00	(41,279.52)	0.00	(41,279.52)
01 2610 123 001 000	Sub/Summer Sal Secon	0.00	0.00	2,739.53	0.00	(2,739.53)	0.00	(2,739.53)
01 2610 123 002 000	Sub/Summer Sal Elem	0.00	0.00	2,739.48	0.00	(2,739.48)	0.00	(2,739.48)
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	9.94	1,046.95	0.00	(1,046.95)	0.00	(1,046.95)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	14.67	1,162.94	0.00	(1,162.94)	0.00	(1,162.94)
01 2610 210 001 000	Health Ins Secon	0.00	2,653.12	17,468.43	0.00	(17,468.43)	0.00	(17,468.43)
01 2610 210 002 000	Health Ins Elem	0.00	2,082.45	18,852.59	0.00	(18,852.59)	0.00	(18,852.59)
01 2610 220 001 000	Fica Secon	0.00	572.30	4,806.12	0.00	(4,806.12)	0.00	(4,806.12)
01 2610 220 002 000	Fica Elem	0.00	373.63	3,068.48	0.00	(3,068.48)	0.00	(3,068.48)
01 2610 223 001 000	FICA-SUB SUBS	0.00	0.00	209.57	0.00	(209.57)	0.00	(209.57)
01 2610 223 002 000	FICA-SUB SUBS	0.00	0.00	209.58	0.00	(209.58)	0.00	(209.58)
01 2610 230 001 000	Retirement Secon	0.00	745.57	6,313.60	0.00	(6,313.60)	0.00	(6,313.60)
01 2610 230 002 000	Retirement Elem	0.00	525.99	4,192.36	0.00	(4,192.36)	0.00	(4,192.36)
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	245.59	2,544.07	0.00	(2,544.07)	0.00	(2,544.07)
01 2610 410 001 000	Water Sewer Secon	0.00	293.74	2,357.95	0.00	(2,357.95)	0.00	(2,357.95)
01 2610 410 002 000	Water Sewer Elem	0.00	293.73	2,357.85	0.00	(2,357.85)	0.00	(2,357.85)
01 2610 520 001 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 520 002 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 610 001 000	Supplies Secon	0.00	222.66	10,769.80	0.00	(10,769.80)	0.00	(10,769.80)
01 2610 610 002 000	Supplies Elem	0.00	222.66	10,417.40	0.00	(10,417.40)	0.00	(10,417.40)
01 2610 621 001 000	Fuel Secon	0.00	4,790.58	35,129.95	0.00	(35,129.95)	0.00	(35,129.95)
01 2610 621 002 000	Fuel Elem	0.00	4,790.55	35,064.79	0.00	(35,064.79)	0.00	(35,064.79)
2610 CUSTODIAL		0.00	30,685.57	322,810.70	0.00	(322,810.70)	0.00	(322,810.70)
01 2620 110 000 000	Maintenance Sal	0.00	2,810.02	25,737.32	0.00	(25,737.32)	0.00	(25,737.32)
01 2620 210 000 000	Health Ins	0.00	2.40	410.99	0.00	(410.99)	0.00	(410.99)
01 2620 220 000 000	Fica	0.00	214.69	1,965.95	0.00	(1,965.95)	0.00	(1,965.95)
01 2620 230 000 000	Retirement	0.00	277.57	2,220.56	0.00	(2,220.56)	0.00	(2,220.56)

Expenditure Report by Op. Unit/Function

General Fund								
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	490.50	3,924.00	0.00	(3,924.00)	0.00	(3,924.00)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	490.50	3,924.00	0.00	(3,924.00)	0.00	(3,924.00)
01 2620 431 001 000	Con/ser Repair Secon	0.00	466.09	33,770.48	0.00	(33,770.48)	0.00	(33,770.48)
01 2620 431 002 000	Cont/ser Repair Elem	0.00	1,060.09	48,650.45	0.00	(48,650.45)	0.00	(48,650.45)
01 2620 610 001 000	GENERAL SUPPLIES	0.00	2,250.00	14,399.22	0.00	(14,399.22)	0.00	(14,399.22)
01 2620 610 002 000	GENERAL SUPPLIES	0.00	2,261.45	9,013.89	0.00	(9,013.89)	0.00	(9,013.89)
2620 MAINTENANCE		0.00	10,323.31	144,016.86	0.00	(144,016.86)	0.00	(144,016.86)
01 2710 110 000 000	Transp Salaries	0.00	12,472.37	98,544.61	0.00	(98,544.61)	0.00	(98,544.61)
01 2710 123 000 000	SUB SALARIES	0.00	73.37	2,699.60	0.00	(2,699.60)	0.00	(2,699.60)
01 2710 210 000 000	Health Ins	0.00	785.84	4,506.45	0.00	(4,506.45)	0.00	(4,506.45)
01 2710 220 000 000	Fica	0.00	939.75	7,454.52	0.00	(7,454.52)	0.00	(7,454.52)
01 2710 223 000 000	FICA-SUB SUBS	0.00	5.61	206.46	0.00	(206.46)	0.00	(206.46)
01 2710 230 000 000	Retirement	0.00	739.61	5,752.83	0.00	(5,752.83)	0.00	(5,752.83)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	5.23	119.32	0.00	(119.32)	0.00	(119.32)
01 2710 330 000 000	TESTING	0.00	0.00	1,040.00	0.00	(1,040.00)	0.00	(1,040.00)
01 2710 340 000 000	Purch Ser(physicals)	0.00	0.00	880.51	0.00	(880.51)	0.00	(880.51)
01 2710 431 000 000	REPAIRS & MAINT.	0.00	0.00	2,664.09	0.00	(2,664.09)	0.00	(2,664.09)
01 2710 520 000 000	INSURANCE(Property, Liability)	0.00	0.00	16,151.10	0.00	(16,151.10)	0.00	(16,151.10)
01 2710 610 000 000	Tires And Parts	0.00	2,696.46	16,051.29	0.00	(16,051.29)	0.00	(16,051.29)
01 2710 626 000 000	Gas And Oil	0.00	2,353.98	44,230.40	0.00	(44,230.40)	0.00	(44,230.40)
2710 Vehicle Operation-Reg. Ed		0.00	20,072.22	200,301.18	0.00	(200,301.18)	0.00	(200,301.18)
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	1,430.19	12,077.16	0.00	(12,077.16)	0.00	(12,077.16)
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	290.41	2,248.01	0.00	(2,248.01)	0.00	(2,248.01)
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	101.50	862.67	0.00	(862.67)	0.00	(862.67)
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	141.27	1,192.97	0.00	(1,192.97)	0.00	(1,192.97)
2712 Vehicle Operation-School Age SPED		0.00	1,963.37	16,380.81	0.00	(16,380.81)	0.00	(16,380.81)
01 2730 431 000 000	REPAIRS & MAINT.	0.00	4,180.00	15,166.38	0.00	(15,166.38)	0.00	(15,166.38)
2730 Vehicle Service/Maint. Reg Ed.		0.00	4,180.00	15,166.38	0.00	(15,166.38)	0.00	(15,166.38)
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	300.85	2,406.80	0.00	(2,406.80)	0.00	(2,406.80)
01 3535 211 000 000	High Ability Health	0.00	109.17	873.93	0.00	(873.93)	0.00	(873.93)
01 3535 221 000 000	High Ability Fica	0.00	22.48	179.84	0.00	(179.84)	0.00	(179.84)
01 3535 231 000 000	High Ability Retirement	0.00	29.71	237.68	0.00	(237.68)	0.00	(237.68)
01 3535 591 000 000	ESU SERVICES	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
01 3535 610 000 000	High Abilt Learn Supplies	0.00	0.00	5,726.81	0.00	(5,726.81)	0.00	(5,726.81)
01 3535 810 000 000	High Abilt Learn Registration	0.00	100.00	3,826.58	0.00	(3,826.58)	0.00	(3,826.58)
3535 HIGH ABILITY LEARNERS		0.00	562.21	14,251.64	0.00	(14,251.64)	0.00	(14,251.64)
01 6200 111 000 000	REGULAR SALARIES	0.00	5,618.75	44,950.00	0.00	(44,950.00)	0.00	(44,950.00)
01 6200 211 000 000	HEALTH INSURANCE	0.00	1,751.99	13,911.81	0.00	(13,911.81)	0.00	(13,911.81)
01 6200 221 000 000	FICA	0.00	407.31	3,259.80	0.00	(3,259.80)	0.00	(3,259.80)
01 6200 231 000 000	RETIREMENT	0.00	555.01	4,440.08	0.00	(4,440.08)	0.00	(4,440.08)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	317.81	2,523.59	0.00	(2,523.59)	0.00	(2,523.59)
6200 TITLE 1 PART A		0.00	8,650.87	69,085.28	0.00	(69,085.28)	0.00	(69,085.28)
01 6310 111 000 000	TEACHERS SALARIES	0.00	2,610.19	20,881.52	0.00	(20,881.52)	0.00	(20,881.52)
01 6310 211 000 000	TITLE IIA Health	0.00	934.99	7,439.98	0.00	(7,439.98)	0.00	(7,439.98)
01 6310 221 000 000	TITLE IIA Fica	0.00	186.61	1,493.44	0.00	(1,493.44)	0.00	(1,493.44)
01 6310 231 000 000	TITLE IIA Retirement	0.00	257.83	2,062.64	0.00	(2,062.64)	0.00	(2,062.64)
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	169.61	1,349.63	0.00	(1,349.63)	0.00	(1,349.63)
6310 TITLE IIA		0.00	4,159.23	33,227.21	0.00	(33,227.21)	0.00	(33,227.21)
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00	680.16	0.00	(680.16)	0.00	(680.16)
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	0.00	1,495.39	13,839.23	0.00	(13,839.23)	0.00	(13,839.23)

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
01 6408 212 000 000		GROUP INSURANCE-AIDES	0.00	0.00	252.46	0.00	(252.46)	0.00	(252.46)
01 6408 212 002 000		GROUP INSURANCE-AIDES	0.00	4.80	38.40	0.00	(38.40)	0.00	(38.40)
01 6408 222 000 000		FICA-AIDES	0.00	0.00	43.53	0.00	(43.53)	0.00	(43.53)
01 6408 222 002 000		FICA-AIDES	0.00	114.39	1,058.70	0.00	(1,058.70)	0.00	(1,058.70)
01 6408 232 000 000		RETIREMENT AIDES	0.00	0.00	67.18	0.00	(67.18)	0.00	(67.18)
01 6408 232 002 000		RETIREMENT AIDES	0.00	147.71	1,367.02	0.00	(1,367.02)	0.00	(1,367.02)
01 6408 282 000 000		INSTRUCTIONAL AIDES HSA	0.00	0.00	37.84	0.00	(37.84)	0.00	(37.84)
6408	IDEA Part B (611) Base & EP 0-21		0.00	1,762.29	17,384.52	0.00	(17,384.52)	0.00	(17,384.52)
01 6990 734 000 000		TECHNOLOGY RELATED HARDWARE	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
6990	Other Fed Programs (GEER)		0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
01 6992 111 000 000		REAP Salary	0.00	2,327.09	18,616.72	0.00	(18,616.72)	0.00	(18,616.72)
01 6992 211 000 000		REAP Health	0.00	833.60	6,633.18	0.00	(6,633.18)	0.00	(6,633.18)
01 6992 221 000 000		REAP Fica	0.00	166.36	1,331.39	0.00	(1,331.39)	0.00	(1,331.39)
01 6992 231 000 000		REAP Retirement	0.00	229.87	1,838.96	0.00	(1,838.96)	0.00	(1,838.96)
01 6992 281 000 000		TEACHERS/PRINCIPALS HSA	0.00	151.21	1,203.22	0.00	(1,203.22)	0.00	(1,203.22)
6992	REAP		0.00	3,708.13	29,623.47	0.00	(29,623.47)	0.00	(29,623.47)
01 6998 113 001 000		SALARIES SUBSTITUTE TEACHERS	0.00	0.00	13,505.00	0.00	(13,505.00)	0.00	(13,505.00)
01 6998 113 002 000		SALARIES SUBSTITUTE TEACHERS	0.00	0.00	8,140.00	0.00	(8,140.00)	0.00	(8,140.00)
01 6998 213 001 000		GROUP INS.-SUBS	0.00	0.00	2,566.29	0.00	(2,566.29)	0.00	(2,566.29)
01 6998 213 002 000		GROUP INS.-SUBS	0.00	0.00	1,697.06	0.00	(1,697.06)	0.00	(1,697.06)
01 6998 223 001 000		FICA-SUB SUBS	0.00	0.00	978.63	0.00	(978.63)	0.00	(978.63)
01 6998 223 002 000		FICA-SUB SUBS	0.00	0.00	586.78	0.00	(586.78)	0.00	(586.78)
01 6998 233 001 000		RETIREMENT-SUBS	0.00	0.00	1,333.90	0.00	(1,333.90)	0.00	(1,333.90)
01 6998 233 002 000		RETIREMENT-SUBS	0.00	0.00	804.14	0.00	(804.14)	0.00	(804.14)
01 6998 640 002 000		BOOKS & PERIODICALS	0.00	0.00	4,590.00	0.00	(4,590.00)	0.00	(4,590.00)
01 6998 643 002 000		WEB/CLOUD BASED SOFTWARE	0.00	0.00	5,295.00	0.00	(5,295.00)	0.00	(5,295.00)
6998	ESSER III		0.00	0.00	39,496.80	0.00	(39,496.80)	0.00	(39,496.80)
000	DISTRICT WIDE		0.00	509,785.59	4,526,259.55	0.00	(4,526,259.55)	0.00	(4,526,259.55)
01 1100 610 002 002		Grade 2 Materials	0.00	0.00	49.98	0.00	(49.98)	0.00	(49.98)
1100	SALARIES		0.00	0.00	49.98	0.00	(49.98)	0.00	(49.98)
002	SECOND GRADE		0.00	0.00	49.98	0.00	(49.98)	0.00	(49.98)
01 1100 610 002 003		Grade 3 Materials	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 1100 640 002 003		Classroom Periodical	0.00	0.00	222.40	0.00	(222.40)	0.00	(222.40)
1100	SALARIES		0.00	0.00	262.40	0.00	(262.40)	0.00	(262.40)
003	THIRD GRADE		0.00	0.00	262.40	0.00	(262.40)	0.00	(262.40)
01 1100 610 002 004		Grade 4 Materials	0.00	0.00	24.45	0.00	(24.45)	0.00	(24.45)
01 1100 640 002 004		Classroom Periodical	0.00	0.00	244.50	0.00	(244.50)	0.00	(244.50)
1100	SALARIES		0.00	0.00	268.95	0.00	(268.95)	0.00	(268.95)
004	FOURTH GRADE		0.00	0.00	268.95	0.00	(268.95)	0.00	(268.95)
01 1100 610 002 005		Grade 5 Materials	0.00	0.00	246.47	0.00	(246.47)	0.00	(246.47)
01 1100 640 002 005		Classroom Periodical	0.00	0.00	286.88	0.00	(286.88)	0.00	(286.88)
1100	SALARIES		0.00	0.00	533.35	0.00	(533.35)	0.00	(533.35)
005	FIFTH GRADE		0.00	0.00	533.35	0.00	(533.35)	0.00	(533.35)
01 1100 610 001 018		Music Materials	0.00	280.19	976.41	0.00	(976.41)	0.00	(976.41)
01 1100 610 002 018		Music Materials	0.00	113.64	325.05	0.00	(325.05)	0.00	(325.05)
01 1100 810 001 018		FEES	0.00	430.00	1,660.00	0.00	(1,660.00)	0.00	(1,660.00)
1100	SALARIES		0.00	823.83	2,961.46	0.00	(2,961.46)	0.00	(2,961.46)

**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
018	MUSIC		0.00	823.83	2,961.46	0.00	(2,961.46)	0.00	(2,961.46)
01 1100 610 002 019	Elem Pe Materials		0.00	0.00	299.62	0.00	(299.62)	0.00	(299.62)
1100	SALARIES		0.00	0.00	299.62	0.00	(299.62)	0.00	(299.62)
019	ELEM. PE		0.00	0.00	299.62	0.00	(299.62)	0.00	(299.62)
01 1100 610 001 020	Lang Arts Materials		0.00	0.00	420.25	0.00	(420.25)	0.00	(420.25)
1100	SALARIES		0.00	0.00	420.25	0.00	(420.25)	0.00	(420.25)
020	LANGUAGE ARTS		0.00	0.00	420.25	0.00	(420.25)	0.00	(420.25)
01 1100 610 001 022	Materials		0.00	23.14	345.97	0.00	(345.97)	0.00	(345.97)
1100	SALARIES		0.00	23.14	345.97	0.00	(345.97)	0.00	(345.97)
022	SCIENCE		0.00	23.14	345.97	0.00	(345.97)	0.00	(345.97)
01 1100 610 001 025	Instr Materials		0.00	491.71	2,155.73	0.00	(2,155.73)	0.00	(2,155.73)
01 1100 735 001 025	Comp Software Secon		0.00	0.00	535.00	0.00	(535.00)	0.00	(535.00)
1100	SALARIES		0.00	491.71	2,690.73	0.00	(2,690.73)	0.00	(2,690.73)
025	AGRICULTURE		0.00	491.71	2,690.73	0.00	(2,690.73)	0.00	(2,690.73)
01 1100 810 001 026	FEES		0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
1100	SALARIES		0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
026	BUSINESS		0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
01 1100 610 001 027	Secon Art Materials		0.00	59.06	106.43	0.00	(106.43)	0.00	(106.43)
1100	SALARIES		0.00	59.06	106.43	0.00	(106.43)	0.00	(106.43)
027	SECONDARY ART		0.00	59.06	106.43	0.00	(106.43)	0.00	(106.43)
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted		0.00	0.00	532.25	0.00	(532.25)	0.00	(532.25)
01 1100 610 001 028	Instr Materials		0.00	37.00	656.44	0.00	(656.44)	0.00	(656.44)
01 1100 810 001 028	Registration		0.00	0.00	230.00	0.00	(230.00)	0.00	(230.00)
01 1100 810 002 028	Student Registration		0.00	0.00	125.00	0.00	(125.00)	0.00	(125.00)
1100	SALARIES		0.00	37.00	1,543.69	0.00	(1,543.69)	0.00	(1,543.69)
028	BAND		0.00	37.00	1,543.69	0.00	(1,543.69)	0.00	(1,543.69)
01 1100 610 001 031	Instruc Materials		0.00	612.40	2,191.18	0.00	(2,191.18)	0.00	(2,191.18)
1100	SALARIES		0.00	612.40	2,191.18	0.00	(2,191.18)	0.00	(2,191.18)
031	INDUSTRIAL ARTS		0.00	612.40	2,191.18	0.00	(2,191.18)	0.00	(2,191.18)
01 1100 610 001 032	Foreign Lang Mater		0.00	0.00	489.73	0.00	(489.73)	0.00	(489.73)
1100	SALARIES		0.00	0.00	489.73	0.00	(489.73)	0.00	(489.73)
032	FOREIGN LANGUAGE		0.00	0.00	489.73	0.00	(489.73)	0.00	(489.73)
01 2161 320 001 601	PROFESSIONAL ED SERVICES		0.00	652.11	2,299.28	0.00	(2,299.28)	0.00	(2,299.28)
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE		0.00	652.11	2,299.28	0.00	(2,299.28)	0.00	(2,299.28)
601	OT Services		0.00	652.11	2,299.28	0.00	(2,299.28)	0.00	(2,299.28)
01 2151 320 001 602	PROFESSIONAL ED SERVICES		0.00	604.35	3,446.28	0.00	(3,446.28)	0.00	(3,446.28)
01 2151 591 001 602	Speech Therapy		0.00	3,096.71	24,269.36	0.00	(24,269.36)	0.00	(24,269.36)
01 2151 591 002 602	Speech Therapy Elem		0.00	11,855.99	89,632.16	0.00	(89,632.16)	0.00	(89,632.16)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age		0.00	15,557.05	117,347.80	0.00	(117,347.80)	0.00	(117,347.80)
01 2152 591 002 602	PRE SCHL SPEECH (3-5)		0.00	2,034.98	16,192.05	0.00	(16,192.05)	0.00	(16,192.05)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		0.00	2,034.98	16,192.05	0.00	(16,192.05)	0.00	(16,192.05)
01 2153 591 002 602	SPEECH (0-2)		0.00	707.82	3,004.23	0.00	(3,004.23)	0.00	(3,004.23)
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		0.00	707.82	3,004.23	0.00	(3,004.23)	0.00	(3,004.23)
602	Speech		0.00	18,299.85	136,544.08	0.00	(136,544.08)	0.00	(136,544.08)

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1291 591 002 603	PRE SPED Supervision (3-5)	0.00	281.12	2,438.77	0.00	(2,438.77)	0.00	(2,438.77)
1291	SPED AGES 3-5	0.00	281.12	2,438.77	0.00	(2,438.77)	0.00	(2,438.77)
01 1292 591 002 603	Pre Sped Services (0-2)	0.00	281.11	2,438.75	0.00	(2,438.75)	0.00	(2,438.75)
1292	SPED AGES 0-2	0.00	281.11	2,438.75	0.00	(2,438.75)	0.00	(2,438.75)
603	Sped Super	0.00	562.23	4,877.52	0.00	(4,877.52)	0.00	(4,877.52)
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	0.00	471.74	3,126.86	0.00	(3,126.86)	0.00	(3,126.86)
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	471.74	3,983.38	0.00	(3,983.38)	0.00	(3,983.38)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	943.48	7,110.24	0.00	(7,110.24)	0.00	(7,110.24)
604	Deaf Ed	0.00	943.48	7,110.24	0.00	(7,110.24)	0.00	(7,110.24)
01 2181 591 001 605	Vision	0.00	360.00	360.00	0.00	(360.00)	0.00	(360.00)
01 2181 591 002 605	VISION	0.00	327.99	2,692.67	0.00	(2,692.67)	0.00	(2,692.67)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	0.00	687.99	3,052.67	0.00	(3,052.67)	0.00	(3,052.67)
605	Vision	0.00	687.99	3,052.67	0.00	(3,052.67)	0.00	(3,052.67)
01 2141 591 001 606	SCHOOL PSYCH	0.00	1,475.02	12,684.82	0.00	(12,684.82)	0.00	(12,684.82)
01 2141 591 002 606	Diagnostic Testing (School Psych)	0.00	1,475.02	12,684.82	0.00	(12,684.82)	0.00	(12,684.82)
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	0.00	2,950.04	25,369.64	0.00	(25,369.64)	0.00	(25,369.64)
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	0.00	368.76	3,171.23	0.00	(3,171.23)	0.00	(3,171.23)
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	0.00	368.76	3,171.23	0.00	(3,171.23)	0.00	(3,171.23)
01 2143 591 002 606	PSYC SERVICES SPED 0-2	0.00	368.75	3,171.22	0.00	(3,171.22)	0.00	(3,171.22)
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	0.00	368.75	3,171.22	0.00	(3,171.22)	0.00	(3,171.22)
606	D/E Psychological	0.00	3,687.55	31,712.09	0.00	(31,712.09)	0.00	(31,712.09)
01 2151 591 001 607	Audiology Secon	0.00	61.67	3,532.19	0.00	(3,532.19)	0.00	(3,532.19)
01 2151 591 002 607	Audiology Elem	0.00	61.67	12,491.41	0.00	(12,491.41)	0.00	(12,491.41)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	123.34	16,023.60	0.00	(16,023.60)	0.00	(16,023.60)
01 2152 591 002 607	AUDIOLOGY SPED 3-5	0.00	15.42	2,013.60	0.00	(2,013.60)	0.00	(2,013.60)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	0.00	15.42	2,013.60	0.00	(2,013.60)	0.00	(2,013.60)
01 2153 591 002 607	AUDIOLOGY SPED 0-2	0.00	15.41	392.39	0.00	(392.39)	0.00	(392.39)
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	0.00	15.41	392.39	0.00	(392.39)	0.00	(392.39)
607	Audiology	0.00	154.17	18,429.59	0.00	(18,429.59)	0.00	(18,429.59)
01 1200 591 000 608	Vocational	0.00	201.19	1,767.86	0.00	(1,767.86)	0.00	(1,767.86)
1200	SPEDICAL ED School Age	0.00	201.19	1,767.86	0.00	(1,767.86)	0.00	(1,767.86)
608	VOCATIONAL	0.00	201.19	1,767.86	0.00	(1,767.86)	0.00	(1,767.86)
01	General	0.00	537,021.30	4,744,316.62	0.00	(4,744,316.62)	0.00	(4,744,316.62)

**Expenditure Report by Op. Unit/Function**

Account Number	Account Description	Revised Budget	During Month	General Fund Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		0.00	537,021.30	4,744,316.62	0.00	(4,744,316.62)	0.00	(4,744,316.62)

**Ravenna Public Schools  
GENERAL FUND  
Ending March 21st, 2023**

**Beginning Balance:** **\$612,685.37**

**Receipts:**

Tax Collection (Buffalo)	\$116,532.32
Tax Collection (Sherman)	\$28,596.07
State of NE Sped	\$87,655.00
State Apportionment	
IDEA	\$3,955.00
City of Ravenna	
ESSERS III	
Distance Learning	
ESU 10	\$100.00
Sale of Prop/Equip.	
Medicaid (MAC)	
State Aid	\$3,833.00
State of NE (MIPS)	
Insurance	
Other	\$50.00
Interest	\$73.09

**Total Receipts:** **\$240,794.48**

**Disbursements:**

Board Bills (Mar.)	\$572,612.67
--------------------	--------------

\$572,612.67

**Ending Balance:** **\$280,867.18**

**Cash on Hand:** **\$280,867.18**

Outstanding checks	\$86,809.51
--------------------	-------------

**Bank Balance:** \$367,676.69

**Investments:** **\$2,175,183.88**

**Accounted for as Follows:**

**General Fund**

General Fund Checking	\$280,867.18
-----------------------	--------------

CD #xxx311	\$2,012,709.04
------------	----------------

CD # 70099 (9 mo)	\$162,474.84
-------------------	--------------

**Total Available:** **\$2,456,051.06** **\$2,456,051.06**

Revenue Detail

Account Number	Account Description	General Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	87,842.13	1,963,496.96
01 1100 1100	District Taxes - Sherman	0.00	24,839.06	590,294.80
01 1115 1000	Carline-Buffalo	0.00	0.00	1,335.41
01 1115 1100	Carline - Sherman	0.00	0.00	383.88
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	16,125.89	123,737.04
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	2,441.02	22,217.35
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	3,300.00
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	73.09	1,841.24
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1740	Fees	0.00	0.00	0.00
01 1742	PostSecondary Fees	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	600.00
01 1911	Local License Fees	0.00	0.00	1,060.00
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	1,541.45	11,740.13
01 2110 1100	Sherm Fines-license	0.00	134.48	953.46
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	100.00	3,490.77
01 3110	State Aid	0.00	3,833.00	26,831.00
01 3120	Spec. Ed Programs	0.00	87,655.00	295,297.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	11,022.85	11,022.85
01 3130 1100	Sherm Homestead Ex	0.00	1,181.51	1,181.51
01 3131	PROPERTY TAX CREDIT	0.00	0.00	200,492.54
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3134	PERSONAL PROPERTY TAX CREDIT-RR & PSE	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	2,703.74
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	614.77
01 3400	State Apportionment	0.00	0.00	65,510.03
01 3500	Other State Categorical Programs	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3512	DIST ED INCENTIVE	0.00	0.00	4,307.40
01 3535	High Abilt Learners	0.00	0.00	4,743.00
01 3550	School Tech Fund	0.00	0.00	0.00
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 4422	IDEA Preschool ARP-Base 0-21	0.00	1,376.00	1,376.00
01 4505	Title 1 Current	0.00	0.00	57,382.00
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	24,399.00
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	2,579.00	2,579.00
01 4518	IDEA Part B (611) Base & EP	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	6,841.71
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4530	Other Federal Categ. Receipts	0.00	0.00	24,000.00
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	1,784.42
01 4709	Medicaid Administrative Activities	0.00	0.00	4,716.64
01 4900	Other Fed. Non-cat	0.00	0.00	23,594.83
01 4969	Title IV, Part A	0.00	0.00	0.00
01 4996	CARES Act	0.00	0.00	0.00
01 4997	ESSER II	0.00	0.00	34,846.00
01 4998	ESSER III	0.00	0.00	72,950.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	0.00	274.00
01 5301	Insurance Adjustment	0.00	0.00	67,650.75
01 5690	Other Non-revenue	0.00	0.00	8,234.89
01 9000	Non-program Receipts	0.00	0.00	12,558.76
01 9004	Interfund from QCPUF	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	240,794.48	3,680,342.88
8	Revenue	0.00	240,794.48	3,680,342.88

BIMBO BAKERIES USA, INC.  
 PO BOX 412678  
 BOSTON, MASSACHUSETTS, 02241

\*\*\* SUSPENDED INVOICE \*\*\* NOT FINAL \*\*\*

SDD: 3/6/2023 5:09:04 AM  
 54-3337  
 1375  
 GRD ISLND NE RSP

54-000001438-04  
 CDB# 204867  
 CUST# 204867-1  
 RAVENNA PUBLIC SCHOOLS  
 41750 CARTAGE RD  
 RAVENNA, NE  
 68869

INVOICE# 54333790002620  
 PO#:  
 10DSD#:  
 PAY TERM: NET 7  
 VENDOR#:  
 CONTRACT#:  
 DODAAC#:  
 CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\* DELIVERIES \*\*\*

UPC	ITEM No		QTY	SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
72945-60134	002773	SL WW RTBRD 20Z	20			3.1000	62.00
78700-80021	003447	FS HWGW 4"HAM 12P26Z	24			3.3600	80.64
78700-80070	004266	FS HWGW 6"HOT 16P34Z	10			4.4700	44.70

TICKET

TOTALS

54

187.34

THANK YOU

do 3100 630000

SIGNATURE / STORE STAMP

jc  
 3-6-23  
 B & D J  
 4-4-23

BIMBO BAKERIES USA, INC.  
 PO BOX 412678  
 BOSTON, MASSACHUSETTS, 02241

\*\*\* SUSPENDED INVOICE \*\*\* NOT FINAL \*\*\*

SDD: 3/13/2023 5:01:14 AM  
 54-3337  
 1375  
 GRD ISLND NE RSP

54-00001438-04  
 CDB# 204867  
 CUST# 204867-1  
 RAVENNA PUBLIC SCHOOLS  
 41750 CARTAGE RD  
 RAVENNA, NE  
 68869

INVOICE# 54333790002675  
 PO#:  
 10DSD#:  
 PAY TERM: NET 7  
 VENDOR#:  
 CONTRACT#:  
 DODAAC#:  
 CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\* DELIVERIES \*\*\*

UPC	ITEM No		QTY	SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
72945-60134	002773	SL WW RTBRD 20Z	15			3.1000	46.50
78700-80021	003447	FS MWG# 4"HAM 12P26Z	20			3.3600	67.20
78700-80078	006055	FS MWG# 6"SUB RL24P	3			6.7000	20.10

TICKET

TOTALS

38

133.80

THANK YOU

063100 630000

SIGNATURE / STORE STAMP

*Je*  
 3.13.23

*B J D J*  
 4-4-23

BIMBO Bakeries USA, Inc.  
PO BOX 412678  
BOSTON, MASSACHUSETTS, 02241

\*\*\* SUSPENDED INVOICE \*\*\* NOT FINAL \*\*\*

SDD: 3/20/2023 4:57:20 AM  
54-3337  
1375  
GRD ISLND NE RSP

54-00001438-04  
CDB# 204867  
CUST# 204867-1  
RAVENNA PUBLIC SCHOOLS  
41750 CARTAGE RD  
RAVENNA, NE  
68869

INVOICE# 54333790002730  
PO#:  
10DSD#:  
PAY TERM: NET 7  
VENDOR#:  
CONTRACT#:  
DODAAC#:  
CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\* DELIVERIES \*\*\*

UPC	ITEM No		QTY	SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
72945-60134	002773	SL WH RTBRD 20Z	15			3.1000	46.50
78700-41041	005662	FS WHI 4" HAM 12P24Z	25			3.4900	87.25

TICKET

TOTALS

40

133.75

THANK YOU

SIGNATURE / STORE STAMP

3-21-23  
je

06 3100 630000

B. J. D. J.  
4-4-23

BIMBO BAKERIES USA, INC.  
PO BOX 412678  
BOSTON, MASSACHUSETTS, 02241

SDD: 3/27/2023 9:46:11 AM  
54-3337  
1375  
GRD ISLND NE RSP

54-000001438 04  
CDB# 204867  
CUST# 204867-1  
RAVENNA PUBLIC SCHOOLS  
41750 CARTAGE RD  
RAVENNA, NE  
68869

INVOICE# 54333790002799  
PO#:  
10DSD#:  
PAY TERM: NET 7  
VENDOR#:  
CONTRACT#:  
DODAAC#:  
CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\* DELIVERIES \*\*\*

UPC	ITEM No	QTY	SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
72945-60134	002773 SL WW RTBRD 20Z	32			3.1000	99.20
78700-80021	003447 FS WWGH 4"HAM 12P26Z	25			3.3600	84.00

TICKET

TOTALS

57

183.20

THANK YOU

06 3100 630 000

SIGNATURE / STORE STAMP

54333790002799

3/27/2023 - 183.20

CUSTOMER SIGNATURE

InvoiceReport.xml v20

B & D. J.  
4-4-23



Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

13719730

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 04-21-2023



Route: 317

5

Customer Copy

Invoice: 13719730  
Date: 03-07-2023  
Rep: 72 DAVID H  
Whse: K

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
2	2	SKU	96 4.5 oz	CUP APPLESAUCE UNSWEET SMS FASU1350	MUSSELMAN DRY	46488	46.93	93.86
1	1	SKU*	4 1 gal	DRESSING FRENCH ROYAL OTT'S 1471	OTT'S DRY	47873	56.83	56.83
2	2	SKU	168 3 oz	SALSA MILD DIPPING CUPS REDSC2ZC168	RED GOLD DRY	42173	89.79	179.58
5	5	SKU	36 4 oz	FRUIT BOWL PINEAPPLE TIDBITS JUICE SMS 0	DOLE DRY	46935	18.83	94.15
5	5	SKU	36 4 oz	FRUIT BOWL MANDARIN IN JUICE SMS 04208	DOLE DRY	46622	24.15	120.75
5	5	SKU	36 4 oz	FRUIT BOWL PEACHES DICED SMS 03073	DOLE DRY	46156	24.15	120.75
1	1	SKU*	6 1 lb	BACON BITS REAL RESEALABLE POUCH	HIGHLAND DRY	44619	80.42	80.42
1	1	SKU	5 lb	SUNFLOWER KERNEL SALTED	HERMAN NU DRY	37948	11.92	11.92
1	1	SKU*	4 250 ct	TRAY FOOD PAPER NAT 2 LB GR 300697	BAGCRAFT DRY	82202	60.74	60.74
2	2	SKU	104 1 oz	CHIPS DORITO NACHO	FRITO LAY DRY	25578	52.23	104.46
2	2	SKU	12 10 oz	TOMATOES FRESH GRAPE	PROMARK CLR	180356	24.73	49.46
1	1	SKU	8 10 LB	BEEF BX FZ FINE GROUND 80/20	EXCEL FRZ	53366	3.06	237.46
77.6								
2	2	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS	COUNTRY P FRZ	58105	18.93	37.86
2	2	SKU	96 4 oz	JUICE ORANGE 100% CUP 41380 SMS	COUNTRY P FRZ	58088	20.61	41.22
1	1	SKU	96 4 oz	JUICE GRAPE 100% CUP 41382 SMS	COUNTRY P FRZ	58176	21.90	21.90
1	1	SKU	148 3.53 oz	CHIC PATTY BRD SPICY FC WGR CN 70314 >	TYSON FRZ	500189	106.97	106.97
1	1	SKU	128 2.85 oz	PIZZA BRKFAST BACON SCRAMBLE WGR CN 7835	TONYS FRZ	54128	66.72	66.72
1	1	SKU	120 ct	COOKIE CONFET CAKE FILL FROST IW SMS WGR	RICH FRZ	501353	64.60	64.60
1	1	SKU	128 3.2 oz	PIZZA' BRKFST TURK SAUS RED CN WGR 63912	SCHWANS FRZ	56541	60.36	60.36
5	5	SKU	24 3 oz	TORNADO BRKFST SAUS/EGG/CHSE 86859 >	RUIZ FRZ	56640	24.51	122.55
1	1	SKU	745 .7 oz	CHIC NUGGET BRD GOLDEN CRISPY CN WGR 703	TYSON FRZ	500992	105.71	105.71

06 3100 630 000 1789.28  
06 3100 610 000 60.74

DRY	CLR	FRZ	
25/0	2/0	16/0	

CASH  
 CHECK (#)  
AMOUNT

DELIVERY FEE TAX AMOUNT DUE  
11.75 0.00 1,850.02

Le SIGNATURE 3-7-23

Customer Received By

B f D J  
4-4-23

Drivers initials

Drivers initials



HGBPIE



Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

13727542

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 04-21-2023

-0°  
36°



Route: 317

5

Customer Copy

Invoice: 13727542  
Date: 03-14-2023  
Rep: 72 DAVID H  
Whse: K

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	5 gal	PICKLE DILL SLICE 1/8" CC 02118 > KAISER PI	DRY 46759	35.50		35.50
1	1	SKU	5 lb	CRACKER CHEEZ IT 2000ct #12212 > KEEBLER	DRY 43051	19.37		19.37
1	1	SKU	6.5 lb	MUFFIN MIX PLAIN HOSP 65015 HOSPITALI	DRY 40973	50.51		50.51
2	2	SKU	2 10 lb	PASTA SPAGHETTI 10" N 8031 ZEREGA	DRY 41280	33.48		66.96
1	1	SKU	6.31 oz	CRACKER GOLDFISH CHEDDAR WGR 20648 CAMPBELLS	DRY 43168	67.83		67.83
1	1	SKU	6.2 lb	CHIPS NACHO RND YEL WGR 8641 MISSION	DRY 25810	42.15		42.15
2	2	SKU	12 10 oz	TOMATOES FRESH GRAPE PROMARK	CLR 180356	24.73		49.46
2	2	SKU	20 lb	BROCCOLI IQF CUTS DAILY PICK 34230 SIMPLOT	FRZ 500086	24.57		49.14
3	3	SKU	96 4.4 oz	QUESADILLA CHIC CN WGR 78373 PIZZA' SCHWANS	FRZ 56545	94.82		284.46
3	3	SKU	120 2.5 oz	CINN ROLL DOUGH WGR 12122 BAKER BOY	FRZ 58368	47.86		143.58
2	2	SKU	157 3.05 oz	CHIC FC BRST PATTY CN WGR 3.05oz 665400 GOLD KIST	FRZ 502687	134.87		269.74
2	0	SKU	72 2.6 oz	UNCRUSTABLE PNUIT BUTTER GRAPE WGR 6960 SMUCKERS	FRZ 54544	51.16		0.00
-Manufacturer Out of Stock								
1	1	SKU	72 2.6 oz	PANCAKE STRAWBERRY 2pk WGR 1702 BAKE CRAF	FRZ 503057	53.18		53.18
2	2	SKU	72 4.19 oz	SANDWICH GRILLED CHEESE CN WGR IW HOT OFF T	FRZ 501381	80.53		161.06
063100 630000 1224.10								
80.53								



DRY	CLR	FRZ
7/0	2/0	13/0

CASH \_\_\_\_\_  
 CHECK (#) \_\_\_\_\_  
AMOUNT \_\_\_\_\_

DELIVERY FEE TAX AMOUNT DUE

11.75	0.00	1,304.69
-------	------	----------

SIGN HERE  
*je* 3-14-23

Customer Received By

*B f D J*  
4-4-23

Drivers initials

REGULAR ORDER



joeb 03-14-2023 03:03:51





**Cash-Wa Distributing**  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

**126490**

**13735363**



Route: 317

**5**

Customer Copy

Invoice: 13735363  
Date: 03-21-2023  
Rep: 72 DAVID H  
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 04-21-2023

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	6 #10	BEANS GREEN CUT 4 SIEVE BL FCY	SUNSOURCE DRY 43221	39.79		39.79
1	1	SKU	6 #10	CORN CUT WK FCY	SUNSOURCE DRY 43500	41.76		41.76
3	3	SKU	6 #10	APPLESAUCE UNSWT WATER PACK FFASU8090ESS	SUNSOURCE DRY 46832	45.91		137.73
1	1	SKU	6 #10	PEACH SLICED JUICE DOMESTIC	SUNSOURCE DRY 46412	64.39		64.39
2	2	SKU	6 #10	PEAR SLICED LS CHO	SUNSOURCE DRY 45590	65.03		130.06
1	1	SKU	24 16.9 oz	DRINK PROPEL STRAWBERRY KIWI SMS 00171	PROPEL DRY 46619	26.65		26.65
1	1	SKU	24 16.9 oz	DRINK PROPEL BERRY SMS PEPSICO 00169	PROPEL DRY 46618	26.65		26.65
1	1	SKU	1000 ct	FORK PLAS MED WT PP COMPANIONS 87586	COMPANION DRY 87298	17.53		17.53
1	1	SKU	1000 ct	SPOON PLAS HVY WT PP COMPANIONS 26980155	COMPANION DRY 87313	40.73		40.73
1	1	SKU	6000 ct	NAPK XPRESSNAP 13x8.5 NAT DX906E 1ply	TORK DRY 80345	55.44		55.44
1	1	SKU	20 50 ct	CUP PLAS 7oz CLEAR PET KC7	FABRI-KAL DRY 88053	84.64		84.64
1	1	SKU	6 10 LB	BEEF BX FINE GROUND 81/19 HEREFORD	GREATER O CLR 64160	3.05		186.05
61 PRODUCT OF USA								
1	1	SKU	6 2 lb	HAM PC SLIC .5oz 39493	HORMEL CLR 61034	62.83		62.83
2	2	SKU	1 18 lb	GRAPES RED SEEDLESS 18# LUG	PACKER CLR 180184	37.25		74.50
PRODUCT OF USA / MEXICO / CHILE								
3	3	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS	COUNTRY P FRZ 58105	18.93		56.79
1	1	SKU	96 4 oz	JUICE ORANGE 100% CUP 41380 SMS	COUNTRY P FRZ 58088	20.61		20.61
1	1	SKU	96 4 oz	JUICE GRAPE 100% CUP 41382 SMS	COUNTRY P FRZ 58176	21.90		21.90
4	4	SKU	144 CT	BREADSTICKS CHEESE 2.15oz R/F WGR 702011	BOSCOS PI FRZ 55802	89.32		357.28
2	2	SKU	72 4 oz	CORN DOG CHIC LF LO SOD CN WGR 95150	FOSTER FA FRZ 55077	52.86		105.72
1	0	SKU	72 2.6 oz	UNCRUSTABLE PNTUT BUTTER GRAPE WGR 6960	SMUCKERS FRZ 54544	51.16		0.00
-Manufacturer Out of Stock								
1	1	SKU	216 2.5 oz	BISCUIT DOUGH HMSTYLE 16280	RICH FRZ 58922	51.06		51.06

DRY	CLR	FRZ	
14/0	4/0	12/0	

*B. J. D. J.*  
4-4-23

DELIVERY FEE TAX AMOUNT DUE

11.75

0.00

1,613.86

CASH \_\_\_\_\_  
 CHECK (#) \_\_\_\_\_  
AMOUNT \_\_\_\_\_

*Se* 3-21-23

Customer Received By

06 3100 630 000 1415.52  
06 3100 610 000 1983.4

Drivers initials

HGBPIE



REGULAR ORDER

tonyq 03-21-2023 03:48:10



Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

13745391

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 04-21-2023



Route: 317

5

Customer Copy

Invoice: 13745391  
Date: 03-28-2023  
Rep: 72 DAVID H  
Whse: K

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	6 #10	CATSUP 33% FANCY #10 SSMY599	SUNSOURCE DRY 47060	45.12		45.12
1	1	SKU	12 12 ct	TORTILLA FLOUR 8" HEAT PRESS WGR 47087	MISSION DRY 502034	44.23		44.23
5	5	SKU	36 4 oz	FRUIT BOWL MANDARIN IN JUICE SMS 04208	DOLE DRY 46622	24.15		120.75
1	1	SKU	200 ct	TACO SHELL REGULAR WGR 80704 @ >	GENERAL M DRY 42960	33.21		33.21
1	1	SKU	12 4 pk	PUDDING CUP CHOC 3.25oz SNACK PK 41900	HUNT'S DRY 40211	23.02		23.02
2	2	EA	1 5#	SOUR CREAM PLAIN HILAND 9224	HILAND CLR 66482	8.38		16.76
2	2	SKU	68 2.85 oz	PANCAKE ON A STICK MAPLE IW CN WGR 95127	FOSTER FA FRZ 501751	51.15		102.30
3	3	SKU	53 3 oz	POLLOCK BRD RECTANGLE 3oz PC WGR CN OVEN	TRIDENT FRZ 501018	61.99		185.97
2	2	SKU	2 5 lb	CHIC PULLED FC CN AUSTIN BLUE 46881	HORMEL FRZ 52993	57.19		114.38
6	6	SKU	72 3.45 oz	CRISPITO PC CHICK CHILI WGR CN 24569	TYSON FRZ 54315	58.98		353.88
1	1	SKU	4 8 lb	CHIC TENDER GOLD CRISP FC WGR CN 70332	TYSON FRZ 500699	146.50		146.50

06 3100 630 000

DRY	CLR	FRZ	
9/0	0/2	14/0	

B f D F  
4-4-23

DELIVERY FEE	TAX	AMOUNT DUE
11.75	0.00	1,197.87

CASH  
 CHECK (#)  
AMOUNT

3-28-23  
Customer Received By

Drivers initials



Invoice Date: 03/02/23  
Print Time: 11:14:29 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202375

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	200	200	0.3918	78.36
9175	HPT HIL CHOC 1%	07206000156	0	200	200	0.4070	81.40
9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4161	62.42

Total Qty: 0 550 550

Sub Total : 222.18  
Total Invoice : 222.18

CONTAINERS

10462	EACH STO MILK CASE D	0
11654	EACH STO MILK CASE R	0

(2.0.9.70)

We Appreciate Your Business

06 3100 630 000

file  
32

B & D  
4.9.23

Invoice Date: 03/13/23  
Print Time: 09:09:01 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202532

-----  
Prod Description UPC Code Cases Units Qty Price Ext  
-----

RETURNS

9171	HPT HIL 1% 50/CS	07206000065	0	6	-6	-0.3918	-2.35
9175	HPT HIL CHOC 1%	07206000156	0	140	-140	-0.4070	-56.98
9177	HPT HIL STRWBRY FF	07206000038	0	21	-21	-0.4161	-8.74

Total Qty: 0 -167 -167

Sub Total : -68.07  
Total Invoice : -68.07

CONTAINERS

10462	EACH STO MILK CASE D	0
11654	EACH STO MILK CASE R	0

(2.0.9.70)

We Appreciate Your Business

*le*

*3-13-23*

*063100 630000*

*3 B & D J*  
*4-4-23*

HILAND DAIRY

Invoice Date: 05/13/23  
Print Time: 09:08:57 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202531

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	300	300	0.3918	117.54
9175	HPT HIL CHOC 1%	07206000156	0	900	900	0.4070	366.30
9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4161	62.42

Total Qty: 0 1350 1350

Sub Total : 546.26  
Total Invoice : 546.26

CONTAINERS

10462 EACH STO MILK CASE D 0  
11654 EACH STO MILK CASE R 0

(2.0.9.70)

We Appreciate Your Business

06 3100 630 200

B & D. J.  
4-4-23

Invoice Date: 03/16/23  
Print Time: 09:23:25 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202599

-----  
Prod Description UPC Code Cases Units Qty Price Ext  
-----

SALES

9171	HPT HIL 1% 50/CS	07206000065	0	500	500	0.3918	195.90
9175	HPT HIL CHOC 1%	07206000156	0	1200	1200	0.4070	488.40
9177	HPT HIL STRWBRY FF	07206000038	0	50	50	0.4161	20.81

Total Qty: 0 1750 1750

Sub Total : 705.11  
Total Invoice : 705.11

CONTAINERS

10462	EACH STO MILK CASE D	0
11654	EACH STO MILK CASE R	0

(2.0.9.70)

We Appreciate Your Business

*je*  
32°  
3-16-23

063150 630000

*B & D J*  
4-9-23

HILAND DAIRY

Invoice Date: 03/20/23  
Print Time: 09:01:18 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202643

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
------	-------------	----------	-------	-------	-----	-------	-----

SALES

9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4161	62.42
------	--------------------	-------------	---	-----	-----	--------	-------

Total Qty: 0 150 150

Sub Total : 62.42  
Total Invoice : 62.42

CONTAINERS

10462	EACH STO MILK CASE D					0	
11654	EACH STO MILK CASE R					0	

(2.0.9.70)

We Appreciate Your Business

06 3100 630 000

3. 21. 23

Sc

B & D. J.  
4-4-23

Invoice Date: 03/23/23  
Print Time: 11:38:46 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202715

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	550	550	0.3918	215.49
9175	HPT HIL CHOC 1%	07206000156	0	700	700	0.4070	284.90
9177	HPT HIL STRWBRY FF	07206000038	0	300	300	0.4161	124.83

Total Qty: 0 1550 1550

Sub Total : 625.22  
Total Invoice : 625.22

CONTAINERS

10462 EACH STO MILK CASE D 0  
11654 EACH STO MILK CASE R 0

(2.0.9.70)

We Appreciate Your Business

063100 630000

3-23-23

320

le

B & D J  
4.4.23

Invoice Date: 03/30/23  
Print Time: 09:03:48 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202828

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	200	200	0.3918	78.36
9175	HPT HIL CHOC 1%	07206000156	0	700	700	0.4070	284.90
9177	HPT HIL STRWBRY FF	07206000038	0	100	100	0.4161	41.61

Total Qty: 0 1000 1000

Sub Total : 404.87  
Total Invoice : 404.87

CONTAINERS

10462 EACH STO MILK CASE D 0  
11654 EACH STO MILK CASE R 0

(2.0.9.70)

We Appreciate Your Business

320

Je  
3.30.23

06 3100 1230 000

B J D J  
4-4-23



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOCS)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA NE 68869 -8400

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/02/23	501047	461856850	7 1
TRUCK STOP			
0/003			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1204203 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

DRIVER:

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	T	P	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** MEATS ***								
F	6	CS	24010 LB	SYS CLS CORN DOG ALL MEAT MINI 240/.67 20120	1917509	34.69		208.14				
				GROUP TOTAL****				208.14				
				*** FROZEN ***								
F	2	CS	1441.5 OZ	SYS CLS TOAST FRENCH HT&SRV 7/16 05612	1783927	49.61		99.22				
F	1	CS	722.6OZ	SMUCKER SANDWICH PEANUT BTR&GRAPE 5150006960	2223453	44.98		44.98				
F	1	CS	2161.5 OZ	PILLSBY BATTER MUFFIN PUCKS BLUBRY 131662000	5543175	63.59		63.59				
				GROUP TOTAL****				207.79				
				*** CANNED & DRY ***								
D	1	CS	961 OZ	GM CEREAL LUCKY CHARM GLTNFR B 31917000	1912987	31.93		31.93				
D	1	CS	961 OZ	GM CEREAL TRIX BWLPK 25% LESS 31922000	1913047	31.93		31.93				
D	1	CS	961.063ZGM	CEREAL COCOA PUFFS BWLPK 25 31888000	1913066	31.93		31.93				
D	2	CS	6#10	SYS REL PEACH SLICED IRREG IN EXTRA 2182388	2182388	54.96		109.92				
D	1	CS	801.41OZ	KELLOGG SNACK BAR RICE KRISPIES W 3800011052	2880189	36.04		36.04				
D	2	CS	6#10	SYS CLS APPLESAUCE FANCY SWEETENED 296-1737	4015657	54.22		108.44				
D	1	CS	6#10	SYS CLS BEAN AND PORK NAVY TOM 007486510475	4062170	37.86		37.86				
D	2	CS	6#10	SYS CLS PEAR SLICED CHOICE IN JUICE 4108148	4108148	58.69		117.38				
D	9	CS	363 OZ	CASACLS CHIP TORTILLA YELLOW RND 358250212	9907146	19.99		179.91				
				GROUP TOTAL****				685.34				
ORDER SUMMARY				: 2027809								

063100 630 000

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.
30		30	37.9	562
30		30	37.9	562

OPEN: 6:00 AM CLOSE: 6:00 PM  
 B D J  
 4-4-23  
 X  
 3-2-23

REMIT TO  
 P.O. BOX 80068  
 LINCOLN, NE  
 68501-0068

SUB TOTAL	1101.27
TAX TOTAL	
INVOICE TOTAL	1101.27

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE  
 4/10/23

LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOCS)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA NE 68869 -8400

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/13/23	501047	461875232	5 1
TRUCK STOP	0 / 002		
ROUTE	PURCHASE ORDER		
1413	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1205715 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

DRIVER: RUZICKA

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P I	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** DAIRY ***								
C	1	SCS	45LB	CASAIMP CHEESE CHDR MILD FTHR SHRD YE 169734	2822343	54.18		54.18				
C	1	CS	25 LB	WHLFCLS CREAM SOUR CULTRD GRADE A 1003864	5020193	18.17		18.17				
C	1	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	15.74		15.74				
				GROUP TOTAL****				88.09				
				*** FROZEN ***								
F	1	CS	722.29OZ	PILLSBY ROLL CINN MINI CINNI 133686000	0139610	37.99		37.99				
F	2	CS	602.75OZ	SYS CLS SAUSAGE & PANCAKES W/STICK 28102	1200021	30.54		61.08				
F	1	CS	130 LB	SYS CLS CORN WHL KERNEL GR A 000003533486	3533486	39.55		39.55				
F	2	CS	25 LB	DOLE STRAWBERRY SLICED IQF CH 71202-17930	7394147	30.64		61.28				
F	1	CS	962.25OZ	ZOTSPKMY MUFFIN BLUEBERRY IW 09100	7579295	67.44		67.44				
				GROUP TOTAL****				267.34				
				*** CANNED & DRY ***								
D	6	CS	1217 OZ	SPARKLN WATER SPRING BLK RASP 24573	1488859	12.89		77.34				
D	1	CS	1217 OZ	SPARKLN WATER SPRING KIWI STWBRY 24575	1488867	12.89		12.89				
D	1	CS	2410 OZ	TROPCNA JUICE APPLE PET 75717	1605617	19.41		19.41				
D	2	CS	6#10	SYS REL PEACH SLICED IRREG IN EXTRA 2182388	2182388	54.96		109.92				
D	1	CS	1228 OZ	SYS CLS POTATO PEARL EXCEL 3327848	3327848	66.49		66.49				
D	4	CS	1217OZ	SPARKLN WATER SPARKLING CHERRY LIMEADE 95086	3477165	12.89		51.56				
D	4	CS	6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.58		198.32				
D	1	CS	2001.5 OZ	HSRCCLS SYRUP PANCAKE & WAFFLE CUP 72441	3911504	44.06		44.06				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.
30		30	19.1	633

OPEN: 6:00 AM CLOSE: 6:00 PM

*B J D J*  
4-4-23

REMIT TO  
P.O. BOX 80068  
LINCOLN, NE  
68501-0068

DRIVER'S SIGN

NO. PCS DELVD. CUST. SIGNED RECEIPTS EVIDENCES OF ALL ITEMS SIGN **X** NO. PCS REC.

PAYABLE ON OR BEFORE

SUB TOTAL
TAX TOTAL
INVOICE TOTAL

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

CONT. ON PAGE 2

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOCS)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA NE 68869 -8400

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/13/23	501047	461875232	5 2
TRUCK STOP	0 / 002		
ROUTE	PURCHASE ORDER		
1413	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1205715 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

DRIVER: RUZICKA

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	INVOICE ADJUSTMENTS	
									CODE	QTY
D	2	CS	6#10	SYS REL BEAN GREEN CUT 007486512172	4062378	35.75		71.50		
D	2	CS	6#10	SYS SUP PINEAPPLE TIDBIT JCE 312074865C	4087409	34.54		69.08		
D	1	CS	641 OZ	SMARTFD POPCORN CHEDDAR WHT LSS 44439	6783417	38.68		38.68		
D	2	CS	364 OZ	DOLE PAPAAYA DICED W/MANGO 100% JUIC 00442	7174854	22.22		44.44		
C	1	CS	24500ML	PROPEL WATER FLAVOR BRY 00169	7381245	18.38		18.38		
C	1	CS	24500 ML	PROPEL WATER FLAVOR KIWI STWBRY 00171	7389756	18.38		18.38		
								840.45	GROUP TOTAL****	
ORDER SUMMARY : 2047285										
<p><i>06 3100 630000 1195.88</i></p> <p><i>B. J. D. J.</i></p>										

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
9		9	8.9	262	<i>Je 3-13-23</i>		P.O. BOX 80068 LINCOLN, NE	SUB TOTAL
39		39	28.0	895			68501-0068	1195.88
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN <b>X</b>	NO. PCS REC.	PAYABLE ON OR BEFORE				TAX TOTAL
				4/10/23				INVOICE TOTAL
				LAST PAGE				1195.88

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA

NE 68869 -8400

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/23/23			
TRUCK STOP	501047	461891935	3 1
0/003			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1207224 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	PI	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** DAIRY ***								
C	2	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	15.74		31.48				
				GROUP TOTAL****				31.48				
				*** MEATS ***								
F	6	CS	24010 LB	SYS CLS CORN DOG TURKEY MINI 240/.67OZ 20130	2353498	33.39		200.34				
				GROUP TOTAL****				200.34				
				*** FROZEN ***								
F	3	CS	1602.5 OZ	RICHS DOUGH ROLL DINNER WG PROOF&BKE 13918	2972863	37.81		113.43				
F	2	CS	216.78 OZ	KRSTEAZ WAFFLE STIX 40300	4714648	45.86		91.72				
				GROUP TOTAL****				205.15				
				*** CANNED & DRY ***								
D	2	CS	2410 OZ	TROPANA JUICE APPLE PET 75717	1605617	19.41		38.82				
C	1	CS	2410 OZ	TROPANA JUICE ORANGE PET 75715	1606490	19.41		19.41				
D	2	CS	961 OZ	GM CEREAL LUCKY CHARM GLTNFR B 31917000	1912987	31.93		63.86				
D	1	CS	961 OZ	GM CEREAL REESE PUFFS BOWLPK 31919000	1914185	31.93		31.93				
D	5	CS	6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.58		247.90				
D	OUT	CS	2001.5 OZ	HSRCCLS SYRUP PANCAKE & WAFFLE CUP 72441	3911504							
				OUT/STOCK 3								
D	2	CS	6#10	SYS CLS APPLESAUCE FANCY SWEETENED 296-1737	4015657	54.22		108.44				
D	1	CS	1250 OZ	CAMPBEL SOUP TOMATO COND 200000000016	4040390	39.68		39.68				
D	1	CS	1246 OZ	CAMPBEL JUICE TOMATO CANNED 2000000000366	4081584	26.44		26.44				
D	1	CS	961 OZ	GM CEREAL CINNAMON TST CRUN BW 11815000	4119723	31.93		31.93				
D	2	CS	1201.4 OZ	KRAFT SYRUP PANCAKE 2100067781	4888752	18.80		37.60				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.
31		31	27.9	714

OPEN 6:00 AM CLOSE 6:00 PM

*BRD*  
*4-4-23*

REMIT TO  
P.O. BOX 80068  
LINCOLN, NE  
68501-0068

SUB  
TOTAL  
TAX  
TOTAL  
INVOICE  
TOTAL

DRIVER'S SIGN \_\_\_\_\_ NO. PCS DELVD. \_\_\_\_\_ CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN **X** NO. PCS REC. \_\_\_\_\_

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE

CONT. ON PAGE 2

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOCS)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA NE 68869 -8400

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/23/23			
TRUCK STOP	501047	461891935	3 2
0/003			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1207224 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	PI	INVOICE ADJUSTMENTS	
											CODE	QTY
D	4	CS	1002.1 OZ	SMUCKER SYRUP BREAKFAST CUP	5150002284	4896221	19.83	79.32				
D	1S		ONLY30 OZ	IMP/MCC SEASONING FAJITA	974273	5228788	13.45	13.45				
D	2	CS	200.75 OZ	JIF PEANUT BUTTER CREAMY CUP	5150008051	7087133	41.32	82.64				
D	1	CS	2410 OZ	WELCHS JUICE GRAPE 100% PLAS	354-00	7595309	21.16	21.16				
				GROUP TOTAL****				842.58				
				*** PAPER & DISPOSABLES ***								
D	1	CS	2250CT	SYS REL TRAY FOOD PAPER RED PLAID 3L D3TBWREL	1998477	25.09		25.09				
				GROUP TOTAL****				25.09				
				*** CHEMICAL & JANITORIAL ***								
D	1	CS	12.5GALE	COLAB CLEANER FLOOR SANI WSH N WAL 6100731	3325884	70.99		70.99				
				GROUP TOTAL****				70.99				
ORDER SUMMARY				: 2068603 2068870								

063100 630 000 1279.55  
063100 610 000 96.08

*B. D. G.*

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
9	1	10	5.0	145			P.O. BOX 80068	SUB TOTAL
40	1	41	32.9	859			LINCOLN, NE	1375.63
							68501-0068	TAX TOTAL
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.					INVOICE TOTAL
		<b>X</b>						1375.63
IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.							PAYABLE ON OR BEFORE	LAST PAGE
							4/10/23	

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA

NE 68869 -8400

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/30/23			
TRUCK STOP 0 /002	501047	461903581	1 1
ROUTE 4447	PURCHASE ORDER		
TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE			
EOM 10th Prox			
MANIFEST# 1208263 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	T	P	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** DAIRY ***								
F	1	CS	484 OZ	BLU BNY ICE CREAM CHOC MARBLE 10070640005823	3598945	21.33		21.33				
C	1	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	15.74		15.74				
F	3	CS	723.5 OZ	WHLFCLS OMELET EGG W/CHEESE I 74865-46279-00	7360704	56.39		169.17				
C	1	CS	25 LB	WHLFCLS CHEESE COTTAGE SMALL CURD 2% 1003862	8953028	20.87		20.87				
				GROUP TOTAL****				227.11				
				*** FROZEN ***								
F	2	CS	722.29OZ	PILLSBY ROLL CINN MINI CINNI 133686000	0139610	37.99		75.98				
F	1	CS	1128 CT	TONYS PIZZA SAUSAGE BKFST WG 63912	0656094	46.60		46.60				
F	3	CS	964Z	WHL FRT JUICE CUP ORG/PINE/CHRY WHL 23060020	0700092	46.22		138.66				
F	1	CS	122.5 LBS	SYS CLS PEA GREEN GR A P 000001259530	1259530	41.55		41.55				
F	1	CS	612 CT	THOMAS MUFFIN ENGLISH ORIG 2 OZ 94015	1535368	25.37		25.37				
F	2	CS	964 OZ	ARDMORE JUICE APPLE CUP 41381	2200293	17.79		35.58				
F	1	CS	722.6OZ	SMUCKER SANDWICH PEANUT BTR&GRAPE 5150006960	2223453	44.98		44.98				
F	2	CS	964 OZ	ARDMORE JUICE GRAPE CUP 41382	2313310	20.26		40.52				
F	1	CS	130 LB	SYS CLS CORN WHL KERNEL GR A 000003533486	3533486	39.55		39.55				
F	2	CS	964.5 OZ	TONYS PIZZA CHEESE SMRT 4X6 WHL GR 78697	5415069	47.76		95.52				
F	1	CS	962.25OZ	OTSPKMY MUFFIN BLUEBERRY IW 09100	7579295	67.44		67.44				
				GROUP TOTAL****				651.75				
				*** CANNED & DRY ***								
D	1	CS	1201.69OZ	KELLOGG POP TART FR STRWBRY WHL G 3800055130	0445062	42.64		42.64				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN	CLOSE	REMIT TO	SUB TOTAL
24		24	22.8	514	6:00 AM	6:00 PM	P.O. BOX 80068 LINCOLN, NE 68501-0068	
DRIVER'S SIGN					NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.	TAX TOTAL
								INVOICE TOTAL
IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.					PAYABLE ON OR BEFORE			CONT. ON PAGE 2

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA NE 68869 -8400

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
3/30/23	501047	461903581	1 2
TRUCK STOP	PURCHASE ORDER		
0 / 002	TERMS - PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
ROUTE	EOM 10th Prox		
4447	MANIFEST# 1208263 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

LOG	QTY	PKT	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	INVOICE ADJUSTMENTS	
										TAX	PI
D	2	CS		6#10	SYS REL PEACH SLICED IRREG IN EXTRA 2182388	2182388	54.96		109.92		
D	2	CS		6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.58		99.16		
D	1	CS		6#10	SYS REL CORN WHL KERNEL GOLDEN X 00070213511	4015665	40.34		40.34		
D	4	CS		6#10	SYS SUP PINEAPPLE TIDBIT JCE 312074865C	4087409	34.54		138.16		
D	2	CS		6#10	SYS CLS PEAR SLICED CHOICE IN JUICE 4108148	4108148	58.69		117.38		
D	1	CS		961 OZ	GM CEREAL CINNAMON TST CRUN BW 11815000	4119723	31.93		31.93		
D	1	EA		1441.6OZ	MOTTS SNACK FRUIT GUMMY MXD BRY 47953000	4434140	52.51		52.51		
D	2	CS		230 CT	SUNCHIP CHIP MULTIGRAIN VARIE 00028400499323	7158806	38.66		77.32		
					GROUP TOTAL****				709.36		
					*** PAPER & DISPOSABLES ***						
D	1	CS		10100 CTS	SYS CLS GLOVE VINYL FDSRV PWDRFREE 304362813	5478536	36.40		36.40		
D	1	CS		10100 CTS	SYS CLS GLOVE VINYL FDSRV PF XL 304362814	8399737	36.40		36.40		
					GROUP TOTAL****				72.80		
					*** SUPPLY & EQUIPMENT ***						
D	3	CS		136CT	SYSCO SPOON TEA WINDSOR MEDWEIGHT 4511713	4511713	6.63		19.89		
D	2	CS		136 CT	SYSCO FORK DINNER WINDSOR MEDIUMW 651-030S	4516886	8.48		16.96		
					GROUP TOTAL****				36.85		
					*** PRODUCE ***						
C	2	CS		140 LB	PACKER BANANA FRESH GREEN	1254440	25.63		51.26		
					GROUP TOTAL****				51.26		

ORDER SUMMARY

: 2080154

06 3100 630 000 1639.48  
06 3100 610 000 109.65

*B. J. D. J.*

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	SUB TOTAL
24		24	24.2	660			P.O. BOX 80068 LINCOLN, NE 68501-0068	1749.13
48		48	47.0	1174				TAX TOTAL
DRIVER'S SIGN				NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.		INVOICE TOTAL
					<b>X</b>			1749.13

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE 4/10/23

LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER  
 NO. NO. DATE NO. NO. NUMBER  
 14174189 5728870 03/21/23 14174189

SALES SALES DATE  
 LDC. REP. ORDERED  
 2365 0212 03/15/23

14174189

Route: 2110 / 3

ORDER NUMBER: 314686

Ship

Remit

RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Att: MANAGER

Bill To: 3636 W STOLLEY PARK RD GRAND ISLAND NE 68801 03/21/23

Page 01 of 03

Terms: NET 30 DAYS

Special

Qty Sales Product  
 Shipped Unit Number

Instr:

C Weight Pricing Unit Extended  
 D Price Price Price

Qty	Sales Unit	Product Number	Description	Pack Size	Label	Weight	Pricing Unit	Unit Price	Extended Price
1	CS	3011475	DRY CORN, WHL KRNL NO SALT ADD	CND6/#10 CN	USDA		CS	0.0001	0.00
2	CS	3646789	USDA BEAN GRN LOW SDM CMD	6/#10 CN	USDA		CS	0.0001	0.00
2	CS	7011489	USDA PEACH SLC EXLS CMD	CLMGST6/#10 CN	USDA		CS	0.0001	0.00
2	CS	7050610	USDA PEAR SLICED CANNED	6/#10 CN	USDA		CS	0.0001	0.00
1	CS	8896045	USDA APPLESAUCE UNSTN SS CUP	96/4.5 OZ	USDA		CS	0.0001	0.00
1	CS	5330329	REFRIGERATED USDA CHEESE AMER	SLCD YLM REF 6/5 LB	USDA		CS	0.0001	0.00
1	CS	7788151	USDA CHSE MOZZ STRING LMP	1Z 360/1 OZ	USDA		CS	0.0001	0.00
1	CS	4496089	FROZEN PEA, FZN	30 LB	USDA		CS	0.0001	0.00
1	CS	5313424	USDA CHIX STRP DARK MT	5" FJTA30 LB	USDA		CS	0.0001	0.00
1	CS	5346302	USDA BROCCOLI CUT NO SLT	ADDED30 LB	USDA		CS	0.0001	0.00
2	CS	6421705	STRAWBERRY, 4.5 Z CN FZN	CUP 96/4.5 OZ	USDA		CS	0.0001	0.00
1	CS	6423321	USDA, PEACH FREES CN DCD	CUP 96/4 OZ	USDA		CS	0.0001	0.00
1	CS	9047523	CORN, WHL KRNL FZN	USDA 30 LB	USDA		CS	0.0001	0.00

STORAGE LOCATION RECAP( )

TOTAL DRY	PIECES ORDERED:	8	PIECES SHIPPED:	8	ITEMS SHIPPED:	5
TOTAL REFRIGERATED	PIECES ORDERED:	2	PIECES SHIPPED:	2	ITEMS SHIPPED:	2
TOTAL FROZEN	PIECES ORDERED:	7	PIECES SHIPPED:	7	ITEMS SHIPPED:	6

*Handwritten signature*  
 4-4-23







ACCOUNT NO. 14174189  
 INVOICE NO. 5728870  
 INVOICE DATE 03/21/23  
 CUSTOMER NO. 14174189  
 PURCHASE ORDER NUMBER  
 SALES LDC. 2365  
 SALES REP. 0212  
 DATE ORDERED 03/15/23  
 ORDER NUMBER: 314686

Bill To: RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 68869  
 NE  
 MANAGER

Ship To: RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 68869  
 NE

Route: 2110 / 3

Remit To: RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 68869  
 NE  
 308 452 3249  
 DEPT # 00

US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Page 03 of 03

Item: 3636 W STOLLEY PARK RD GRAND ISLAND NE SHIPP: 03/21/23  
 Terms: NET 30 DAYS  
 Qty Sales Product Description Pack Size Label C Weight Pricing Unit Extended Price  
 dered Shipped Unit Number

\*\*\*\*\*  
 \* The perishable agricultural commodities listed on this invoice are sold \*  
 \* subject to the statutory trust authorized by section 5(c) of the Perishable \*  
 \* Agricultural Commodities Act, 1930 (7 U.S.C 499e(c)). The seller of these \*  
 \* commodities retains a trust claim over these commodities, all inventories of \*  
 \* food or other products derived from these commodities, and any receivables or \*  
 \* proceeds from the sale of these commodities until full payment is received \*  
 \* \*\*\*\*\*

BFD  
 4-4-23





ACCOUNT NO. 64121114 INVOICE NO. 5728871 INVOICE DATE 03/21/23 CUSTOMER NO. 64121114 PURCHASE ORDER NUMBER 4

SALES LOC. 2365 SALES REP. 0239 SALES DATE 03/20/23 ORDER NUMBER: 315793

Remit To:  
US Foods, Inc.  
DIVISION #2365  
15838 COLLECTION CTR DR.  
CHICAGO IL  
60693-5838  
308 382 6581

Ship To:  
RAVENNA PUB SCHOOL  
41750 CARTHAGE RD  
PO BOX 8400  
RAVENNA NE  
68869  
308 452 3249  
DEPT # 00

Bill To:  
RAVENNA PUB SCHOOL  
41750 CARTHAGE RD  
PO BOX 8400  
RAVENNA NE  
68869  
MANAGER

19 Firm: 3636 W STOLLEY PARK RD GRAND ISLAND NE ShipD: 03/21/23 Page 01 of 03

Special Instr:

Qty	Unit	Product	Description	Pack Size	Label	C	Weight	Pricing Unit	Unit Price	Extended Price	
5	CS	6315865	DRY DRESSING, RANCH RC PLST JAR	4/1 GA	MRS CLARKS			CS	41.1000	205.50	
2	CS	6620343	SALSA, MILD SS CUP	168/3 OZ	RED GOLD			CS	77.8900	155.78	
2	CS	7255094	SAUCE, BBQ SS CUP	100/1 OZ	HEINZ			CS	15.3000	30.60	
2	CS	9737446	SAUCE, MNARA THIO SS CUP	168/2.5 OZ	RED GOLD			CS	65.0600	130.12	
3	CS	1920122	FROZEN CALZONE, PPRNI 55G MOZZ 4.69	Z60/4.69 OZ	GILARDI			CS	70.4500	211.35	
1	CS	2870830	CHICKEN, STRIP DARK MEAT 5"	6/5 LB	TYSON			CS	126.9900	126.99	
2	CS	3980240	PIZZA, CHS 6" FRNCH BRD GRCL	60/4.29 OZ	TONY'S			CS	56.7700	113.54	
1	CS	5321921	DONUT, YEAST RING WHL GRAIN	84/2.45 OZ	RICH'S			CS	36.2100	36.21	
2	CS	6585616	BEEF, TACO FLNG SEED REDUC FAT	6/5 LB	ASSLTOWSON			CS	93.1400	186.28	
			NOI DISCOUNT OF 96.18-- FOR COMMODITY OF 100154								
1	CS	7621295	K12 ALLOWANCE - JTM					CS	89.9700	96.18	
2	CS	7640667	CHICKEN, NUGT TNDLN BRDD HOT	4/7.97 LR	TYSON			CS	43.3100	86.62	
4	CS	8292377	SANDWICH, PNT BUTR & JELLY	72/2.6 OZ	UNCRSSTBLS			CS	54.9800	219.92	
			POTATO, RUSET PTY PRCKD SHILE	6/4 LR	MCCAIN						
STORAGE LOCATION RECAP(N)											
TOTAL DRY						PIECES ORDERED:	11	PIECES SHIPPED:	11	ITEMS SHIPPED:	4
TOTAL FROZEN						PIECES ORDERED:	16	PIECES SHIPPED:	16	ITEMS SHIPPED:	8

B & D J  
4-4-23





ACCOUNT NO. 64121114 INVOICE NO. 5728871 INVOICE DATE 03/21/23 CUSTOMER NO. 64121114 PURCHASE ORDER NUMBER 4

SALES REP. 2365 ORDERED DATE 03/20/23

Remit To: US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Ship To: RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869  
 308 452 3249  
 DEPT # 00

Route: 2110 / 4  
 NE 5100 03/21/23  
 Special Instr:

Qty Shipped	Unit	Product	Description	Pack Size	Label	C	D	Weight	Pricing	Unit	Price	Extended
627.07												
695.07												

\*\*\* INVOICE SUMMARY \*\*\*  
 \*\*\* NOI SUMMARY \*\*\*  
 K12 ALLOWANCE - JTM

TOTAL NET WGT: 627.07  
 TOTAL GROSS WGT: 695.07

PIECES ORDERED: 27  
 PIECES SHIPPED: 27  
 ITEMS SHIPPED: 12

PRODUCT TOTAL \$ 1592.88  
 ALLOWANCES 96.18CR  
 TAXABLE AMOUNT \$ .00  
 GEN SALES TAX % .00

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$ 1496.70

\*\*\*\*\*  
 \* You agree with respect to any dispute arising out of your purchase from  
 \* US Foods: (i) you are giving up your right to serve in any representative  
 \* capacity, or to participate as a member of a class, in any lawsuit; (ii) you  
 \* also agree, at US Foods sole option, to submit to binding, individual  
 \* arbitration of all claims; (iii) such arbitration shall be governed by the  
 \* Federal Arbitration Act, 9 U.S.C. s.1 and conducted in accordance with the  
 \* Commercial Rules of the American Arbitration Association; and (iv) each party,  
 \* shall pay half the costs of arbitration, and separately pay its own attorneys,  
 \* fees and costs. For more information about the fuel surcharge, go to:  
 \* https://www.usfoods.com/terms/fuelsurcharge/StandardGridEIAAreaMidwest.html  
 \* If you have an agreement with US Foods that expressly addresses the  
 \* calculation of the fuel surcharge, please refer to that agreement.  
 \* \*\*\*\*\*

0630063000  
 R. D. J.  
 4-4-23





ACCOUNT NO. 64121114 INVOICE NO. 5728871 INVOICE DATE 03/21/23 CUSTOMER NO. 64121114 PURCHASE ORDER NUMBER 4

SALES LDC. 2365 SALES REP. 0239 DATE ORDERED 03/20/23 ORDER NUMBER: 315793

Remit To:  
US Foods, Inc.  
DIVISION #2365  
15838 COLLECTION CTR DR.  
CHICAGO IL  
60693-5838  
308 382 6581

Ship To:  
RAVENNA PUB SCHOOL  
41750 CARTHAGE RD  
PO BOX 8400  
RAVENNA NE  
68869  
308 452 3249  
DEPT # 00

Bill To: RAVENNA PUB SCHOOL 41750 CARTHAGE RD PO BOX 8400 RAVENNA NE 68869 MANAGER

Route: 2110 / 4

Ship To: RAVENNA PUB SCHOOL 41750 CARTHAGE RD PO BOX 8400 RAVENNA NE 68869 308 452 3249 DEPT # 00

Remit To: US Foods, Inc. DIVISION #2365 15838 COLLECTION CTR DR. CHICAGO IL 60693-5838 308 382 6581

igfcm: 3636 W STOLLEY PARK RD GRAND ISLAND NE 68402 03/21/23

Terms: NET 45 DAYS

Order Shipped Unit Sales Product Number

Page 03 of 03

\*\*\*\*\*  
\* CO CUSTOMERS: Egg products covered by CO Rev. Stat. 35-21-201-203 are \*  
\* CO-COM \*\*\*\*\*  
\*\*\*\*\*  
\* The perishable agricultural commodities listed on this invoice are sold \*  
\* subject to the statutory trust authorized by section 5(c) of the Perishable \*  
\* Agricultural Commodities Act, 1930(7 U.S.C. 499e(c)). The seller of these \*  
\* commodities retains a trust claim over these commodities, all inventories of \*  
\* food or other products derived from these commodities, and any receivables or \*  
\* proceeds from the sale of these commodities until full payment is received. \*  
\*\*\*\*\*

0

B & D J 3.21.23

4-A-23

fe



Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23066002021
Program:	NSLP
Requested Delivery Date:	Tue 03/14/2023
Order Date:	Tue 03/07/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$51.99	2	2	\$103.98	Federal	N/A
15R22	BROCCOLI FLORETS CHL 3 LB BG	3 LB	\$12.49	2	2	\$24.98	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$28.99	1	1	\$28.99	Federal	N/A
15P55	CELERY CHL STICKS 5 LB CS	5 LB	\$15.99	2	2	\$31.98	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	10	10	\$84.90	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	1	1	\$31.99	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	2	2	\$23.98	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	2	2	\$33.98	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$29.99	2	2	\$59.98	Federal	N/A

**This order was received on 3/14/2023 10:24:12 AM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$4,000,000.00	N/A
Spent, Previous Orders	\$0.00	\$2,987,182.38	\$0.00
<b>Cost, This Order</b>	\$0.00	\$424.76	\$0.00
Remaining Balance	N/A	\$1,012,392.86	\$0.00

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

B. J. D. J. 4.42 3.14.23

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

38°

INVOICE NO: 763426

INVOICE DATE: 03/14/2023

\*\* DELIVERY TICKET \*\*

PAGE: 1

S  
H  
I  
P  
T  
O

DSO RAVENNA PUBLIC SCHOOL  
41750 CARTHAGE ROAD

YNE373

S  
O  
L  
D  
T  
O

DFAS-BVDP SPE300-19-DS731

RAVENNA  
NE 68869  
308 440 0856

ALL  
NE 50000  
0 0 0000

CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23073	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS	X	1500 ORANGES/113 CT	14A02	
1.0	CS	X	3150 CARROT/BABY SLIMS 4/5#	15A33	
2.0	CS	X	3309 LETTUCE/ROMAINE-ICEBERG	15D41	
2.0		EA	7509 CELERY/STICKS 5# BAG	15P55	
2.0		EA	7505 BROCCOLI/FLORETS 3#	15R22	
2.0	CS	X	1023 APPLES/GALA 100-125CT	15Z81	
2.0	CS	X	7580 PEPPER/RED 5#	16357	
10.0	CS	X	7503 CUCUMBER/5#	16P98	
2.0	CS	X	7528 PEPPER/GREEN 5#	17D04	



*B. A. D. Z.*

TOTALS PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY. TOTAL  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

0000010107060000  
15

*Sydney Endecott*

RECEIVED BY: \_\_\_\_\_

Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23073001698
Program:	NSLP
Requested Delivery Date:	Tue 03/21/2023
Order Date:	Tue 03/14/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$51.99	2	2	\$103.98	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$28.99	1	1	\$28.99	Federal	N/A
16P51	COLE SLAW MIX CHL 1/5 LB BG	1 BG	\$9.99	2	2	\$19.98	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	10	10	\$84.90	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	1	1	\$31.99	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	2	2	\$23.98	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	2	2	\$33.98	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$29.99	2	2	\$59.98	Federal	N/A

**This order was received on 3/21/2023 1:58:11 PM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$4,000,000.00	N/A
Spent, Previous Orders	\$0.00	\$3,089,756.34	\$0.00
<b>Cost, This Order</b>	\$0.00	\$387.78	\$0.00
Remaining Balance	N/A	\$909,855.88	\$0.00

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

*BFD*  
4-4-23

3. 21. 23  
*je*

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

\*\* DELIVERY TICKET \*\*

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

INVOICE NO: 763853

INVOICE DATE: 03/21/2023

PAGE: 1

S  
H  
I  
P  
  
T  
O

DSD RAVENNA PUBLIC SCHOOL  
41750 CARTHAGE ROAD

YNE373

RAVENNA  
NE 68869  
308 440 0856

S  
O  
L  
D  
  
T  
O

DFAS-BVDP SPE300-19-DS731

ALL  
NE 50000  
0 0 0000

CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23080	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS	X	1500 ORANGES/113 CT	14A02	
1.0	CS	X	3150 CARROT/BABY SLIMS 4/5#	15A33	
2.0	CS	X	3309 LETTUCE/ROMAINE-ICEBERG	15D41	
2.0	CS	X	1023 APPLES/GALA 100-125CT	15Z81	
2.0	CS	X	7580 PEPPER/RED 5#	16357	
2.0	EA	X	7506 CABBAGE/MIX W/CAR 5#	16P51	
10.0	CS	X	7503 CUCUMBER/5#	16P98	
2.0	CS	X	7528 PEPPER/GREEN 5#	17D04	



*B. J. D. F.*

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010107510000

RECEIVED BY:

*Synda Endecatt*

3-21-23

Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

<b>Edit Receipt Detail</b>	
<b>Order Summary For:</b>	YNE373
<b>Order Confirmation Number:</b>	F23080003717
<b>Program:</b>	NSLP
<b>Requested Delivery Date:</b>	Tue 03/28/2023
<b>Order Date:</b>	Tue 03/21/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$51.99	2	2	\$103.98	Federal	N/A
15R22	BROCCOLI FLORETS CHL 3 LB BG	3 LB	\$12.49	2	2	\$24.98	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$28.99	2	2	\$57.98	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	8	8	\$67.92	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	1	1	\$31.99	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	2	2	\$23.98	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	2	2	\$33.98	Federal	N/A
15Q71	RADISHES FR CELLO 1 LB BG	1 LB	\$4.99	1	1	\$4.99	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$29.99	2	2	\$59.98	Federal	N/A

**This order was received on 3/28/2023 9:37:59 AM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$4,000,000.00	N/A
Spent, Previous Orders	\$0.00	\$3,155,731.31	\$0.00
<b>Cost, This Order</b>	\$0.00	\$409.78	\$0.00
Remaining Balance	N/A	\$843,858.91	\$0.00

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

Handwritten signature and date 4-4-23

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

38<sup>2</sup>

INVOICE NO: 764568

INVOICE DATE: 03/28/2023

\*\* DELIVERY TICKET \*\*

PAGE: 1

**S** DSO RAVENNA PUBLIC SCHOOL  
**H** 41750 CARTHAGE ROAD  
**I**  
**P**  
**T** RAVENNA  
**O** NE 68869  
308 440 0856

YNE373

**S** DFAS-BVDP SPE300-19-DS731  
**O**  
**L**  
**D**  
**T** ALL  
**O** NE 50000  
0 0 0000

CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23087	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS		X 1500/DRANGES/113 CT	14A02	
2.0	CS		X 3150/CARROT/BABY SLIMS 4/5#	15A33	
2.0	CS		X 3309/LETTUCE/ROMAINE-ICEBERG	15D41	
1.0		EA	X 9834/RADISH/BAG 1#	15Q71	
2.0		EA	X 7505/BROCCOLI/FLORETS 3#	15R22	
2.0	CS		X 01023/APPLES/GALA 100-125CT	15Z81	
2.0	CS		X 7580/PEPPER/RED 5#	16357	
8.0	CS		X 7503/CUCUMBER/5#	16P98	
2.0	CS		X 7528/PEPPER/GREEN 5#	17D04	

*B & D F*

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010107400000

*Lynnda Erickson*

RECEIVED BY: \_\_\_\_\_

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06		Fund Number 06 Lunch		
	54333790002620	Bimbo Bakeries USA	03/06/2023	187.34
06 3100 630 000		FOOD		187.34
	54333790002675	Bimbo Bakeries USA	03/13/2023	133.80
06 3100 630 000		FOOD		133.80
	54333790002730	Bimbo Bakeries USA	03/20/2023	133.75
06 3100 630 000		FOOD		133.75
	54333790002799	Bimbo Bakeries USA	03/27/2023	183.20
06 3100 630 000		FOOD		183.20
Total Bimbo Bakeries USA				<u>638.09</u>
	13719730	CASH-WA DISTRIBUTING	03/07/2023	1,850.02
06 3100 630 000		FOOD		1,789.28
06 3100 610 000		GENERAL SUPPLIES		60.74
	13727542	CASH-WA DISTRIBUTING	03/14/2023	1,224.16
06 3100 630 000		FOOD		1,224.16
	13735363	CASH-WA DISTRIBUTING	03/21/2023	1,613.86
06 3100 630 000		FOOD		1,415.52
06 3100 610 000		GENERAL SUPPLIES		198.34
	13745391	CASH-WA DISTRIBUTING	03/28/2023	1,197.87
06 3100 630 000		FOOD		1,197.87
Total CASH-WA DISTRIBUTING				<u>5,885.91</u>
	1305827	Goodwin Tucker Group	03/07/2023	682.55
06 3100 431 000 000		Repair		682.55
Total Goodwin Tucker Group				<u>682.55</u>
	1202375	HILAND DAIRY CO	03/02/2023	222.18
06 3100 630 000		FOOD		222.18
	1202531	HILAND DAIRY CO	03/13/2023	546.26
06 3100 630 000		FOOD		546.26
	1202532	HILAND DAIRY CO	03/13/2023	(68.07)
06 3100 630 000		FOOD		(68.07)
	1202599	HILAND DAIRY CO	03/16/2023	705.11
06 3100 630 000		FOOD		705.11
	1202643	HILAND DAIRY CO	03/20/2023	62.42
06 3100 630 000		FOOD		62.42
	1202715	HILAND DAIRY CO	03/23/2023	625.22
06 3100 630 000		FOOD		625.22
	1202828	HILAND DAIRY CO	03/30/2023	404.87
06 3100 630 000		FOOD		404.87
Total HILAND DAIRY CO				<u>2,497.99</u>
	461856850	SYSCO LINCOLN	03/02/2023	1,101.27
06 3100 630 000		FOOD		1,101.27
	461875232	SYSCO LINCOLN	03/13/2023	1,195.88
06 3100 630 000		FOOD		1,195.88
	461891935	SYSCO LINCOLN	03/23/2023	1,375.63
06 3100 630 000		FOOD		1,279.55
06 3100 610 000		GENERAL SUPPLIES		96.08
	461903581	SYSCO LINCOLN	03/30/2023	1,749.13
06 3100 630 000		FOOD		1,639.48
06 3100 610 000		GENERAL SUPPLIES		109.65
Total SYSCO LINCOLN				<u>5,421.91</u>

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	usbank.april23	U.S. Bank	03/27/2023	80.51
06 3100 630 000		FOOD		35.05
06 3100 630 000		FOOD		45.46
Total U.S. Bank				<hr/> 80.51
	5728871	US Foods - Grand Island	03/20/2023	1,496.70
06 3100 630 000		FOOD		1,496.70
Total US Foods - Grand Island				<hr/> 1,496.70
Fund Number 06				<hr/> 16,703.66
Checking Account ID 06				<hr/> 16,703.66

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 3100 610 000	GENERAL SUPPLIES	0.00	464.81	7,630.12	0.00	(7,630.12)	0.00	(7,630.12)
06 3100 630 000	FOOD	0.00	15,556.30	138,248.33	0.00	(138,248.33)	0.00	(138,248.33)
3100	FOOD SERVICES	0.00	16,021.11	145,878.45	0.00	(145,878.45)	0.00	(145,878.45)
		0.00	16,021.11	145,878.45	0.00	(145,878.45)	0.00	(145,878.45)
06 3100 110 000 000	Salary	0.00	9,209.33	79,303.44	0.00	(79,303.44)	0.00	(79,303.44)
06 3100 120 000 000	Sub Salaries	0.00	249.86	3,741.79	0.00	(3,741.79)	0.00	(3,741.79)
06 3100 130 000 000	Overtime Salaries	0.00	0.44	228.52	0.00	(228.52)	0.00	(228.52)
06 3100 210 000 000	Health Insurance	0.00	2,988.86	27,084.62	0.00	(27,084.62)	0.00	(27,084.62)
06 3100 220 000 000	Fica	0.00	638.41	5,720.25	0.00	(5,720.25)	0.00	(5,720.25)
06 3100 230 000 000	Retirement	0.00	773.98	6,535.32	0.00	(6,535.32)	0.00	(6,535.32)
06 3100 431 000 000	Repair	0.00	682.55	682.55	0.00	(682.55)	0.00	(682.55)
3100	FOOD SERVICES	0.00	14,543.43	123,296.49	0.00	(123,296.49)	0.00	(123,296.49)
000	DISTRICT WIDE	0.00	14,543.43	123,296.49	0.00	(123,296.49)	0.00	(123,296.49)
06	Lunch	0.00	30,564.54	269,174.94	0.00	(269,174.94)	0.00	(269,174.94)

**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
Grand Total:		0.00	30,564.54	269,174.94	0.00	(269,174.94)	0.00	(269,174.94)

**Ravenna Public School  
Lunch Fund Report  
March 31st, 2023**

**Beginning Balance:** \$ 60,815.07

RECEIPTS:

Deposit \$ 39,219.43

Interest \$ 8.53

**Total Receipts:** \$ 39,227.96

DISBURSEMENTS:

Lunch Bills \$ 30,258.80

Outstanding Checks \$ 2,207.42

**Total Disbursements:** \$ 32,466.22

**Bank Balance:** \$ 67,576.81

**Book Balance:** \$ 65,369.39

Revenue Detail

Account Number	Account Description	Lunch Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	8.53	41.00
06 1611	Student Lunches	0.00	11,744.20	81,084.13
06 1612	Daily Sales-Breakfast	0.00	0.00	0.00
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	1,821.50	16,693.69
06 1650	Daily Sales-Summer Food Programs	0.00	0.00	0.00
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3150	STATE REIMBURSEMENT	0.00	0.00	1,149.52
06 4210	FEDERAL REIMB. NSLP	0.00	17,435.77	116,041.30
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	8,217.96	20,958.32
06 9000	Non Program Receipts	0.00	0.00	0.00
06 9005	Interfund loan from GF to LF	0.00	0.00	0.00
06	Lunch	0.00	39,227.96	235,967.96
8	Revenue	0.00	39,227.96	235,967.96



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

November 15, 2021

Ravenna Public Schools  
Attn: Brad Kjar

[brad.kjar@ravennabluejays.org](mailto:brad.kjar@ravennabluejays.org)

Ravenna, NE

**RE: Replace Elementary Gym System with (2) high efficiency split systems**

- 4 Lennox EL296UH110XE60C Elite Series 96% AFUE high efficiency furnaces with 10 year heat exchanger warranties
- 4 Lennox TSA-060-230 5 ton 13.50 SEER commercial air conditioners
- 4 Lennox CX35-50/60C 5 ton A-coils
- 2 Twinning kits
- PVC vents for furnace thru roof or sidewall
- Refrigeration lines
- Duct revisions with 1" duct liner
- Drain connections
- 2 12" fresh air pipes to each return air drops with motorized dampers
- Gas connections
- Electrical connections
- 2 Honeywell 8000 Red Link programmable thermostats
- 8 Wireless zone sensors
- Condenser pads
- Remove existing systems
- One year parts and labor warranty
- Labor with Davis Bacon Wages

**Installed For The Sum Of: \$78,950.00**

***Bid does NOT include sales tax***

*\$ 110,000*

***\*\*\*Bid does NOT include 100% company vaccination if needed\*\*\****

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**



HEATING

**LENNOX** COOLING



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

November 15, 2021

Ravenna Public Schools  
Attn: Brad Kjar

[brad.kjar@ravennabluejays.org](mailto:brad.kjar@ravennabluejays.org)

Ravenna, NE

**RE: Main Gym – Remove existing air handlers and install rooftop units**

- 2 Lennox KGA180S4BM 10 ton heat/cool rooftop units with 180,000 BTUH 230 volt, 3 phase with a five year compressor and 10 year heat exchanger warranty
- 2 Lennox down flow roof curbs
- 2 Lennox hail guards
- 2 Lennox fresh air economizer kits
- Ductwork with 1" duct liner to re-connect with existing in ceilings
- Roof penetrations and sealing
- Roof support if needed
- Electrical connections
- Gas connections
- Lift rental
- Protection of gym floor
- One year parts and labor warranty
- Labor with Davis Bacon Wages

**Installed For The Sum Of: \$169,815.00**

*230,000*

***Bid does NOT include sales tax***

***\*\*\*Bid does NOT include 100% company vaccination if needed\*\*\****

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



HEATING

**LENNOX** COOLING



907 W. Oklahoma • PO Box 484 • Grand Island, NE 68802 • Phone: 308-384-2881

November 15, 2021

Ravenna Public Schools  
Attn: Brad Kjar

[brad.kjar@ravennabluejays.org](mailto:brad.kjar@ravennabluejays.org)

Ravenna, NE

**RE: Wrestling room and locker rooms**

- 2 Lennox EL296UH110XE60C Elite Series 96% AFUE high efficiency furnaces with 10 year heat exchanger warranties
- 2 Lennox TSA-060-230 5 ton 13.50 SEER commercial air conditioners
- 2 Lennox CX35-50/60C 5 ton A-coils
- 1 Twinning kit
- PVC vents for furnace thru roof or sidewall
- Refrigeration lines
- Duct revisions with 1" duct liner
- Drain connections
- 2 10" fresh air pipes to each return air drops with motorized dampers
- Gas connections
- Electrical connections
- 2 Honeywell 8000 Red Link programmable thermostats
- 3 Wireless zone sensors
- Condenser pads
- Remove existing systems
- One year parts and labor warranty
- Labor with Davis Bacon Wages

**Installed For The Sum Of: \$39,500.00**

*By* 55,000

***Bid does NOT include sales tax***

***\*\*\*Bid does NOT include 100% company vaccination if needed\*\*\****

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**



HEATING

**LENNOX**

COOLING



## Board of Education Regular Meeting

High School Library  
P.O. Box 8400  
Ravenna, NE 68869-8400

Monday, March 13, 2023 7:00 PM

Misti Fiddelke: Present  
Ryan Osten: Present  
Tara Schirmer: Present  
Dawn Standage: Present  
Marc Vacek: Present  
Mike Voelker: 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. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***
6. Approval of Agenda Motion to approve the agenda Passed with a motion by Ryan Osten and a second by Marc Vacek.
7. Financial Report
8. Consent Agenda Motion to approve the consent agenda Passed with a motion by Mike Voelker and a second by Ryan Osten.
  - 8.1. Discuss, consider, and take all necessary action to minutes
  - 8.2. Discuss, consider, and take all necessary action to bills
  - 8.3. Notice of Meeting Publication: The notice for this board meeting was published in the March 8th edition of the Ravenna News
  - 8.4. Discuss, consider, and take all action necessary to the resignation of staff
9. Request to Address the Board and Correspondence
10. Information and Action Items
11. Discussion Items

11.1. Policy Review-4000 Series

11.2. Policy Review-5000 Series

11.3. Policy Review-6000 Series

11.4. Discuss, consider, and take all action necessary in reviewing the RPS 2022-2023 safe return to school plan, considering any and all community input

12. Elementary Principal's Report

13. Secondary Principal's Report

14. Superintendent's Report

15. Positive Comments

16. Adjournment Motion to adjourn at 7:48 PM Passed with a motion by Mike Voelker and a second by Ryan Osten.

Ravenna Public Schools

*Brad Kjar, Superintendent  
Angie Drahota, Guidance Counselor  
Tony Schirmer, Activities Director*

*Cannon Blauvelt, Secondary Principal  
Paul Anderson, Elementary Principal*

Box 8400  
41750 Carthage Rd  
Ravenna, NE 68869

308-452-3249, high school  
308-452-3202, elementary school  
308-452-3172, fax



[ravennablucjays.org](http://ravennablucjays.org)

Mrs. Heidi Kjar  
301 W. Sherman St.  
Ravenna, NE 68869

Ravenna Public Schools  
41750 Carthage Rd  
Ravenna, NE 68869

To Mr. Cannon Blauvelt:

Please accept this as my official letter of resignation as a grade 7-10 ELA teacher at the close of this school year, May 18th, 2023. I will be forever grateful for the opportunities that Ravenna Public Schools and the community have provided for my family and me. I wish the students and staff success in the future.

Respectfully yours,

Heidi Kjar

March 29th, 2023

Dear Mr. Blauvelt and Ravenna Board of Education,

I am writing to inform you that I am resigning from my position as 7-12 Social Studies teacher at Ravenna Public Schools. I have accepted a similar position at Centura Public Schools and my resignation will be effective at the conclusion of the 2022-2023 contract year.

I want to take a moment to express my deepest gratitude to the entire staff, student body, and all of those involved with making Ravenna Public Schools an exceptional place to work and learn. The opportunity to be a part of this team has provided me with numerous rewarding opportunities and responsibilities over the past 8 years and I have grown personally and professionally because of it.

Seeing the growth and progress of the individual students has certainly been a highlight of my tenure at Ravenna both as a classroom teacher and as a coach. I will always cherish my time here fondly as I reflect back. I am proud of the impact I have been able to have and grateful for the friendships and memories I have made.

I assure that I will do everything to make the transition as smooth as possible and assist in any way that I can to ensure that the next educator who has the opportunity to take my place is fully set up for success. Thank you to Ravenna Public Schools for the support it has provided me and I wish nothing but the best for my colleagues and students that I leave behind.

Sincerely,

Tiffany Jacobsen

# TEACHER'S CONTRACT

For Class II, III, & VI Schools and Class I Schools with a Superintendent

THIS CONTRACT made by and between the School District of Ravenna, District No. 69, in the County of Buffalo, in the State of Nebraska, hereinafter referred to as the District, and Karrie Hurvta, a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about August 11th, 2023 and end on or about May 20th, 2024, and shall consist of 182 days of service and that the Teacher hereby agrees to accept such employment at a salary of \$49,640.00 (pending Superintendent review) and under the following conditions.

FIRST: The salary of the Teacher shall be payable in twelve equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2023, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

SECOND: The teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed by him/her under this contract shall be subject to assignment of the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full time, during days of school to his/her position in all respects, to diligently and faithfully perform the assigned duties as Teacher to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, the Teacher may be assigned such "extra duty" assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and at such additional stated rate of compensation as the Teacher and the District may from time to time agree upon.

FOURTH: This contract may be canceled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality, or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by the provisions of 79-12,110, R.R.S. (1982 Supp.)

FIFTH: That upon termination of this contract for just cause, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 185 days of service. Any, unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SIXTH: There shall be no penalty for release or resignation by the Teacher from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teachers Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools in this County and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

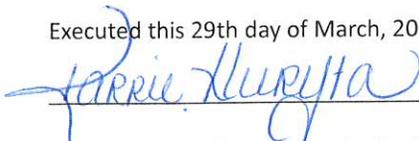
TENTH: Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen (15) calendar days of receipt thereof from the district. Said Renewal Agreement or renewal contract shall not be offered to the Teacher prior to March 15<sup>th</sup>. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Sections 79-12,111 through 79-12,114 R.R.S. (1982 Supp) and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the district on or before Friday, March 31st, 2023 shall constitute a rejection by the teacher of the offer of employment.

TWELFTH: Other Contract Terms:

Salary Schedule Placement      Lane E Step 4 (pending Superintendent review)     

Executed this 29th day of March, 2023.

 \_\_\_\_\_ Teacher

School District of Ravenna, District #69, County of Buffalo, State of Nebraska

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

## **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.

# Bid



Grand Island NE #380  
 1719 Aspen Cir Ste 1  
 Grand Island, NE 68803-2482  
 W: (308)384-1949

**Bill To:**

Ravenna Public Schools (#1901648)  
 41750 Carthage Rd  
 Ravenna, NE 68869-4051  
 W: (308)452-3249

**Ship To:**

Ravenna Public Schools (#1901648)  
 41750 Carthage Rd  
 Ravenna, NE 68869-4051  
 W: (308)452-3249

Created	Quote#	Due Date	Expected Award Date	Expiration Date
03/14/2023	6184782	04/14/2023	04/14/2023	04/14/2023

Printed	Job Name	Job Description	Job Start Date
03/15/2023 15:39:32	5 Step Program Quote		04/14/2023

Line #	Item #	Item Desc	Qty	Unit Price	Extended Price
1	702679	LESCO Stonewall 0.43% 14-0-0 30%OPTI45 Pre-Emergent Plus Fertilizer 50 lb.	23	22.831	525.11
2	511020E	LESCO 15-3-7 25% NOS 25% AS 40% BIO 2Fe 50#	23	18.942	435.67
3	291587	LESCO Merit 0.2% 20-0-5 50% PolyPlus OPTI45 2Fe Insecticide Plus Fertilizer 50 lb.	18	30.292	545.26
4	702038	LESCO Lockup Extra2 18-0-4 30% PolyPlus OPTI45 Post-Emergent Plus Fertilizer 50 lb.	25	28.468	711.70
5	510701	LESCO Fertilizer 34-2-4 A/C 50 lb.	16	21.111	337.78
6					
7	C	Other Options			
8	702505	LESCO Stonewall 0.37% 20-0-4 45%MU Pre-Emergent Plus Fertilizer 50 lb.	23	31.506	724.64
9	BFORG044050	Thrive Granular Fertilizer 4-4-0 100% Bio 3.2% Ca 1.5% Fe 50 lb.	1	9.701	9.70
10	291461	LESCO Merit 0.2% 14-0-14 30% PolyPlus OPTI45 Insecticide Plus Fertilizer 50 lb.	1	28.002	28.00

**Total Price: \$ 3,317.86**

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.  
 Local tax may differ based on locations and local codes.



**Your Turf Products Supplier**

1672 NE 54th Ave  
Des Moines, IA 50313  
United States

**Quote**

**Date** 3/14/2023  
**Quote #** EST0000119

**Start Date**  
**End Date**  
**Terms** Net invoice  
**CSR** SP  
**Memo** Ravenna Public Schools

**Bill To**  
MISCOMA  
11937 Portal Rd Suite 113  
La Vista NE 68128  
United States

**Ship To**  
MISCOMA  
11937 Portal Rd Suite 113  
La Vista NE 68128  
United States

Description	Quantity	Units	Rate	Amount
EC 17-0-4 .17 DIMENSION, 30% EPEC, 10% AMS, 50 LB BAG	23	BG	30.75	707.25
EC 20-0-8 .067 Q3 WEED CONTROL, 25% EPEC, 50 LB BAG	25	BG	37.15	928.75
EC 15-0-5 .20 MERIT, 25% EPEC 45, 50 LB BAG	18	BG	24.15	434.70
GREENTRX 18-0-4 48% SRN, 16% S, 2% FE, 50 LB BAG	23	BG	27.60	634.80
EC 29-0-3 50% EPEC WITH PROSPECT, 50 LB BAG	16	BG	25.10	401.60

<b>Subtotal</b>	3,107.10
<b>Shipping Cost (D&amp;K Truck)</b>	0.00
<b>Total</b>	\$3,340.14

# Arrow Seed Co., Inc.

## 2023 PREMIUM 5 STEP LAWN PROGRAM



Ravenna Schools

### Step 1: 18-0-5 Turf Fertilizer + Crabgrass Control

- ✓ Barricade Herbicide for best crabgrass control available
- ✓ 0.84 lb. Nitrogen per 1,000 sq. ft.
- ✓ Prevents **crabgrass**, **sandbur**, spurge, foxtail, and other grassy & broadleaf weeds
- ✓ Apply between April 15th and May 4th

50# Bag - \$34.30 \* 788.90  
2022-23 bags

### Step 2: Milorganite 6-2-0 Organic Fertilizer

- ✓ 100% Organic
- ✓ 4% Iron creates a deep green color
- ✓ Nitrogen releases all summer long for consistent growth

50# Bag - \$15.00  
2022 - 0 bags

### Step 3: ProTurf 15-0-5 Fertilizer + Merit Insecticide

- ✓ 80% Nitrogen XCU
- ✓ 0.56 lb. Nitrogen per 1,000 sq. ft.
- ✓ Controls/prevents white grubs and billbugs
- ✓ Apply between June 21st and July 5th
- ✓ **Optional Addition to Step 3:** Super Green Adds 10% Iron & 7% Sulfur for dark-green color without surge growth

50# Bag - \$36.50 \* 657.00  
2022 18 bags Merit

50# Bag - \$34.00  
2022 0 Bags Summer Green  
23 bags

### Step 4: 16-0-9 Fertilizer + Surge

- ✓ 25% Poly-S coated slow release Nitrogen
- ✓ 0.64 lb. Nitrogen per 1,000 sq. ft.
- ✓ Broad spectrum broadleaf weed control
- ✓ Best results when applied to wet foliage
- ✓ Apply between September 10th and October 1st.

40# Bag - \$39.30 \* 982.00  
2022-25 bags

### Step 5: 32-0-6 Winterizer Fertilizer

- ✓ 30% controlled release Nitrogen for 3-4 weeks controlled release feeding
- ✓ Promotes rejuvenation and recovery from summer stress and builds a strong healthy plant for better winter survival
- ✓ Potash for improved stress tolerance
- ✓ 1.00 lb. Nitrogen per 1,000 sq. ft.
- ✓ Apply between October 12<sup>th</sup> and November 1st
- ✓ Highly effective winterizer fertilizer formulation

50# Bag - \$30.70 \* 491.00  
2022-16 bags

\* 3,701.40

Brad

On Sun, Apr 9, 2023 at 6:13 PM Rich - <rich@jacobicarpet.com> wrote:

[Quoted text hidden]

[Quoted text hidden]

---

**Rich** - <rich@jacobicarpet.com>  
To: Brad Kjar <brad.kjar@ravennabluejays.org>

Mon, Apr 10, 2023 at 8:12 AM

Okay, I will refigure my quotes. Will you be supplying the vinyl base and adhesive as well as installing it?

[Quoted text hidden]

[Quoted text hidden]

The information in this e-mail may be privileged and confidential, intended only for the use of the addressee(s) above. Any unauthorized use or disclosure of this information is prohibited. If you have received this e-mail by mistake, please delete it and immediately contact the sender.

---

**Brad Kjar** <brad.kjar@ravennabluejays.org>  
To: Rich - <rich@jacobicarpet.com>

Mon, Apr 10, 2023 at 8:32 AM

Yes. Our lead custodian will take care of the vinyl cove base, adhesive, and installation. Thank you!

Brad

[Quoted text hidden]

---

**Rich** - <rich@jacobicarpet.com>  
To: Brad Kjar <brad.kjar@ravennabluejays.org>

Mon, Apr 10, 2023 at 9:14 AM

Brad,  
Here is my revised bid. This is to supply and install carpet tile only. Floor prep hours may need to be added depending on the condition of the floors when we start.

Library and only one of the small connecting rooms; \$7,850.12  
Rooms 115 and 115 with joint closet; \$6,535.55

[Quoted text hidden]



## 4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. ~~The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only.~~ The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The ~~evaluation form will include notice that the~~ employee may respond to the evaluation in writing.

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

State law and Nebraska Department of Education (NDE) rules require certificated staff evaluations to cover personal and professional conduct, instructional performance, and classroom organization and management. Pursuant to NDE Rule 10, instructional performance and classroom organization and management are applicable to teachers only. The school district evaluates staff in other areas beyond those minimally required by law, as set by the board and administration through their evaluation instruments, which are approved by NDE.

The board is mindful of the fact that not all certificated employees share the same assigned duties, including many staff whose primary duty assignments are not the regular and continuous classroom instruction of pupils. Staff whose primary duties involve the actual instruction of pupils and management of classrooms will be evaluated in those areas noted above, as required by law and NDE rules. Other staff, such as special education and service providers, counselors, and librarians/media specialists, may not have as their primary duty the

instruction of pupils, even if they do perform some instructional functions. Pursuant to its obligations to define and inform its employees regarding its evaluation process under state law and NDE Rule 10, and to account for the need to provide quality feedback to all employees which reflects their primary and expected duties actually performed, the board For the purposes of this policy, defines the terms "actual classroom observation" and "entire instructional period" ~~are defined~~ as follows:

**Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those employees whose work primary duties do does not necessarily involve regular and continuous instruction of pupils for for 40-minute periods (e.g., librarians, media specialists, counselors, or speech therapistsspecialists), an entire instructional period consists of observing and evaluating those staff members performing their assigned duties no less than 40 minutes ~~total~~ during the semester or year covered by the evaluation. The Likewise, the entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work performing their assigned duties during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting, when the employee provides regular and continuous instruction to pupils as their primary duty. When a certificated employee does not have classroom-traditional classroom instructional obligations as a primary function of their position responsibility (e.g., administrators ~~or~~, counselors, media specialists, librarians, etc.), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical reflect the actual, primary duties of his or her position, in the location(s) where they perform those duties. For example, an administrator, media specialist, or counselor may provide some instruction (such as a principal subbing for a teacher; a counselor instructing seniors on completing a FAFSA; or a media

specialist demonstrating library skills), but their primary duties are not classroom instruction. Feedback may be provided on those limited instructional activities, but more important to the board is ensuring those employees' evaluations will help them improve their primary duties and not fractional time only when they may be instructing students.

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

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5068**  
**Extracurricular Drug Testing Program**

The Ravenna Public School district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, illegal drugs, and misused prescription drugs.

**1. Purpose of Random Drug Testing**

- a.** The school district has recognized that observed and suspected drug, alcohol, and nicotine/tobacco use and abuse has increased among the student population, including students participating in extracurricular activities.
- b.** The school district seeks to provide safe, substance-free schools.
- c.** The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and nicotine/tobacco among students.
- d.** The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e.** The school district finds that drug, alcohol, and nicotine/tobacco use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol and nicotine/tobacco.

**2. Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student and activities handbooks.

**3. Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.

**4. Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

## 5. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except students who quit during the season.

Random testing will be completed a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

**Three** students from 7th and 8th grades  
**Six** students from 9th through 12th grades

- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities

for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

**6. Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and nicotine/tobacco present in their system. For the purpose of this policy, “drugs” means:

- a.** Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b.** Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c.** Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
- d.** Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products ingested in any way, such as by use of an e-cig, vape pen, or Juul.

## **7. Testing Procedures**

**a. Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

**b. Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable. Reasonable suspicion testing may be used during school sponsored summer activities and camps.

**c. Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardian's may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost

associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

- d. Type of Test.** The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing will be confirmed via industry-recognized processes and equipment.
- e. Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. Drugs.** Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, and any prescription drug that was obtained without proper authorization.
- h. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA

shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. In the event of a positive test a split specimen will be tested at a second nationally certified laboratory from a list provided by the MRO. The school district will cover the cost associated with testing the split specimen. The student will remain eligible pending the results of the split specimen test. If the test is confirmed positive the student will begin any consequences associated with testing positive on the day the school district receives notice of the confirmed positive test.

**8. Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

**9. Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12**):

**a. First Offense**

- i. The student will be allowed to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 10 calendar days and a minimum of 1 competition. The day of the positive test result shall be the first day for counting purposes. If the activity ends prior to the 10 calendar days the consequence will carry over to the next activity.
- iii. The student shall attend drug, alcohol, and/or nicotine/tobacco counseling or educational program at the student's expense or as arranged or approved by the District Testing Coordinator.

- iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a second offense. If the student tests negative they will return to the random pool.

**b. Second Offense**

- i. The student shall be allowed to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days and a minimum of 2 competitions. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 days, the consequence will carry over to the next activity.
- iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the District Testing Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a third offense. If the student tests negative they will return to the random pool.

**c. Third Offense**

- i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one calendar year from the date of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.
- ii. The student must submit to a district administered test and test negative before returning to activities.

**d. Fourth Offense**

i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

**10. Refusal to Test.** A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

**11. Tampering.** Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

**12. Maintenance of Records.** All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

**13. Appeal.** The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

**14. Severability.** If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: May 11, 2018

Revised on: June 10, 2019

Reviewed on: June 10, 2019

**CONSENT TO PERFORM RANDOM DRUG TESTING**

Student Name(print) \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

1. We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
2. We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
3. We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
4. We understand this is binding while a student is enrolled in Ravenna Public School District.

**CONSENT TO PERFORM DRUG TESTING**

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol, and nicotine/tobacco in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Ravenna Public Schools Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **WITHDRAWAL OF STUDENT FROM ACTIVITY**

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and nicotine/tobacco screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Ravenna Public Schools.

Student's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: March 2023

Adopted: April 2023

# TEACHER'S CONTRACT

THIS CONTRACT made by and between Buffalo County School District No. 10-0069 , commonly known as Ravenna Public Schools, hereinafter referred to as the District; and \_\_\_\_\_, a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about \_\_\_\_\_ and end on or about \_\_\_\_\_, and shall consist of 182 days of service and that the Teacher hereby agrees to accept such employment at a salary of \$ \_\_\_\_\_ and under the following conditions.

**FIRST:** The salary of the Teacher shall be payable in twelve equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2023, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

**SECOND:** The teacher hereby agrees to be governed by the policies and handbooks of the Board of Education of the District and that the teaching duties to be performed by him/her under this contract shall be subject to assignment of the Superintendent of the District; and further agrees to devote full time to diligently and faithfully perform the assigned duties as Teacher to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, the Teacher may be assigned such "extra duty" assignments on an at-will basis consistent with state law and any contract or collective bargaining agreement applicable to the Teacher.

**FOURTH:** A majority of the Board members may cancel, amend, or terminate this contract during its term for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) physical or mental incapacity; (i) immorality; and (j) any conduct that interferes substantially with the teacher's continued performance of duties. Cancellation, nonrenewal, termination, or amendment under this contract shall be governed by applicable provisions of Nebraska statute

**FIFTH:** That upon ending of this contract for any lawful reason, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 182 days of service. Any, unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

**SIXTH:** There shall be no penalty for release or resignation by the Teacher from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

**SEVENTH:** This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and School Employees Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

**EIGHTH:** The Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

**NINTH:** Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

**TENTH:** Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Teacher and delivered to the Superintendent of Schools at the date and time designated, but not sooner than. Said Renewal Agreement or renewal March 15<sup>th</sup>. The failure to return a signed copy of the Renewal Agreement or renewal contract may lead to the termination or nonrenewal of the Teacher's contract.

**ELEVENTH:** Other Contract Terms:

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ Teacher

School District of Ravenna, District #69, County of Buffalo, State of Nebraska  
Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

**4059**  
**Suicide Prevention Training**

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- paraeducators
- secretarial and clerical staff

These employees must complete the online training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4060 School Vehicle Use**

### **Pupil Transportation Vehicles**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website ([www.education.ne.gov](http://www.education.ne.gov)). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

### **School Vehicles Other Than Those Transporting Students**

School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

**Driver Qualifications.** School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3<sup>rd</sup> or subsequent offense;
- If the citation or conviction occurred within the last 5 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit , reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 6 points or more under an operator’s license point system within the last 5 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

**Electronic Communication While Driving.** Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee’s duties and responsibilities, 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. 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, text messages or other visual media.

**Tobacco, Alcohol, and Controlled Substances.** The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

**Traffic Accidents, Infractions, Violations, or Citations.** School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must

report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4062 Locker Room Supervision**

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: July 13, 2020

Reviewed on: \_\_\_\_\_

Amended on: \_\_\_\_\_

## **4063**

### **Extra Duty and Extended Contract Assignments for Certificated Staff**

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

#### **Extra Duty Assignments**

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional

development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

### **Extended Contract Days**

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

#### **[OPTION 1]**

Unless otherwise directed by the administration, extended contract days shall be completed prior to the first regular duty day for teachers for the impending contract year. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

#### **[OPTION 2]**

Unless otherwise directed by the administration, extended contract days shall be completed after the last regular duty day for teachers. Teachers must document their completion of extended contract days on the form provided by

the office and submit that form to their direct supervisor at the end of each month.

**Payment for Extended Contract Days**

**[OPTION 1]**

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

**[OPTION 2]**

Payment for extended contract days will be made in the pay period following the date on which the extended contract days are completed.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**Ravenna Public Schools**  
41750 Carthage Road  
Ravenna, NE 68869  
PHONE: 308-452-3249; FAX: 308-452-3172  
WEBSITE: www.ravennabluejays.org

**APPLICATION  
FOR EMPLOYMENT**

---

---

Please type or print in ink only

---

---

Ravenna Public Schools ("School District") is an Equal Opportunity Employer. We consider applicants for all jobs without regard to race, color, sex, pregnancy, national origin, marital status, disability, religion, age (40 years of age or older), or any other legally protected status. Applicants who need a reasonable accommodation to complete this application may contact the HR Director for assistance.

---

Position Applied For

---

Date of Application

---

Last Name

---

First Name

---

Middle Initial

---

Present Address (Number and Street)

---

City

---

State

---

Zip

---

Telephone Number(s): Home (     )

---

Cell (     )

---

Email Address:

---

**CERTIFICATION OF MINIMUM EMPLOYMENT QUALIFICATIONS**

- I am a high school graduate or hold a GED
- I can understand and follow verbal directions
- I can understand and follow written directions
- I have not been convicted of a crime involving physical or sexual abuse
- I can, after being hired, verify my legal right to work in the United States

**If you have checked all the boxes above, please continue to the second page  
If any box above is unchecked, please submit the application now.**

Have you ever been employed with us before?  Yes  No

If yes, provide date(s) \_\_\_\_\_ to \_\_\_\_\_  
and Department \_\_\_\_\_

Are you under 18 years of age?  Yes  No

If you are under the age of 18, you may need to supply the School District a work permit or limit your hours to those permitted by law.

May we contact your current employer?  Yes  No

Have you ever been terminated from employment?  Yes  No

Have you ever been notified of possible cancelation, termination or non-renewal of employment?  Yes  No

*If yes, please explain the circumstances:*

Have you ever resigned to avoid being notified of possible cancellation, termination or non-renewal of your employment?

Yes  No

*If yes, please explain the circumstances:*

Have you ever had a complaint filed against you with the Professional Practices Committee of the Nebraska Department of Education?  Yes  No

*If yes, please explain the circumstances and the outcome:*

Specify days and hours for which you are available: \_\_\_\_\_

Date available to start work? \_\_\_\_\_

If the job you are applying for requires a valid driver's license, please complete the information below:

Number \_\_\_\_\_ State \_\_\_\_\_ Regular  CDL

Do you have any relatives presently employed by the School District?  Yes  No

If yes, give names, divisions and relationship: \_\_\_\_\_

Are you willing to work overtime if required?  Yes  No

Are you willing to work different shifts, if required?  Yes  No

IT IS THE POLICY OF THE SCHOOL DISTRICT TO CONDUCT A CRIMINAL HISTORY RECORD INFORMATION CHECK FOR ALL APPLICANTS AFTER THE SCHOOL DISTRICT MAKES A DETERMINATION THAT THE APPLICANT IS QUALIFIED FOR EMPLOYMENT AND PRIOR TO THE APPLICANT'S FIRST DATE OF EMPLOYMENT WITH THE SCHOOL DISTRICT. If selected as a final candidate, you will be required to disclose your criminal history or record. Convictions are not an automatic bar from employment, but will be considered as part of the totality of your suitability. You will not be required to disclose any offense for which the record has been sealed. The School District will not ask you to disclose the contents or details of any sealed records or that any sealed records exist.

### EMPLOYMENT EXPERIENCE

**Start with your current or last job and complete the information below.  
(Attach additional sheets if necessary)**

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

Summarize nature of work performed \_\_\_\_\_

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed _____			

Have you served in the United States Armed Forces?  Yes  No

If yes, please give dates of military service: From \_\_\_\_\_ To \_\_\_\_\_

Branch? \_\_\_\_\_

Summarize nature of work performed: \_\_\_\_\_

Are you claiming veterans' preference?  Yes  No

If yes, a copy of your DD Form 214 must be attached to this application. The School District shall give a preference to eligible veterans and/or their spouses as required by law. If employment is conditioned on passing an examination, Veterans who obtain passing scores on all parts or phases of the examination shall have five percent added to their passing score if a claim for such preference is made on the application. An additional five percent shall be added to the passing score of any disabled veteran.

**EDUCATIONAL BACKGROUND**  
**(Attach additional sheets if necessary)**

_____	9 _____ 10 _____ 11 _____ 12 _____	
High School Name and Location	(mark highest grade completed)	
Community College	School / Location	Course of Study
Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School	School / Location	Course of Study
Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College / University	School / Location	Course of Study

Graduated?    ____ Yes            ____ No	Degree Obtained?    ____ Yes    ____ No
<div style="display: flex; justify-content: space-between;"> <span>Seminars / Other</span> <span>Please describe</span> </div>	

**SPECIAL SKILLS**

Computer Skills (please explain your level of proficiency below):

Use the space below to summarize other relevant experience, skills, background, training and qualifications that you feel make you especially suited for work with the School District.

**REFERENCES**

**(List three individuals familiar with your work ability. Do not include relatives.)**

Name	Address (Street, City, Zip)	Phone No.	Relationship to Person
Name	Address (Street, City, Zip)	Phone No.	Relationship to Person
Name	Address (Street, City, Zip)	Phone No.	Relationship to Person

**APPLICANT'S STATEMENT**

I certify that answers given in this application are true and complete to the best of my knowledge. I understand that false, misleading or omitted information given in my application or interview(s) may result in discharge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONSENT TO PROVIDE EMPLOYMENT HISTORY  
TO PROSPECTIVE EMPLOYERS**

I, \_\_\_\_\_ (applicant), consent to any and all of my former employers to provide information regarding my employment to any prospective employer(s) who contact them.

I consent to the disclosure of the following information about me by any and all of my former employers:

1. Date and duration of employment;
2. Pay rate and wage history on the date of receipt of this consent;
3. Job description and duties;
4. The most recent written performance evaluation prepared prior to the date of the request for information and provided to me during the course of my employment;
5. Attendance information;
6. Results of drug or alcohol tests administered within one year prior to the request for information;
7. Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
8. Whether I was voluntarily or involuntarily separated from employment and the reasons for the separation; and
9. Whether I am eligible for rehire.

The consent is valid for six months from the date of my signature below.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Criminal History Disclosure and  
Acknowledgment and Authorization  
For Criminal Background Check**

**Criminal History Disclosure**

Have you been convicted of a felony or misdemeanor in the last seven years? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Convictions do not necessarily bar you from employment, but will be considered as part of the totality of your suitability. You are not obligated to disclose any offense for which the record has been sealed. The School District is not asking you to disclose the contents or details of any sealed records or that any sealed records exist.)

If yes, please explain: \_\_\_\_\_

**Acknowledgment and Authorization for Criminal Background Check**

As a condition of my candidacy for employment with the School District, I understand that the School District will conduct a criminal background check for employment purposes.

By signing this Acknowledgment and Authorization, I authorize the School District, or any other company authorized by the School District, to access such information as may be necessary to complete a criminal background check.

I release from liability all persons and entities supplying such information. I indemnify the School District, or any other company authorized by the School District, against any liability which may result from making such requests. I agree that a fax or photocopy of the Acknowledgment and Authorization with my signature will be accepted with the same authority as the original.

I believe to the best of my knowledge that all information provided below is accurate, true and correct, and that I fully understand the terms of this Acknowledgment and Authorization.

Printed Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Driver's License Number and State: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Leave Under the Family and Medical Leave Act**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Supervisor's Name)

FROM: \_\_\_\_\_  
(Employee's Name)

SUBJECT: Request for Family/Medical Leave

Effective \_\_\_\_\_, I would like to take Family and/or Medical Leave for the following reason:

- the birth of my child, or the placement of a child with me for adoption or foster care; or
- a serious health condition that makes me unable to perform the essential functions of my job; or
- a serious health condition affecting my  spouse,  child,  parent, for which I need to provide care.
- a qualifying purpose arising out of the fact that my  spouse,  child, or  parent is a Covered Servicemember

My leave will begin \_\_\_\_\_ and continue until, on, or about \_\_\_\_\_.

## CERTIFICATION OF HEALTH CARE PROVIDER

1. \_\_\_\_\_  
(Employee Name)
  
2. \_\_\_\_\_  
(Patient Name) (if different from Employee Name)
  
3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition<sup>1</sup> qualify under any of the categories described? If so, please check the applicable category.
  - Hospital Care
  - Absence Plus Treatment
  - Pregnancy
  - Chronic Conditions Requiring Treatments
  - Permanent/Long Term Conditions Requiring Supervision
  - Multiple Treatments (Non-Chronic Conditions)
  - None of the above
  
4. Describe the medical facts that support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:  
\_\_\_\_\_  
\_\_\_\_\_
  
- 5.(a) State the approximate date the condition commenced and the probable duration of the condition (also the probable duration if the patient's incapacity<sup>2</sup> is different):  
\_\_\_\_\_  
\_\_\_\_\_

---

1. The information sought by this form relates **only** to the condition for which the employee is taking FMLA leave.

2 **"Incapacity"** for purposes of the FMLA is defined as the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

- (b) Will it be necessary for the employee to take off work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below?)  yes  no

If yes, give the probable duration: \_\_\_\_\_

- (c) If the condition is a chronic condition or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity.

\_\_\_\_\_  
\_\_\_\_\_

- 6.(a) If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments.

\_\_\_\_\_  
\_\_\_\_\_

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any.

\_\_\_\_\_  
\_\_\_\_\_

- (b) If any of these treatments will be provided by another provider of health services (e.g., a physical therapist), please state the nature of the treatments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (c) If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment).

\_\_\_\_\_  
\_\_\_\_\_

- 7.(a) If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to

pregnancy or a chronic condition), is the employee unable to perform work of any kind?  yes  no

- (b) If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about essential job functions)?  yes  no

If yes, please list the essential functions that the employee is unable to perform:

---

---

- 8.(a) If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation?  yes  no

- (b) If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery?  yes  no

- (c) If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of the need for such care.

---

---

---

(Signature of Health Care Provider)

---

(Type of Practice)

---

(Address)

---

(Telephone Number)

**To be completed by the employee needing leave to care for a family member:**

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

---

---

---

---

---

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

## **Definitions for Serious Health Condition**

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

### **1. Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequence to such inpatient care.

### **2. Absence Plus Treatment**

- a. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
  - i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
  - ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

### **3. Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

### **4. Chronic Conditions Requiring Treatments**

A chronic condition which:

- a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

- b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetics, epilepsy, etc.)

**5. Permanent/Long Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision, or but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or, the terminal stages of a disease.

**6. Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).



## RESPONSE TO REQUEST FOR FAMILY AND MEDICAL LEAVE

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Employee's Name)

FROM: \_\_\_\_\_  
(Name of Employer Representative)

SUBJECT: Request for Family/Medical  
Leave

On \_\_\_\_\_(date)\_\_\_\_\_, you notified the district of your need to take family/medical leave due to:

- the birth of your child, or the placement of a child with you for adoption or foster care; or
- a serious health condition that makes you unable to perform the essential functions of your job; or
- a serious health condition affecting your  spouse,  child,  parent, for which you needed to provide care.

You notified us that you need this leave beginning on \_\_\_\_\_ and that you expect leave to continue until on or about \_\_\_\_\_.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Your health benefits must be maintained during any period of unpaid leave under the same condition as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during the FMLA leave.

This is to inform you that:

1. You are  eligible  not eligible for leave under the FMLA.
2. The requested leave  will  will not be counted against your FMLA leave entitlement.
3. You  will  will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. We  will  will not require that you substitute accrued paid leave for unpaid FMLA leave.
- 5.(a) If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: **(Set forth dates or pay period, etc. that specifically cover the agreement with the employee.)**
- (b) You have a minimum 30-day **(or, indicate longer, if applicable)** grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided, we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We  will  will not pay your share of health insurance premiums while you are on leave.
- (c) We  will  will not be required to do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave, you  will  will not be expected to reimburse us for the payments made on your behalf.
6. You  will  will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.

- 7.(a) You  are  are not a "key employee" as described in §825.218 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous injury to us.
- (b) We  have  have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous harm to us. **(Explain (a) and (b) below. See §825.219 of the FMLA Regulations).**
8. While on leave, you  will  will not be required to furnish us with periodic reports every \_\_\_\_\_ **(indicate interval of periodical reports, as appropriate for particular leave situation)** of your status and intent to return to work **(see §825.309 of the FMLA Regulations)**. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you  will  will not be required to notify us at least two work days prior to the date you intend to return to report for work.
9. You  will  will not be required to furnish recertification relating to a serious health condition. **(Explain below, if necessary, including the interval between certifications as prescribed in §825.308 of the FMLA regulations).**

## THE FAMILY AND MEDICAL LEAVE ACT OF 1993

### **Section 301(c) Notice to Employees**

1. You will be notified by the District whether your leave will be counted against your annual FMLA leave entitlement which will be based on the calendar year.
2. Your request for leave to care for your seriously-ill spouse, son, daughter or parent, or due to your own serious health condition which makes you unable to perform the functions of your position, must be supported by a certification issued by your health care provider in the case of personal illness or your family member's health care provider in the case of a family member who is ill. You must return the attached medical certification, completed by the health care provider, within 15 days prior to the date your leave will commence or as soon as practical if the leave was unforeseen.
3. If you fail to give 30 days advance notice when the need for the FMLA leave is foreseeable, the District may deny your taking FMLA leave until 30 days after the date you provide notice to the District of the need for FMLA leave.
4. If you fail to provide the requested medical certification to substantiate the need for FMLA leave due to a serious health condition within 15 days prior to the time you will commence the FMLA leave, the District may deny the FMLA leave until you submit the certificate.
5. You may substitute accrued paid leave (e.g. sick or personal leave) to cover some or all of the otherwise unpaid FMLA leave. The District may require you to substitute your paid leave for FMLA leave.
6. Any share of health plan premiums which have been paid by you prior to the FMLA leave must continue to be paid by you during your FMLA leave period. If premiums are raised or lowered, you will be required to pay the new premium rate. If the FMLA leave is substituted for paid leave, your share of premiums will be paid by the method normally used during any paid leave. If the FMLA leave is unpaid, you will be required to make the payment to the insurance carrier at the same time as it would be made if by payroll deduction or through another system voluntarily agreed to between the District and you.

7. You will be required to present a fitness-for-duty certificate to be restored to employment based on the nature of your illness or the duration of your absence. You may also be required periodically, while on FMLA leave, to report on your status and intent to report to work.
8. If you fail to provide the requested fitness-for-duty certification to return to work, the District may deny your restoration until you submit the certificate.
9. On return from FMLA leave, you are entitled to be returned to the same position you held when leave commenced, if the same position remains available; or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
10. You may be liable for payment of health insurance premiums paid by the employer during your FMLA leave if you fail to return to work after taking FMLA leave.

I have received a copy of this notice after notifying the district of my need for FMLA leave.

Employee's Name (Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **4000 Series Policies**

- 4001 -- Nondiscrimination
- 4002 -- Drug Free Workplace
- 4003 -- Drug Testing of Drivers
- 4004 -- Employment of Relatives
- 4005 -- Communication between Board and District Employees
- 4006 -- Insurance
- 4007 -- Personnel Records
- 4008 -- Outside Employment
- 4009 -- Restrictions on Employees Receiving Gratuities.
- 4010 -- Inclement Weather
- 4011 -- Family Medical and Military Leave.
- 4012 -- Staff Internet Use
- 4013 -- Grievance Policy-See "Negotiated Agreement"
- 4014 -- Employee Sex Harassment
- 4015 -- Employment of Board Members
- 4016 -- Jury Duty and Witness in Court
- 4017 -- Relations with Collective Bargaining Associations
- 4018 -- Corporal Punishment
- 4019 -- Workplace Injury Prevention and Safety Committee
- 4020 -- Ownership of Copyrighted Words
- 4021 -- [Intentionally Left Blank]

- 4022 -- Certification
- 4023 -- Professional Ethics
- 4024 -- Teachers' Rights, Responsibilities & Duties.
- 4025 -- Superintendent
- 4026 -- [Intentionally Left Blank]
- 4027 -- Part-Time Certificated Employees
- 4028 -- Substitute Teachers
- 4029 -- Salary Schedule for Certificated Employees
- 4030 -- Evaluation of Certificated Employees
- 4031 -- Evaluation of Probationary Certificated Employees
- 4032 -- Professional Growth
- 4033 -- [Intentionally Left Blank]
- 4034 -- Teacher Handbook
- 4035 -- Intentionally Left Blank Policy
- 4036 -- [Intentionally Left Blank]
- 4037 -- Reduction in Force
- 4038 -- Classified Staff Defined
- 4039 -- Employment of Classified Staff
- 4040 -- Employment Terms for Classified Staff
- 4041 -- Staff Dress and Appearance
- 4042 -- Employee Social Security Numbers
- 4043 -- Professional Boundaries Between Employees and Students

- 4044 -- Staff Election Conduct
- 4045 -- Milk Expression
- 4046 -- Internet Searches Regarding Potential Employees
- 4047 -- Implementation of Student Assistance Team Process
- 4048 -- Assessment Security
- 4049 -- This number intentionally left blank
- 4050 -- Overtime and Compensatory Time
- 4051 -- Use of Social Media by School District Employees
- 4052 -- Job References to Prospective Employers
- 4053 -- Conflict of Interest
- 4054 -- Reporting Child Abuse or Neglect
- 4055 -- [Intentionally Left Blank]
- 4056 -- Resignation of Certificated Staff
- 4057 -- Superintendent Evaluation
- 4058 -- Confidentiality in Counseling and Guidance
- 4059 -- Suicide Prevention Training
- 4060 -- School Vehicle Use

**4001**  
**[INTENTIONALLY LEFT BLANK]**

**4002**  
**Drug Free Workplace**

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

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

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

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

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4003 Drug Policy Regarding Drivers**

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

**Designated Contact.** The school district has designated Brad Kjar as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. Mr. Kjar may be contacted by phone at 308-452-3249.

This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

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

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

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

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

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

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

**Refusal to Submit to Testing.** A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing within three hours of a lawful request, consistent with the required testing protocols. The District may allow the driver to seek the assistance of a medical professional in producing a sample or specimen. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

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

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

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

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

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

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

The driver must provide a specimen or sample for post-accident testing within 8 hours of the reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

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

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 10 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

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

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified

positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

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

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

Adopted on: July 10, 2017

Revised on: July 13, 2020

Reviewed on: July 13, 2020

## **4004 Employment of Relatives, Domestic Partners and Significant Others**

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

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

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

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

board may make exceptions to this general rule. The superintendent and/or board may make exceptions to this general rule.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4005**

### **Communication Between the Board and District Employees**

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4006**  
**Insurance**

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4007**  
**Personnel Records**

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

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4008**  
**Outside Employment**

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

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
  - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
  - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
  - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
  9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, 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; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
  10. Staff may not exploit their professional relationships for personal gain.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



**4009**  
**Restrictions on Employees Receiving Gratuities**

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$50.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may not accept any gift which will impair the professional judgment of the recipient.

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4010**  
**Inclement Weather**

Unless the superintendent directs otherwise, the following personnel shall report to work when school is canceled because of inclement weather: the superintendent, principals, secretaries, and custodians/maintenance staff.

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4011 Family Medical and Military Leave**

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA") and the Nebraska Family Military Leave Act. The board intends this policy to cover all procedures the district and its employees shall follow in connection with leave under these Acts. For purposes of this policy, any reference to "leave" or "FMLA" will include leave permitted by the Nebraska Family Military Leave Act. The terms used herein shall have the meaning ascribed to them under the FMLA.

### **I. Qualifying for Leave**

#### **A. Qualified Employees**

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

**B. Qualified Circumstances Necessitating Leave**

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

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under

conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

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

**C. Limitations on Leave**

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
  - a. the aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
  - b. the aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of

this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

#### **D. Qualifying Notice and Certification**

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

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. second or third medical opinions and periodic re-certifications (at the school district's expense);
4. certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
5. certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to

care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and

6. periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

#### **E. Scheduling Leave**

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

### **II. Relationship with District During Leave**

#### **A. Leave to Be Unpaid**

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

#### **B. Substitution of Paid Leave**

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

**C. Group Health Plan Benefits**

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

**D. Intermittent or Reduced-Schedule Leave**

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

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is

equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

### **III. Return From Leave**

#### **A. Restoration to Position**

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

## **B. Denial of Restoration**

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
  - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
  - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
  - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
  - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

## **C. Failure to Return from Leave**

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA

leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

#### **IV. Notice to Employees**

- A. The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B. When an employee provides notice of the need for FMLA leave, the school district shall provide the employee with a copy of the "section 301(c) notice" which is attached to this policy.
- C. To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- D. Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4012 Staff Internet and Computer Use**

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

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

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

#### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

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

## **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

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

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

## **III. Enforcement**

### **A. Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic

communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

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

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

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

#### **IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4014 Employment-Related Sexual Harassment**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication

using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4015**  
**Prohibition Against Employment of Board Members**

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4016**  
**Jury Duty/Service as Witness in Court**

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4017**

### **Relations with Employee Collective Bargaining Associations**

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4018**  
**Corporal Punishment**

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4019 Workplace Injury Prevention and Safety Committee**

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee of the district should show concern for the safety of fellow employees, students, and members of the public. The district shall have a workplace injury prevention and safety committee as required by Nebraska law. A maintenance custodian, teacher elected by the staff, and superintendent or designee shall be members of the committee.

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

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

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

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

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

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

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

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

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

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

Adopted on: July 10, 2017  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_  
Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**4020**  
**Ownership of Copyrighted Works**

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4021**  
**[Intentionally Left Blank]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4022**  
**Certification and Endorsements**

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4023**  
**Professional Ethics**

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4024**

### **Teachers' Rights, Responsibilities and Duties**

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

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4025 Superintendent**

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board, and shall include the following:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;

- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Schedules the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board;
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects;

- Prepares and submits to the Board for approval the curriculum to be offered in the schools of the district;
- Provides the staff with a continuous appraisal of all policies originating with the board of education;
- Assumes responsibility for insurance programs, methods of handling money, telephone service, student transportation, cafeteria, and fire protection;
- Prepares a plan for the use, maintenance, rehabilitation, and construction of buildings;
- Supervises or causes to be supervised, all repairs to buildings authorized by the board and of the maintenance of the land and buildings of the district;
- Assumes responsibility for special county, state, and federal programs and signs all necessary forms for these programs;
- Performs other duties as may be assigned by the board.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4026**  
**[INTENTIONALLY LEFT BLANK]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4027 Part-Time Certified Employees**

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

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

**Salary.** The salary, benefits and leave entitlement of a part-time teacher shall be determined by reference to the negotiated agreement between the district and the teacher's association.<sup>1</sup> The percentage of time a part-time teacher is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

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

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

---

The salary, benefits and leave entitlement of a part-time teacher shall be determined by multiplying the percentage of time the individual works by his or her placement on the full-time salary schedule contained in each academic year's negotiated agreement.

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4028**  
**Substitute Teachers**

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4029**

### **Salary Schedule for Certificated Employees**

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association. This policy is intended to supplement the terms and conditions contained in the collective bargaining agreement. If there is any conflict between the terms of this policy and the collective bargaining agreement, the terms of this policy shall control.

**Horizontal Advancement.** Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to June 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 1<sup>st</sup> for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1<sup>st</sup>, the teacher must provide the superintendent with written confirmation by September 1<sup>st</sup> from a college official attesting that the teacher has satisfactorily completed the courses.

**Movement Past the BA Column.** To receive credit in horizontal steps beyond BA+9 step in the salary schedule for teachers, the teacher must show that the additional hours would lead to a Masters Degree. This can be shown by presenting a copy of an Official Program of Study supplied by the University or College. An outline of courses as described in a college bulletin will be sufficient.

**Movement Past the MA Column.** To be placed on the MA18 or MA9 level a teacher must meet the following conditions:

- a. eligible for MA
- b. additional hours be of graduate level
- c. additional hours to be in teaching field or lead to an additional endorsement. Endorsement must be approved by the superintendent of schools. The additional endorsement must be of some teaching value to the Ravenna Schools.

A complete transcript shall be placed on file in the school administrator's office by September 1<sup>st</sup>, of the contract year.

**Superintendent's Review.** The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of

college courses, and shall report all changes to the board of education annually.

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4030 Evaluation of Certificated Employees**

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

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

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

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

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4031**  
**Evaluation of Probationary Certified Employees**

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

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

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

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4032**  
**Professional Growth**

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.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

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

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4033**  
**[Intentionally Left Blank]**

**4034**  
**Staff Handbook**

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4035**  
**[Intentionally Left Blank]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

# *Ravenna Public Schools*

## *Return to School Plan 2022-23*

**UPDATED 7/8/2022**

### **RAVENNA PUBLIC SCHOOLS Mission Statement:**

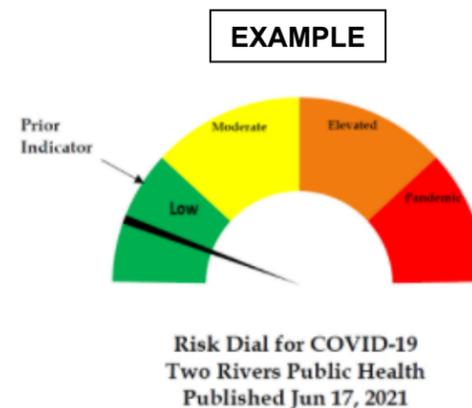
*Preparing students today to succeed tomorrow: Family-Community-Schools*

*Ravenna Public Schools intends to be prepared to meet the health and safety needs of its students and staff during the 2022-23 school year, in light of the COVID-19 pandemic. This framework is structured to allow the district to be responsive to the current health climate and to articulate expectations for students, staff, and parents, amid changing school and community health conditions. The tiered structure of this framework coincides with the “Risk Dial for COVID-19” from the Two Rivers Health Department. This framework may be adjusted, as needed, to meet the needs of students, staff, and parents of Ravenna Public Schools.*

*Ravenna Public Schools recommends that all students and staff follow the C.D.C. guidance for COVID-19 prevention in K-12 Schools.*

The risk dial illustration below is only an example. For the current risk dial, please visit our website [www.ravennabluejays.org](http://www.ravennabluejays.org) or Two Rivers Public Health Department [www.trphd.org](http://www.trphd.org).

### **Risk Dial Zones**



### **Description & Rationale for Use of Risk Dial Zones:**

Two Rivers Health Department provides a Covid-19 “Risk Dial” for the geographic area it serves, which informs the public about the activity level of COVID-19 virus in its service area and the area medical services’ ability to respond to current demands. This “risk dial” will serve as a barometer for the school’s operational response to the virus. Ravenna Public Schools administration will use the “risk dial” in conjunction with the school’s monitoring of the virus activity within the school to determine which “risk dial operational zone” the school may operate in. The current “risk dial operational zone” will be clearly communicated to students, staff, and parents through the school’s website and through the school’s messaging system, along with specific guidance based on the school’s current operational zone when necessary. By fostering collaboration between the Two Rivers Health Department, the school’s nurse, and the school’s administration to closely monitor current health conditions relevant to the COVID-19 virus, the administration will be able to assess the safest and most non-restrictive educational environment for students, staff, and parents at Ravenna Public Schools and make a final decision on the operational zone for Ravenna Public Schools.

At this time Ravenna Public Schools plans to start school in the Green Operational Zone.

Risk Zone Indicators					
Green--DHM Phase IV--Low Risk		Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic	
<ul style="list-style-type: none"> <li>No Directed Health Measures that limit the school building capacity</li> <li>A vaccine for the virus is available</li> <li>Masks are not required. Per CDC guidance they are recommended for unvaccinated.</li> </ul>		<ul style="list-style-type: none"> <li>Limited confirmed case(s) in the immediate geographic area (Buffalo County) or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> <li>Masks are not required. Per CDC guidance they are recommended for unvaccinated.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed and increasing case(s) and transmission in the immediate geographic area (Buffalo County) and within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures which limit building capacity</li> <li>Governor or Commissioner of Education Guidance</li> <li>Masks are required</li> </ul>	<ul style="list-style-type: none"> <li>Widespread confirmed case(s) and transmission in the immediate geographic area (Buffalo County) or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	
Risk Zone Procedures					
Green--DHM Phase IV--Low Risk		Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic	
<b>School/Academic Plan</b>	<ul style="list-style-type: none"> <li>School conducted as normal</li> <li>School open</li> </ul>	<ul style="list-style-type: none"> <li>Increased social distancing</li> <li>School open</li> </ul>	<ul style="list-style-type: none"> <li>Limited student contact</li> <li>Possible alternate learning schedule</li> </ul>	<ul style="list-style-type: none"> <li>School buildings closed</li> <li>Remote learning for PK-12 students</li> </ul>	
<b>Self-Screening &amp; Temperature Checks</b>	<p>All students and staff are encouraged to perform “self-screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home:</p> <ul style="list-style-type: none"> <li>Flu-like or COVID-like symptoms</li> <li>Temperature of 100.4 or greater</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline)</li> </ul> <p>Students and staff with a temperature is 100.4 or greater will need to be fever free without the assistance of medication for 24 hours before returning to school.</p>	<p>All students and staff should perform “self-screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home:</p> <ul style="list-style-type: none"> <li>Flu-like or COVID-like symptoms</li> <li>Temperature of 100.4 or greater</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline)</li> </ul> <p>Students and staff with a temperature is 100.4 or greater will need to be fever free without the assistance of medication for 24 hours before returning to school.</p> <p>Staff Temperature Check:</p>	<p>All students and staff should perform “self-screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home:</p> <ul style="list-style-type: none"> <li>Flu-like or COVID-like symptoms</li> <li>Temperature of 100.4 or greater</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline)</li> </ul> <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> <li>Students with a temperature of 100.4 or greater will be required to stay home 24 hours and be fever free, without medication, before returning to school.</li> </ul>	<ul style="list-style-type: none"> <li>Daily temperature checks are required for all essential personnel upon entry into the building.</li> </ul>	

	<p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>Staff are expected to take their own temperature every morning and perform a “self-screening.”</li> </ul> <p>All students or staff who have a temperature of 100.4 or greater while at school will be sent to the school nurse and be required to be fever free without the assistance of medication for 24 hours before returning to school.</p> <p>A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.</p>	<ul style="list-style-type: none"> <li>Staff will take their own temperature every morning and perform a “self-screening.”</li> </ul> <p>All students or staff who have a temperature of 100.4 or greater while at school will be sent to the school nurse and be required to be fever free without the assistance of medication for 24 hours before returning to school.</p> <p>A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.</p>	<ul style="list-style-type: none"> <li>Temperatures for tardy students will be taken in the office prior to going to class. <ul style="list-style-type: none"> <li>Temperature checks in classroom indicating a temperature of 100.4 or greater will be verified by the school nurse through a second temperature check by the school nurse before sending a student home.</li> </ul> </li> <li>Temperatures will be taken in the morning upon arrival and prior to the start of the school day and again before lunch, while in the lunch line. Elementary classes that have PE immediately before lunch will have their temperatures taken prior to PE. Temperatures will not be taken immediately after recess (preK-6) or open gym (7-12) to minimize false elevated temperature readings due to physical activity.</li> </ul> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>Staff will take their own temperature every morning and again at lunch.</li> </ul> <p>A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.</p>	
<b>Custodial</b>	<ul style="list-style-type: none"> <li>Daily routine cleaning procedures of student attendance centers</li> <li>Routine infectious disease protocol <ul style="list-style-type: none"> <li>Staff will comply with State and/or local health department requirements and CDC cleaning and disinfecting protocols</li> <li>Staff will follow manufacturer’s instructions regarding the use and maintenance of equipment &amp; use &amp; storage of chemicals for cleaning &amp; sanitizing.</li> </ul> </li> <li>Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.</li> <li>HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.</li> <li>Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.</li> <li>Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.</li> </ul>	<ul style="list-style-type: none"> <li>Continue Level I cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas.</li> <li>School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting.</li> <li>Head of Maintenance and superintendent will determine routine cleaning schedules at each building and will modify cleaning schedules and work assignments of custodial staff to meet any heightened disinfection needs.</li> <li>Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.</li> <li>HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.</li> <li>Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.</li> <li>Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.</li> </ul>	<ul style="list-style-type: none"> <li>Continue Level I &amp; Level II cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas.</li> <li>School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting.</li> <li>Head of Maintenance and superintendent will determine routine cleaning schedules at each building and will modify cleaning schedules and work assignments of custodial staff to meet any heightened disinfection needs.</li> <li>Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.</li> <li>HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.</li> <li>Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.</li> <li>Windows of classrooms will be open whenever possible, to allow as much fresh air as possible</li> </ul>	<ul style="list-style-type: none"> <li>The school will be secured and no unauthorized or essential personnel will be allowed to enter the school.</li> <li>Cleaning of buildings <ul style="list-style-type: none"> <li>The school will be cleaned as directed by the Health Department, with heightened disinfecting and cleaning performed.</li> <li>Superintendent will determine staffing assignments and/or required procedure modifications.</li> </ul> </li> </ul>

			<p>to circulate through the room.</p> <ul style="list-style-type: none"> <li>● Closing affected buildings <ul style="list-style-type: none"> <li>○ Superintendent will shut down and secure affected building(s) for deep cleaning and disinfecting. Building access prohibited by all user will be closed until the area is cleaned and disinfected.</li> <li>○ Superintendent will coordinate and communicate with staff, students, and parents regarding reopening procedures for affected areas, after consultation with Two Rivers Health Department.</li> </ul> </li> </ul>	
<b>Lunch and Breakfast</b>	<ul style="list-style-type: none"> <li>● Breakfast and lunch served in the cafeteria.</li> <li>● Social distancing spacing will be encouraged in the lunch line.</li> <li>● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad.</li> <li>● All students will wash hands or use hand sanitizers before getting in the lunch line.</li> <li>● All kitchen staff will adhere to all recommended safety measures while serving meals</li> </ul>	<ul style="list-style-type: none"> <li>● Breakfast/Lunch in cafeteria, provided adequate social distancing can be provided. If more space is required, high school gym space will be used.</li> <li>● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad.</li> <li>● All students will wash hands or use hand sanitizers before getting in the lunch line.</li> <li>● Extra sanitation procedures will be used.</li> <li>● Some food items may be limited.</li> <li>● All kitchen staff will wear gloves and face coverings while serving meals</li> </ul>	<ul style="list-style-type: none"> <li>● “Grab &amp; Go” breakfast and lunch will be eaten in the classroom.</li> <li>● Social distancing “X’s” on the floor to provide for adequate social distancing spacing in the lunch line.</li> <li>● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad.</li> <li>● All students will wash hands or use hand sanitizers before getting in the lunch line.</li> <li>● Extra sanitation procedures will be used in the kitchen and meal preparation area.</li> <li>● Some food items may be limited to ease preparation time and to ensure meal items are easily consumed in a classroom setting. “Grab &amp; Go Breakfast,” sack/boxed lunches may be used.</li> <li>● All kitchen staff will wear gloves and face coverings while serving meals</li> <li>● Parents will not be allowed to eat lunch with students.</li> <li>● Microwaves will not be available for student use in the lunchroom.</li> <li>● Vending machines will not be operational.</li> </ul>	<ul style="list-style-type: none"> <li>● Meals will be provided during any long-term school closure.</li> <li>● Meals will be delivered to families by placing meals in a cooler located outside the residence of all students who choose to participate in the meal delivery program.</li> <li>● Student accounts will be charged for the meals that are delivered, unless assistance is provided through the school meals program to allow for free meals during the closure.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>● Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry to the playground area.</li> </ul>	<ul style="list-style-type: none"> <li>● Schedules will be modified to ensure adequate spacing on the playground at one time.</li> <li>● Cleaning and sanitizing of playground equipment may be completed daily.</li> <li>● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group.</li> </ul>	<ul style="list-style-type: none"> <li>● Elementary will implement recess zones for assigned students to support physical distancing.</li> <li>● Schedules will be modified to ensure adequate spacing on the playground at one time.</li> <li>● Cleaning and sanitizing of playground equipment will be completed daily.</li> <li>● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group.</li> <li>● No entry into the Gaga Ball Pit.</li> </ul>	<ul style="list-style-type: none"> <li>● The playground is closed.</li> </ul>
<b>PK-12 Field Trips</b>	<ul style="list-style-type: none"> <li>● Regular field trip opportunities can be scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>● No off-site field trips.</li> </ul>	<ul style="list-style-type: none"> <li>● No field trips will be available.</li> </ul>	
<b>Specials</b>	<ul style="list-style-type: none"> <li>● Students transition to music, art, PE, and media as normal.</li> </ul>	<ul style="list-style-type: none"> <li>● Specialists teachers transition to classrooms to provide instruction, as feasible. If teachers transitioning is not possible, student transitions to</li> </ul>	<ul style="list-style-type: none"> <li>● All specialist teachers transition to classrooms.</li> </ul>	

		music, art, PE and media will be allowed.		
<b>Handwashing/Hand Sanitizer</b>	<ul style="list-style-type: none"> <li>PK-6 teachers schedule handwashing and use of hand sanitizer.</li> <li>7-12 hand washing is encouraged and hand sanitizer available in all classrooms and commons areas.</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day.</li> <li>7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day.</li> <li>7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.</li> </ul>	
<b>Hallways</b>	<ul style="list-style-type: none"> <li>PK-6 students transition normally with staff support</li> <li>7-12--Regular transitions with encouraged social distancing in hallway areas.</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 students transition normally and specialists come to classrooms, whenever feasible. When it is not feasible for teachers to come to classroom, students are allowed to transition to specialist teachers' classrooms.</li> <li>7-12--Scheduled transitions through the hallways using a "one-way traffic pattern".</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 students transition and all specialists come to classrooms.</li> <li>PK-12 students may be in isolated classrooms with only limited and scheduled hallway access.</li> </ul>	
<b>Lockers</b>	<ul style="list-style-type: none"> <li>Lockers will be used as normal</li> </ul>	<ul style="list-style-type: none"> <li>7-12 students will have limited and staggered use of lockers, in conjunction with scheduled transitions during class period breaks.</li> </ul>	<ul style="list-style-type: none"> <li>7-12 students will implement a limited and staggered use of lockers.</li> </ul>	
<b>Beginning of the day staff</b>	<p>PK-6</p> <ul style="list-style-type: none"> <li>Teachers should be outside their room and ready to receive students by 7:50 AM.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students in the building prior to 7:40 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell.</li> <li>Students who are dropped off or arrive with a ride before 8:00 should report to their 1st period classroom or the cafeteria until the start of school</li> <li>When the 8:00 bell rings, all students will report to their 1<sup>st</sup> period classroom.</li> <li>Teachers should be outside rooms and ready to receive students by 7:50 AM.</li> </ul>	<p>PK-6</p> <ul style="list-style-type: none"> <li>Teachers should be outside their room and ready to receive students by 7:50 AM.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Teachers should be outside rooms and ready to receive students by 7:50 AM.</li> <li>Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell.</li> <li>Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves.</li> <li>When the 8:00 bell rings, all students will report to their 1<sup>st</sup> period classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will report based on the instructional schedule created and direction provided by the administration.</li> </ul> <p>PK-6</p> <ul style="list-style-type: none"> <li>Students must wear a mask to enter the building.</li> <li>Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM.</li> <li>Students will enter the building, wearing a mask, when the doors open at 7:50 and report outside the door of their classroom, while wearing a mask, for temperature checks.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students must wear a mask to enter the building.</li> <li>Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM.</li> <li>Students will enter the building, wearing a mask, when the doors open at 7:50 and report outside the door of their classroom for temperature checks.</li> <li>Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell.</li> <li>Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves.</li> <li>When the 8:00 bell rings, all students will report to their 1<sup>st</sup> period classroom for temperature checks.</li> </ul>	
<b>Beginning of the day</b>	PK--6 <sup>th</sup> Grade	PK--6	<ul style="list-style-type: none"> <li>Students will report based on the instructional</li> </ul>	

<p><b>students</b></p>	<ul style="list-style-type: none"> <li>Students will enter the building when doors open at 7:40 and report to the cafeteria or gym social distancing is encouraged</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students will enter the building when the doors open at 7:40 and report to their first period classroom or cafeteria until the bell rings for 1<sup>st</sup> period class</li> </ul>	<ul style="list-style-type: none"> <li>Students may be required to wear a mask to enter the building.</li> <li>Students will enter the building when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students may be required to wear a mask to enter the building.</li> <li>Students in the building prior to 7:50 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell</li> <li>Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distancing themselves.</li> <li>When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1<sup>st</sup> period classroom</li> </ul>	<p>schedule created and direction provided by the administration.</p> <ul style="list-style-type: none"> <li>Students must wear a mask to enter the building.</li> </ul> <p>PK--6</p> <ul style="list-style-type: none"> <li>Students will enter the building, while wearing a mask, when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students will enter the building, while wearing a mask, when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks.</li> <li>Students in the building prior to 7:50 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell</li> <li>Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distancing themselves.</li> <li>When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1<sup>st</sup> period classroom for temperature checks.</li> </ul>	
<p><b>End of the day</b></p>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher.</li> <li>Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.</li> </ul>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher.</li> <li>Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.</li> </ul>	<ul style="list-style-type: none"> <li>Dismissal from classrooms will be conducted in 10-minute time frame to allow for adequate social distancing.</li> <li>All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher.</li> <li>Parents are required to wait in their cars and not enter the building to pick up their students when possible.</li> </ul>	
<p><b>Building Access</b></p>	<ul style="list-style-type: none"> <li>Visitors that enter the building must report to the office and to sign into the building.</li> <li>Ravenna Public Schools will not require a mask</li> <li>Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors.</li> <li>Parents will be allowed to eat lunch with students</li> </ul>	<ul style="list-style-type: none"> <li>Parents and visitors to the school must be regularly scheduled and check into the school office upon arrival.</li> <li>Masks may be required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged.</li> <li>Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged.</li> </ul>	<ul style="list-style-type: none"> <li>No campus access available beyond required personnel.</li> </ul>
<p><b>Facemasks</b></p>	<ul style="list-style-type: none"> <li>Facemask will not be required, but may be worn</li> </ul>	<ul style="list-style-type: none"> <li>Facemasks and/or shields may be provided and may be required to be used by staff and students on</li> </ul>	<ul style="list-style-type: none"> <li>Students and staff must wear a mask to enter the building for temperature screening upon</li> </ul>	<ul style="list-style-type: none"> <li>Facemasks will be worn by all who enter the building.</li> </ul>

		<p>school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible.</p> <ul style="list-style-type: none"> <li>Teachers may use professional judgment and remove facemasks when necessary for instruction and are encouraged to maintain a distance of 6 ft. or more when the facemask is removed.</li> <li>Facemasks for symptomatic individuals (coughing, fever, congestion, runny nose) are required, unless a doctor's note is provided indicating the symptoms are due to some other medical condition.</li> <li>Facemasks may be required to be worn by NSAA Activity Participants, while they are not competing in the event (sitting the bench, waiting to perform), as per NSAA Guidelines.</li> </ul>	<p>morning arrival.</p> <ul style="list-style-type: none"> <li>Facemasks and/or face shields provided and required to be worn by all staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible.</li> <li>Teachers may use professional judgment and remove facemasks when necessary for instruction and are encouraged to maintain a distance of 6 ft. or more when the facemask is removed.</li> <li>Anyone who has difficulty breathing, is unable to remove their own facemask without assistance, or incapacitated in any manner should not wear a facemask.</li> <li>Facemasks are required to be worn by NSAA Activity Participants, while they are not competing in the event (sitting the bench, waiting to perform), as per NSAA Guidelines.</li> </ul>	
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Regularly scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled restroom breaks for elementary students are conducted, with a limited number of students using the bathroom at a time and with proper handwashing and hand sanitizer use.</li> <li>Restroom use during passing periods in grades 7-12 is discouraged.</li> <li>7-12 students are encouraged to use the restroom with permission from their classroom teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Restroom use is prohibited during passing periods, except in case of an emergency or as a medical requirement.</li> </ul>	
<b>Water Fountains/Bottle Fillers</b>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> <li>Increased sanitation of water foundation is performed by custodial staff.</li> </ul>	<ul style="list-style-type: none"> <li>The water fountain is closed for casual use and students are required to use personal water bottles or disposable cups.</li> <li>Increased sanitation of water foundation is performed by custodial staff.</li> <li>Scheduled refills of student water bottles are scheduled to provide for sanitation and social spacing during refilling.</li> </ul>	
<b>Classroom Seating/Materials Usage/Sanitization</b>	<ul style="list-style-type: none"> <li>Regular classroom/teacher preferred arrangement is used.</li> <li>Social distancing will be utilized in seating arrangement, when possible.</li> <li>Regular classroom supply usage.</li> <li>Regular classroom cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Desks separated as much as is feasible</li> <li>Row seating</li> <li>All desks facing in the same direction towards the front of the classroom.</li> <li>Require student individual supplies and avoid shared use of classroom materials by students whenever possible.</li> <li>Minimize furniture and center items.</li> <li>For K-12, where tables are utilized, space students as far apart as possible.</li> <li>Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible.</li> <li>PE and other "common use" equipment is cleaned between classes.</li> <li>Contaminated materials will be isolated for</li> </ul>	<ul style="list-style-type: none"> <li>Students will be limited to specific classrooms.</li> <li>Locations in the building as determined and outlined in the alternate instruction schedule.</li> <li>Increased sanitization measures.</li> <li>Desks will be spaced at least 6 ft. apart.</li> <li>Students individual learning supplies will be kept separate from each other and classroom supplies should not be shared among students.</li> <li>Only items essential for learning may be brought into the school building.</li> <li>Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible.</li> <li>Assemblies of 25 or more students are not permitted. Assemblies of 25 or fewer students are permitted provided facemasks are worn.</li> </ul>	

		<p>cleaning each day.</p> <ul style="list-style-type: none"> <li>Assemblies of 50 or more students are not permitted.</li> </ul>		
<b>Transportation</b>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>Parents are encouraged perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child's temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be allowed on the bus.</li> <li>Students are encouraged to use hand sanitizer upon entering the bus.</li> <li>Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent.</li> <li>Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin.</li> <li>Transportation fleet vehicles should be aired out and disinfected daily.</li> <li>Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.</li> </ul>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child's temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be allowed on the bus.</li> <li>Students are encouraged to use hand sanitizer upon entering the bus.</li> <li>Facemasks may be required to ride in all school district vehicles.</li> <li>Students ride in assigned seats to provide maximum social distancing.</li> <li>Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent.</li> <li>If 6 ft. of social distancing is not possible on a bus or van, students may be required to wear masks while in transit.</li> <li>Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin.</li> <li>Transportation fleet vehicles should be aired out and disinfected daily.</li> <li>Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.</li> <li>Drivers wear face masks.</li> </ul>	<ul style="list-style-type: none"> <li>Parents who are able to transport their children to and from school will be encourage to do so.</li> <li>Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child's temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be allowed on the bus.</li> <li>Temperature checks are performed by drivers for all riders, prior to getting on the bus. If the child's temperature is 100.4 or greater, they will not be allowed on the bus.</li> <li>Facemasks are required to ride in all school district vehicles.</li> <li>Students are encouraged to use hand sanitizer upon entering the bus.</li> <li>Students ride in assigned seats to provide maximum social distancing, preferably 6 ft. or greater.</li> <li>Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent.</li> <li>Bus routes, such as the "Town Route" may be broken up into smaller groupings sizes to allow for greater social distancing.</li> <li>Routes may be adjusted to reflect any modified learning schedule implemented by the school.</li> <li>Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin.</li> <li>Transportation fleet vehicles should be aired out and disinfected after each route.</li> <li>Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.</li> <li>Drivers wear face masks.</li> </ul>	<ul style="list-style-type: none"> <li>All district transportation is suspended.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all 1st-12 students, as needed, and at the discretion of the classroom teacher and building principal.</li> </ul>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all K-12 students, as needed, and at the discretion of the classroom teacher and building principal.</li> <li>Devices will be cleaned daily according to tech department guidance.</li> </ul>	<ul style="list-style-type: none"> <li>1-to-1 devices sent home daily 1st-12.</li> <li>Devices will be cleaned daily according to tech department guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Chromebooks are used to complete online/remote learning.</li> </ul>
<b>7-12 Activities</b>	<ul style="list-style-type: none"> <li>Activities and Athletics will be conducted in accordance with NSAA guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.</li> <li>Masks may be required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining</li> </ul>	<ul style="list-style-type: none"> <li>Cancellations and postponements of activities and athletics are possible. Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.</li> <li>Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can</li> </ul>	<ul style="list-style-type: none"> <li>Cancellations and postponements of activities and athletics are likely. Any activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.</li> </ul>

		social distancing at all events at all times is encouraged.	socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged. <ul style="list-style-type: none"> <li>Some Ravenna Public Schools events may require masks and seating may be limited depending upon the current district health measure. When limiting seating is used, family members of students participating in the event will have priority over others.</li> </ul>	
<b>Student Attendance</b>	<ul style="list-style-type: none"> <li>All students in grades PK-12 will attend school in person.</li> <li>Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom, Google Classroom, and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).</li> </ul>	<ul style="list-style-type: none"> <li>All students in grades PK-12 will attend school in person.</li> <li>Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).</li> </ul>	<ul style="list-style-type: none"> <li>If district health measures (DHM's) allow for regular occupancy of the school, all students in grades K-12 will attend school in person Monday-Friday.</li> <li>If district health measures (DHM's) require limited occupancy of classrooms spaces (50% or less), students will attend school on an A/B Schedule grouped by household on an "every other day basis." Group A will attend on Monday and Wednesday. Group B will attend on Tuesday and Thursday. Both Group A and Group B will engage in remote learning on Friday, through Zoom and Google Classroom.</li> <li>Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and Goggle Classroom. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).</li> </ul>	<ul style="list-style-type: none"> <li>Students will not be permitted on campus and remote learning will be provided by the school following the regular school calendar.</li> </ul>
<b>Special Education/504</b>	<ul style="list-style-type: none"> <li>Students will be served as per their IEP/504 Plan.</li> <li>Revisit the IEP/504 with the team before or early in the school year to discuss, whether or not there are underlying student medical conditions that make school attendance impractical or undesirable to parents, should there be an increase in active virus transmission.</li> </ul>	<ul style="list-style-type: none"> <li>Revisit the IEP/504 with the team before or early in the school year to discuss, whether or not there are underlying student medical conditions that make school attendance impractical or undesirable to parents, should there be an increase in active virus transmission.</li> <li>At the IEP/504 team meeting, ask "Have the student's needs changed based on the lack of in-person instruction during the 4<sup>th</sup> quarter of the 2019-20 school year?" If the answer is "yes," bring the team together to determine how services can be modified to meet the student's need.</li> <li>If the answer is "no," carry out services to support goals.</li> <li>At the IEP/504 team meeting, develop contingency plans for support services in the event of a modified instruction schedule or school closure, due to a potential future increase in transmission of the virus.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss whether or not continued attendance under the selected alternate learning schedule is feasible for the student, given any underlying health concerns.</li> <li>If school attendance is not possible or desirable, as it may pose a substantial health risk to the student, conduct an IEP, change the student's placement, and coordinate delivery of services through the IEP process.</li> <li>If school attendance is possible during elevated transmission of the virus, discuss with the IEP/504 team any additional supports or modifications that need to be made to the students plan during the time that the school is engaged in an alternate learning schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Students will not be allowed on school grounds.</li> <li>Prior written notice will need to be provided to students' parents.</li> <li>IEP Team Meetings will need to be held to discuss services during an extended school closure.</li> </ul>
<b>Mental &amp;</b>	<ul style="list-style-type: none"> <li>Continue universal supports offered to all</li> </ul>	<ul style="list-style-type: none"> <li>Continue universal supports offered to all students</li> </ul>	<ul style="list-style-type: none"> <li>Continue universal supports offered to all</li> </ul>	<ul style="list-style-type: none"> <li>Continue to reach out to students through</li> </ul>

<b>Social/Emotional Health</b>	<p>students through the school-wide MTSS Model</p> <ul style="list-style-type: none"> <li>● Increase staff awareness regarding the need to support the mental and social/emotional needs of students as they return to school.</li> </ul>	<p>through the school-wide MTSS Model</p> <ul style="list-style-type: none"> <li>● Designate a mental health liaison, who will work with the school and mental health providers to ensure students' mental health needs are being addressed.</li> <li>● Provide staff re-fresher on trauma informed care early in the year, perhaps during pre-service or the first professional development day after the start of the school year.</li> <li>● Conduct universal screener of students as early in the year as possible, to help identify potential students in need of assistance.</li> <li>● Provide staff self-care and resiliency strategies to staff.</li> <li>● Encourage staff to use Wholeness Healing Center of Grand Island, NE, if they are experiencing a need for emotional or psychological support.</li> </ul>	<p>students through the school-wide MTSS Model</p> <ul style="list-style-type: none"> <li>● Use Access at the secondary level and counseling time at the elementary level to teach students resiliency and coping strategies.</li> </ul>	<p>digital media to remind them that if they are struggling socially, emotionally, or psychologically, that the school can provide them with support.</p> <ul style="list-style-type: none"> <li>● If school is closed, assign staff to check in on them once every week through email or by phone.</li> </ul>
<b>Staff Attendance</b>	<ul style="list-style-type: none"> <li>● All staff will report as normal.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will report as directed.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will report as directed.</li> <li>● Teachers may be asked to teach remotely from home.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will report as directed and provide remote instruction.</li> <li>● Staff may be asked to teach remotely from home while providing instruction.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Signage will be posted on all fleet vehicles, school entryways, and in conspicuous areas throughout the building indicating the common symptoms of COVID-19 and the steps to take when these symptoms are present.</li> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● Updates will be sent out by school district administration via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Signage will be posted on all fleet vehicles, school entryways, and in conspicuous areas throughout the building indicating the common symptoms of COVID-19 and the steps to take when these symptoms are present.</li> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff.</li> <li>● Parents, students, and staff will be notified via the school's messaging system, whenever there is a confirmed case of the virus in the school.</li> <li>● Any short-term closures, long-term closures, or adjustments to the learning schedule, due to the virus, will be communicated to students, staff, and parents by the principals via the school's messaging system.</li> </ul>	<ul style="list-style-type: none"> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff.</li> <li>● Parents, students, and staff will be notified via the school's messaging system, whenever there is a confirmed case of the virus in the school.</li> <li>● Any short-term closures, long-term closures, or adjustments to the learning schedule, due to the virus, will be communicated to students, staff, and parents by the principals via the school's messaging system.</li> </ul>	<ul style="list-style-type: none"> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff.</li> <li>● District PSA's will be provided to parents, students, and staff via the school's messaging system.</li> <li>● Principals will continue to conduct weekly staff meetings via Zoom.</li> </ul>

## Potential Scenarios & Potential Responses to Elevated Risk Levels

*Ravenna Public Schools recognizes that while it is best practice to have responses planned and to be prepared for a wide range of scenarios, individual health situations are unique and private information. Ravenna Public Schools will work with the staff, students, and families to develop the best possible response to the scenarios that actually occur and reserves the right to act in the best interest of the health of all students and staff of Ravenna Public Schools.*

1 or more <i>confirmed case(s)</i> if COVID-19 in the school of a student or staff member.	<ul style="list-style-type: none"> <li>• The school may consult with the health department for guidance on operational procedures.</li> <li>• A more restrictive learning environment will be implemented, which <i>may</i> include elevating the “risk dial operational zone,” a short-term, or a long-term school closure.</li> <li>• The school district will communicate the situation with students, staff, and parents through the school’s messaging system.</li> <li>• The school nurse will provide guidance to the administration on both the closure and reopening of the school, if the school is closed.</li> <li>• The sanitization plan will be executed by the head of maintenance to sanitize and disinfect the school.</li> <li>• The school will immediately implement a remote learning plan for all grades PK-12, if the building is closed for a short-term or long-term school closure.</li> <li>• Reopening communications will be provided to students, staff, and parents through the school’s messaging system.</li> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• Quarantined teachers will teach virtually from home with a substitute in the classroom, unless the staff member is unable to do so due to illness.</li> <li>• If the quarantined teacher is unable to virtually teach, due to a confirmed case of the virus, the teacher will apply for FFCRA and/or illness leave, and a substitute teacher will be placed in the classroom.</li> <li>• The quarantined teacher continues to teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided.</li> <li>• The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> <li>• The student must self-quarantine for 10-14 days.</li> <li>• The student will be provided remote instruction, as tolerated by his/her medical condition.</li> <li>• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>
1 or more <i>confirmed case(s)</i> of COVID-19 in the immediate household of a staff member.	<ul style="list-style-type: none"> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• Teachers will teach virtually from home with a substitute in the classroom, unless the staff member is unable to do so, due to caring for a family member.</li> <li>• If the teacher is unable to virtually teach, due to caring for an immediate family member, the teacher will apply illness leave, and a substitute teacher will be placed in the classroom.</li> <li>• The teacher will teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided.</li> <li>• The superintendent will coordinate and communicate a return date with the staff member.</li> </ul>
1 <i>confirmed case</i> of COVID-19 in the immediate household of a student.	<ul style="list-style-type: none"> <li>• The student will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• Teachers will provide remote learning opportunities and send learning materials home to the student during the self-quarantine period.</li> <li>• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to school.</li> <li>• The building principal will coordinate and communicate a return date with the student’s parents.</li> </ul>
<i>Confirmed exposure</i> of staff member or travel by a staff member to a state, country, or location impacted by the COVID-19 virus.	<ul style="list-style-type: none"> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> <li>• Teachers will teach virtually with a substitute in the classroom, following the remote learning plan.</li> <li>• If the teacher is unable to virtually teach due to caring for an immediate family member with COVID-19, the teacher will apply for FFCRA or other leave, and a substitute teacher will be placed in the classroom.</li> </ul>
<i>Confirmed exposure</i> of student or travel by a student to a state, country, or location impacted by the COVID-19 virus.	<ul style="list-style-type: none"> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• Teachers will provide remote learning opportunities and send learning materials home to student during self-quarantine period.</li> <li>• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>
Visitor who has entered our building and has a <i>confirmed case</i> of COVID-19.	<ul style="list-style-type: none"> <li>• District officials will confer with the health department to determine whether a closure of the building is necessary.</li> <li>• The school district will communicate the situation with students, staff, and parents through the school’s messaging system.</li> <li>• A more restrictive environment (elevated risk dial operational zone) could be implemented or the building could be closed to allow for cleaning. The length of the closure will be determined through consultation with Two Rivers Health Department, the head of maintenance, the school nurse, and the superintendent to ensure a safe re-entry to the school for students and for staff.</li> <li>• The school nurse will provide guidance to the administration for building both school closure and reopening.</li> <li>• The sanitization plan will be executed by the head of maintenance to “deep clean” and sanitize the building.</li> <li>• If the school is closed, the school will execute the remote learning plan or modified attendance schedule.</li> <li>• Reopening communications will be provided to parents, students, and staff through the school’s messaging system.</li> </ul>
Student or staff member has fever of 100.4 or greater.	<ul style="list-style-type: none"> <li>• Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening.</li> <li>• The student or staff member will be required to go home and be fever free for 24 hours, without the assistance of medication, before returning to school.</li> <li>• Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others.</li> <li>• Parents of students will be contacted and informed of the student’s symptoms and be asked to pick up their student.</li> <li>• Student will remain in quarantine at the school, until the parents arrive to pick them up.</li> <li>• Students sent home will engage in remote learning with the teacher during their absence.</li> <li>• Teachers will teach remotely, if able and willing to do so. If they are not able or willing to do so, a substitute will be placed in the classroom.</li> </ul>

	<ul style="list-style-type: none"> <li>The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>
Student or staff member is displaying COVID-like or flu-like symptoms	<ul style="list-style-type: none"> <li>Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening.</li> <li>Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others.</li> <li>Parents of students will be contacted and informed of the student's symptoms and be asked to pick up their student.</li> <li>Student will remain in quarantine at the school, until the parents arrive to pick them up.</li> <li>Students sent home will engage in remote learning with the teacher during their absence, as health permits.</li> <li>Parents are asked to voluntarily keep their student home for 24-hours and communicate symptoms to the school for monitoring purposes.</li> <li>The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>

### *Terms Defined for Potential Scenarios & Elevated Risk Levels*

<b>"Confirmed Case"</b>	When the individual has had a positive test for COVID-19 conducted by a medical professional.	<ul style="list-style-type: none"> <li>Resources for Confirmation-Medical professionals performing COVID-19 testing &amp; Two Rivers Health Department.</li> </ul>
<b>"Confirmed Exposure"</b>	When the individual's exposure has been validated by contract tracing performed by the medical community.	<ul style="list-style-type: none"> <li>Resources for Confirmation-Medical professionals, contact tracers, &amp; Two Rivers Health Department.</li> </ul>
<b>"Short Term Closure"</b>	School building closed for to 2-5 school days.	<ul style="list-style-type: none"> <li>Remote learning will be used by teachers and students during the closure.</li> </ul>
<b>"Extended Building Closure"</b>	School building closed for 6 school days or more.	<ul style="list-style-type: none"> <li>Remote learning will be used by teachers and students during the closure.</li> </ul>

### *School Attendance & Calendar Options*

Risk Level Operational Zone	Description of Response Strategy	Action & Rationale
<b>LOW</b>	<b>School is in session on campus for students and staff in August as planned.</b>	<ul style="list-style-type: none"> <li>School and school activities resume as normal, with increased sanitation and moderate medical precautions in place at the school to keep everyone as safe as possible.</li> </ul>
<b>MODERATE/ ELEVATED</b>	<b>Alter the School Calendar During the School Year in Response to Required School Closures</b>	<ul style="list-style-type: none"> <li>Calendar adjustments to the beginning and ending of school year, vacation days, and professional development days can be altered as needed to meet instructional requirements for students in NDE Rule 10, to ensure students receive enough instructional time. Adjusting the calendar during the year in response to short-term or long-term closures caused by the COVID-19 virus is a strong option, provided the number of instructional days lost due to school closure isn't too large. This strategy could be effectively used for a limited number (3 long-term closures or 15 school days) or less of school closure.</li> </ul>
<b>ELEVATED</b>	<b>Short-Term Closure</b>	<ul style="list-style-type: none"> <li>Used when a student or staff member who has been on campus tests positive for COVID-19, a short-term closure (2-5 days) will be used to contact trace, deep clean, and ensure the necessary exclusion of students and staff from campus for 10-14 days or as directed by public health officials.</li> </ul>

<b>ELEVATED</b>	<b>Long-Term Closure</b>	<ul style="list-style-type: none"> <li>• Used when a large number of students or staff members on campus have tests positive for COVID-19, a long-term closure (6 or more days) will be used to contact trace, deep clean, and consults with public health officials regarding re-opening procedures and/or evaluate whether or not to have the school remain closed.</li> </ul>
<b>ELEVATED</b>	<p style="text-align: center;"><b>Traditional School Monday Through Friday</b></p> <p style="text-align: center;"><b>Or</b></p> <p style="text-align: center;"><b>“A/B Schedule” With Group A Attending in Person on Monday/Wednesday, Group B Attending on Tuesday/Thursday, &amp; Groups A&amp;B Learning Remotely on Friday</b></p>	<p>One of these alternate instruction plans will be used in the event that there is a directed health measures that requires social distancing in classrooms or limits the number of students in a classroom. The plan chosen will be based on the guidance regarding building occupancy provided in the district health measure and through consultation with the health department.</p>
<b>PANDEMIC</b>	<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>• Teachers will teach remotely and students will learn remotely. Students and staff will not be allowed on campus for learning or activities.</li> </ul>