

Board of Education Regular Meeting
Monday, May 8, 2023 8:00 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 May 3rd edition of the Ravenna News
9. Request to Address the Board and Correspondence
10. Information and Action Items
 - 10.1. Policy Review- 4030 Evaluation of Certified Employees, Teacher Contract, and 5068 Extracurricular Drug Testing Program
 - 10.2. Final Policy Review-4000 Series
 - 10.3. Final Policy Review-5000 Series
 - 10.4. Final Policy Review-6000 Series

10.5. Discuss, consider, and take all necessary action to approve engineering services for possible elementary and high school gym HVAC projects

11. Discussion Items

11.1. 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

Ravenna Public Schools
Fund Balance Report
April 30th, 2023

Special Building

Last month ending balance	\$	490,426.26
Buffalo Co Taxes	\$	50,476.45
Sherman Co Taxes	\$	17,123.69
Settlement Checks	\$	-
Interest	\$	516.67
Check(s)	\$	-
Bank Statement Balance	\$	558,543.07
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	\$	1,067,477.38

Depreciation Fund

Last month ending balance	\$	367,507.19
Interest		\$45.31
Boosters Reimb.		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	367,552.50

Employee Benefit Fund

Last month ending balance	\$	14,791.04
Deposit for Employee Benefits	\$	-
Interest	\$	1.82
Check(s)	\$	-
Bank Statement Balance	\$	14,792.86
Flex 9 mo. CD 094	\$	100,000.00
Interest	\$	1,368.15
Total	\$	116,161.01

Qualified Cap

Last month ending balance	\$	0.40
Buffalo Co Taxes	\$	1.33
Sherm Co Taxes	\$	-
US Treas.		
Interest	\$	-
check(s) Transfer to GF	\$	-
Bank Statement Balance	\$	1.73

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General	
	3666	ALPHA REHABILITATION	04/30/2023	1,015.58
01 2161 320 001 601		PROFESSIONAL ED SERVICES		362.20
01 2161 320 002 000		PROFESSIONAL ED SERVICES		653.38
Total	ALPHA REHABILITATION			1,015.58
	4905153979. April23	BLACK HILLS ENERGY	04/25/2023	142.58
01 2610 621 001 000		Fuel Secon		142.58
	8985166782. April23	BLACK HILLS ENERGY	04/21/2023	4,536.20
01 2610 621 001 000		Fuel Secon		2,268.10
01 2610 621 002 000		Fuel Elem		2,268.10
Total	BLACK HILLS ENERGY			4,678.78
	2505040123	CHARTER COMMUNICATIONS	04/01/2023	22.47
01 1100 382 000 000		INTERNET SERVICES		22.47
Total	CHARTER COMMUNICATIONS			22.47
	8184639	CHEMSEARCH	04/05/2023	1,215.45
01 2610 610 001 000		Supplies Secon		607.73
01 2610 610 002 000		Supplies Elem		607.72
	8211904	CHEMSEARCH	04/26/2023	1,483.55
01 2620 610 001 000		GENERAL SUPPLIES		741.78
01 2620 610 002 000		GENERAL SUPPLIES		741.77
Total	CHEMSEARCH			2,699.00
	903517	CHRISTIE'S KITCHEN	04/12/2023	36.00
01 1100 890 001 000		Other Misc Exp Secon		36.00
Total	CHRISTIE'S KITCHEN			36.00
	357.April23	CITY OF RAVENNA	04/27/2023	501.07
01 2610 410 001 000		Water Sewer Secon		250.54
01 2610 410 002 000		Water Sewer Elem		250.53
	760.April23	CITY OF RAVENNA	04/26/2023	95.50
01 2610 410 001 000		Water Sewer Secon		47.75
01 2610 410 002 000		Water Sewer Elem		47.75
Total	CITY OF RAVENNA			596.57
	26591.April23	CULLIGAN OF KEARNEY	04/25/2023	518.00
01 2620 610 001 000		GENERAL SUPPLIES		259.00
01 2620 610 002 000		GENERAL SUPPLIES		259.00
Total	CULLIGAN OF KEARNEY			518.00
	J7-51033	Cummins Sales and Service	04/21/2023	1,426.21
01 2730 431 000 000		REPAIRS & MAINT.		1,426.21
	J7-51224	Cummins Sales and Service	04/28/2023	3,056.11
01 2730 431 000 000		REPAIRS & MAINT.		3,056.11
Total	Cummins Sales and Service			4,482.32
	1365547	DAS State Accounting - Central Finance	04/12/2023	238.13
01 1100 382 000 000		INTERNET SERVICES		238.13
Total	DAS State Accounting - Central Finance			238.13

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	2223-738	Deines, Cheryl	05/01/2023	21.00
01 2710 626 000 000		Gas And Oil		11.00
01 2710 610 000 000		Tires And Parts		10.00
Total Deines, Cheryl				21.00
	DG.April23	DOLLAR GENERAL REGIONS 410526	04/18/2023	23.70
01 1100 610 001 022		Materials		23.70
Total DOLLAR GENERAL REGIONS 410526				23.70
	8691789-0	EAKES OFFICE PLUS	03/31/2023	750.04
01 2610 610 001 000		Supplies Secon		375.02
01 2610 610 002 000		Supplies Elem		375.02
	INV449384	EAKES OFFICE PLUS	04/15/2023	3,706.59
01 1100 610 001 000		Gen Supplies Secon		1,853.30
01 1100 610 001 000		Gen Supplies Secon		1,853.29
Total EAKES OFFICE PLUS				4,456.63
	9288193	ECOLAB PEST ELIM DIV	04/11/2023	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
	2223-698	Ellis, Tanner	04/11/2023	1,455.84
01 1100 580 001 000		Travel Secon		1,455.84
	2223-700	Ellis, Tanner	04/13/2023	1,127.92
01 1100 580 001 000		Travel Secon		1,127.92
Total Ellis, Tanner				2,583.76
	180300.April23	ESU #10	05/01/2023	27,606.43
01 2580 810 000 000		REGISTRATION		20.00
01 2152 591 002 607		AUDIOLOGY SPED 3-5		15.83
01 2153 591 002 607		AUDIOLOGY SPED 0-2		15.83
01 2151 591 001 607		Audiology Secon		63.32
01 2152 591 002 607		AUDIOLOGY SPED 3-5		63.32
01 2151 591 001 604		ESU SERVICES-Deaf Ed Sec.		489.21
01 2151 591 002 604		Deaf Ed Sped Elem.		489.21
01 2142 591 002 606		PSYCH SERVICES SPED 3-5		388.84
01 2143 591 002 606		PSYC SERVICES SPED 0-2		388.85
01 2141 591 001 606		SCHOOL PSYCH		1,555.38
01 2141 591 002 606		Diagnostic Testing (School Psych)		1,555.38
01 1291 591 002 603		PRE SPED Supervision (3-5)		288.52
01 1292 591 002 603		Pre Sped Services (0-2)		288.52
01 1200 591 001 000		SPED SUPERVISION SEC.		1,242.43
01 1200 591 002 000		SPED SUPERVISION ELEM.		1,242.43
01 2153 591 002 602		SPEECH (0-2)		750.44
01 2152 591 002 602		PRE SCHL SPEECH (3-5)		1,594.68
01 2151 591 001 602		Speech Therapy		3,470.78
01 2151 591 002 602		Speech Therapy Elem		12,945.06
01 2181 591 002 605		VISION		363.96
01 1200 591 000 608		Vocational		206.75
01 1100 580 001 000		Travel Secon		107.69
01 2212 330 001 000		Purch Prof Ser Secon		60.00
Total ESU #10				27,606.43

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	3034	Family Physical Therapy & Sports Center P.C.	04/20/2023	3,360.00
01 2172 569 002 000		PT 3-4 Sped		30.00
01 2171 569 002 000		PT Sped School Age		930.00
01 2171 569 001 000		PT Sped School Age		315.00
01 2162 569 002 000		OT Sped 3-5		330.00
01 2161 569 002 000		OT Sped School Age		1,275.00
01 2161 569 001 000		TUITION-OTHER		480.00
Total		Family Physical Therapy & Sports Center P.C.		3,360.00
	837326.April23	FARMERS CO-OPERATIVE ASSOC	04/25/2023	3,742.68
01 2710 626 000 000		Gas And Oil		3,742.68
Total		FARMERS CO-OPERATIVE ASSOC		3,742.68
	23030250	FM 92.3 KBEAR Country/KBRY FM	03/31/2023	471.00
01 2310 540 000 000		Advertising & Print		471.00
Total		FM 92.3 KBEAR Country/KBRY FM		471.00
	221418	GRONES OUTDOOR POWER	05/02/2023	74.70
01 2620 610 001 000		GENERAL SUPPLIES		37.35
01 2620 610 002 000		GENERAL SUPPLIES		37.35
Total		GRONES OUTDOOR POWER		74.70
	10798054	Hamilton	05/01/2023	88.44
01 2510 382 001 000		Telephone Secon		44.22
01 2510 382 002 000		Telehone Elem		44.22
	10798280	Hamilton	05/01/2023	35.70
01 2510 382 001 000		Telephone Secon		17.85
01 2510 382 002 000		Telehone Elem		17.85
	10801394	Hamilton	05/01/2023	276.56
01 2510 382 001 000		Telephone Secon		138.28
01 2510 382 002 000		Telehone Elem		138.28
Total		Hamilton		400.70
	2223-739	HEFFNER, RYAN	04/24/2023	165.00
01 2310 610 000 000		Supplies		165.00
Total		HEFFNER, RYAN		165.00
	737921932	Home Depot Pro, The	03/29/2023	447.04
01 2620 610 002 000		GENERAL SUPPLIES		447.04
	739800878	Home Depot Pro, The	04/11/2023	558.80
01 2610 610 001 000		Supplies Secon		279.40
01 2610 610 002 000		Supplies Elem		279.40
	740012000	Home Depot Pro, The	04/12/2023	400.11
01 2610 610 001 000		Supplies Secon		200.06
01 2610 610 002 000		Supplies Elem		200.05
	741640239	Home Depot Pro, The	04/21/2023	178.64
01 2610 610 001 000		Supplies Secon		89.32
01 2610 610 002 000		Supplies Elem		89.32
Total		Home Depot Pro, The		1,584.59
	12795338.May23	Hometown Leasing	05/01/2023	671.85
01 1100 443 001 000		LEASED EQUIP		671.85
Total		Hometown Leasing		671.85

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	535507	Integrated Life Choices	03/31/2023	4,252.52
01 1200 569 001 000		TUITION-OTHER		4,252.52
	535508	Integrated Life Choices	03/31/2023	1,452.08
01 1200 569 001 000		TUITION-OTHER		1,452.08
	538074	Integrated Life Choices	04/30/2023	1,296.50
01 1200 569 001 000		TUITION-OTHER		1,296.50
	538075	Integrated Life Choices	04/30/2023	4,511.82
01 1200 569 001 000		TUITION-OTHER		4,511.82
Total	Integrated Life Choices			11,512.92
	290012	ISLAND SUPPLY WELDING CO	04/05/2023	398.99
01 1100 610 001 025		Instr Materials		398.99
Total	ISLAND SUPPLY WELDING CO			398.99
	AJacobs.April 23	Jacobs, Alyssa	04/19/2023	400.00
01 1100 810 001 018		FEES		400.00
Total	Jacobs, Alyssa			400.00
	2460.March23	K & B PARTS	03/31/2023	314.13
01 2620 610 001 000		GENERAL SUPPLIES		29.99
01 2710 610 000 000		Tires And Parts		284.14
Total	K & B PARTS			314.13
	176597	KEARNEY TOWING & REPAIR CENTER INC	04/19/2023	516.00
01 2730 431 000 000		REPAIRS & MAINT.		516.00
	176598	KEARNEY TOWING & REPAIR CENTER INC	04/19/2023	516.00
01 2730 431 000 000		REPAIRS & MAINT.		516.00
Total	KEARNEY TOWING & REPAIR CENTER INC			1,032.00
	bkmiles.April23	Kjar, Bradley	05/05/2023	86.46
01 2320 580 000 000		Travel		86.46
Total	Kjar, Bradley			86.46
	22853-2	KRAMER'S WRECKER SERVICE INC	04/29/2023	455.18
01 2730 431 000 000		REPAIRS & MAINT.		455.18
Total	KRAMER'S WRECKER SERVICE INC			455.18
	14007	KSB SCHOOL LAW, PC LLO	05/01/2023	995.00
01 2330 317 000 000		LEGAL SERVICES		995.00
Total	KSB SCHOOL LAW, PC LLO			995.00
	1475	LARSEN ELECTRIC INC	04/11/2023	613.51
01 2620 431 002 000		Cont/ser Repair Elem		613.51
Total	LARSEN ELECTRIC INC			613.51
	CPS.March23	Live Well Counseling Center	04/06/2023	113.97
01 1100 334 000 000		Mileage for Psyche Services		113.97
Total	Live Well Counseling Center			113.97
	61006	MENARDS	04/12/2023	88.94
01 2620 610 001 000		GENERAL SUPPLIES		44.47
01 2620 610 002 000		GENERAL SUPPLIES		44.47
Total	MENARDS			88.94

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	52652	MERNARDS - KEARNEY	04/28/2023	31.61
01 2620 610 001 000		GENERAL SUPPLIES		15.81
01 2620 610 002 000		GENERAL SUPPLIES		15.80
Total	MERNARDS - KEARNEY			31.61
	52744.April23	NE PUBLIC POWER DISTRICT	04/28/2023	129.93
01 2610 621 001 000		Fuel Secon		64.97
01 2610 621 002 000		Fuel Elem		64.96
	52749.April23	NE PUBLIC POWER DISTRICT	04/28/2023	47.37
01 2610 621 001 000		Fuel Secon		23.69
01 2610 621 002 000		Fuel Elem		23.68
	52754.April 23	NE PUBLIC POWER DISTRICT	04/28/2023	81.76
01 2610 621 001 000		Fuel Secon		40.88
01 2610 621 002 000		Fuel Elem		40.88
	52759.April23	NE PUBLIC POWER DISTRICT	04/28/2023	4,032.73
01 2610 621 001 000		Fuel Secon		2,016.37
01 2610 621 002 000		Fuel Elem		2,016.36
	52765.April23	NE PUBLIC POWER DISTRICT	04/28/2023	64.79
01 2610 621 001 000		Fuel Secon		32.40
01 2610 621 002 000		Fuel Elem		32.39
	52769.April23	NE PUBLIC POWER DISTRICT	04/01/2023	38.66
01 2610 621 001 000		Fuel Secon		19.33
01 2610 621 002 000		Fuel Elem		19.33
	52769.May23	NE PUBLIC POWER DISTRICT	05/02/2023	31.58
01 2610 621 001 000		Fuel Secon		15.79
01 2610 621 002 000		Fuel Elem		15.79
Total	NE PUBLIC POWER DISTRICT			4,426.82
	202314	Nebraska Science Olympiad	04/27/2023	20.00
01 1100 810 001 000		FEES		20.00
Total	Nebraska Science Olympiad			20.00
	107967	PRAIRIE HILLS WIRELESS, LLC	05/01/2023	60.00
01 1100 382 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	141837	Protex Central, Inc.	03/31/2023	185.40
01 2620 431 001 000		Con/ser Repair Secon		92.70
01 2620 431 002 000		Cont/ser Repair Elem		92.70
	142019	Protex Central, Inc.	04/14/2023	199.80
01 2620 431 001 000		Con/ser Repair Secon		99.90
01 2620 431 002 000		Cont/ser Repair Elem		99.90
Total	Protex Central, Inc.			385.20
	trash.May23	RAVENNA SANITATION	05/08/2023	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
	0010196817-001	REAMS SPRINKLER SUPPLY	04/12/2023	146.76
01 2620 610 001 000		GENERAL SUPPLIES		73.38
01 2620 610 002 000		GENERAL SUPPLIES		73.38
Total	REAMS SPRINKLER SUPPLY			146.76

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	INV5282627	RENAISSANCE	04/06/2023	2,932.20
01 1100 735 001 000		Comp Software Secon		1,466.10
01 1100 735 002 000		Comp Software Elem		1,466.10
Total	RENAISSANCE			2,932.20
	ADmiles.March23	Schirmer, Anthony	03/31/2023	214.84
01 2212 580 001 000		Travel Secon		214.84
Total	Schirmer, Anthony			214.84
	5138559558	Sonova USA Inc.	04/17/2023	217.50
01 1200 610 001 000		Gen Supplies		217.50
	5156211729	Sonova USA Inc.	08/29/2017	(49.00)
01 1200 610 001 000		Gen Supplies		(49.00)
Total	Sonova USA Inc.			168.50
	12824	Sport Safe Testing Service, Inc.	05/02/2023	283.00
01 2190 340 001 000		Testing		283.00
Total	Sport Safe Testing Service, Inc.			283.00
	642133	SPORTS BOWL	04/24/2023	572.00
01 1200 810 001 000		Registration Secondary		286.00
01 1200 810 002 000		Registration Elem		286.00
Total	SPORTS BOWL			572.00
	4959.April23	SVANDA PHARMACY INC	05/01/2023	19.12
01 2310 610 000 000		Supplies		19.12
Total	SVANDA PHARMACY INC			19.12
	2223-714	TAYLOR MUSIC INC	04/14/2023	4,945.00
01 1100 733 001 028		Equipment		4,945.00
Total	TAYLOR MUSIC INC			4,945.00
	usbank.may23	U.S. Bank	04/25/2023	1,374.10
01 2510 531 000 000		POSTAGE		6.42
01 1200 810 001 000		Registration Secondary		14.00
01 1100 610 001 000		Gen Supplies Secon		41.68
01 2120 320 001 000		Purch Prof Ser Secon		300.00
01 1100 580 001 000		Travel Secon		37.95
01 1100 810 002 000		FEES		321.75
01 1200 610 002 000		Gen Supplies Elem		30.50
01 1100 610 001 018		Music Materials		15.89
01 2130 810 000 000		Dues And Fees		145.00
01 1100 735 002 000		Comp Software Elem		10.80
01 1100 610 002 007		Kingrt Materials		28.99
01 2130 610 000 000		Health Supplies		110.72
01 1200 610 001 000		Gen Supplies		70.30
01 1100 610 001 028		Instr Materials		8.99
01 2620 610 001 000		GENERAL SUPPLIES		115.55
01 2620 610 002 000		GENERAL SUPPLIES		115.56
Total	U.S. Bank			1,374.10
	04960080202303	Verizon Business	04/03/2023	93.13
01 2510 382 001 000		Telephone Secon		46.57

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 382 002 000		Telephone Elem		46.56
Total Verizon Business				93.13
	9933433741	VERIZON WIRELESS	04/25/2023	171.73
01 2510 382 001 000		Telephone Secon		85.87
01 2510 382 002 000		Telephone Elem		85.86
Total VERIZON WIRELESS				171.73
	2304-045620	WILKE'S TRUE VALUE	04/01/2023	23.54
01 2620 610 001 000		GENERAL SUPPLIES		23.54
	2304-045764	WILKE'S TRUE VALUE	04/03/2023	14.24
01 2620 610 001 000		GENERAL SUPPLIES		14.24
	2304-046430	WILKE'S TRUE VALUE	04/10/2023	15.18
01 2620 610 001 000		GENERAL SUPPLIES		7.59
01 2620 610 002 000		GENERAL SUPPLIES		7.59
	2304-047318	WILKE'S TRUE VALUE	04/18/2023	33.24
01 2620 610 001 000		GENERAL SUPPLIES		16.62
01 2620 610 002 000		GENERAL SUPPLIES		16.62
	2304-047364	WILKE'S TRUE VALUE	04/18/2023	11.38
01 2620 610 001 000		GENERAL SUPPLIES		11.38
Total WILKE'S TRUE VALUE				97.58
Fund Number 01				92,452.76
Checking Account ID 01				92,452.76

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	1,038,562.00	74,181.47	665,515.41	64.08	373,046.59	0.00	373,046.59
01 1100 111 002 000	SALARIES TEACHERS ELEM.	985,585.00	60,123.53	543,226.25	55.12	442,358.75	0.00	442,358.75
01 1100 112 001 000	AIDES/COACHES	0.00	1,455.00	6,820.00	0.00	(6,820.00)	0.00	(6,820.00)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	2,791.25	279.13	(1,791.25)	0.00	(1,791.25)
01 1100 123 001 000	Sub Salaries Secon	37,000.00	2,474.18	14,219.18	38.43	22,780.82	0.00	22,780.82
01 1100 123 002 000	Sub Salaries Elem	33,000.00	5,246.92	20,452.32	61.98	12,547.68	0.00	12,547.68
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	10,413.15	96,289.94	0.00	(96,289.94)	0.00	(96,289.94)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	3,099.51	27,861.50	0.00	(27,861.50)	0.00	(27,861.50)
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	397,188.00	27,141.64	244,239.90	61.49	152,948.10	0.00	152,948.10
01 1100 211 002 000	Health Ins Elem	398,028.00	23,254.71	208,205.99	52.31	189,822.01	0.00	189,822.01
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	74.26	921.05	0.00	(921.05)	0.00	(921.05)
01 1100 213 002 000	GROUP INS.-SUBS	7,280.00	9.28	154.67	2.12	7,125.33	0.00	7,125.33
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	82,996.00	6,243.99	56,230.54	67.75	26,765.46	0.00	26,765.46
01 1100 221 002 000	Fica Elem	78,687.00	4,549.52	41,084.70	52.21	37,602.30	0.00	37,602.30
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	111.28	715.82	0.00	(715.82)	0.00	(715.82)
01 1100 223 001 000	FICA-SUB SUBS	2,700.00	186.81	1,064.39	39.42	1,635.61	0.00	1,635.61
01 1100 223 002 000	FICA-SUB SUBS	2,500.00	401.07	1,559.33	62.37	940.67	0.00	940.67
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	102,686.00	8,279.24	74,558.14	72.61	28,127.86	0.00	28,127.86
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	97,355.00	6,245.04	56,410.78	57.94	40,944.22	0.00	40,944.22
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	25.68	139.27	0.00	(139.27)	0.00	(139.27)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	19.26	102.72	0.00	(102.72)	0.00	(102.72)
01 1100 281 001 000	CASH IN LIEU/HSA	8,357.00	1,110.59	9,995.31	119.60	(1,638.31)	0.00	(1,638.31)
01 1100 281 002 000	CASH IN LIEU/HSA	10,000.00	1,717.03	15,149.15	151.49	(5,149.15)	0.00	(5,149.15)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	11.14	46.81	0.00	(46.81)	0.00	(46.81)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	1.39	23.20	0.00	(23.20)	0.00	(23.20)
01 1100 330 001 000	ASSEMBLIES	1,000.00	0.00	3,687.50	368.75	(2,687.50)	0.00	(2,687.50)
01 1100 330 002 000	ASSEMBLIES	1,000.00	0.00	3,687.50	368.75	(2,687.50)	0.00	(2,687.50)
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	113.97	993.25	39.73	1,506.75	0.00	1,506.75
01 1100 382 000 000	INTERNET SERVICES	10,000.00	320.60	4,431.26	44.31	5,568.74	0.00	5,568.74
01 1100 382 001 000	Distance Education	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - Contracted	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - Contracted	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 443 001 000	LEASED EQUIP	9,000.00	671.85	5,038.88	55.99	3,961.12	0.00	3,961.12
01 1100 443 002 000	LEASED EQUIP	8,500.00	0.00	1,007.77	11.86	7,492.23	0.00	7,492.23
01 1100 580 001 000	Travel Secon	2,000.00	2,729.40	4,358.46	217.92	(2,358.46)	0.00	(2,358.46)
01 1100 580 002 000	Travel Elem	1,500.00	0.00	515.50	34.37	984.50	0.00	984.50
01 1100 610 001 000	Gen Supplies Secon	15,000.00	3,748.27	14,261.40	95.08	738.60	0.00	738.60
01 1100 610 002 000	Gen Supplies Elem	15,000.00	0.00	8,179.41	54.53	6,820.59	0.00	6,820.59
01 1100 640 001 000	Textbooks Secon	30,000.00	0.00	1,162.50	3.88	28,837.50	0.00	28,837.50
01 1100 640 002 000	Textbooks Elem	30,000.00	0.00	844.51	2.82	29,155.49	0.00	29,155.49
01 1100 733 001 000	Equipment Secon	10,000.00	0.00	11,561.52	115.62	(1,561.52)	0.00	(1,561.52)
01 1100 733 002 000	Equipment Elem	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 734 001 000	Comp Equip Secon	60,000.00	0.00	0.00	0.00	60,000.00	0.00	60,000.00
01 1100 734 002 000	Comp Equip Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 735 001 000	Comp Software Secon	30,000.00	1,466.10	11,329.32	37.76	18,670.68	0.00	18,670.68
01 1100 735 002 000	Comp Software Elem	20,000.00	1,476.90	10,804.84	54.02	9,195.16	0.00	9,195.16

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 1100 810 001 000	FEES	5,500.00	20.00	1,833.08	33.33	3,666.92	0.00	3,666.92
01 1100 810 002 000	FEES	500.00	321.75	1,136.60	227.32	(636.60)	0.00	(636.60)
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	36.00	2,722.85	108.91	(222.85)	0.00	(222.85)
01 1100 890 002 000	Other Misc Exp Elem	2,500.00	0.00	436.09	17.44	2,063.91	0.00	2,063.91
1100 SALARIES		3,563,424.00	247,280.53	2,178,776.09	61.14	1,384,647.91	0.00	1,384,647.91
01 1160 111 002 000	SALARIES TEACHERS POVERTY	80,000.00	5,256.25	47,306.25	59.13	32,693.75	0.00	32,693.75
01 1160 211 002 000	Poverty Program Health Ins	12,003.00	1,576.86	14,191.74	118.23	(2,188.74)	0.00	(2,188.74)
01 1160 221 002 000	Poverty Program FICA	3,000.00	380.56	3,425.04	114.17	(425.04)	0.00	(425.04)
01 1160 231 002 000	Poverty Program Retire	5,000.00	519.20	4,672.80	93.46	327.20	0.00	327.20
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	286.04	2,574.36	0.00	(2,574.36)	0.00	(2,574.36)
1160 POVERTY		100,003.00	8,018.91	72,170.19	72.17	27,832.81	0.00	27,832.81
01 1190 111 002 000	SALARIES TEACHERS PRE K	46,763.00	3,639.93	34,558.02	73.90	12,204.98	0.00	12,204.98
01 1190 112 002 000	PreK Para	42,900.00	2,131.94	15,329.71	35.73	27,570.29	0.00	27,570.29
01 1190 123 002 000	PreK Subs	1,500.00	65.00	2,787.58	185.84	(1,287.58)	0.00	(1,287.58)
01 1190 211 002 000	PreK Health	40,673.00	2,147.69	19,329.21	47.52	21,343.79	0.00	21,343.79
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	735.66	6,620.94	0.00	(6,620.94)	0.00	(6,620.94)
01 1190 221 002 000	PreK Fica	6,974.00	272.13	2,586.79	37.09	4,387.21	0.00	4,387.21
01 1190 222 002 000	FICA-AIDES	0.00	146.82	1,026.26	0.00	(1,026.26)	0.00	(1,026.26)
01 1190 223 002 000	FICA-SUB SUBS	0.00	4.97	213.24	0.00	(213.24)	0.00	(213.24)
01 1190 231 002 000	PreK Retire	8,857.00	359.55	3,413.61	38.54	5,443.39	0.00	5,443.39
01 1190 232 002 000	RETIREMENT AIDES	0.00	210.59	1,514.23	0.00	(1,514.23)	0.00	(1,514.23)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	102.73	0.00	(102.73)	0.00	(102.73)
01 1190 610 002 000	PreK Supplies	500.00	0.00	209.47	41.89	290.53	0.00	290.53
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		148,667.00	9,714.28	87,691.79	58.99	60,975.21	0.00	60,975.21
01 1200 111 001 000	SPED teachers	201,750.00	12,566.66	113,324.94	56.17	88,425.06	0.00	88,425.06
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	208,953.00	16,282.29	146,957.18	70.33	61,995.82	0.00	61,995.82
01 1200 112 001 000	SPED Paras	212,289.00	14,479.47	121,369.02	57.17	90,919.98	0.00	90,919.98
01 1200 112 002 000	Aide Elem	177,912.00	11,400.36	89,700.36	50.42	88,211.64	0.00	88,211.64
01 1200 116 001 000	Nurse Sp Ed Services	0.00	0.00	622.65	0.00	(622.65)	0.00	(622.65)
01 1200 116 002 000	Nurse Sp Ed Services	0.00	0.00	97.31	0.00	(97.31)	0.00	(97.31)
01 1200 123 001 000	Sub Secon	12,000.00	520.00	2,441.68	20.35	9,558.32	0.00	9,558.32
01 1200 123 002 000	Sub Elem	10,000.00	751.68	4,620.22	46.20	5,379.78	0.00	5,379.78
01 1200 132 001 000	OT - AIDES/PARAS	0.00	52.07	980.16	0.00	(980.16)	0.00	(980.16)
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	6,735.06	0.00	(6,735.06)	0.00	(6,735.06)
01 1200 211 001 000	Health Ins	97,156.00	4,185.45	37,549.89	38.65	59,606.11	0.00	59,606.11
01 1200 211 002 000	Health Ins Elem	120,124.00	5,705.89	51,472.17	42.85	68,651.83	0.00	68,651.83
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	1,483.79	13,645.49	0.00	(13,645.49)	0.00	(13,645.49)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	2,769.01	20,792.95	0.00	(20,792.95)	0.00	(20,792.95)
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	0.00	16.04	0.00	(16.04)	0.00	(16.04)
01 1200 216 002 000	Health Ins-NURSE	0.00	0.00	16.05	0.00	(16.05)	0.00	(16.05)
01 1200 221 001 000	Fica Secon	33,857.00	972.59	8,771.93	25.91	25,085.07	0.00	25,085.07
01 1200 221 002 000	Fica Elem	29,810.00	1,197.63	10,809.14	36.26	19,000.86	0.00	19,000.86
01 1200 222 001 000	FICA-AIDES	0.00	998.72	8,339.61	0.00	(8,339.61)	0.00	(8,339.61)
01 1200 222 002 000	FICA-AIDES	0.00	813.39	6,407.93	0.00	(6,407.93)	0.00	(6,407.93)
01 1200 223 001 000	FICA-SUB SUBS	0.00	39.79	186.81	0.00	(186.81)	0.00	(186.81)
01 1200 223 002 000	FICA-SUB SUBS	0.00	57.48	351.83	0.00	(351.83)	0.00	(351.83)
01 1200 226 001 000	Fica-NURSE	0.00	0.00	47.63	0.00	(47.63)	0.00	(47.63)
01 1200 226 002 000	Fica-NURSE	0.00	0.00	7.44	0.00	(7.44)	0.00	(7.44)
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	41,610.00	1,241.30	11,193.93	26.90	30,416.07	0.00	30,416.07
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	37,502.00	1,608.33	14,516.13	38.71	22,985.87	0.00	22,985.87

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 1200 232 001 000	RETIREMENT AIDES	0.00	1,367.57	11,552.37	0.00	(11,552.37)	0.00	(11,552.37)
01 1200 232 002 000	RETIREMENT AIDES	0.00	1,115.54	8,750.26	0.00	(8,750.26)	0.00	(8,750.26)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	51.36	147.66	0.00	(147.66)	0.00	(147.66)
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	0.00	61.51	0.00	(61.51)	0.00	(61.51)
01 1200 236 002 000	Retire-NURSE	0.00	0.00	9.62	0.00	(9.62)	0.00	(9.62)
01 1200 281 001 000	CASH IN LIEU/HSA	9,335.00	0.00	0.00	0.00	9,335.00	0.00	9,335.00
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	6.50	58.89	0.00	(58.89)	0.00	(58.89)
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	277.41	2,071.25	0.00	(2,071.25)	0.00	(2,071.25)
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	0.00	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 286 002 000	NURSE-HSA	0.00	0.00	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 320 001 000	Purch Prof Ser Secon	11,500.00	0.00	375.00	3.26	11,125.00	0.00	11,125.00
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	250.00	0.00	2,250.00	900.00	(2,000.00)	0.00	(2,000.00)
01 1200 520 001 000	INSURANCE(Property, Liability)	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1200 569 001 000	TUITION-OTHER	150,000.00	11,512.92	46,169.61	30.78	103,830.39	0.00	103,830.39
01 1200 569 002 000	TUITION-OTHER	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
01 1200 580 001 000	Travel Secon	150.00	0.00	180.15	120.10	(30.15)	0.00	(30.15)
01 1200 580 002 000	Travel Elem	250.00	0.00	180.15	72.06	69.85	0.00	69.85
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	1,242.43	11,967.21	0.00	(11,967.21)	0.00	(11,967.21)
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	1,242.43	11,967.21	35.31	21,920.79	0.00	21,920.79
01 1200 610 001 000	Gen Supplies	1,100.00	238.80	1,261.28	114.66	(161.28)	0.00	(161.28)
01 1200 610 002 000	Gen Supplies Elem	2,250.00	30.50	712.94	31.69	1,537.06	0.00	1,537.06
01 1200 640 001 000	Textbooks	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1200 640 002 000	Textbooks Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1200 641 001 000	Digital Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1200 641 002 000	Digital Mat./EBOOKS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 733 001 000	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 733 002 000	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 734 001 000	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 734 002 000	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 001 000	Comp Software Secon	1,000.00	0.00	120.00	12.00	880.00	0.00	880.00
01 1200 735 002 000	Comp Software Elem	610.00	0.00	140.30	23.00	469.70	0.00	469.70
01 1200 810 001 000	Registration Secondary	250.00	300.00	390.51	156.20	(140.51)	0.00	(140.51)
01 1200 810 002 000	Registration Elem	1,000.00	286.00	308.76	30.88	691.24	0.00	691.24
1200 SPEDICAL ED School Age		1,441,882.00	95,545.70	770,179.66	53.41	671,702.34	0.00	671,702.34
01 1291 610 002 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291 SPED AGES 3-5		4,900.00	0.00	0.00	0.00	4,900.00	0.00	4,900.00
01 2120 111 001 000	Counselor Sal Secon	58,064.00	4,741.98	42,677.82	73.50	15,386.18	0.00	15,386.18
01 2120 111 002 000	Counselor Sal Elem	14,516.00	1,185.49	10,669.41	73.50	3,846.59	0.00	3,846.59
01 2120 211 001 000	Health Ins. Secon	13,052.00	945.24	8,507.16	65.18	4,544.84	0.00	4,544.84
01 2120 211 002 000	Health Ins. Elem	3,227.00	236.31	2,126.79	65.91	1,100.21	0.00	1,100.21
01 2120 221 001 000	Fica Secon	4,442.00	346.54	3,118.86	70.21	1,323.14	0.00	1,323.14
01 2120 221 002 000	Fica Elem	1,111.00	86.65	779.85	70.19	331.15	0.00	331.15
01 2120 231 001 000	Retirement Secon	5,735.00	468.40	4,215.60	73.51	1,519.40	0.00	1,519.40
01 2120 231 002 000	Retirement Elem	1,434.00	117.10	1,053.90	73.49	380.10	0.00	380.10
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	169.62	1,526.58	0.00	(1,526.58)	0.00	(1,526.58)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	42.41	381.69	0.00	(381.69)	0.00	(381.69)
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	300.00	470.00	47.00	530.00	0.00	530.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	90.00	9.00	910.00	0.00	910.00
01 2120 580 001 000	Travel Secon	500.00	0.00	501.19	100.24	(1.19)	0.00	(1.19)

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 2120 580 002 000	Travel Elem	60.00	0.00	317.13	528.55	(257.13)	0.00	(257.13)
01 2120 610 001 000	Supplies Secon	1,000.00	0.00	63.70	6.37	936.30	0.00	936.30
01 2120 610 002 000	Supplies Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 640 001 000	BOOKS & PERIODICALS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2120 640 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 735 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 810 000 000	REGISTRATION	0.00	0.00	79.00	0.00	(79.00)	0.00	(79.00)
2120 COUNSELOR		108,891.00	8,639.74	76,578.68	70.33	32,312.32	0.00	32,312.32
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	36,000.00	3,354.61	26,272.44	72.98	9,727.56	0.00	9,727.56
01 2130 216 000 000	GROUP INS.-NURSE	4,991.00	466.53	4,224.92	84.65	766.08	0.00	766.08
01 2130 226 000 000	FICA-NURSE	2,754.00	253.96	2,001.39	72.67	752.61	0.00	752.61
01 2130 236 000 000	RETIREMENT-NURSE	3,556.00	331.35	2,595.11	72.98	960.89	0.00	960.89
01 2130 286 000 000	NURSE-HSA	0.00	67.98	615.62	0.00	(615.62)	0.00	(615.62)
01 2130 320 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 580 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 610 000 000	Health Supplies	2,500.00	110.72	3,498.08	139.92	(998.08)	0.00	(998.08)
01 2130 610 001 000	Instruc Mater Secon	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2130 610 002 000	Instruc Mater Elem	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 733 000 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 810 000 000	Dues And Fees	150.00	145.00	145.00	96.67	5.00	0.00	5.00
2130 NURSE		50,851.00	4,730.15	39,352.56	77.39	11,498.44	0.00	11,498.44
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	13,500.00	1,208.61	9,349.79	69.26	4,150.21	0.00	4,150.21
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	13,500.00	1,208.60	9,349.78	69.26	4,150.22	0.00	4,150.22
01 2131 216 001 000	GROUP INS.-NURSE	1,972.00	168.09	1,483.65	75.24	488.35	0.00	488.35
01 2131 216 002 000	GROUP INS.-NURSE	1,972.00	168.09	1,483.73	75.24	488.27	0.00	488.27
01 2131 226 001 000	FICA-NURSE	1,033.00	91.49	712.20	68.94	320.80	0.00	320.80
01 2131 226 002 000	FICA-NURSE	1,033.00	91.49	712.15	68.94	320.85	0.00	320.85
01 2131 236 001 000	RETIREMENT-NURSE	1,334.00	119.39	923.56	69.23	410.44	0.00	410.44
01 2131 236 002 000	RETIREMENT-NURSE	1,334.00	119.39	923.55	69.23	410.45	0.00	410.45
01 2131 286 001 000	NURSE-HSA	0.00	24.49	216.19	0.00	(216.19)	0.00	(216.19)
01 2131 286 002 000	NURSE-HSA	0.00	24.49	216.15	0.00	(216.15)	0.00	(216.15)
2131 HEALTH SERVICES SPED-NURSE		35,678.00	3,224.13	25,370.75	71.11	10,307.25	0.00	10,307.25
01 2161 320 001 000	PROFESSIONAL ED SERVICES	0.00	0.00	362.20	0.00	(362.20)	0.00	(362.20)
01 2161 320 002 000	PROFESSIONAL ED SERVICES	0.00	653.38	653.38	0.00	(653.38)	0.00	(653.38)
01 2161 569 001 000	TUITION-OTHER	15,000.00	480.00	2,820.00	18.80	12,180.00	0.00	12,180.00
01 2161 569 002 000	OT Sped School Age	0.00	1,275.00	10,440.00	0.00	(10,440.00)	0.00	(10,440.00)
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		15,000.00	2,408.38	14,275.58	95.17	724.42	0.00	724.42
01 2162 569 002 000	OT Sped 3-5	0.00	330.00	1,440.00	0.00	(1,440.00)	0.00	(1,440.00)
2162 OCCUPATIONAL THERAPY-SPED 3-5		0.00	330.00	1,440.00	0.00	(1,440.00)	0.00	(1,440.00)
01 2171 569 001 000	PT Sped School Age	20,000.00	315.00	2,145.00	10.73	17,855.00	0.00	17,855.00
01 2171 569 002 000	PT Sped School Age	0.00	930.00	6,705.00	0.00	(6,705.00)	0.00	(6,705.00)
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		20,000.00	1,245.00	8,850.00	44.25	11,150.00	0.00	11,150.00
01 2172 569 002 000	PT 3-4 Sped	0.00	30.00	585.00	0.00	(585.00)	0.00	(585.00)
2172 PHYSICAL THERAPY:SPED 3-5		0.00	30.00	585.00	0.00	(585.00)	0.00	(585.00)
01 2190 110 001 000	Act Trans Sal Secon	14,000.00	1,449.57	13,979.15	99.85	20.85	0.00	20.85
01 2190 110 002 000	Act Trans Sal Elem	1,200.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	127.17	0.00	(127.17)	0.00	(127.17)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,071.00	110.89	1,066.78	99.61	4.22	0.00	4.22
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	100.00	0.00	0.00	0.00	100.00	0.00	100.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	1,383.00	11.77	497.79	35.99	885.21	0.00	885.21
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	115.00	0.00	0.00	0.00	115.00	0.00	115.00
01 2190 340 001 000	Testing	1,000.00	283.00	597.00	59.70	403.00	0.00	403.00
01 2190 580 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		18,959.00	1,855.23	16,267.89	85.81	2,691.11	0.00	2,691.11
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 123 001 000	Staff Development	3,500.00	0.00	16.00	0.46	3,484.00	0.00	3,484.00
01 2212 123 002 000	Staff Development	2,500.00	0.00	40.00	1.60	2,460.00	0.00	2,460.00
01 2212 221 001 000	Staff Dev Fica	268.00	0.00	0.00	0.00	268.00	0.00	268.00
01 2212 221 002 000	Staff Dev Fica	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 231 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	60.00	1,025.00	41.00	1,475.00	0.00	1,475.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	0.00	710.00	35.50	1,290.00	0.00	1,290.00
01 2212 580 001 000	Travel Secon	500.00	214.84	2,741.13	548.23	(2,241.13)	0.00	(2,241.13)
01 2212 580 002 000	Travel Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 2212 610 001 000	Supplies Secon	1,500.00	0.00	265.00	17.67	1,235.00	0.00	1,235.00
01 2212 610 002 000	Supplies Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 810 001 000	Dues And Fees Secon	7,000.00	0.00	568.50	8.12	6,431.50	0.00	6,431.50
01 2212 810 002 000	Dues And Fees Elem	500.00	0.00	703.50	140.70	(203.50)	0.00	(203.50)
2212 STAFF		24,668.00	274.84	6,069.13	24.60	18,598.87	0.00	18,598.87
01 2214 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
01 2214 221 000 000	FICA TEACHERS/ADMIN	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 231 000 000	RETIREMENT TEACHERS/ADMINS	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 580 001 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 580 002 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 610 001 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 610 002 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 810 001 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2214 810 002 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
2214 IMPLEMENTATION OF STANDARDS		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.	30,113.00	2,446.87	22,021.83	73.13	8,091.17	0.00	8,091.17
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	30,113.00	2,373.47	21,361.23	70.94	8,751.77	0.00	8,751.77
01 2220 211 001 000	Health Ins Secon	12,887.00	0.00	0.00	0.00	12,887.00	0.00	12,887.00
01 2220 211 002 000	Health Ins Elem	12,887.00	0.00	0.00	0.00	12,887.00	0.00	12,887.00
01 2220 221 001 000	Fica Secon	2,304.00	187.19	1,684.70	73.12	619.30	0.00	619.30
01 2220 221 002 000	Fica Elem	2,304.00	181.57	1,634.12	70.93	669.88	0.00	669.88
01 2220 231 001 000	Retire Secon	2,975.00	241.70	2,175.30	73.12	799.70	0.00	799.70
01 2220 231 002 000	Retire Elem	2,975.00	234.45	2,110.05	70.93	864.95	0.00	864.95
01 2220 320 001 000	Purchased Ser Secon	700.00	0.00	20.00	2.86	680.00	0.00	680.00
01 2220 320 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2220 431 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2220 431 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2220 610 001 000	Supplies Secon	500.00	0.00	171.36	34.27	328.64	0.00	328.64
01 2220 610 002 000	Supplies Elem	568.00	0.00	302.22	53.21	265.78	0.00	265.78
01 2220 640 001 000	Library Books Secon	4,700.00	0.00	1,552.74	33.04	3,147.26	0.00	3,147.26
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	1,563.23	69.48	686.77	0.00	686.77
01 2220 641 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 641 001 000	Digital Mat./EBOOKS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 641 002 000	Digital Mat./EBOOKS	250.00	0.00	0.00	0.00	250.00	0.00	250.00

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 2220 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	295.00	0.00	(295.00)	0.00	(295.00)
01 2220 733 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	0.00	592.50	15.59	3,207.50	0.00	3,207.50
01 2220 735 002 000	Elem Software	2,500.00	0.00	592.50	23.70	1,907.50	0.00	1,907.50
01 2220 890 001 000	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2220 890 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2220 LIBRARY/MEDIA SERVICES		114,466.00	5,665.25	56,076.78	48.99	58,389.22	0.00	58,389.22
01 2310 340 000 000	SERVICES	750.00	0.00	1,815.05	242.01	(1,065.05)	0.00	(1,065.05)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	0.00	0.00	15,500.00	0.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	471.00	5,172.35	68.96	2,327.65	0.00	2,327.65
01 2310 580 000 000	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 610 000 000	Supplies	3,500.00	184.12	2,244.83	64.14	1,255.17	0.00	1,255.17
01 2310 735 000 000	Software (E-Meetings)	2,000.00	0.00	2,600.00	130.00	(600.00)	0.00	(600.00)
01 2310 810 000 000	Dues And Fees	12,500.00	0.00	12,286.74	98.29	213.26	0.00	213.26
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	150.15	7.51	1,849.85	0.00	1,849.85
2310 BOARD OF EDUCATION		45,750.00	655.12	24,269.12	53.05	21,480.88	0.00	21,480.88
01 2320 105 000 000	SUPERINTENDENT SALARY	132,000.00	11,034.10	99,306.90	75.23	32,693.10	0.00	32,693.10
01 2320 110 000 000	Clerical	22,000.00	1,785.56	15,183.51	69.02	6,816.49	0.00	6,816.49
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	49.58	572.85	0.00	(572.85)	0.00	(572.85)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	10,000.00	520.86	4,609.70	46.10	5,390.30	0.00	5,390.30
01 2320 215 000 000	Health Ins	1,137.00	64.61	581.49	51.14	555.51	0.00	555.51
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	1,683.00	136.34	1,175.74	69.86	507.26	0.00	507.26
01 2320 225 000 000	Fica	10,175.00	819.91	7,379.19	72.52	2,795.81	0.00	2,795.81
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	2,152.00	181.27	1,646.62	76.52	505.38	0.00	505.38
01 2320 235 000 000	RETIREMENT SUPT.	13,960.00	1,086.56	9,779.04	70.05	4,180.96	0.00	4,180.96
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	94.69	838.03	0.00	(838.03)	0.00	(838.03)
01 2320 580 000 000	Travel	4,000.00	86.46	2,807.50	70.19	1,192.50	0.00	1,192.50
01 2320 610 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 735 000 000	Software-North Star	2,500.00	0.00	1,716.00	68.64	784.00	0.00	784.00
01 2320 810 000 000	Dues And Fees	2,500.00	0.00	684.00	27.36	1,816.00	0.00	1,816.00
01 2320 890 000 000	Other Misc Exp	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
2320 EXECUTIVE ADMINISTRATION-SUPT		204,107.00	15,859.94	146,280.57	71.67	57,826.43	0.00	57,826.43
01 2330 317 000 000	LEGAL SERVICES	23,976.48	995.00	3,903.00	16.28	20,073.48	0.00	20,073.48
2330 DISTRICT LEGAL SERVICES		23,976.48	995.00	3,903.00	16.28	20,073.48	0.00	20,073.48
01 2410 110 001 000	Clerical Sal Secon	53,000.00	4,654.32	41,398.31	78.11	11,601.69	0.00	11,601.69
01 2410 110 002 000	Clerical Sal Elem	46,000.00	4,206.94	33,200.61	72.18	12,799.39	0.00	12,799.39
01 2410 111 001 000	Princ Sal Secon	88,913.00	7,348.96	66,140.64	74.39	22,772.36	0.00	22,772.36
01 2410 111 002 000	Prin Sal Elem	103,490.00	8,595.50	77,359.50	74.75	26,130.50	0.00	26,130.50
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 122 001 000	STUDENT AIDE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	115.70	1,336.62	0.00	(1,336.62)	0.00	(1,336.62)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	133.25	1,209.29	0.00	(1,209.29)	0.00	(1,209.29)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	60.42	543.78	0.00	(543.78)	0.00	(543.78)
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	25,677.00	0.00	0.00	0.00	25,677.00	0.00	25,677.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,306.39	11,933.82	0.00	(11,933.82)	0.00	(11,933.82)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	25,676.00	1,813.92	16,325.28	63.58	9,350.72	0.00	9,350.72
01 2410 211 001 000	Health Ins Secon	25,833.00	2,149.69	19,347.21	74.89	6,485.79	0.00	6,485.79
01 2410 211 002 000	Health Ins Elem	170.00	10.00	90.00	52.94	80.00	0.00	80.00

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 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,284.00	354.74	3,188.14	74.42	1,095.86	0.00	1,095.86
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	3,519.00	309.18	2,449.71	69.61	1,069.29	0.00	1,069.29
01 2410 221 001 000	Fica Secon	6,802.00	540.73	4,866.57	71.55	1,935.43	0.00	1,935.43
01 2410 221 002 000	Fica Elem	13,630.00	809.04	7,281.36	53.42	6,348.64	0.00	6,348.64
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	5,477.00	471.17	4,035.35	73.68	1,441.65	0.00	1,441.65
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	4,499.00	428.72	3,398.94	75.55	1,100.06	0.00	1,100.06
01 2410 231 001 000	RETIREMENT ADMIN'S SEC.	8,837.00	731.88	6,586.92	74.54	2,250.08	0.00	2,250.08
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	10,563.67	849.05	7,641.45	72.34	2,922.22	0.00	2,922.22
01 2410 280 001 000	NON INSTRUCTIONAL HSA	25,677.00	237.64	2,166.65	8.44	23,510.35	0.00	23,510.35
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	329.77	2,967.93	0.00	(2,967.93)	0.00	(2,967.93)
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	2,110.15	18,991.35	0.00	(18,991.35)	0.00	(18,991.35)
01 2410 580 001 000	Travel Secon	500.00	0.00	474.37	94.87	25.63	0.00	25.63
01 2410 580 002 000	Travel Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 610 001 000	Supplies Secon	1,150.00	0.00	0.00	0.00	1,150.00	0.00	1,150.00
01 2410 610 002 000	Supplies Elem	1,000.00	0.00	18.78	1.88	981.22	0.00	981.22
01 2410 733 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 733 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 810 001 000	Dues And Fees Secon	500.00	0.00	785.00	157.00	(285.00)	0.00	(285.00)
01 2410 810 002 000	Dues And Fees Elem	500.00	0.00	515.00	103.00	(15.00)	0.00	(15.00)
01 2410 890 001 000	Other Misc Exp Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 890 002 000	Other Misc Exp Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2410	OFFICE OF THE PRINCIPAL	462,297.67	37,567.16	334,452.65	72.35	127,845.02	0.00	127,845.02
01 2510 110 000 000	Clerical Salary	76,000.00	6,562.98	53,891.89	70.91	22,108.11	0.00	22,108.11
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	59.33	405.56	0.00	(405.56)	0.00	(405.56)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	777.88	7,000.92	0.00	(7,000.92)	0.00	(7,000.92)
01 2510 210 000 000	Health Ins	2,993.00	382.27	2,888.13	96.50	104.87	0.00	104.87
01 2510 220 000 000	Fica	6,528.00	528.49	4,374.97	67.02	2,153.03	0.00	2,153.03
01 2510 230 000 000	Retirement	7,508.00	654.14	5,363.41	71.44	2,144.59	0.00	2,144.59
01 2510 280 000 000	CASH IN LIEU/HSA	9,334.56	0.00	0.00	0.00	9,334.56	0.00	9,334.56
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	6,500.00	0.00	10,600.00	163.08	(4,100.00)	0.00	(4,100.00)
01 2510 382 001 000	Telephone Secon	6,000.00	332.79	3,333.80	55.56	2,666.20	0.00	2,666.20
01 2510 382 002 000	Telephone Elem	6,000.00	332.77	3,333.71	55.56	2,666.29	0.00	2,666.29
01 2510 431 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	0.00	1,480.00	98.67	20.00	0.00	20.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2510 531 000 000	POSTAGE	6,000.00	6.42	4,233.24	70.55	1,766.76	0.00	1,766.76
01 2510 580 000 000	Travel	547.00	0.00	40.00	7.31	507.00	0.00	507.00
01 2510 610 000 000	Supplies	2,034.00	0.00	1,622.12	79.75	411.88	0.00	411.88
01 2510 733 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 734 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 735 000 000	Computer Software	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 2510 810 000 000	REGISTRATION	0.00	0.00	67.50	0.00	(67.50)	0.00	(67.50)
01 2510 890 000 000	Other Misc Exp	429.00	0.00	0.00	0.00	429.00	0.00	429.00
2510	CLERICAL	171,014.56	9,637.07	134,769.25	78.81	36,245.31	0.00	36,245.31
01 2580 112 000 000	Tech Support Aides	3,000.00	0.00	846.86	28.23	2,153.14	0.00	2,153.14
01 2580 114 000 000	Tech Support Salary	70,000.00	5,833.33	56,290.77	80.42	13,709.23	0.00	13,709.23
01 2580 214 000 000	Tech Support Health Ins	25,772.00	37.54	337.86	1.31	25,434.14	0.00	25,434.14
01 2580 224 000 000	Tech Support Fica	5,585.00	427.93	4,141.40	74.15	1,443.60	0.00	1,443.60
01 2580 234 000 000	RETIREMENT-TECH	7,211.00	576.21	5,185.87	71.92	2,025.13	0.00	2,025.13
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	2,641.82	105.67	(141.82)	0.00	(141.82)
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	727.48	36.37	1,272.52	0.00	1,272.52

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 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2580 580 000 000	Tech Support Travel	500.00	0.00	443.84	88.77	56.16	0.00	56.16
01 2580 650 001 000	Computer Supplies	5,000.00	0.00	3,405.82	68.12	1,594.18	0.00	1,594.18
01 2580 650 002 000	Computer Supplies	5,000.00	0.00	2,438.19	48.76	2,561.81	0.00	2,561.81
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	500.00	20.00	388.00	77.60	112.00	0.00	112.00
2580 Administrative Tech Services		129,068.00	6,895.01	87,578.70	67.85	41,489.30	0.00	41,489.30
01 2610 110 001 000	Cust Sal Secon	102,344.00	7,739.12	70,608.96	68.99	31,735.04	0.00	31,735.04
01 2610 110 002 000	Cust Sal Elem	53,450.00	5,316.52	46,596.04	87.18	6,853.96	0.00	6,853.96
01 2610 123 001 000	Sub/Summer Sal Secon	17,400.00	234.32	2,973.85	17.09	14,426.15	0.00	14,426.15
01 2610 123 002 000	Sub/Summer Sal Elem	18,500.00	234.32	2,973.80	16.07	15,526.20	0.00	15,526.20
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,046.95	0.00	(1,046.95)	0.00	(1,046.95)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	91.08	1,254.02	0.00	(1,254.02)	0.00	(1,254.02)
01 2610 210 001 000	Health Ins Secon	41,405.00	2,688.59	20,157.02	48.68	21,247.98	0.00	21,247.98
01 2610 210 002 000	Health Ins Elem	32,080.00	1,938.77	20,791.36	64.81	11,288.64	0.00	11,288.64
01 2610 220 001 000	Fica Secon	7,830.00	583.02	5,389.14	68.83	2,440.86	0.00	2,440.86
01 2610 220 002 000	Fica Elem	4,224.00	399.06	3,467.54	82.09	756.46	0.00	756.46
01 2610 223 001 000	FICA-SUB SUBS	1,331.00	17.93	227.50	17.09	1,103.50	0.00	1,103.50
01 2610 223 002 000	FICA-SUB SUBS	1,280.00	17.93	227.51	17.77	1,052.49	0.00	1,052.49
01 2610 230 001 000	Retirement Secon	11,828.00	764.45	7,078.05	59.84	4,749.95	0.00	4,749.95
01 2610 230 002 000	Retirement Elem	7,108.00	534.16	4,726.52	66.50	2,381.48	0.00	2,381.48
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	245.59	2,789.66	0.00	(2,789.66)	0.00	(2,789.66)
01 2610 410 001 000	Water Sewer Secon	3,500.00	298.29	2,656.24	75.89	843.76	0.00	843.76
01 2610 410 002 000	Water Sewer Elem	4,500.00	298.28	2,656.13	59.03	1,843.87	0.00	1,843.87
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	10,000.00	1,551.53	12,321.33	123.21	(2,321.33)	0.00	(2,321.33)
01 2610 610 002 000	Supplies Elem	15,055.00	1,551.51	11,968.91	79.50	3,086.09	0.00	3,086.09
01 2610 621 001 000	Fuel Secon	55,000.00	4,624.11	39,754.06	72.28	15,245.94	0.00	15,245.94
01 2610 621 002 000	Fuel Elem	55,000.00	4,481.49	39,546.28	71.90	15,453.72	0.00	15,453.72
2610 CUSTODIAL		441,835.00	33,610.07	356,420.77	80.67	85,414.23	0.00	85,414.23
01 2620 110 000 000	Maintenance Sal	50,407.00	2,810.02	28,547.34	56.63	21,859.66	0.00	21,859.66
01 2620 210 000 000	Health Ins	5,175.00	2.40	413.39	7.99	4,761.61	0.00	4,761.61
01 2620 220 000 000	Fica	3,856.00	214.69	2,180.64	56.55	1,675.36	0.00	1,675.36
01 2620 230 000 000	Retirement	4,980.00	277.57	2,498.13	50.16	2,481.87	0.00	2,481.87
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	490.50	4,414.50	0.00	(4,414.50)	0.00	(4,414.50)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	490.50	4,414.50	0.00	(4,414.50)	0.00	(4,414.50)
01 2620 431 001 000	Con/ser Repair Secon	35,000.00	227.69	33,998.17	97.14	1,001.83	0.00	1,001.83
01 2620 431 002 000	Cont/ser Repair Elem	20,000.00	841.20	49,491.65	247.46	(29,491.65)	0.00	(29,491.65)
01 2620 520 001 000	PROPERTY INS.	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2620 520 002 000	PROPERTY INS.	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2620 610 001 000	GENERAL SUPPLIES	15,000.00	1,390.70	15,789.92	105.27	(789.92)	0.00	(789.92)
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	1,758.58	10,772.47	100.73	(78.47)	0.00	(78.47)
01 2620 720 001 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 733 001 000	Equipment Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 733 002 000	Equipment Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 890 001 000	Other Exp Secon	288.00	0.00	0.00	0.00	288.00	0.00	288.00
01 2620 890 002 000	Other Exp Elem	1,950.00	0.00	0.00	0.00	1,950.00	0.00	1,950.00
2620 MAINTENANCE		201,350.00	8,503.85	152,520.71	75.75	48,829.29	0.00	48,829.29
01 2710 110 000 000	Transp Salaries	141,482.00	12,690.58	111,235.19	78.62	30,246.81	0.00	30,246.81
01 2710 123 000 000	SUB SALARIES	20,000.00	100.00	2,799.60	14.00	17,200.40	0.00	17,200.40
01 2710 210 000 000	Health Ins	4,733.00	487.27	4,993.72	105.51	(260.72)	0.00	(260.72)
01 2710 220 000 000	Fica	10,824.00	963.13	8,417.65	77.77	2,406.35	0.00	2,406.35

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 2710 223 000 000	FICA-SUB SUBS	1,530.00	7.65	214.11	13.99	1,315.89	0.00	1,315.89
01 2710 230 000 000	Retirement	5,786.00	802.39	6,555.22	113.29	(769.22)	0.00	(769.22)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	3.95	123.27	0.00	(123.27)	0.00	(123.27)
01 2710 330 000 000	TESTING	500.00	0.00	1,040.00	208.00	(540.00)	0.00	(540.00)
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	4,000.00	0.00	880.51	22.01	3,119.49	0.00	3,119.49
01 2710 431 000 000	REPAIRS & MAINT.	25,000.00	0.00	2,664.09	10.66	22,335.91	0.00	22,335.91
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	25,000.00	294.14	16,345.43	65.38	8,654.57	0.00	8,654.57
01 2710 626 000 000	Gas And Oil	40,000.00	3,753.68	48,582.08	121.46	(8,582.08)	0.00	(8,582.08)
01 2710 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2710 890 000 000	Other Exp	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2710 Vehicle Operation-Reg. Ed		282,355.00	19,102.79	220,001.97	77.92	62,353.03	0.00	62,353.03
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	2,860.38	14,937.54	0.00	(14,937.54)	0.00	(14,937.54)
01 2712 110 002 000	SPED Transp Salary	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	526.55	2,774.56	0.00	(2,774.56)	0.00	(2,774.56)
01 2712 210 002 000	SPED Transp Health	4,692.00	0.00	0.00	0.00	4,692.00	0.00	4,692.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	205.39	1,068.06	0.00	(1,068.06)	0.00	(1,068.06)
01 2712 220 002 000	SPED Transp FICA	1,530.00	0.00	0.00	0.00	1,530.00	0.00	1,530.00
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	282.55	1,475.52	0.00	(1,475.52)	0.00	(1,475.52)
01 2712 230 002 000	SPED Transp Retire	1,976.00	0.00	0.00	0.00	1,976.00	0.00	1,976.00
01 2712 332 001 000	Mileage/parent Seco	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 519 001 000	Contracted Transpor	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 2712 519 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
01 2712 626 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2712 Vehicle Operation-School Age SPED		46,998.00	3,874.87	20,255.68	43.10	26,742.32	0.00	26,742.32
01 2730 431 000 000	REPAIRS & MAINT.	0.00	5,969.50	21,135.88	0.00	(21,135.88)	0.00	(21,135.88)
2730 Vehicle Service/Maint. Reg Ed.		0.00	5,969.50	21,135.88	0.00	(21,135.88)	0.00	(21,135.88)
01 3300 120 000 000	Youth Center Wages	16,500.00	0.00	0.00	0.00	16,500.00	0.00	16,500.00
01 3300 220 000 000	Fica	1,262.00	0.00	0.00	0.00	1,262.00	0.00	1,262.00
01 3300 230 000 000	Retirement	900.00	0.00	0.00	0.00	900.00	0.00	900.00
3300 YOUTH CENTER		18,662.00	0.00	0.00	0.00	18,662.00	0.00	18,662.00
01 3512 734 001 000	TECHNOLOGY RELATED HARDWARE	18,039.00	0.00	0.00	0.00	18,039.00	0.00	18,039.00
3512 DIST ED INCENTIVE		18,039.00	0.00	0.00	0.00	18,039.00	0.00	18,039.00
01 3516 734 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	3,000.00	300.85	2,707.65	90.26	292.35	0.00	292.35
01 3535 211 000 000	High Ability Health	1,208.00	109.17	983.10	81.38	224.90	0.00	224.90
01 3535 221 000 000	High Ability Fica	230.00	22.48	202.32	87.97	27.68	0.00	27.68
01 3535 231 000 000	High Ability Retirement	297.00	29.71	267.39	90.03	29.61	0.00	29.61
01 3535 580 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
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	2,820.00	0.00	5,726.81	203.08	(2,906.81)	0.00	(2,906.81)
01 3535 733 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	3,826.58	95.66	173.42	0.00	173.42
3535 HIGH ABILITY LEARNERS		17,039.00	462.21	14,713.85	86.35	2,325.15	0.00	2,325.15

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 6200 111 000 000	REGULAR SALARIES	47,000.00	5,618.75	50,568.75	107.59	(3,568.75)	0.00	(3,568.75)
01 6200 211 000 000	HEALTH INSURANCE	7,072.00	1,751.99	15,663.80	221.49	(8,591.80)	0.00	(8,591.80)
01 6200 221 000 000	FICA	5,000.00	407.31	3,667.11	73.34	1,332.89	0.00	1,332.89
01 6200 231 000 000	RETIREMENT	3,500.00	555.01	4,995.09	142.72	(1,495.09)	0.00	(1,495.09)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	317.81	2,841.40	0.00	(2,841.40)	0.00	(2,841.40)
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 610 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
6200	TITLE 1 PART A	62,942.00	8,650.87	77,736.15	123.50	(14,794.15)	0.00	(14,794.15)
01 6210 610 000 000	SUPPLIES	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
6210	TITLE 1 ACCOUNTABILITY	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
01 6310 111 000 000	TEACHERS SALARIES	28,800.00	2,610.19	23,491.71	81.57	5,308.29	0.00	5,308.29
01 6310 211 000 000	TITLE IIA Health	11,553.00	934.99	8,374.97	72.49	3,178.03	0.00	3,178.03
01 6310 221 000 000	TITLE IIA Fica	1,900.00	186.61	1,680.05	88.42	219.95	0.00	219.95
01 6310 231 000 000	TITLE IIA Retirement	2,850.00	257.83	2,320.47	81.42	529.53	0.00	529.53
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	169.61	1,519.24	0.00	(1,519.24)	0.00	(1,519.24)
6310	TITLE IIA	45,103.00	4,159.23	37,386.44	82.89	7,716.56	0.00	7,716.56
01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6315	TITLE II, PART B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 6330 111 000 000	SALARIES-REAP	33,009.00	0.00	0.00	0.00	33,009.00	0.00	33,009.00
01 6330 211 000 000	GROUP INSURANCE REAP	16,785.00	0.00	0.00	0.00	16,785.00	0.00	16,785.00
01 6330 221 000 000	FICA REAP	5,750.00	0.00	0.00	0.00	5,750.00	0.00	5,750.00
01 6330 231 000 000	RETIREMENT REAP	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
6330	TITLE VI, PART B REAP	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403	IDEA PART B-SCHOOL AGE	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6404 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,253.00	0.00	0.00	0.00	25,253.00	0.00	25,253.00
01 6404 112 000 000	SALARIES INSTRUCTIONAL AIDES	14,855.00	0.00	0.00	0.00	14,855.00	0.00	14,855.00
01 6404 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	15,588.00	0.00	0.00	0.00	15,588.00	0.00	15,588.00
01 6404 221 000 000	FICA TEACHERS/ADMIN	2,363.00	0.00	0.00	0.00	2,363.00	0.00	2,363.00
01 6404 231 000 000	RETIREMENT TEACHERS/ADMINS	3,962.00	0.00	0.00	0.00	3,962.00	0.00	3,962.00
6404	IDEA PART B: 0-4	62,021.00	0.00	0.00	0.00	62,021.00	0.00	62,021.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	2,464.00	0.00	0.00	0.00	2,464.00	0.00	2,464.00
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	0.00	0.00	0.00	1,051.00	0.00	1,051.00
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	0.00	0.00	0.00	188.00	0.00	188.00
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	0.00	0.00	0.00	244.00	0.00	244.00
01 6406 320 000 000	PROFESSIONAL ED SERVICES	2,529.00	0.00	0.00	0.00	2,529.00	0.00	2,529.00
6406	IDEA PRESCHOOL: 3-4	6,476.00	0.00	0.00	0.00	6,476.00	0.00	6,476.00
01 6408 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,353.00	0.00	0.00	0.00	25,353.00	0.00	25,353.00
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	113.36	793.52	0.00	(793.52)	0.00	(793.52)
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	13,245.00	2,007.59	15,846.82	119.64	(2,601.82)	0.00	(2,601.82)
01 6408 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	14,221.00	0.00	0.00	0.00	14,221.00	0.00	14,221.00
01 6408 212 000 000	GROUP INSURANCE-AIDES	0.00	32.42	284.88	0.00	(284.88)	0.00	(284.88)
01 6408 212 002 000	GROUP INSURANCE-AIDES	105.00	4.80	43.20	41.14	61.80	0.00	61.80
01 6408 221 002 000	FICA TEACHERS/ADMIN	3,552.00	0.00	0.00	0.00	3,552.00	0.00	3,552.00
01 6408 222 000 000	FICA-AIDES	0.00	7.58	51.11	0.00	(51.11)	0.00	(51.11)
01 6408 222 002 000	FICA-AIDES	0.00	153.58	1,212.28	0.00	(1,212.28)	0.00	(1,212.28)
01 6408 231 002 000	RETIREMENT TEACHERS/ADMINS	3,525.00	0.00	0.00	0.00	3,525.00	0.00	3,525.00
01 6408 232 000 000	RETIREMENT AIDES	0.00	11.20	78.38	0.00	(78.38)	0.00	(78.38)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6408 232 002 000	RETIREMENT AIDES	0.00	198.31	1,565.33	0.00	(1,565.33)	0.00	(1,565.33)
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	4.86	42.70	0.00	(42.70)	0.00	(42.70)
6408	IDEA Part B (611) Base & EP 0-21	60,001.00	2,533.70	19,918.22	33.20	40,082.78	0.00	40,082.78
01 6412 320 000 000	PROFESSIONAL ED SERVICES-IDEA	3,493.00	0.00	0.00	0.00	3,493.00	0.00	3,493.00
6412	IDEA Part B Proportionate	3,493.00	0.00	0.00	0.00	3,493.00	0.00	3,493.00
01 6422 591 000 000	ESU SERVICES	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
6422	IDEA Preschool 619	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6700 111 000 000	Vocational Wages	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
01 6700 211 000 000	Vocational Health	303.00	0.00	0.00	0.00	303.00	0.00	303.00
01 6700 221 000 000	Vocational FICA	183.00	0.00	0.00	0.00	183.00	0.00	183.00
01 6700 231 000 000	Vocational Retire	238.00	0.00	0.00	0.00	238.00	0.00	238.00
6700	VOCATIONAL	3,124.00	0.00	0.00	0.00	3,124.00	0.00	3,124.00
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	20,943.81	0.00	(20,943.81)	0.00	(20,943.81)
01 6992 211 000 000	REAP Health	0.00	833.60	7,466.78	0.00	(7,466.78)	0.00	(7,466.78)
01 6992 221 000 000	REAP Fica	0.00	166.36	1,497.75	0.00	(1,497.75)	0.00	(1,497.75)
01 6992 231 000 000	REAP Retirement	0.00	229.87	2,068.83	0.00	(2,068.83)	0.00	(2,068.83)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	151.21	1,354.43	0.00	(1,354.43)	0.00	(1,354.43)
6992	REAP	0.00	3,708.13	33,331.60	0.00	(33,331.60)	0.00	(33,331.60)
01 6997 113 001 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00	0.00	0.00	17,423.00	0.00	17,423.00
01 6997 113 002 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00	0.00	0.00	17,423.00	0.00	17,423.00
6997	ESSER II	34,846.00	0.00	0.00	0.00	34,846.00	0.00	34,846.00
01 6998 111 001 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 6998 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 6998 113 001 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	1,480.00	14,985.00	74.93	5,015.00	0.00	5,015.00
01 6998 113 002 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	555.00	8,695.00	43.48	11,305.00	0.00	11,305.00
01 6998 213 001 000	GROUP INS.-SUBS	0.00	442.94	3,009.23	0.00	(3,009.23)	0.00	(3,009.23)
01 6998 213 002 000	GROUP INS.-SUBS	0.00	166.11	1,863.17	0.00	(1,863.17)	0.00	(1,863.17)
01 6998 223 001 000	FICA-SUB SUBS	0.00	103.74	1,082.37	0.00	(1,082.37)	0.00	(1,082.37)
01 6998 223 002 000	FICA-SUB SUBS	0.00	39.02	625.80	0.00	(625.80)	0.00	(625.80)
01 6998 233 001 000	RETIREMENT-SUBS	0.00	146.18	1,480.08	0.00	(1,480.08)	0.00	(1,480.08)
01 6998 233 002 000	RETIREMENT-SUBS	0.00	54.83	858.97	0.00	(858.97)	0.00	(858.97)
01 6998 640 001 000	BOOKS & PERIODICALS	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
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 643 001 000	WEB/CLOUD BASED SOFTWARE	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
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)
01 6998 720 000 000	BUILDINGS	304,027.00	0.00	0.00	0.00	304,027.00	0.00	304,027.00
6998	ESSER III	414,027.00	2,987.82	42,484.62	10.26	371,542.38	0.00	371,542.38
01 8000 913 001 000	Activity Transfer	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
01 8000 915 000 000	Depreciation Fund	200,000.00	0.00	0.00	0.00	200,000.00	0.00	200,000.00
8000	TRANSFERS (OUTGOING)	250,000.00	0.00	0.00	0.00	250,000.00	0.00	250,000.00
000	DISTRICT WIDE	8,802,121.71	554,134.48	5,080,992.03	57.72	3,721,129.68	0.00	3,721,129.68
01 1100 610 002 001	Grade 1 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00

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 1100 640 002 001	Classroom Periodical	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
1100 SALARIES		2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
001 FIRST GRADE		2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
01 1100 610 002 002	Grade 2 Materials	400.00	0.00	49.98	12.50	350.02	0.00	350.02
01 1100 640 002 002	Classroom Periodical	1,750.00	0.00	0.00	0.00	1,750.00	0.00	1,750.00
1100 SALARIES		2,150.00	0.00	49.98	2.32	2,100.02	0.00	2,100.02
002 SECOND GRADE		2,150.00	0.00	49.98	2.32	2,100.02	0.00	2,100.02
01 1100 610 002 003	Grade 3 Materials	400.00	0.00	40.00	10.00	360.00	0.00	360.00
01 1100 640 002 003	Classroom Periodical	1,550.00	0.00	222.40	14.35	1,327.60	0.00	1,327.60
1100 SALARIES		1,950.00	0.00	262.40	13.46	1,687.60	0.00	1,687.60
003 THIRD GRADE		1,950.00	0.00	262.40	13.46	1,687.60	0.00	1,687.60
01 1100 610 002 004	Grade 4 Materials	400.00	0.00	24.45	6.11	375.55	0.00	375.55
01 1100 640 002 004	Classroom Periodical	650.00	0.00	244.50	37.62	405.50	0.00	405.50
1100 SALARIES		1,050.00	0.00	268.95	25.61	781.05	0.00	781.05
004 FOURTH GRADE		1,050.00	0.00	268.95	25.61	781.05	0.00	781.05
01 1100 610 002 005	Grade 5 Materials	400.00	0.00	246.47	61.62	153.53	0.00	153.53
01 1100 640 002 005	Classroom Periodical	550.00	0.00	286.88	52.16	263.12	0.00	263.12
1100 SALARIES		950.00	0.00	533.35	56.14	416.65	0.00	416.65
005 FIFTH GRADE		950.00	0.00	533.35	56.14	416.65	0.00	416.65
01 1100 610 002 006	Grade 6 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1100 640 002 006	Classroom Periodical	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		700.00	0.00	0.00	0.00	700.00	0.00	700.00
006 SIXTH GRADE		700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 1100 610 002 007	Kingrt Materials	300.00	28.99	28.99	9.66	271.01	0.00	271.01
01 1100 640 002 007	Classroom Periodical	800.00	0.00	0.00	0.00	800.00	0.00	800.00
1100 SALARIES		1,100.00	28.99	28.99	2.64	1,071.01	0.00	1,071.01
007 Kindergarten		1,100.00	28.99	28.99	2.64	1,071.01	0.00	1,071.01
01 1100 610 002 017	Elem Art Materials	501.00	0.00	0.00	0.00	501.00	0.00	501.00
1100 SALARIES		501.00	0.00	0.00	0.00	501.00	0.00	501.00
017 ELEM. ART		501.00	0.00	0.00	0.00	501.00	0.00	501.00
01 1100 610 001 018	Music Materials	1,000.00	15.89	992.30	99.23	7.70	0.00	7.70
01 1100 610 002 018	Music Materials	727.00	0.00	325.05	44.71	401.95	0.00	401.95
01 1100 733 001 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 733 002 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 018	FEES	831.00	400.00	2,060.00	247.89	(1,229.00)	0.00	(1,229.00)
1100 SALARIES		3,558.00	415.89	3,377.35	94.92	180.65	0.00	180.65
018 MUSIC		3,558.00	415.89	3,377.35	94.92	180.65	0.00	180.65
01 1100 610 002 019	Elem Pe Materials	200.00	0.00	299.62	149.81	(99.62)	0.00	(99.62)
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		500.00	0.00	299.62	59.92	200.38	0.00	200.38
019 ELEM. PE		500.00	0.00	299.62	59.92	200.38	0.00	200.38
01 1100 610 001 020	Lang Arts Materials	500.00	0.00	420.25	84.05	79.75	0.00	79.75
01 1100 640 001 020	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1100 735 001 020	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 810 001 020	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1100 SALARIES		2,200.00	0.00	420.25	19.10	1,779.75	0.00	1,779.75

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
020	LANGUAGE ARTS	2,200.00	0.00	420.25	19.10	1,779.75	0.00	1,779.75
01 1100 610 001 021	Math Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
1100	SALARIES	200.00	0.00	0.00	0.00	200.00	0.00	200.00
021	MATH	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 431 001 022	REPAIRS & MAINTENANCE - Contracted	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1100 610 001 022	Materials	5,000.00	23.70	369.67	7.39	4,630.33	0.00	4,630.33
01 1100 640 001 022	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1100 733 001 022	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 735 001 022	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
1100	SALARIES	9,350.00	23.70	369.67	3.95	8,980.33	0.00	8,980.33
022	SCIENCE	9,350.00	23.70	369.67	3.95	8,980.33	0.00	8,980.33
01 1100 610 001 023	Soc Stud Materials	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1100 640 001 023	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1100	SALARIES	470.00	0.00	0.00	0.00	470.00	0.00	470.00
023	SOCIAL STUDIES	470.00	0.00	0.00	0.00	470.00	0.00	470.00
01 1100 431 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
01 1100 610 001 025	Instr Materials	4,000.00	398.99	2,554.72	63.87	1,445.28	0.00	1,445.28
01 1100 640 001 025	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	0.00	535.00	107.00	(35.00)	0.00	(35.00)
01 1100 810 001 025	FEES	950.00	0.00	0.00	0.00	950.00	0.00	950.00
1100	SALARIES	8,940.00	398.99	3,089.72	34.56	5,850.28	0.00	5,850.28
025	AGRICULTURE	8,940.00	398.99	3,089.72	34.56	5,850.28	0.00	5,850.28
01 1100 431 001 026	REPAIRS & MAINTENANCE - Contracted	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 580 001 026	Instructor Travel	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 610 001 026	Instr Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 640 001 026	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 026	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 735 001 026	Comp Software	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 026	FEES	1,400.00	0.00	100.00	7.14	1,300.00	0.00	1,300.00
1100	SALARIES	5,000.00	0.00	100.00	2.00	4,900.00	0.00	4,900.00
026	BUSINESS	5,000.00	0.00	100.00	2.00	4,900.00	0.00	4,900.00
01 1100 610 001 027	Secon Art Materials	1,800.00	0.00	106.43	5.91	1,693.57	0.00	1,693.57
1100	SALARIES	1,800.00	0.00	106.43	5.91	1,693.57	0.00	1,693.57
027	SECONDARY ART	1,800.00	0.00	106.43	5.91	1,693.57	0.00	1,693.57
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	0.00	532.25	21.29	1,967.75	0.00	1,967.75
01 1100 431 002 028	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 028	Instr Materials	1,000.00	8.99	665.43	66.54	334.57	0.00	334.57
01 1100 610 002 028	Instrument Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 028	Equipment	3,000.00	4,945.00	4,945.00	164.83	(1,945.00)	0.00	(1,945.00)
01 1100 733 002 028	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 028	Registration	500.00	0.00	230.00	46.00	270.00	0.00	270.00
01 1100 810 002 028	Student Registration	500.00	0.00	125.00	25.00	375.00	0.00	375.00
1100	SALARIES	10,000.00	4,953.99	6,497.68	64.98	3,502.32	0.00	3,502.32
028	BAND	10,000.00	4,953.99	6,497.68	64.98	3,502.32	0.00	3,502.32

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01 1100 431 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	0.00	0.00	0.00	800.00	0.00	800.00
01 1100 733 001 029	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1100 SALARIES		8,800.00	0.00	0.00	0.00	8,800.00	0.00	8,800.00
029 SECONDARY PE		8,800.00	0.00	0.00	0.00	8,800.00	0.00	8,800.00
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 431 001 031	REPAIRS & MAINTENANCE - Contracted	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 580 001 031	Instructor Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	0.00	2,191.18	109.56	(191.18)	0.00	(191.18)
01 1100 733 001 031	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	2,191.18	44.45	2,738.82	0.00	2,738.82
031 INDUSTRIAL ARTS		4,930.00	0.00	2,191.18	44.45	2,738.82	0.00	2,738.82
01 1100 610 001 032	Foreign Lang Mater	200.00	0.00	489.73	244.87	(289.73)	0.00	(289.73)
01 1100 640 001 032	Classroom Period	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1100 810 001 032	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1100 SALARIES		400.00	0.00	489.73	122.43	(89.73)	0.00	(89.73)
032 FOREIGN LANGUAGE		400.00	0.00	489.73	122.43	(89.73)	0.00	(89.73)
01 1100 610 001 033	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 733 001 033	Journalism Equip	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		600.00	0.00	0.00	0.00	600.00	0.00	600.00
033 JOURNALISM		600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2171 591 002 600	PT Therapy	12,070.00	0.00	0.00	0.00	12,070.00	0.00	12,070.00
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		12,070.00	0.00	0.00	0.00	12,070.00	0.00	12,070.00
01 2172 591 002 600	PT SPED 3-5	5,800.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
2172 PHYSICAL THERAPY:SPED 3-5		5,800.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
01 2173 591 002 600	PT SPED 0-2	2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
2173 PHYSICAL THERAPY:SPED 0-2		2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
01 6408 591 002 600	ESU SERVICES-PT	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6408 IDEA Part B (611) Base & EP 0-21		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
600 PT Services		22,070.00	0.00	0.00	0.00	22,070.00	0.00	22,070.00
01 2161 320 001 601	PROFESSIONAL ED SERVICES	0.00	362.20	2,661.48	0.00	(2,661.48)	0.00	(2,661.48)
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	0.00	0.00	0.00	25,387.00	0.00	25,387.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		25,387.00	362.20	2,661.48	10.48	22,725.52	0.00	22,725.52
01 2162 591 002 601	OT SPED 3-5	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
2162 OCCUPATIONAL THERAPY-SPED 3-5		7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 2163 591 002 601	OT SPED 0-2	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2163 OCCUPATIONAL THERAPY-SPED 0-2		2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 6408 591 002 601	ESU SERVICES-OT	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
6408 IDEA Part B (611) Base & EP 0-21		4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
601 OT Services		38,887.00	362.20	2,661.48	6.84	36,225.52	0.00	36,225.52
01 2151 320 001 602	PROFESSIONAL ED SERVICES	0.00	0.00	3,446.28	0.00	(3,446.28)	0.00	(3,446.28)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2151 591 001 602	Speech Therapy	0.00	3,470.78	27,740.14	0.00	(27,740.14)	0.00	(27,740.14)
01 2151 591 002 602	Speech Therapy Elem	163,618.00	12,945.06	102,577.22	62.69	61,040.78	0.00	61,040.78
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	163,618.00	16,415.84	133,763.64	81.75	29,854.36	0.00	29,854.36
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	14,000.00	1,594.68	17,786.73	127.05	(3,786.73)	0.00	(3,786.73)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	14,000.00	1,594.68	17,786.73	127.05	(3,786.73)	0.00	(3,786.73)
01 2153 591 002 602	SPEECH (0-2)	12,000.00	750.44	3,754.67	31.29	8,245.33	0.00	8,245.33
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	12,000.00	750.44	3,754.67	31.29	8,245.33	0.00	8,245.33
01 6408 591 002 602	ESU SERVICES-Speech	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
6408	IDEA Part B (611) Base & EP 0-21	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
602	Speech	211,618.00	18,760.96	155,305.04	73.39	56,312.96	0.00	56,312.96
01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	288.52	2,727.29	40.74	3,967.71	0.00	3,967.71
1291	SPED AGES 3-5	6,695.00	288.52	2,727.29	40.74	3,967.71	0.00	3,967.71
01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	288.52	2,727.27	54.55	2,272.73	0.00	2,272.73
1292	SPED AGES 0-2	5,000.00	288.52	2,727.27	54.55	2,272.73	0.00	2,272.73
01 6408 591 002 603	ESU SERVICES-Supervision	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
6408	IDEA Part B (611) Base & EP 0-21	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
603	Sped Super	16,695.00	577.04	5,454.56	32.67	11,240.44	0.00	11,240.44
01 1200 591 001 604	Deaf Ed	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1200	SPEDICAL ED School Age	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1291	SPED AGES 3-5	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	0.00	489.21	3,616.07	0.00	(3,616.07)	0.00	(3,616.07)
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	489.21	4,472.59	0.00	(4,472.59)	0.00	(4,472.59)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	978.42	8,088.66	0.00	(8,088.66)	0.00	(8,088.66)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
604	Deaf Ed	2,724.00	978.42	8,088.66	296.94	(5,364.66)	0.00	(5,364.66)
01 2181 591 001 605	Vision	3,568.00	0.00	360.00	10.09	3,208.00	0.00	3,208.00
01 2181 591 002 605	VISION	0.00	363.96	3,056.63	0.00	(3,056.63)	0.00	(3,056.63)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	3,568.00	363.96	3,416.63	95.76	151.37	0.00	151.37
605	Vision	3,568.00	363.96	3,416.63	95.76	151.37	0.00	151.37
01 2141 591 001 606	SCHOOL PSYCH	0.00	1,555.38	14,240.20	0.00	(14,240.20)	0.00	(14,240.20)
01 2141 591 002 606	Diagnostic Testing (School Psych)	46,700.00	1,555.38	14,240.20	30.49	32,459.80	0.00	32,459.80
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	46,700.00	3,110.76	28,480.40	60.99	18,219.60	0.00	18,219.60
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	8,500.00	388.84	3,560.07	41.88	4,939.93	0.00	4,939.93
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	8,500.00	388.84	3,560.07	41.88	4,939.93	0.00	4,939.93
01 2143 591 002 606	PSYC SERVICES SPED 0-2	6,000.00	388.85	3,560.07	59.33	2,439.93	0.00	2,439.93
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	6,000.00	388.85	3,560.07	59.33	2,439.93	0.00	2,439.93
01 6408 591 002 606	ESU SERVICES-Psych	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
6408	IDEA Part B (611) Base & EP 0-21	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606	D/E Psychological	66,700.00	3,888.45	35,600.54	53.37	31,099.46	0.00	31,099.46
01 2151 591 001 607	Audiology Secon	0.00	63.32	3,595.51	0.00	(3,595.51)	0.00	(3,595.51)
01 2151 591 002 607	Audiology Elem	1,614.00	0.00	12,491.41	773.94	(10,877.41)	0.00	(10,877.41)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	1,614.00	63.32	16,086.92	996.71	(14,472.92)	0.00	(14,472.92)
01 2152 591 002 607	AUDIOLOGY SPED 3-5	902.00	79.15	2,092.75	232.01	(1,190.75)	0.00	(1,190.75)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	902.00	79.15	2,092.75	232.01	(1,190.75)	0.00	(1,190.75)

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 2153 591 002 607	AUDIOLOGY SPED 0-2	601.00	15.83	408.22	67.92	192.78	0.00	192.78
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	601.00	15.83	408.22	67.92	192.78	0.00	192.78
01 6404 591 002 607	SPED IDEA SUPERVISION	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
6404	IDEA PART B: 0-4	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
01 6408 591 002 607	ESU SERVICES-D/E Audiology	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6408	IDEA Part B (611) Base & EP 0-21	250.00	0.00	0.00	0.00	250.00	0.00	250.00
607	Audiology	10,881.00	158.30	18,587.89	170.83	(7,706.89)	0.00	(7,706.89)
01 1200 591 000 608	Vocational	5,343.00	206.75	1,974.61	36.96	3,368.39	0.00	3,368.39
1200	SPEDICAL ED School Age	5,343.00	206.75	1,974.61	36.96	3,368.39	0.00	3,368.39
608	VOCATIONAL	5,343.00	206.75	1,974.61	36.96	3,368.39	0.00	3,368.39
01	General	9,248,456.71	585,252.12	5,330,166.74	57.63	3,918,289.97	0.00	3,918,289.97

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:		9,248,456.71	585,252.12	5,330,166.74	57.63	3,918,289.97	0.00	3,918,289.97

**Ravenna Public Schools
GENERAL FUND
Ending April 30th, 2023**

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

Receipts:

Tax Collection (Buffalo)	\$416,638.22
Tax Collection (Sherman)	\$137,725.58
State of NE Sped	\$45,107.00
State Apportionment	
IDEA	\$99,925.00
City of Ravenna	
ESSERS III	
Distance Learning	
ESU 10	
Sale of Prop/Equip.	
Medicaid (MAC)	
State Aid	\$3,833.00
State of NE (MIPS)	\$3,127.56
Insurance	
Other	\$50.00
Interest	\$69.38

Total Receipts: **\$706,475.74**

Disbursements:

Board Bills (Apr.)	\$536,607.15
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\$536,607.15

Ending Balance: **\$450,735.77**

Cash on Hand: **\$450,735.77**

Outstanding checks	\$75,588.13
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Bank Balance: \$526,323.90

Investments: **\$2,190,866.47**

Accounted for as Follows:

General Fund

General Fund Checking	\$450,735.77
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CD #xxx311	\$2,028,391.63
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CD # 70099 (9 mo)	\$162,474.84
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Total Available: **\$2,641,602.24** **\$2,641,602.24**

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	3,930,995.00	69,555.38	2,033,052.34
01 1100 1100	District Taxes - Sherman	1,204,625.00	51,984.58	642,279.38
01 1115 1000	Carline-Buffalo	10,000.00	0.00	1,335.41
01 1115 1100	Carline - Sherman	4,798.00	0.00	383.88
01 1120 1000	Public Power Tax - Buffalo	100,000.00	160,777.06	160,777.06
01 1120 1100	Public Power Tax - Sherman	80,000.00	1,356.28	1,356.28
01 1125 1000	Motor Vehicle Taxes - Buffalo	160,000.00	19,173.14	142,910.18
01 1125 1100	Motor Vehicle Taxes - Sherman	71,000.00	4,190.06	26,407.41
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.	6,500.00	69.38	1,910.62
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	650.00
01 1911	Local License Fees	1,500.00	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	15,000.00	1,683.92	13,424.05
01 2110 1100	Sherm Fines-license	10,000.00	281.08	1,234.54
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	4,690.00	0.00	3,490.77
01 3110	State Aid	38,332.00	3,833.00	30,664.00
01 3120	Spec. Ed Programs	565,000.00	45,107.00	340,404.00
01 3125	Special Ed Transpor.	4,000.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	11,022.85	22,045.70
01 3130 1100	Sherm Homestead Ex	0.00	1,181.51	2,363.02
01 3131	PROPERTY TAX CREDIT	0.00	148,885.45	349,377.99
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	78,732.07	78,732.07
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	8,000.00	5,540.42	8,244.16
01 3180 1100	Sher Pro Rat Moto V	2,845.00	0.00	614.77
01 3400	State Apportionment	49,000.00	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	20,000.00	0.00	4,307.40
01 3535	High Abilt Learners	4,000.00	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	0.00	1,376.00
01 4505	Title 1 Current	55,000.00	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	20,000.00	0.00	24,399.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	105,000.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	2,579.00
01 4518	IDEA Part B (611) Base & EP	0.00	99,925.00	99,925.00
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)	10,813.00	3,127.56	4,911.98
01 4709	Medicaid Administrative Activities	10,000.00	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	100,000.00	0.00	34,846.00
01 4998	ESSER III	412,580.00	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	15,000.00	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	7,018,678.00	706,475.74	4,386,818.62
8	Revenue	7,018,678.00	706,475.74	4,386,818.62

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

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

SDD: 4/3/2023 5:12:11 AM
54-3337
1375
GRD ISLND NE RSP

54-00001438-04
CDB# 204867
CUST# 204867-1
RAVENNA PUBLIC SCHOOLS 10DSD#:
41750 CARTAGE RD
RAVENNA, NE
68869

INVOICE# 54333790002833
PO#:
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
78700-80070	004266	FS HWGW 6"HOT 16P34Z	15			4.4700	67.05
78700-80078	006055	FS HWGW 6"SUB RL24P	4			6.7000	26.80

TICKET

TOTALS

19

93.85

THANK YOU

06 3100 6030 000

SIGNATURE / STORE STAMP

fe

4-3-23

B. J. A. J.
5-3-23

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

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

SDD: 4/6/2023 9:00:04 AM
54 3337
13/5
GRD ISIND NE RSP

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

INVOICE# 54333790002676
PO#:
10DSD#:
PAY TERM: NET 7
VENDOR#:
CONTRACT#:
DODAAC#:
CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

^^ DELIVERIES ^^

UPC	ITEM No	SUGG RETAIL	QTY	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
78700-41041	005662 FS WHI 4" HAM 12P24Z		15		3.4900	52.35
TICKET	TOTALS		15			52.35

THANK YOU

SIGNATURE / STORE STAMP

Handwritten signature
4-6-23

Handwritten signature
B. J. D. J.
5-3-23

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

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

SDD: 4/17/2023 5:08:17 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# 54333790002946
 PO#:
 10DS#:
 PAY TERM: NET 7
 VENDOR#:
 CONTRACT#:
 DODAAC#:
 CL IN#:

RAVENNA PUBLIC SCHOOLS 10-0069

*** DELIVERIES ***

UPC	ITEM No		QTY	SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
78700-80021	003447	FS MWGW 4"HAM 12P26Z	40			3.3600	134.40
78700-80070	004266	FS MWGW 6"HOT 16P34Z	10			4.4700	44.70

TICKET

TOTALS

50

179.10

THANK YOU

06 3100 1030 000

SIGNATURE / STORE STAMP

Ja
 4-17-23
 B J D J
 5-3-23

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

*** SUSPENDED INVOICE ***
SJD: 4/24/2023 5:04:19 AM
54-3337
1375
GRD ISLND NE RSP

*** NOT FINAL ***
54-00001438-04
CDB# 204867
CUST# 204867-1
RAVENNA PUBLIC SCHOOLS 10DSD#:
41750 CARTAGE RD
RAVENNA, NE
68869

INVOICE# 54333790003006
PO#:
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	25			3.1000	77.50
78700-80021	003447	FS HWGW 4"HAM 12P26Z	40			3.3600	134.40

TICKET TOTALS 65 211.90

THANK YOU

063100 630 000

SIGNATURE / STORE STAMP

Je
4-24-23

B. J. D. J.
5-3-23



Cash-Wa Distributing
www.cashwa.com
PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

13752207



Route: 317

5

Customer Copy

Invoice: 13752207
Date: 04-04-2023
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

B & D F
5-3-23

Terms: 20TH OF THE MONTH

Due: 05-21-2023

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	6 128 oz	JELLY GRAPE 84T122T4223	CARRIAGE DRY	47625	106.90	106.90
4	4	SKU	6 #10	PINEAPPLE CHUNK HS 00465 DOLE	DOLE DRY	46146	67.17	268.68
1	1	SKU	30 pk	CRACKER GRAHAM WGR 18431 NO HONEY 10#	KEEBLER DRY	43029	31.86	31.86
1	1	SKU	25 lb	SUGAR GRANULATED	PACKER DRY	47210	33.27	33.27
2	2	SKU	20 lb	PASTA NOODLES ROTINI 8131	ZEREGA DRY	41360	33.96	67.92
2	2	SKU	96 1.5 oz	SAUCE BUFFALO FRANKS 1.5oz CUP 901595090	FRANKS DRY	48603	33.22	66.44
1	1	SKU	1000 ct	TRAY FOOD PAPER 2lb WHITE 9052	SQP RJ SC DRY	82198	67.48	67.48
1	1	SKU	200 ct	TACO SHELL REGULAR WGR 80704 @ >	GENERAL M DRY	42960	33.21	33.21
3	3	SKU	12 2 oz	DRINK MIX S/F LEMONADE 50762	HIGHLAND DRY	40287	45.80	137.40
1	1	SKU	6 29 oz	SAUCE MIX CHEESE NACHO 94331	PIONEER DRY	41859	72.02	72.02
2	2	SKU	6 2 lb	HAM PC SLIC .5oz 39493	HORMEL CLR	61034	62.83	125.66
1	1	SKU	168 1 oz	CHEESE STRING WRP SMS HERITAGE 19148	SCHREIBER CLR	60833	53.49	53.49
1	1	SKU	6 64oz	YOGURT VANILLA L/F PARFAIT PRO 16632	GENERAL M CLR	66410	41.87	41.87
1	1	SKU	100 .75 oz	CHEESE CREAM STRAWBERRY IND 0130001	RASKAS CLR	60648	25.22	25.22
1	1	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS	COUNTRY P FRZ	58105	18.93	18.93
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
1	1	SKU	128 2.85 oz	PIZZA BRKFST BACON SCRAMBLE WGR CN 7835	TONYS FRZ	54128	66.72	66.72
3	3	SKU	320 .5oz	BEEF PC MEATBALL FLM wVPP 17-505-0 CN	ADVANCE FRZ	165126	46.81	140.43
1	1	SKU	120 ct	COOKIE CONFET CAKE FILL FROST IW SMS WGR	RICH FRZ	501353	64.60	64.60
1	1	SKU	24 1/DZ	TORTILLA FLOUR 8 DIE 14oz/dz	FRESCA FRZ	57444	62.99	62.99
2	2	SKU	96 4.48 oz	PIZZA PEP 4x6 50/50 WGR 78674 CN >	TONYS FRZ	57195	59.57	119.14
4	4	SKU	216 .78 oz	WAFFLE STICK BELGIAN .78oz WGR PREM 4033	KRUSTEAZ FRZ	500720	74.28	297.12
6	6	SKU	24 3 oz	TORNADO BRKFST BCN EGG CHZ >	RUIZ FRZ	56639	32.01	192.06
1	1	SKU	6 5 lb	SAUCE ALFREDO REDUCED FAT 5722	JTM FOOD FRZ	500707	71.09	71.09
1	1	SKU	72 2 oz	BAGEL WHITE WGR SMS LENDER'S 00074	LENDERS FRZ	55049	34.35	34.35

DRY	CLR	FRZ	
17/0	5/0	23/0	

CASH _____
 CHECK (#) _____
AMOUNT _____

DELIVERY FEE TAX AMOUNT DUE

11.75 0.00 2,253.11

je *4-4-23*

Customer Received By

V.S.

Drivers initials

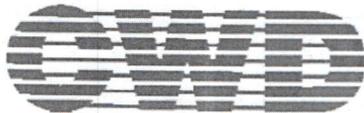
06 3100 630 000 2185.63
06 3100 610 000 67.48

HGBPIE



REGULAR ORDER

tonyg 04-04-2023 03:11:25



Cash-Wa Distributing
www.cashwa.com

PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

13768066

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: 05-21-2023

B. J. D. J.
5-3-23



Route: 317

5

Customer Copy

Invoice: 13768066
Date: 04-18-2023
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	APPLESAUCE UNSWT WATER PACK FFASU8090ESS SUNSOURCE	DRY 46832	45.91		45.91
2	2	SKU	200 12 gm	MAYO IND POUCH 5317 @ HEINZ	DRY 41512	21.11		42.22
1	1	SKU	1 25 lb	RICE DRY WHITE PAR BOILED R1HM259Z0 HIGHLAND	DRY 48971	23.79		23.79
5	5	SKU	36 4 oz	FRUIT BOWL MANDARIN IN JUICE SMS 04208 DOLE	DRY 46622	24.15		120.75
1	1	SKU	2 10 lb	PASTA SPAGHETTI 10" N 8031 ZEREGA	DRY 41280	33.48		33.48
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	80.19		80.19
2	2	SKU	6 2 lb	HAM PC SLIC .5oz 39493 HORMEL	CLR 61034	62.83		125.66
1	1	SKU*	4 5 lb	CHEESE CHEDDAR SHREDDED FANCY 174506 BRIGHTON	CLR 60964	68.95		68.95
2	2	SKU	40 lb	BANANAS #1 (STAGE 3 - 4) PACKER	CLR 180002	34.38		68.76
1	1	SKU	12 10 oz	TOMATOES FRESH GRAPE PROMARK	CLR 180356	19.32		19.32
2	2	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS COUNTRY P	FRZ 58105	18.93		37.86
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
2	2	SKU	12 2.5 lb	PEAS IQF GREEN 18949 @ SIMPLOT	FRZ 57630	39.98		79.96
2	2	SKU	60/2.75	PANCAKE SAUSAGE ON STICK BRKFST > LEONS	FRZ 58716	47.88		95.76
5	5	SKU	2 5 lb	CHIC FAJITA STRIP THIGH SEAS FC 6922 @ TYSON	FRZ 52295	45.78		228.90
1	1	SKU	120 2.5 oz	CINN ROLL DOUGH WGR 12122 BAKER BOY	FRZ 58368	47.86		47.86
						1093.44		
						135.63		

06 3100 630 000 1093.44
06 3100 610 000 135.63

DRY	CLR	FRZ	
12/0	6/0	14/0	

CASH _____
 CHECK (#) _____
AMOUNT _____

DELIVERY FEE TAX AMOUNT DUE

11.75 0.00 1,229.07

Le 4-18-23
Customer Received By

Drivers initials

REGULAR ORDER

tonyg 04-18-2023 05:49:52



HILAND DAIRY

Invoice Date: 04/06/23
Print Time: 08:32:14 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: 1202938

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	350	350	0.3918	137.13
9175	HPT HIL CHOC 1%	07206000156	0	700	700	0.4070	284.90
9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4161	62.42

Total Qty: 0 1200 1200

Sub Total : 484.45
Total Invoice : 484.45

CONTAINERS

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

(2.0.9.70)

We Appreciate Your Business

32°

06 3100 630 000

B f D f
5-3-23

HILAND DAIRY

Invoice Date: 04/13/23
Print Time: 09:03:58 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: 1203049

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	600	600	0.4070	244.20
9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4161	62.42
Total Qty:			0	1050	1050		

Sub Total : 424.16
Total Invoice : 424.16

CONTAINERS

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

0
0

(2.0.9.70)

We Appreciate Your Business

06 3100 630 000

320

B. J. D. J. 5-3-23
4.13.23

Invoice Date: 04/13/23
Print Time: 09:07:58 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: 1203050

Prod Description UPC Code Cases Units Qty Price Ext

RETURNS

9175 HPT HIL CHOC 1% 07206000156 0 100 -100 -0.4070 -40.70

Total Qty: 0 -100 -100

Sub Total : -40.70

Total Invoice : -40.70

CONTAINERS

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

(2.0.9.70)

We Appreciate Your Business

32°

06 3100 630 000

je

B & D J

5-3-23

4.13.23

Invoice Date: 04/20/23
Print Time: 09:27:00 AM
Route Number: 190120
Driver Name: OPEN ROUTE

HIGHLAND 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: 1203171

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	600	600	0.3918	235.08
9175	HPT HIL CHOC 1%	07206000156	0	1300	1300	0.4070	529.10
9177	HPT HIL STRWBRY FF	07206000038	0	250	250	0.4161	104.03

Total Qty: 0 2150 2150

Sub Total : 868.21
Total Invoice : 868.21

CONTAINERS

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

(2.0.9.70)

We Appreciate Your Business

32°

06 3100 630 000

B. J. D. J.
5-3-23

HILAND DAIRY

Invoice Date: 04/27/23
Print Time: 09:35:21 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: 1203281

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	400	400	0.3918	156.72
9175	HPT HIL CHOC 1%	07206000156	0	1100	1100	0.4070	447.70
9177	HPT HIL STRWBRY FF	07206000038	0	250	250	0.4161	104.03
Total Qty:			0	1750	1750		
Sub Total						:	708.45
Total Invoice						:	708.45
CONTAINERS							
10462	EACH STO MILK CASE D					0	
11664	EACH STO MILK CASE R					0	
(2.0.9.70)		We Appreciate Your Business					

06 3100 630000

32°

fe
4-27-23

B & D. J.
5-3-23



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
4/13/23	501047	461930154	4 1
TRUCK STOP	PURCHASE ORDER		
0 /004	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
ROUTE	EOM 10th Prox		
4447	MANIFEST# 1210302 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

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	CS	301LB	SYS CLS MARGARINE SOLID ZTF 21726WFS	4549099	33.02		33.02				
C	2	CS	25 LB	WHLFCLS CREAM SOUR CULTRD GRADE A 1003864	5020193	17.95		35.90				
C	1	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	16.19		16.19				
				GROUP TOTAL****				85.11				
				*** MEATS ***								
F	3	CS	25 LB	BBRLCLS FRANK ALL-MEAT 8X1 6 IN 74865067959	1073485	24.90		74.70				
F	5	CS	533 OZ	FIRECLS BEEF PATTY CKD SEA HMSTL FRZ 1561380	1561380	70.91		354.55				
F	1	CS	25 LB	BBRLCLS SAUSAGE POLISH LNK SK 00074865804011	6884860	42.34		42.34				
				GROUP TOTAL****				471.59				
				*** POULTRY ***								
F	5	CS	25 LB	SYS CLS CHICKEN MEAT DICD DK/WT LSOD 16347	6993851	35.92		179.60				
				GROUP TOTAL****				179.60				
				*** FROZEN ***								
F	2	CS	1441.5 OZ	SYS CLS TOAST FRENCH HT&SRV 7/16 7486505612	1783927	51.01		102.02				
				GROUP TOTAL****				102.02				
				*** CANNED & DRY ***								
D	1	CS	2410 OZ	TROPANA JUICE APPLE PET 75717	1605617	19.41		19.41				
D	2	CS	801.41OZ	KELLOGG SNACK BAR RICE KRISPIES W 3800011052	2880189	36.04		72.08				
D	1	CS	1201.76OZ	KELLOGG POP TART WHL GRAIN FRSTD 3800012070	3490776	42.64		42.64				
D	4	CS	6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.56		198.24				
D	2	CS	6#10	SYS CLS APPLESAUCE FANCY SWEETENED 296-1737	4015657	54.22		108.44				
D	1	CS	6#10	HSRCIMP KETCHUP FANCY HOUY599	5686266	35.46		35.46				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
31		31	19.2	617			P.O. BOX 80068 LINCOLN, NE 68501-0068	SUB TOTAL
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

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
4/13/23		461930154	4 2
TRUCK STOP	501047		
0/004			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1210302 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P I	INVOICE ADJUSTMENTS	
											CODE	QTY
D	1	CS	721 OZ	DORITOS CHIP TORTILLA NACHO REDUCE FAT 31748	6626774	28.48		28.48				
D	1	CS	641 OZ	SMARTFD POPCORN CHEDDAR WHT LSS 44439	6783417	38.68		38.68				
				GROUP TOTAL****				543.43				
				*** PAPER & DISPOSABLES ***								
D	1	RL	20060 GALS	SYS CLS LINER ROLL 38X60 17 MC N Z7660XNSR01	5786892	59.98		59.98				
				GROUP TOTAL****				59.98				
				*** PRODUCE ***								
C	2	CS	1CTN	PACKER GRAPE RED SEEDLS LG	0668873	35.29		70.58				
				GROUP TOTAL****				70.58				
ORDER SUMMARY				: 2105603 2106596								
				<p>06 3100 6030 000 1452.33</p> <p>06 3100 6000 000 59.98</p>								

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO		
5		5	8.0	75			P.O. BOX 80068	SUB TOTAL	
36		36	27.2	692			LINCOLN, NE	68501-0068	1512.31
DRIVER'S SIGN				NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCE OF ALL ITEMS SIGN	NO. PCS REC.		TAX TOTAL	
								INVOICE TOTAL	
								1512.31	
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
							5/10/23		

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-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
4/20/23	501047	461946168	6 1
TRUCK STOP			
0/002			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1211340 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								
				*** DAIRY ***								
C	1	CS	25 LB	WHLFCLS CHEESE COTTAGE SMALL CURD 4% 1003623	5020896	23.70		23.70				
C	1	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	16.19		16.19				
				GROUP TOTAL****				39.89				
				*** MEATS ***								
F	4	CS	362.75OZ	SYS CLS CORN DOG ALL MEAT 14X1 HNY BTR 21024	1318773	22.98		91.92				
F	4	CS	25 LB	HORMEL MEATBALL BEEF/PORK PRECKD .5OZ 32809	1412808	40.44		161.76				
F	3	CS	404 OZ	FIRECLS BEEF PATTY CKD SEA HMSTL FRZ 1561364	1561364	60.65		181.95				
F	1	CS	802 OZ	SYS CLS SAUSAGE PORK PATTY CKD M 10000019721	2034908	33.43		33.43				
				GROUP TOTAL****				469.06				
				*** FROZEN ***								
F	1	CS	1128 CT	TONYS PIZZA SAUSAGE BKFST WG 63912	0656094	46.60		46.60				
F	1	CS	96 CT	ROTELLA ROLL HOAGIE SLI BKD 5 00304	1417534	20.82		20.82				
F	2	CS	722.6OZ	SMUCKER SANDWICH PEANUT BTR&GRAPE 5150006960	2223453	44.98		89.96				
F	2	CS	964 OZ	ARDMORE JUICE GRAPE CUP 41382	2313310	20.26		40.52				
F	2	CS	1441.4OZ	KRSTEAZ PANCAKE GRAIN WHL 4 S80349	5690460	37.74		75.48				
F	1	CS	25 LB	DOLE STRAWBERRY SLICED IQF CH 71202-17930	7394147	30.64		30.64				
				GROUP TOTAL****				304.02				
				*** CANNED & DRY ***								
D	1	CS	6#10	SYS CLS SAUCE CHEESE MILD CHEDDA 79871040854	0389348	65.00		65.00				
D	1	CS	6#10	SYS REL PEACH SLICED IRREG IN EXTRA 2182388	2182388	54.58		54.58				
D	2	CS	6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.56		99.12				

CASES	SPLIT	TOT.PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM
27		27	19.1	472		
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCE OF ALL ITEMS SIGN	NO. PCS REC.			

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



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-SYSCOC)

308-452-3202

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

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
4/20/23	501047	461946168	6 2
TRUCK STOP	0/002		
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1211340 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P I	INVOICE ADJUSTMENTS	
											CODE	QTY
D	2	CS	2001.5 OZ	HSRCCLS SYRUP PANCAKE & WAFFLE CUP 72441	3911504	44.37		88.74				
D	1	CS	6#10	SYS CLS BEAN AND PORK NAVY TOM 007486510475	4062170	38.03		38.03				
D	2	CS	6#10	SYS CLS PEAR SLICED CHOICE IN JUICE 4108148	4108148	58.69		117.38				
D	2	CS	6#10	HSRCIMP KETCHUP FANCY HOUY599	5686266	35.46		70.92				
				GROUP TOTAL****				533.77				
				*** PAPER & DISPOSABLES ***								
D	1	CS	1000CT	ECOCRFT TRAY FOOD PAPR NAT 2 LB 300697	8052007	43.49		43.49				
				GROUP TOTAL****				43.49				
				*** CHEMICAL & JANITORIAL ***								
D	1	CS	21GAL	KEYSTON DETERGENT POT/PAN LIQ BLUE R 6100046	7681341	38.52		38.52				
D	1	CS	49LB	ECOLAB DETERGENT MACH SOLID POWER X 6100185	8265585	93.59		93.59				
				** HAZARD **								
				GROUP TOTAL****				132.11				
				*** PRODUCE ***								
C	1	SCS	43 LB	IMPFRSH BROCCOLI FLORET ICELESS	1675859	44.44		44.44				
				GROUP TOTAL****				44.44				

ORDER SUMMARY : 2118181

06 3100 630 000 1391.8
06 3100 660 000 1750.0

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
11		11	10.0	358	B & D 5-3-23	JF 4-20-23	P.O. BOX 80068 LINCOLN, NE	SUB TOTAL
38		38	29.1	830			68501-0068	1566.78
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.	PAYABLE ON OR BEFORE		5/10/23	INVOICE TOTAL	1566.78
IMPORTANT PAPA 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.							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
4/27/23			
TRUCK STOP	501047	461958485	9 1
0/003			
ROUTE	PURCHASE ORDER		
4067	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1212411 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

LOC	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	CS	25 LB	WHLFCLS CHEESE COTTAGE SMALL CURD 4% 1003623	5020896	23.70		23.70				
				GROUP TOTAL****				23.70				
				*** MEATS ***								
F	4	CS	533 OZ	FIRECLS BEEF PATTY CKD SEA HMSTL FRZ 1561380	1561380	70.91		283.64				
				GROUP TOTAL****				283.64				
				*** POULTRY ***								
C	1	CS	62LB	HORMEL TURKEY BREAST SLI NAT SMK FRSH 10414	8351106	95.92		95.92				
				GROUP TOTAL****				95.92				
				*** FROZEN ***								
F	1	CS	25 LB	SYS IMP BERRY PERFECT IQF 1410976	1410976	49.97		49.97				
F	1	CS	964 OZ	ARDMORE JUICE APPLE CUP 41381	2200293	17.79		17.79				
F	1	CS	722.6OZ	SMUCKER SANDWICH PEANUT BTR&GRAPE 5150006960	2223453	44.98		44.98				
F	1	CS	964 OZ	ARDMORE JUICE GRAPE CUP 41382	2313310	20.26		20.26				
F	2	CS	1602.5 OZ	RICHS DOUGH ROLL DINNER WG PROOF&BKE 13918	2972863	44.52		89.04				
F	2	CS	725 OZ	TONYS PIZZA BEEF FIESTADA 68523	3632645	54.91		109.82				
F	1	CS	25 LB	DOLE STRAWBERRY SLICED IQF CH 71202-17930	7394147	30.64		30.64				
F	4	CS	243 OZ	ELMNTRY APTZR TORNADO SAUS EGG CHS 86859	9504085	20.23		80.92				
				GROUP TOTAL****				443.42				
				*** CANNED & DRY ***								
D	2	CS	1001.25OZ	SWTBABY SAUCE BBQ ORIG CUPS SJ0440A1	0780031	19.02		38.04				
D	1	CS	724 OZ	SYS CLS APPLESAUCE IN JUICE U FCASU8000SYS02	1484106	29.90		29.90				
D	2	CS	6#10	SYS REL PEACH SLICED IRREG IN EXTRA 2182388	2182388	54.58		109.16				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.
24		24	15.8	415

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

B. D. J.
5-3-23

REMIT TO
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.

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.

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-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
4/27/23	501047	461958485	9 2
TRUCK STOP	0 / 003		
ROUTE	PURCHASE ORDER		
4067	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1212411 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

DRIVER:

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P I	INVOICE ADJUSTMENTS	
											CODE	QTY
D	4	CS	6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.56		198.24				
D	1	CS	6#10	SYS CLS BEAN AND PORK NAVY TOM 007486510475	4062170	38.03		38.03				
D	1	CS	6#10	SYS CLS PEAR SLICED CHOICE IN JUICE 4108148	4108148	58.69		58.69				
D	4	CS	364 OZ	DOLE PEACH DICED IN 100% FRUIT JUIC 03073	4714671	21.88		87.52				
D	3	CS	364 OZ	DOLE PAPAYA DICED W/MANGO 100% JUIC 00442	7174854	22.22		66.66				
				GROUP TOTAL****				626.24				
				*** PRODUCE ***								
C	3	CS	121 PT	IMPFRSH TOMATO GRAPE FRSH	6017263	20.62		61.86				
				GROUP TOTAL****				61.86				
ORDER SUMMARY				: 2128799 2132028								
<i>06 3100 6030 000</i>												

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
16		16	11.7	371			P.O. BOX 80068 LINCOLN, NE 68501-0068	SUB TOTAL 1534.78
40		40	27.5	786				TAX TOTAL
DRIVER'S SIGN				NO. PCS DELVD.	CUST. SIGN	SIGNED INVOICE EVIDENCES OF ALL ITEMS	NO. PCS REC.	INVOICE TOTAL 1534.78

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 5/10/23 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 NO: 64121114
 INVOICE NO: 3199379
 INVOICE DATE: 04/04/23
 CUSTOMER NO: 64121114
 PURCHASE ORDER NUMBER
 SALES SALES LOC: 2365
 REP: 0239
 ORDERED DATE: 03/31/23

Bill

RAVENNA PUB SCHOOL
 41750 CARTHAGE RD
 PD BOX 8400
 RAVENNA NE
 68869

Ship To:
 RAVENNA PUB SCHOOL
 41750 CARTHAGE RD
 PD 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
 308 392 6581

Route: 2110 / 3

ORDER NUMBER: 318702

Att: MANAGER

From: 3636 W STOLLEY PARK RD GRAND ISLAND NE Ship To: 04/04/23 Page 01 of 02
 Items: NET 45 DAYS Special Instr:

Qty	Sales Unit	Product Number	Description	Pack Size	Label	C	D	Weight	Pricing Unit	Unit Price	Extended Price
-----	------------	----------------	-------------	-----------	-------	---	---	--------	--------------	------------	----------------

4	CS	7255094	DRY SAUCE, BBQ SS CUP	100/1 OZ	HETNZ			CS	15.3000	\$	61.20
---	----	---------	-----------------------	----------	-------	--	--	----	---------	----	-------

FROZEN STORAGE LOCATION RECAP(N)											
2	CS	5321921	DONUT, YEAST RING W/HL GRAIN	84/2.45 OZ	RICH'S TYSON			CS	36.2100		72.42
2	CS	6986566	CHICKEN, TENDR DARK & WHT WG	4/7.97 LB	UNCRSTBLS			CS	85.6300		171.26
2	CS	7640667	SANDWICH, PNT BUTR & JELLY	72/2.6 OZ	LAND O'LKS			CS	43.3100		86.62
1	CS	7791858	SANDWICH, PNT BUTR & JELLY	6/5 LB	UNCRSTBLS			CS	82.0700		164.14
2	CS	7924339	SANDWICH, CHNK RNDH BRDD W/ MDN43.5 LB	72/5.3 OZ	UNCRSTBLS			CS	78.5100		157.02
2	CS	9865379	CHICKEN, CHNK RNDH BRDD W/ MDN43.5 LB		YNGSSTHTST			CS	169.8200		339.64

TOTAL DRY	TOTAL FROZEN	PIECES ORDERED:	PIECES SHIPPED:	ITEMS SHIPPED:	ITEMS ORDERED:	PIECES SHIPPED:	ITEMS SHIPPED:
		4	4	4	11	4	1

TOTAL NET WGT: 308.69
 TOTAL GROSS WGT: 338.46
 INVOICE SUMMARY: 15 PIECES ORDERED: 15 PIECES SHIPPED: 15 ITEMS SHIPPED: 7
 PRODUCT TOTAL \$ 973.79

TAXABLE AMOUNT \$.00
 GEN SALES TAX % .00

Handwritten: 3199379
 5-3-23
 [Signature]

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$ 973.79

Handwritten: 4-4-23



ACCOUNT NO. 64121114 INVOICE NO. 3199379 INVOICE DATE 04/04/23 CUSTOMER NO. 64121114 PURCHASE ORDER NUMBER ORDER NUMBER: 318702

Bill

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

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

Attn: MANAGER

From: 3636 W STOLLEY PARK RD GRAND ISLAND NE 68801
Terms: NET 45 DAYS
Qty Sales Product Description Pack Size Label C Weight Pricing Unit Price Extended Price
Shipped Unit Number

Page 02 of 02

RF D Z

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. 5.1 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/StandardGridEastMidwest.html>
If you have an agreement with US Foods that expressly addresses the calculation of the fuel surcharge, please refer to that agreement.

CO CUSTOMERS: Egg products covered by CO Rev. Stat. 35-21-201-203 are CD-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, and any inventories of food or other products derived from these commodities until full payment is received. proceeds from the sale of these commodities until full payment is received.





ACCOUNT NO: 14174189 INVOICE NO: 3199378 INVOICE DATE: 04/04/23 CUSTOMER NO: 14174189 PURCHASE ORDER NUMBER: 2365 SALES SALES REP: 0212 ORDERED DATE: 04/03/23

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

Ship To:
RAVENNA PUB SCHOODL-USDA
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

Order: 3636 W STOLLEY PARK RD GRAND ISLAND NE Ship To: 04/04/23 Page 01 of 02
Items: NET 30 DAYS Special Instr:
Qty Sales Product Description Pack Size Label C Weight Pricing Unit Price Extended Price
Entered Shipped Unit Number

2	2	CS	3646789	USDA BEAN GRN LOW SDN CND	6/10 CN	USDA	CS	0.0001	\$	0.00
2	2	CS	7011489	USDA PEACH SLC EXLS CND CLN816/110 CN		USDA	CS	0.0001		0.00

1	1	CS	5330329	REFRIGERATED USDA CHEESE AMER SLC YLW REF 6/5 LB		USDA	CS	0.0001		0.00
---	---	----	---------	---	--	------	----	--------	--	------

1	1	CS	5346302	FROZEN USDA BROCCOLI CUT MD SLT ADDED30 LB		USDA	CS	0.0001		0.00
1	1	CS	5687574	USDA HAM SLC W/A CKD FZN PORK40 LB		USDA	CS	0.0001		0.00
1	1	CS	9047523	USDA WHL KRNL FZN USDA	30 LB	USDA	CS	0.0001		0.00
1	1	CS	9609702	USDA STRBRY SLC 4 FZN	30 LB	USDA	CS	0.0001		0.00

STORAGE LOCATION RECAP ()

TOTAL DRY	PIECES ORDERED:	4	PIECES SHIPPED:	4	ITEMS SHIPPED:	2
TOTAL REFRIGERATED	PIECES ORDERED:	1	PIECES SHIPPED:	1	ITEMS SHIPPED:	1
TOTAL FROZEN	PIECES ORDERED:	4	PIECES SHIPPED:	4	ITEMS SHIPPED:	4

TOTAL NET WT:	320.00	*** INVOICE SUMMARY ***	9	PIECES SHIPPED:	9	ITEMS SHIPPED:	7
TOTAL GROSS WT:	353.00	PIECES ORDERED:	9	PIECES SHIPPED:	9	ITEMS SHIPPED:	7

PRODUCT TOTAL \$.00

Handwritten signature: BJD
5-3-23

TAXABLE AMOUNT \$.00
GEN SALES TAX % .00

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$.00



B111

FOODS

14174189

Ship

Route: 2110 / 4

Remit

ORDER NUMBER: 319189

ACCOUNT NO. 14174189

INVOICE NO. 3199378

INVOICE DATE 04/04/23

CUSTOMER NO. 14174189

PURCHASE ORDER NUMBER

SALES LDC: 2365

RAVENNA PUB SCHDOL-USDA

41750 CARTHAGE RD

PO BOX 8400

RAVENNA NE

US Foods, Inc. DIVISION #2365

Attn: MANAGER

RAVENNA 48869

RAVENNA PUB SCHDOL-USDA

41750 CARTHAGE RD

RAVENNA NE

15838 COLLECTION CTR DR. CHICAGO IL 60693-5838 308 382 6581

1/PTFM: 3636 W STOLLEY PARK RD

GRAND ISLAND

NE

04/04/23

Page 02 of 02

ITEMS: NET 30 DAYS

Qty Sales Product Description

Number

Pack Size

Label

C

Weight

Pricing

Unit Price

Extended Price

Shipped Unit

Description

Pack Size

Label

C

Weight

Pricing

Unit Price

Extended Price

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 Arbitration 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/StandardGridAreaMidwest.html

If you have an agreement with US Foods that expressly addresses the calculation of the fuel surcharge, please refer to that agreement.

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.

RS D Z
5-3-23



Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23087001216
Program:	NSLP
Requested Delivery Date:	Tue 04/04/2023
Order Date:	Tue 03/28/2023

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	\$47.99	3	3	\$143.97	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	12	12	\$101.88	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	2	2	\$63.98	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	3	3	\$35.97	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	3	3	\$50.97	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$29.99	3	3	\$89.97	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	\$19.99	1	1	\$19.99	Federal	N/A

This order was received on 4/4/2023 10:32:36 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	\$3,261,434.24	\$0.00
Cost, This Order	\$0.00	\$589.69	\$0.00
Remaining Balance	N/A	\$737,976.07	\$0.00

Print

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Contact FFAVORS Help Desk

B. J. D. J. fe
5-7-23
4-7-23

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 held in trust 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 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: 765218

INVOICE DATE: 04/04/2023

** DELIVERY TICKET **

PAGE: 1

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DSO RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD
RAVENNA
NE 68869
308 440 0856

YNE373

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DFAS-BVDP SPE300-19-DS731
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23094	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
2.0	CS		1500 DRANGES/113 CT	14A02	
2.0	CS		3150 CARROT/BABY SLIMS 4/5#	15A33	
3.0	CS		3309 LETTUCE/ROMAINE-ICEBERG	15D41	
1.0	CS		2803 TOMATO/5X6 SINGLE LAYER**	15N71	
2.0		EA	7505 BROCCOLI/FLORETS 3#	15R22	
3.0	CS		1023 APPLES/GALA 100-125CT	15Z81	
3.0	CS		7580 PEPPER/RED 5#	16357	
12.0	CS		7503 CUCUMBER/5#	16P98	
3.0	CS		7528 PEPPER/GREEN 5#	17D04	

B. D. F.
5-3-23

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

0000010107470000

RECEIVED BY:

Y. Chizek

4.4.23

Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23102001317
Program:	NSLP
Requested Delivery Date:	Tue 04/18/2023
Order Date:	Wed 04/12/2023

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	\$47.99	1	1	\$47.99	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
16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	\$28.99	1	1	\$28.99	Federal	N/A
15A20	CELERY FR 3 CT 5 LB BG	5 LB	\$8.39	2	2	\$16.78	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	8	8	\$67.92	Federal	N/A
15R19	LETTUCE CHL SHRD 4/5 LB BG	1 CS	\$26.49	1	1	\$26.49	Federal	N/A
15N63	ONIONS RED DRY JUMBO 5 LB BG	5 LB	\$7.79	1	1	\$7.79	Federal	N/A
14W03	ORANGES FR US#1, 88 CT 35 LB CS	35 LB	\$35.99	1	1	\$35.99	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	\$14.49	2	2	\$28.98	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$29.99	2	2	\$59.98	Federal	N/A
16P45	TOMATO CHL DICE FOR TACOS 1/ 5 LB BG	1 BG	\$16.99	1	1	\$16.99	Federal	N/A

This order was receipted on 4/18/2023 9:57:53 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	\$3,427,938.25	\$0.00
Cost, This Order	\$0.00	\$444.84	\$0.00
Remaining Balance	N/A	\$571,616.91	\$0.00

Print

Go Back to the List of Receipts

fe
4-18-23

Contact FFAVORS Help Desk

B. J. D. J.
5-3-23

GREENBERG Fruit Company

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

38⁰

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: 766553

INVOICE DATE: 04/18/2023

** DELIVERY TICKET **

PAGE: 1

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DSO RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD
RAVENNA
NE 68869
308 440 0856

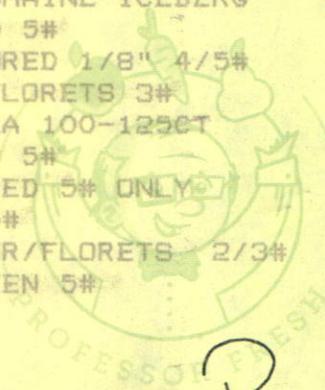
YNE373

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DFAS-BVDP SPE300-19-DS731
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23108	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		X1510/DRANGES/ 88 CT	14W03	
2.0		CS	X7541/CELERY/ 3 CT	15A20	
2.0	CS		X3150/CARROT/BABY SLIMS 4/5#	15A33	
2.0	CS		X3309/LETTUCE/ROMAINE-ICEBERG	15D41	
1.0		CS	X7530/ONIONS/RED 5#	15N63	
1.0	CS		X3330/LETTUCE/SHRED 1/8" 4/5#	15R19	
2.0		EA	X7505/BROCCOLI/FLORETS 3#	15R22	
1.0	CS		X1023/APPLES/GALA 100-125CT	15Z81	
2.0		CS	X7580/PEPPER/RED 5#	16357	
1.0		CS	X7545/TOMATO/DICED 5# ONLY	16P45	
8.0		CS	X7503/CUCUMBER/5#	16P98	
1.0	CS		X3200/CAULIFLOWER/FLORETS 2/3#	16W38	
2.0		CS	X7528/PEPPER/GREEN 5#	17D04	



B. J. D. J.

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY. 5-3-23
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010107190000

4.18.23

RECEIVED BY:

Leyda Enderoff

Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23108002075
Program:	NSLP
Requested Delivery Date:	Tue 04/25/2023
Order Date:	Tue 04/18/2023

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	\$47.99	1	1	\$47.99	Federal	N/A
15R22	BROCCOLI FLORETS CHL 3 LB BG	3 LB	\$12.49	2	2	\$24.98	Federal	N/A
18F71	CLEMENTINES FR 10/3 LB BG 30 LB CS	30 LB	\$46.49	1	1	\$46.49	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	\$14.49	2	2	\$28.98	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$29.99	1	1	\$29.99	Federal	N/A

This order was receipted on 4/25/2023 9:37:18 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	\$3,533,881.01	\$0.00
Cost, This Order	\$0.00	\$319.30	\$0.00
Remaining Balance	N/A	\$465,799.69	\$0.00

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

B f D J
5-3-23
je
4.25.23

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: 767278

INVOICE DATE: 04/25/2023

PAGE: 1

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DSO RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD

YNE373

RAVENNA
NE 68869
308 440 0856

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DFAS-BVDP SPE300-19-DS731

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NE 50000
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23115	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		X1500 ORANGES/113 CT	14A02	
1.0	CS		X3309 LETTUCE/ROMAINE-ICEBERG	15D41	
2.0		EAX	X7505 BROCCOLI/FLORETS 3#	15R22	
1.0	CS		X1023 APPLES/GALA 100-125CT	15Z81	
2.0		CS	X7580 PEPPER/RED 5#	16357	
10.0		CS	X7503 CUCUMBER/5#	16P98	
2.0		CS	X7528 PEPPER/GREEN 5#	17D04	
1.0	CS		X1515 CLEMENTINE 10-3#	18F71	

B. J. D. F.
5-3-23
PROFESSOR

TOTALS

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

TOTAL

0000010107180000

RECEIVED BY: _____

Lynnda Eude 4.25-23

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06		Fund Number 06 Lunch		
06 3100 630 000	54333790002833	Bimbo Bakeries USA FOOD	04/03/2023	93.85
06 3100 630 000	54333790002876	Bimbo Bakeries USA FOOD	04/06/2023	52.35
06 3100 630 000	54333790002946	Bimbo Bakeries USA FOOD	04/17/2023	179.10
06 3100 630 000	54333790003006	Bimbo Bakeries USA FOOD	04/24/2023	211.90
Total Bimbo Bakeries USA				<u>537.20</u>
06 3100 630 000	13752207	CASH-WA DISTRIBUTING FOOD	04/04/2023	2,253.11
06 3100 610 000		GENERAL SUPPLIES		67.48
06 3100 630 000	13768066	CASH-WA DISTRIBUTING FOOD	04/18/2023	1,229.07
06 3100 610 000		GENERAL SUPPLIES		135.63
Total CASH-WA DISTRIBUTING				<u>3,482.18</u>
06 3100 630 000	1202938	HILAND DAIRY CO FOOD	04/06/2023	484.45
06 3100 630 000	1203049	HILAND DAIRY CO FOOD	04/13/2023	424.16
06 3100 630 000	1203050	HILAND DAIRY CO FOOD	04/13/2023	(40.70)
06 3100 630 000	1203171	HILAND DAIRY CO FOOD	04/20/2023	868.21
06 3100 630 000	1203281	HILAND DAIRY CO FOOD	04/27/2023	708.45
Total HILAND DAIRY CO				<u>2,444.57</u>
06 3100 630 000	461930154	SYSCO LINCOLN FOOD	04/13/2023	1,512.31
06 3100 610 000		GENERAL SUPPLIES		59.98
06 3100 630 000	461946168	SYSCO LINCOLN FOOD	04/20/2023	1,566.78
06 3100 610 000		GENERAL SUPPLIES		175.60
06 3100 630 000	461958485	SYSCO LINCOLN FOOD	04/27/2023	1,534.78
Total SYSCO LINCOLN				<u>4,613.87</u>
06 3100 630 000	usbank.may23	U.S. Bank FOOD	04/25/2023	74.36
Total U.S. Bank				<u>74.36</u>
06 3100 630 000	3199379	US Foods - Grand Island FOOD	04/04/2023	973.79
Total US Foods - Grand Island				<u>973.79</u>
Fund Number 06				<u>12,125.97</u>
Checking Account ID 06				<u>12,125.97</u>

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 3100 610 000	GENERAL SUPPLIES	9,620.00	438.69	8,068.81	83.88	1,551.19	0.00	1,551.19
06 3100 630 000	FOOD	180,500.00	11,687.28	149,935.61	83.07	30,564.39	0.00	30,564.39
3100	FOOD SERVICES	190,120.00	12,125.97	158,004.42	83.11	32,115.58	0.00	32,115.58
		190,120.00	12,125.97	158,004.42	83.11	32,115.58	0.00	32,115.58
06 3100 110 000 000	Salary	120,000.00	11,199.05	90,502.49	75.42	29,497.51	0.00	29,497.51
06 3100 120 000 000	Sub Salaries	5,000.00	307.20	4,048.99	80.98	951.01	0.00	951.01
06 3100 130 000 000	Overtime Salaries	0.00	5.49	234.01	0.00	(234.01)	0.00	(234.01)
06 3100 210 000 000	Health Insurance	35,000.00	2,988.86	30,073.48	85.92	4,926.52	0.00	4,926.52
06 3100 220 000 000	Fica	6,538.00	795.41	6,515.66	99.66	22.34	0.00	22.34
06 3100 230 000 000	Retirement	7,000.00	930.92	7,466.24	106.66	(466.24)	0.00	(466.24)
06 3100 431 000 000	Repair	300.00	0.00	682.55	227.52	(382.55)	0.00	(382.55)
06 3100 810 000 000	Registration	320.00	0.00	0.00	0.00	320.00	0.00	320.00
3100	FOOD SERVICES	174,158.00	16,226.93	139,523.42	80.11	34,634.58	0.00	34,634.58
000	DISTRICT WIDE	174,158.00	16,226.93	139,523.42	80.11	34,634.58	0.00	34,634.58
06	Lunch	364,278.00	28,352.90	297,527.84	81.68	66,750.16	0.00	66,750.16

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:		364,278.00	28,352.90	297,527.84	81.68	66,750.16	0.00	66,750.16

**Ravenna Public School
Lunch Fund Report
April 30th, 2023**

Beginning Balance: \$ 67,576.81

RECEIPTS:

Deposit \$ 26,327.26

Interest \$ 5.26

Total Receipts: \$ 26,332.52

DISBURSEMENTS:

Lunch Bills \$ 28,615.36

Outstanding Checks \$ 1,838.58

Total Disbursements: \$ 30,453.94

Bank Balance: \$ 63,455.39

Book Balance: \$ 61,616.81

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	24.00	8.26	49.26
06 1611	Student Lunches	104,244.00	9,651.22	90,735.35
06 1612	Daily Sales-Breakfast	40,000.00	0.00	0.00
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	1,041.86	17,735.55
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	1,401.00	0.00	1,149.52
06 4210	FEDERAL REIMB. NSLP	140,210.00	15,585.32	131,626.62
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	457.00	48.86	21,007.18
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	<u>286,336.00</u>	<u>26,335.52</u>	<u>262,303.48</u>
8	Revenue	<u>286,336.00</u>	<u>26,335.52</u>	<u>262,303.48</u>

ASK Supply Co. LLC

Business Solutions & Supplies



Phone 308-234-5166
 Fax 308-236-9855
 P.O. Box 624 Kearney, NE 68848

2223-726

Invoice

Date	Invoice #
4/20/2023	23685

Bill To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

Ship To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

P.O. Number	Terms	Rep	Ship		F.O.B.	Contact #
DAN	Net 30	KLW	4/13/2023	ASK Van		

Quantity	Item Code	Description	Price Each	Amount
43	PQL55402	LED PREMIUM FLAT PANEL 2X4 3000-5000K SPECTRA 50W DIMMABLE EACH	140.39	6,036.77
4	PQL55399	REMOTE FOR SPECTRA LIGHTING PANELS EACH	25.00	100.00
1	Drop Charge	Drop Charge	7.50	7.50
<p>01261061000 1 002</p>				

It's been a pleasure working with you! If you should need anything else please ASK. 308-234-5166	Total	\$6,144.27
--	--------------	------------

ASK Supply Co. LLC

Business Solutions & Supplies



Phone 308-234-5166
 Fax 308-236-9855
 P.O. Box 624 Kearney, NE 68848

Invoice

Date	Invoice #
4/20/2023	23685

Bill To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

Ship To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

P.O. Number	Terms	Rep	Ship		F.O.B.	Contact #
DAN	Net 30	KLW	4/13/2023	ASK Van		

Quantity	Item Code	Description	Price Each	Amount
43	PQL55402	LED PREMIUM FLAT PANEL 2X4 3000-5000K SPECTRA 50W DIMMABLE EACH	140.39	6,036.77
4	PQL55399	REMOTE FOR SPECTRA LIGHTING PANELS EACH	25.00	100.00
1	Drop Charge	Drop Charge	7.50	7.50

duplicate

It's been a pleasure working with you! If you should need anything else please ASK. 308-234-5166	Total	\$6,144.27
--	--------------	------------

ASK Supply Co. LLC

P.O. Box 624

Kearney, NE 68848

Packing Slip

Date	Invoice #
4/20/2023	23685

Ship To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

P.O. No.	Ship	Via	CONTACT
DAN	4/13/2023	ASK Van	

Quantity	Item Code	Description
43	PQL55402	LED PREMIUM FLAT PANEL 2X4 3000-5000K SPECTRA 50W DIMMABLE EACH
4	PQL55399	REMOTE FOR SPECTRA LIGHTING PANELS EACH
1	Drop Charge	Drop Charge

Summer

It's been a pleasure working with you! If you should need anything else please ASK. 308-234-5166

JACOBI CARPET ONE- KEARNEY
P.O. BOX 2044
KEARNEY-, NE 68848
Telephone: 308-698-2222 Fax: 402 463 4405

CG302064

INVOICE

Sold To	Ship To
RAVENNA PUBLIC SCHOOL 41750 CARTHAGE RD RAVENNA, NE 68869	RAVENNA PUBLIC SCHOOL 41750 CARTHAGE RD RAVENNA, NE 68869

Order Date	Tele #1	PO Number	Order Number
04/11/23	308-440-8357		CG302064

Style/Item	Color/Description
REVIVAL XL 2230 ADHESIVE	STIMULUS 24" X 24" 72 S/F CTN. 220-260 SF/GAL-RESSURE SENSITIVE
CARPET TILE INSTALLATION CARPET TO VCT REVIVAL	TRANSITION STIMULUS 24" X 24" 72 S/F CTN.

Special Buildings

— 04/14/23 —

Sales Representative(s):
RICH CHANDLER

9:41AM —

✱ Material: 9,451.08
Service: 4,536.00
Misc. Charges: 0.00
Sales Tax: 661.58
Misc. Tax: 0.00

Terms: 100% down pmnt required on materials; Balance due upon completion.
NOT ALL SUBFLOOR ISSUES CAN BE DETERMINED UNTIL EXISTING
FLOORING IS REMOVED. UNFORESEEN ISSUES WILL REQUIRE ADD'L
MATERIAL/LABOR CHARGES.

INVOICE TOTAL: \$14,648.66
Less Payment(s): 0.00
BALANCE DUE: \$14,648.66

Board of Education Regular Meeting

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

Monday, April 10, 2023 7:00 PM

Misti Fiddelke: Present
Ryan Osten: Absent arrived at 7:12 pm
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 Mike Voelker and a second by Dawn Standage.
Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0
 7. Financial Report
 8. Consent Agenda Motion to approve the consent removing Andrea Wolf's contract from the agenda and making a separate agenda item Passed with a motion by Dawn Standage and a second by Mike Voelker.
Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 6, Nay: 0
- 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 motion to approve the bid from Arrow Seed Co Passed with a motion by Marc Vacek and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 6, Nay: 0

11.2. Discuss, consider, and take all action necessary to elementary carpet replacement in the elementary library and/or two classrooms Motion to approve the bid from Jacobi Carpte One to replace the carpet in the elementary library and classrooms. Passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 6, Nay: 0

11.3. Discuss, consider, and take all action necessary for negotiations with the REA(possible executive session) Motion to go into closed session at 8:30 pm in order to discuss negotiation with the REA. Passed with a motion by Dawn Standage and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 6, Nay: 0

Closed session ended at 9:42 pm.

11.4. Discuss, consider, and take all action necessary to the contract of Andrea Wolf Motion to approve contract for Andrea Wolf with the removal of the line "In the event that the terms of the negotiated agreement are changed to allow that all years of service credit are granted a new contract reflecting that change shall be issued." Passed with a motion by Ryan Osten and a second by Marc Vacek.

Tara Schirmer: Nay, Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 5, Nay: 1

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 Motion to adjourn at 10:31 PM Passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 6, Nay: 0

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.

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 20th day of September, 2023, and the remaining installments shall be payable on the 20th 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 15th. 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). 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 – 3rd 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;"> Seminars / Other Please describe </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 _____ Yes _____ No
misdemeanor in the last seven years?

(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 condition¹ 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 incapacity² 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
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- 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
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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
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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.¹ 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 1st for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1st, the teacher must provide the superintendent with written confirmation by September 1st 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 1st, 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: _____



PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

April 21, 2023

Mr. Brad Kjar
Superintendent
Ravenna Public Schools
41750 Carthage Rd.
Ravenna, NE 68869

RE: Ravenna High School and Elementary School Gymnasium HVAC Replacements
ETI Project No. 2022-185

Dear Mr. Kjar:

Engineering Technologies, Inc. (the ENGINEER) proposes to render professional engineering services in connection with your Project, which is generally described as follows and hereinafter called the “Project”:

1. Project

- Replacement of HVAC systems for the gymnasium, wrestling room, and locker rooms at the existing elementary school facility.
- Replacement of the HVAC system for the gymnasium at the High School facility.

2. Basic Scope of Services

Our basic services will consist of Engineering work associated with the Mechanical and Electrical Construction Documents and construction period services, all as set forth below. You will be responsible for all services or items necessary for the Project, which are not specifically stated as part of basic services. We will also furnish such additional services as you may specifically request in writing.

- a. Prepare and provide one set of sealed working drawings, specifications, and other Contract Documents describing the material and workmanship required for the construction of the Project.
- b. Handle all matters pertaining to printing, advertising, and distribution of the Contract Documents. Assist in the solicitation for bids from qualified contractors.
- c. After the bidding process is complete, evaluate the bids received and make a recommendation as to the lowest responsible bidder.
- d. Issue such additional instructions to the Contractor as may be necessary to interpret the approved plans and specifications or to illustrate changes required in the Contractor’s work.
- e. Review shop drawings submitted by the Contractor for general compliance with the approved plans and specifications.

Page 1 of 4

Engineering Technologies Inc

Mechanical & Electrical Building Solutions

825 M Street, Suite 200, Lincoln, NE 68508

1101 North 13th Street, Omaha, NE 68102

P 402.476.1273

P 402.330.2772

Innovative.Comprehensive.Proven

www.eti-engineers.com

Principals Martin D. Kasl, PE, LEED AP, Mechanical Engineer
Thomas A. Ernst, PE, Electrical Engineer
Daniel L. Thompson, PE, Mechanical Engineer

Derek R Kotschwar, PE, CxA, LEED AP, Mechanical Engineer
Justin L. Veik, PE, LEED AP, Architectural Engineer - Mechanical
Shane M. Hoss, PE, RCDD, Architectural Engineer - Electrical

Tony L. Dupsky, PE, Architectural Engineer - Mechanical
Principal Emeritus Daniel W. Schinckel, PE, Mechanical Engineer



- f. When the Contractor completes all the work in accordance with the terms of the Contract, the ENGINEER shall verify that the work done and materials supplied are in general conformance with the plans and specifications, and shall recommend that final payment be issued to the Contractor.

3. Compensation for Professional Services

Our fee and subsequent billings for our basic services will be based on the following:

- a fixed fee of \$29,900, plus reimbursable expenses.

Any additional services not described in this Agreement will be billed at our standard hourly rates and reimbursable rates in effect at time of such services (see attachment for current Standard Billing Rates).

Reimbursable expenses incurred in connection with all Basic and Additional Services will be charged based on actual costs plus 10% for copies; printing; reproductions; meals; lodging; transportation; and postage and handling (see attachment for Standard Reimbursable Expense Charges).

We will bill you monthly for basic and additional services and reimbursable expenses. The above financial arrangements are based on prompt payment of our bills and the orderly and continuous progress of the Project through completion.

Payments are due and payable in full thirty (30) days from the date of our invoice. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after the billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

We would expect to start our services promptly after receipt of your acceptance of this proposal and to complete our services within a mutually agreed upon time frame.

If, during the term of this Agreement, the scope of services is modified or circumstances or conditions that were not originally contemplated by or known to the ENGINEER are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the ENGINEER may call for renegotiation of appropriate portions of this Agreement. The ENGINEER shall notify the Client of the changed conditions necessitating renegotiation, and the ENGINEER and the Client shall promptly and in good faith enter into renegotiation of this Agreement.

If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of our compensation or schedule, taking into consideration the impact of such delay.

Upon request by the Client, the ENGINEER shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by the Client's consultants or contractors. The ENGINEER shall be compensated for these services as "Additional Services", as well as any for services required to modify and coordinate the construction documents prepared by the ENGINEER with those of the Client's consultants. The ENGINEER also shall be entitled to adjustment(s) in schedule caused by this additional effort. Only one set of sealed construction documents shall be provided by the ENGINEER. The Client agrees that the ENGINEER shall not be responsible in any way for errors and omissions by others in incorporating the proposed recommendations into the construction documents.



4. Liability

Both parties recognize the risks, rewards, and benefits of the Project as they relate to our fee for services. The risks have been allocated such that, to the fullest extent permitted by law, our total liability for any and all injuries, claims, losses, expenses, damages, or claims expenses arising out of this agreement from any cause(s), shall not exceed the total amount of our design fees. Such causes include, but are not limited to, our negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

Client confirms that neither Engineering Technologies, Inc. nor any of Engineering Technologies, Inc.'s sub-consultants or sub-contractors owes a fiduciary responsibility to Client or Owner. Client also confirms that Owner has so agreed in Owner's agreement with Client.

This proposal and all attachments represent the entire understanding between you and Engineering Technologies, Inc., with respect to the Project and may only be modified in writing signed by both parties. **If this proposal satisfactorily sets forth your understanding of our agreement, please sign and date the enclosed copies on the appropriate line. Return one (1) copy to this office as our notice to proceed and keep the remaining copy for your files.**

Sincerely,

By: 
Martin D. Kasl, PE
Principal
Engineering Technologies, Inc.

Accepted by: _____
Brad Kjar
for Ravenna Public Schools
Date: _____

Enclosures



ENGINEERING TECHNOLOGIES, INC.

2023 STANDARD BILLING RATES

<u>Staff Position</u>	<u>Billing Rate</u>
Principal	\$205.00
Professional Engineer	\$180.00
Engineer I / Senior Designer	\$165.00
Technology Project Manager	\$165.00
Engineer II	\$140.00
BIM Manager	\$135.00
Designer I	\$135.00
Designer II	\$125.00
Construction Manager	\$135.00
Engineering Technician I	\$115.00
Engineering Technician II	\$105.00
Engineering Technician III	\$95.00
Administrative Staff	\$75.00

2023 REIMBURSABLE EXPENSE CHARGES

<u>Expense</u>	<u>Charge</u>
Mileage	Federal Mileage Allowance
Transportation Expense	Actual Cost + 10%
Printing Charges	Actual Cost + 10%
Advertising Charges	Actual Cost + 10%
Consultants	Actual Cost + 5%
Supplies, Miscellaneous, Etc.	Actual Cost + 10%
Black and White Copies/Prints	\$0.13/each
Color Copies/Prints	\$0.65/each
Bond Paper (Plots)/Small - 24" x 36"	\$3.00/sheet
Bond Paper (Plots)/Large - 30" x 42"	\$4.50/sheet



Prochaska & Associates

May 5th, 2023

Ravenna Public Schools
Attention: Mr. Bradley Kjer- Superintendent
41750 Carthage Rd.
Ravenna NE 68869

RE: Professional Engineering Services-Ravenna Schools HVAC Upgrades

Dear Mr. Kjer,

Following our discussions and the information we obtained on our May 3rd site visit, we have developed a proposed fee for what we understand as our work on this project. This Letter describes our proposal where Prochaska & Associates (PA) will provide engineered design documents, bid evaluation, and construction administration services to the Ravenna Public Schools for HVAC upgrades to the Elementary and High School Gymnasiums.

A. SCOPE OF SERVICES

Prochaska & Associates will provide professional services to design and prepare the design documents for the proposed replacements and upgrades of the HVAC systems in the Elementary and High School Gymnasiums. This will include the design of an “additive alternate” system for the High School Gymnasium. The school will have the option of incorporating this additive alternate system based on the construction bids for the HVAC work. Prochaska & Associates will also provide construction administration services during the construction phase of the project.

A variety of correspondence methods shall be utilized/supplied as required to satisfy this project.

B. COMPENSATION

Our proposed fees for the above-described services is as follows: \$25,000.00

The above proposed fee is based on the ability to access, review, and utilize the existing school and gymnasium construction drawings for existing dimensional, system, and capacity information of the structural, HVAC, and electrical systems. If these drawings are unavailable, the field verification of existing dimensions and of the existing



Prochaska & Associates

structural, HVAC, and electrical systems are considered additional services. This additional time and any other unanticipated tasks beyond those stated in the Scope of Services above shall be invoiced at our prevailing hourly rates. The attached Wage Rate Schedule itemizes our current billing rates.

C. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties hereto with respect to the subject matter hereof and may not be modified in any manner except by written instrument duly executed by each of the parties hereto.

Please provide the appropriate signature below on this Agreement, which will acknowledge your acceptance of the general terms of this proposal. Please return one copy to us for our files. You can send it as a PDF via e-mail, or mailed as a paper copy. Thank you, and we look forward to working with the Ravenna Public Schools on this and future projects.

Sincerely,
PROCHASKA & ASSOCIATES

Michael Hromanik

Michael Hromanik, PE, BCxP
Mechanical Engineer

Ravenna Public Schools

By: _____

Title: _____

Date: _____



Prochaska & Associates

PROCHASKA & ASSOCIATES WAGE RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>RATE</u>
Principal in Charge	\$230.00 / Hour
Senior Associate	\$195.00 / Hour
Project Manager	\$175.00 / Hour
Project Architect	\$170.00 / Hour
Design Architect	\$170.00 / Hour
Interior Architect	\$145.00 / Hour
Mechanical Engineer	\$170.00 / Hour
Electrical Engineer	\$170.00 / Hour
Structural Engineer	\$170.00 / Hour
Civil Engineer	\$170.00 / Hour
Design Technician	\$ 85.00 / Hour
Administrative	\$ 65.00 / Hour

The billing rate shall be adjusted annually to reflect adjustments in compensation for Prochaska & Associates employees and consultants



1016 Leavenworth Street
Omaha, NE 68102

☎ 888-484-4939
🌐 kpe-inc.com

May 5, 2023

Brad Kjar, Superintendent
Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869
brad.kjar@ravennabluejays.org

RE: Proposal for Professional Services

Dear Mr. Kjar,

KPE -Consulting Engineers, Inc. dba KPE Architecture Engineering Forensics (CONSULTANT) is pleased to present this agreement for professional engineering services to Ravenna Public Schools (CLIENT) for the HVAC gymnasium upgrade project.

Scope of Services

CONSULTANT shall provide professional services for the attached Exhibit A (Scope of Services).

Personnel

Dan Strain will serve as the Project Manager. CONSULTANT'S staff of engineers will perform the agreed upon Scope of Services.

Compensation

CONSULTANT shall provide professional services as identified in the Scope of Services for a Lump Sum of \$30,600.00.

CONSULTANT will provide Additional Services as identified in the Scope of Work (Exhibit A) upon CLIENT'S request and receipt of your written authorization. Additional Services will be charged on an hourly basis in accordance with CONSULTANT'S standard hourly rate schedule, which is provided upon request.

Terms and Conditions

This agreement consists of this proposal letter, the attached Scope of Services labeled as Exhibit A and the attached General Provisions labeled as Exhibit B. This proposal is valid for 45 days.

Please confirm your acceptance of this agreement by signing below and returning one signed copy to the Sender of this Proposal for Professional Services.

KPE Architecture Engineering Forensics – CONSULTANT



Dan Strain, Associate Principal

Ravenna Public Schools – CLIENT

Brad Kjar

Date of Acceptance

The contract is for providing professional engineering services for the referenced project. The project is located at 41750 Carthage Road, Ravenna NE and consists of HVAC upgrades for the Main gym and elementary gym.

The project delivery includes the following phases of work: Construction Documents, Bidding, Construction Administration Construction Observation (CACO).

A. Project Delivery

1. General
 - a. Background drawings
 - (i) From owner provided drawings/From field verification of existing conditions
 - Architectural, mechanical, structural, and electrical.
 - (ii) From site survey
 - b. Kick-off meeting with CLIENTS. One mechanical engineer and one electrical engineer will attend kickoff meeting with client and perform field verification of existing dimensions/equipment.
2. Schedule
 - a. Final Schedule to be determined after CONSULTANT receives signed contract and all required information from the CLIENT.
3. Construction Documents
 - a. COMCheck
 - b. Meetings – One progress review meeting.
 - c. Deliverables – Digital Copy Only
 - (i) Large format drawings.
 - (ii) (Sheet/Book) Specifications.
 - (iii) The Construction Documents shall be stamped by State Licensed Registered Architects and Professional Engineers.
 - (iv) Structural: Final drawings of demolition sheets, new work sheets.
 - (v) Mechanical: Final drawings of demolition sheets, new work sheets, and schedule sheets.
 - (vi) Electrical: Final drawings of demolition sheets, new work sheets, and schedule sheets.
4. Contract Administration/Construction Observation (CA/CO)
 - a. Submittal Review.
 - b. Timely responses to Requests for Information (RFI's) from contractor.
 - c. Punch list.

B. Specific Scope of Work

1. Structural
 - a. Evaluation of existing roof structure for new HVAC equipment.
 - b. Design of reinforcement for new rooftop mechanical units.
2. Mechanical (HVAC)
 - a. Design for removal of existing HVAC system.
 - (i) Demo hot water air handlers serving Main Gym and gas fired air handlers in Elementary Gym.
 - b. Design for new HVAC systems.
 - (i) Design for replacement of hot water air handlers serving Main Gym.
 - New air handlers to include DX condenser for cooling mounted on roof.
 - (ii) Design for replacement of gas fired air handlers serving Elementary Gym.
 - New air handlers to include DX condenser for cooling. Condenser can be either roof mounted or ground mounted.
 - (iii) Design of gas fired furnaces/condensers for locker room and wrestling room.
 - Design of gas piping to serve furnaces.
 - Reconnect into existing ductwork serving spaces.
 - (iv) Existing ductwork will require insulation or duct liner for added cooling.
 - (v) Design of condensate piping for added cooling to spaces.
 - (vi) COMCheck calculation for permit set to ensure energy code compliance.
3. Electrical
 - a. Coordinate with local electrical utility for existing electrical service usage, distribution, and metering for the existing facility.
 - b. Verify and document quantities, locations, and condition of existing distribution panels and power devices in relation to electrical demolition work for HVAC scope upgrades.
 - c. Design for removal of existing electrical systems in renovated spaces.
 - (i) Provide demolition drawings showing necessary electrical equipment and devices needing to be removed or relocated for HVAC scope upgrades.
 - d. Design of Power Distribution System.
 - (i) Provide power design to support new HVAC mechanical equipment.
 - (ii) Provide power design for replacement of existing branch circuit panelboards or design of new panelboards to support additional HVAC cooling equipment as required. Any new panelboards are assumed to be fed from existing facility's main distribution equipment with no modifications required.

C. Clarifications to Scope of Work

1. Existing electrical main service entrance equipment is assumed to have adequate capacity to support additional HVAC cooling equipment. Design of modifications for additional capacity would require additional services, if required, at KPE's standard hourly rates.
2. Existing structural members assumed to be acceptable to support the loads from new condensers. Design of modifications to the roof structure for new framing or beams would require additional services, if required.
3. Upon code review any required work not within this scope to be additional services at KPE's standard hourly rate.
 - a. AHJ.
 - b. Scope changes affecting code review.
 - c. Code requirements beyond scope of work.

D. Other Potentially Required Services (Not included in scope of work)

1. Design of Project alternates are additional services at CONSULTANT's standard hourly rates.
2. Additional Specification and Drawing reproduction at time and material costs.
3. Value Engineering.
4. Bidding
 - a. Pre-Bid Meeting.
 - b. Clarification and schematic documentation to contractors during bidding.
 - c. Bid Opening Meeting.
5. Contract Administration/Construction Observation (CA/CO) including but not limited to the following tasks:
 - a. Owner/Contractor Contract Development.
 - b. Pre-Construction Meeting.
 - c. Clarification and schematic documentation to contractors during construction.
 - d. Request for Information (RFI) Responses.
 - e. Site visits including subsequent reports for on-site Construction Administration.
 - f. 3D Scanning to document existing conditions and/or construction progress.
 - g. Change order review and cost checking.
 - h. Request for Payment review and certification processing.
6. Additional site visits.
7. Additional meetings.
8. Specialty Systems – Data, Telecomm, Security, Access Control, A/V, etc.

EXHIBIT A SCOPE OF SERVICES

9. Permits and special plan review fees from local and state entities to authority having jurisdiction obtained and submitted by others and/or specified in the construction documents. Permit fees are to be paid by contractor.
10. Any potential utility fees associated with the project paid by others.
11. Special inspections required by local and state building codes. These inspections are usually third-party inspections which are paid for by the building owner.
12. Other services not identified in Scope of Services above.

EXHIBIT B GENERAL PROVISIONS

This is an exhibit attached to and made part of the letter agreement dated **May 5, 2023** between: **Ravenna Public Schools** (CLIENT) and **KPE –Consulting Engineers, Inc.** (KPE) (CONSULTANT). The General Provisions agreed to by CONSULTANT AND CLIENT are as follows:

Ownership of Instruments of Service: All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the CONSULTANT, as instruments of service shall remain property of the CONSULTANT. The CONSULTANT shall retain these records for a period of ten (10) years, during which period they will be made available to the CLIENT at all reasonable times. CONSULTANT will provide CLIENT with a copy of the plans, the specifications, and laboratory test reports for information and reference in connection with the project: however, such documents are not intended or represented to be suitable for reuse by CLIENT or others. Any such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT or CONSULTANT'S sub consultants.

CADD/Electronic Files: In accepting and utilizing any drawings, reports, and data on any form of electronic media generated by the CONSULTANT, the CLIENT agrees that all such electronic files are instruments of service. The CLIENT agrees to waive all claims against the CONSULTANT resulting in any way from any unauthorized changes to, or reuse of, the electronic files for any projects by anyone other than the CONSULTANT. In the event of a conflict between printed hard copy documents signed and sealed by the CONSULTANT and electronic files, the hard copy documents shall govern.

Termination of Agreement: This agreement or any portion thereof, may be terminated by either party upon 7 days written notice to the other party. In event such Notice of Termination shall be given, full payment of General Consulting Engineering for work performed prior to the date of termination shall be made to CONSULTANT within 30 days after the date of termination.

Plan Revisions: If, after any plans or specifications are completed on any portion thereof and are approved by the CLIENT and other necessary agencies, the CONSULTANT is required to change plans and specifications because of changes made, authorized, or ordered by the CLIENT, then the CONSULTANT shall receive additional compensations for such changes. Fees for these changes will be computed on an hourly basis using the CONSULTANT'S rate schedule.

Successors and Assigns: Both parties agree that, upon execution of this agreement, same shall be binding upon their/its successors, assigns, and legal representatives until terminated by the expiration of agreement or termination by written notice, as provided above.

Limitation of Liability: The CLIENT agrees to limit the CONSULTANT'S liability to all parties on the project (excluding only the CONSULTANT'S negligent professional acts, errors, or omissions), such that the total aggregate liability of the CONSULTANT shall not exceed the CONSULTANT'S total fee for services rendered under this contract, or \$20,000.00 whichever is greater.

Opinion of Probable Construction Cost: Opinions of probable construction costs and detailed cost estimates prepared by the CONSULTANT represent his/her best judgment as a design professional familiar with the construction industry. It is recognized, however, that the CONSULTANT has no control over the cost of labor, materials, or equipment, over the Contractor's methods of determining bid prices or over competitive bidding or market conditions. Accordingly, the CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

Contractor's Work: That the CONSULTANT shall not be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, and the CONSULTANT shall not be responsible for the Contractor's failure to perform the work in accordance with the Contract Documents.

Jobsite Safety: That the General Contractor shall be solely responsible for jobsite safety, and that this intent shall be carried out in the client's contract with the General Contractor, and that such contract shall indemnify the CONSULTANT. The CONSULTANT, and his agents, shall be named as an additional insured on the General Contractor's policies of general liability insurance.

Hazardous Materials: That the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. Should it become known to the CONSULTANT that such materials may be present on or adjacent to the jobsite, the CONSULTANT may, without liability for any damages, suspend performance under this agreement, until CLIENT takes appropriate action to remove or abate said materials.

Mediation: Any claims or disputes under this agreement shall be submitted to non-binding mediation.

Payment: CONSULTANT will bill you monthly for services and reimbursable expenses proportionate to the work completed on the project. All fees are due and payable to CONSULTANT upon receipt of invoice. Invoicing shall occur no more frequently than monthly intervals. A service charge of one and one-half percent per month will be added to amounts outstanding after 30 days. If the CLIENT objects to all or any portion of an invoice, the CLIENT shall so notify CONSULTANT within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute.

Ravenna Public Schools

Return to School Plan 2022-23

UPDATED 7/8/2022

RAVENNA PUBLIC SCHOOLS Mission Statement:

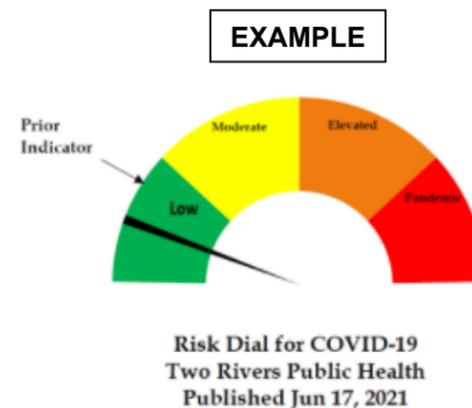
Preparing students today to succeed tomorrow: Family-Community-Schools

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 or Two Rivers Public Health Department 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"> No Directed Health Measures that limit the school building capacity A vaccine for the virus is available Masks are not required. Per CDC guidance they are recommended for unvaccinated. 		<ul style="list-style-type: none"> Limited confirmed case(s) in the immediate geographic area (Buffalo County) or within the school Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance Masks are not required. Per CDC guidance they are recommended for unvaccinated. 	<ul style="list-style-type: none"> Confirmed and increasing case(s) and transmission in the immediate geographic area (Buffalo County) and within the school Consultation with Health Department Directed Health Measures which limit building capacity Governor or Commissioner of Education Guidance Masks are required 	<ul style="list-style-type: none"> Widespread confirmed case(s) and transmission in the immediate geographic area (Buffalo County) or within the school Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance 	
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	
School/Academic Plan	<ul style="list-style-type: none"> School conducted as normal School open 	<ul style="list-style-type: none"> Increased social distancing School open 	<ul style="list-style-type: none"> Limited student contact Possible alternate learning schedule 	<ul style="list-style-type: none"> School buildings closed Remote learning for PK-12 students 	
Self-Screening & Temperature Checks	<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"> Flu-like or COVID-like symptoms Temperature of 100.4 or greater Difficulty breathing Sore throat New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) <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"> Flu-like or COVID-like symptoms Temperature of 100.4 or greater Difficulty breathing Sore throat New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) <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"> Flu-like or COVID-like symptoms Temperature of 100.4 or greater Difficulty breathing Sore throat New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Daily temperature checks are required for all essential personnel upon entry into the building. 	

	<p>Staff Temperature Check:</p> <ul style="list-style-type: none"> • Staff are expected to take their own temperature every morning and perform a “self-screening.” <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"> • Staff will take their own temperature every morning and perform a “self-screening.” <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"> • Temperatures for tardy students will be taken in the office prior to going to class. <ul style="list-style-type: none"> ○ 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. • 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. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> • Staff will take their own temperature every morning and again at lunch. <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>	
Custodial	<ul style="list-style-type: none"> • Daily routine cleaning procedures of student attendance centers • Routine infectious disease protocol <ul style="list-style-type: none"> ○ Staff will comply with State and/or local health department requirements and CDC cleaning and disinfecting protocols ○ Staff will follow manufacturer’s instructions regarding the use and maintenance of equipment & use & storage of chemicals for cleaning & sanitizing. • Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms. • HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating. • Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air. • Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room. 	<ul style="list-style-type: none"> • Continue Level I cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas. • School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting. • 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. • Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms. • HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating. • Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air. • Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room. 	<ul style="list-style-type: none"> • Continue Level I & Level II cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas. • School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting. • 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. • Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms. • HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating. • Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air. • Windows of classrooms will be open whenever possible, to allow as much fresh air as possible 	<ul style="list-style-type: none"> • The school will be secured and no unauthorized or essential personnel will be allowed to enter the school. • Cleaning of buildings <ul style="list-style-type: none"> ○ The school will be cleaned as directed by the Health Department, with heightened disinfecting and cleaning performed. ○ Superintendent will determine staffing assignments and/or required procedure modifications.

			<p>to circulate through the room.</p> <ul style="list-style-type: none"> ● Closing affected buildings <ul style="list-style-type: none"> ○ 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. ○ Superintendent will coordinate and communicate with staff, students, and parents regarding reopening procedures for affected areas, after consultation with Two Rivers Health Department. 	
Lunch and Breakfast	<ul style="list-style-type: none"> ● Breakfast and lunch served in the cafeteria. ● Social distancing spacing will be encouraged in the lunch line. ● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad. ● All students will wash hands or use hand sanitizers before getting in the lunch line. ● All kitchen staff will adhere to all recommended safety measures while serving meals 	<ul style="list-style-type: none"> ● Breakfast/Lunch in cafeteria, provided adequate social distancing can be provided. If more space is required, high school gym space will be used. ● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad. ● All students will wash hands or use hand sanitizers before getting in the lunch line. ● Extra sanitation procedures will be used. ● Some food items may be limited. ● All kitchen staff will wear gloves and face coverings while serving meals 	<ul style="list-style-type: none"> ● “Grab & Go” breakfast and lunch will be eaten in the classroom. ● Social distancing “X’s” on the floor to provide for adequate social distancing spacing in the lunch line. ● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad. ● All students will wash hands or use hand sanitizers before getting in the lunch line. ● Extra sanitation procedures will be used in the kitchen and meal preparation area. ● Some food items may be limited to ease preparation time and to ensure meal items are easily consumed in a classroom setting. “Grab & Go Breakfast,” sack/boxed lunches may be used. ● All kitchen staff will wear gloves and face coverings while serving meals ● Parents will not be allowed to eat lunch with students. ● Microwaves will not be available for student use in the lunchroom. ● Vending machines will not be operational. 	<ul style="list-style-type: none"> ● Meals will be provided during any long-term school closure. ● 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. ● 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.
Recess	<ul style="list-style-type: none"> ● Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry to the playground area. 	<ul style="list-style-type: none"> ● Schedules will be modified to ensure adequate spacing on the playground at one time. ● Cleaning and sanitizing of playground equipment may be completed daily. ● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group. 	<ul style="list-style-type: none"> ● Elementary will implement recess zones for assigned students to support physical distancing. ● Schedules will be modified to ensure adequate spacing on the playground at one time. ● Cleaning and sanitizing of playground equipment will be completed daily. ● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group. ● No entry into the Gaga Ball Pit. 	<ul style="list-style-type: none"> ● The playground is closed.
PK-12 Field Trips	<ul style="list-style-type: none"> ● Regular field trip opportunities can be scheduled. 	<ul style="list-style-type: none"> ● No off-site field trips. 	<ul style="list-style-type: none"> ● No field trips will be available. 	
Specials	<ul style="list-style-type: none"> ● Students transition to music, art, PE, and media as normal. 	<ul style="list-style-type: none"> ● Specialists teachers transition to classrooms to provide instruction, as feasible. If teachers transitioning is not possible, student transitions to 	<ul style="list-style-type: none"> ● All specialist teachers transition to classrooms. 	

		music, art, PE and media will be allowed.		
Handwashing/Hand Sanitizer	<ul style="list-style-type: none"> PK-6 teachers schedule handwashing and use of hand sanitizer. 7-12 hand washing is encouraged and hand sanitizer available in all classrooms and commons areas. 	<ul style="list-style-type: none"> PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day. 7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas. 	<ul style="list-style-type: none"> PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day. 7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas. 	
Hallways	<ul style="list-style-type: none"> PK-6 students transition normally with staff support 7-12--Regular transitions with encouraged social distancing in hallway areas. 	<ul style="list-style-type: none"> 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. 7-12--Scheduled transitions through the hallways using a "one-way traffic pattern". 	<ul style="list-style-type: none"> PK-6 students transition and all specialists come to classrooms. PK-12 students may be in isolated classrooms with only limited and scheduled hallway access. 	
Lockers	<ul style="list-style-type: none"> Lockers will be used as normal 	<ul style="list-style-type: none"> 7-12 students will have limited and staggered use of lockers, in conjunction with scheduled transitions during class period breaks. 	<ul style="list-style-type: none"> 7-12 students will implement a limited and staggered use of lockers. 	
Beginning of the day staff	<p>PK-6</p> <ul style="list-style-type: none"> Teachers should be outside their room and ready to receive students by 7:50 AM. <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> 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. 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 When the 8:00 bell rings, all students will report to their 1st period classroom. Teachers should be outside rooms and ready to receive students by 7:50 AM. 	<p>PK-6</p> <ul style="list-style-type: none"> Teachers should be outside their room and ready to receive students by 7:50 AM. <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> Teachers should be outside rooms and ready to receive students by 7:50 AM. 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. 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. When the 8:00 bell rings, all students will report to their 1st period classroom. 	<ul style="list-style-type: none"> Teachers will report based on the instructional schedule created and direction provided by the administration. <p>PK-6</p> <ul style="list-style-type: none"> Students must wear a mask to enter the building. Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM. 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. <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> Students must wear a mask to enter the building. Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM. 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. 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. 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. When the 8:00 bell rings, all students will report to their 1st period classroom for temperature checks. 	
Beginning of the day	PK--6 th Grade	PK--6	<ul style="list-style-type: none"> Students will report based on the instructional 	

<p>students</p>	<ul style="list-style-type: none"> Students will enter the building when doors open at 7:40 and report to the cafeteria or gym social distancing is encouraged <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> 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 1st period class 	<ul style="list-style-type: none"> Students may be required to wear a mask to enter the building. Students will enter the building when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks. <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> Students may be required to wear a mask to enter the building. 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 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. When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1st period classroom 	<p>schedule created and direction provided by the administration.</p> <ul style="list-style-type: none"> Students must wear a mask to enter the building. <p>PK--6</p> <ul style="list-style-type: none"> 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. <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> 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. 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 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. When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1st period classroom for temperature checks. 	
<p>End of the day</p>	<ul style="list-style-type: none"> Regular dismissal. 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. Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible. 	<ul style="list-style-type: none"> Regular dismissal. 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. Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible. 	<ul style="list-style-type: none"> Dismissal from classrooms will be conducted in 10-minute time frame to allow for adequate social distancing. 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. Parents are required to wait in their cars and not enter the building to pick up their students when possible. 	
<p>Building Access</p>	<ul style="list-style-type: none"> Visitors that enter the building must report to the office and to sign into the building. Ravenna Public Schools will not require a mask Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. Parents will be allowed to eat lunch with students 	<ul style="list-style-type: none"> Parents and visitors to the school must be regularly scheduled and check into the school office upon arrival. 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. Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> No campus access available beyond required personnel.
<p>Facemasks</p>	<ul style="list-style-type: none"> Facemask will not be required, but may be worn 	<ul style="list-style-type: none"> Facemasks and/or shields may be provided and may be required to be used by staff and students on 	<ul style="list-style-type: none"> Students and staff must wear a mask to enter the building for temperature screening upon 	<ul style="list-style-type: none"> Facemasks will be worn by all who enter the building.

		<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"> 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. 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. 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. 	<p>morning arrival.</p> <ul style="list-style-type: none"> 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. 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. Anyone who has difficulty breathing, is unable to remove their own facemask without assistance, or incapacitated in any manner should not wear a facemask. 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. 	
Restrooms	<ul style="list-style-type: none"> Regularly scheduled. 	<ul style="list-style-type: none"> 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. Restroom use during passing periods in grades 7-12 is discouraged. 7-12 students are encouraged to use the restroom with permission from their classroom teacher. 	<ul style="list-style-type: none"> Restroom use is prohibited during passing periods, except in case of an emergency or as a medical requirement. 	
Water Fountains/Bottle Fillers	<ul style="list-style-type: none"> Regularly scheduled water breaks. Students are encouraged to bring individual water bottles. 	<ul style="list-style-type: none"> Regularly scheduled water breaks. Students are encouraged to bring individual water bottles. Increased sanitation of water foundation is performed by custodial staff. 	<ul style="list-style-type: none"> The water fountain is closed for casual use and students are required to use personal water bottles or disposable cups. Increased sanitation of water foundation is performed by custodial staff. Scheduled refills of student water bottles are scheduled to provide for sanitation and social spacing during refilling. 	
Classroom Seating/Materials Usage/Sanitization	<ul style="list-style-type: none"> Regular classroom/teacher preferred arrangement is used. Social distancing will be utilized in seating arrangement, when possible. Regular classroom supply usage. Regular classroom cleaning. 	<ul style="list-style-type: none"> Desks separated as much as is feasible Row seating All desks facing in the same direction towards the front of the classroom. Require student individual supplies and avoid shared use of classroom materials by students whenever possible. Minimize furniture and center items. For K-12, where tables are utilized, space students as far apart as possible. Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible. PE and other "common use" equipment is cleaned between classes. Contaminated materials will be isolated for 	<ul style="list-style-type: none"> Students will be limited to specific classrooms. Locations in the building as determined and outlined in the alternate instruction schedule. Increased sanitization measures. Desks will be spaced at least 6 ft. apart. Students individual learning supplies will be kept separate from each other and classroom supplies should not be shared among students. Only items essential for learning may be brought into the school building. Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible. Assemblies of 25 or more students are not permitted. Assemblies of 25 or fewer students are permitted provided facemasks are worn. 	

		<p>cleaning each day.</p> <ul style="list-style-type: none"> Assemblies of 50 or more students are not permitted. 		
Transportation	<ul style="list-style-type: none"> Regular transportation schedule and practices. 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. Students are encouraged to use hand sanitizer upon entering the bus. Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent. Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. Transportation fleet vehicles should be aired out and disinfected daily. Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. 	<ul style="list-style-type: none"> Regular transportation schedule and practices. 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. Students are encouraged to use hand sanitizer upon entering the bus. Facemasks may be required to ride in all school district vehicles. Students ride in assigned seats to provide maximum social distancing. Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent. If 6 ft. of social distancing is not possible on a bus or van, students may be required to wear masks while in transit. Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. Transportation fleet vehicles should be aired out and disinfected daily. Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. Drivers wear face masks. 	<ul style="list-style-type: none"> Parents who are able to transport their children to and from school will be encourage to do so. 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. 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. Facemasks are required to ride in all school district vehicles. Students are encouraged to use hand sanitizer upon entering the bus. Students ride in assigned seats to provide maximum social distancing, preferably 6 ft. or greater. Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent. Bus routes, such as the "Town Route" may be broken up into smaller groupings sizes to allow for greater social distancing. Routes may be adjusted to reflect any modified learning schedule implemented by the school. Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. Transportation fleet vehicles should be aired out and disinfected after each route. Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. Drivers wear face masks. 	<ul style="list-style-type: none"> All district transportation is suspended.
Technology	<ul style="list-style-type: none"> 1-to-1 devices provided to all 1st-12 students, as needed, and at the discretion of the classroom teacher and building principal. 	<ul style="list-style-type: none"> 1-to-1 devices provided to all K-12 students, as needed, and at the discretion of the classroom teacher and building principal. Devices will be cleaned daily according to tech department guidance. 	<ul style="list-style-type: none"> 1-to-1 devices sent home daily 1st-12. Devices will be cleaned daily according to tech department guidance. 	<ul style="list-style-type: none"> Chromebooks are used to complete online/remote learning.
7-12 Activities	<ul style="list-style-type: none"> Activities and Athletics will be conducted in accordance with NSAA guidelines. 	<ul style="list-style-type: none"> Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines. 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 	<ul style="list-style-type: none"> Cancellations and postponements of activities and athletics are possible. Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines. 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 	<ul style="list-style-type: none"> Cancellations and postponements of activities and athletics are likely. Any activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.

		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"> 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. 	
Student Attendance	<ul style="list-style-type: none"> All students in grades PK-12 will attend school in person. 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). 	<ul style="list-style-type: none"> All students in grades PK-12 will attend school in person. 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). 	<ul style="list-style-type: none"> 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. 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. 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). 	<ul style="list-style-type: none"> Students will not be permitted on campus and remote learning will be provided by the school following the regular school calendar.
Special Education/504	<ul style="list-style-type: none"> Students will be served as per their IEP/504 Plan. 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. 	<ul style="list-style-type: none"> 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. At the IEP/504 team meeting, ask "Have the student's needs changed based on the lack of in-person instruction during the 4th 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. If the answer is "no," carry out services to support goals. 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. 	<ul style="list-style-type: none"> Discuss whether or not continued attendance under the selected alternate learning schedule is feasible for the student, given any underlying health concerns. 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. 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. 	<ul style="list-style-type: none"> Students will not be allowed on school grounds. Prior written notice will need to be provided to students' parents. IEP Team Meetings will need to be held to discuss services during an extended school closure.
Mental &	<ul style="list-style-type: none"> Continue universal supports offered to all 	<ul style="list-style-type: none"> Continue universal supports offered to all students 	<ul style="list-style-type: none"> Continue universal supports offered to all 	<ul style="list-style-type: none"> Continue to reach out to students through

Social/Emotional Health	<p>students through the school-wide MTSS Model</p> <ul style="list-style-type: none"> ● Increase staff awareness regarding the need to support the mental and social/emotional needs of students as they return to school. 	<p>through the school-wide MTSS Model</p> <ul style="list-style-type: none"> ● Designate a mental health liaison, who will work with the school and mental health providers to ensure students' mental health needs are being addressed. ● 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. ● Conduct universal screener of students as early in the year as possible, to help identify potential students in need of assistance. ● Provide staff self-care and resiliency strategies to staff. ● Encourage staff to use Wholeness Healing Center of Grand Island, NE, if they are experiencing a need for emotional or psychological support. 	<p>students through the school-wide MTSS Model</p> <ul style="list-style-type: none"> ● Use Access at the secondary level and counseling time at the elementary level to teach students resiliency and coping strategies. 	<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"> ● If school is closed, assign staff to check in on them once every week through email or by phone.
Staff Attendance	<ul style="list-style-type: none"> ● All staff will report as normal. ● Any questions or concerns relative to work expectations should be directed to the building principal. 	<ul style="list-style-type: none"> ● All staff will report as directed. ● Any questions or concerns relative to work expectations should be directed to the building principal. 	<ul style="list-style-type: none"> ● All staff will report as directed. ● Teachers may be asked to teach remotely from home. ● Any questions or concerns relative to work expectations should be directed to the building principal. 	<ul style="list-style-type: none"> ● All staff will report as directed and provide remote instruction. ● Staff may be asked to teach remotely from home while providing instruction. ● Any questions or concerns relative to work expectations should be directed to the building principal.
Communication	<ul style="list-style-type: none"> ● 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. ● The school's current "risk dial operation zone" will be posted on the school's webpage. ● 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. 	<ul style="list-style-type: none"> ● 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. ● The school's current "risk dial operation zone" will be posted on the school's webpage. ● 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. ● 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. ● 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. 	<ul style="list-style-type: none"> ● The school's current "risk dial operation zone" will be posted on the school's webpage. ● 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. ● 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. ● 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. 	<ul style="list-style-type: none"> ● The school's current "risk dial operation zone" will be posted on the school's webpage. ● 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. ● District PSA's will be provided to parents, students, and staff via the school's messaging system. ● Principals will continue to conduct weekly staff meetings via Zoom.

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"> • The school may consult with the health department for guidance on operational procedures. • 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. • The school district will communicate the situation with students, staff, and parents through the school’s messaging system. • The school nurse will provide guidance to the administration on both the closure and reopening of the school, if the school is closed. • The sanitization plan will be executed by the head of maintenance to sanitize and disinfect the school. • 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. • Reopening communications will be provided to students, staff, and parents through the school’s messaging system. • The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • 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. • 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. • 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. • The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work. • The student must self-quarantine for 10-14 days. • The student will be provided remote instruction, as tolerated by his/her medical condition. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
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"> • The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • 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. • 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. • The teacher will teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided. • The superintendent will coordinate and communicate a return date with the staff member.
1 <i>confirmed case</i> of COVID-19 in the immediate household of a student.	<ul style="list-style-type: none"> • The student will follow medical guidance of their physician and/or Two Rivers Health Department • Teachers will provide remote learning opportunities and send learning materials home to the student during the self-quarantine period. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to school. • The building principal will coordinate and communicate a return date with the student’s parents.
<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"> • The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work. • Teachers will teach virtually with a substitute in the classroom, following the remote learning plan. • 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.
<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"> • The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • Teachers will provide remote learning opportunities and send learning materials home to student during self-quarantine period. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
Visitor who has entered our building and has a <i>confirmed case</i> of COVID-19.	<ul style="list-style-type: none"> • District officials will confer with the health department to determine whether a closure of the building is necessary. • The school district will communicate the situation with students, staff, and parents through the school’s messaging system. • 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. • The school nurse will provide guidance to the administration for building both school closure and reopening. • The sanitization plan will be executed by the head of maintenance to “deep clean” and sanitize the building. • If the school is closed, the school will execute the remote learning plan or modified attendance schedule. • Reopening communications will be provided to parents, students, and staff through the school’s messaging system.
Student or staff member has fever of 100.4 or greater.	<ul style="list-style-type: none"> • Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening. • 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. • Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others. • Parents of students will be contacted and informed of the student’s symptoms and be asked to pick up their student. • Student will remain in quarantine at the school, until the parents arrive to pick them up. • Students sent home will engage in remote learning with the teacher during their absence. • 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.

	<ul style="list-style-type: none"> The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
Student or staff member is displaying COVID-like or flu-like symptoms	<ul style="list-style-type: none"> Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening. Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others. Parents of students will be contacted and informed of the student's symptoms and be asked to pick up their student. Student will remain in quarantine at the school, until the parents arrive to pick them up. Students sent home will engage in remote learning with the teacher during their absence, as health permits. Parents are asked to voluntarily keep their student home for 24-hours and communicate symptoms to the school for monitoring purposes. The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.

Terms Defined for Potential Scenarios & Elevated Risk Levels

"Confirmed Case"	When the individual has had a positive test for COVID-19 conducted by a medical professional.	<ul style="list-style-type: none"> Resources for Confirmation-Medical professionals performing COVID-19 testing & Two Rivers Health Department.
"Confirmed Exposure"	When the individual's exposure has been validated by contract tracing performed by the medical community.	<ul style="list-style-type: none"> Resources for Confirmation-Medical professionals, contact tracers, & Two Rivers Health Department.
"Short Term Closure"	School building closed for to 2-5 school days.	<ul style="list-style-type: none"> Remote learning will be used by teachers and students during the closure.
"Extended Building Closure"	School building closed for 6 school days or more.	<ul style="list-style-type: none"> Remote learning will be used by teachers and students during the closure.

School Attendance & Calendar Options

Risk Level Operational Zone	Description of Response Strategy	Action & Rationale
LOW	School is in session on campus for students and staff in August as planned.	<ul style="list-style-type: none"> 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.
MODERATE/ ELEVATED	Alter the School Calendar During the School Year in Response to Required School Closures	<ul style="list-style-type: none"> 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.
ELEVATED	Short-Term Closure	<ul style="list-style-type: none"> 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.

ELEVATED	Long-Term Closure	<ul style="list-style-type: none"> • 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.
ELEVATED	<p style="text-align: center;">Traditional School Monday Through Friday</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">“A/B Schedule” With Group A Attending in Person on Monday/Wednesday, Group B Attending on Tuesday/Thursday, & Groups A&B Learning Remotely on Friday</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>
PANDEMIC	Remote Learning	<ul style="list-style-type: none"> • Teachers will teach remotely and students will learn remotely. Students and staff will not be allowed on campus for learning or activities.