

## **Agenda**

1. Date Public Notice appeared in the Norfolk Daily News:
2. Call to Order
  - 2.1. Roll Call
  - 2.2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Student Fees Hearing
5. Presentations, Special Recognition, Focus on Students
  - 5.1. Focus on the Students
  - 5.2. Award for Excellence
  - 5.3. Special Presentation from Allo
  - 5.4. Strategic Action Planning Presentation - Communication Goal
  - 5.5. Building Visits
6. Public Comments & Communication
7. Information and Discussion Items
  - 7.1. Finance & Facilities Report
  - 7.2. Teaching & Learning Report
  - 7.3. Student Programs Report
  - 7.4. Student Services Report
  - 7.5. Human Resources & Accreditation Report
  - 7.6. Superintendent's Report
8. Committee Reports
  - 8.1. Facilities & Finance Committee Report
  - 8.2. Government Relations Committee Report
  - 8.3. Norfolk Public Schools Foundation Committee Report
9. Approve Consent Agenda
  - 9.1. Minutes of Previous Meetings
  - 9.2. Personnel
    - 9.2.1. Contract Approval
  - 9.3. Claims
10. Action Items
  - 10.1. Discuss, consider and take action to approve the 2025-2026 Student Fees
  - 10.2. Discuss, consider and take action to approve the second and final reading of Board Policies 3230 - 3580 related to Business Operations
  - 10.3. Discuss, consider and take action to approve the sale of technology and other miscellaneous items via a community garage sale
  - 10.4. Discuss, consider and take action to approve the 2025-2026 substitute teacher rates
  - 10.5. Discuss, consider and take action to approve a one year renewal with Lunchtime Solutions for nutrition services

- 10.6. Discuss, consider and take action to approve a one year renewal with Arrow Stage Lines for student transportation services
- 10.7. Discuss, consider and take action to approve the Cancellation of Contract for Megan Lovejoy
11. Future Meetings
12. Executive Session -- To Discuss Negotiations related to the Interim Superintendent Contract - As Needed to Protect the Interest of the District
  - 12.1. Convene Executive Session -- To Discuss Negotiations related to the Interim Superintendent Contract - As Needed to Protect the Interest of the District
  - 12.2. Reconvene Meeting from Executive Session
  - 12.3. Approval of contract for Bill McAllister - Interim Superintendent
13. Adjournment

**Activity Fund Balance Report - Summary - Exclude Encumbrances**

09/2024 - 04/2025

Regular; Beginning Month 09/2024; Processing Month 04/2025; Accounts to Include Accounts with Activity; Fund Number 17

**Fund: 17 STUDENT FEE FUND**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
17 704 0028	INSTR RENTAL & REPAIRS FEES	(499.96)	2,793.68	5,396.00	0.00	2,102.36
17 704 0035	INSTRUMENT RENTAL FEE	325.00	0.00	0.00	0.00	325.00
17 704 0504	ACT PREP BOOK FEE	341.40	0.00	0.00	0.00	341.40
17 704 0512	BASEBALL HATS, BELTS, & SOCKS	(1,833.00)	696.37	528.00	0.00	(2,001.37)
17 704 0514	SOCCER SHIN GUARDS 9-12	436.39	597.84	500.00	0.00	338.55
17 704 0515	BOYS' TENNIS FEE	(305.05)	2,529.00	1,846.00	0.00	(988.05)
17 704 0517	CHEERLEADING UNIFORM FEE	(1,214.45)	7,770.90	0.00	0.00	(8,985.35)
17 704 0518	CHOIR ROBE CLEANING FEE	4,152.75	0.00	765.00	0.00	4,917.75
17 704 0549	BOYS SH SOCCER SOCKS FEE (2 PAIR)	(605.28)	878.64	490.00	0.00	(993.92)
17 704 0550	GIRLS TENNIS FEE	(756.76)	665.00	629.00	0.00	(792.76)
17 704 0556	PINK PANTHER SILVER & BLACK FEE	(3,555.12)	0.00	0.00	0.00	(3,555.12)
17 704 0558	SOFTBALL HAT FEE	(1,094.41)	144.00	340.00	0.00	(898.41)
17 704 0560	SWIMMING FEE 9-12	(237.96)	3,942.60	4,009.00	0.00	(171.56)
17 704 0566	FBLA	24.00	0.00	0.00	0.00	24.00
17 704 0570	POTTERY PROJECT FEE	519.32	0.00	0.00	0.00	519.32
17 704 0577	ACTIVITY CARDS 9-12	22,320.00	400.00	2,160.00	0.00	24,080.00
17 704 0620	GRADUATION FEES	369.00	0.00	0.00	0.00	369.00
17 704 0662	INDUSTRIAL ARTS LAB-SAFETY GLASSES	1,575.27	0.00	0.00	0.00	1,575.27
17 704 0663	CHEMISTRY GOGGLES FEE	146.29	0.00	0.00	0.00	146.29
17 704 0669	21ST CENTURY GRANT FEE	5,490.09	7,168.46	9,170.00	0.00	7,491.63
17 704 0670	BUSINESS SERVICES	42,347.40	169.94	13,548.70	0.00	55,726.16
17 704 0671	PARTICIPATION FEE	17,755.00	12,680.00	2,300.00	0.00	7,375.00
17 704 0672	TECHNOLOGY FEE 7-12	304,512.07	1,260.00	2,520.00	0.00	305,772.07
17 704 0826	21ST CENTURY LIVING PROJECT FEE	349.96	0.00	0.00	0.00	349.96
17 704 0841	ART 7 FEE	15.39	0.00	0.00	0.00	15.39
17 704 0843	WELLNESS WORKBOOK FEE 7-8	24.00	0.00	0.00	0.00	24.00
17 704 0877	ART 8 FEE	149.49	0.00	0.00	0.00	149.49
17 704 0880	INDUSTRIAL TECH 8 FEE	304.98	0.00	0.00	0.00	304.98
17 704 0884	SHOW CHOIR SHIRT FEE	1,350.00	456.71	150.00	0.00	1,043.29
17 704 0885	ACTIVITY CARD FEE 7-8	10,295.00	160.00	1,840.00	0.00	11,975.00
17 704 0961	ART CLASS FEE	422.16	0.00	0.00	0.00	422.16
17 704 0965	BAND SHOES 9-12	1,174.20	646.95	545.00	0.00	1,072.25
17 704 0968	BAND UNIFORM CLEANING FEE	0.00	0.00	1,200.00	0.00	1,200.00
17 704 0972	CHORALEER PERFORMANCE OUTFIT	2,102.84	7,769.85	5,332.00	0.00	(335.01)
17 704 0973	FLAGS/COLOR GUARD	(1,386.50)	120.87	615.00	0.00	(892.37)
17 704 0975	ACTIVITY CARDS K-6	41,014.36	0.00	4,200.00	0.00	45,214.36

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**Fund: 17 STUDENT FEE FUND**

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17 704 0976	SUMMER SCHOOL	73,746.96	20.00	3,265.00	0.00	76,991.96
17 704 0977	BAND GLOVES	0.00	0.00	245.00	0.00	245.00
Fund Total: 17		519,774.83	50,870.81	61,593.70	0.00	530,497.72

**Appendix "1" to 2024-2025 Student Fees Policy of  
Norfolk Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Activity</b>	<b>Elementary (K-4)</b>	<b>Middle School (Gr. 5-6)</b>	<b>Junior High (Gr. 7-8)</b>	<b>Senior High (Gr. 9-12)</b>
21 <sup>st</sup> Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 <sup>st</sup> Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/per quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band Shoes and Gloves				\$45.00 /year
Band Uniform Cleaning				\$15.00/per year
Baseball Hats and Socks				\$60.00/per year
Cheerleading Uniform: ( <i>Shell, Skirt</i> )				\$80/per year
Choir Robe Cleaning				\$15.00/year
Show Choir			Up to \$75/year	\$100 to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				\$140/per year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Pink Panthers Uniform: (Shell, skirt,)				Up to \$80.00/per year
Softball Visor and stirrups				\$55/per year
Soccer Shin Guards & Socks				\$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				\$10.00 Cap / \$20.00 goggles \$100.00 Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
Tennis Uniform (Boys)				\$100.00 /per year
Tennis Uniform (Girls)				\$115.00 /per year
Volleyball				\$55.00 (Knee Pads & Shorts)/year

<sup>1</sup> This listing is a part of the 2024 - 2025 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

**Appendix "1" to 2025-2026 Student Fees Policy of  
Norfolk Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 <sup>st</sup> Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 <sup>st</sup> Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/per quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band Shoes and Gloves				\$45.00 /year
Band Uniform Cleaning				<del>\$20.00</del> \$15.00/per year
Baseball Hats and Socks				Up to \$60.00/per year
Cheerleading Uniform: (Shell, Skirt)				\$80/per year
Choir Robe Cleaning				\$15.00/year
Show Choir			Up to \$75/year	<del>\$100</del> Up to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				Up to \$150 <del>\$140</del> /per year
Graduation Cap & Gown				<del>\$70.00</del> <del>50.00</del>
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	<del>\$25.00/semester</del> Year	\$25.00/semester	\$25.00/semester	\$25.00/semester
Pink Panthers Uniform: (Shell, skirt)				Up to \$80.00/per year
Softball Visor and stirrups				Up to <del>\$60.00</del> \$55/per year
Soccer Shin Guards & Socks				Up to <del>\$55.00</del> \$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				Up to \$10.00 Cap / \$20.00 goggles <del>\$120.00</del> <del>100.00</del> Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
Tennis Uniform (Boys)				Up to <del>\$115.00</del> <del>100.00</del> /per year
Tennis Uniform (Girls)				Up to <del>\$125.00</del> <del>\$115</del> /per year
Volleyball				Up to <del>\$60.00</del> <del>55.00</del> (Knee Pads & Shorts)/year

<sup>1</sup> This listing is a part of the 2025 - 2026 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

StudentsStudent Fees Policy

The Board of Education of Norfolk Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

#### Out of State Trip Policy

NPS does not financially support extra-curricular competition and camp travel outside of Nebraska further than 175 miles in distance from Norfolk. However, activity groups may utilize their club accounts to fund activities outside this distance and utilize a school vehicle. In these instances, the club account will be charged the district approved mileage rate for the distance above 175 miles (one way). All other expenses will be covered by club accounts.

The district will pay for registration fees in season. Club accounts must fund activities that occur out of season.

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a “non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference:      Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
                                  Neb. Constitution, Article VII, section 1.  
                                  Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
                                  Neb. Rev. Stat. §79-2104 (student files or records)  
                                  Neb. Rev. Stat. §79-715 (eye-protective devices)  
                                  Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
                                  Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
                                  Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption:              March 9, 2015  
 Date of Reaffirmation:        September 14, 2015  
 Date of Revision:              March 14, 2016  
 Date of Revision                April 11, 2016  
 Date of Revision:              April 10, 2017  
 Date of Reaffirmation:        June 8, 2020  
 Date of Reaffirmation:        May 10, 2021  
 Date of Reaffirmation;        May 9, 2022  
 Date of Reaffirmation:        April 17, 2023  
 Date of Revision:              March 10, 2025



## Award for Excellence Summary

**Xochitl Naranjo**

**Title Teacher**

**Jefferson Elementary and Woodland Park Elementary**

**May 2025**



### *Nomination Comments:*

- Xochitl Naranjo is a consummate educator. She's constantly reflecting and adjusting her instruction to help students succeed without sacrificing any rigor. She seeks collaboration with fellow teachers and is a source of positivity in our building. I have the privilege to witness Xochi in action every day and I'm a better teacher because of it. (Brigid Turek, Title Teacher)
- Xochitl's dedication, professionalism, and compassion shine through in everything she does. She consistently goes above and beyond to support both students and staff, creating a positive and welcoming environment at Jefferson. Her collaborative spirit, reliability, and genuine care for others make her not only an exceptional team member but also a deeply respected and appreciated presence in our school community. I am so grateful for all that she brings to Jefferson each day. (Mandy Rich, 3rd Grade Teacher)
- I would like to nominate Xochitl Naranjo for the Award of Excellence Award on behalf of Washington staff, students and parents. Xochitl has been a key person in teaching our non-English students. She has a special way of implementing her teaching resources and knowledge to accommodate each child's needs. She builds relationships that are long lasting. For example: Each year during our Senior Walk the Seniors return and those that were her past students always want to see their English language teacher (Xochitl). Last year a Senior boy came into our ELL room and wanted to see Xochitl. She was not in the classroom at that time So, I told him to write down what he wanted to say to her. He expressed to me his appreciation of everything she had done for him! He had big plans for his future and could speak perfect English because of his early years of Xochitl's teaching and encouragement! She makes a positive and lasting impact on all her students! I have been fortunate to see the amazing progress of her students! Students that come to her with zero English and in a short time are understanding and speaking English so much that they are not needing help and are able to be 100 percent in their regular classroom. Everything Xochitl does for her students is done with much thinking, planning and time before, and long after school! She is a team player and has good relations with both staff and parents! She has a huge heart and I am happy to say... that it has been a great experience to work directly with her as one of her Paraprofessionals! She is truly one of a kind! Please, please, please consider Xochitl Naranjo for the Award of Excellence Award!!!! (Maureen Johnson, ELL Paraprofessional)
- Xochitl is willing to help staff in any way she can. She is an excellent teacher and very supportive of other staff members. I have enjoyed working with her. (Diane Schilling, Nurse)
- Xochitl works extremely hard to make sure our students understand the English language, can read and write, and are well behaved. She cares for children the first time they step in the front door of the school. Xochitl is persistent in getting students the help they need. She goes above and beyond to guarantee a good education for students at Washington elementary. Xochitl collaborates with the staff around her. She puts in many hours for her students. Xochitl is also fun and outgoing. You can always guarantee she will say "hi" in the hall, ask how you are doing and about your family, and make everyone laugh. I couldn't think of anyone more hardworking than Xoch or more deserving of the Award for Excellence. She is truly amazing! (Brooklyn Ronnfeldt, Special Education)
- I think Xoc deserves to be awarded the Award of Excellence. She has worked at Washington Elementary School for 17 years teaching the ELL program. Xoc and I started at the same time. Over the years education has changed. The ELL program has changed drastically over the years. A few students would come to kindergarten not knowing any English. A few other students would come throughout the year. As of late we have a non-English student starting about every other week. With that being said Xoc spends so much time working on a schedule for each student as their needs are different based on what they know in their own language and what they know in English, if any. She readjusts the para schedules to help all of her students. Xoc is a rock star when it comes to developing and designing lessons to make sure every student is learning



at their level. She does so many activities to demonstrate and build a students vocabulary. Xoc spends a lot of time looking at data to monitor the students' growth. She is so valuable to our staff and our families that find comfort in having an amazing ELL teacher. (Melissa Werner, 4th Grade Teacher)

- Xochitl is the most caring and hardest working teacher. She is always trying to do what's best for her students and families. Xochitl is always going above and beyond to make sure the students are getting what they need. Not only is Xochitl an excellent teacher she is amazing to work with. Xochitl can always make you laugh and put a smile on the students face. We are so lucky to have her. (Mindy Lyon, ELL Paraprofessional)
- Xochitl is one of a kind! She is so compassionate with her teaching. She wants her students to be successful and she tries very hard and uses such creative techniques to help her students succeed. She is always willing to help out with translation and help me with my parents. Beside being a teacher is a team player always willing to help out any teacher that needs help. She is such a great person and has a heart of GOLD. I have been here for 9 years and she always amazes me with what new ideas she has come up with to help her students learn. We are losing a great teacher. Irreplaceable . My heart is very sad to lose her. The Title program will be very Fortunate to have her. She is a GREAT FRIEND (Mary Kirby, Secretary)
- It is hard to put into words the kind of teacher Xoch is and the impact that she has had at our school. She pours her heart into everything she does, sprinkled with lots of humor and a splash of grace. Our building will certainly never be the same without her. She has an amazing ability to meet her students exactly where they are in their learning and push them as far as they can go before leaving the walls of WA. She spends countless hours pouring over data and schedules to make sure she is doing all she can to help our students. She works hand in hand with her paras to provide effective instruction and support in the classrooms. She brings experiences to her students and enhances their vocabulary with real-life examples. She is well known by our families and has built strong relationships with every student that has walked through her doors. I could go on and on about all of the amazing qualities that make Xoch a wonderful teacher. I am thankful everyday that I get to call her a colleague and, more importantly, a friend. Our district is lucky to have her and she has done an outstanding job of carrying on her mother's ELL legacy! (Katie Fite, 4th Grade Teacher)
- Xochitl is the best! She has always put her students and their families first. She is very kind, caring, and compassionate. She is very flexible and puts in extra hours every time she has a new student move in to make sure the appropriate needs are being met with the new student and the students she is currently working with. She communicates well with all staff and is a team player. She is not a complainer, she is a problem solver! She is irreplaceable and we are lucky to have her a part of our school district! (Andrea Matteo, Kindergarten Teacher)
- Xochitl is an amazing teacher and Washington is so lucky to have had her. She went above and beyond to meet the students where they were at. She planned, created, and found additional resources to pull in for her students. She sacrificed lunch and plan time to make sure all of her students were being serviced and always fought for what ELL students need and deserve. Xochitl was an advocate for kindergarten ELL students starting with a strong foundation and always piggybacked with our teachings. I never had to tell her what to teach, she was always able to meet a student where they were at and help them grow. Whenever I went to her for advice or help she was always there to listen and give ideas. I am sad to see her go, she was one of the beest. I know all her students will miss her terribly. (Caitlin Bartlett, Kindergarten Teacher)
- I have had the pleasure and opportunity to work with Mrs. Naranjo over the past eight years. As a reading teacher, our work closely aligns and she has been a valuable partner to me. I've not met many other teachers who truly understand how to teach a child to read from the start, let alone ensure they learn English while they maintain their native language. Mrs. Naranjo loses sleep over her students and does everything she can to make sure they leave Washington as readers, writers and thinkers, even if they arrive with only weeks left in the year (which happens often). She's been through many challenges, with new non-English students arriving weekly the past couple of years at times, yet she changes her schedule at the drop of a hat to accommodate the needs of her students. Not only does she work well with students, she is an excellent collaborator. She and I have often worked together to share our students as we determine what is best for



their needs. Mrs. Naranjo is a master teacher and has changed the lives of so many students. I've been so fortunate to learn from her. (Liesel Powicki, Title Teacher)

- Mrs. Naranjo is special to our school because she taught me how to learn English when I was in 2nd grade. She was really nice. She taught me well. And now I know English perfectly and I still know French. She taught me how to read and how to write in English. She also taught my friends too and that takes hard work. And she teaches second graders, 1st graders, kindergarteners, 4th graders and other people in 3rd grade. (Student, 3rd Grade)
- When I was in second grade I didn't know English but when I went for the first time to your class I learned fast and thanks for helping me learn English. Today I know more than I think I know. I help other people like you help me learn to read words that I didn't know how to talk and speak. I like that when I help someone it reminds me of when you taught me and my friends. Thank you for all you do for me. (Student)

*Thank you Ms. Naranjo for your commitment to our students and our district!*

*Ms. Naranjo was nominated by a variety of staff at Washington Elementary, Woodland Park Elementary, and Jefferson Elementary.*



## **Norfolk Public Schools Public Comment Information & Guidelines**

The Norfolk Public School's Board of Education values and welcomes input during the public comment times at all monthly Board meetings. Feedback is an essential part of the NPS Board's decision-making process, helping us to better understand and address the needs and concerns of the community. We encourage you to share your thoughts and ideas.

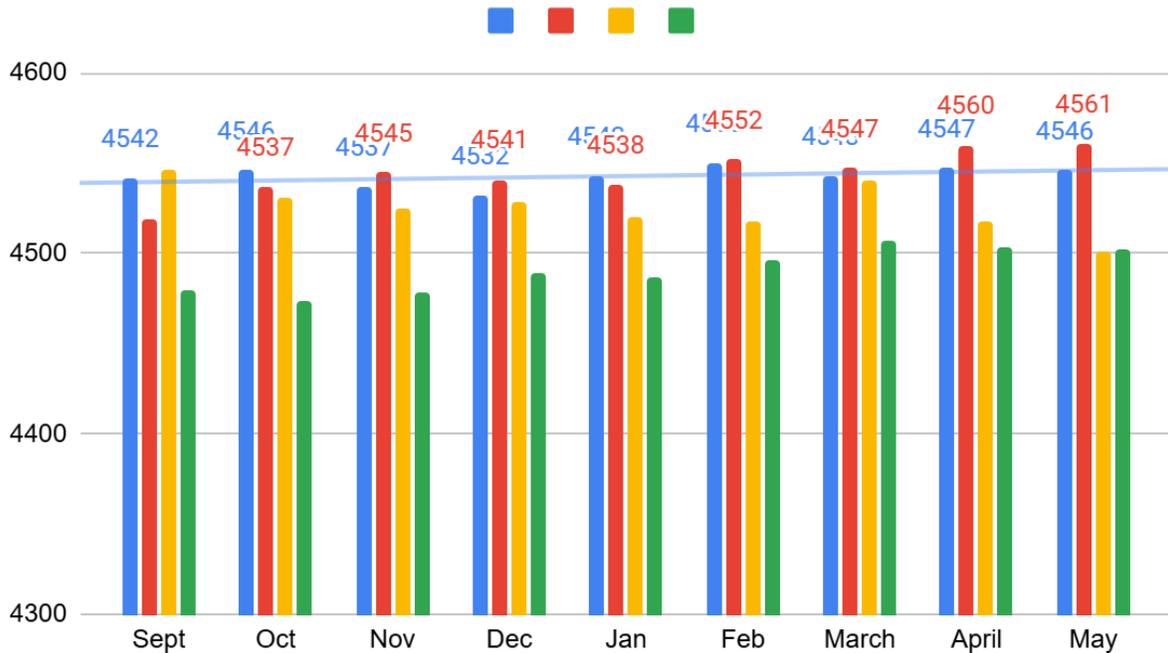
- At the first meeting of the month (2nd Monday), individual speakers will have up to five minutes to address the Board.
- For all other meetings, individual speakers will have up to three minutes, and the Board shall hear up to thirty cumulative minutes of public comment.
- These time limits are per speaker, per meeting, and may not be transferred or assigned to other speakers.
- Persons must be present in order to participate in the public comment section of the meeting. Phone conferencing, recording or other communication via electronic devices will not be allowed.
- Providing printed materials (paper no larger than 8.5 x 11 inches) to the Board is allowed.
- According to state law, members of the public who wish to comment must identify themselves, including their address, the name of the organization they represent and the topic that they wish to address. Public comment cards are available at the media table and need to be completed.
- Concerns related to school personnel need to be addressed to the Superintendent using the approved district protocol. Individuals who make false, defamatory, or slanderous statements during public comments may be held legally liable. Slanderous comments are not protected simply because they are made at a Board meeting.
- Persons attending Board meetings and/or speaking to the Board during public comment or during a public hearing must follow all requirements established by the Board, as well as all Board and staff directions in order to help maintain the order, proper decorum, safety and security, and the non-disruptive functioning of the Board meeting. These include, but are not limited to the following:
  - Refraining from applauding, cheering, jeering, or engaging in speech that defames any individual(s), or stymies or blocks meeting progress.
  - Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, costumes, other props and/or photographs.
  - Refraining from abusive, offensive, disruptive, defamatory, hostile or threatening language, gestures, and conduct.
  - Staying in the areas identified by the Board as reserved for the public.
- If at any time persons appearing before the Board do not comply with these or any other Board requirements, the chair shall declare that person or persons out of order and require a change in behavior, delay or recess the meeting, or refuse permission to continue to address the Board, and ultimately may require the person or persons to leave the premises of the Board meeting.
- Board members cannot discuss or act upon matters that are not listed on the agenda. Therefore, Board members will not respond to comments or questions. If persons wish to request that an item be placed on a future Board agenda, contact the Superintendent's office during normal business hours.

**NORFOLK PUBLIC SCHOOLS**  
**INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**ALL FUNDS**  
**For Month Ending April 30, 2025**

Fund/Account	2024-2025 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,329,175.38	\$45,202.89	\$0.00	\$1,374,378.27	
SPECIAL BUILDING FUND (3)	\$3,748,883.09	\$26,723.59	\$840,202.70	\$2,935,403.98	
DEPRECIATION RESERVE FUND (3)	\$6,430,255.56	\$27,530.99	\$64,152.00	\$6,393,634.55	
ACTIVITIES ACCOUNT (2)	\$654,862.61	\$98,378.79	\$105,765.23	\$647,476.17	
SUBSIDIARY ACCOUNT (2)	\$464,566.33	\$18,989.53	\$9,160.92	\$474,394.94	
GENERAL FUND (1)	\$18,031,195.08	\$5,222,883.13	4,878,853.08	\$18,375,225.13	
PAYROLL ACCOUNT (2)	\$5,705.78	\$4,177,744.10	\$4,175,767.42	\$7,682.46	
SCHOOL LUNCH FUND (2)	\$725,502.16	\$292,708.90	\$322,497.54	\$695,713.52	
BOND FUND (3)	\$1,182,237.84	\$2,742.07	\$0.00	\$1,184,979.91	
COOPERATIVE FUND (2)	\$319,348.93	\$94,842.19	\$4,343.87	\$409,847.25	
EMPLOYEE BENEFIT FUND (2)	\$3,981.28	\$10.91	\$0.00	\$3,992.19	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$369,267.73	\$1,012.02	\$0.00	\$370,279.75	
CONVENIENCE FEE FUND (2)	\$18,318.72	\$620.35	\$4.37	\$18,934.70	
STUDENT FEE FUND (2)	\$523,842.76	\$8,399.96	\$1,745.00	\$530,497.72	
<b>TOTAL ALL FUNDS</b>	<b>\$33,807,143.25</b>	<b>\$10,017,789.42</b>	<b>\$10,402,492.13</b>	<b>\$33,422,440.54</b>	
<b>BALANCES CLASSIFIED BY DEPOSITORY</b>					
(1) BANK FIRST				\$18,375,225.13	
(2) ELKHORN VALLEY BANK				\$4,533,196.97	
(3) MIDWEST BANK				\$10,514,018.44	
<b>TOTAL BALANCES</b>				<b>\$33,422,440.54</b>	

## Superintendent Report to the Board 5-12-2025

### Monthly Enrollment 2021-2022 through 2024-2025



- Our September 1, 2024 enrollment was 4542, which is 23 students more than September 1, 2023.
- Enrollment has fluctuated quite a bit throughout the school year, as you can see from the graph (blue lines/numbers).
- Currently, we have 4546 students, which is a net increase of 4 students since the beginning of the school year—or a ½% increase since September of last year.

#### Superintendent Advisory Committees:

Both my Staff and Community Advisory Council Meetings went well. The Staff Advisory Committee focused on our comprehensive facilities plan and how projects are selected, whereas our community advisory council focused on our ELL program and student behavior, discipline, and bullying.

#### Strategic Action Planning Steering Committee:

Our Strategic Planning Steering Committee met to get an update on how the individual action planning teams were doing in regards to completing their goals and action steps. Each of those action planning teams will present to the Board at an upcoming Board meeting, starting with the Communications Team this evening. Our goal is to keep both the Steering Committee and the School Board well informed regarding our progress on each goal throughout the entire process—until all goals are complete.

**President Trump's Budget Proposal:**

President Trump's Budget Proposal includes some cuts to education in the areas of preschool, English Language Learner Service, and Migrant Services. It also calls for the consolidation of some IDEA and Title funds, but does not specify which funds. We will be watching this process closely and visiting with Congressman Flood regarding our concerns about reduced funding.

**Special Events in May**

There are several special events in May that Board members are invited to attend, including:

- Staff Appreciation was held May 7th at 1:30 in the JCT.
- Life Completion Program May 14th at 3:00 in the JCT
- National Honor Society Induction May 15th at 5:30 in the JCT
- Graduation May 18th at 2:00 in the Senior High Gym
- Last day of School for Students—May 21st – 11:30 dismissal
- Last day of School for Teachers – May 22nd

Please let Callan know which of these events you plan to attend.



Finance and Facilities Committee Meeting Minutes  
Monday, April 14, 2025 at 4:00 PM  
Location: NPS Central Administration Building

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Attendance:

- Board Members Present: Brenda Carhart, Tom Stanton, Steve McNally
- NPS Staff Present: Dr. Jami Jo Thompson, Erik Wilson, Callan Collins

Meeting began at 4:00 PM

1. Finance Updates & Claims Review
  - a. April Claims/Board Bills
    - i. Wilson answered questions about the claims
  - b. All Funds Report
  - c. Revenue Report
2. Board Agenda Items
  - a. Bus Purchases
    - i. Discussed at last Finance meeting
      1. Micro Bus
        - a. Would not receive bus until December, can use SPED reimbursement to fund
        - b. Action item - Discuss, consider and take action to approve the purchase of a micro bus for a price of \$103,875
      2. Route Bus
        - a. 65 passenger bus, with cameras, does not have A/C, available by the end of the month, funded from the Maintenance Depreciation Fund
        - b. Action Item - Discuss, consider and take action to approve the purchase of a route bus for \$127,940
    - b. Budget Cuts 2025 - 2026
      - i. Previously reviewed with committee, info has also been shared with staff
      - ii. Will be presented at tonight's Board meeting (4/14) for approval
      - iii. \$704,000 total in proposed cuts
  3. Board Member Conflict Statements
    - a. Steve McNally - One Office Solution
  4. Facilities/Construction Update
    - a. Middle School
      - i. General construction update
        1. Old office area has been completely removed. Project moving along well. Starting concrete work on the outside next.
    - b. Chiller Project at High School

1. Conducting a punch list for the Chiller project on 4/15. Mechanical Sales will be onsite for system checks. Aiming to have everything wrapped up by the end of next week.
    - c. Summer Projects
      - i. The list was previously discussed at the BOE meeting on March 10. Currently, bids and purchase orders have been secured for approximately 75% of the projects. With a significant amount of work scheduled, it will be a busy summer.
      - ii. In addition, the Senior High Little Theater is also set to be completed during this timeframe.
5. Other Items:
  - a. Arrow Stage Lines 2025-2026
    - i. Arrow Stage Lines has been providing transportation services for the past two years, and a new contract from them is now available for next year.
    - ii. The cost of a trip to Omaha or Grand Island is increasing approximately from \$1,730 to \$1,800—about a \$70 increase, or roughly 4% overall price increase. Last year, NPS spent approximately \$138,000 on transportation, while this year's cost is expected to be around \$130,000. NPS continues to use its own buses for nearby trips, while longer trips are contracted with Arrow based on a set formula.
    - iii. The new contract will be presented to the Board in May.
  - b. 2025 - 2026 Budget Preview
    - i. Topics reviewed included next year's allowable revenue growth under current law, which could still change depending on upcoming legislative decisions. Other topics of discussion included the revenue cap, property and state tax authority, and the loss of Equalization Aid. The current property valuation and levy were also discussed.
    - ii. The district has already made \$797,000 in budget cuts, while allocating an additional \$1.6 million for staff raises. Final valuation numbers won't be available until August, and much still depends on legislative actions over the next two months.
    - iii. It was recommended that this information be shared with the full board. Tom also suggested implementing a 3 - 5 year budget planning process.
    - iv. There was also reflection on last year's decisions and whether different actions should have been taken in hindsight.
    - v. Discussion on how much should be kept in cash reserves, with the recommendation being a three-month reserve. Given that the district averages \$5 million in monthly expenses, at least a \$15 million reserve would be needed.
6. Next Month agenda items:
  - a. Sub rates & Student Fees
7. Upcoming Meeting Dates: May 12, 2025
  - a. Start time may be adjusted depending on the agenda

Meeting adjourned at 5:10 PM

## **Government Relations Committee Meeting Minutes**

Monday, April 14, 2025 at 3pm

Location: NPS Central Administration Building

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### Attendance:

- Board Committee Members: Brenda Carhart, Tom Stanton, Dr. Patti Gubbels
- NPS Staff Present: Dr. Jami Jo Thompson, Tiffany Settles

Meeting began at 3pm.

1. Reviewed the Education Committee package:
  - a. LB 653 is the education package bill that includes the following bills:
  - b. Oppose LB 653-AM-932- definitions of option enrollment/special education and students with an IEP. Definitions of level 1 and 2 vary by building/district. Several concerns discussed including transportation.
  - c. Support- LB 303- TEEOSA as it stands today with current law we lose 3.4 million in state aide.
  - d. Monitor- LB 430- Bill has been changed from what was originally proposed for prekindergarten through 2nd grade suspensions.
  - e. Monitor-LB 497- Relates to extracurricular activities and requirements on hours needed to participate/home school students
  - f. Monitor-LB 507- Change provisions relating to school transportation expenses for children with disabilities.
  - g. Monitor-LB 625- Provide for establishment of database of financial information from all school districts.
2. GNSA meetings on Wednesday in Lincoln- Patti and Dr. Thompson will attend in person. Tom and Brenda will join via zoom.
3. Discussed the full Educational package bill that is still coming and it's included legislation
4. Discussed Federal issues.

Future Meetings: TBD- dependent on hearing calendar and bills on the floor.

Meeting adjourned at 3:45pm.

Board of Education 2nd Monthly Meeting  
Monday, April 28, 2025 12:00 PM  
NPS Central Administration Office  
512 West Phillip Avenue  
Norfolk, NE 68701

Teri Bauer: Present  
Cindy Booth: Present  
Brenda Carhart: Present  
Patti Gubbels: Present  
Steve McNally: Present  
Tom Stanton: Present

1. Date Public Notice appeared in the Norfolk Daily News: April 21, 2025
2. Call to Order - The Norfolk Public School District's Board of Education meeting was called to order at Noon
  - 2.1. Roll Call – See attendance above
  - 2.2. Declaration of a Legal Meeting - The meeting was declared legal.
3. Pledge of Allegiance
4. Public Comments & Communication
  - A. No members of the community spoke during the Public Comment period.
5. Reports
  - 5.1. Finance & Facilities Report
    - A. The total amount of claims to be approved on the consent agenda by specific fund are listed below:  
General Fund = \$358,443.39  
Nutrition Fund = \$1,635.09  
Cooperative Fund = \$3,826.10  
Subsidiary Fund = \$5,565.13  
Depreciation Fund = \$17,890.00  
Special Building Fund = \$178,828.90  
Senior High Activity Fund = \$58,934.73  
Junior High Activity Fund = \$2,255.58  
Student Fee Fund = \$646.99

6. Consent Agenda

Motion to approve the consent agenda at 12:05 PM passed with a motion by Tom Stanton and a second by Patti Gubbels.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

- 6.1. Minutes of Previous Meetings
  - A. Minutes from the meeting on April 14, 2025 were reviewed.
- 6.2. Personnel
  - 6.2.1. Contract Approval

- Leader, Erica - 2025-2026 2nd Grade Classroom Teacher, Jefferson Elementary
      - Kotas, Michelle - 2025-2026 Preschool Teacher (4-year-olds), Little Panthers Preschool
      - Reding, Danielle - 2025-2026 5th Grade Teacher, Norfolk Middle School
      - Williams, Ethan - 2025-2026 Special Education Teacher; Norfolk Middle School
  - 6.3. Claims
    - A. Claims were attached. These claims were reviewed by the Finance and Facilities Committee.
    - B. Three conflict statements were read before voting.
  - 7. Interim Superintendent Interviews
    - A. Two candidates were interviewed for the Interim Superintendent position:
      - Lynn Johnson
      - Bill McAllister
    - B. Each candidate participated in an interview with the Board of Education, during which board members asked the same set of questions. The interview with Lynn Johnson commenced at 12:15 PM, followed by the interview with Bill McAllister at 1:30 PM.
    - C. In addition to the Board interviews, both candidates were also interviewed separately by an administrative team.
  - 8. Discussion
    - 8.1. Discussion of interim superintendent candidates
      - A. The Board of Education engaged in a discussion regarding the qualifications of the two candidates, Lynn Johnson and Bill McAllister.
      - B. The meeting recessed at 2:42 PM and reconvened at 2:56 PM.
    - 8.2. Discussion of feedback from interview team members
      - A. Shari Becker, from the Nebraska Association of School Boards (NASB), was present and presented the strengths of each candidate as identified by the administrative interview team. Board members then reviewed and discussed the feedback provided by the administration.
  - 9. Executive Session to prevent the needless injury to the reputation of individuals specifically as it relates to the interim interview process
    - 9.1. Convene Executive Session -- to prevent the needless injury to the reputation of individuals specifically as it relates to the interim interview process
      - A. Board went into Executive Session at 3:00 PM
- Motion to convene Executive Session -- to prevent the needless injury to the reputation of individuals specifically as it relates to the interim interview process at 3:00 PM passed with a motion by Cindy Booth and a second by Patti Gubbels.
- Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
- Yea: 6, Nay: 0
- 9.2. Reconvene meeting from Executive Session at 3:22 PM
10. Discussion regarding interim interview candidates
  - A. No discussion

11. Motion for the board president to negotiate with a candidate for the interim position  
Motion for the board president to negotiate with candidate Bill McAllister for the interim position at 3:22 PM passed with a motion by Steve McNally and a second by Cindy Booth.  
Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

12. Executive Session to protect the public's interest specifically regarding negotiations related to the interim superintendent position

12.1. Convene Executive Session -- to protect the public's interest specifically regarding negotiations related to the interim superintendent position

A. Board went into Executive Session at 3:24 PM

Motion to convene Executive Session -- to protect the public's interest specifically regarding negotiations related to the interim superintendent position at 3:24 PM passed with a motion by Tom Stanton and a second by Patti Gubbels.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

12.2. Reconvene meeting from Executive Session at 3:43 PM

13. Discussion of Interim Superintendent

A. No Discussion

14. Future Meetings

A. The next regular meeting of the Board of Education will be held on Monday, May 12th, 2025 at 5:30 PM.

B. The 2nd monthly meeting of the Board of Education is scheduled for Thursday, May 22nd, 2025 at Noon. This meeting date has been changed due to Memorial Day.

C. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

15. Adjournment

A. The meeting adjourned at 3:44 PM

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Chairperson

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Superintendent

		MAY 12, 2025		
		NORFOLK PUBLIC SCHOOLS		
		NORFOLK, NEBRASKA		
	<b>GENERAL FUND</b>			
1	ADVANCE AUTO PARTS	ROTOR/BRAKE PADS	01 2712 610 1 001 000	\$107.12
2	<b>ADVANCE AUTO PARTS Total</b>			\$107.12
3	ALLISON, RICK	ACTIVITY WORKER	01 2190 120 2 001 000	\$84.40
4	<b>ALLISON, RICK Total</b>			\$84.40
5	ALVARADO, TANIA J MEZA	STAFF MILEAGE	01 1150 333 1 004 000	\$34.58
6	ALVARADO, TANIA J MEZA	STAFF MILEAGE	01 1150 333 2 004 000	\$34.58
7	<b>ALVARADO, TANIA J MEZA Total</b>			\$69.16
8	AMAZON CAPITAL SERVICES	ART SUPPLIES	01 1100 610 1 011 000	\$362.88
9	AMAZON CAPITAL SERVICES	ART SUPPLIES	01 1100 610 1 011 000	\$23.96
10	AMAZON CAPITAL SERVICES	ART SUPPLIES	01 1100 610 1 011 000	\$23.96
11	AMAZON CAPITAL SERVICES	ART SUPPLIES	01 1100 610 1 011 000	\$82.32
12	AMAZON CAPITAL SERVICES	LAMINATOR AND LAMINATING	01 1100 610 1 403 014	\$71.46
13	AMAZON CAPITAL SERVICES	PENS, MARKERS AND POST ITS	01 1100 610 1 403 014	\$47.22
14	AMAZON CAPITAL SERVICES	SUPPLIES	01 1100 610 1 407 014	\$66.86
15	AMAZON CAPITAL SERVICES	SCIENCE SUPPLIES	01 1100 610 1 407 014	\$87.09
16	AMAZON CAPITAL SERVICES	FIELD DAY MATERIALS	01 1100 610 1 414 014	\$317.89
17	AMAZON CAPITAL SERVICES	FIELD DAY/PE SUPPLIES	01 1100 610 1 414 014	\$248.82
18	AMAZON CAPITAL SERVICES	DRY ERASE MARKERS	01 1100 610 2 107 002	\$74.97
19	AMAZON CAPITAL SERVICES	SUPPLIES	01 1100 610 2 107 002	\$316.63
20	AMAZON CAPITAL SERVICES	SUPPLIES	01 1100 610 2 109 002	\$154.63
21	AMAZON CAPITAL SERVICES	CHOIR SUPPLIES	01 1100 610 2 116 002	\$60.16
22	AMAZON CAPITAL SERVICES	FOLDERS AND PENCILS	01 1100 610 2 133 002	\$190.23
23	AMAZON CAPITAL SERVICES	VINYL	01 1100 610 2 141 002	-\$7.03
24	AMAZON CAPITAL SERVICES	SUPPLIES	01 1100 610 2 141 002	-\$19.99
25	AMAZON CAPITAL SERVICES	VINYL	01 1100 610 2 141 002	\$16.43
26	AMAZON CAPITAL SERVICES	VINYL	01 1100 610 2 141 002	\$16.50
27	AMAZON CAPITAL SERVICES	POSTER BOARD	01 1100 610 2 143 002	\$121.50
28	AMAZON CAPITAL SERVICES	SUPPLIES	01 1200 610 1 493 014	\$50.21
29	AMAZON CAPITAL SERVICES	SPED STUDENT SUPPLIES	01 1200 610 2 194 002	\$119.01
30	AMAZON CAPITAL SERVICES	STUDENT INCENTIVES	01 1200 610 2 194 002	\$63.20
31	AMAZON CAPITAL SERVICES	STUDENT INCENTIVES	01 1200 610 2 194 002	\$19.96
32	AMAZON CAPITAL SERVICES	FOLDERS AND PENCILS	01 1200 610 2 195 002	\$60.32
33	AMAZON CAPITAL SERVICES	TABLE	01 2410 610 1 430 014	\$154.37
34	AMAZON CAPITAL SERVICES	CARVING BLOCKS/FISHING LINES	01 3535 610 2 115 002	\$33.12

35	<b>AMAZON CAPITAL SERVICES Total</b>									\$2,756.68
36	APPEARA	LAUNDRY SERVICES	01	1100	340	2	211	001		\$34.68
37	APPEARA	LAUNDRY SERVICES	01	1100	340	2	211	001		\$21.47
38	APPEARA	LAUNDRY SERVICES	01	1100	340	2	211	001		\$16.48
39	APPEARA	LAUNDRY SERVICES	01	2410	340	2	209	001		\$199.54
40	APPEARA	MOP CLEANING	01	2610	431	1	001	000		\$46.71
41	APPEARA	SHIRTS	01	2610	431	1	001	000		\$89.27
42	APPEARA	MOP CLEANING	01	2610	431	2	001	000		\$46.71
43	APPEARA	SHIRTS	01	2610	431	2	001	000		\$89.26
44	APPEARA	SHIRTS	01	2620	431	1	001	000		\$22.32
45	APPEARA	SHIRTS	01	2620	431	2	001	000		\$22.31
46	<b>APPEARA Total</b>									\$588.75
47	ARROW STAGE LINES	FIELDTRIP BUS SERVICE	01	2710	340	1	001	000		\$1,730.00
48	ARROW STAGE LINES	BOYS TRACK BUS	01	2710	340	1	001	000		\$812.50
49	ARROW STAGE LINES	GIRLS TRACK BUS	01	2710	340	1	001	000		\$865.00
50	ARROW STAGE LINES	BASEBALL BUS SERVICE	01	2710	340	1	001	000		\$812.50
51	ARROW STAGE LINES	GIRLS TRACK SERVICE	01	2710	340	1	001	000		\$865.00
52	ARROW STAGE LINES	CAPITAL TRIP BUS SERVICE	01	2710	340	1	001	000		\$865.00
53	ARROW STAGE LINES	GIRLS SOCCER BUS SERVICE	01	2710	340	1	001	000		\$865.00
54	ARROW STAGE LINES	BOYS SOCCER BUS	01	2710	340	1	001	000		\$865.00
55	ARROW STAGE LINES	BASEBALL BUS SERVICE	01	2710	340	1	001	000		\$865.00
56	ARROW STAGE LINES	BOYS SOCCER BUS SERVICE	01	2710	340	1	001	000		\$865.00
57	ARROW STAGE LINES	TRACK BUS SERVICE	01	2710	340	1	001	000		\$865.00
58	ARROW STAGE LINES	GIRLS SOCCER BUS SERVICE	01	2710	340	1	001	000		\$812.50
59	ARROW STAGE LINES	BASEBALL BUS SERVICES	01	2710	340	1	001	000		\$865.00
60	ARROW STAGE LINES	GIRLS SOCCER BUS	01	2710	340	1	001	000		\$812.50
61	ARROW STAGE LINES	BOYS SOCCER BUS	01	2710	340	1	001	000		\$812.50
62	ARROW STAGE LINES	GIRLS SOCCER	01	2710	340	1	001	000		\$865.00
63	ARROW STAGE LINES	FIELD TRIP BUS SERVICE	01	2710	340	2	001	000		\$1,730.00
64	ARROW STAGE LINES	BOYS TRACK BUS	01	2710	340	2	001	000		\$812.50
65	ARROW STAGE LINES	GIRLS TRACK BUS	01	2710	340	2	001	000		\$865.00
66	ARROW STAGE LINES	BASEBALL BUS SERVICE	01	2710	340	2	001	000		\$812.50
67	ARROW STAGE LINES	GIRLS TRACK SERVICE	01	2710	340	2	001	000		\$865.00
68	ARROW STAGE LINES	CAPITAL TRIP BUS SERVICE	01	2710	340	2	001	000		\$865.00
69	ARROW STAGE LINES	GIRLS SOCCER BUS SERVICE	01	2710	340	2	001	000		\$865.00
70	ARROW STAGE LINES	BOYS SOCCER BUS	01	2710	340	2	001	000		\$865.00
71	ARROW STAGE LINES	BASEBALL BUS SERVICE	01	2710	340	2	001	000		\$865.00
72	ARROW STAGE LINES	BOYS SOCCER BUS SERVICE	01	2710	340	2	001	000		\$865.00
73	ARROW STAGE LINES	TRACK BUS SERVICE	01	2710	340	2	001	000		\$865.00
74	ARROW STAGE LINES	GIRLS SOCCER BUS SERVICE	01	2710	340	2	001	000		\$812.50
75	ARROW STAGE LINES	BASEBALL BUS SERVICES	01	2710	340	2	001	000		\$865.00

76	ARROW STAGE LINES	GIRLS SOCCER BUS	01 2710 340 2 001 000	\$812.50
77	ARROW STAGE LINES	BOYS SOCCER	01 2710 340 2 001 000	\$812.50
78	ARROW STAGE LINES	GIRLS SOCCER	01 2710 340 2 001 000	\$865.00
79	<b>ARROW STAGE LINES Total</b>			\$28,885.00
80	AUSTIN, MICHELLE	STAFF MILEAGE	01 1190 333 1 163 021	\$60.06
81	<b>AUSTIN, MICHELLE Total</b>			\$60.06
82	BAUER BUILT, INC	ALIGNMENT FOR #503	01 2710 350 1 001 000	\$80.00
83	BAUER BUILT, INC	ALIGNMENT FOR #503	01 2710 350 2 001 000	\$80.00
84	<b>BAUER BUILT, INC Total</b>			\$160.00
85	BETTIN, MELISA	MILEAGE	01 1190 333 1 163 021	\$48.58
86	<b>BETTIN, MELISA Total</b>			\$48.58
87	BIG RED PRINTING	EDN CHILD FIND MATERIALS	01 6416 610 1 017 000	\$3,268.13
88	<b>BIG RED PRINTING Total</b>			\$3,268.13
89	BOMGAARS SUPPLY	TOOL BOX	01 2620 610 1 001 000	\$500.00
90	BOMGAARS SUPPLY	LIGHTS	01 2620 610 1 001 000	\$1.79
91	BOMGAARS SUPPLY	TOOL BOX	01 2620 610 2 001 000	\$499.99
92	BOMGAARS SUPPLY	LIGHTS	01 2620 610 2 001 000	\$1.79
93	BOMGAARS SUPPLY	SUPPLIES	01 2650 610 1 001 000	\$1.38
94	BOMGAARS SUPPLY	SUPPLIES	01 2650 610 2 001 000	\$1.38
95	<b>BOMGAARS SUPPLY Total</b>			\$1,006.33
96	BRAINPOP LLC	SOFTWARE BRAIN POP RENEWAL	01 1100 643 1 430 014	\$3,270.00
97	<b>BRAINPOP LLC Total</b>			\$3,270.00
98	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 104 010	\$464.94
99	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 201 003	\$250.75
100	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 302 004	\$251.34
101	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 430 014	\$568.87
102	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 602 005	\$200.21
103	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 705 008	\$202.03
104	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 819 009	\$186.79
105	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 904 012	\$225.94
106	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 016 001	\$4.11
107	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 141 002	\$506.36
108	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 209 001	\$1,492.70
109	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1190 610 1 163 021	\$277.02
110	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1200 610 1 004 000	\$458.09
111	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1200 610 2 004 000	\$458.09
112	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1291 610 1 017 000	\$76.34
113	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1292 610 1 017 000	\$76.34
114	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 1 001 000	\$12.37
115	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 1 001 000	\$2,421.64
116	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 2 001 000	\$12.36

117	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 2 001 000	\$2,421.63
118	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2620 431 0 001 000	\$28.94
119	<b>CAPITAL BUSINESS SYSTEMS Total</b>			\$10,596.86
120	CARDIO PARTNERS, INC	STAT-PADZ	01 2130 610 1 004 000	\$83.77
121	CARDIO PARTNERS, INC	STAT-PADZ	01 2130 610 2 004 000	\$83.77
122	CARDIO PARTNERS, INC	STAT-PADZ	01 2131 610 1 004 000	\$14.78
123	CARDIO PARTNERS, INC	STAT-PADZ	01 2131 610 2 004 000	\$14.78
124	<b>CARDIO PARTNERS, INC Total</b>			\$197.10
125	CDW GOVERNMENT, INC	PROJECTOR AND WALL MOUNT	01 1100 610 1 104 010	\$518.00
126	<b>CDW GOVERNMENT, INC Total</b>			\$518.00
127	CHARTWELLS DINING SERVICES	CAREER DAY AT NECC	01 1100 610 2 109 002	\$3,128.00
128	<b>CHARTWELLS DINING SERVICES Total</b>			\$3,128.00
129	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 010	\$574.26
130	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 014	\$1,298.58
131	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 021	\$444.45
132	CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 001	\$2,494.23
133	<b>CITY OF NORFOLK Total</b>			\$4,811.52
134	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 000	\$191.88
135	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 003	\$97.35
136	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 004	\$96.98
137	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 005	\$96.98
138	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 008	\$96.98
139	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 009	\$96.98
140	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 010	\$96.98
141	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 012	\$94.39
142	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 014	\$194.30
143	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 021	\$97.68
144	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 000	\$191.88
145	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 001	\$389.86
146	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 002	\$196.86
147	<b>CLEARFLY COMMUNICATIONS Total</b>			\$1,939.10
148	COLLINS, NICHOLAS	JH TRACK @ SCHUYLER	01 2190 580 2 001 000	\$13.63
149	COLLINS, NICHOLAS	GIRLS TRACK @ PIERCE	01 2190 580 2 001 000	\$12.45
150	COLLINS, NICHOLAS	HOSA BRYAN DISCOVERY DAY @	01 2190 580 2 001 000	\$13.62
151	COLLINS, NICHOLAS	GIRLS TRACK @COLUMBUS	01 2190 580 2 001 000	\$13.90
152	COLLINS, NICHOLAS	JH TRACK @ COLUMBUS	01 2190 580 2 001 000	\$12.82
153	<b>COLLINS, NICHOLAS Total</b>			\$66.42
154	COLSDEN, EMMA	STAFF MILEAGE	01 1200 333 1 004 000	\$17.64
155	<b>COLSDEN, EMMA Total</b>			\$17.64
156	CRAVEN, SHEILA	OCCUPATIONAL THERAPY	01 2161 320 1 004 000	\$10,287.00
157	CRAVEN, SHEILA	OCCUPATIONAL THERAPY	01 2161 320 2 004 000	\$1,032.75

158	CRAVEN, SHEILA	OT SERVICES MILEAGE	01 2161 334 1 004 000	\$101.29
159	CRAVEN, SHEILA	OT SERVICES MILEAGE	01 2161 334 2 004 000	\$16.80
160	<b>CRAVEN, SHEILA Total</b>			\$11,437.84
161	CUFFE, JESSICA	CDL RENEWAL	01 2712 890 2 001 001	\$60.00
162	<b>CUFFE, JESSICA Total</b>			\$60.00
163	DASHER, LISA	MILEAGE	01 1190 333 1 163 021	\$47.32
164	<b>DASHER, LISA Total</b>			\$47.32
165	DELA CRUZ, EDITH	STAFF MILEAGE	01 1190 333 1 163 021	\$31.08
166	<b>DELA CRUZ, EDITH Total</b>			\$31.08
167	DEMCO	BOOK SUPPLIES	01 2220 610 1 030 000	\$290.66
168	<b>DEMCO Total</b>			\$290.66
169	DIETZ WELL & PUMP	WELL REPAIRS	01 2620 431 1 001 014	\$1,207.48
170	<b>DIETZ WELL &amp; PUMP Total</b>			\$1,207.48
171	DITTER, KERSTIN	STAFF MILEAGE	01 3541 333 1 004 000	\$63.98
172	<b>DITTER, KERSTIN Total</b>			\$63.98
173	DRAHOTA, BRANDEE	MILEAGE	01 1190 333 1 163 021	\$51.52
174	<b>DRAHOTA, BRANDEE Total</b>			\$51.52
175	EAKES OFFICE PLUS	EMULSIFIER	01 2610 610 1 001 000	\$375.10
176	EAKES OFFICE PLUS	EMULSIFIER	01 2610 610 2 001 000	\$375.10
177	<b>EAKES OFFICE PLUS Total</b>			\$750.20
178	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$6,384.92
179	<b>ECHO GROUP INC Total</b>			\$6,384.92
180	ELECTRONIC SYSTEMS	SERVICE CALL	01 2620 431 1 001 000	\$1,756.00
181	ELECTRONIC SYSTEMS	SERVICE CALL	01 2620 431 2 001 000	\$1,756.00
182	<b>ELECTRONIC SYSTEMS Total</b>			\$3,512.00
183	ELKHORN RURAL PUBLIC POWER	WOODLAND PARK ELECTRICITY	01 2610 621 1 001 012	\$1,547.94
184	<b>ELKHORN RURAL PUBLIC POWER Total</b>			\$1,547.94
185	ELKHORN VALLEY MUSEUM	SUPPLIES	01 1100 610 1 909 012	\$68.00
186	ELKHORN VALLEY MUSEUM	SUPPLIES	01 1100 610 1 913 012	\$68.00
187	<b>ELKHORN VALLEY MUSEUM Total</b>			\$136.00
188	EMBASSEY SUITES/LINCOLN	NASBO LODGING/E WILSON	01 2510 330 1 001 000	\$86.98
189	EMBASSEY SUITES/LINCOLN	NASBO LODGING/E WILSON	01 2510 330 2 001 000	\$86.97
190	<b>EMBASSEY SUITES/LINCOLN Total</b>			\$173.95
191	ENVIRONMENTAL SERVICES	DISTRICT TESTING	01 2620 431 1 001 000	\$33.00
192	ENVIRONMENTAL SERVICES	DISTRICT TESTING	01 2620 431 2 001 000	\$33.00
193	<b>ENVIRONMENTAL SERVICES Total</b>			\$66.00
194	FILTER SHOP, INC, THE	FILTERS	01 2620 610 2 001 001	\$1,243.76
195	<b>FILTER SHOP, INC, THE Total</b>			\$1,243.76
196	FIRSTWIRELESS, INC	2 WAY RADIOS	01 1100 610 2 141 002	\$933.45
197	<b>FIRSTWIRELESS, INC Total</b>			\$933.45
198	GEYER INSTRUCTIONAL	CORK ROLLS	01 2410 610 1 430 014	\$167.19

199	<b>GEYER INSTRUCTIONAL Total</b>								\$167.19
200	GRANT, KAREN	FEEDER PIGS	01	1100	610	2	208	001	\$30.00
201	<b>GRANT, KAREN Total</b>								\$30.00
202	HAKE, SARAH	STAFF MILEAGE	01	1200	333	1	004	000	\$45.57
203	HAKE, SARAH	STAFF MILEAGE	01	2151	333	1	004	000	\$15.12
204	<b>HAKE, SARAH Total</b>								\$60.69
205	HEARTLAND FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	01	2620	431	1	001	014	\$24.75
206	<b>HEARTLAND FIRE PROTECTION Total</b>								\$24.75
207	HOFERER, KIMBERLY	ACTIVITY WORKERS	01	2190	120	2	001	000	\$464.20
208	HOFERER, KIMBERLY	ACTIVITY WORKER	01	2190	120	2	001	000	\$71.74
209	<b>HOFERER, KIMBERLY Total</b>								\$535.94
210	HOME DEPOT PRO, THE	BUFFING PADS	01	2610	610	1	001	000	\$55.35
211	HOME DEPOT PRO, THE	SUPPLIES	01	2610	610	1	001	000	\$1,256.76
212	HOME DEPOT PRO, THE	BUFFING PADS	01	2610	610	2	001	000	\$55.35
213	HOME DEPOT PRO, THE	SUPPLIES	01	2610	610	2	001	000	\$1,256.76
214	<b>HOME DEPOT PRO, THE Total</b>								\$2,624.22
215	HUGHES, AMY	PHYSICAL THERAPY	01	2171	320	1	004	000	\$6,054.75
216	HUGHES, AMY	PHYSICAL THERAPY	01	2171	334	1	004	000	\$95.90
217	<b>HUGHES, AMY Total</b>								\$6,150.65
218	J W PEPPER, INC	CHOIR CONCERT MUSIS	01	1100	610	2	116	002	\$23.00
219	J W PEPPER, INC	CHOIR CONCERT MUSIS	01	1100	610	2	116	002	\$25.00
220	J W PEPPER, INC	CHOIR CONCERT MUSIS	01	1100	610	2	116	002	\$25.00
221	<b>J W PEPPER, INC Total</b>								\$73.00
222	JESSE'S SANITATION LLC	SANITATION SERVICE	01	2610	420	1	001	000	\$2,550.00
223	JESSE'S SANITATION LLC	SANITATION SERVICE	01	2610	420	2	001	000	\$2,550.00
224	<b>JESSE'S SANITATION LLC Total</b>								\$5,100.00
225	JOHNSON FITNESS & WELLNESS	SERVICE TO FITNESS EQUIPMENT	01	1100	340	1	414	014	\$635.25
226	<b>JOHNSON FITNESS &amp; WELLNESS Total</b>								\$635.25
227	KELLY SUPPLY COMPANY	PVC	01	2620	610	1	001	014	\$123.28
228	<b>KELLY SUPPLY COMPANY Total</b>								\$123.28
229	LAMMERS, NANCY	ACTIVITY WORKERS	01	2190	120	2	001	000	\$12.66
230	<b>LAMMERS, NANCY Total</b>								\$12.66
231	LAWNCO	LAWN SERVICE	01	2630	420	1	001	000	\$3,736.22
232	LAWNCO	LAWN SERVICE	01	2630	420	2	001	000	\$3,736.21
233	<b>LAWNCO Total</b>								\$7,472.43
234	LUHR, MARY	STAFF MILEAGE	01	1200	333	1	004	000	\$79.10
235	LUHR, MARY	STAFF MILEAGE	01	1200	333	2	004	000	\$79.10
236	<b>LUHR, MARY Total</b>								\$158.20
237	LUNA, ANDREA	MILEAGE	01	1190	333	1	163	021	\$30.45
238	<b>LUNA, ANDREA Total</b>								\$30.45
239	LUNCHTIME SOLUTIONS, INC.	STUDENT TEACHER MEALS	01	1100	890	1	001	000	\$730.44

240	LUNCHTIME SOLUTIONS, INC.	STUDENT TEACHER MEALS	01 1100 890 2 001 000	\$730.43
241	<b>LUNCHTIME SOLUTIONS, INC. Total</b>			\$1,460.87
242	MARATHON PRESS INC	HEALTH AND PHYSICIAN CARDS	01 2130 610 1 004 000	\$75.00
243	MARATHON PRESS INC	HEALTH AND PHYSICIAN CARDS	01 2130 610 1 004 000	\$97.50
244	MARATHON PRESS INC	HEALTH AND PHYSICIAN CARDS	01 2130 610 2 004 000	\$75.00
245	MARATHON PRESS INC	HEALTH AND PHYSICIAN CARDS	01 2130 610 2 004 000	\$97.50
246	<b>MARATHON PRESS INC Total</b>			\$345.00
247	MCDONALD, ALLISON	CDL RENEWAL	01 2712 890 2 001 001	\$60.00
248	<b>MCDONALD, ALLISON Total</b>			\$60.00
249	MCGRAW-HILL SCHOOL	PD FOR INSPIRE SCIENCE	01 1100 330 2 028 000	\$1,500.00
250	MCGRAW-HILL SCHOOL	INSPIRE SCIENCE	01 1100 640 2 028 000	\$46,937.14
251	<b>MCGRAW-HILL SCHOOL Total</b>			\$48,437.14
252	MENARDS	SUPPLIES	01 2610 610 1 001 000	\$56.29
253	MENARDS	SUPPLIES	01 2610 610 2 001 000	\$56.29
254	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$6.44
255	MENARDS	CEMENT PATCH	01 2620 610 1 001 003	\$29.29
256	MENARDS	SUPPLIES	01 2620 610 1 001 008	\$8.70
257	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$6.44
258	MENARDS	TRIM	01 2620 610 2 001 001	\$237.38
259	MENARDS	PRO STRIPING PAINT	01 2620 610 2 001 001	\$43.48
260	MENARDS	SUPPLIES	01 2620 610 2 001 001	\$3.18
261	MENARDS	SUPPLIES	01 2620 610 2 001 001	\$15.98
262	MENARDS	SUPPLIES	01 2620 610 2 001 002	\$39.80
263	MENARDS	SUPPLIES	01 2620 610 2 001 002	\$8.67
264	MENARDS	SUPPLIES	01 2620 610 2 001 002	\$25.96
265	<b>MENARDS Total</b>			\$537.90
266	MODEL ELECTRIC INC	INSTALLED OUTLET	01 2620 431 1 001 014	\$242.27
267	<b>MODEL ELECTRIC INC Total</b>			\$242.27
268	NAPA OF NORFOLK	VEHICLE PARTS	01 2650 610 1 001 000	\$4.00
269	NAPA OF NORFOLK	VEHICLE PARTS	01 2650 610 2 001 000	\$3.99
270	NAPA OF NORFOLK	VEHICLE PARTS	01 2712 610 1 001 000	\$11.99
271	<b>NAPA OF NORFOLK Total</b>			\$19.98
272	NCS PEARSON	STUDENT TESTING SUPPLIES	01 2141 610 1 014 000	\$202.50
273	NCS PEARSON	STUDENT TESTING SUPPLIES	01 2141 610 2 014 000	\$202.50
274	NCS PEARSON	STUDENT TESTING SUPPLIES	01 2142 610 1 014 000	\$45.00
275	<b>NCS PEARSON Total</b>			\$450.00
276	NCSA	NASES SPRING CONFERENCE	01 1200 330 1 004 000	\$75.00
277	NCSA	NASES SPRING CONFERENCE	01 1200 330 2 004 000	\$75.00
278	NCSA	NASBO STATE CONVENTION	01 2210 330 1 901 000	\$90.00
279	NCSA	NASBO STATE CONVENTION	01 2210 330 2 901 000	\$90.00
280	<b>NCSA Total</b>			\$330.00

281	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,900.70
282	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 003	\$2,231.87
283	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 004	\$1,990.37
284	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 005	\$2,289.78
285	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 008	\$2,311.67
286	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 009	\$1,293.16
287	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 010	\$2,375.52
288	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 014	\$8,902.99
289	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 021	\$1,634.44
290	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 000	\$1,900.69
291	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 001	\$30,029.97
292	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 002	\$11,384.63
293	<b>NEBRASKA PUBLIC POWER Total</b>			\$68,245.79
294	NIELSEN, MORGAN	ACTIVITY WORKERS	01 2190 120 2 001 000	\$676.00
295	<b>NIELSEN, MORGAN Total</b>			\$676.00
296	NORFOLK AREA CHAMBER	BOARD OF DIRECTORS MEETING	01 2320 890 1 033 000	\$5.00
297	NORFOLK AREA CHAMBER	BOARD OF DIRECTORS MEETING	01 2320 890 2 033 000	\$5.00
298	<b>NORFOLK AREA CHAMBER Total</b>			\$10.00
299	NORFOLK SENIOR HIGH SCHOOL	CONDUCTOR PLATFORM	01 1100 610 1 418 014	\$70.00
300	<b>NORFOLK SENIOR HIGH SCHOOL Total</b>			\$70.00
301	NORFOLK WINSUPPLY	PLUG	01 2620 610 1 001 000	\$6.66
302	NORFOLK WINSUPPLY	DIFFUSER	01 2620 610 1 001 014	\$86.27
303	NORFOLK WINSUPPLY	PLUG	01 2620 610 2 001 000	\$6.66
304	NORFOLK WINSUPPLY	PLUG	01 2620 610 2 001 001	\$13.32
305	<b>NORFOLK WINSUPPLY Total</b>			\$112.91
306	NORTHEAST REGIONAL DEAF ED	DEAF ED SERVICES MARCH	01 2151 340 2 004 000	\$1,813.50
307	<b>NORTHEAST REGIONAL DEAF ED Total</b>			\$1,813.50
308	NPS - NUTRITIONAL SERVICES	STUDENT INSENTIVES	01 1200 610 2 290 001	\$50.00
309	<b>NPS - NUTRITIONAL SERVICES Total</b>			\$50.00
310	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$10.08
311	OHL, CASSIE	STAFF MILEAGE	01 2142 333 1 014 000	\$36.19
312	<b>OHL, CASSIE Total</b>			\$46.27
313	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 000	\$30.00
314	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 000	\$22.00
315	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 000	\$22.00
316	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 003	\$44.00
317	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 004	\$44.00
318	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 005	\$44.00
319	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 008	\$44.00
320	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 009	\$44.00
321	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 010	\$44.00

322	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 012	\$44.00
323	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 014	\$44.00
324	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 021	\$44.00
325	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 000	\$30.00
326	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 000	\$22.00
327	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 000	\$22.00
328	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 001	\$70.00
329	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 002	\$70.00
330	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 016 001	\$44.00
331	<b>OLSON'S PEST TECHNICIANS Total</b>			\$728.00
332	OMAHA WORLD-HERALD	PAPER RENEWAL	01 2220 640 2 106 002	\$237.49
333	<b>OMAHA WORLD-HERALD Total</b>			\$237.49
334	ONE OFFICE SOLUTION	NESTING TABLES AND CHAIRS	01 2510 610 2 001 001	\$11,500.00
335	<b>ONE OFFICE SOLUTION Total</b>			\$11,500.00
336	PERMA BOUND	LIBRARY BOOKS	01 2220 640 1 423 014	\$31.82
337	PERMA BOUND	LIBRARY BOOKS	01 2220 640 1 423 014	\$36.93
338	<b>PERMA BOUND Total</b>			\$68.75
339	PERRY, GUTHERY, HAASE	LEGAL SERVICES	01 2330 317 1 001 000	\$607.90
340	PERRY, GUTHERY, HAASE	LEGAL SERVICES	01 2330 317 2 001 000	\$607.90
341	<b>PERRY, GUTHERY, HAASE Total</b>			\$1,215.80
342	PRIME SECURED	MOVE DOOR ACCESS	01 2620 431 1 001 014	\$1,322.00
343	<b>PRIME SECURED Total</b>			\$1,322.00
344	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$164.44
345	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$700.41
346	<b>QUILL CORPORATION Total</b>			\$864.85
347	RASMUSSEN MECHANICAL	HEATERS FOR CO GYM	01 2620 431 1 001 000	\$7,422.50
348	RASMUSSEN MECHANICAL	COMPRESSOR REPLACEMENT	01 2620 431 1 001 012	\$17,538.00
349	RASMUSSEN MECHANICAL	WATER HEAT PUMP	01 2620 431 1 001 014	\$8,337.00
350	RASMUSSEN MECHANICAL	HEAT PUMP IN ORCHESTRA AND	01 2620 431 1 001 014	\$29,491.00
351	RASMUSSEN MECHANICAL	RAISE GAS PIPE	01 2620 431 1 001 021	\$887.68
352	RASMUSSEN MECHANICAL	REPLACED FAN MOTOR	01 2620 431 2 001 000	\$1,364.88
353	RASMUSSEN MECHANICAL	HEATERS FOR CO GYM	01 2620 431 2 001 000	\$7,422.50
354	<b>RASMUSSEN MECHANICAL Total</b>			\$72,463.56
355	READING WAREHOUSE, THE	BOOKS	01 2220 640 1 030 000	\$189.40
356	READING WAREHOUSE, THE	LIBRARY BOOKS	01 2220 640 1 423 014	\$1,003.44
357	<b>READING WAREHOUSE, THE Total</b>			\$1,192.84
358	REHAN, LACYNDA	MILEAGE	01 1190 333 1 163 021	\$88.55
359	<b>REHAN, LACYNDA Total</b>			\$88.55
360	RODRIGUEZ, MEGAN	HOMELESS MILEAGE	01 2710 332 1 001 000	\$75.99
361	RODRIGUEZ, MEGAN	HOMELESS MILEAGE	01 2710 332 2 001 000	\$75.98
362	<b>RODRIGUEZ, MEGAN Total</b>			\$151.97

363	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 2 001 000	\$458.85
364	<b>SCHUMACHER, EMILY Total</b>			\$458.85
365	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	01 2620 610 2 001 001	\$302.14
366	<b>SHERWIN-WILLIAMS Total</b>			\$302.14
367	SID #1	WOODLAND PARK WATER/SEWER	01 2610 410 1 001 012	\$156.83
368	<b>SID #1 Total</b>			\$156.83
369	STANLEY PETROLEUM	REPLACEMENT NOZZLE	01 2650 610 1 001 000	\$98.50
370	STANLEY PETROLEUM	REPLACEMENT NOZZLE	01 2650 610 2 001 000	\$98.50
371	<b>STANLEY PETROLEUM Total</b>			\$197.00
372	STUDENT ASSURANCE	CATASTROPHIC COVERAGE	01 1100 610 2 141 002	\$1,955.00
373	<b>STUDENT ASSURANCE Total</b>			\$1,955.00
374	SULLIVAN, KATLINN	PARENT MILEAGE	01 2712 332 1 004 000	\$188.16
375	<b>SULLIVAN, KATLINN Total</b>			\$188.16
376	TAYLOR, AMBER	STAFF MILEAGE	01 2181 333 1 004 000	\$137.69
377	<b>TAYLOR, AMBER Total</b>			\$137.69
378	THOMPSON, JAMI JO	SUPERINTENDENT ADVISORY	01 2320 330 1 033 000	\$91.50
379	THOMPSON, JAMI JO	SUPERINTENDENT ADVISORY	01 2320 330 2 033 000	\$91.50
380	THOMPSON, JAMI JO	MEETING WITH SENATOR	01 2320 890 1 033 000	\$15.00
381	THOMPSON, JAMI JO	MEETING WITH SENATOR	01 2320 890 2 033 000	\$15.00
382	THOMPSON, JAMI JO	MEETING WITH SENATOR/P GUBBELS	01 2320 890 1 033 000	\$7.50
383	THOMPSON, JAMI JO	MEETING WITH SENATOR/P GUBBELS	01 2320 890 2 033 000	\$7.50
384	THOMPSON, JAMI JO	MEETING WITH SENATOR/B CARHART	01 2320 890 1 033 000	\$7.50
385	THOMPSON, JAMI JO	MEETING WITH SENATOR/B CARHART	01 2320 890 2 033 000	\$7.50
386	<b>THOMPSON, JAMI JO Total</b>			\$243.00
387	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 1 001 000	\$111.67
388	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 1 001 005	\$223.29
389	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 1 001 014	\$223.29
390	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 2 001 000	\$111.67
391	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 2 001 001	\$223.29
392	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 2 001 002	\$223.29
393	<b>THYSSENKRUPP ELEVATOR Total</b>			\$1,116.50
394	TIME MANAGEMENT SYSTEMS	MONTHLY USER FEE	01 2510 340 1 001 000	\$495.63
395	TIME MANAGEMENT SYSTEMS	MONTHLY USER FEE	01 2510 340 2 001 000	\$495.62
396	<b>TIME MANAGEMENT SYSTEMS Total</b>			\$991.25
397	TODD, HEATHER	MILEAGE	01 1190 333 1 163 021	\$55.93
398	<b>TODD, HEATHER Total</b>			\$55.93
399	TRUCK CENTER COMPANIES	TIE RODS FOR COACH BUS	01 2710 350 1 001 000	\$682.50
400	TRUCK CENTER COMPANIES	TIE RODS FOR COACH BUS	01 2710 350 2 001 000	\$682.50
401	<b>TRUCK CENTER COMPANIES Total</b>			\$1,365.00
402	VERIZON WIRELESS	CELL PHONES	01 2670 382 1 035 000	\$164.11
403	VERIZON WIRELESS	CELL PHONES	01 2670 382 2 035 000	\$164.10

404	VERIZON WIRELESS	CELL PHONES	01 2710 382 1 001 000	\$164.10
405	VERIZON WIRELESS	CELL PHONES	01 2710 382 2 001 000	\$164.10
406	VERIZON WIRELESS	CELL PHONES	01 3541 382 1 004 000	\$161.13
407	VERIZON WIRELESS	CELL PHONES	01 6910 382 1 004 000	\$53.71
408	VERIZON WIRELESS	CELL PHONES	01 6968 382 1 001 014	\$11.17
409	VERIZON WIRELESS	CELL PHONES	01 6968 382 2 001 002	\$11.16
410	<b>VERIZON WIRELESS Total</b>			\$893.58
411	WAPELHORST, EDEN	ACTIVITY WORKERS	01 2190 120 2 001 000	\$754.00
412	<b>WAPELHORST, EDEN Total</b>			\$754.00
413	WESTSIDE COMMUNITY SCHOOLS	TUITION	01 1291 561 1 004 021	\$775.00
414	<b>WESTSIDE COMMUNITY SCHOOLS Total</b>			\$775.00
415	WILLIAM V. MACGILL	NURSES SUPPLIES	01 2130 610 1 004 000	\$1,871.59
416	WILLIAM V. MACGILL	NURSES SUPPLIES	01 2130 610 1 004 000	\$496.92
417	WILLIAM V. MACGILL	NURSES SUPPLIES	01 2131 610 1 004 000	\$330.28
418	WILLIAM V. MACGILL	NURSES SUPPLIES	01 2131 610 1 004 000	\$87.69
419	<b>WILLIAM V. MACGILL Total</b>			\$2,786.48
420	WILSON, ERIK	BUDGET MEETING	01 2510 330 1 001 000	\$112.00
421	WILSON, ERIK	NASBO	01 2510 330 1 001 000	\$281.97
422	WILSON, ERIK	BUDGET MEETING	01 2510 330 2 001 000	\$112.00
423	<b>WILSON, ERIK Total</b>			\$505.97
424	WOLFF, DONNA	STAFF MILEAGE	01 6910 333 1 004 000	\$124.99
425	WOLFF, DONNA	STAFF MILEAGE	01 6910 333 2 004 000	\$124.98
426	<b>WOLFF, DONNA Total</b>			\$249.97
427	<b>Grand Total</b>			\$338,589.45
428				
429	<b>NUTRITION FUND</b>			
430	BRITTEN, LINDSEY	REQUESTED LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$20.00
431	<b>BRITTEN, LINDSEY Total</b>			\$20.00
432	HEARTLAND FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	02 3100 340 2 001 001	\$539.75
433	<b>HEARTLAND FIRE PROTECTION Total</b>			\$539.75
434	HOBART SALES & SERVICE	REPAIR TO KETTLE	02 3100 340 2 001 001	\$243.00
435	HOBART SALES & SERVICE	REPAIR TO KETTLE	02 3100 610 2 001 001	\$1,951.96
436	<b>HOBART SALES &amp; SERVICE Total</b>			\$2,194.96
437	LUNCHTIME SOLUTIONS, INC.	WRONG LUNCH COUNT	02 3100 340 1 001 000	-\$2.30
438	LUNCHTIME SOLUTIONS, INC.	APRIL MEALS	02 3100 340 1 001 000	\$154,317.76
439	LUNCHTIME SOLUTIONS, INC.	WRONG LUNCH COUNT	02 3100 340 2 001 000	-\$2.30
440	LUNCHTIME SOLUTIONS, INC.	APRIL MEALS	02 3100 340 2 001 000	\$154,317.76
441	<b>LUNCHTIME SOLUTIONS, INC. Total</b>			\$308,630.92
442	MAJOR REFRIGERATION	REPAIR TO COOLER	02 3100 340 1 001 008	\$125.00
443	MAJOR REFRIGERATION	REPAIR TO COOLER	02 3100 610 1 001 008	\$68.03
444	MAJOR REFRIGERATION	REFRIGERATOR	02 3100 610 2 001 002	\$3,500.00

445	<b>MAJOR REFRIGERATION Total</b>				\$3,693.03
446	PETTY, COLLEEN	LUNCH ACCT REFUND-GRADUATING	02	3100 890 0 001 000	\$29.80
447	<b>PETTY, COLLEEN Total</b>				\$29.80
448	<b>Grand Total</b>				\$315,108.46
449					
450	<b>COOPERATIVE FUND</b>				
451	ESU 8	ANDRESS, JELINEK, STAUB PAYROLL	04	1200 111 1 004 000	\$47,091.00
452	ESU 8	ANDRESS, JELINEK, STAUB PAYROLL	04	1200 111 2 004 000	\$47,091.00
453	ESU 8	ANDRESS, JELINEK, STAUB SS SEP-	04	1200 221 1 004 000	\$4,115.49
454	ESU 8	ANDRESS, JELINEK, STAUB SS SEP-	04	1200 221 2 004 000	\$4,115.49
455	ESU 8	ANDRESS, JELINEK, STAUB RETIREME	04	1200 231 1 004 000	\$4,651.53
456	ESU 8	ANDRESS, JELINEK, STAUB RETIREME	04	1200 231 2 004 000	\$4,651.53
457	ESU 8	ANDRESS, JELINEK, STAUB BENEFIT	04	1200 281 1 004 000	\$9,040.59
458	ESU 8	ANDRESS, JELINEK, STAUB WC SEP-	04	1200 281 1 004 000	\$306.71
459	ESU 8	ANDRESS, JELINEK, STAUB BENEFIT	04	1200 281 2 004 000	\$9,040.59
460	ESU 8	ANDRESS, JELINEK, STAUB WC SEP-	04	1200 281 2 004 000	\$306.71
461	ESU 8	ANDRESS, JELINEK, STAUB MILEAGE	04	1200 330 1 004 000	\$6,794.39
462	ESU 8	ANDRESS, JELINEK, STAUB PD SEP-	04	1200 330 1 004 000	\$642.70
463	ESU 8	ANDRESS, JELINEK, STAUB MILEAGE	04	1200 330 2 004 000	\$6,794.38
464	ESU 8	ANDRESS, JELINEK, STAUB PD SEP-	04	1200 330 2 004 000	\$642.70
465	ESU 8	ANDRESS, JELINEK, STAUB SUPPLY	04	1200 610 1 004 000	\$17.66
466	ESU 8	ANDRESS, JELINEK, STAUB SUPPLY	04	1200 610 2 004 000	\$17.65
467	<b>ESU 8 Total</b>				\$145,320.12
468	HOLIDAY INN EXPRESS	HOTEL FOR INTERPRETER	04	1200 580 1 004 000	\$67.00
469	HOLIDAY INN EXPRESS	HOTEL FOR INTERPRETER	04	1200 580 2 004 000	\$67.00
470	<b>HOLIDAY INN EXPRESS Total</b>				\$134.00
471	JOHNSON, CYNTHIA	APRIL AUDIOLOGY SERVICES	04	1200 340 1 004 000	\$266.95
472	JOHNSON, CYNTHIA	APRIL AUDIOLOGY SERVICES	04	1200 340 2 004 000	\$266.95
473	<b>JOHNSON, CYNTHIA Total</b>				\$533.90
474	KLEIN, CARRE	STAFF FOR ONE DAY EVENT	04	1200 340 1 004 000	\$140.00
475	KLEIN, CARRE	MEAL REIMBURSEMENT FOR	04	1200 580 1 004 000	\$14.83
476	KLEIN, CARRE	MEAL REIMBURSEMENT FOR	04	1200 580 2 004 000	\$14.82
477	<b>KLEIN, CARRE Total</b>				\$169.65
478	STAUB, JESSICA	SPRING HS NRP ACTIVITY	04	1200 340 2 004 000	\$630.00
479	<b>STAUB, JESSICA Total</b>				\$630.00
480	<b>Grand Total</b>				\$146,787.67
481					
482	<b>SUBSIDIARY FUND</b>				
483	AGPARTS WORLDWIDE, INC	CHROMEBOOK SCREENS	05	2900 610 0 040 000	\$299.25
484	<b>AGPARTS WORLDWIDE, INC Total</b>				\$299.25
485	MADISON NATIONAL LIFE	MAY 2025 LIFE INSUR FOR	05	2900 610 0 090 000	\$428.80



527	<b>SENIOR HIGH ACTIVITY FUND</b>			
528	AHMED, HANI	5/5 DISTRICT SOCCER	13 2900 610 2 533 001	\$129.50
529	AHMED, HANI	5/5 DISTRICT SOCCER	13 2900 610 2 540 001	\$129.50
530	<b>AHMED, HANI Total</b>			\$259.00
531	BATTLE CREEK HIGH SCHOOL	5/8 ENTRY FEE	13 2900 610 2 535 001	\$90.00
532	BATTLE CREEK HIGH SCHOOL	5/8 ENTRY FEE	13 2900 610 2 542 001	\$90.00
533	<b>BATTLE CREEK HIGH SCHOOL Total</b>			\$180.00
534	BELLAR, JEFF	4/25 OFFICIAL	13 2900 610 2 535 001	\$112.50
535	BELLAR, JEFF	4/25 OFFICIAL	13 2900 610 2 542 001	\$112.50
536	BELLAR, JEFF	5/1 OFFICIAL	13 2900 610 2 554 001	\$175.00
537	<b>BELLAR, JEFF Total</b>			\$400.00
538	BLAZEK, THOMAS	5/5 DISTRICT SOCCER	13 2900 610 2 533 001	\$132.00
539	BLAZEK, THOMAS	5/5 DISTRICT SOCCER	13 2900 610 2 540 001	\$132.00
540	<b>BLAZEK, THOMAS Total</b>			\$264.00
541	BOHLMANN, TREY	STATE LICENSE RENEWAL	13 2900 610 2 597 001	\$117.00
542	<b>BOHLMANN, TREY Total</b>			\$117.00
543	BSN SPORTS	APPAREL	13 2900 610 2 512 001	\$511.00
544	<b>BSN SPORTS Total</b>			\$511.00
545	CASH	GRADUATION CORDS/STOLES CHANGE	13 2900 610 2 501 001	\$300.00
546	<b>CASH Total</b>			\$300.00
547	CASH-WA DISTRIBUTING	CONCESSION SUPPLIES	13 2900 610 2 502 001	\$1,094.27
548	CASH-WA DISTRIBUTING	RETURNED SUPPLIES	13 2900 610 2 502 001	-\$558.98
549	CASH-WA DISTRIBUTING	SUPPLIES	13 2900 610 2 502 001	\$515.35
550	<b>CASH-WA DISTRIBUTING Total</b>			\$1,050.64
551	CHESTERMAN COMPANY	COCA COLA SUPPLIES	13 2900 610 2 502 001	\$127.80
552	CHESTERMAN COMPANY	COCA COLA SUPPLIES	13 2900 610 2 502 001	\$691.82
553	CHESTERMAN COMPANY	COCA COLA SUPPLIES	13 2900 610 2 502 001	\$127.80
554	<b>CHESTERMAN COMPANY Total</b>			\$947.42
555	CHRIST LUTHERAN SCHOOL	4/26 TRACK CONCESSION	13 2900 610 2 502 001	\$355.00
556	<b>CHRIST LUTHERAN SCHOOL Total</b>			\$355.00
557	COLUMBUS HIGH SCHOOL	4/17 ENTRY FEE	13 2900 610 2 535 001	\$125.00
558	COLUMBUS HIGH SCHOOL	5/2 ENTRY FEE	13 2900 610 2 541 001	\$100.00
559	COLUMBUS HIGH SCHOOL	4/17 ENTRY FEE	13 2900 610 2 542 001	\$125.00
560	<b>COLUMBUS HIGH SCHOOL Total</b>			\$350.00
561	COLUMBUS LAKEVIEW HIGH	5/1 ENTRY FEE	13 2900 610 2 532 001	\$125.00
562	<b>COLUMBUS LAKEVIEW HIGH Total</b>			\$125.00
563	CUSTOM SPORTS	COLLEGE CLUB T-SHIRTS	13 2900 610 2 266 001	\$400.00
564	<b>CUSTOM SPORTS Total</b>			\$400.00
565	EIKMEIER, GARRETT	5/5 OFFICIAL	13 2900 610 2 530 001	\$160.00
566	<b>EIKMEIER, GARRETT Total</b>			\$160.00
567	FISCHER, COLE	4/25 OFFICIAL	13 2900 610 2 530 001	\$75.00

568	<b>FISCHER, COLE Total</b>				\$75.00
569	FLEER, MICHAEL	4/28 OFFICIAL	13 2900 610 2 530 001		\$160.00
570	<b>FLEER, MICHAEL Total</b>				\$160.00
571	FRESH IDEAS MANAGEMENT	AFS WSC VISIT MEAL	13 2900 610 2 266 001		\$358.80
572	<b>FRESH IDEAS MANAGEMENT Total</b>				\$358.80
573	GRAND ISLAND HIGH SCHOOL	4/28 ENTRY FEE	13 2900 610 2 541 001		\$100.00
574	<b>GRAND ISLAND HIGH SCHOOL Total</b>				\$100.00
575	GREEN ROOM, LLC, THE	B.GOLF WINTER MEMBERSHIP	13 2900 610 2 529 001		\$2,000.00
576	<b>GREEN ROOM, LLC, THE Total</b>				\$2,000.00
577	HASKAN, KAYRAN	5/5 DISTRICT SOCCER	13 2900 610 2 533 001		\$132.50
578	HASKAN, KAYRAN	5/5 DISTRICT SOCCER	13 2900 610 2 540 001		\$132.50
579	<b>HASKAN, KAYRAN Total</b>				\$265.00
580	HEADLEY, MATTHEW	4/26 OFFICIAL	13 2900 610 2 533 001		\$120.00
581	<b>HEADLEY, MATTHEW Total</b>				\$120.00
582	HEIER, TOD	5/5 OFFICIAL	13 2900 610 2 530 001		\$160.00
583	<b>HEIER, TOD Total</b>				\$160.00
584	KASUSKE, ARIC	STATE MEAL & ENTRY FEE REIMB	13 2900 610 2 513 001		\$40.00
585	<b>KASUSKE, ARIC Total</b>				\$40.00
586	LINCOLN NORTH STAR HIGH	SPEECH ENTRY FEE	13 2900 610 2 522 001		\$80.00
587	<b>LINCOLN NORTH STAR HIGH Total</b>				\$80.00
588	LINCOLN SOUTHEAST HIGH	5/1 ENTRY FEE	13 2900 610 2 532 001		\$160.00
589	<b>LINCOLN SOUTHEAST HIGH Total</b>				\$160.00
590	LINCOLN SOUTHWEST HIGH	5/6 ENTRY FEE	13 2900 610 2 532 001		\$160.00
591	<b>LINCOLN SOUTHWEST HIGH Total</b>				\$160.00
592	MTIKA, WAKISA	4/1 OFFICIAL SHORTAGE	13 2900 610 2 540 001		\$60.00
593	<b>MTIKA, WAKISA Total</b>				\$60.00
594	NORFOLK MUSIC BOOSTERS	4/25 DMC CONCESSION	13 2900 610 2 502 001		\$576.08
595	<b>NORFOLK MUSIC BOOSTERS Total</b>				\$576.08
596	NPS GENERAL FUND	TRAVEL REIMB FOR COLLEGE	13 2900 610 2 266 001		\$4,502.81
597	NPS GENERAL FUND	MOUNT MARTY TRIP REIMB	13 2900 610 2 519 001		\$649.03
598	NPS GENERAL FUND	TRAVEL REIMB FOR COLLEGE	13 2900 610 2 618 001		\$404.73
599	<b>NPS GENERAL FUND Total</b>				\$5,556.57
600	PETERS, JOHN	4/28 OFFICIAL	13 2900 610 2 530 001		\$160.00
601	<b>PETERS, JOHN Total</b>				\$160.00
602	REESTMAN, KORY	4/26 OFFICIAL	13 2900 610 2 533 001		\$140.00
603	<b>REESTMAN, KORY Total</b>				\$140.00
604	REICK, COREY	4/26 OFFICIAL	13 2900 610 2 533 001		\$170.00
605	<b>REICK, COREY Total</b>				\$170.00
606	RINKOL, JOHN	LIBRARY BOOK REFUND	13 2900 610 2 579 001		\$17.00
607	<b>RINKOL, JOHN Total</b>				\$17.00
608	SACRED YOGA	YOGA SESSIONS	13 2900 610 2 549 001		\$160.00

609	<b>SACRED YOGA Total</b>				\$160.00
610	SILVA, NATHAN	4/25 OFFICIAL	13	2900 610 2 530 001	\$75.00
611	<b>SILVA, NATHAN Total</b>				\$75.00
612	SIMPLIFASTER	SKYHOOK CONTACT MAT	13	2900 610 2 529 001	\$1,134.00
613	<b>SIMPLIFASTER Total</b>				\$1,134.00
614	STADIUM SPORTS	T-SHIRTS	13	2900 610 2 554 001	\$2,255.00
615	<b>STADIUM SPORTS Total</b>				\$2,255.00
616	STANTON HIGH SCHOOL	5/9 ENTRY FEE	13	2900 610 2 532 001	\$125.00
617	<b>STANTON HIGH SCHOOL Total</b>				\$125.00
618	TEAMBUILDR	ANNUAL SUBSCRIPTION-WEIGHT	13	2900 610 2 503 001	\$750.00
619	TEAMBUILDR	ANNUAL SUBSCRIPTION-WEIGHT	13	2900 610 2 597 001	\$750.00
620	<b>TEAMBUILDR Total</b>				\$1,500.00
621	TEAMMATES MENTORING	2/7 CONCESSION	13	2900 610 2 502 001	\$420.81
622	<b>TEAMMATES MENTORING Total</b>				\$420.81
623	TEECO INC	WATER COOLER	13	2900 610 2 500 001	\$118.75
624	TEECO INC	WATER COOLER	13	2900 610 2 500 001	\$79.75
625	TEECO INC	WATER COOLER	13	2900 610 2 500 001	\$86.25
626	<b>TEECO INC Total</b>				\$284.75
627	TEST, TROY	OFFICIAL ASSIGNER	13	2900 610 2 530 001	\$150.00
628	<b>TEST, TROY Total</b>				\$150.00
629	UNIVERSAL CHEERLEADERS	SUMMER CAMP BALANCE	13	2900 610 2 517 001	\$3,658.00
630	<b>UNIVERSAL CHEERLEADERS Total</b>				\$3,658.00
631	UNIVERSAL DANCE	SUMMER CAMP DEPOSIT	13	2900 610 2 556 001	\$2,000.00
632	<b>UNIVERSAL DANCE Total</b>				\$2,000.00
633	WESTSIDE ELEMENTARY SCHOOL	COPIES REIMB	13	2900 610 2 588 001	\$18.00
634	<b>WESTSIDE ELEMENTARY SCHOOL Total</b>				\$18.00
635	WHITTEN, WILLIAM	4/1 OFFICIAL SHORTAGE	13	2900 610 2 540 001	\$60.00
636	<b>WHITTEN, WILLIAM Total</b>				\$60.00
637	WINNERS CIRCLE	INVITE AWARDS	13	2900 610 2 535 001	\$614.66
638	WINNERS CIRCLE	INVITE AWARDS	13	2900 610 2 542 001	\$614.66
639	WINNERS CIRCLE	ATHLETE OF THE MEET AWARDS	13	2900 610 2 554 001	\$75.86
640	<b>WINNERS CIRCLE Total</b>				\$1,305.18
641	<b>Grand Total</b>				\$28,923.25
642					
643	<b>JUNIOR HIGH ACTIVITY FUND</b>				
644	AMAZON CAPITAL SERVICES	COFFEE CART SUPPLIES	14	2900 610 2 841 002	\$72.92
645	<b>AMAZON CAPITAL SERVICES Total</b>				\$72.92
646	BOONE CENTRAL SCHOOLS	SPEECH MEET 4/4/25	14	2900 610 2 834 002	\$90.00
647	<b>BOONE CENTRAL SCHOOLS Total</b>				\$90.00
648	CASH-WA DISTRIBUTING	CONCESSION SUPPLIES	14	2900 610 2 835 002	\$683.19
649	<b>CASH-WA DISTRIBUTING Total</b>				\$683.19

650	CHESTERMAN COMPANY	CONCESSION SUPPLIES	14 2900 610 2 835 002	\$250.06
651	<b>CHESTERMAN COMPANY Total</b>			\$250.06
652	COLUMBUS MIDDLE SCHOOL	ENTRY FEE 4/22/25	14 2900 610 2 857 002	\$150.00
653	<b>COLUMBUS MIDDLE SCHOOL Total</b>			\$150.00
654	FREMONT MIDDLE SCHOOL	ENTRY FEE 5/2	14 2900 610 2 857 002	\$150.00
655	<b>FREMONT MIDDLE SCHOOL Total</b>			\$150.00
656	J W PEPPER, INC	POPS CONCERT MUSIC	14 2900 610 2 861 002	\$143.80
657	<b>J W PEPPER, INC Total</b>			\$143.80
658	MCLOUTH, KEVIN	MUSIC FESTIVAL JUDGE	14 2900 610 2 861 002	\$200.00
659	<b>MCLOUTH, KEVIN Total</b>			\$200.00
660	MILLARD NORTH MIDDLE	ENTRY FEE 5/3/25	14 2900 610 2 834 002	\$12.00
661	<b>MILLARD NORTH MIDDLE Total</b>			\$12.00
662	NEUHARTH, RANDY	MUSIC FESTIVAL JUDGE	14 2900 610 2 861 002	\$200.00
663	<b>NEUHARTH, RANDY Total</b>			\$200.00
664	NPS STUDENT FEES ACCOUNT	FEE DEPOSITED INTO WRONG ACCT	14 2900 610 2 840 002	\$75.00
665	<b>NPS STUDENT FEES ACCOUNT Total</b>			\$75.00
666	PAPILLION LA VISTA PUBLIC	ENTRY FEE 4/12/25	14 2900 610 2 834 002	\$6.00
667	<b>PAPILLION LA VISTA PUBLIC Total</b>			\$6.00
668	SCHUYLER MIDDLE SCHOOL	ENTRY FEE 4/28/25	14 2900 610 2 857 002	\$150.00
669	<b>SCHUYLER MIDDLE SCHOOL Total</b>			\$150.00
670	STEWART, BENJAMIN	SPEECHWIRE TOURNAMENT SERVICES	14 2900 610 2 834 002	\$270.00
671	<b>STEWART, BENJAMIN Total</b>			\$270.00
672	TEECO INC	MONTHLY RENT WATER COOLER	14 2900 610 2 840 002	\$38.00
673	<b>TEECO INC Total</b>			\$38.00
674	WAYNE JUNIOR HIGH SCHOOL	ENTRY FEE 5/3/25	14 2900 610 2 834 002	\$162.00
675	WAYNE JUNIOR HIGH SCHOOL	ENTRY FEE 5/6/25	14 2900 610 2 857 002	\$150.00
676	<b>WAYNE JUNIOR HIGH SCHOOL Total</b>			\$312.00
677	WINNERS CIRCLE	JH SPEECH AWARDS	14 2900 610 2 834 002	\$325.44
678	WINNERS CIRCLE	TRACK MEET AWARDS	14 2900 610 2 857 002	\$1,678.75
679	<b>WINNERS CIRCLE Total</b>			\$2,004.19
680	<b>Grand Total</b>			\$4,807.16
681				
682	<b>STUDENT FEE FUND</b>			
683	AMAZON CAPITAL SERVICES	AFTERSHOCK CLUB SUPPLIES	17 2190 610 1 669 014	\$111.31
684	<b>AMAZON CAPITAL SERVICES Total</b>			\$111.31
685	BARNHILL ENTERPRISES LLC	CELLO A STRINGS	17 2190 610 2 028 002	\$60.00
686	<b>BARNHILL ENTERPRISES LLC Total</b>			\$60.00
687	KEN'S BAND INSTRUMENT	INSTRUMENT REPAIR	17 2190 340 2 028 002	\$13.00
688	KEN'S BAND INSTRUMENT	INSTRUMENT REPAIR	17 2190 340 2 028 002	\$44.00
689	<b>KEN'S BAND INSTRUMENT Total</b>			\$57.00
690	MITCHELL, KELLY	AFTERSHOCK FEES WAIVED	17 2190 610 1 669 014	\$100.00

691	<b>MITCHELL, KELLY Total</b>			\$100.00
692	NPS-JUNIOR HIGH SCHOOL	DEPOSITED INTO WRONG ACCOUNT	17 2190 610 2 670 000	\$742.37
693	<b>NPS-JUNIOR HIGH SCHOOL Total</b>			\$742.37
694	<b>Grand Total</b>			\$1,070.68

## Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and am abstaining from voting on claim #384 and #385 for the month of May in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

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

\_\_\_\_\_  
Board Member

## Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and am abstaining from voting on claim #382 and #383 for the month of May in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

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

\_\_\_\_\_  
Board Member

## Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and am abstaining from voting on claim #335 for the month of May in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

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

\_\_\_\_\_  
Board Member

StudentsStudent Fees Policy

The Board of Education of Norfolk Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

#### Out of State Trip Policy

NPS does not financially support extra-curricular competition and camp travel outside of Nebraska further than 175 miles in distance from Norfolk. However, activity groups may utilize their club accounts to fund activities outside this distance and utilize a school vehicle. In these instances, the club account will be charged the district approved mileage rate for the distance above 175 miles (one way). All other expenses will be covered by club accounts.

The district will pay for registration fees in season. Club accounts must fund activities that occur out of season.

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a “non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference:       Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
                               Neb. Constitution, Article VII, section 1.  
                               Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
                               Neb. Rev. Stat. §79-2104 (student files or records)  
                               Neb. Rev. Stat. §79-715 (eye-protective devices)  
                               Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
                               Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
                               Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption:               March 9, 2015  
 Date of Reaffirmation:       September 14, 2015  
 Date of Revision:               March 14, 2016  
 Date of Revision                April 11, 2016  
 Date of Revision:               April 10, 2017  
 Date of Reaffirmation:       June 8, 2020  
 Date of Reaffirmation:       May 10, 2021  
 Date of Reaffirmation;       May 9, 2022  
 Date of Reaffirmation:       April 17, 2023  
 Date of Revision:               March 10, 2025

**Appendix "1" to 2025-2026 Student Fees Policy of  
Norfolk Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 <sup>st</sup> Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 <sup>st</sup> Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/per quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band Shoes and Gloves				\$45.00 /year
Band Uniform Cleaning				<del>\$20.00</del> \$15.00/per year
Baseball Hats and Socks				Up to \$60.00/per year
Cheerleading Uniform: (Shell, Skirt)				\$80/per year
Choir Robe Cleaning				\$15.00/year
Show Choir			Up to \$75/year	<del>\$100</del> Up to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				Up to \$150 <del>\$140</del> /per year
Graduation Cap & Gown				<del>\$70.00</del> <del>50.00</del>
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	<del>\$25.00/semester</del> Year	\$25.00/semester	\$25.00/semester	\$25.00/semester
Pink Panthers Uniform: (Shell, skirt)				Up to \$80.00/per year
Softball Visor and stirrups				Up to <del>\$60.00</del> \$55/per year
Soccer Shin Guards & Socks				Up to <del>\$55.00</del> \$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				Up to \$10.00 Cap / \$20.00 goggles <del>\$120.00</del> <del>100.00</del> Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
Tennis Uniform (Boys)				Up to <del>\$115.00</del> <del>100.00</del> /per year
Tennis Uniform (Girls)				Up to <del>\$125.00</del> \$115/per year
Volleyball				Up to <del>\$60.00</del> <del>55.00</del> (Knee Pads & Shorts)/year

<sup>1</sup> This listing is a part of the 2025 - 2026 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

Business Operations

Security

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security of all school district property and safety of students and staff.

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	November 9, 2015
Date of Revision:	December 9, 2019

BusinessVideo Surveillance

1. Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.
2. Placement. Video cameras and similar devices are authorized to be used in school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
3. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.
4. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video

recording is an education record of that student. It may be viewed on request by that student's parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent's written consent unless a FERPA exception exists.

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both sets of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents, without the written consent of the other student's parent.

7. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
8. Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (34 C.F.R Part 99)

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts (Feb. 1989)

Schedule 24: Local Agencies General Records (March 2005)

Electronic Imaging Guidelines (March 2003)

Date of Adoption: November 11, 2013

Date of Reaffirmation: November 9, 2015

Date of Revision: December 9, 2019

### Business Operations

Norfolk Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent is designated as and shall serve as the primary liaison between emergency personnel and the District in the event of an incident. The Superintendent shall designate individuals within each building to serve as a liaison between emergency personnel and the District in the event of an incident. The Superintendent shall inform emergency personnel of the persons designated as liaisons.

The Superintendent shall ensure that emergency drills are conducted at least as often as required by law, including fire drills conducted at least once a month with one additional drill being conducted during the first 30 days of school, tornado drills conducted at least once during the first two weeks of school and at least once during the month of March, and bus evacuation drills conducted at least two times during the school year involving all students and appropriate staff.

The Superintendent shall ensure that, in the event of an emergency, the District has methods of communication to reach all internal and external stakeholders and that the District has a plan for public communication to gather, verify, coordinate, and disseminate information during an incident.

The Superintendent shall ensure that multi-hazard training is provided for specified employees in required areas to comply with local, state, and federal regulations, as well as non-required areas to improve safety within the District.

### Safety Committee

A Safety Committee is hereby created. The Superintendent shall coordinate and maintain the Safety Committee. The Safety Committee will be made up of community stakeholders willing to serve on the Committee. The Board hopes that the following members of the community are willing to serve on the Safety Committee: parents, law enforcement and local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

The Safety Committee shall meet at least annually to review safety standards and protocols. The Safety Committee may designate subcommittees to report to the Safety Committee.

The Safety Committee shall:

- Prepare and communicate with local authorities (e.g., fire, police, rescue, emergency management personnel) at least annually. Such communications shall include collaborations with local authorities to identify and address safety and security issues.
- Consider, develop and implement guidelines for event and incident management. Such guidelines shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually.
- Consider, develop and implement standard response and practice procedures for emergency situations, such as lock downs, lock outs, evacuations and shelter. Such procedures shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually. Such procedures shall include a plan to identify and document crisis communication procedures with the following stakeholder groups: emergency responders, employees, students, parents/guardians, media, and others as needed. Such procedures shall also provide information to staff to empower staff to initiate protection actions, when appropriate.
- Take any reasonably necessary steps to ensure that the District is in compliance with all applicable fire and life safety codes.
- Take any reasonably necessary steps to ensure that the District has standardized and visible interior and exterior signage for emergency responders.
- Consider, develop and implement strategies and processes to assess observable, positive relationships between students and employees and students and other students.
- Consider, develop and implement strategies and processes to create a respectful, positive, and safe environment conducive to learning.
- Consider, develop and implement procedures to monitor school safety and security protocols for off-campus school sponsored events.
- Consider, develop and implement a student assistance process where problem solving can occur and intervention strategies are recommended and implemented.
- Consider, develop and implement a plan for behavioral threat assessments and conducting threat assessment protocols using trained staff.
- Consider, develop and implement safety and security procedures to monitor before and after-school activities, including other facility users.
- Identify mental health resources and use such resources when appropriate.
- Ensure that procedures are in place that require all District employees to participate annually in at least one hour of suicide prevention training.
- Ensure that all school buildings have designated multiple evacuation assembly locations for each building, and that staff and students within each building are aware of said locations.
- Review the District's bullying policy and student dating violence policy at least annually and recommend to the Board any proposed changes to the District's bullying policy and/or student dating violence policy.

- Consider, develop and implement a protocol for an annual inventory of all chemicals (e.g., classrooms, custodial, buildings, grounds), proper storage, and disposal of unused or outdated chemicals.
- Ensure that the District maintains immunization records for all students and uses the data for health and safety of students, when appropriate.
- Conduct a District-wide safety and security self-assessment for each building.
- Conduct a safety audit on an annual basis.
- Review at least annually the District's policies and protocols on active supervision throughout school buildings and campus, and recommend any changes in policies or protocols to the Board.
- Review at least annually the District's policies and protocols on security and visitors (including visitors in specialized areas, such as prekindergarten areas, playgrounds, science labs, and so forth) in school buildings, and compare the District's policies and protocols with guidance issued by the Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA), and recommend any changes in policies or protocols to the Board.
- Conduct a performance review of emergency drills and suggest any changes, when appropriate.
- For any safety and security procedures or protocols, review said procedures and protocols to ensure that such procedures and protocols accommodate individuals with special needs.
- Consider, develop and implement procedures supporting academic, physical, operational and psychological/emotional aspects of an incident, after an incident occurs. Such procedures shall ensure that students and employees are supported and given an opportunity to address psychological and emotional health needs after an incident. Such procedures shall also ensure that resource requests and management of the incident be conducted in a way that supports the psychological and emotional needs of students and staff after an incident. The Committee shall explore mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas, and make any recommendations to the Board.
- Adopt and maintain an effective written Injury Prevention Program for the District.

The Safety Committee shall maintain documentation of its compliance with this policy.

Legal Reference: Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 10, Rule 10 Accreditation of Schools, 011.01b, c, d, e, f, g (Seclusion and Restraints, Bullying, Dating Violence); 79-2,137 (Bullying); 79-2,138 to 79-2,142 (Dating Violence); 79-2,146 (Suicide Awareness, 2015-2016); Criminal Code Sec. 28-318 (Sexual Harassment); Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 11, Rule 11 Accreditation of Schools, 004.11g (Pre-K CPR and First Aid) Neb. Rev. Stat. §§ 48-443 to 48-445

Cross-Referenced: Policy 6115 (Fire Drills)

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	November 9, 2015
Date of Revision:	June 12, 2017
Date of Reaffirmation:	December 9, 2019

Business OperationsEmergency Response Mapping

Norfolk Public Schools will provide mapping data to public safety agencies for use in response to emergencies. The mapping data will be provided in an electronic or digital format and will contain all information identified in state statute and as reasonably requested by the public safety agencies.

At least annually, the District will certify to the appropriate public safety agencies that the mapping data provided to the public safety agencies is accurate or, if information has changed, provide the appropriate public safety agencies with updated mapping data.

Legal Reference: LB 1329 (2024)

Date of Adoption: November 25, 2024

Business OperationsTrespassers

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group, as determined by such administrator or designee:

1. fails to comply with identification or check-in procedures,
2. does not have a legitimate school purpose to be on school grounds, or
3. presents a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. ' ' 28-520 to 28-522

Date of Adoption: November 11, 2013  
Date of Reaffirmation: November 9, 2015  
Date of Revision: December 9, 2019

Business OperationsSafe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of

satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. ' ' 79-318, 79-602, 79-607 and 79-608  
Neb. Rev. Stat. ' 60-4,182 (point system)  
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: November 11, 2013  
Date of Reaffirmation: November 9, 2015  
Date of Reaffirmation: December 9, 2019

Business OperationsTransportation

Norfolk Public Schools shall not provide free transportation to and from school except for circumstances where the administration determines it to be appropriate and efficient to provide transportation for students who would otherwise be entitled by law to a transportation allowance; to students residing on an established route; and to students entitled by right to transportation services.

Transportation may be provided for school activities and field trips as determined appropriate by the administration.

Legal Reference:       Neb. Rev. Stat. § 79-611  
                              NDE Rule 91

Date of Adoption:       November 11, 2013  
Date of Reaffirmation:   November 9, 2015  
Date of Revision:       December 9, 2019

Business OperationsProcedures—Bidding Construction Projects

The following procedures shall be used for construction, remodeling and repair of any school-owned building or for site improvements.

Projects up to \$58,999: The Superintendent or designee may authorize projects costing less than \$59,000.

Projects from \$59,000 to \$108,999: The Superintendent or designee shall request the submission of at least two proposals from different vendors for projects ranging in cost from \$59,000 to \$108,999.

Projects of \$109,000 or above: The following bidding procedures shall be used for every project that is in excess of \$109,000, or such sum as adjusted pursuant to §73-106.

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the

faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$118,000), as adjusted by § 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

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Date of Affirmation: November 9, 2015

Date of Revision: December 9, 2019

Date of Revision: July 11, 2022

Business OperationsRebates to School Personnel

No school employee or board member shall receive any commission, expense-paid trips, or anything of value from individuals or companies from which the school district purchases equipment or materials required in the operation of the school district. The operation of the school district includes the purchase of materials for the repair and maintenance of the school plant, for providing educational programs, for materials and supplies used in school organizations, such as clubs, specific classes, and for comparable items.

Legal Reference: Neb. Rev. Stat. ' 79-520

Date of Adoption: November 11, 2013  
Date of Reaffirmation: November 9, 2015  
Date of Reaffirmation: December 9, 2019

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
  - A. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
  - B. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
    - a. *Transitory messages.* Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.



question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- c. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- d. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

#### 4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

#### 5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to

hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:      Neb. Rev. Stat. ' ' 84-712 through 84-712.09  
                              Neb. Rev. Stat. ' ' 84-1201 to 84-1227  
                              Laws 2010, LB 742  
                              State Records Administrator Guidelines:  
                                  Schedule 10: Records of Local School Districts (Feb. 1989)  
                                  Schedule 24: Local Agencies General Records (March 2005)  
                                  Electronic Imaging Guidelines (March 2003)

Date of Adoption:      November 11, 2013  
Date of Revision:      September 14, 2015  
Date of Affirmation:    November 9, 2015  
Date of Revision:      December 9, 2019

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under ~~emergency or other~~ provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;
    - (ii) achieve at high levels within a well-rounded education; and
    - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: November 11, 2013  
 Date of Affirmation: November 9, 2015  
 Date of Revision: August 8, 2016  
 Date of Revision: September 11, 2017  
 Date of Revision: July 9, 2018  
 Date of Reaffirmation: December 9, 2019

Business OperationsMeal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);  
U.S.D.A. Memorandum SP 57-2016.  
LB 1329 (2024)

Date of Adoption: June 12, 2017  
Date of Reaffirmation: December 9, 2019  
Date of Revision: July 8, 2024

Business OperationsInsufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. ~~At least one attempt shall be in writing, either via letter or email.~~

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, ~~plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter.~~ In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this ~~returned check fee~~ **Insufficient Funds** policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy ~~and the returned check fee.~~ In the event that an individual does not agree with this Policy ~~or is unwilling to pay the returned check fee,~~ then such individual must pay by cash, cashier's check or money order.

Date of Adoption: July 9, 2018

Date of Reaffirmation: December 9, 2019

Technology Items	Maint/Building Supplies	Potential Date
Desktops	Pickup box trailer	May 29
Chromebooks?	2 smaller sprayer trailers	8:30am to 3pm
Old Projectors - Broken or no bulb	Multiple Drill press	
Ipad - out of date	Gravel spreader	
Cables	Quincy compressor	
VHS players	Weight equipment	
Speakers	Push mower	
Various small tech that is outdated or no longer needed	John deere snowblower	
	PTO tractor sprayer	
	tractor seed spreader	
	shop vacs	
	conveyor toaster	
	floor buffer	
	floor scrubber	
	chairs	
	desks	
	2 208\230 window ac units	
	Turbo air TSR-49 commercial refrigerator	
	A LOT of solid wood commercial doors	
	Portable table saw	
	scroll saw	
	1998 School Route Bus	
	Misc building classroom supplies no longer useable	
	1994 Van	
	Misc Kitchen tables/equipment	
	Masks	

## **Certified Substitute Compensation Proposal 2025/26**

	<b><u>2025/26</u></b>	<b><u>2024/25</u></b>
Daily Rate (Certified & Local)	\$165	\$160
Retired NPS Teacher	\$175	\$170
*Long-Term Sub Rate (Cert & Local)	\$212	\$210
*Retired NPS Teacher	\$217	\$215
1 Period Sub	\$40	\$40
20 days/semester	\$150 one time bonus	\$150

\*These 2 rates are determined by the daily rate of the base salary in the negotiated agreement.



**School Nutrition Program  
Renewal of Food Service Management Company  
(FSMC) Contract Fixed Price  
School Year (SY) 2025-26**

Norfolk Public Schools	59-0002	
School District Name	Agreement #	
512 Phillip Ave.	Norfolk	68702-0139
Address	City	Zip
Erik Wilson	4/21/2025	
Contact Person	Date	
Lunchtime Solutions, Inc.		
FSMC		

Initial SY of Contract 2021-2022 Year of Renewal (check)  1  2  3  4

This contract amendment is between the School Food Authority (SFA) and FSMC. The term of this contract renewal shall be for one (1) year beginning on July 1, 2025, and continuing until June 30, 2026, unless terminated by either party as provided in the contract. The terms and conditions of the original contract are applicable to the contract renewal. Any changes to the scope of service provided by the FSMC that is beyond the scope or original intent of the contract requires a rebid of the contract.

The FSMC must operate in accordance with all applicable program laws and regulations, which are required by federal and state governments. If there are any changes to these laws and regulations, these are automatically incorporated herein, effective as of the date specified in the law and regulation.

Under the contract the FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meal service in the school year, including both entitlement and bonus foods and the value of USDA Foods contained in processed end products, in accordance with the contingencies of 7 CFR 250.51(a).

FSMC to complete the table below:

<b>Beginning USDA Foods &amp; DoD Fresh Fruit and Vegetable Program Entitlement Value for SY 24-25</b>	\$ 200,143.03
<b>Remaining Unused USDA Foods &amp; DoD Fresh Fruit and Vegetable Program Entitlement for SY 24-25 as of:</b> <u>4/21/2025</u> (Date)	\$ 20,734.08
<b>Estimated Unused USDA Foods &amp; DoD Fresh Fruit and Vegetable Program Entitlement for SY 24-25 as of June 30, 2025</b>	\$ 10,000.00

Price per Meal and Meal Equivalents must be quoted as if no USDA Foods will be received. The Meal Equivalency Factor for SY 2025-2026 is **\$4.99**.

Percentage increase must not exceed the Consumer Price Index (CPI) of **4.03%** (Consumer Price Index for All Urban Consumers for the food away from home series during the 12-month period May 2023-May 2024) as specified in the original FSMC contract.

<https://www.federalregister.gov/documents/2024/07/10/2024-15175/national-school-lunch-special-milk-and-school-breakfast-programs-national-average-paymentsmaximum>

THIS CHART IS REQUIRED TO BE COMPLETED BY THE FSMC:

Meal Type	Fee Per Meal	SY 24-25	Percent Change	SY 25-26
NSLP Fixed Price Per Meal Fee	Breakfast:	\$2.6551	1.00%	\$2.6817
	Lunch:	\$4.9862	1.00%	\$5.0361
	Afternoon Snack:	\$1.1892	4.03%	\$1.2371
Preschool CACFP Meal Pattern	Breakfast:	\$2.6551	1.00%	\$2.6817
	Lunch:	\$4.6023	1.00%	\$4.6483
	AM/PM Snack (non-reimbursable)	\$0.9823	4.03%	\$1.0219
SFSP Fixed Price Per Meal Fee	Breakfast:	\$2.6170	1.00%	\$2.6432
	Lunch:	\$4.4969	1.00%	\$4.5419
	Snack:	\$1.1571	4.03%	\$1.2037
	Supper:	\$4.7993	1.00%	\$4.8473
Seamless Summer Option Meal Fee	Breakfast:	\$2.6551	1.00%	\$2.6817
	Lunch:	\$4.9862	1.00%	\$5.0361
	Snack:	\$1.1892	4.03%	\$1.2371
	Supper:	\$4.9862	1.00%	\$5.0361
CACFP Fixed Price Per Meal Fee	Breakfast:	\$2.6551	1.00%	\$2.6817
	Lunch:	\$4.6023	1.00%	\$4.6483
	Snack:	\$0.4500	4.03%	\$0.4681
	Supper:	\$4.9047	1.00%	\$4.9537
Special Milk Program	Price per Carton:	\$0.3112	4.03%	\$0.3237
Non-Reimbursable Milk	Price per Carton:	\$0.5000	4.03%	\$0.5202
Meal Equivalent Fee for Non-Reimbursable Sales: a la carte, ineligible student meals, extra milk at mealtime, paid adult meals.		\$4.7714	4.03%	\$4.9637
Meal Equivalent Factor		\$ 4.715		\$ 4.99
*SFA's Vended Meals: St. Paul's	Breakfast:	\$2.6551	1.00%	\$2.6817
	Lunch:	\$4.9862	1.00%	\$5.0361
	Snack:	\$1.1892	4.03%	\$1.2371
	Supper:	\$4.9862	1.00%	\$5.0361
*SFA's Vended Meals: Headstart	Breakfast:	\$2.6551	1.00%	\$2.6817
	Lunch:	\$4.6023	1.00%	\$4.6483
	Snack:	\$1.1892	4.03%	\$1.2371
	Supper:	\$4.9047	1.00%	\$4.9537
Guarantee (SY 2025-2026)		\$103,000.00		
Contract Value (SY 2025-2026)		\$3,250,533.98		

\*FSMC must indicate fixed meal pricing for each vended meal program.

## Revision of RFP Document 3-5-2025

### Section III. STANDARDS TERMS AND CONDITIONS

#### E. Purchases

6. The SFA and FSMC shall comply with the Buy American provision. The SFA and FSMC shall purchase, to the maximum extent practicable domestic commodities or products (7 CFR 210.21(d) and 220.16(d)).

The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision. The FSMC must submit a written exemption request to the SFA prior to offering the non-domestic product, which includes:

- A detailed justification as per the limited exemption to the Buy American provision is necessary which includes why a non-domestic product must be purchased and/or substituted for a domestic commodity SP 38-2017;
  - Dates and/or frequency the non-domestic product will be offered and/or substituted as required by USDA Policy Memo SP 38-2017.
  - The signed and dated Exemption Request is submitted to SFA's Authorized Representative or another SFA contact as indicated here:   
The SFA must determine if the exemption is needed. If needed the SFA must sign and date the Exemption Request.
  - The FSMC will comply and provide documentation of the phased-in cap on total non-domestic food purchases as specified in the Final Rule titled Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans.
7. The FSMC shall provide Child Nutrition (CN) labeling, Product Specification information, Nutrition Facts labels, and any other documentation requested by the SFA to ensure compliance with USDA regulations.

## USDA Foods

### From the Nebraska Distributing Agency for USDA Foods

#### F. USDA Foods

1. The FSMC shall:

- a. Ensure compliance with Federal requirements in 7 CFR 250 and the federal requirements in 7 CFR 210, 220, 225, 226, as applicable and the SFA's Recipient Agency Agreement with the State Distributing Agency;
- b. Ensure compliance with the provisions of the distributing or recipient agency processing agreements, and will ensure crediting of the recipient agency for the value of donated foods contained in such end products at the processing agreement value (7 CFR 250, 7 CFR 250.53 (a)(7));
- c. Be responsible for the following activities relating to donated foods, in accordance with 250.50(d), with assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR part 250; 7 CFR 250.53(a)(4);

(Check all that apply)

- Preparing and serving meals
  - Ordering or selecting in coordination with the SFA; direct delivery items (brown box), end products, items through US Department of Defense Fresh Fruit and Vegetable Order Receipt System (DoD FFAVORS), or requesting bulk diversions to processors in accordance with the distributing agency's State Participation Agreements, and in accordance with utilizing the SFA's Entitlement 250.58(a)
  - Storage and inventory management of donated foods, in accordance with 7 CFR 250.52, 7 CFR 250.14, 7 CFR 250.53 (a)(9)
  - Arranging warehouse and delivery services that are beyond the scope of the distributing agency's services and costs are included in the fixed price
  - Payment of fees charged by the distributing agency, (i.e., distribution) or processing fees, as applicable.
- d. Ensures it will not itself enter into the processing agreement with the processor required in subpart C (7 CFR part 250, 7 CFR 250.53(a)(8));
  - e. Credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year or fiscal year in accordance with 7 CFR 250.51(a) and (b). The method of crediting will be by invoice reductions, refunds and discounts as applicable.

- f. Will use all allocated donated ground beef, donated pork, and all processed end products in the SFA's Food Service Program (7 CFR 250.53(a)(5));
- g. Use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. Origin, and of equal or better quality than the donated foods, in the SFA's food service (7 CFR 250.53(a)(6));
- h. Agree to select, accept, and use USDA Foods in as large a quantity as may be efficiently utilized in the SFA's nonprofit food service. The FSMC shall consult with the SFA in the selection of USDA foods; however, the final determination as to the acceptance of USDA foods must be made by the SFA;
- i. Accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods;
- j. Be prohibited from cashing out USDA Foods and providing a credit to the SFA for USDA Foods;

**End Product Methods of Sale (Value pass through systems) in general.**

**May be revised by the distributing agency.**

<b>Value pass through system:</b>	Rebate or Refund*	Indirect Discount	Fee for Service	Direct Discount	DoD FFAVORS
<b>Type of bank:</b>	Sponsor	Single or Sponsor	Single or Sponsor	Sponsor	n/a
<b>SFA or FSMC buys from:</b>	Processor or distributor	Distributor	Distributor or processor	Processor	DoD vendor
<b>Pass through performed by:</b>	Processor	Distributor	Processor	Processor	DoD vendor
<b>How pass through is performed:</b>	Processor cuts a check to the SFA or FSMC.	Discounted invoice	DF value is not included in the processing fee.	Discounted invoice	Billed to SFA PAL in coordination with the distributing agency
<b>Method of determining Donated Food (DF) value used in crediting:</b>	Credit value = rebate value = processing agreement value times received cases	Credit value = discount value = processing agreement value times received cases	Credit value = DF value = processing agreement value times received cases	Credit value = discount value = processing agreement value times received cases	Credit value = prices on the DoD vendor invoices. Also recorded in FFAVORS
<b>Documentation of donated food values is located on:</b>	Processor's USDA approved SEPDS	Processor's USDA approved SEPDS	Processor's USDA approved SEPDS	Processor's USDA approved SEPDS	DoD vendor invoices. Also recorded in FFAVORS
<b>Documentation of cases received</b>	Supplier invoices or allocations in CNPweb	Distributor invoices or allocations in CNPweb	Supplier invoices or Allocations in CNPweb.	Processor invoices or allocations in CNPweb	DoD vendor invoices. Also recorded in FFAVORS

\*Rebate or refund is authorized only when:

- (1) A Recipient Agency's distributor does not report transactions to K12 FoodService or ProcessorLink, or
- (2) a processor does not utilize K12FoodService or ProcessorLink.

- k. Credit the SFA for the value of all donated foods received for use in the SFA's meal service for each month by separate line-item entry(s) on the FSMC monthly invoice. This includes both entitlement and bonus foods: DOD Fresh Fruit and Vegetable Program and including the value of donated foods contained in processes end products, in accordance with the contingencies in 7 CFR 250.51 (a) and 7 CFR250.53(a)(1). Documentation such as distributor invoices or usage reports available from processors or the distributing agency to support the credit must be provided with the monthly invoice (7 CFR 250.53(a)(2)). USDA Foods/DOD Fresh Fruit and Vegetable Invoices for each month must be provided to the SFA to demonstrate the correct credit has been received;
- l. Use the donated food values determined by the distributing agency in crediting for the value of donated foods in accordance with (7 CFR 250.58(e)) and (7 CFR 250.51(c));
  - i. For processed end products, the method of determining the donated food values to be used in crediting is the processing agreement value found on the processor's Summary End Product Data Schedules (SEPDS) (available from the distributing agency) times the number of cases received.
  - ii. A bank of donated food must be available at a processor in order to credit the SFA for the value of donated foods in end products.
  - iii. In accordance with the distributing agency's processing agreements and distribution contracts, single banks are used when end products are purchased through the awarded distributor, or when the awarded distributor acts as an agent for the total case price under Fee for Service. Single banks are managed by the distributing agency.
  - iv. A sponsor bank is used when end products are purchased from a processor, other distributors, or when rebates are requested. Sponsor banks are managed by the SFA or the FSMC, as applicable.
  - v. The SFA or FSMC may provide a distributor written approval to act as an authorized agent for the total case price (i.e., including the fee-for-service and the delivery charge), in accordance with 7 CFR 250.36 (e)(2).
  - vi. The donated food values to be used in crediting are the values of Allocations, as recorded in CNPweb for all warehouse deliveries and end products obtained through all value pass through methods. The values of donated foods obtained through The US Department of Defense (DoD) Fresh Fruit and Vegetable Order Receipt System (FFAVORS) are documented on the DoD vendor's invoices, recorded within FFAVORS and reconciled in CNPweb annually.
- m. Ensure that the procurement of processed end products on behalf of the recipient agency, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR 250 and with the provisions of distributing or recipient agency processing agreements 7 CFR 250.53(a)(7);
- n. Comply with the storage and inventory requirements for donated foods in accordance with (7 CFR 250.14) and (7 CFR 250.53(a)(9));
- o. Allow the SFA, distributing agency, sub-distributing agency, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, to perform onsite reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods (7 CFR 250.53(a)(10)); and
- p. Maintain records to document compliance with requirements relating to donated foods, in accordance with (7 CFR 250.54(b)); (7 CFR 250.53(a)(11)). Failure of the FSMC to comply with recordkeeping requirements is considered evidence of improper distribution or loss of donated foods and may result in a claim against the FSMC for the loss or misuse of donated foods.

2. The SFA shall:
  - a. Retain title to all donated foods and follow all required provisions of (7 CFR 210, 220, 225, 226 and 250) as applicable;
  - b. Ensure that all donated foods received for use by the SFA in the school year are used in the SFA's food service, or that commercially purchased foods are used in place of such donated foods only in accordance with requirements in (7 CFR 250.50(a), 250.51(d));
  - c. Conduct a reconciliation at least annually and upon termination of the contract, to ensure the FSMC has credited the value of all donated foods received for use in the SFA's food service in the school or fiscal year, including the value of donated foods contained in processed end products in accordance with (7 CFR 250.51(a));
  - d. Ensure that all USDA foods made available to the FSMC, including processed USDA foods, accrue only to the benefit of the SFA's NPFSA and are fully utilized therein (7 CFR 210.16(a) (6), 7 CFR 250.50(a)). All refunds and rebates received from processors regarding USDA foods must be retained by the SFA. The SFA must ensure that the FSMC has credited it for the value of all USDA foods received for use in the meal service in the school year, in accordance with 7 CFR 250.51(a) and (b);
  - e. Ensure that the FSMC is in compliance with the requirements of the inventory, storage, and record retention of USDA Foods through its monitoring of the food service operation, as required in (7 CFR 210, 225, 226);
  - f. Maintain oversight responsibility for storage and delivery services when such activities are conducted or contracted by the FSMC and any aspect of financial management relating to USDA Foods (7 CFR 250.15);
  - g. Assure the maximum amount of USDA Foods usable in the food service are received and utilized by the FSMC (7 CFR 210.9(b)(15)); and
  - h. Consult with the FSMC in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA.
3. Extensions or renewals of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to donated foods (7 CFR 250.53 (a) (12)).
4. Upon termination of this Contract or subsequent renewals, the FSMC must return or provide payment for all unused donated ground beef, donated ground pork, processed end products; and other unused USDA Foods to the SFA in accordance with USDA Food Distribution Policy Memorandum FD 110.

## Acceptance of Renewal Agreement

**Do not sign until the renewal has been approved by NDE Nutrition Services.**

### SCHOOL FOOD AUTHORITY:

Norfolk Public Schools

\_\_\_\_\_  
Name of SFA

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

### FOODSERVICE MANAGEMENT COMPANY:

Lunchtime Solutions, Inc.

\_\_\_\_\_  
Name of FSMC

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

**Appendix H: ANTI-COLLUSION AFFIDAVIT**

**ANTI-COLLUSION AFFIDAVIT**

STATE OF South Dakota )

COUNTY OF Union )

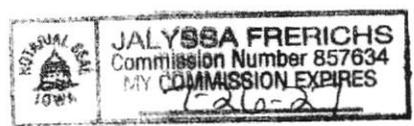
Tammy Coyle, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states, that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contact pursuant to this bid.

Signed Tammy Coyle

Subscribed and sworn before me this 21 day of February, 2025

Notary Public (or Clerk or Judge): Jalyssa Frerichs

My commission expires: 7-26-27



**Certification Regarding Lobbying**

**Certification Regarding Lobbying: Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Food Service Management Company

Lunchtime Solutions, Inc.

391 West Steamboat Drive

Dakota Dunes, SD 57049

Name/Title of Submitting Official: Tammy Coyle/Executive Vice President

Signature: *Tammy Coyle* Date: 4/21/2025

**Debarment and Suspension Form**

Debarment and Suspension and Other Responsibility Matters Primary Covered Transactions

School Food Authorities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Lunchtime Solutions, Inc. Date 4/25/2025

Name and Title of Authorized Representative Tammy Coyle/Executive Vice President

Signature of Authorized Representative *Tammy Coyle*



This Agreement is made into this 20th day of March, 2025, between Norfolk Public Schools and Arrow Stage Lines and shall be governed by the terms and conditions below, mutually agreed between the parties herein undersigned.

1. Terms of Agreement: The terms of this agreement shall be from March 20th, 2025 to June 1st, 2026.

2. Equipment: Arrow Stage Lines shall provide Norfolk Public Schools with late model deluxe touring motorcoaches, equipped with fifty-four (54) seats or forty (40) seats. The motorcoach shall have a restroom, air conditioning system, a microphone with a clean and audible P.A. system, and video entertainment system. All motorcoaches for Norfolk Public School trips will be equipped with outlets and Wi-Fi. All motorcoaches that service Norfolk Public Schools will have a Panthers logo sign.

3. Payment Terms: In calendar year 2025-2026, Norfolk Public Schools agrees to pay Arrow Stage Lines the following rates to each location stated below in our 54 passenger motorcoach:

- To Omaha, Lincoln, Grand Island: \$1,800 per bus
- To Fremont, Sioux City, and Vermillion: \$1,280 per bus
- To Hastings: \$2,163 per bus
- To Kearney: \$2,402 per bus
- To North Platte: \$3,900 per bus

In calendar year 2025-2026, Norfolk Public Schools agrees to pay Arrow Stage Lines the following rates to each location stated below in our 40 passenger motorcoach:

- To Omaha, Lincoln, Grand Island: \$1,690 per bus
- To Fremont, Sioux City, and Vermillion: \$1,201 per bus
- To Hastings: \$2,033 per bus
- To Kearney: \$2,259 per bus
- To North Platte: \$3,665 per bus

This fee includes the fuel surcharge and any other sort of charge associated with the trip.

4. Charges: Arrow Stage Lines shall be responsible for fuel, oil, garage services, as well as all charges incidental to the maintenance and operations of the motorcoach. Norfolk Public Schools shall be responsible for all costs related to hotel accommodations for each driver while engaged in an overnight trip. Arrow Stage Lines Norfolk will be able to accommodate up to 3 motorcoach departures simultaneously to service this agreement. In the event that more motorcoaches are needed, we will be able to service it with Omaha or Lincoln motorcoaches, but a deadhead charge of



\$2.50 per mile.

5. Cancellation Policy: There will be no charge for any tour cancelled prior to departure. Any trip cancelled after dispatch (90 minutes before departure) or while the trip has started, Arrow Stage Lines will pro-rate the cost to the amount of time/miles used.

6. Insurance: Arrow Stage Lines agrees to maintain comprehensive general liability throughout the term of this agreement at a level required by government body.

7. Hours of Service: Norfolk Public Schools and Arrow Stage Lines will ensure that operators remain in strict compliance with the federal motor carrier safety regulations in total:

- a. No operator will be required to drive more than ten (10) hours.
- b. Following eight (8) consecutive hours off duty, or for any period after having been on duty fifteen (15) hours following eight (8) consecutive hours off.

Norfolk Public Schools

Signed by: \_\_\_\_\_

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

Arrow Stage Lines

Signed by: \_\_\_\_\_

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

**RESOLUTION TO CANCEL TEACHING CONTRACT**

**WHEREAS**, on April 23, 2025, Megan Lovejoy received written notice of the recommended cancellation of her employment contract; and

**WHEREAS**, Megan Lovejoy was notified of her right to request a hearing within seven (7) days from the date of such notification and was notified that in the event no request for hearing was made, the Board may proceed to take action to cancel her employment contract with the School District without further notice; and

**WHEREAS**, Megan Lovejoy did not request a hearing within the time required by law, and to this date has not requested a hearing; and,

**WHEREAS**, the Board, being duly advised of these facts, finds there is just cause to cancel Megan Lovejoy’s certificated employment contract, effective April 23, 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the employment contract of Megan Lovejoy, should be and is hereby cancelled, effective April 23, 2025.

The above Resolution having been consented to by a majority of the members of the Board of Education, it was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings law.

**DATED** this \_\_\_\_ day of May, 2025.

**NORFOLK PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary