

## Regular Meeting of the St. Paul Board of Education

7:30 PM

October 9, 2017

Board Room, St. Paul Public School

The St. Paul School Board met in regular session on October 9, 2017 at 7:30 PM. The following board members were in attendance: Shelly Hueftle: Present, Jason Meinecke: Present, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Ken Swinarski: Present.

The meeting was called to order at 7:31pm.

President Mrkvicka noted that notice of the meeting was properly published in the Phonograph Herald and/or in 3 public places, per policy.

President Mrkvicka noted that the Open Meetings Law is posted on the wall of the meeting room.

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting. None were made, and the minutes were declared approved.

The motion to approve the bills as presented by Superintendent Poppert, with Scheer abstaining from Item #49, passed with a motion by Marty Mrkvicka and a second by Janelle Morgan.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

Motion to pay the credit card bill passed with a motion by Marty Mrkvicka and a second by Shelly Hueftle.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

Motion to approve payment to Medical Supplies and Equipment Co, in the amount of \$5,845.53, from the Depreciation fund, for the purchase of a replacement hot/cold whirlpool, passed with a motion by Janelle Morgan and a second by Marty Mrkvicka.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

This hot/cold whirlpool replaces the one that no longer works.

The Superintendent presented the Financial Report.

There were no communications from the public.

Mrs. Kaminski was unable to be present at the meeting.

Motion to table the vote on closing the weight room passed with a motion by Dan Scheer and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

The Board would like to evaluate other options for a classroom before making a decision on closing the weight room.

Motion to declare the Steinway and Sons piano as excess equipment, with the proceeds going to purchase band instruments, passed with a motion by Dan Scheer and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

Motion to pay \$500 per person, for students that qualify, to attend a national convention, passed with a motion by Dan Scheer and a second by Ken Swinarski.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

Mr. Bowder and Mrs. Coufal were present to participate in the discussion regarding payment for FFA students that qualify for Nationals. By passing this motion, the Board would like to set a precedent for future students that qualify for a national competition or convention. Mrs. Morgan suggested, and the remainder of the Board agreed, that students that attend a national convention will be required to attend a board meeting and talk about their experience.

No action taken.

As the St. Paul Board of Education has approved the use of local substitute teaching certificates, the motion to approve Judi Baker as a local teacher substitute passed with a motion by Marty Mrkvicka and a second by Ken Swinarski.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

As the Board of the St. Paul school district has approved the use of local substitute teaching certificates, the motion to approve Mike Fowler as a substitute teacher, passed with a motion by Jason Meinecke and a second by Ken Swinarski.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

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As the St. Paul Board of Education has approved the use of local substitute teaching certificates, the motion to approve Chris Wichmann as a substitute teacher, passed with a motion by Ken Swinarski and a second by Janelle Morgan.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

The motion to go into executive session to discuss negotiations to protect the public interest, passed with a motion by Jason Meinecke and a second by Shelly Hueftle.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

The Board went into executive session at 9:07pm. President Mrkvicka restated the motion and indicated that only staff negotiations would be discussed. The Board came out of executive session at 9:40. No action was taken.

In the Principal's report, Mrs. Paider reported on Donuts with Dad, upcoming workshops that will be attended, and the ROAR run celebration. Mrs. Hagen shared information about the upcoming CARE presentation, and the upcoming 1184 (child abuse) meeting. Changes are being made to the method that preschool lunches are paid for, due to recommendations by NDE nutrition services. Mrs. Schulte reported on upcoming workshops, and this evening's community outreach program to help parents learn about resources available to them. The student, staff and parent survey results were distributed to Board Members. Teachers have found themes among the surveys. Priorities and potential solutions will be discussed. Mr. Swinarski asked the reason why there was no Harvest of Harmony candidate from St. Paul this year, and was informed that the deadline had been missed. Mrs. Morgan asked for follow up regarding a previous discussion regarding bullying.

Supt. Poppert reported on the Safety Audit. The school has been found to be one of the top safety schools in the State in recent years. Mrs. Morgan asked about the dress code enforcement at games, and was informed that school administration is responsible for enforcement. Supt. Poppert reported on staff changes in the kitchen.

Accommodations for the NASB convention in Omaha have been made.

The meeting was adjourned at 9:54pm.

The meeting was adjourned at \_\_\_\_\_.

Shelly Harrahill

Secretary

The St. Paul School Board met in special session on September 11, 2017 at 7:30pm. President Mrkvicka stated that notice of the meeting was published in 3 public places per policy, and that the Open Meetings Law was posted on the wall of the meeting room. The following board members were present: Janelle Morgan, Shelly Harrahill, Marty Mrkvicka, Dan Scheer, Jason Meinecke, and Ken Swinarski.

The purpose of the special meeting was to hold a public hearing on the proposed 2017-18 budget. There was no public comment on the proposed budget.  
The meeting adjourned at 7:32pm.

Shelly Harrahill  
Secretary

The St. Paul School Board met in special session on September 11, 2017 at 7:35pm. President Mrkvicka stated that notice of the meeting was published in 3 public places per policy, and that the Open Meetings Law was posted on the wall of the meeting room. The following board members were present: Janelle Morgan, Shelly Harrahill, Marty Mrkvicka, Dan Scheer, Jason Meinecke, and Ken Swinarski.

The purpose of the meeting was to hold a public hearing regarding the property tax request for the General Fund, the Building Fund and the Bond Fund for the 2017-18 fiscal year. The tax requests are as follows: General Fund \$4,928,000; Building Fund \$122,000; and Bond Fund \$370,000. No members of the public were present to comment on the property tax request. The hearing adjourned at 7:38pm.

Shelly Harrahill  
Secretary

The St. Paul School Board met in regular session on September 11, 2017 at 7:40pm. President Mrkvicka stated that notice of the meeting was published in 3 public places per policy, and that the Open Meetings Law was posted on the wall of the meeting room. The following board members were present: Janelle Morgan, Shelly Harrahill, Marty Mrkvicka, Dan Scheer, Jason Meinecke, and Ken Swinarski.

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting(s). None were made, and the minutes were declared approved.

The motion to approve the bills as presented by Superintendent Poppert, with Scheer abstaining from Item 55 - Passed with a motion by Janelle Morgan and a second by Shelly Harrahill. Roll call vote: Morgan – AYE; Harrahill – AYE; Mrkvicka – AYE; Scheer – AYE; Meinecke – AYE; Swinarski – AYE.

Motion to pay the credit card bills - Passed with a motion by Ken Swinarski and a second by Dan Scheer. Roll call vote: Morgan – AYE; Harrahill – AYE; Mrkvicka – AYE; Scheer – AYE; Meinecke – AYE; Swinarski – AYE.

The Superintendent presented the Financial Report.

There were no communications from the public.

DeMoine Adams was present to speak about St. Paul's TeamMates program. It was noted that the Howard County TeamMates chapter is beginning its 11th year, and currently has over 50 matches. The program is at maximum capacity for the resources currently available.

Motion to approve the proposed 2017-18 budget as presented by the Superintendent - Passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll call vote: Morgan – AYE; Harrahill – AYE; Mrkvicka – AYE; Scheer – AYE; Meinecke – AYE; Swinarski – AYE.

#### 2017-2018 TAX REQUEST RESOLUTION FOR HOWARD COUNTY SCHOOL DISTRICT # 1 ST. PAUL PUBLIC SCHOOLS

WHEREAS, public notice was given at least five days in advance of a Special Public Hearing called for the purpose of discussing, approving, or modifying the District's Tax

Requests for the 2017-2018 school fiscal year for the General Fund, Bond Fund, and Special Building Fund of Howard County School District # 1; and, WHEREAS, such Special Public hearing was held before the Board of Education (hereinafter "the Board") of Howard County School District # 1 (hereinafter "the District") at the time, date, and place announced in the notice published in the Phonograph Herald, a copy of which notice and proof of publication is attached hereto as Exhibit A, all as required by law; and, WHEREAS, the Board provided an opportunity to receive comment, information and evidence from persons in attendance at such Special Hearing; and, WHEREAS, the Board, after having reviewed the District Tax Requests for each said fund, and after public consideration of the matter, has determined that the Final Tax Requests as listed below are necessary in order to carry out the functions of the District, as determined by the Board for the 2017-2018 school fiscal year. NOW BE IT THEREFORE RESOLVED that (1) the Tax Request for the General Fund should be, and hereby is set at \$4,977,777.73 for the 2017-2018 school fiscal year; (2) the Tax Request for the Bond Fund should be, and hereby is set at \$373,737.37 for the 2017-2018 school fiscal year; and (3) the Tax Request for the Special Building Fund should be, and hereby is set at \$123,232.32 for the 2017-2018 school fiscal year. It is so moved by Dan Scheer and seconded by Janelle Morgan, this 11th day of September, 2017. Roll Call vote as follows: Ken Swinarski AYE; Janelle Morgan AYE; Shelly Harrahill AYE; Marty Mrkvicka AYE; Dan Scheer AYE; and Jason Meinecke AYE. The undersigned herewith certifies, as Secretary of the Board of Education of Howard County School District # 1, that the above Resolution was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.  
Shelly Harrahill, Secretary 9/11/2017

The levy for the general fund is 0.796; the levy for the bond fund is 0.0598; the levy for the building fund is 0.0197, for a total levy of 0.8757.

Motion to accept the bid of \$6,643.63, plus \$804.00 for the warranty, from John Deere for a new mower -Passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll call vote: Morgan – AYE; Harrahill – AYE; Mrkvicka – AYE; Scheer – AYE; Meinecke – AYE; Swinarski – AYE.

Discussion was held regarding the best use of the current public weight room.

Motion to accept the Option Enrollment report as presented - Passed with a motion by Marty Mrkvicka and a second by Shelly Harrahill. Roll call vote: Morgan – AYE; Harrahill – AYE; Mrkvicka – AYE; Scheer – AYE; Meinecke – AYE; Swinarski – AYE.

The principals gave a report on the multicultural educational activities that occur K-12. Student Achievement data was discussed as well as the school improvement goal. A new hot tub has been purchased to help student athletes with their injuries. Mrs. Schulte stated that she has attended several continuing education workshops.

The Building Committee reported on their discussion of sidewalk options for students walking south after school.

In his report, Superintendent Poppert stated that Jane Earnest has been hired as a paraprofessional. NASB conference information was provided, and third day enrollment information was reviewed.

The meeting adjourned at 9:40pm.

Shelly Harrahill  
Secretary

## October 2017 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	A.C. TECHNOLOGIES, LLC	5303	phone system repairs	\$ 140.90
1	Total A.C. TECHNOLOGIES, LLC			<u>\$ 140.90</u>
	ACCESS ELEVATOR & LIFTS, INC	15085	Lift Maintenance	\$ 435.00
2	Total ACCESS ELEVATOR & LIFTS, INC			<u>\$ 435.00</u>
	AURORA CO-OP ELEVATOR	08312017	bus fuel	\$ 964.84
	AURORA CO-OP ELEVATOR	09302017	bus fuel	\$ 1,265.40
3	Total AURORA CO-OP ELEVATOR			<u>\$ 2,230.24</u>
	B.E. Publishing	65759	Keyboarding software	\$ 43.14
4	Total B.E. Publishing			<u>\$ 43.14</u>
	BCN TELECOM	22328862	phone bill	\$ 82.27
5	Total BCN TELECOM			<u>\$ 82.27</u>
	Black Hills Energy	442260067110052017	gas service	\$ 797.08
	Black Hills Energy	442432314310052017	gas service	\$ 320.32
	Black Hills Energy	657954202610052017	gas service	\$ 33.69
	Black Hills Energy	658014305410052017	gas service	\$ 53.14
	Black Hills Energy	800823568010052017	gas service	\$ 29.90
6	Total Black Hills Energy			<u>\$ 1,234.13</u>
	BOMGAARS	09162017	Maint/Science/Tech/IA/Ag/ASP sup	\$ 2,957.57
7	Total BOMGAARS			<u>\$ 2,957.57</u>
	Boys Town	NIE000163224	August education (2)	\$ 4,155.60
8	Total Boys Town			<u>\$ 4,155.60</u>
	BREHMS HEALTH MART	08312017	Nurse/office supplies	\$ 324.84
9	Total BREHMS HEALTH MART			<u>\$ 324.84</u>
	Central Nebraska Rehabilitation Service	09102017	PT/OT B-5 and SA	\$ 2,065.36
10	Total Central Nebraska Rehabilitation Services			<u>\$ 2,065.36</u>
	CENTURY LINK	09102017	Phone bill	\$ 232.62
	CENTURY LINK	09102017KA	Phone bill preschool	\$ 111.04
11	Total CENTURY LINK			<u>\$ 343.66</u>
	CHARTER COMMUNICATIONS	0101372092117	Cable TV	\$ 34.09
12	Total CHARTER COMMUNICATIONS			<u>\$ 34.09</u>
	CITY OF ST. PAUL	10042017	Utilities	\$ 14,027.76
13	Total CITY OF ST. PAUL			<u>\$ 14,027.76</u>
	Computer Hardware	H19587	Tech supplies	\$ 80.00
	Computer Hardware	H19588	Tech supplies	\$ 48.30

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	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
14	Total Computer Hardware			\$ 128.30
	DANA F. COLE & COMPANY	3249747	Audit expense	\$ 4,140.54
15	Total DANA F. COLE & COMPANY			\$ 4,140.54
	DAS State Accounting-Central Finance	1079600	Monthly service fee	\$ 234.93
16	Total DAS State Accounting-Central Finance			\$ 234.93
	EAKES OFFICE PLUS	7331746-0	Supplies	\$ 179.76
	EAKES OFFICE PLUS	7338333-0	Signage	\$ 49.40
	EAKES OFFICE PLUS	7341010-0	Maint/Office supplies	\$ 116.90
	EAKES OFFICE PLUS	7341534-0	supplies	\$ 23.99
	EAKES OFFICE PLUS	7341535-0	supplies	\$ 39.16
	EAKES OFFICE PLUS	7341535-1	Elem prin supplies	\$ 62.89
	EAKES OFFICE PLUS	7349118-0	Art supplies	\$ 689.94
	EAKES OFFICE PLUS	7349394-0	Art supplies	\$ 175.98
17	Total EAKES OFFICE PLUS			\$ 1,338.02
	EDUCATIONAL SERVICE UNIT	10012017	Psych/Staff Dev/AV/ebooks	\$ 9,380.92
18	Total EDUCATIONAL SERVICE UNIT			\$ 9,380.92
	GOPHER SPORTS	9319883	Elementary Playground Equipment	\$ 2,792.79
19	Total GOPHER SPORTS			\$ 2,792.79
	HIRERIGHT, LLC	P0705177	Screening services	\$ 29.40
20	Total HIRERIGHT, LLC			\$ 29.40
	HOMETOWN MARKET	09202017a	Maint supplies	\$ 59.39
	HOMETOWN MARKET	09212017b	FCS/Sped supplies	\$ 369.10
21	Total HOMETOWN MARKET			\$ 428.49
	HOUGHTON MIFFLIN CO.	953413473	Kindergarten Math supplies	\$ 997.70
22	Total HOUGHTON MIFFLIN CO.			\$ 997.70
	HOWARD COUNTY MEDICAL CENTE CHAI6808		Lab fees	\$ 30.00
	HOWARD COUNTY MEDICAL CENTE CHAI7744		Lab fees	\$ 30.00
23	Total HOWARD COUNTY MEDICAL CENTER			\$ 60.00
	ISLAND GLASS	M07863	clear glass	\$ 80.50
24	Total ISLAND GLASS			\$ 80.50
	Island Supply Welding Co.	173393	Welder repair	\$ 225.00
25	Total Island Supply Welding Co.			\$ 225.00
	Johnson, Ed	10032017	Safety audit	\$ 200.00
26	Total Johnson, Ed			\$ 200.00
	JW PEPPER & SON, INC.	03531538	Band supplies	\$ 52.00

## October 2017 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	JW PEPPER & SON, INC.	03535850	Choir supplies	\$ 144.74
27	Total JW PEPPER & SON, INC.			<u>\$ 196.74</u>
	Kermits	29591	Tire and mounting	\$ 35.99
	Kermits	29598	Tire and mounting	\$ 35.99
28	Total Kermits			<u>\$ 71.98</u>
	Kid Academy	0013	Shared bldg expenses	\$ 389.24
	Kid Academy	0014	Shared bldg expenses	\$ 498.53
29	Total Kid Academy			<u>\$ 887.77</u>
	KSB School Law	3588	Legal services	\$ 599.00
30	Total KSB School Law			<u>\$ 599.00</u>
	KWIK STOP	09302017	Fuel	\$ 1,266.88
31	Total KWIK STOP			<u>\$ 1,266.88</u>
	LIBERTY SERVICES INC.	345024	Maint supplies	\$ 27.84
32	Total LIBERTY SERVICES INC.			<u>\$ 27.84</u>
	LOUP CENTRAL LANDFILL	09302017	Maint supplies	\$ 8.74
33	Total LOUP CENTRAL LANDFILL			<u>\$ 8.74</u>
	MARRIOTT HOTELS	09062017jp	Supt lodging	\$ 104.00
	MARRIOTT HOTELS	09062017mm	Board lodging	\$ 104.00
34	Total MARRIOTT HOTELS			<u>\$ 208.00</u>
	MENARDS	32707	Maint supplies	\$ 101.97
	MENARDS	33760	Maint supplies	\$ 79.98
	MENARDS	33927	Maint supplies	\$ 19.96
35	Total MENARDS			<u>\$ 201.91</u>
	MILLER SEED & SUPPLY CO., INC.	213984	Maint supplies	\$ 390.00
36	Total MILLER SEED & SUPPLY CO., INC.			<u>\$ 390.00</u>
	NDE EARLY CHILDHOOD TRAINING (08182017wk2		Gold training	\$ 20.00
37	Total NDE EARLY CHILDHOOD TRAINING CENTER			<u>\$ 20.00</u>
	NE COUNCIL OF SCHOOL ADM.	51826	Labor relations conf (2)	\$ 280.00
	NE COUNCIL OF SCHOOL ADM.	52077	School Law update	\$ 135.00
38	Total NE COUNCIL OF SCHOOL ADM.			<u>\$ 415.00</u>
	NEBRASKA SAFETY CENTER @ UNK 57-4518BUS		Level 1 training	\$ 150.00
39	Total NEBRASKA SAFETY CENTER @ UNK			<u>\$ 150.00</u>
	NRCSA	2017/18 Member	Dues renewal	\$ 850.00

## October 2017 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
40	Total NRCSA			\$ 850.00
	OFFICENET	876064-1	LLR desks	\$ 1,250.00
	OFFICENET	IN12989	Copier usage	\$ 215.10
	OFFICENET	IN12990	Copier usage	\$ 1,140.43
	OFFICENET	IN12991	Copier usage	\$ 117.91
41	Total OFFICENET			\$ 2,723.44
	Olsson Associates	286388	Soil testing	\$ 304.00
42	Total Olsson Associates			\$ 304.00
	One Source The Background Check Co 4408-20170930		Background checks	\$ 33.00
43	Total One Source The Background Check Company			\$ 33.00
	OVERLAND READY MIXED	74226	Maint supplies	\$ 113.75
44	Total OVERLAND READY MIXED			\$ 113.75
	PARTS BIN, INC., THE	09302017	Trans parts	\$ 147.02
45	Total PARTS BIN, INC., THE			\$ 147.02
	PRESTO-X COMPANY	5973956	Pest control	\$ 90.00
	PRESTO-X COMPANY	5979061	Pest control PS bldg	\$ 31.50
46	Total PRESTO-X COMPANY			\$ 121.50
	Rasmussen Mechanical Services	SRV049522	Checked signal to valve	\$ 525.00
47	Total Rasmussen Mechanical Services			\$ 525.00
	S.E. SMITH & SONS	09252017	Science/Art/IA/Ag/Maint supplies	\$ 1,179.03
48	Total S.E. SMITH & SONS			\$ 1,179.03
	Scheer, Daniel	10012017	Trash disposal	\$ 700.00
49	Total Scheer, Daniel			\$ 700.00
	SCHOLASTIC INC.	15613768	JH reading books	\$ 519.49
50	Total SCHOLASTIC INC.			\$ 519.49
	SCHOOL HEALTH CORP	3344726-00	School nurse supplies	\$ 256.69
51	Total SCHOOL HEALTH CORP			\$ 256.69
	SchoolPride	54063	PVC photo board	\$ 1,160.00
52	Total SchoolPride			\$ 1,160.00
	SHERWIN-WILLIAMS	9308-9	Maint supplies	\$ 195.00
	SHERWIN-WILLIAMS	9552-7	Maint supplies	\$ 85.60

## October 2017 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
53	Total SHERWIN-WILLIAMS			\$ 280.60
	Skyline Express LLC	5312594-0	windshield repair	\$ 75.00
54	Total Skyline Express LLC			\$ 75.00
	SMITH WELDING	1964	Football field sign	\$ 53.42
	SMITH WELDING	1980	IA supplies	\$ 16.00
55	Total SMITH WELDING			\$ 69.42
	ST. PAUL DIST REIMBURSE ACCT	10012017	October reimbursements	\$ 1,496.48
56	Total ST. PAUL DIST REIMBURSE ACCT			\$ 1,496.48
	Stepanek, Jason	694956	Elem floor drain	\$ 125.00
	Stepanek, Jason	896805	Science/Preschool materials and la	\$ 1,877.68
	Stepanek, Jason	896807	Preschool work	\$ 80.00
	Stepanek, Jason	896812	Preschool kitchen	\$ 88.00
	Stepanek, Jason	896816	supplies/labor	\$ 282.00
57	Total Stepanek, Jason			\$ 2,452.68
	SupplyWorks	413524612	Maint supplies	\$ 22.41
	SupplyWorks	413845041	Maint supplies	\$ 263.19
	SupplyWorks	413997230	Maint supplies	\$ 150.34
	SupplyWorks	415023274	Maint supplies	\$ 38.54
	SupplyWorks	415023282	Maint supplies	\$ 9.07
	SupplyWorks	415023290	Maint supplies	\$ 4.53
	SupplyWorks	415023308	Maint supplies	\$ 84.11
	SupplyWorks	415192152	Maint supplies	\$ 438.43
	SupplyWorks	415192160	Maint supplies	\$ 158.91
	SupplyWorks	415192178	Maint supplies	\$ 263.19
	SupplyWorks	415192186	Maint supplies	\$ 2.27
	SupplyWorks	415192194	Maint supplies	\$ 1,049.26
58	Total SupplyWorks			\$ 2,484.25
	T O HAAS TIRE CO	33-88828	Trailer tires	\$ 138.26
	T O HAAS TIRE CO	33-88888	Tire disposal fee	\$ 119.00
	T O HAAS TIRE CO	33-89233	Mower tire repair	\$ 25.44
59	Total T O HAAS TIRE CO			\$ 282.70
	TEACHING STRATEGIES LLC	0313602-IN	Elementary Assessement	\$ 168.00
60	Total TEACHING STRATEGIES LLC			\$ 168.00
	THIEL'S TIRE	19493	99 Bus tire repair	\$ 41.75
61	Total THIEL'S TIRE			\$ 41.75
	Thiel, Jeremy	10022017	X-Carve Router	\$ 1,200.00
62	Total Thiel, Jeremy			\$ 1,200.00
	TOMMY-RENE PRINTERS, INC	08312017	Sped/Office supplies-Adv/Notices	\$ 1,158.72
63	Total TOMMY-RENE PRINTERS, INC			\$ 1,158.72

## October 2017 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	Treffer, Tina	10561	Scoreboard panels	\$ 1,010.00
64	Total Treffer, Tina			<u>\$ 1,010.00</u>
	Tri-County Sand & Gravel Inc	53205	Maint supplies	\$ 521.32
65	Total Tri-County Sand & Gravel Inc			<u>\$ 521.32</u>
	Twin Rivers Urgent Care, LLC	09142017	driver physicals	\$ 285.00
66	Total Twin Rivers Urgent Care, LLC			<u>\$ 285.00</u>
	U.S. BANK	09252017	Maint/Prin/Tech supplies	\$ 8,624.30
67	Total U.S. BANK			<u>\$ 8,624.30</u>
	US Bank Equipment Finance	340513316	Copier lease	\$ 679.60
68	Total US Bank Equipment Finance			<u>\$ 679.60</u>
	US GAMES	900458010	License renewal Elem PE	\$ 149.00
69	Total US GAMES			<u>\$ 149.00</u>
	Vargas, Bart	10042017	Art Presentation	\$ 535.00
70	Total Vargas, Bart			<u>\$ 535.00</u>
	VIRGINIA IRVINE	10012017	Maint supplies	\$ 924.55
71	Total VIRGINIA IRVINE			<u>\$ 924.55</u>
	Voyager Sopris Learning	1851742	6 minute solution reading materials	\$ 659.78
72	Total Voyager Sopris Learning			<u>\$ 659.78</u>
	WAYLAN MORAN	8162	Kitchen repairs	\$ 366.93
73	Total WAYLAN MORAN			<u>\$ 366.93</u>
	Winsupply Grand Island NE Co	20459900	Maint supplies	\$ 23.16
74	Total Winsupply Grand Island NE Co			<u>\$ 23.16</u>
	YANDA'S MUSIC	326028	Band supplies	\$ 222.34
	YANDA'S MUSIC	326998	School instrument repair	\$ 68.00
	YANDA'S MUSIC	327000	School instrument repair	\$ 68.00
	YANDA'S MUSIC	327430	Band supplies	\$ 7.60
75	Total YANDA'S MUSIC			<u>\$ 365.94</u>
	Total General Fund bills			<u>\$ 85,042.11</u>
	October 2017 salaries and benefits			<u>\$ 564,000.87</u>
	Grand Total General Fund expenditures			<u><u>\$ 649,042.98</u></u>



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343

ACCOUNT NUMBER 4485 5945 5558 2731  
STATEMENT DATE 09-25-2017  
AMOUNT DUE \$13,754.22  
NEW BALANCE \$13,754.22

PAYMENT DUE ON RECEIPT



000032305 01 SP 0.500 106481226712362 P  
ST PAUL PUBLIC SCHOOLS  
ATTN JOHN POPPERT  
PO BOX 325  
ST. PAUL NE 68873-0325

AMOUNT ENCLOSED  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4485594555582731 001375422 001375422

Please tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

ST. PAUL PUBLIC SCHO 4485 5945 5558 2731	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	\$7,168.28	\$13,929.12	\$0.00	\$0.00	\$0.00	\$174.90	\$7,168.28	\$13,754.22

**CORPORATE ACCOUNT ACTIVITY**

ST. PAUL PUBLIC SCHOOLS  
4485-5945-5558-2731

TOTAL CORPORATE ACTIVITY  
\$7,168.28 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-18	09-18	7479826726100000000034	PAYMENT - THANK YOU 00000 C	7,168.28 PY

**NEW ACTIVITY**

ATHLETICS 4485-5910-0148-5964 CREDITS \$0.00 PURCHASES \$4,787.41 CASH ADV \$0.00 TOTAL ACTIVITY \$4,787.41

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-28	08-25	24492157237637959486363	HUDL HTTPSWWW.HUDL NE	800.00
08-28	08-25	24492157237637959684520	HUDL HTTPSWWW.HUDL NE	2,263.00
08-28	08-25	24755417237282375451426	NFHS LEARN.COM COURSE 317-9726900 IN	75.00
08-31	08-28	24247607242100342691095	GOLD MEDAL PRODUCTS CO CINCINNATI OH	52.60
09-01	08-30	24789307243573600702194	PLAY IT AGAIN SPORTS GRAND ISLAN NE	14.41
09-04	09-01	24412897246017035682912	PLAYSCRIPTS INC 866-639-7529 NY	312.13

**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

4485-5945-5558-2731

**ACCOUNT SUMMARY**

PREVIOUS BALANCE 7,168.28  
PURCHASES & OTHER CHARGES 13,929.12

STATEMENT DATE 09/25/17  
DISPUTED AMOUNT .00

CASH ADVANCES .00  
CASH ADVANCE FEES .00  
LATE PAYMENT CHARGES .00

**SEND BILLING INQUIRIES TO:**

U.S. BANK  
P.O. Box 6335  
Fargo, ND 58125-6335

**AMOUNT DUE**

13,754.22

CREDITS 174.90  
PAYMENTS 7,168.28  
ACCOUNT BALANCE 13,754.22



Company Name: ST PAUL PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5558 2731
Statement Date: 09-25-2017

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-07	09-05	24445007249100244930407	DOLLAR-GENERAL #7867 SAINT PAUL NE	11.59
09-08	09-07	24492157250715285247071	CUSTOMINK LLC 800-293-4232 VA	622.43
09-08	09-07	24492157251717293941561	CUSTOMINK LLC 800-293-4232 VA	34.93
09-11	09-08	24445007252300417518575	CASEYS ST PAUL ST PAUL NE	127.64
09-12	09-11	24692167254100265989302	AMAZON.COM AMZN.COM/BILL WA	198.74
09-18	09-16	24643737260017117467018	GEHL FOODS INC 262-251-8572 WI	99.00
09-20	09-19	24692167262100372586454	APL* ITUNES.COM/BILL 866-742-7753 CA	10.64
09-25	09-22	24412897267017036069980	PLAYSCRIPTS INC 866-639-7529 NY	113.11
09-25	09-23	24692167266100739759527	AMAZONPRIME MEMBERSHIP AMZN.COM/PRME WA	52.19

<b>ELEMENTARY</b> 4485-5906-0002-1766	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$411.78	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$411.78
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-30	08-28	24445007241300403545545	CASEYS ST PAUL ST PAUL NE	42.60
09-11	09-09	24692167252100230603204	AMAZON.COM AMZN.COM/BILL WA	137.10
09-14	09-13	24692167256100512610469	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	199.98
09-21	09-20	24692167263100059385260	AMAZON.COM AMZN.COM/BILL WA	32.10

<b>HIGH SCHOOL</b> 4485-5907-0002-1385	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$4,817.07	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$4,817.07
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-28	08-26	24639237239900011209807	BERGMAN INCENTIVES INC. 402-6617900 NE	159.99
08-28	08-26	74198817239734579403750	PAYPAL *NOVISIGN 0549402818	40.00
08-29	08-28	24431067240083710726955	BANNERSONTHECHEAP.COM 877-710-1876 TX	91.34
08-29	08-28	24906417240043664995603	DNH*GODADDY.COM 480-5058855 AZ	201.70
09-06	09-05	24436547249009094177413	NAFME 703-8604000 VA	145.00
09-07	09-06	24492157249637331228893	SOCRATIVE PRO LICENSE MASTERYCONNEC UT	179.97
09-11	09-08	24789307253629702571379	RUNZA SAINT PAUL SAINT PAUL NE	38.39
09-11	09-08	24789307253629702571387	RUNZA SAINT PAUL SAINT PAUL NE	6.16
09-13	09-11	24207857255324400435699	NEBRASKA MUSIC EDUCATORS 402-9373359 NE	20.00
09-18	09-15	24692167258100870664056	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	44.95
09-18	09-16	24692167259100565790165	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	34.32
09-18	09-17	24692167260100314948061	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	82.90
09-20	09-19	24431067262083709846171	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	220.47
09-21	09-20	24001757263200206908727	BUILD-CHARGE.COM 800-375-3403 CA	3,297.00
09-22	09-21	24692167264100530764447	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	26.46
09-22	09-21	24692167264100621204667	AMAZON.COM AMZN.COM/BILL WA	159.78
09-22	09-22	24692167265100856262694	AMAZON.COM AMZN.COM/BILL WA	23.54
09-22	09-22	24692167265100902179421	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	45.10

<b>JOHN POPPERT</b> 4485-5903-0002-3633	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$1,547.83	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$1,547.83
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-28	08-24	24226387237370115732316	SAMSCLUB.COM 8887467726 AR	527.82
08-28	08-26	24692167238100155957295	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	10.58
08-28	08-26	24692167238100168278556	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	38.90



Company Name: ST PAUL PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5558 2731
Statement Date: 09-25-2017

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-30	08-29	24692167241100012627250	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	49.90
08-30	08-29	24692167241100042333515	AMAZON.COM AMZN.COM/BILL WA	169.98
08-31	08-30	24431067242083310636800	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	87.00
09-01	08-31	24692167243100200609225	APL* ITUNES.COM/BILL 866-712-7753 CA	59.99
09-07	09-06	24692167249100157855221	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	103.97
09-07	09-06	24692167249100181261602	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	499.69

<b>JOHN POPPERT</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
4485-5910-0194-5462	\$174.90	\$2,365.03	\$0.00	\$2,190.13

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-12	09-08	74798267255100108867900	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	33.00
09-13	09-09	74798267256100973101582	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	174.90 CR
09-13	09-08	74798267256100345847508	AMAZON.COM AMZN.COM/BILL WA	62.99
09-13	09-09	74798267256100828129291	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	174.90
09-13	09-08	74798267256370120500487	SAMSLUB.COM 8887467726 AR	419.76
09-19	09-19	24692167262100160546025	AMAZON.COM AMZN.COM/BILL WA	58.99
09-20	09-19	24692167262100534915344	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	29.99
09-20	09-19	24692167262100539121567	AMAZON.COM AMZN.COM/BILL WA	269.97
09-20	09-19	24692167262100541501640	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	12.66
09-20	09-19	24692167262100543198353	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	114.98
09-20	09-19	24692167262100546508038	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	114.98
09-20	09-20	24692167263100742684830	AMAZON.COM AMZN.COM/BILL WA	237.00
09-21	09-20	24431067263083302675075	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	167.08
09-21	09-20	24692167263100064819204	AMAZON.COM AMZN.COM/BILL WA	299.99
09-21	09-20	24692167263100943161901	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	308.75
09-21	09-21	24692167264100347191040	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	10.99
09-25	09-22	24692167265100271992156	AMAZONPRIME MEMBERSHIP AMZN.COM/PRME WA	49.00

Department: 00000 Total:	\$13,754.22
Division: 00000 Total:	\$13,754.22



U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER 4485-5903-0002-3633

AMOUNT DUE \$0.00



000033558 01 SP 0.500 106481226713615 P

JOHN POPPERT  
 SP WILDCATS  
 PO BOX 325  
 ST. PAUL NE 68873-0325

AMOUNT ENCLOSED
\$

Please make check payable to:  
 U.S. BANK

U.S. BANK  
 P.O. BOX 790428  
 ST. LOUIS, MO 63179-0428

PLEASE MAKE ANY ADDRESS CHANGES  
 ON THE BACK OF THE PAYMENT COUPON  
 DETACH HERE AND RETURN WITH PAYMENT

4485590300023633 000000000

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
09-08	09-08	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	24692167251100108867908	33.00
09-09	09-11	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	74692167252100973101585	174.90CR
09-08	09-11	5300	SAMSCLUB.COM 8887467726 AR	24226387253370120500483	419.76
09-08	09-11	5942	AMAZON.COM AMZN.COM/BILL WA	24692167251100345847507	62.99
09-09	09-11	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	24692167252100828129299	174.90
09-08	09-12	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	24692167251100108867908	33.00CR
09-08	09-13	5300	SAMSCLUB.COM 8887467726 AR	24226387253370120500483	419.76CR
09-08	09-13	5942	AMAZON.COM AMZN.COM/BILL WA	24692167251100345847507	62.99CR
09-09	09-13	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	24692167252100828129299	174.90CR
09-09	09-13	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	74692167252100973101585	174.90

CUSTOMER SERVICE CALL  <b>800-344-5696</b>	<b>ACCOUNT NUMBER</b> 4485-5903-0002-3633		<b>ACCOUNT SUMMARY</b>	
	PLEASE MAIL BY 10/16/17	STATEMENT DATE 09/25/17	PREVIOUS BALANCE	\$0.00
TO ENSURE PROPER CREDIT PLEASE RETURN UPPER PORTION WITH PAYMENT  SEND PAYMENTS TO:			PAYMENTS	\$0.00
			U.S. BANK P.O. BOX 790428 ST. LOUIS, MO 63179-0428	SEND BILLING INQUIRIES TO:  U.S. BANK P.O. BOX 6335 FARGO, ND 58125-6335
			CASH ADVANCES	\$0.00
			DISPUTE AMOUNT	\$0.00
			CREDITS	\$865.55
			LATE PAYMENT CHARGES	\$0.00
			CASH ADVANCE FEES	\$0.00
			<b>NEW BALANCE</b>	<b>\$0.00</b>

US Bank Credit Card  
September 25, 2017 billing

Paid by Activity Account	\$ 5,129.92	
General Fund		\$ 8,624.30
Preschool supplies	\$ 32.10	
Sped supplies	\$ 99.99	
Elem Prin supplies	\$ 142.59	
Elem supplies	\$ 137.10	
Activity supplies	\$ 425.24	
Supt. Supplies	\$ 49.00	
Sec Prin meals	\$ 44.55	
Sec Prin supplies	\$ 1,098.67	
Secondary supplies	\$ 179.97	
Music Dept	\$ 165.00	
Maintenance supplies	\$ 3,605.75	
Tech supplies	\$ 2,367.34	
Business Ed supplies	\$ 277.00	
	<hr/>	
	\$ 13,754.22	



# St. Paul Public School

DISTRICT NO. 1  
P.O. Box 325  
St. Paul, Nebraska 68873

Phone (308) 754-4433

Fax (308) 754-5374



JENNIFER HAGEN  
SECONDARY PRINCIPAL

RICK PETERS  
ACTIVITIES DIRECTOR

JOHN POPPERT  
SUPERINTENDENT

KIM SCHULTE  
SPECIAL EDUCATION DIRECTOR

SARA PAIDER  
ELEMENTARY PRINCIPAL

**BOARD OF EDUCATION**

**PAGE 1**

**October 9, 2017**

## FINANCIAL REPORT

### GENERAL FUND

BEGINNING BALANCE		\$	4,394,411.46
RECEIPTS:			
SIXPENCE GRANT 16-17	\$	23,671.24	
AUTISM GRANT	\$	500.00	
DISTANCE ED INCENTIVE	\$	4,997.72	
DHHS MIPS	\$	483.11	
GREELEY CO TAXES	\$	2,139.29	
STATE AID	\$	128,388.00	
BCN ERATE REFUND	\$	151.14	
LOCAL TAXES	\$	270,189.55	
CITIZENS MMA INTEREST	\$	28.11	
CITIZENS CKG INTEREST	\$	4.95	
ICS CHECKING INTEREST	\$	1,316.17	
ICS CD INTEREST	\$	239.02	
TOTAL RECEIPTS		\$	432,108.30
TOTAL AVAILABLE		\$	4,826,519.76
LESS DISBURSEMENTS FOR OCTOBER 9, 2017 BOARD MEETING:			
BILLS	\$	(85,042.11)	
SALARIES & BENEFITS	\$	(564,000.87)	
		\$	(649,042.98)
<b>GRAND TOTAL GENERAL FUND</b>		\$	4,177,476.78

**GENERAL FUND TOTAL FROM OCTOBER 10, 2016**

**\$4,109,874.74**

**BUILDING MAINTENANCE FUND**

BEGINNING BALANCE			\$	2,387.50
	SEPTEMBER INTEREST		\$	0.02
			\$	2,387.52
MONEY MARKET	BEGINNING BALANCE	\$	198,734.17	
	LOCAL TAXES	\$	2,799.28	
	GREELEY CO TAXES	\$	24.76	
	SEPTEMBER INTEREST	\$	52.87	
			\$	201,611.08
<b>GRAND TOTAL BUILDING MAINTENANCE FUND</b>			\$	203,998.60

2017-2018 BLDG FUND BUDGET	\$	357,472.00
YEAR TO DATE EXPENSES	\$	-
REMAINING BUDGET	\$	357,472.00

**DEPRECIATION FUND**

BEGINNING BALANCE			\$	117.23
	TRANSFROM FROM MMA		\$	5,845.53
	MSEC (Whirlpool)		\$	(5,845.53)
	SEPTEMBER INTEREST		\$	-
			\$	117.23
MONEY MARKET	BEGINNING BALANCE	\$	596,705.78	
	IPAD SALES	\$	480.00	
	TRANSFER TO CHECKING	\$	(5,845.53)	
	SEPTEMBER INTEREST	\$	118.58	
			\$	591,458.83
<b>GRAND TOTAL DEPRECIATION FUND</b>			\$	591,576.06

2017-2018 DEPR FUND BUDGET	\$	520,785.00
YEAR TO DATE EXPENSES	\$	(5,845.53)
REMAINING BUDGET	\$	514,939.47

<u>BOND FUND</u>			
BEGINNING BALANCE			\$ 234.85
	SEPTEMBER INTEREST		\$ -
			\$ 234.85
MONEY MARKET	BEGINNING BALANCE	\$ 318,560.50	
	COUNTY TREASURER	\$ 17,681.66	
	GREELYE CO TAXES	\$ 155.20	
	SEPTEMBER INTEREST	\$ 52.56	
			\$ 336,449.92
<b>GRAND TOTAL BOND FUND</b>			<b>\$ 336,684.77</b>
	2017-2018 BOND FUND BUDGET	\$ 677,781.00	
	YEAR TO DATE EXPENSES	\$ -	
	REMAINING BUDGET	\$ 677,781.00	

<u>EMPLOYEE BENEFIT FUND</u>			
BEGINNING BALANCE			\$ 93.31
	SEPTEMBER INTEREST		\$ -
			\$ 93.31
MONEY MARKET	BEGINNING BALANCE	\$ 16,208.13	
	SEPTEMBER INTEREST	\$ 1.93	
			\$ 16,210.06
<b>GRAND TOTAL EMPLOYEE BENEFIT FUND</b>			<b>\$ 16,303.37</b>
	2017-2018 EMP BEN BUDGET	\$ 16,297.00	
	YEAR TO DATE EXPENSES	\$ -	
	REMAINING BUDGET	\$ 16,297.00	

<u>HOT LUNCH FUND</u>			
BEGINNING BALANCE			\$ 36,695.98
	RECEIPTS		\$ 28,594.06
	CONVENIENCE FEES		\$ 108.00
TOTAL AVAILABLE			\$ 65,398.04
	LESS DISBURSEMENTS		\$ (29,823.96)
	VANCO INVOICED FEES		\$ (15.55)
	VANCO PROCESSING FEES		\$ (117.65)
			\$ 35,440.88
MONEY MARKET	BEGINNING BALANCE	\$ 27,754.67	
	SEPTEMBER INTEREST	\$ 4.41	
			\$ 27,759.08
<b>GRAND TOTAL HOT LUNCH FUND</b>			<b>\$ 63,199.96</b>
<b>GRAND TOTAL HOT LUNCH FUND FROM OCTOBER 10, 2016</b>			<b>\$ 66,125.86</b>
	2017-2018 LUNCH FUND BUDGET	\$ 425,000.00	
	YEAR TO DATE EXPENSES	\$ (29,957.16)	
	REMAINING BUDGET	\$ 395,042.84	

**St Paul Public School**  
**Remaining Budget Report**  
**2017-2018 Fiscal Year**

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>October-16</u>	<u>October-17</u>	<u>YTD Exp</u>	<u>Budget Remaining</u>	<u>% Remaining</u>
1100	Regular Education	\$ 3,969,101.00	\$ 281,233.34	\$ 281,464.96	\$ 615,349.62	\$ 3,353,751.38	84.50%
1101	Art Program	\$ 94,604.00	\$ 6,875.80	\$ 8,395.96	\$ 17,085.01	\$ 77,518.99	81.94%
1102	Music Program	\$ 172,133.00	\$ 13,341.08	\$ 12,885.09	\$ 27,886.88	\$ 144,246.12	83.80%
1103	Industrial Arts	\$ 101,313.00	\$ 10,048.23	\$ 8,626.40	\$ 16,241.70	\$ 85,071.30	83.97%
1104	Vocational Ag	\$ 99,395.00	\$ 8,988.55	\$ 7,336.71	\$ 14,457.94	\$ 84,937.06	85.45%
1105	FACS (Home Ec)	\$ 89,552.00	\$ 6,867.04	\$ 7,273.68	\$ 14,403.20	\$ 75,148.80	83.92%
1106	Business Education	\$ 92,111.00	\$ 8,121.61	\$ 7,485.29	\$ 14,420.44	\$ 77,690.56	84.34%
1160	Poverty Program	\$ 224,787.00	\$ 15,658.98	\$ 18,281.83	\$ 36,563.67	\$ 188,223.33	83.73%
1190	Early Childhood	\$ 109,927.00	\$ -	\$ 5,807.45	\$ 11,210.58	\$ 98,716.42	89.80%
1200	Sp Ed (School Age/BA5)	\$ 980,601.00	\$ 70,951.70	\$ 79,228.69	\$ 142,525.46	\$ 838,075.54	85.47%
2120	Guidance Program	\$ 115,621.00	\$ 15,826.47	\$ 8,711.59	\$ 18,214.58	\$ 97,406.42	84.25%
2130	School Nurse	\$ 57,582.00	\$ 6,730.54	\$ 3,460.10	\$ 7,058.28	\$ 50,523.72	87.74%
2150	Safety Activities	\$ -		\$ 200.00	\$ 200.00	\$ -	0.00%
2190	School Activities	\$ 114,121.00	\$ 12,859.25	\$ 11,328.61	\$ 25,808.77	\$ 88,312.23	77.38%
2212	Staff Development	\$ 20,000.00	\$ 1,222.00	\$ 145.00	\$ 287.00	\$ 19,713.00	98.57%
2222	Library Program	\$ 134,334.00	\$ 15,725.82	\$ 9,177.55	\$ 20,221.47	\$ 114,112.53	84.95%
2310	Board of Education	\$ 122,824.00	\$ 6,979.19	\$ 8,993.61	\$ 28,612.64	\$ 94,211.36	76.70%
2320	Executive Admin	\$ 241,586.00	\$ 19,408.73	\$ 19,800.86	\$ 39,465.89	\$ 202,120.11	83.66%
2330	District Legal Services	\$ 12,000.00	\$ 155.00	\$ 599.00	\$ 1,583.40	\$ 10,416.60	86.81%
2410	Principals Program	\$ 449,198.00	\$ 43,628.65	\$ 37,929.50	\$ 84,891.82	\$ 364,306.18	81.10%
2510	General Business	\$ 62,650.00	\$ 3,768.04	\$ 7,225.05	\$ 9,226.40	\$ 53,423.60	85.27%
2610	Building Operation	\$ 593,366.00	\$ 23,536.64	\$ 25,015.06	\$ 67,482.48	\$ 525,883.52	88.63%
2620	Building Maintenance	\$ 906,880.00	\$ 33,387.84	\$ 32,060.59	\$ 144,272.15	\$ 762,607.85	84.09%
2750	Transportation	\$ 405,761.00	\$ 20,554.00	\$ 18,313.25	\$ 52,453.80	\$ 353,307.20	87.07%
2760	Sp Ed Transportation	\$ 39,762.00	\$ 1,172.17	\$ 2,668.20	\$ 4,383.40	\$ 35,378.60	88.98%
3135	High Ability Learner	\$ 10,438.00	\$ 120.00	\$ 170.00	\$ 205.00	\$ 10,233.00	98.04%
3520	PBiS	\$ 5,000.00	\$ -	\$ -	\$ 138.67	\$ 4,861.33	97.23%
3541	Sixpence Grant	\$ 110,000.00	\$ -	\$ 124.64	\$ 124.64	\$ 109,875.36	99.89%
3570	State Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3573	Revision Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
4200	Title I	\$ -	\$ 9,403.18	\$ 9,133.13	\$ 18,271.91	\$ (18,271.91)	0.00%
4210	Title I Accountability	\$ 115,630.00		\$ -	\$ 2,094.94	\$ 113,535.06	98.19%
4310	Title II-A (Class-Size)	\$ 44,346.00	\$ 3,604.98	\$ 3,696.35	\$ 7,392.70	\$ 36,953.30	83.33%
4404	IDEA Preschool	\$ 76,683.00	\$ 4,990.50	\$ 5,798.15	\$ 11,403.36	\$ 65,279.64	85.13%
4406	IDEA Part B Preschool	\$ 7,830.00		\$ 637.61	\$ 1,039.22	\$ 6,790.78	86.73%
4410	IDEA Part B	\$ 92,930.00	\$ 6,721.65	\$ 7,069.07	\$ 14,138.15	\$ 78,791.85	84.79%
4970	ESU Stipends	\$ 2,938.00		\$ -	\$ -	\$ 2,938.00	100.00%
6000	Summer School	\$ 29,379.00		\$ -	\$ -	\$ 29,379.00	100.00%
8000	Transfers	\$ 25,000.00		\$ -	\$ -	\$ 25,000.00	100.00%
	<b>Total</b>	<b>\$ 9,729,383.00</b>	<b>\$ 651,880.98</b>	<b>\$ 649,042.98</b>	<b>\$ 1,469,115.17</b>	<b>\$ 8,260,267.83</b>	<b>84.90%</b>

## MONTHLY FINANCIAL REPORT

September 2017

Number			
100	GENERAL FUND		\$ 788.90
101	STUDENT AGENDA		\$ 1,081.48
103	WILDCAT EXPRESS		\$ 2,507.48
104	ELEMENTARY		\$ 3,217.74
105	ESU REIMBURSEMENT		\$ 3,036.03
106	INTEREST		\$ 618.66
107	WILDCAT BUCK PROGRAM		\$ -
108	DL CLASSES		\$ 1,704.30
113	YEARBOOK		\$ 3,443.34
213	CLASS OF 2018 (SENIORS)		\$ 2,595.53
214	CLASS OF 2021 (FRESHMAN)		\$ 799.04
215	CLASS OF 2019 (JUNIORS)		\$ 1,059.71
216	CLASS OF 2020 (SOPHOMORES)		\$ 1,360.15
217	CLASS OF		\$ -
302	CHEER SQUAD		\$ 3,054.57
304	DANCE SQUAD		\$ 1,318.62
320	SCHOLARSHIP		\$ 21,349.03
340	VOCAL MUSIC		\$ 192.45
350	INSTRUMENTAL MUSIC		\$ 438.19
360	MUSICAL/VARIETY SHOW		\$ (1,174.59)
362	ALL SCHOOL PLAY		\$ 1,560.75
370	STUDENT COUNCIL		\$ (1,004.37)
380	SENIOR ART TRIP		\$ 709.92
381	ART CLUB		\$ 1,291.15
390	TRANSPORTATION FUND		\$ 4,218.03
500	ATHLETICS		\$ 24,563.35
501	WRESTLING - BOWDER		\$ 946.97
502	WEIGHT ROOM KEYS		\$ 1,697.51
503	FOOTBALL - FULLER		\$ 1,868.91
504	GIRLS BASKETBALL - RUNCIE		\$ 1,106.90
506	BOYS BASKETBALL - REINSCH		\$ 1,603.68
507	VOLLEYBALL - KOEHN		\$ 1,378.96
508	SOFTBALL - VOLK		\$ 1,270.75
509	CONCESSIONS		\$ 6,071.50
600	FFA		\$ 3,194.83
602	MATILDA		\$ 3,053.55
700	FCCLA		\$ 3,707.36
800	FBLA		\$ 589.17
801	MATH/SCIENCE CLUB		\$ 7,472.19
			\$ 112,691.74
	2017-2018 BUDGET		\$ 400,000.00
	YEAR TO DATE EXPENSES		\$ 41,425.21
	REMAINING BUDGET		\$ 358,574.79

CHAPTER St. Paul FFA Chapter

2017 NATIONAL FFA CONVENTION BUS TRIP RESERVATION

We will depart from :

5 (4 members / 1 coach) 1475.00

(Bus Seats) \_\_\_\_\_ 14 \_\_\_\_\_

North Platte      Kearney      Grand Island      Norfolk

(Tour Fee)    \$ 338.00      \$ 322.00      \$ 295.00      \$ 279.00

(Bus Seats) \_\_\_\_\_ \_\_\_\_\_

Columbus      Lincoln      Omaha/Council Bluffs

(Tour Fee)    \$ 290.00      \$ 260.00      \$ 257.00

Rooms Requested:

4 - 1 room x 3 nights 570.00

Double Rooms

King Rooms

(2 Queen Size Beds)

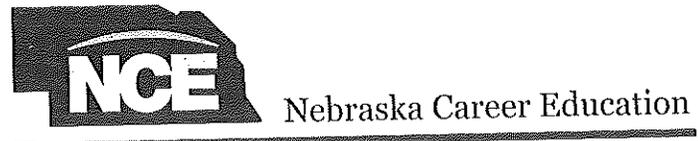
(One King size Bed)

(4 Person Maxim)

(2 Person Maxim)

\$ 190.00 (Tax Incl)

\$ 175.00 (Tax Incl)



THE DEPOSIT (NON-REFUNDABLE, BUT TRANSFERABLE)

SCHEDULE WILL BE AS FOLLOWS :

\$ 50.00 per Person Due March 1, 2017

\$ 25.00 per Person Due May 1, 2017

Balance Due as of September 1, 2017

PLEASE E-MAIL TO: [crossierinc@conpoint.com](mailto:crossierinc@conpoint.com)

295 x 5 = 1475.00

190 x 3 = 570.00

Early Drive = 515.00

2560.00 \*

4 members

1 Coach

- BUS
- ROOMS
- ENTRANCE FEES



# Crosier Inc.

P.O. Box 546 • Beatrice, Nebraska 68310-0546

crosierinc@conpoint.com

Rick Crosier - President • Patricia Crosier - Secretary/Treasurer

Cell (402) 992-1226 • Cell (402) 992-1224

*I remain unvanquished*

September 25, 2017

Dear Boyd Chapter St. Paul

2017 Early Bus Assessment

Early Bus Assessment (Bus, Driver's rooms, rental Car, and gas) \$27.00 per person

Early Assessment \$ 27.00 x 5 people = \$ 135.00

Tuesday night's lodging 3 Double (\$ 190 x 2) = \$ 380.00

Total Assessment \$ 515.00

TOTAL (Due by 10-15-17) = \$ 515.00

Please Make Payment payable to FFA Convention Tour  
P.O. Box 546  
Beatrice, Nebraska 68310

SAFETY AND SECURITY PLAN  
ST. PAUL SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The school has a crisis plan	X		
The school has a crisis team	X		The crisis team meets at least quarterly to review responsibilities.
The administration consulted with outside agencies, e.g. police, fire marshal, emergency management	X		Local fire and police have copies of the district's emergency plans.
The school has an evacuation plan	X		The evacuation plan has been adopted and has been practiced since the plan was implemented by the 7-12.
Crisis drills are practiced routinely	X		Procedures for lockdown are practiced twice each school year.
Blueprints for the school are readily available if needed	X		Blueprints are in the office of the superintendent.
Roles for the crisis team members are clearly defined	X		Members' responsibilities are outlined in the crisis plan.
Procedures for dealing with the police are defined	X		Procedures are covered in the crisis plan.
Procedures for dealing with the media are defined	X		The St. Paul newspaper serves as the media source for the district.
Procedures are in place for securing the building	X		

SAFETY AND SECURITY PLAN  
ST. PAUL SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Procedures are in place for dealing with hazardous materials	X		This information is included in board of education policy.
Procedures are in place for addressing the aftermath; e.g.; grief and loss counseling, support groups, & memorials	X		This information can be found in the crisis manual.
The district has a plan to inform parents of inclement weather	X		INFINITE CAMPUS, ALERT NOW plus radio and television stations are used for this purpose.
The district has a plan to inform parents of a crisis	X		Infinite Campus and Infinite Messenger
Procedures are in place to inform the community of a crisis	X		Infinite Campus and Infinite Messenger
Procedures are in place for search and seizure	X		This information is included in board of education policy.
The district has a plan to deal with threats, e.g.; bomb threats or physical threats	X		
The district has a plan to document crisis situations	X		
A resource officer is assigned to the school	X		The officer is at the school two and one/half days each week.
The school is monitored by a security alarm system		X	

SAFETY AND SECURITY PLAN  
ST. PAUL SCHOOL DISTRICT

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The district has surveillance cameras in use	X		There are several cameras located throughout the building. Cameras are also located in all of the district's buses.
Procedures are in place to deal with suicide	X		Area counselors are contacted.
The school has a dress code or uniforms are required	X		The policy identifies items of clothing that are unacceptable.
The district has a policy to deal with sexual harassment	X		
The district has a policy to deal with bullying	X		
A procedure is in place for students and parents to express their concerns to the administration about safety concerns	X		
Data are maintained by the school on discipline issues, weapons, and violent behavior	X		
All staff members participate in suicide awareness training	X		
Fire and tornado drills are conducted according to State policy	X		Ten fire drills and held each school year. Students participate in one tornado drill each year.
Bus evacuation drills are held according to State policy	X		Two evacuation drills for all students are conducted each school year.

SAFETY AND SECURITY PLAN  
ST. PAUL SCHOOL DISTRICT

## ST. PAUL SCHOOL DISTRICT

### SECTION I – FLOORS, HALLWAYS, AND EXITS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Floors are in good condition with no slip, trip, and fall hazards.	X		
2. Housekeeping is adequate. Hallways and exits are not blocked by storage.	X		You have done a commendable job of keeping your hallways free of storage.
3. Spilled food or water cleaned up promptly. “Wet floor” signs are used as necessary.	X		Signs of this nature are used when necessary.
4. Doormats provided by doorways to collect water, slush, and snow.	X		
5. Aisles are unobstructed and sufficiently wide for clear passage.	X		
A. In previous years, the north/south hallway located near the cafeteria and the gymnasium was partially blocked by many tables and chairs. I noticed you have corrected this problem and the district is to be commended for implementing the safety measures recommended.			

### SECTION II – CLASSROOMS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Desks, chairs, and tables are in good repair.	X		I did not see any furniture that needs to be replaced.
2. Adequate aisle space provided for quick exits.	X		
3. Floors are in good condition and not slippery.	X		
4. Potential hazards are observable, i.e., extension cords across aisles improperly.		X	(See comment “D” below)

## ST. PAUL SCHOOL DISTRICT

### SECTION II – CLASSROOMS (cont.)

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
5. Televisions are fastened to the cart on which they have been placed.	X		
6. Student work areas are not located beneath wall/ceiling mounted televisions.	X		
A. There are three science labs and each contained an emergency gas shut-off valve which is prominently labeled and easily accessible. This is an excellent safety practice and the district is to be commended for your safety efforts.			
B. The carpet and tiled surfaces were in excellent condition and I have no concerns with these surfaces. You are to be commended on the installation of new carpet in the three-story elementary classrooms.			
C. In elementary classroom #313 (Mrs. Bowder's room), there was a throw-rug (green) in the middle of the floor that serves as a tripping device and I suggest the rug be removed.			
D. Unprotected cords on the floor can lead to trips/falls; consequently, you are encouraged to cover these cords with cord covers to guard against injury to your staff. Following are classrooms where this scenario existed: a) room 420; and b) room 424.			

### SECTION III – EXITS AND EMERGENCY LIGHTING

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Emergency lighting and exit lighting is operational.		X	(see comments B thru D below)
2. Exterior exit surfaces are clear for a prompt exit.	X		

## ST. PAUL SCHOOL DISTRICT

### SECTION III – EXITS AND EMERGENCY LIGHTING (cont.)

YES

NO

COMMENT

- A. The school district has a generator which powers practically all exit lights and emergency lights. I don't see many schools so equipped and you are to be commended for having this equipment.
- B. Following are locations where emergency lights are in poor condition or were not in working and need to be replaced and/or repaired:
- 1) room #433 (battery is very weak and probably needs to be replaced);
  - 2) the light located inside the door of the chemistry room (#431);
  - 3) the light on the north wall of the varsity men's locker room;
  - 4) the light on the south wall of the varsity men's locker room;
  - 5) the light on the north wall of the varsity women's locker room;
  - 6) the light in the jr. high boys' locker room;
  - 7) the light in the Century room; and
  - 8) the light in the conference room in the community library (one bulb is burnt out).
- C. Following are locations where exit lights are in poor condition or were not working and need to be replaced and/or repaired:
- 1) the west light in the music room;
  - 2) both exit lights heading east out of the community library;
  - 3) both exit lights in the conference room--community library; and
  - 4) the exit light in the hall leading south out of the community library.
- D. It is suggested the district consider installing emergency lights in the following locations:
- 1) the music room (possibly two lights);
  - 2) the woods/welding shop; and
  - 3) the air handling room located above the gymnasium (by the weight deck).
- E. In the old gym, there are emergency lights located behind each basketball goal. Due to their location, we could not reach them to test if they were operable. Your custodial staff should check these lights periodically to make certain they are in working order. The safest and easiest method is to cut the power to these lights. Mr. Blankenship indicated he would search out the circuit breaker.

## ST. PAUL SCHOOL DISTRICT

### SECTION IV – STORAGE, SHIPPING, AND RECEIVING

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Housekeeping is adequate with no excessive amount of combustibles.	X		I found areas to be neat, clean, and very well organized.
2. Heavy items are stored waist high on shelves where possible.	X		
3. Boiler rooms are kept reasonably neat and free of storage.	X		
4. No gasoline is stored in any of the attendance centers.	X		
A. The condition of the mechanical room located across the hall from room #421 was in excellent condition. The panels were unobstructed and your custodial staff is to be commended for these improvements. In the center of the floor, there is a slab of concrete that seems to serve no useful purpose and appears to be a tripping hazard. It is suggested the district consider removing this piece of concrete.			
B. The condition of the elementary mechanical room was greatly improved over previous years as the room is no longer being used as a storage room. Keep up the excellent work.			
C. The electrical panels located in the weight room storage area were unobstructed which is commendable. Keep up the excellent work.			
D. The elementary electrical room has been turned into a storage area with many items being stored in front of electrical panels which is not permitted. Keep in mind you need at least three feet of clearance for all electrical panels.			
E. There are eight water heaters/boilers that require inspection and all units carried current inspection certificates.			

### SECTION V – LADDER SAFETY

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Employees are periodically instructed on the safe use of ladders.	X		
2. Metal ladders are not used in conjunction with electrical work.	X		

## ST. PAUL SCHOOL DISTRICT

### SECTION V – LADDER SAFETY (cont.)

YES      NO      COMMENT

3. Wooden ladders have been discarded; step stools are available.

X

### SECTION VI – STAIRS AND RAMPS

YES      NO      COMMENT

1. Handrails are in place and are secure.

X

All handrails I found were secure.

2. Landings are free of hazards.

X

3. Lighting is adequate.

X

4. Stair treads are provided and are in good condition.

X

I noticed you have installed new stair treads on the steps leading to the wrestling deck for which you are to be commended.

5. Stairwell fire doors are not blocked.

X

6. Ramps are provided with nonskid surfaces and are in good condition.

X

### SECTION VII - FIRE SAFETY

YES      NO      COMMENT

1. Fire doors are not tied or blocked.

X

2. Fire extinguishers carry current inspection tags and are properly located throughout the building.

X

All fire extinguishers carried current certificates and monthly inspections are taking place for which Mr. Blankenship is to be commended.

3. Fire drills are performed as required.

X

Ten drills are held annually.

## ST. PAUL SCHOOL DISTRICT

### SECTION VII - FIRE SAFETY (cont.)

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
4. Exit routes are clearly posted in each classroom.	X		The emergency fire and tornado signs in your classrooms are as good as any I see in any of the schools I visit. It is suggested the district put the same type of fire and tornado signs in the Heritage Building.
5. Use of extension cords minimized.	X		I did not see any violation in this regard.
6. Mechanical rooms and other hazardous storage areas are locked.	X		Your staff is doing a nice job with this.
7. Buildings are sprinkled as a deterrent to fire.	X		
8. The use of candles or votives is prohibited.	X		

### SECTION VIII – KITCHENS AND CAFETERIAS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Kitchen floors are constructed of a non-skid surface material and/or non-slip mats are being provided.	X		
2. Loading docks are free of slip, trip, and fall hazards.	X		
3. Cafeteria tables, chairs, and stools are sturdy and without rough edges or loose hardware.	X		
A. I checked the walk-in freezers, the walk-in cooler, and the dry storage room and found all areas were not overstocked and orderly. Your food service staff is to be commended for their safety efforts.			

## ST. PAUL SCHOOL DISTRICT

### SECTION IX – OFFICE SAFETY

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Cords for office equipment do not create a tripping hazard.	X		
2. Storage in file cabinets is such that lower drawers are the heaviest.	X		I was told this is the practice.
3. Chairs and desks are arranged so that work is being performed at the appropriate eye and wrist levels.	X		

### SECTION X – PLAYGROUNDS AND SECURITY

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Equipment and surfacing materials are visually checked periodically for hazards.	X		The playground equipment appeared to be in excellent condition and is checked periodically.
2. Fencing is maintained and chain and locks are in good working condition.	X		
3. Adequate exterior lighting is provided, including weekends, for all gates, doors parking lots, and bus garages.	X		I was told there is ample security lighting at this site.
4. Drug Free signs are posted on school property.	X		
5. Visual surveillance of parking lots is possible from the administrative office.	X		
6. Signs are posted for visitors to report to the main office or the principal's office upon entering the building.	X		

## ST. PAUL SCHOOL DISTRICT

### SECTION X – PLAYGROUNDS AND SECURITY (cont.)

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
7. There are written regulations regarding access and control for school personnel/patrons of the district to use the school building after school hours.	X		
8. Bus loading and drop-off zones are clearly defined.	X		
9. Friends, relatives, or non-custodial parents are required to have written permission to pick up a student from school.	X		
10. Access to bus loading/unloading area is not permitted for other vehicles.	X		

### SECTION XI – VOCATIONAL/INDUSTRIAL DEPARTMENTS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. All students are trained before they are permitted to operate equipment.	X		All students must receive a score of 100 percent on a written exam before using power equipment. The instructor demonstrates the proper use of all equipment prior to student use.
2. Eye Protection and personal protective equipment is required.	X		I saw evidence of this during my tour of your facilities.
3. Appropriate warning signs are posted on walls and on machinery/equipment.	X		
4. All machinery and equipment is properly guarded.	X		

## ST. PAUL SCHOOL DISTRICT

### SECTION XII – MISCELLANEOUS LOCATIONS/ITEMS

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Boiler/heating rooms are kept reasonably neat and free of storage.	X		
2. Storage areas have no excessive stock pile of combustibles.	X		
3. First aid kits have been purchased and are made available.	X		
4. Lock out/tag out procedures are used to identify broken equipment.	X		
5. Unused areas of the school can be closed off during after-school activities.	X		
6. There is two-way communication between the office and the classrooms.	X		A two-way intercom system is in place as all classrooms are equipped with telephones.
7. Visitors are required to sign in.	X		
8. Proper identification is required for staff.	X		
9. Proper identification is required for visitors.	X		

## ST. PAUL SCHOOL DISTRICT

### SECTION XII – MISCELLANEOUS LOCATIONS/ITEMS (cont.)

YES

NO

COMMENT

- A. All custodial closets and mechanical rooms are kept locked which is an excellent practice given the nature of the items stored therein.
- B. Several doors contain door knobs instead of levers. In consideration of ADA and handicapped students, you might want to consider removing the current hardware and replace it with handicapped levers.
- C. I was impressed with the new bus barn. It appears to be an excellent facility and should serve your district for the foreseeable future.
- D. I spoke with the transportation director and learned the following:
  - 1. pre-trip inspections occur at least daily and sometimes twice;
  - 2. quarterly inspections are completed by Mr. Tomlinson and are stored in his office;
  - 3. all students participate in two evacuation drills each year; and
  - 4. all fire extinguishers located in small vehicles (vans, suburbans, etc.) are secured as is required.

### THE FOLLOWING ITEMS PERTAIN TO THE HERITAGE BUILDING

- A. I found the Heritage building to be an excellent facility and the carpeted and tiled surfaces are in excellent condition.
- B. Most of the exit signs are paper signs and I recommend you replace these signs with electrically powered exit lights which contain an alternate source of power (battery back-up).
- C. There are two electrically powered exit lights in the hallway and my suspicion is that neither contains an alternate source of power. If my assumption is correct, it is suggested the district install lights in both locations that contain a battery back-up.
- D. The storage room known as the ECP supply room was quite cluttered and needs to be tidied up as there were many trip/fall hazards.
- E. All classroom doors are a solid structure. In consideration of sexual harassment/sexual molestation concerns, it is suggested the district consider installing a visual glass in each door to permit observation into the rooms from the hallway.