

MINUTES OF THE REGULAR MEETING OF THE BOARD OF
EDUCATION, SCHOOL DISTRICT #22, CASS COUNTY,
WEEPING WATER, NEBRASKA
December 16, 2019

President Jason Brack called the meeting to order at 7:00 PM in the Weeping Water Public School Conference Room.

Board members attendance at roll call were **Present:** Jason Brack, Adam DeMike, Shawn Hammons, Brandon Nash, Mark Rathe, **Absent:** Haley Dehne.

Respectfully submitted,

Board Secretary

1. AGENDA

a. Call the meeting to order

b. Roll Call

Present: Jason Brack, Adam DeMike, Shawn Hammons, Brandon Nash, Mark Rathe,

Absent: Haley Dehne. Also present were Superintendent Kevin Reiman, Secondary Principal Dr. Tiffanie Welte, Elementary Principal Bristol Wenzl, Asst. Principal/AD Mike Barrett.

c. Acknowledgement of Nebraska Open Meetings Act posted

President Jason Brack acknowledged the posting of the Nebraska Meetings Act.

d. Excuse absent board members

Jason Brack moved to approve the absence of board member Haley Dehne Adam DeMike seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,

Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

e. Verify meeting publication

Shawn Hammons moved to approve the meeting publication. Brandon Nash seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,

Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

f. Approval of consent agenda

Jason Brack moved to approve the consent agenda, which includes the minutes of the last regular meeting, financial report and payment of general funds bills. Brandon Nash seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,
Brandon Nash: Yea, Mark Rathe: Yea
Yea: 5, Nay: 0, Absent: 1

- a. Approval of previous meetings minutes
- b. Financial Reports
- c. Payment of Bills
- d. Next regular meeting date - January 20, 2020

2. Communications

3. No Public Input

4. Action Items

- a. Accept bid for west elevator modernization

Shawn Hammons moved to accept a bid from Otis Elevator Company for the modernization of the west elevator at a cost of \$69,582. Mark Rathe seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,
Brandon Nash: Yea, Mark Rathe: Yea
Yea: 5, Nay: 0, Absent: 1

- b. Renew the contract with Bristol Wenzl as the elementary principal

Brandon Nash moved to renew the contract with Bristol Wenzl as the elementary principal for the 2020-21 year. Shawn Hammons seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,
Brandon Nash: Yea, Mark Rathe: Yea
Yea: 5, Nay: 0, Absent: 1

- c. Renew the contract with Dr. Tiffanie Welte as the secondary principal

Mark Rathe moved to to renew the contract with Dr. Tiffanie Welte as the secondary principal for the 2020-21 school year. Shawn Hammons seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,
Brandon Nash: Yea, Mark Rathe: Yea
Yea: 5, Nay: 0, Absent: 1

- d. Approve the Superintendent's contract with Kevin Reiman

Adam DeMike moved to the board approve the superintendent's three year contract with Kevin Reiman. Shawn Hammons seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea,
Brandon Nash: Yea, Mark Rathe: Yea
Yea: 5, Nay: 0, Absent: 1

e. First round policy reviews

Jason Brack moved to that policies 3019, 3020, 3021, 3023, and 3024 be given first round approval for review. Brandon Nash seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea, Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

f. First round policy revisions

Jason Brack moved to that revised policies 3022 and 3025 be given first round approval as presented. Shawn Hammons seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea, Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

g. Final round policy reviews

Brandon Nash moved to that policies 3010, 3011, 3017, and 3018 be given final round approval for review. Jason Brack seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea, Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

h. Final round policy revisions

Shawn Hammons moved to that the board give final round approval to revise policies 3013, 3014, and 3015. Mark Rathe seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea, Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

i. Final round policy adoptions

Jason Brack moved to give final round approval to adopting 3900 Drones and Unmanned Aircraft. Shawn Hammons seconded the motion. Motion Passed

Jason Brack: Yea, Haley Dehne: Absent, Adam DeMike: Yea, Shawn Hammons: Yea, Brandon Nash: Yea, Mark Rathe: Yea

Yea: 5, Nay: 0, Absent: 1

5. Reports

a. Athletic Director's Report

b. Principals' Report

c. Superintendent's Report

a. Reviewing Teacher Evaluation Policy - Postponed for updates

6. Discussion Items

7. Board Reports

8. Executive Session

a. Employee sick day request

9. Adjournment

CASH ASSETS

FUND	ACCOUNT TYPE	INFORMATION	HOLDER	CURRENT BALANCE	BALANCE 2018
General Fund	Checking	300380832	Farmers & Merchar	\$ 300,703.33	\$ 162,230.52
General Fund	Checking/Clearing	300385005	Farmers & Merchar	\$ 3,687.87	\$ 1,862.40
General Fund	Investment	2-622241-001	Union Bank & Trus	\$ 646,079.64	\$ 1,424,622.93
General Fund			Total	\$ 950,470.84	\$ 1,588,715.85
Activity	Change			\$ 1,140.00	\$ 840.00
Activity	Petty Cash			\$ 100.00	\$ 100.00
Activity	Checking	300444190	Farmers & Merchar	\$ 126,192.05	\$ 131,515.49
Activity	Savings #1	300689661	Farmers & Merchar	\$ 3,463.97	\$ 4,018.55
Activity			Total	\$ 130,896.02	\$ 136,474.04
School Lunch	Checking	300382812	Farmers & Merchar	\$ 30,800.99	\$ 36,456.68
School Lunch			Total	\$ 30,800.99	\$ 36,456.68
Bond Fund #1	Money Market	95010505	First Nebraska Bar	\$ 440,377.25	\$ 339,013.52
Bond Fund #1			Total	\$ 440,377.25	\$ 339,013.52
QCPU	Checking-2009 & 2010 BAB	864835-70	First Nebraska Bar	\$ 114,315.95	\$ 117,101.02
Qualified Capital Purpose Undertaking			Total	\$ 114,315.95	\$ 117,101.02
Building Fund	Investment	2-622258-001	Union Bank & Trus	\$ 321,108.64	\$ 3,963.20
Building Fund	Checking	300381079	Farmers & Merchar	\$ 7,364.48	\$ 330,273.34
Building Fund			Total	\$ 328,473.12	\$ 334,236.54
Depreciation Fund	Checking	300446542	Farmers & Merchar	\$ 667,894.46	\$ 672,094.38
Depreciation Fund			Total	\$ 667,894.46	\$ 672,094.38
Employee Benefit	Checking/Retirement	300381061	Farmers & Merchar	\$ 67.36	\$ 67.36
Employee Benefit	Checking/Section 125	862345-70	First Nebraska Bar	\$ 32,331.58	\$ 35,050.01
Employee Benefit			Total	\$ 32,398.94	\$ 35,117.37
Student Fees Fund	Checking HOPPER GRANT	858346-70	First Nebraska Bar	\$ 12,034.40	\$ 9,749.83
Student Fees Fund			Total	\$ 12,034.40	\$ 9,749.83
		11/30/2019		\$ 2,707,661.97	\$ 3,268,959.23

ALL Data

Cash Summary Report

Arranged by:

Date Range: 11/01/2019 thru 11/30/2019

Fund ID

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
01	GENERAL FUND							
	1,323,797.45	110,997.07	-484,323.68	0.00	950,470.84	0.00	-50.00	950,420.84
02	DEPRECIATION ACCOUNT							
	707,394.46	0.00	-39,500.00	0.00	667,894.46	0.00	0.00	667,894.46
03	EMPLOYEE BENEFIT							
	36,624.12	52,545.88	-56,771.06	0.00	32,398.94	0.00	0.00	32,398.94
05	ACTIVITY FUND							
	116,917.84	31,482.05	-17,503.87	0.00	130,896.02	0.00	0.00	130,896.02
06	FOOD SERVICES FUND							
	33,738.89	30,661.77	-33,599.67	0.00	30,800.99	0.00	0.00	30,800.99
07	BOND FUND							
	1,162,709.16	10,820.59	-733,152.50	0.00	440,377.25	0.00	0.00	440,377.25
08	BUILDING FUND							
	328,141.99	331.13	0.00	0.00	328,473.12	0.00	0.00	328,473.12
09	QUALIFIED CAPITL PURP UNDERTKG							
	192,749.55	876.40	-79,310.00	0.00	114,315.95	0.00	0.00	114,315.95
10	COOPERATIVE							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	PERSONAL PROP TAX REIM FU							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	STUDENT FEES FUND							
	15,194.40	1,260.00	-4,420.00	0.00	12,034.40	0.00	0.00	12,034.40
13	STUDT FEES FD (Dont Use This O							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	BOND FUND #2							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Totals:	3,917,267.86	238,974.89	-1,448,580.78	0.00	2,707,661.97	0.00	-50.00	2,707,611.97

FISCAL BUDGET USE PER MONTH

MONTH END	FISCAL 18 \$ USED	FISCAL 18 % USED	FISCAL 19 % USED	FISCAL 19 \$ USED	FISCAL 20 % USED	FISCAL 20 \$ USED
	18 Budget = \$5,641,160.00		19 Budget=			20 Budget =
September	6.16%	\$347,914.55	6.61%	\$382,439.25	8.63%	\$509,636.00
October	6.47%	\$363,162.60	6.75%	\$386,813.85	8.10%	\$475,019.13
November	6.61%	\$372,634.16	6.91%	\$397,916.12	8.21%	\$484,224.73
December	6.27%	\$353,114.04	6.86%	\$396,306.16		
January	6.23%	\$351,201.04	6.36%	\$365,874.23		
February	6.81%	\$383,274.46	7.22%	\$415,992.95		
March	6.69%	\$377,264.10	7.16%	\$414,109.63		
April	6.37%	\$358,298.92	7.67%	\$437,834.07		
May	6.73%	\$376,169.30	7.72%	\$446,475.75		
June	6.84%	\$385,108.35	8.09%	\$467,499.35		
July	6.54%	\$368,981.05	6.93%	\$400,703.04		
August	11.84%	\$667,117.35	12.00%	\$691,092.75		
Cumulative	83.56%	\$4,704,239.92	90.28%	\$5,203,057.15	24.94%	\$1,468,879.86

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-01100-110-000	FS Payroll	0.00	7,704.15	7,704.15	-7,704.15	0.00
01-2-01100-111-002	Elementary Teacher	551,242.00	148,045.75	49,348.58	403,196.25	26.86
01-2-01100-111-001	Secondary Teacher	1,071,189.00	237,874.56	79,240.51	833,314.44	22.21
01-2-01100-112-001	Secondary Para Salaries	12,455.00	4,471.06	1,640.66	7,983.94	35.90
01-2-01100-113-002	Elementary	25,358.00	6,953.90	4,583.40	18,404.10	27.42
01-2-01100-113-001	Secondary Substitute	33,550.00	11,118.72	6,636.06	22,431.28	33.14
01-2-01100-132-002	Overtime Salaries	515.00	0.00	0.00	515.00	0.00
01-2-01100-132-001	Overtime Salaries	515.00	0.00	0.00	515.00	0.00
01-2-01100-220-000	FS Retirement	0.00	589.37	589.37	-589.37	0.00
01-2-01100-221-002	Elementary Teachers	47,689.00	11,313.23	3,771.08	36,375.77	23.72
01-2-01100-221-001	Secondary Teachers	84,460.00	18,200.20	6,062.05	66,259.80	21.55
01-2-01100-222-001	Secondary Para Social	1,339.00	342.05	125.52	996.95	25.55
01-2-01100-223-001	Secondary Subs Social	2,781.00	851.26	508.15	1,929.74	30.61
01-2-01100-223-002	Elementary Subs Social	2,523.00	531.99	350.62	1,991.01	21.09
01-2-01100-230-000	FS Health Insurance	0.00	752.85	752.85	-752.85	0.00
01-2-01100-231-002	Elementary Teacher	59,508.00	14,623.66	4,874.55	44,884.34	24.57
01-2-01100-231-001	Secondary Teacher	108,614.00	23,379.00	7,787.87	85,235.00	21.52
01-2-01100-232-001	Secondary Para	1,597.00	441.65	162.06	1,155.35	27.65
01-2-01100-233-001	Secondary Subs	0.00	69.88	34.99	-69.88	0.00
01-2-01100-233-002	Elementary Subs	0.00	0.79	0.00	-0.79	0.00
01-2-01100-281-002	Elementary Teacher	159,650.00	56,563.82	18,889.38	103,086.18	35.43
01-2-01100-281-001	Secondary Teacher	301,172.00	58,399.40	19,431.92	242,772.60	19.39
01-2-01100-282-000	FS Health Insurance	0.00	1,002.76	1,002.76	-1,002.76	0.00
01-2-01100-282-001	Secondary Para Health	5,769.00	0.00	0.00	5,769.00	0.00
01-2-01100-291-000	Dist Cafeteria Plan Sec	2,781.00	65.00	0.00	2,716.00	2.34
01-2-01100-292-001	Secondary Teacher	1,545.00	0.00	0.00	1,545.00	0.00
01-2-01100-292-002	Elementary Teachers	1,545.00	0.00	0.00	1,545.00	0.00
01-2-01100-320-002	Elementary Professional	773.00	0.00	0.00	773.00	0.00
01-2-01100-320-001	Secondary Professional	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-320-000	District Professional	59,740.00	0.00	0.00	59,740.00	0.00
01-2-01100-340-002	Elementary Other Prof	1,030.00	405.00	0.00	625.00	39.32
01-2-01100-340-001	Secondary Other Prof	1,030.00	540.00	135.00	490.00	52.43
01-2-01100-382-000	Distance Education &	0.00	41.55	41.55	-41.55	0.00
01-2-01100-441-000	Leases	206.00	0.00	0.00	206.00	0.00
01-2-01100-490-002	Elementary Other	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01100-490-001	Secondary Other	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01100-530-000	District	11,330.00	1,204.95	373.95	10,125.05	10.64
01-2-01100-561-001	Secondary Tuition	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-561-000	District Tuition Pd/Reg	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-561-002	Elementary Tuition	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-580-002	Elementary Travel	515.00	484.58	477.00	30.42	94.09
01-2-01100-580-001	Secondary Travel	515.00	129.95	129.95	385.05	25.23
01-2-01100-610-002	Elementary Supplies	18,540.00	7,024.96	2,305.13	11,515.04	37.89
01-2-01100-610-001	Secondary Supplies	24,720.00	9,643.32	548.99	15,076.68	39.01
01-2-01100-640-002	Elementary Text	31,415.00	1,285.40	0.00	30,129.60	4.09
01-2-01100-640-001	Secondary	31,415.00	24.44	0.00	31,390.56	0.08
01-2-01100-733-001	Furniture & Equipment	1,030.00	2,565.07	181.01	-1,535.07	249.04
01-2-01100-733-002	Furniture & Equipment	2,060.00	2,879.63	319.64	-819.63	139.79
01-2-01100-734-002	Elementary Computer	5,665.00	5,775.00	0.00	-110.00	101.94
01-2-01100-734-001	Secondary Computer	2,060.00	4,175.00	0.00	-2,115.00	202.67
01-2-01100-810-002	Elementary Dues &	3,090.00	2,277.10	1,784.60	812.90	73.69
01-2-01100-810-001	Secondary Dues & Fees	4,120.00	3,025.10	1,980.60	1,094.90	73.42
01-2-01100-890-002	Elementary Misc.	773.00	0.00	0.00	773.00	0.00
01-2-01100-890-001	Secondary Other Misc	773.00	216.00	216.00	557.00	27.94
PROGRAM: 01100		2,683,189.00	644,992.10	221,989.95	2,038,196.90	24.03
01-2-01150-110-001	LE Proficiency Salaries	0.00	1,270.75	756.50	-1,270.75	0.00
01-2-01150-220-001	LE Proficiency Social	0.00	97.21	57.87	-97.21	0.00

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-01150-610-001	LE Proficiency Supplies	0.00	45.98	45.98	-45.98	0.00
PROGRAM: 01150		0.00	1,413.94	860.35	-1,413.94	0.00
01-2-01160-111-002	Poverty Elementary	36,050.00	22,725.69	7,134.95	13,324.31	63.04
01-2-01160-211-002	Poverty Health Benefits	11,330.00	2,827.53	942.51	8,502.47	24.96
01-2-01160-221-002	Poverty Social Security	2,781.00	1,710.57	538.76	1,070.43	61.51
01-2-01160-231-002	Poverty Retirement	3,580.00	2,244.80	704.78	1,335.20	62.70
PROGRAM: 01160		53,741.00	29,508.59	9,321.00	24,232.41	54.90
01-2-01190-110-002	Early Childhood	6,180.00	0.00	0.00	6,180.00	0.00
01-2-01190-111-002	Early Childhood -	25,493.00	11,330.49	3,776.83	14,162.51	44.45
01-2-01190-112-002	Early Childhood - Para	12,360.00	3,217.41	1,240.62	9,142.59	26.03
01-2-01190-113-002	*Elem Sub Salaries	412.00	0.00	0.00	412.00	0.00
01-2-01190-211-002	Early Childhood - Health	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01190-220-001	Early Childhood	474.00	0.00	0.00	474.00	0.00
01-2-01190-221-002	Early Childhood - Social	1,930.00	866.76	288.92	1,063.24	44.91
01-2-01190-222-002	Early Childhood -Para	958.00	246.13	94.91	711.87	25.69
01-2-01190-223-002	*Substitute Soc Sec	36.00	0.00	0.00	36.00	0.00
01-2-01190-231-002	Early Childhood-	2,833.00	1,119.21	373.07	1,713.79	39.51
01-2-01190-232-002	Early Childhood-	1,596.00	317.80	122.54	1,278.20	19.91
01-2-01190-340-002	Early Childhood -	515.00	0.00	0.00	515.00	0.00
01-2-01190-580-002	Early Childhood -	566.00	0.00	0.00	566.00	0.00
01-2-01190-610-002	Early Childhood -	2,060.00	0.00	0.00	2,060.00	0.00
01-2-01190-626-002	Early Childhood -	773.00	0.00	0.00	773.00	0.00
01-2-01190-670-002	Travel Or Mileage	566.00	0.00	0.00	566.00	0.00
01-2-01190-734-002	Early Childhood -	515.00	0.00	0.00	515.00	0.00
01-2-01190-810-002	Early Childhood - Dues	0.00	60.00	60.00	-60.00	0.00
PROGRAM: 01190		58,297.00	17,157.80	5,956.89	41,139.20	29.43
01-2-01200-111-001	SPED/ Secondary	92,700.00	28,206.49	9,711.58	64,493.51	30.43
01-2-01200-111-002	SPED ES Director	111,240.00	15,351.00	5,117.00	95,889.00	13.80
01-2-01200-112-002	SPED/ Elementary Para	65,920.00	13,289.39	5,539.16	52,630.61	20.16
01-2-01200-112-001	SPED/ Secondary Para	0.00	2,878.49	1,675.00	-2,878.49	0.00
01-2-01200-113-002	SPED/ Elementary Subs	1,545.00	742.50	0.00	802.50	48.06
01-2-01200-113-001	SPED/HS Subs	1,545.00	135.00	0.00	1,410.00	8.74
01-2-01200-132-002	Overtime Salaries	309.00	79.07	0.00	229.93	25.59
01-2-01200-221-002	SPED Elementary	8,755.00	1,174.35	391.45	7,580.65	13.41
01-2-01200-221-001	SPED Secondary	7,236.00	2,157.79	742.93	5,078.21	29.82
01-2-01200-222-001	SPED Secondary Para	0.00	220.21	128.14	-220.21	0.00
01-2-01200-222-002	SPED Elementary Para	5,047.00	1,022.67	423.73	4,024.33	20.26
01-2-01200-223-001	SPED Secondary Sub	0.00	10.33	0.00	-10.33	0.00
01-2-01200-223-002	SPED Elementary Sub	103.00	56.81	0.00	46.19	55.16
01-2-01200-231-002	SPED Elementary	11,124.00	1,516.35	505.45	9,607.65	13.63
01-2-01200-231-001	SPED Secondary	9,373.00	1,010.88	336.96	8,362.12	10.79
01-2-01200-232-001	SPED Secondary Para	0.00	284.33	165.45	-284.33	0.00
01-2-01200-232-002	SPED Elementary Para	6,412.00	1,320.51	547.15	5,091.49	20.59
01-2-01200-281-002	SPED Elementary	33,990.00	7,246.08	2,415.36	26,743.92	21.32
01-2-01200-281-001	SPED Secondary	33,990.00	1,918.62	639.54	32,071.38	5.64
01-2-01200-282-001	SPED Secondary Para	0.00	86.88	28.96	-86.88	0.00
01-2-01200-282-002	SPED Elementary Para	6,180.00	0.00	0.00	6,180.00	0.00
01-2-01200-291-002	SPED Elementary	260.00	0.00	0.00	260.00	0.00
01-2-01200-291-001	SPED Secondary	260.00	0.00	0.00	260.00	0.00
01-2-01200-320-001	SPED Secondary	0.00	14,977.88	8,364.18	-14,977.88	0.00
01-2-01200-320-002	SPED Elementary	1,803.00	0.00	0.00	1,803.00	0.00
01-2-01200-340-001	SPED Secondary	515.00	0.00	0.00	515.00	0.00
01-2-01200-340-002	SPED Elementary Pupil	515.00	0.00	0.00	515.00	0.00
01-2-01200-569-002	SPED Elementary	61,800.00	0.00	0.00	61,800.00	0.00
01-2-01200-569-001	SPED Secondary	309,000.00	0.00	0.00	309,000.00	0.00

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-01200-580-002	SPED Elementary	206.00	0.00	0.00	206.00	0.00
01-2-01200-580-001	SPED Secondary	206.00	0.00	0.00	206.00	0.00
01-2-01200-591-002	SPED Elementary Other	773.00	0.00	0.00	773.00	0.00
01-2-01200-591-001	SPED Secondary Other	773.00	0.00	0.00	773.00	0.00
01-2-01200-610-002	SPED Elementary	1,545.00	466.17	0.00	1,078.83	30.17
01-2-01200-610-001	SPED Secondary	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01200-640-001	SPED Secondary	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01200-640-002	SPED Elementary	1,236.00	3,623.16	0.00	-2,387.16	293.14
01-2-01200-650-001	Computer Equipment	515.00	0.00	0.00	515.00	0.00
01-2-01200-650-002	Computer Hardware ES	515.00	0.00	0.00	515.00	0.00
01-2-01200-730-002	Furn & Equipment ES	309.00	0.00	0.00	309.00	0.00
01-2-01200-730-001	Furn & Equipment HS	284.00	0.00	0.00	284.00	0.00
01-2-01200-810-001	SPED Secondary Dues	567.00	0.00	0.00	567.00	0.00
01-2-01200-810-002	SPED Elementary Dues	567.00	0.00	0.00	567.00	0.00
01-2-01200-890-002	SPED Elementary Misc.	206.00	0.00	0.00	206.00	0.00
01-2-01200-890-001	SPED Secondary Misc.	206.00	0.00	0.00	206.00	0.00
PROGRAM: 01200		780,002.00	97,774.96	36,732.04	682,227.04	12.53
01-2-02120-111-002	Guidance Elementary	36,050.00	4,430.44	1,476.81	31,619.56	12.29
01-2-02120-111-001	Guidance Secondary	36,050.00	4,430.45	1,476.82	31,619.55	12.29
01-2-02120-221-002	Guidance Elementary	2,781.00	328.31	109.44	2,452.69	11.81
01-2-02120-221-001	Guidance Secondary	2,781.00	328.31	109.44	2,452.69	11.81
01-2-02120-231-002	Guidance Elementary	3,605.00	437.64	145.88	3,167.36	12.14
01-2-02120-231-001	Guidance Secondary	3,605.00	437.64	145.88	3,167.36	12.14
01-2-02120-281-002	Guidance Elementary	11,330.00	2,827.53	942.51	8,502.47	24.96
01-2-02120-281-001	Guidance Secondary	11,330.00	2,827.53	942.51	8,502.47	24.96
01-2-02120-320-001	Guidance Secondary	6,995.00	2,360.00	2,360.00	4,635.00	33.74
01-2-02120-320-002	Guidance Elementary	4,120.00	0.00	0.00	4,120.00	0.00
01-2-02120-340-002	Guidance Elementary	1,545.00	0.00	0.00	1,545.00	0.00
01-2-02120-340-001	Guidance Secondary	1,545.00	0.00	0.00	1,545.00	0.00
01-2-02120-580-002	Guidance Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02120-580-001	Guidance Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02120-610-002	Guidance Elementary	1,030.00	33.93	33.93	996.07	3.29
01-2-02120-610-001	Guidance Secondary	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02120-650-002	Guidance Elementary	515.00	0.00	0.00	515.00	0.00
01-2-02120-650-001	Guidance Secondary	515.00	0.00	0.00	515.00	0.00
01-2-02120-733-002	Guidance Elementary	257.00	0.00	0.00	257.00	0.00
01-2-02120-733-001	Guidance Secondary	257.00	329.01	0.00	-72.01	128.02
01-2-02120-810-002	Guidance Elementary	1,236.00	0.00	0.00	1,236.00	0.00
01-2-02120-810-001	Guidance Secondary	1,236.00	10.00	10.00	1,226.00	0.81
01-2-02120-890-002	Guidance Elementary	155.00	0.00	0.00	155.00	0.00
01-2-02120-890-001	Guidance Secondary	155.00	0.00	0.00	155.00	0.00
PROGRAM: 02120		128,535.00	18,780.79	7,753.22	109,754.21	14.61
01-2-02130-116-001	Nurse Secondary	9,991.00	5,781.17	2,166.26	4,209.83	57.86
01-2-02130-116-002	Nurse Elementary	9,991.00	5,781.15	2,166.25	4,209.85	57.86
01-2-02130-226-002	Nurse Elementary Social	773.00	442.23	165.71	330.77	57.21
01-2-02130-226-001	Nurse Secondary Social	773.00	442.26	165.72	330.74	57.21
01-2-02130-236-002	Nurse Elementary	978.00	571.03	213.97	406.97	58.39
01-2-02130-236-001	Nurse Secondary	978.00	571.07	213.99	406.93	58.39
01-2-02130-320-002	Nurse Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02130-320-001	Nurse Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02130-610-002	Nurse Elementary	360.00	0.00	0.00	360.00	0.00
01-2-02130-610-001	Nurse Secondary	360.00	0.00	0.00	360.00	0.00
01-2-02130-650-002	Nurse Elementary Other	257.00	0.00	0.00	257.00	0.00
01-2-02130-650-001	Nurse Secondary Other	257.00	0.00	0.00	257.00	0.00
01-2-02130-733-002	Nurse Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02130-733-001	Nurse Secondary	206.00	0.00	0.00	206.00	0.00

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-02130-739-002	Nurse Elementary Other	155.00	0.00	0.00	155.00	0.00
01-2-02130-739-001	Nurse Secondary Other	155.00	0.00	0.00	155.00	0.00
PROGRAM: 02130		25,852.00	13,588.91	5,091.90	12,263.09	52.56
01-2-02150-111-002	Speech Elementary	15,141.00	10,735.55	3,533.17	4,405.45	70.90
01-2-02150-111-001	Speech Secondary	5,098.00	0.00	0.00	5,098.00	0.00
01-2-02150-221-001	Speech Secondary	412.00	0.00	0.00	412.00	0.00
01-2-02150-221-002	Speech Elementary	1,184.00	821.27	270.28	362.73	69.36
01-2-02150-231-002	Speech Elementary	1,519.00	1,060.42	349.00	458.58	69.81
01-2-02150-231-001	Speech Secondary	515.00	0.00	0.00	515.00	0.00
01-2-02150-281-001	Speech Secondary	798.00	0.00	0.00	798.00	0.00
01-2-02150-281-002	Speech Elementary	2,369.00	2,005.50	668.50	363.50	84.66
01-2-02150-320-001	Speech Secondary	257.00	0.00	0.00	257.00	0.00
01-2-02150-320-002	Speech Elementary	515.00	0.00	0.00	515.00	0.00
01-2-02150-580-001	Speech Secondary	103.00	0.00	0.00	103.00	0.00
01-2-02150-580-002	Speech Elementary	103.00	0.00	0.00	103.00	0.00
01-2-02150-610-002	Speech Elementary	515.00	0.00	0.00	515.00	0.00
01-2-02150-610-001	Speech Secondary	257.00	0.00	0.00	257.00	0.00
01-2-02150-810-002	Speech Elementary	0.00	20.35	0.00	-20.35	0.00
PROGRAM: 02150		28,786.00	14,643.09	4,820.95	14,142.91	50.86
01-2-02160-340-001	OT Secondary Pupil	1,030.00	96.00	0.00	934.00	9.32
01-2-02160-340-002	OT Elementary Pupil	3,605.00	640.00	368.00	2,965.00	17.75
PROGRAM: 02160		4,635.00	736.00	368.00	3,899.00	15.87
01-2-02170-340-001	PT Secondary Pupil	515.00	0.00	0.00	515.00	0.00
01-2-02170-340-002	PT Elementary Pupil	5,150.00	432.00	224.00	4,718.00	8.39
PROGRAM: 02170		5,665.00	432.00	224.00	5,233.00	7.62
01-2-02190-340-001	BD Secondary Services	257.00	0.00	0.00	257.00	0.00
01-2-02190-340-002	BD Elementary Services	257.00	0.00	0.00	257.00	0.00
01-2-02190-565-002	BD Elementary Tuition	515.00	0.00	0.00	515.00	0.00
01-2-02190-565-001	BD Secondary Tuition	515.00	0.00	0.00	515.00	0.00
PROGRAM: 02190		1,544.00	0.00	0.00	1,544.00	0.00
01-2-02220-111-002	Library Elementary	36,050.00	8,633.70	2,877.90	27,416.30	23.95
01-2-02220-111-001	Library Secondary	36,050.00	8,633.70	2,877.90	27,416.30	23.95
01-2-02220-221-002	Library Elementary	2,755.00	660.48	220.16	2,094.52	23.97
01-2-02220-221-001	Library Secondary Social	2,755.00	660.48	220.16	2,094.52	23.97
01-2-02220-231-002	Library Elementary	3,554.00	852.82	284.28	2,701.18	24.00
01-2-02220-231-001	Library Secondary	3,554.00	852.81	284.27	2,701.19	24.00
01-2-02220-281-002	Library Elementary	11,330.00	2,827.53	942.51	8,502.47	24.96
01-2-02220-281-001	Library Secondary	11,330.00	2,827.53	942.51	8,502.47	24.96
01-2-02220-610-002	Library Elementary	309.00	0.00	0.00	309.00	0.00
01-2-02220-610-001	Library Secondary	309.00	0.00	0.00	309.00	0.00
01-2-02220-640-002	Library Elementary	3,914.00	1,692.84	0.00	2,221.16	43.25
01-2-02220-640-001	Library Secondary	4,377.00	1,692.84	0.00	2,684.16	38.68
01-2-02220-650-002	Library Elementary	4,532.00	0.00	0.00	4,532.00	0.00
01-2-02220-650-001	Library Secondary	2,575.00	781.77	0.00	1,793.23	30.36
01-2-02220-730-002	Library Elementary	257.00	0.00	0.00	257.00	0.00
01-2-02220-730-001	Library Secondary	257.00	0.00	0.00	257.00	0.00
01-2-02220-810-002	Library Elementary	309.00	0.00	0.00	309.00	0.00
01-2-02220-810-001	Library Secondary	309.00	0.00	0.00	309.00	0.00
PROGRAM: 02220		124,526.00	30,116.50	8,649.69	94,409.50	24.18
01-2-02230-111-000	Technology Salaries	33,990.00	11,846.63	3,948.88	22,143.37	34.85
01-2-02230-211-000	Technology Health	11,330.00	4,241.30	1,413.76	7,088.70	37.43
01-2-02230-221-000	Technology Social	2,678.00	906.27	302.09	1,771.73	33.84

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-02230-231-000	Technology Retirement	3,502.00	1,170.18	390.06	2,331.82	33.41
01-2-02230-241-000	Technology Other	257.00	0.00	0.00	257.00	0.00
01-2-02230-320-001	Technology Professional	4,532.00	0.00	0.00	4,532.00	0.00
01-2-02230-320-002	Technology Professional	773.00	0.00	0.00	773.00	0.00
01-2-02230-340-002	Technology Elementary	6,901.00	6,175.00	475.00	726.00	89.48
01-2-02230-340-001	Technology Secondary	6,901.00	6,175.00	475.00	726.00	89.48
01-2-02230-580-001	Technology Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02230-580-002	Technology Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02230-610-001	Technology Secondary	2,060.00	1,129.40	0.00	930.60	54.83
01-2-02230-610-002	Technology Elementary	1,030.00	1,129.40	0.00	-99.40	109.65
01-2-02230-650-001	Technology Secondary	2,317.00	0.00	0.00	2,317.00	0.00
01-2-02230-650-000	Technology District	53,817.00	470.40	0.00	53,346.60	0.87
01-2-02230-650-002	Technology Elementary	1,287.00	0.00	0.00	1,287.00	0.00
01-2-02230-730-001	Technology Secondary	412.00	0.00	0.00	412.00	0.00
01-2-02230-730-002	Technology Elementary	412.00	0.00	0.00	412.00	0.00
01-2-02230-734-000	Computer Equip	0.00	736.93	736.93	-736.93	0.00
01-2-02230-810-001	Technology Secondary	1,854.00	30.00	0.00	1,824.00	1.62
01-2-02230-810-002	Technology Elementary	1,854.00	0.00	0.00	1,854.00	0.00
01-2-02230-810-000	Technology District	257.00	0.00	0.00	257.00	0.00
01-2-02230-890-001	Technology Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02230-890-002	Technology Elementary	206.00	0.00	0.00	206.00	0.00
PROGRAM: 02230		136,988.00	34,010.51	7,741.72	102,977.49	24.82
01-2-02310-315-000	BOE Accounting &	5,665.00	0.00	0.00	5,665.00	0.00
01-2-02310-317-000	BOE Legal Services	8,240.00	94.50	0.00	8,145.50	1.15
01-2-02310-340-000	BOE Other Professional	2,060.00	5,214.00	5,175.00	-3,154.00	253.11
01-2-02310-520-000	BOE Liability Insurance	2,060.00	0.00	0.00	2,060.00	0.00
01-2-02310-540-000	BOE Advertising &	7,725.00	432.50	0.00	7,292.50	5.60
01-2-02310-580-000	BOE Trave/Mileage	773.00	0.00	0.00	773.00	0.00
01-2-02310-610-000	BOE Supplies	3,090.00	53.63	53.63	3,036.37	1.74
01-2-02310-810-000	BOE Dues/Fees	6,695.00	468.46	250.00	6,226.54	7.00
01-2-02310-890-000	BOE Misc.	2,163.00	2,000.00	2,000.00	163.00	92.46
PROGRAM: 02310		38,471.00	8,263.09	7,478.63	30,207.91	21.47
01-2-02320-105-000	Superintendent Salary	0.00	11,250.00	11,250.00	-11,250.00	0.00
01-2-02320-110-000	Superintendent	10,557.00	2,613.78	871.26	7,943.22	24.76
01-2-02320-111-000	Superintendent Salaries	162,740.00	22,500.00	0.00	140,240.00	13.83
01-2-02320-130-000	Superintendent	1,802.00	569.10	150.45	1,232.90	31.58
01-2-02320-220-000	Superintendent	978.00	230.57	73.85	747.43	23.58
01-2-02320-221-000	Social Security	0.00	1,721.26	0.00	-1,721.26	0.00
01-2-02320-225-000	Superintendent Social	12,463.00	860.63	860.63	11,602.37	6.91
01-2-02320-230-000	Superintendent	1,236.00	2,323.42	100.92	-1,087.42	187.98
01-2-02320-235-000	Superintendent	16,274.00	1,324.73	1,111.25	14,949.27	8.14
01-2-02320-280-000	Superintendent	4,120.00	0.00	0.00	4,120.00	0.00
01-2-02320-285-000	Superintendent Health	23,890.00	7,760.79	2,586.93	15,929.21	32.76
01-2-02320-295-000	Superintendent Other	360.00	0.00	0.00	360.00	0.00
01-2-02320-580-000	Superintendent	2,266.00	0.00	0.00	2,266.00	0.00
01-2-02320-610-000	Superintendent Supplies	515.00	6,918.43	48.15	-6,403.43	1,343.38
01-2-02320-650-000	Superintendent	1,030.00	991.77	0.00	38.23	96.29
01-2-02320-733-000	Superintendent	360.00	1,071.72	438.68	-711.72	297.70
01-2-02320-810-000	Superintendent	1,854.00	185.00	0.00	1,669.00	9.98
PROGRAM: 02320		240,245.00	60,321.20	17,492.12	179,923.80	25.10
01-2-02330-317-000	Gen Admin -Legal	0.00	11,889.78	7,871.28	-11,889.78	0.00
PROGRAM: 02330		0.00	11,889.78	7,871.28	-11,889.78	0.00
01-2-02410-110-002	Principal Secretary	50,470.00	10,057.33	3,352.44	40,412.67	19.93
01-2-02410-110-001	Principal Secretary	31,930.00	7,841.34	2,613.78	24,088.66	24.56

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-02410-111-002	Principal Elementary	48,410.00	19,125.00	6,375.00	29,285.00	39.51
01-2-02410-111-001	Principal Secondary	51,242.00	23,914.99	7,791.66	27,327.01	46.67
01-2-02410-130-002	Principal Secretary	1,751.00	575.43	30.29	1,175.57	32.86
01-2-02410-130-001	Principal Secretary	5,407.00	1,705.95	451.20	3,701.05	31.55
01-2-02410-220-001	Principal Secretary	2,910.00	691.64	221.56	2,218.36	23.77
01-2-02410-220-002	Principal Secretary	4,120.00	813.41	258.78	3,306.59	19.74
01-2-02410-221-002	Principal Elementary	3,811.00	1,463.07	487.69	2,347.93	38.39
01-2-02410-221-001	Principal Secondary	3,991.00	1,829.49	596.06	2,161.51	45.84
01-2-02410-230-001	Principal Secretary	3,734.00	943.07	302.76	2,790.93	25.26
01-2-02410-230-002	Principal Secretary	5,227.00	1,050.29	334.14	4,176.71	20.09
01-2-02410-231-002	Principal Elementary	4,815.00	1,889.13	629.71	2,925.87	39.23
01-2-02410-231-001	Principal Secondary	5,121.00	2,308.95	769.65	2,812.05	45.09
01-2-02410-280-001	Principal Secretary	12,618.00	0.00	0.00	12,618.00	0.00
01-2-02410-280-002	Principal Secretary	8,498.00	0.00	0.00	8,498.00	0.00
01-2-02410-281-002	Principal Elementary	8,498.00	7,660.56	2,553.52	837.44	90.15
01-2-02410-281-001	Principal Secondary	11,845.00	4,111.23	1,370.41	7,733.77	34.71
01-2-02410-333-002	MILEAGE TO STAFF	0.00	554.48	0.00	-554.48	0.00
01-2-02410-580-002	Principal Elementary	1,030.00	824.24	477.00	205.76	80.02
01-2-02410-580-001	Principal Secondary	1,030.00	33.70	0.00	996.30	3.27
01-2-02410-610-002	Principal Elementary	515.00	105.59	78.60	409.41	20.50
01-2-02410-610-001	Principal Secondary	515.00	404.44	159.45	110.56	78.53
01-2-02410-650-002	Principal Elementary	773.00	0.00	0.00	773.00	0.00
01-2-02410-650-001	Principal Secondary	773.00	0.00	0.00	773.00	0.00
01-2-02410-733-002	Principal Elementary	258.00	94.63	0.00	163.37	36.68
01-2-02410-733-001	Principal Secondary	258.00	661.17	0.00	-403.17	256.27
01-2-02410-810-002	Principal Elementary	2,163.00	489.64	247.60	1,673.36	22.64
01-2-02410-810-001	Principal Secondary	2,163.00	746.47	456.47	1,416.53	34.51
01-2-02410-890-002	Principal Elementary	515.00	174.08	87.04	340.92	33.80
01-2-02410-890-001	Principal Secondary	515.00	0.00	0.00	515.00	0.00
PROGRAM: 02410		274,906.00	90,069.32	29,644.81	184,836.68	32.76
01-2-02490-110-001	Extra Duty Salary	29,355.00	2,608.96	682.86	26,746.04	8.89
01-2-02490-111-001	Extra Duty Secondary	10,300.00	37,301.10	12,028.96	-27,001.10	362.15
01-2-02490-112-001	Extra Duty Secondary	0.00	2,400.89	1,165.90	-2,400.89	0.00
01-2-02490-220-001	Extra Duty Social	0.00	199.58	52.24	-199.58	0.00
01-2-02490-221-001	Extra Duty Secondary	1,571.00	2,837.61	915.64	-1,266.61	180.62
01-2-02490-222-001	Extra Duty Secondary	0.00	184.42	89.00	-184.42	0.00
01-2-02490-231-001	Extra Duty Secondary	3,090.00	2,970.69	950.22	119.31	96.14
01-2-02490-232-001	Retirement	0.00	237.13	115.16	-237.13	0.00
01-2-02490-340-001	Extra Duty Secondary	412.00	0.00	0.00	412.00	0.00
01-2-02490-520-001	Catastrophic Student Ins	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02490-580-001	Extra Duty Secondary	258.00	0.00	0.00	258.00	0.00
01-2-02490-610-002	Extra Duty Elementary	309.00	0.00	0.00	309.00	0.00
01-2-02490-610-001	Extra Duty Secondary	1,854.00	150.58	0.00	1,703.42	8.12
01-2-02490-730-001	Extra Duty Secondary	515.00	0.00	0.00	515.00	0.00
01-2-02490-810-001	Extra Duty Secondary	4,120.00	0.00	0.00	4,120.00	0.00
01-2-02490-810-002	Extra Duty Elementary	258.00	0.00	0.00	258.00	0.00
01-2-02490-890-002	Extra Duty Elementary	155.00	0.00	0.00	155.00	0.00
01-2-02490-890-001	Extra Duty Secondary	309.00	0.00	0.00	309.00	0.00
PROGRAM: 02490		53,536.00	48,890.96	15,999.98	4,645.04	91.32
01-2-02510-116-000	Gen Business Support	47,380.00	11,554.41	3,851.47	35,825.59	24.39
01-2-02510-226-000	Gen Business Social	3,657.00	883.92	294.64	2,773.08	24.17
01-2-02510-236-000	Gen Business	4,687.00	1,141.32	380.44	3,545.68	24.35
01-2-02510-270-000	Gen Business-Acct.	24,076.00	44,208.00	0.00	-20,132.00	183.62
01-2-02510-286-000	Gen Business Health	14,935.00	2,005.50	668.50	12,929.50	13.43
01-2-02510-320-000	Gen Business	1,545.00	0.00	0.00	1,545.00	0.00
01-2-02510-340-000	Gen Business Contract/	773.00	0.00	0.00	773.00	0.00

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-02510-351-000	Gen Business Data	6,180.00	5,957.05	5,957.05	222.95	96.39
01-2-02510-440-000	Gen Business	17,510.00	5,769.47	4,112.41	11,740.53	32.95
01-2-02510-521-000	Fidelity Bond Insurance	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02510-530-000	Gen Business	6,180.00	1,591.10	542.62	4,588.90	25.75
01-2-02510-531-000	Gen Business Postage	3,914.00	632.46	0.00	3,281.54	16.16
01-2-02510-580-000	Gen Business	206.00	0.00	0.00	206.00	0.00
01-2-02510-610-000	Gen Business Supplies	3,605.00	1,834.16	152.36	1,770.84	50.88
01-2-02510-650-000	Gen Business Computer	515.00	0.00	0.00	515.00	0.00
01-2-02510-730-000	Gen Business	258.00	0.00	0.00	258.00	0.00
01-2-02510-890-000	Gen Business Misc.	206.00	250.00	0.00	-44.00	121.36
PROGRAM: 02510		136,657.00	75,827.39	15,959.49	60,829.61	55.48
01-2-02610-110-000	Operation of Plant	192,095.00	41,665.26	15,682.14	150,429.74	21.69
01-2-02610-220-000	Operation of Plant	15,244.00	3,187.43	1,199.69	12,056.57	20.91
01-2-02610-230-000	Operation of Plant	19,313.00	3,758.40	1,464.56	15,554.60	19.46
01-2-02610-280-000	Operation of Plant-	35,020.00	10,227.96	3,409.32	24,792.04	29.21
01-2-02610-340-000	Operation of Plant	1,545.00	1,542.48	0.00	2.52	99.84
01-2-02610-610-000	Operation of	30,900.00	13,789.56	5,250.41	17,110.44	44.63
01-2-02610-621-000	Operation of Plant -Fuel	16,480.00	368.89	190.76	16,111.11	2.24
01-2-02610-622-000	Operation of Plant-	103,000.00	28,374.43	8,466.76	76,625.57	25.61
01-2-02610-626-000	Operation of Plant-	1,030.00	94.98	0.00	935.02	9.22
01-2-02610-629-000	Operation of	11,330.00	2,918.85	1,312.48	-8,411.15	25.76
01-2-02610-733-000	Operation of Plant-	3,090.00	18,747.54	2,559.52	-15,657.54	606.72
01-2-02610-890-000	Operation of Plant-Misc	773.00	0.00	0.00	773.00	0.00
PROGRAM: 02610		429,820.00	122,675.78	39,535.64	307,144.22	28.54
01-2-02620-340-000	Maintenance of	56,650.00	30,277.46	12,763.78	26,372.54	53.45
01-2-02620-490-000	Other Property Services	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02620-520-000	Maintenance of	51,500.00	23,861.00	0.00	27,639.00	46.33
01-2-02620-733-000	Maintenance of	2,060.00	381.44	301.46	1,678.56	18.52
01-2-02620-890-000	Maintenance of	1,545.00	88.69	0.00	1,456.31	5.74
PROGRAM: 02620		112,785.00	54,608.59	13,065.24	58,176.41	48.41
01-2-02650-430-000	Vehicle	6,592.00	1,907.75	1,081.22	4,684.25	28.94
01-2-02650-626-000	Vehicle	3,605.00	1,919.98	566.40	1,685.02	53.26
01-2-02650-732-000	Vehicle	25,750.00	0.00	0.00	25,750.00	0.00
01-2-02650-890-000	Vehicle Acquistitions-	515.00	300.00	0.00	215.00	58.25
PROGRAM: 02650		36,462.00	4,127.73	1,647.62	32,334.27	11.32
01-2-02670-340-000	Safety/Security Dist.	1,545.00	1,038.90	45.00	506.10	67.24
01-2-02670-610-000	Safety/Security Dist	515.00	4,073.60	89.17	-3,558.60	790.99
PROGRAM: 02670		2,060.00	5,112.50	134.17	-3,052.50	248.17
01-2-02710-110-000	Transportation - Salaries	71,070.00	13,380.40	4,493.94	57,689.60	18.83
01-2-02710-220-000	Transportation - Social	5,459.00	852.73	287.46	4,606.27	15.62
01-2-02710-230-000	Transportation-	7,056.00	549.57	235.53	6,506.43	7.79
01-2-02710-332-000	Transportation - Mileage	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02710-430-000	Transportation-Tires/Par	31,930.00	14,353.24	388.91	17,576.76	44.95
01-2-02710-510-000	Transportation -Contract	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02710-626-000	Transportation - Gas/Oil	18,540.00	6,640.49	2,110.33	11,899.51	35.82
01-2-02710-732-000	Transportation - Bus	46,350.00	0.00	0.00	46,350.00	0.00
01-2-02710-733-000	Transportation-	773.00	115.00	98.00	658.00	14.88
01-2-02710-810-000	Transportation -	2,369.00	975.61	101.25	1,393.39	41.18
01-2-02710-890-000	Transportation - Misc.	515.00	98.88	98.88	416.12	19.20
PROGRAM: 02710		186,122.00	36,965.92	7,814.30	149,156.08	19.86
01-2-02712-110-000	SPED/Transportation -	14,420.00	7,609.60	3,050.32	6,810.40	52.77
01-2-02712-220-000	SPED/Transportation -	1,133.00	582.48	233.67	550.52	51.41

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-02712-230-000	SPED/Transportation-R	1,442.00	184.10	79.94	1,257.90	12.77
01-2-02712-332-000	SPED/Transportation-Mi	5,665.00	1,212.20	484.88	4,452.80	21.40
01-2-02712-430-000	SPED/Transportation -	1,236.00	0.00	0.00	1,236.00	0.00
01-2-02712-510-000	SPED/Transportation -	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02712-626-000	SPED/Transportation -	206.00	871.90	301.04	-665.90	423.25
PROGRAM: 02712		25,132.00	10,460.28	4,149.85	14,671.72	41.62
01-2-03535-111-001	HAL - Secondary	1,288.00	312.49	104.16	975.51	24.26
01-2-03535-111-002	HAL - Elementary	1,288.00	312.50	104.17	975.50	24.26
01-2-03535-221-002	HAL -Elementary Social	103.00	23.91	7.97	79.09	23.21
01-2-03535-221-001	HAL - Secondary Social	103.00	23.91	7.97	79.09	23.21
01-2-03535-231-002	HAL - Elementary	129.00	30.87	10.29	98.13	23.93
01-2-03535-231-001	HAL - Secondary	129.00	30.87	10.29	98.13	23.93
01-2-03535-320-002	HAL -Elementary	155.00	0.00	0.00	155.00	0.00
01-2-03535-320-001	HAL - Secondary	155.00	0.00	0.00	155.00	0.00
01-2-03535-580-001	HAL - Secondary	51.00	0.00	0.00	51.00	0.00
01-2-03535-580-002	HAL - Elementary	51.00	0.00	0.00	51.00	0.00
01-2-03535-610-001	HAL - Secondary	206.00	200.00	200.00	6.00	97.09
01-2-03535-610-002	HAL - Elementary	206.00	0.00	0.00	206.00	0.00
01-2-03535-650-001	HAL Secondary	201.00	0.00	0.00	201.00	0.00
01-2-03535-650-002	HAL - Elementary	201.00	0.00	0.00	201.00	0.00
01-2-03535-810-002	HAL - Elementary	309.00	70.00	70.00	239.00	22.65
01-2-03535-810-001	HAL - Secondary	1,133.00	640.00	490.00	493.00	56.49
01-2-03535-890-002	HAL - Elementary Misc	51.00	0.00	0.00	51.00	0.00
01-2-03535-890-001	HAL - Secondary Misc	51.00	179.80	0.00	-128.80	352.55
PROGRAM: 03535		5,810.00	1,824.35	1,004.85	3,985.65	31.40
01-2-06200-111-002	Title 1 - Salaries	36,050.00	12,398.09	4,597.49	23,651.91	34.39
01-2-06200-221-002	Title 1 - Social Security	2,781.00	941.68	351.71	1,839.32	33.86
01-2-06200-231-002	Title 1 - Retirement	3,579.00	1,224.66	454.13	2,354.34	34.22
01-2-06200-281-002	Title 1 Health Insurance	11,330.00	2,827.53	942.51	8,502.47	24.96
PROGRAM: 06200		53,740.00	17,391.96	6,345.84	36,348.04	32.36
01-2-06215-112-002	Title I Accountability-	0.00	2,035.14	784.74	-2,035.14	0.00
01-2-06215-222-002	Title I Accountability-	0.00	155.68	60.03	-155.68	0.00
01-2-06215-232-002	Title I Accountability	0.00	201.02	77.51	-201.02	0.00
PROGRAM: 06215		0.00	2,391.84	922.28	-2,391.84	0.00
01-2-06310-111-000	Title II - Salaries	11,021.00	2,997.12	999.04	8,023.88	27.19
01-2-06310-221-000	Title II - Social Security	845.00	229.29	76.43	615.71	27.13
01-2-06310-231-000	Title II - Retirement	1,092.00	296.04	98.88	795.96	27.11
PROGRAM: 06310		12,958.00	3,522.45	1,174.15	9,435.55	27.18
01-2-06401-111-002	Title IV - Pre-K Sped	10,300.00	0.00	0.00	10,300.00	0.00
01-2-06401-221-002	Title IV - Pre-K Sped	798.00	0.00	0.00	798.00	0.00
01-2-06401-231-002	Title IV - Pre-K Sped	1,030.00	0.00	0.00	1,030.00	0.00
01-2-06401-340-002	Title IV - Pre-K Sped	2,575.00	0.00	0.00	2,575.00	0.00
PROGRAM: 06401		14,703.00	0.00	0.00	14,703.00	0.00
01-2-06404-111-002	IDEA Part B - Salaries	25,338.00	0.00	0.00	25,338.00	0.00
01-2-06404-221-002	IDEA Part B - Social	1,906.00	0.00	0.00	1,906.00	0.00
01-2-06404-231-002	IDEA Part B -	2,523.00	0.00	0.00	2,523.00	0.00
01-2-06404-281-002	IDEA Part B - Health	3,935.00	43.30	14.48	3,891.70	1.10
PROGRAM: 06404		33,702.00	43.30	14.48	33,658.70	0.12
01-2-06406-340-000	IDEA Preschool Base -	8,240.00	1,248.00	128.00	6,992.00	15.15
PROGRAM: 06406		8,240.00	1,248.00	128.00	6,992.00	15.14

MONTHLY EXPENSE SUMMARY

NOVEMBER 2019

Account	Description	19-20 Budget	Expenditure to Date	NOVEMBER 2019 Expenses	Ending Balance	Percentage (%)
01-2-06407-110-002	IDEA Preschool	7,725.00	0.00	0.00	7,725.00	0.00
01-2-06407-220-002	IDEA Preschool	592.00	0.00	0.00	592.00	0.00
01-2-06407-230-002	IDEA Preschool	773.00	0.00	0.00	773.00	0.00
PROGRAM: 06407		9,090.00	0.00	0.00	9,090.00	0.00
01-2-06410-111-000	DIST IDEA - Salaries	21,370.00	6,604.84	2,584.34	14,765.16	30.91
01-2-06410-112-000	*IDEA Enr/Pov(611)*	5,091.00	0.00	0.00	5,091.00	0.00
01-2-06410-221-000	DIST IDEA - Social	397.00	505.27	197.70	-108.27	127.27
01-2-06410-222-000	*IDEA Enroll/Poverty*	1,638.00	0.00	0.00	1,638.00	0.00
01-2-06410-231-000	DIST IDEA - Retirement	2,217.00	652.42	255.28	1,564.58	29.43
01-2-06410-232-000	*IDEA Enroll/Poverty*	510.00	0.00	0.00	510.00	0.00
01-2-06410-282-000	IDEA Para Health Ins	5,974.00	0.00	0.00	5,974.00	0.00
01-2-06410-340-000	DIST IDEA - Contract	12,360.00	0.00	0.00	12,360.00	0.00
PROGRAM: 06410		49,557.00	7,762.53	3,037.32	41,794.47	15.66
01-2-06690-565-001	Secondary Education	0.00	538.97	538.97	-538.97	0.00
01-2-06690-569-001	Secondary Education	0.00	128.79	0.00	-128.79	0.00
PROGRAM: 06690		0.00	667.76	538.97	-667.76	0.00
01-2-06992-650-000	REAP - Computer	24,720.00	0.00	0.00	24,720.00	0.00
PROGRAM: 06992		24,720.00	0.00	0.00	24,720.00	0.00
01-2-08000-912-000	Fund Transfer to Lunch	5,150.00	0.00	0.00	5,150.00	0.00
01-2-08000-913-000	Fund Transfer to Activity	30,900.00	0.00	0.00	30,900.00	0.00
01-2-08000-914-000	Fund Transfer to	80,000.00	0.00	0.00	80,000.00	0.00
01-2-08000-915-000	Fund Transfer to EE	2,500.00	0.00	0.00	2,500.00	0.00
PROGRAM: 08000		118,550.00	0.00	0.00	118,550.00	0.00
01-2-09000-890-000	Non Programmed	0.00	4,299.80	756.00	-4,299.80	0.00
PROGRAM: 09000		0.00	4,299.80	756.00	-4,299.80	0.00
		5,899,026.00	1,471,519.72	484,224.73	4,427,506.28	24.94

Weeping Water Public School DECEMBER 2019 Claims For Payment

Vendor Name	Check Description (Detail)	Check Amount	Account #
Advanced Office Automations	Rizo Copies	\$ 24.02	02510-440-000
A Parts Warehouse	Transportation	\$ 95.25	02710-430-000
Betty Colbert	Accompanist for 1st Semester	\$ 1,000.00	02490-810-000
Boystown	Pupil Contract Services	\$ 7,261.32	01200-320-001
Bristol Wenzl	Cell Phone Reimbursement	\$ 87.04	02410-890-002
Cassgram	Advertisement	\$130.00	02310-540-000
CenterPoint Energy	Main Building Fuel	\$ 273.18	02610-621-000
Dan Manley Construction	Contract Service- Install Wall Pads in Gyms	\$ 1,518.00	02620-340-000
Dana Cole & Co.	Final Bill of 18-19 Audit/Sec 125 Annual Fee	\$ 1,190.00	02310-340-000
Dana Cole & Co.	Sec. 125	\$ 65.00	01100-291-000
Doug Jorn	Reimbursement	\$ 128.99	02610-610-000
Egan Supply	Supplies	\$ 644.20	02610-610-000
Erin Beth Designs	Supplies	\$ 120.00	02610-610-000
Erin Beth Designs	Supplies	\$ 200.00	02670-610-000
ESU#3	PLD Workshop-Garner, Heath	\$ 30.00	01100-810-002
ESU#3	PLD Workshop-Robinett, Strong	\$ 30.00	01100-810-001
ESU#3	PLD Workshop- Wenzl	\$ 15.00	02410-810-002
ESU#3	PLD Workshop - Welte	\$ 15.00	02410-810-001
Express Lane	Class Reward for Red Ribbon Week	\$ 166.78	02120-890-001
Hal Leonard	Supplies	\$ 10.70	01100-610-001
Hayes Automation	Contract Service	\$ 3,410.64	02620-340-000
Heiserman Flooring	Carpet Repair Band Room	\$ 495.00	02620-340-000
IXL Learning	Add'l Licenses	\$ 540.00	01100-734-001
Jostens	Diplomas	\$ 104.52	02490-610-000
Just for Kids Therapy	Pupil contract services-preschool	\$ 464.00	06406-320-000
Just for Kids Therapy	Pupil contract services	\$ 240.00	02160-320-002
Just for Kids Therapy	Pupil contract services	\$ 288.00	02170-320-002
Keckler Oil	Transportation	\$ 1,058.32	02650-430-000
Kevin White	Reimburse	\$ 99.24	01100-610-001
KSB Law	Legal Service	\$ 20,846.36	02330-317-000
Lincoln Journal Star	Advertisement	\$ 14.14	02310-540-000
Linda Twomey	Parent Mileage Reimbursement	\$ 396.72	02712-332-000
Madonna School	Pupil Contract ServiceOct Nov	\$ 4,186.08	01200-320-001
Matheson Tri-Gas	Supplies	\$ 158.55	01100-610-001
Meeske Auto	Transportation	\$ 285.57	02710-430-000
Meeske Auto	Transportation	\$ 15.98	02650-430-000
Meeske Auto	Maintenance supplies	\$ 8.50	02610-610-000
Meeske Hardware	Transportation	\$ 755.89	02710-430-000
Meeska Hardware	Supplies	\$ 760.63	02610-610-000
Meyer Laboratory, Inc.	Supplies	\$ 1,337.05	02610-610-000
Mid-America Pest Control	Contract Service	\$ 86.96	02620-340-000
Micks Diesel	Transportation	\$ 2,548.21	02710-430-000
National Art & School Supplies	Supplies	\$ 16.48	01100-610-002
NSWCA	Membership for HS WR Coaches	\$ 100.00	02490-810-001
O'Keefe	Elevator Maintenance and repair	\$ 377.04	02620-340-000
OPPD	Electric Service	\$ 7,393.46	02610-622-000
Omaha Symphony	Hal Field Trip	\$ 80.00	03535-810-000
Onesource	Background ck- Skalak, Wentz, Knake	\$ 45.00	02670-340-000
PGH&G	Legal Service	\$ 300.00	02330-317-000
Popplers	Supplies	\$ 4.50	01100-610-002
Prime Communication	Annual Contract Service Reneal	\$ 2,822.65	02620-340-000
Quentin Coatney	Reimburse	\$ 30.00	02710-336-000
Rocket Math	1 Year Subscription	\$ 49.00	01200-610-002
Scmidt Music	Repair	\$ 56.00	01100-610-001
School Specialty	Supplies	\$ 160.08	02120-610-000
Shirley Brack	Dare Cake	\$ 90.00	01100-610-001
Sports Facility Maintenance	Bleacher Inspection, Bball Hoops	\$ 4,329.98	02620-340-000
Stop N Shop	Sped Transportation	\$ 211.50	02712-336-000
Stop N Shop	Transportation	\$ 38.65	02650-626-000
Tiffanie Welte	Cell Phone Reimbursement	\$ 80.84	02410-810-001



o'keefe elevator company, inc.

ONE O'KEEFE CENTER 1402 JONES STREET OMAHA, NEBRASKA 68102-3218 (402) 345-4056 FAX (402) 345-4055

October 8, 2019

Weeping Water Public School
204 West "O" Street
Weeping Water, NE 68463

Subject: Elevator Modernization -# 8386

O'Keefe Elevator would first like to thank you for allowing us to provide you with a proposal to modernize the hydraulic passenger elevator located in subject building. This elevator contains the original components and also does not comply with current codes.

This passenger elevator is in need of being modernized at this time. The components and equipment currently in place are original, worn out, unreliable, as well as contains components that are becoming obsolete and hard to obtain. This elevator does not comply with current code and needs upgraded.

The characteristics of this elevator is as follows:

- Capacity 2500lbs
- Speed 135 fpm
- Three (3) Front/Two (2) Rear stops
- Bldg. voltage 208V 3 phase

The modernization of this elevator will completely upgrade it to current microprocessor based technology, code compliance with regards to Fire Service Recall and ADA compatibility, and also provide you dependable vertical transportation.

The modernization of this elevator will benefit you in the following ways:

- Energy savings to operate the elevators by as much as 20%.
- Reduce maintenance costs by as much as 10-20%.
- Reduce liability exposure.
- Code compliant elevators.
- Safer and more dependable elevators.

The modernization of this elevator will include the following:

Part I	New Power Unit
Part II	New Microprocessor Controller
Part III	New Car Door Operator and Related Equipment
Part IV	New Fixtures (ADA)
Part V	Miscellaneous Items
Part VI	Responsibilities of Owner
Part VII	Costs and Approvals

Please review our proposal and when approved sign and return one copy to our main Omaha office so material can be ordered. If you have any questions or we can be of further assistance, please feel free to contact me at (402)-345-4056.

We greatly appreciate the opportunity and look forward to working with you on this project.

Sincerely,

O'KEEFE ELEVATOR COMPANY, INC.

Cary McCoy
Modernization Sales
E-Mail: cmccoy@o'keefe-elevator.com
Web: <http://www.o'keefe-elevator.com>

Part I – New Power Unit

The existing valve assembly and pump installed on your elevator is outdated and replacement parts are getting harder and harder to obtain, and we are recommending that a new power unit be installed on your elevator.

The overall running performance of the hydraulic elevator depends on the operation of the valve and pump. The purpose and function of the valve in a hydraulic system is to direct the flow of fluid to the plunger.

The new power unit includes the following:

1. Valve.
2. Pump and pump rails.
3. Necessary sheaves, bushings, and belts.
4. Pump/valve manifold.
5. Silencer and isolation assembly.
6. Motor.
7. Tank.
8. Hydraulic Oil

The innovative valve has all of its components built into a single housing and are as follows:

RELIEF VALVE: Is externally adjustable and capable of bypassing the total oil flow without increasing back pressure more than 10% above that required to barely open the valve.

UP AND STOP VALVE: Is externally adjustable and designed to bypass oil flow during start and stop of the motor pump assembly. The valve shall close slowly, gradually diverting oil to or from the jack unit ensuring smooth up starts and stops.

CHECK VALVE: Designed to close quietly without permitting any perceptible reverse flow.

LOWERING AND LEVELING VALVE: Is externally adjustable for drop away speed, leveling speed, and stopping speed to ensure smooth down starts and stops. The leveling portion is designed to level the car to the floor in the direction the car is traveling when slowdown is initiated.

With all of these components working together, including the new pump, this kit will benefit you in the following ways:

1. Smoother starts and stops.
2. Easy external adjustments.
3. Accessibility to replacement parts.
4. Improves floor stopping accuracy within + or – ¼".
5. Prolongs the overall life of the elevator.
6. Comes from the factory in a conversion kit application to save on installation time, which reduces overall cost.
7. Kit includes silencer, valves, pump, intake, and out-take.

Part II – New Microprocessor Controller

CONTROLLER:

The controller of an elevator acts as the brain and tells the elevator where to go and at what speed. We are proposing that a microprocessor controller be installed.

This new controller is the latest in technology and offers the most efficient elevator operation available. It is equipped to meet all current codes including fire service and handicap accessibility, and is designed and engineered specifically for the project it will be installed in. The controller is flexible and is able to receive information, rapidly process information, and dictate the elevators next action in a minimum amount of time.

The controller offers versatility that is unmatched in the elevator industry. Due to the utilization of erasable, programmable logic devices to accomplish most logic functions, the controller can be updated to meet a building's changing traffic patterns. Have new features added or modified to comply with code changes without the extensive modifications needed on previous control systems.

The following is a partial list of some of the features your new controller will include:

CONTROL SYSTEM FEATURES:

1. Selective Collective Operation.(Non Proprietary)
2. Low oil protection.
3. NEII handicap package.
4. Position Indicators.
5. Hall lanterns.
6. Car riding lantern.
7. Car direction arrows.
8. Fire service ANSI A17.1 2013
9. Viscosity control.
10. Signal voltages:
24 VDC register lights and all input signals.
Hall lanterns 24 VDC, 48 VDC, 115 VAC.
Car riding lantern 24 VDC, 48 VDC, 115 VAC.
Floor passing gong 24 VDC, 48 VDC, 115 VAC.
Position indicator 24 VDC, 48 VDC, 115 VAC.

SOFT START

The new control system will utilize a solid state soft start to operate the equipment. This starter has motor overload protection, phase loss detection just to name a few benefits of old contactor style starters.

Part III – New Car Door Operator and Related Equipment

The door operator and related door equipment operate twice as much as the remaining equipment. For every time the elevator runs the door equipment works twice.

CAR EQUIPMENT:

1. New closed loop car door operator, Front/Rear

HOISTWAY EQUIPMENT (EACH FLOOR)

1. New hoistway fire gibs, at all floors.

MICROLIGHT DOOR PROTECTION

A full door protection edge will be installed that incorporates infra-red beams from floor level up to approximately six feet. When one of these beams is interrupted or broken the doors will reopen or remain open until the obstruction clears allowing the doors to close. This unit is the safest door protection available and greatly reduces your liability exposure.

Part IV – New Fixtures (ADA)

The existing pushbutton fixtures do not comply with the requirements of the American Disabilities Act (ADA). In addition, these fixtures were designed and engineered to operate with the existing controller, which will be replaced.

Due to the above and for compatibility and code requirements, the fixtures must be replaced. The new fixtures will include:

MAIN CAR STATION (Stainless Steel)

1. Capacity and elevator number shown in elevator.
2. All pushbuttons and necessary keyswitches.
3. Built-in emergency light.
4. Keyed stop switch.
5. Fire service keys, indicator, call cancel.
6. Permanently mounted Braille.
7. Extended faceplate to reduce the needed cutting and patching.
8. Stainless steel #4 fixture plate.
9. Floor passing gong.

HALL STATION: (Stainless Steel Surface Mount)

1. Two (2) terminal hall stations with hoistway access keyswitches.
2. Fire Service Phase I keyswitch in #1 floor station.
3. Extended faceplates with "In Case Of Fire, Elevators Are Out Of Service".

CAR LANTERN: (Stainless Steel)

New Car lantern will be provided. These lanterns will incorporate both your directional arrows as well as your single chime for the "up" direction and two-stroke chime for the "down" direction.

JAMB BRAILLE

Install new jamb braille at ADA height.

HOISTWAY ACCESS

Hoistway access stations will be provided at the top and bottom landings per code.

CAR POSITION INDICATOR

A new digital car position indicator will be provided in each car.

Part V – Miscellaneous Items

1. Extended toe guard as per code.
2. New traveling cables.
3. New hoistway wiring.
4. New hoistway switches as necessary
5. All permits as required by the state.
6. Working with your contractors (electrical, fire detection, etc.) on tying the elevator into the building system.
7. Car top inspection as per code.
8. New Car Top Handrail.

Part VI – Responsibilities of the Owner

In order to meet state elevator codes, there are building related items that are the responsibility of the owner and will need to be completed in conjunction with the modernization. The following list of items may or may not be necessary and the list is not necessarily everything that may need to be completed: These items are itemized below as option to be included in our proposal.

1. Any changes and/or additions to your building fire detection system to tie the elevator into fire service recall.
2. Any hoistway or machine room modifications as required to comply with current code.
3. Any electrical modifications that may be necessary. This may include fused disconnect, 110V disconnect for car lighting, pit light, shunt trip breaker, GFI outlet, etc.
4. Any other building modifications as required to comply with code.
5. Mechanical work including air conditioning the machine room.
6. Sump pump and/or pit work required by code.

We recommend at the appropriate time, the state elevator inspector be contacted to perform a site visit and provide a report on the building items that will be required. O'Keefe will schedule and assist in getting this done upon your request.

Part VII – Costs and Approvals

The cost to furnish the material and labor necessary to complete the work as described in this proposal is **EIGHTY-ONE THOUSAND SIX HUNDRED TWENTY-SEVENTY AND 00/100 DOLLARS (\$81,627.00)**. Tax Included. All work will be performed during the regular working hours of the elevator trade.

You should allow approximately 2 weeks for surveys and approvals and approximately 8-10 weeks for delivery of equipment after release to manufacturing. The elevator will be out of service approximately 5-6 weeks while this work is completed.

We have included a one-year free maintenance and warranty period upon final acceptance and turnover.

HAZARDOUS SUBSTANCE AMENDMENT

If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by O'Keefe Elevator, we shall upon recognizing the condition, immediately stop work in the affected area and report the condition to the Owner and Architect in writing.

The Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by O'Keefe Elevator and, in the event such material or substance is found to be present, to verify that it has been rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to O'Keefe Elevator and the Architect the names and qualifications of persons or entities who are to perform tests verifying the safe containment of such material or substance. O'Keefe Elevator and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either O'Keefe Elevator or the Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom O'Keefe Elevator and the Architect have no reasonable objection. When the material or substance has been rendered harmless, work in the affected area shall resume upon written agreement of the Owner and O'Keefe Elevator. The contract time shall be extended appropriately and the Contract Sum shall be increased in the amount of O'Keefe Elevator's reasonable additional costs including but not limited to the shut-down, delay and start-up.

Please review our proposal and when approved sign and return one copy to our main Omaha office so material can be ordered.

If you have any questions or we can be of further assistance, please feel free to contact me at 402-345-4056 or my cell 402-802-5538.

This proposal is submitted for acceptance within SIXTY (60) days from date executed by us.

This proposal, together with the **TERMS AND CONDITIONS PRINTED ON THE BACK HEREOF** and which are expressly made a part of this proposal and agreed to when signed and accepted by the Purchaser and approved by an authorized representative of O'Keefe Elevator Company, Inc. shall constitute exclusively and entirely the contract between the parties, and all prior representations or agreements, whether written or verbal, not incorporated herein, are superseded. No changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties.

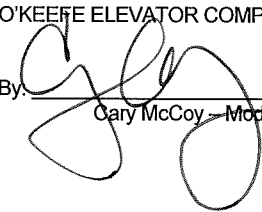
Signed and Accepted By: _____
Signature of Authorized Official

Title

Date

Respectfully submitted,

O'KEEFE ELEVATOR COMPANY, INC.

By:  _____
Cary McCoy – Modernization Sales

CEDAR RAPIDS
319) 366-1525

DAVENPORT
(563) 322-8546

DES MOINES
(515) 283-2471

GRAND ISLAND
(308) 381-7300

LINCOLN
(402) 464-6307

SIOUX CITY
(712) 255-5107

Form NR500 (09/07)
IOWA CITY
(319) 341-8139

OTIS

DATE: 11/22/2019

TO:
Mr. John A. Yard

FROM:
Otis Elevator Company
5410 F Street
Omaha, NE 68117

PROJECT LOCATION:
Weeping Water Public School
PO Box 206
Weeping Water, NE 68463

MACHINE NUMBER(S): Dover (Only Elevator) **PROPOSAL NUMBER:** JHN2218

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

OTIS HYDRAULIC CONTROL SYSTEM

We propose to furnish labor and material to provide a hydraulic microprocessor-based control system. It is specifically designed to meet the particular needs of modernizing hydraulic elevators. The system is integrated by communications over serial links and discrete wiring.

DUTY

The present capacity will be retained.

TRAVEL

The present travel will be retained.

STOPS AND OPENINGS

Present stops and openings will be retained.

CONTROLLER

New microprocessor controller, including soft start, floor lock off capabilities, stainless steel car traveling lantern and hoistway landing system.

A microprocessor-based control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform selective collective operational control.

Each controller cabinet containing memory equipment shall be properly shielded from line pollution. The microcomputer system shall be designed to accept reprogramming with minimum system downtime.

POWER UNIT (NEW) WITH NEW OIL

The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler. The pump and motor are

submerged and are mounted to the tank with rubber isolators to reduce vibration and noise. A muffler is provided to dissipate pulsations and noise from the flow of hydraulic fluid. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

OPERATION - ONE CAR

Operation shall be automatic by means of the car and landing buttons. Stops registered by momentary actuation of the car or landing buttons shall be made in the order in which the landings are reached in each direction of travel after the buttons have been actuated. All stops shall be subject to the respective car or landing button being actuated sufficiently in advance of the arrival of the car at that landing to enable the stop to be made. The direction of travel for an idle car shall be established by the first car or landing button actuated.

"UP" landing, calls shall be answered while the car is traveling in the up direction and "DOWN" landing, calls shall be answered while the car is traveling down. The car shall reverse after the uppermost or lowermost car or landing call has been answered, then proceed to answer car calls and landing calls registered in the opposite direction of travel.

If the car without registered calls arrives at a floor where both up and down hall calls are registered, it shall initially respond to the hall call in the direction that the car was traveling. If no car call or hall call is registered for further travel in that direction, the car shall close its doors and immediately reopen them in response to the hall call in the opposite directions. Direction lanterns, if furnished, shall indicate the change of direction when the doors reopen.

An independent service switch shall be provided in the car operating panel which, when actuated, shall cancel previously registered car calls, disconnect the elevator from the hall buttons and allow operation from the car buttons only.

CLOSED LOOP DOOR OPERATOR X2 (FRONT AND REAR OPENING)

Related car door equipment including tracks, hangers and clutch will be inspected for adjustment and realignment. Necessary replacements will be made at no additional cost. A new gate switch will be supplied with the operator.

A new door operator shall be installed.

Doors on the car and at the hoistway entrances shall be power operated by means of the new door operator mounted on top of the car. The door operator is a closed-loop system designed to provide consistent door performance despite changes in temperature or wind and despite the presence of minor debris in the door track. The system continuously monitors door speed and position and adjusts them to match the predefined profile.

Door operation shall be automatic at each landing, with door opening initiated as the car arrives at the landing. Closing will take place after an adjustable time interval expires. An electric car door contact shall prevent the elevator from operating unless the car door is in the closed position.

Door close shall be arranged to start after a minimal time, consistent with disabled persons' requirements. Doors shall be arranged to remain open for an adjustable time period sufficient to meet ADA requirements.

Elevator cars' door-open time intervals, when the car is at a landing, shall be adjustable independently for the cars' responses to car and hall calls.

HOISTWAY AND CAR DOOR AND OPERATING DEVICES

The existing door interlocks, closers, tracks, hangers, and rollers will be inspected for adjustment and realignment. Necessary replacements will be made at no additional cost.

Normal terminal stopping devices shall be provided to slow down and stop the car automatically at the terminal landings.

INFRA-RED DOOR PROTECTION DEVICE

A solid state, infra-red passenger protection device shall be installed on the car door. This device provides 56 infrared light beams that create an invisible safety net across the elevator entrance. In addition, a triangular coverage area protects passengers approaching or exiting the landing door zone or entryway. The system aims 12 additional infrared beams out into the entryway at a nominal 30-degree angle away from the direction of door travel. If these beams strike an object in the middle of the entryway, some of the light is reflected into special photo-diode receivers that scan into the entryway at a nominal 30-degree angle. If the receivers detect enough light, a reversal signal is generated to open the doors. The maximum projection of these 12 additional beams at any time is one-third of the door opening width.

If any beam is interrupted, the door-reversal signal will cause the elevator doors to reopen instantly without touching the passenger. After a car stop is made, the door shall remain open for a predetermined interval before closing. If, while the door is closing, a passenger entering or leaving the car interrupts the matrix of invisible light beams, the door shall stop and reopen, after which the door shall again start to close.

Graceful degradation operation is also included. If one or two isolated beams (up to a maximum of 36 beams) are interrupted, a door-reversal signal will cause the doors to reopen instantly. If the beams remain blocked for more than 80 seconds, the beams are considered permanently blocked. The device then ignores these blockages and the detector will continue to operate as it would without any blockages.

If three or more adjacent beams are interrupted, a door-reversal signal will cause the doors to reopen instantly. If they remain blocked for more than 80 seconds, they are considered permanently blocked. The doors will then remain open indefinitely, go into nudging mode or remain open for a specified period, depending on local codes and the door operating system. The doors will remain in this mode until the blockage is corrected.

WIRING

New traveling cables and hoistway wiring shall be installed. New traveling cable will have spares available for future security installations.

All new wiring and electrical interconnections shall comply with governing codes. Insulated wiring shall have flame-retardant and moisture-proof outer covering and shall be run in conduit, flexible tubing or electrical wire ways. Traveling cables shall be flexible and suitably suspended to relieve strain on individual conductors.

FIXTURES

New, stainless steel fixtures will be supplied for hall stations and car operating panel.

CAR OPERATING PANEL

The car operating panel shall include a digital car position indicator, emergency light, floor buttons, keyswitches, braille, and push button ADA telephone.

An applied (integral) car-operating panel shall be furnished. The panel shall contain a bank of illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button or switch, door open and door close buttons, and a light switch. The emergency call button shall be connected to a bell that serves as an emergency signal. A fan switch shall also be located in the car-operating panel. All car operating panel lamps shall be the low-voltage long life lamps.

FIRE SERVICE PHASE 1 AND 2

Fire service keyswitches will be added to the main egress landing and a locked cabinet in the car operating panel. The keyswitches and car operation will comply with current code at time of installation.

HALL STATIONS

New hall stations shall be stainless steel, surface mounted and fully code compliant.

New hall buttons shall be installed at each landing, an up and a down button at each intermediate landing and a single button at each terminal landing.

When a call is registered by momentary pressure on a landing button, that button shall become illuminated and remain illuminated until the call is answered. Hall button lamps shall be low-voltage, long life lamps.

HALL POSITION INDICATORS

A stainless steel, surface mounted hall position indicator with direction arrows shall be installed at the main lobby landing. The illuminated indicator will transmit car location and direction in the hoistway. UP and DOWN direction arrows shall be installed at each alternate landing.

CODE (LOCAL)

The elevator equipment at final turnover shall comply with all applicable local codes. This may include:

- **Hoistway access**
- **Jamb braille**
- **Car top inspection station**
- **Toe guard**
- **Pit ladder**
- **Audible signaling**

PERMITS AND INSPECTIONS

The elevator contractor shall furnish all licenses and permits and shall arrange for and make all required inspections and tests.

OWNER'S MANUAL

We will include an owners' manual, customer tool, and all engineering, wiring, print, software, and control changes. All material provided shall be manufactured and installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

MAINTENANCE

Otis warranty maintenance shall be furnished on the elevator equipment provided for under this contract for a period of (twelve) months commencing on the date the elevator equipment is turned over to you for use.

CAR GUIDES (RETAINED)

The existing car guides shall be retained. They shall be thoroughly inspected. Any worn parts will be replaced by the original manufacture parts or equal.

CAR FRAME (RETAINED)

The existing car frame shall be retained.

PLATFORM (RETAINED)

The current platform will be retained.

SPRING BUFFERS (RETAINED)

The existing spring buffers shall be retained.

ENGINEERING DESIGN

All new material furnished will be specifically designed to operate with original elevator equipment being retained, thus assuring maximum performance and eliminating any divided responsibility.

WORK BY OTHERS

Additional work by others will be required. This work may include hoistway patching, machine room HVAC, building electrical, pit sump system, smoke and heat heads.

This work is specifically excluded. Upon request, an Otis representative will assist in scheduling sub-contractors to survey for this work. This scheduling will be completed at no additional cost.

LIMITATIONS

Under no circumstances shall the Otis Elevator Company be liable for indirect, consequential, or special damages resulting from the installation or use of this product.

PRICE: \$69,582.00

Sixty Nine Thousand Five Hundred and Eighty Two Dollars and 00/100

This proposal is based on a thirty percent (30%) downpayment in the amount of \$20,874.60.00

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as :you:), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Submitted by:


John Hansen

Accepted in Duplicate

CUSTOMER

Approved by Authorized Representative

OTIS ELEVATOR COMPANY

Approved by Authorized Representative

Date: _____

Date: _____

Signed: X _____

Signed: _____

Print Name: _____

Print Name: **Elise Bennett**

Title: _____

Title: **General Manager**

Name of Company: _____

Principal, Owner or
Authorized Representative of Principal or Owner

Agent _____
(Name of Principal or Owner)

TERMS AND CONDITIONS

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

This quotation is subject to change or withdrawal by us prior to acceptance.

We warrant to you that the work performed by us hereunder shall be free from defects, not inherent in the quality required or permitted, in material and workmanship for one (1) year from the date of substantial completion. Our duty and your remedy under this warranty are limited to our correcting any such defect you report to us within the warranty period by, at our opinion, repair or replacement, provided all payments due under the terms of this contract have been made in full. All parts used for repair or replacement under this warranty shall be good quality and furnished on an exchange basis. Printed circuit boards used for replacement parts under this warranty may be refurbished boards. Exchanged parts become our property.

We shall perform the work during our regular working hours of our regular working days unless otherwise agreed in writing. You shall be responsible for providing suitable storage space at the site for our material.

You shall obtain title to all the equipment furnished hereunder when final payment for such material is received by us. In addition, you shall be granted a license to use any software incorporated into any such equipment solely for operating such equipment.

Any drawings, illustrations or descriptive matter furnished with the proposal are submitted only to show the general style, arrangement and dimensions of the equipment.

Payments shall be made as follows: A down payment shall be paid after we have completed processing your equipment requirements, and orders are placed; the balance shall be paid on completion if the work is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.

Any material removed by us in the performance of the work shall become our property.

Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with adequate electrical power at no cost to us with a safe place in which to work, and we reserve the right to discontinue our work in the building whenever in our opinion working conditions are unsafe. If overtime work is mutually agreed upon and performed, an additional charge thereof, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our current labor rates.

We shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.

Neither party shall be liable to the other for any loss, damage or delay due to any cause beyond either parties reasonable control, including but not limited to acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God. We do not agree under our warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any cause beyond our control.

We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall at our option, (i) procure for you the right use of the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage or obsolescence.

THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT ARE THE EXCLUSIVE WARRANTIES GIVEN: WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort, in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.

By accepting delivery of parts incorporating software you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Our work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, polychlorinated biphenyl (PCB), or products or materials containing asbestos, PCB's or other hazardous substances. In the event we encounter any such product or materials in the course of performing work, we shall have the right to discontinue our work and remove our employees from the project until you have taken the appropriate action to abate, encapsulate or remove such products or materials, and any hazards connected therewith, or until it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation.

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Agreement, nor shall it constitute an acceptance of any additional terms.

PRINCIPAL'S CONTRACT OF EMPLOYMENT WEEPING WATER PUBLIC SCHOOLS

THIS CONTRACT is made by and between the **Board of Education of Weeping Water Public Schools**, legally known as **Cass County School District No. 13-0022**, and referred to as "the Board" and "the School District" respectively, and **Bristol Wenzl**, referred to herein as "the Principal". In accordance with its action taken and recorded in the minutes of a duly advertised board meeting, the Board agrees to employ the Principal, and the Principal agrees to accept such employment, subject to the terms and conditions set forth herein.

Section 1. Term of Contract

The Principal shall be employed for 1 year beginning on July 1, 2020, and expiring on June 30, 2021. During this and any subsequent year under this contract, the Principal shall render at least 220 working days of service in the performance of her duties as Principal. "Working days" typically will not include Saturdays, Sundays, and legal holidays, but it shall include all days on which the Principal actually and necessarily completes her contractual duties. The Principal agrees to work sufficient hours and days to satisfactorily complete the duties of this contract. The Principal shall keep complete and accurate records of his or her working days and shall provide the Superintendent with a report of his or her accumulated working days at least quarterly.

Section 2. Renewal of Contract. Unless the Superintendent recommends the nonrenewal, termination, amendment, and/or cancellation of this contract, the contract will automatically renew for a period of **one contract year**, as defined in Section 1, from and after the expiration date provided in Section 1 of this contract.

Section 3. Salary. The Principal's salary for the contract year shall be \$94,000.00 which shall be paid in 12 equal monthly installments beginning in the month of August 2020. The Board shall not reduce the Principal's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

Section 4. Deductions. This contract shall conform to the statutes and regulations governing deductions from compensation and shall be subject to the School Employees Retirement Act. The Principal authorizes the District to deduct or withhold from each and every period of pay any amounts

necessary to offset any damages caused by the Principal or the value of property or money entrusted to the Principal or owed by the Principal to the District during the course of or as a result of the Principal's employment, if such property or money have not properly been returned to the District. The school district shall withhold other deductions as the Principal and Board may agree.

Section 5. Professional Status. The Principal affirms that she is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, Principal will hold a valid and appropriate certificate to act as a principal in the State of Nebraska which he or she will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Principal for any service performed prior to the date that he or she registers her certificate. The Principal represents that: (1) all information she provided in connection with his or her application for employment with the District was true and accurate at the time of application, and if there is or has been a material change in such information, he or she will advise the Board immediately; (2) he or she has never been convicted of or plead no contest to, a felony as defined in Title 92, Chapter 21, Sections 003.11 and 003.13 of the Nebraska Administrative Code ("Rule 21"), or any offense involving moral turpitude, abuse, neglect, or sexual misconduct, as defined in Title 92, Chapter 21, Sections 003.12 and 003.13 of the Nebraska Administrative Code; and (3) he or she has not had any professional licenses or certificates suspended or revoked.

Section 6. Principal's Duties. The Principal's duties shall be as prescribed by statute and by Board policies, rules, regulations, and directives. The Principal agrees to devote his or her time, skill, labor and attention to his or her duties throughout the contract term. The Principal shall be subject to the direction and control of the Superintendent at all times and shall perform such administrative duties as the Superintendent or Board assigns. By agreement with the Superintendent, the Principal may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as they do not interfere with carrying out his or her duties and obligations to the school district.

Section 7. Nonrenewal, Termination, Cancellation or Mid-Term Amendment. Nonrenewal, termination, cancellation, or amendment of this contract shall be in accordance with state statutes. During any applicable probationary period, the Board may nonrenew or amend this contract for any reason so long as it is not unconstitutional. At all other times, the Board may terminate, cancel or amend this contract for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Principal's

certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education: (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence: (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity: (j) immorality; (k) conviction of a felony; (l) any conduct that substantially interferes with the Principal's continued performance of his or her duties; (m) any arrest, criminal charge, or criminal conviction of Principal or the failure to report the same; (n) any filing against the Principal under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician.

Section 8. Disability. If the Principal is unable to perform his or her duties by reason of illness, accident or other disability beyond his or her control, and the disability continues for a period of more than thirty (30) days or if the disability is permanent, irreparable, or of such a nature as to make performance of her duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Principal under any insurance coverage furnished by the district.

Section 9. Transportation. The Board shall provide the Principal with transportation or reimburse him or her for mileage required in the performance of his or her official duties at the rate approved by the Board.

Section 10. Fringe Benefits. The Board shall provide the Principal with the following fringe benefits:

- a. Health Insurance.** Family health insurance that is provided to certificated staff through the District's health insurance carrier.
- b. Dental Insurance.** Family dental insurance that is available to certificated staff through the District's health insurance carrier.

- c. HSA.** Contribute the to the principal's Health Saving Account. The amount will be determined by subtracting the amount required by the District's health insurance provider from the maximum allowed under federal law. This amount is payable no later than January 20th of the contract year.
- d. Disability Insurance.** The Principal shall purchase long-term disability insurance from the school district's carrier at his or her own expense. The Board will increase her salary by the amount of the premium cost.
- e. Professional Development.** The Principal is expected to continue his or her professional development and to participate in relevant learning experiences. With the approval of the Superintendent or Board, he or she may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance. If the Principal attends a national convention and does not return following the initial year of employment as Principal, the Principal agrees to repay the District in full for national convention expenses paid by the District.
- f. Professional Dues.** The school district will pay the annual dues for the Principal's membership in the following organizations: Nebraska Council of School Administrators, Nebraska Association of Elementary School Principals, and any other related professional organizations as approved by the superintendent.
- g. Physical Examination.** The Principal may voluntarily undergo a physical examination. The Principal agrees that he or she will authorize the physician performing each such examination to provide the Board with all records, results and medical judgments of the examination. Up to \$100 of the cost of such physical examination and physician's reports which are not paid for by the Principal's insurance coverage shall be paid by the District.

- h. Cell Phone.** The Principal shall be required to purchase and maintain a cellular phone so that he or she can be reached at all times for work-related emergencies or while away from school grounds during the work day. The School District will reimburse the Principal up to a maximum of \$100 per month for the actual cost of a cellular phone service plan.
- i. Expense Reimbursement.** The Board shall pay or reimburse the Principal for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that (1) such payment or expense is authorized by the Local Government Miscellaneous Expenditures Act (Neb. Rev. Stat. § 13-2201 *et seq.*) or some other provision of law, and (2) the Principal shall secure the prior approval of the Superintendent before incurring any such expense when the anticipated aggregate expense of any single event is \$250.00 or more.

Section 12. No Penalty for Release or Resignation. There shall not be a penalty for the release or resignation of the Principal from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

Section 13. Compensation Upon Termination and Credit for Accrued Vacation. Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Principal shall refund any portion of the salary he or she was paid but had not earned prior to the date of termination of this contract. The shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment.

Section 14. Evaluation. The Superintendent shall evaluate the Principal as required by state statute. The Principal agrees that the full instructional/observational evaluation period, as required by section 79-828, shall mean any observation of the Principal's duties for at least 40 minutes, whether consecutive or as aggregated throughout the period applicable to the evaluation. The Principal agrees that time spent working in conjunction with

the Superintendent on school-related matters may be counted toward observation for a full instructional period.

Section 15. Legal Actions. The Board will support the Principal if there is a legal dispute caused by him or her carrying out his or her duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Principal as a result of his or her performance of his or her duties or his or her position as Principal of the district, the Board will provide him or her with a legal defense to the maximum extent permitted by law so long as he or she acted in good faith and in a manner which he or she reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

Section 16. Physical or Mental Examination. The Principal agrees that, at the request of the Board or Superintendent, he or she will have a comprehensive physical and/or mental examination performed by one or more licensed physicians or psychologists of the Board's choosing during the term of this Contract. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board and/or Superintendent must address whether the Principal is able to perform the "essential functions" of his or her position.

Section 17. Governing Laws. The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contract.

Section 18. Amendments to be in Writing. This contract may be modified or amended only by a writing duly authorized and executed by the Principal and the Board.

Section 19. Severability. If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

Executed by the Board this ____ day of _____, 20__.

President, Board of Education

Secretary, Board of Education

Executed by the Principal this ____ day of _____, 20__.

Principal

PRINCIPAL'S CONTRACT OF EMPLOYMENT WEeping WATER PUBLIC SCHOOLS

THIS CONTRACT is made by and between the **Board of Education of Weeping Water Public Schools**, legally known as **Cass County School District No. 13-0022**, and referred to as "the Board" and "the School District" respectively, and **Tiffanie Welte**, referred to herein as "the Principal". In accordance with its action taken and recorded in the minutes of a duly advertised board meeting, the Board agrees to employ the Principal, and the Principal agrees to accept such employment, subject to the terms and conditions set forth herein.

Section 1. Term of Contract

The Principal shall be employed for 1 year beginning on July 1, 2020, and expiring on June 30, 2021. During this and any subsequent year under this contract, the Principal shall render at least 220 working days of service in the performance of her duties as Principal. "Working days" typically will not include Saturdays, Sundays, and legal holidays, but it shall include all days on which the Principal actually and necessarily completes her contractual duties. The Principal agrees to work sufficient hours and days to satisfactorily complete the duties of this contract. The Principal shall keep complete and accurate records of his or her working days and shall provide the Superintendent with a report of his or her accumulated working days at least quarterly.

Section 2. Renewal of Contract. Unless the Superintendent recommends the nonrenewal, termination, amendment, and/or cancellation of this contract, the contract will automatically renew for a period of **one contract year**, as defined in Section 1, from and after the expiration date provided in Section 1 of this contract.

Section 3. Salary. The Principal's salary for the contract year shall be \$111,800.00 which shall be paid in 12 equal monthly installments beginning in the month of July 2020. The Board shall not reduce the Principal's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

Section 4. Deductions. This contract shall conform to the statutes and regulations governing deductions from compensation and shall be subject to the School Employees Retirement Act. The Principal authorizes the District to deduct or withhold from each and every period of pay any amounts

necessary to offset any damages caused by the Principal or the value of property or money entrusted to the Principal or owed by the Principal to the District during the course of or as a result of the Principal's employment, if such property or money have not properly been returned to the District. The school district shall withhold other deductions as the Principal and Board may agree.

Section 5. Professional Status. The Principal affirms that she is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, Principal will hold a valid and appropriate certificate to act as a principal in the State of Nebraska which he or she will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Principal for any service performed prior to the date that he or she registers her certificate. The Principal represents that: (1) all information she provided in connection with his or her application for employment with the District was true and accurate at the time of application, and if there is or has been a material change in such information, he or she will advise the Board immediately; (2) he or she has never been convicted of or plead no contest to, a felony as defined in Title 92, Chapter 21, Sections 003.11 and 003.13 of the Nebraska Administrative Code ("Rule 21"), or any offense involving moral turpitude, abuse, neglect, or sexual misconduct, as defined in Title 92, Chapter 21, Sections 003.12 and 003.13 of the Nebraska Administrative Code; and (3) he or she has not had any professional licenses or certificates suspended or revoked.

Section 6. Principal's Duties. The Principal's duties shall be as prescribed by statute and by Board policies, rules, regulations, and directives. The Principal agrees to devote his or her time, skill, labor and attention to his or her duties throughout the contract term. The Principal shall be subject to the direction and control of the Superintendent at all times and shall perform such administrative duties as the Superintendent or Board assigns. By agreement with the Superintendent, the Principal may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as they do not interfere with carrying out his or her duties and obligations to the school district.

Section 7. Nonrenewal, Termination, Cancellation or Mid-Term Amendment. Nonrenewal, termination, cancellation, or amendment of this contract shall be in accordance with state statutes. During any applicable probationary period, the Board may nonrenew or amend this contract for any reason so long as it is not unconstitutional. At all other times, the Board may terminate, cancel or amend this contract for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Principal's

certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education: (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence: (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity: (j) immorality; (k) conviction of a felony; (l) any conduct that substantially interferes with the Principal's continued performance of his or her duties; (m) any arrest, criminal charge, or criminal conviction of Principal or the failure to report the same; (n) any filing against the Principal under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician.

Section 8. Disability. If the Principal is unable to perform his or her duties by reason of illness, accident or other disability beyond his or her control, and the disability continues for a period of more than thirty (30) days or if the disability is permanent, irreparable, or of such a nature as to make performance of her duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Principal under any insurance coverage furnished by the district.

Section 9. Transportation. The Board shall provide the Principal with transportation or reimburse him or her for mileage required in the performance of his or her official duties at the rate approved by the Board.

Section 10. Fringe Benefits. The Board shall provide the Principal with the following fringe benefits:

- a. Health Insurance.** Health insurance for which the Principal qualifies that is provided to certificated staff through the District's health insurance carrier.
- b. Dental Insurance.** Dental insurance for which the Principal qualifies that is available to certificated staff through the District's health insurance carrier.

- c. HSA.** Contribute the to the principal's Health Saving Account. The amount will be determined by subtracting the amount required by the District's health insurance provider from the maximum allowed under federal law. This amount is payable no later than January 20th of the contract year.
- d. Disability Insurance.** The Principal shall purchase long-term disability insurance from the school district's carrier at his or her own expense. The Board will increase her salary by the amount of the premium cost.
- e. Professional Development.** The Principal is expected to continue his or her professional development and to participate in relevant learning experiences. With the approval of the Superintendent or Board, he or she may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance. If the Principal attends a national convention and does not return following the initial year of employment as Principal, the Principal agrees to repay the District in full for national convention expenses paid by the District.
- f. Professional Dues.** The school district will pay the annual dues for the Principal's membership in the following organizations: Nebraska Council of School Administrators, Nebraska State Association of Secondary School Principals, and any other related professional organizations as approved by the superintendent.
- g. Physical Examination.** The Principal may voluntarily undergo a physical examination. The Principal agrees that he or she will authorize the physician performing each such examination to provide the Board with all records, results and medical judgments of the examination. Up to \$100 of the cost of such physical examination and physician's reports which are not paid for by the Principal's insurance coverage shall be paid by the District.
- h. Cell Phone.** The Principal shall be required to purchase and maintain a cellular phone so that he or she can be

reached at all times for work-related emergencies or while away from school grounds during the work day. The School District will reimburse the Principal up to a maximum of \$100 per month for the actual cost of a cellular phone service plan.

- i. **Expense Reimbursement.** The Board shall pay or reimburse the Principal for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that (1) such payment or expense is authorized by the Local Government Miscellaneous Expenditures Act (Neb. Rev. Stat. § 13-2201 *et seq.*) or some other provision of law, and (2) the Principal shall secure the prior approval of the Superintendent before incurring any such expense when the anticipated aggregate expense of any single event is \$250.00 or more.

Section 12. No Penalty for Release or Resignation. There shall not be a penalty for the release or resignation of the Principal from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

Section 13. Compensation Upon Termination and Credit for Accrued Vacation. Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Principal shall refund any portion of the salary he or she was paid but had not earned prior to the date of termination of this contract. The shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment.

Section 14. Evaluation. The Superintendent shall evaluate the Principal as required by state statute. The Principal agrees that the full instructional/observational evaluation period, as required by section 79-828, shall mean any observation of the Principal's duties for at least 40 minutes, whether consecutive or as aggregated throughout the period applicable to the evaluation. The Principal agrees that time spent working in conjunction with the Superintendent on school-related matters may be counted toward observation for a full instructional period.

Section 15. Legal Actions. The Board will support the Principal if there is a legal dispute caused by him or her carrying out his or her duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Principal as a result of his or her performance of his or her duties or his or her position as Principal of the district, the Board will provide him or her with a legal defense to the maximum extent permitted by law so long as he or she acted in good faith and in a manner which he or she reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

Section 16. Physical or Mental Examination. The Principal agrees that, at the request of the Board or Superintendent, he or she will have a comprehensive physical and/or mental examination performed by one or more licensed physicians or psychologists of the Board's choosing during the term of this Contract. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board and/or Superintendent must address whether the Principal is able to perform the "essential functions" of his or her position.

Section 17. Governing Laws. The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contact.

Section 18. Amendments to be in Writing. This contract may be modified or amended only by a writing duly authorized and executed by the Principal and the Board.

Section 19. Severability. If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

Executed by the Board this ____ day of _____, 20__.

President, Board of Education

Secretary, Board of Education

Executed by the Principal this ____ day of _____, 20__.

Principal

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT WEeping WATER PUBLIC SCHOOLS

THIS CONTRACT is made by and between the **Board of Education of Weeping Water Public Schools**, legally known as **Cass County School District #22**, and referred to as "the Board" and "the School District" respectively, and **Kevin Reiman**, referred to herein as "the Superintendent". In accordance with its action taken and recorded in the minutes of a duly advertised board meeting, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the terms and conditions set forth herein.

Section 1. Term of Contract. The Superintendent shall be employed for a period of 3 year(s) beginning on July 1, 2020, and expiring on June 30, 2023. References to "contract year" shall mean the period from July 1st through June 30th and shall consist of all days except those on which: there are scheduled school holidays and when school is not in session and teachers and/or staff are not required to be at school; school is cancelled; the Superintendent's illness makes attendance impossible or impracticable; the Superintendent's presence is not necessary to fulfill his contractual duties; or the Board otherwise excuses the Superintendent. The Superintendent agrees to work sufficient hours and days to satisfactorily complete the duties of this contract. The Superintendent shall keep complete and accurate records of his working days and shall provide the Board of Education with a report of his accumulated working days at least quarterly.

Section 2. Renewal of Contract. If a Board representative does not inform the Superintendent in writing on or before **the seventh day after the regular January board meeting** of the Board's intention to consider the nonrenewal or amendment of this contract, the contract will automatically renew for a period of **one year** from and after the expiration date provided in Section 1 of this contract. The Superintendent shall remind the Board in writing of this provision no later than **its regular November meeting** of each year of this contract and shall make the renewal of his employment contract an agenda item for the regular **January** board meeting during each year of this contract. At the time of each contract renewal and/or amendment, the Superintendent shall be responsible for taking all necessary steps to insure that the district has complied with the Superintendent Pay Transparency Act.

Section 3. Salary. The Superintendent's salary for the contract year shall be \$135,150.00 which shall be paid in 12 equal monthly installments beginning in the month of July 2020. The Board shall not reduce the Superintendent's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the

contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

Section 4. Deductions. This contract shall conform to the statutes and regulations governing deductions from compensation and shall be subject to the School Employees Retirement Act. The Superintendent authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Superintendent or the value of property or money entrusted to the Superintendent or owed by the Superintendent to the District during the course of or as a result of the Superintendent's employment, if such property or money have not properly been returned to the District. The school district shall withhold other deductions as the Superintendent and Board may agree.

Section 5. Professional Status. The Superintendent affirms that he is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, he will hold a valid and appropriate certificate to act as a superintendent of schools in the State of Nebraska which he will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Superintendent for any service performed prior to the date that he registers his certificate. The Superintendent represents that: (1) all information he provided in connection with his application for employment with the District was true and accurate at the time of application, and if there is or has been a material change in such information, he will advise the Board immediately; (2) he has never been convicted of or plead no contest to, a felony as defined in Title 92, Chapter 21, Sections 003.11 and 003.13 of the Nebraska Administrative Code ("Rule 21"), or any offense involving moral turpitude, abuse, neglect, or sexual misconduct, as defined in Title 92, Chapter 21, Sections 003.12 and 003.13 of the Nebraska Administrative Code; and (3) he has not had any professional licenses or certificates suspended or revoked.

Section 6. Superintendent's Duties. The Superintendent's duties shall be as prescribed by statute and by Board policies, rules, regulations, and directives. The Superintendent agrees to devote his time, skill, labor, and attention to his duties throughout the contract term. He shall be subject to the direction and control of the Board at all times and shall perform such administrative duties as the Board assigns to him. By agreement with the Board, he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as they do not interfere with carrying out his duties and obligations to the school district.

Section 7. Board-Superintendent Relationship. The Board shall be primarily responsible for formulating and adopting policy. The Superintendent shall be the chief administrative officer for the district and shall be responsible for implementing Board policy. He shall organize the administrative and supervisory staff, and select, place, and transfer personnel with the concurrence of the Board. He is responsible for administering the instruction of students and the business affairs of the school district. The Board members agree, individually and collectively, to promptly refer all criticisms, complaints, and suggestions called to their attention to the Superintendent for action, study, and/or recommendation, as appropriate.

Section 8. Cancellation or Mid-Term Amendment. The Board may cancel or amend this contract during its term for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity; (j) immorality; (k) conviction of a felony; (l) any conduct that substantially interferes with the Superintendent's continued performance of his duties; (m) any arrest, criminal charge, or criminal conviction of Superintendent or the failure to report the same; (n) any filing against the Superintendent under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. The procedures for cancellation or amendment shall be in accordance with state statutes. The parties agree that the Superintendent's failure to comply with his duties under Section 2 (Renewal of Contract) or Section 15 (Evaluation) shall constitute a material breach of this contract.

Section 9. Disability. If the Superintendent is unable to perform his duties by reason of illness, accident or other disability beyond his control, and the disability continues for a period of more than thirty (30) days or if the disability is permanent, irreparable, or of such a nature as to make performance of his duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the

parties hereunder shall terminate, with the exception of any benefits to be paid to the Superintendent under any insurance coverage furnished by the district.

Section 10. Transportation. The Board shall provide the Superintendent with transportation or reimburse him for mileage required in the performance of his official duties at the rate approved by the Board.

Section 11. Fringe Benefits. The Board shall provide the Superintendent with the following fringe benefits:

- a. Health Insurance.** Family health insurance that is provided to certificated staff through the District's health insurance carrier.
- b. Dental Insurance.** Family dental insurance that is available to certificated staff through the District's health insurance carrier.
- c. HSA.** Contribute to the superintendent's Health Saving Account. The amount will be determined by subtracting the amount required by the District's health insurance provider from the maximum allowed under federal law. This amount is payable no later than January 20th of the contract year.
- d. Disability Insurance.** The Superintendent shall purchase long-term disability insurance from the school district's carrier at his own expense. The Board will increase his salary by the amount of the premium cost.
- e. Professional Development.** The Superintendent is expected to continue his professional development and to participate in relevant learning experiences. With the approval of the Board, he may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance. If the Superintendent attends a national convention and does not return following the initial year of employment as Superintendent, the Superintendent agrees to repay the District in full for national convention expenses paid by the District.

- f. Professional Dues.** The school district will pay the annual dues for the Superintendent's membership in professional education organizations.
- g. Cell Phone.** The Superintendent shall be required to purchase and maintain a cellular phone so that he can be reached at all times for work-related emergencies or while away from school grounds during the workday. The School District will reimburse the Superintendent up to a maximum of \$100 per month for the actual cost of a cellular phone service plan.
- h. Expense Reimbursement.** The Board shall pay or reimburse the Superintendent for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that (1) such payment or expense is authorized by the Local Government Miscellaneous Expenditures Act (NEB. REV. STAT. § 13-2201 *et seq.*) or some other provision of law, and (2) the Superintendent shall secure the prior approval of the Board before incurring any such expense when the anticipated aggregate expense of any single event is \$1000.00 or more.

Section 13. No Penalty for Release or Resignation. There shall not be a penalty for the release or resignation of the Superintendent from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

Section 14. Compensation Upon Termination and Credit for Accrued Vacation. Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Superintendent shall refund any portion of the salary he was paid but had not earned prior to the date of termination of this contract. He shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment.

Section 15. Evaluation. The Board shall evaluate the Superintendent twice during his first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the **regular December meeting**. The Superintendent shall: remind the Board members in writing of this provision no later than its **regular November meeting**; make his evaluation an agenda item for the regular **December** board meeting during each year of this contract; and provide them with the written evaluation instrument that is on file with the Nebraska Department of Education.

Section 16. Legal Actions. The Board will support the Superintendent if there is a legal dispute caused by him carrying out his duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the district, the Board will provide him with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

Section 17. Physical or Mental Examination. The Superintendent agrees that, at the request of the Board, he will have a comprehensive physical and/or mental examination performed by one or more licensed physicians or psychologists of the Board's choosing during the term of this Contract. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board must address whether the Superintendent is able to perform the "essential functions" of his position.

Section 18. Disciplinary Action. The parties agree that the Board president may place the Superintendent on paid leave by delivering written notice of the same when the Board president determines it is in the best interests of the school district to do so. The paid leave shall continue unless and until a majority of the Board determines otherwise at a duly convened meeting. The Board may suspend the Superintendent without pay for a period not to exceed thirty (30) working days. Prior to suspending the Superintendent without pay, the Board president or secretary shall deliver a written notice to the Superintendent advising him of the alleged reasons for the proposed action and provided the opportunity to present his version of the facts. Within seven calendar days after receipt of such notice, the Superintendent may make a written request to the secretary of the school board for a formal due process hearing under section 79-832. If such a

request is not delivered within such time, the action of the Board shall become final.

Section 19. Governing Laws. The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contact.

Section 20. Amendments to be in Writing. This contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.

Section 21. Severability. If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

Executed by the Board this ____ day of _____, 2019.

President, Board of Education

Secretary, Board of Education

Executed by the Superintendent this ____ day of _____, 2019.

Superintendent

Superintendent Pay Transparency Notice—Proposed Contract Kevin Reiman

Notice is hereby given that Weeping Water Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on December 16, 2019 at 7:00pm at the Conference Room in Weeping Water, Nebraska.

After Year 1 of Contract, how many years remain on the contract:
(Column F must be completed if additional years remain on contract.) **3**

Superintendent Contract covers the following year(s): **2020, 2021, 2022**

	Year 1 of Contract: Base Pay, Additional Compensation & Benefits	Future Year(s) Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 135,150.00	\$ 270,300.00	\$ 405,450.00

Compensation for activities outside of the regular salary:

• Extended contracts / Activities outside of regular salary			\$ -
• Bonus/Incentive/Performance Pay			\$ -
• Stipends			\$ -
• All other costs not mentioned above			\$ -

Benefits and Payroll Costs Paid by district:

• Insurances (Health, Dental, Life, Long Term Disability)	\$ 23,148.60	\$ 46,297.20	\$ 69,445.80
• Cafeteria Plan Stipend	\$ 3,482.48	\$ 6,964.96	\$ 10,447.44
• Cash in lieu of insurance			\$ -
• Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district			\$ -
• District's share of retirement, FICA and Medicare	\$ 23,688.83	\$ 47,377.66	\$ 71,066.49
• IRS value of housing allowance			\$ -
• IRS value of vehicle allowance			\$ -
• Additional leave days			\$ -
• Annuities			\$ -
• Service credit purchase			\$ -
• Association / Membership dues	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
• Cell Phone/Internet reimbursement	\$ 1,200.00	\$ 2,400.00	\$ 3,600.00
• Relocation reimbursement			\$ -
• Travel allowance/reimbursement	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
• Mileage Allowance			\$ -
• Educational tuition assistance			\$ -
• All other benefit costs not mentioned above			\$ -
Totals:	\$ 189,169.91	\$ 378,339.82	\$ 567,509.73

**Board Policy
3019**

Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district, and shall endeavor to obtain the best price for the property. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: May 14, 2014

Board Policy 3020

Copyright Compliance

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media ("works") may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

Distribution of Copyright Compliance Materials. The district will make information available to staff and students which describes and promotes compliance with copyright laws.

Course Materials Subject to Copyright Protection. The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district's

paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted: July 9, 2018

Board Policy 3021

Was at one time misnumbered as 3027

Operation of School Business Office

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:00 p.m. every weekday except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather, except when weather conditions are so extreme that it is too dangerous for staff members to travel.

The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff assigned to work in the central office.

Adopted on: May 14, 2014

Board Policy 3023

Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable

information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. 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. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. 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.

Adopted on: July 9, 2018

Board Policy 3024

Booster Clubs and Parent-Teacher Organizations Policy

Parent-teacher organizations and booster clubs (collectively, “Supporting Entities”) promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district’s involvement in Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity’s activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Notwithstanding anything herein to the contrary, an administrator employed by the district may attend the meetings of the Supporting Entity. An administrator who attends Supporting Entity meetings must strongly **recommend** that the Supporting Entity adopt the following policies:

- (a) The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.
- (b) The Supporting Entity should require that
 - i. all checks written out of the Supporting Entity’s checking account contain two signatures;
 - ii. sales slips, receipts, or invoices for every expenditure be provided to the Supporting Entity’s treasurer and kept in the Supporting Entity’s records; and
 - iii. bank statements be reviewed and approved by the Supporting Entity treasurer and reconciled by a Supporting Entity officer that does not have check-signing authority.

Supporting Entities may only use the district’s facilities for meetings or public activities, and may only use the district’s names, logos, or mascots, upon prior written approval of a district administrator.

Adopted on: May 14, 2014

3022 Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
5. Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Adopted on: Adopted on: May 14, 2014

Revised on: _____

Reviewed on: _____

3025

Returned and Outstanding Checks

Returned Checks. Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: May 14, 2014

Revised on: _____

Reviewed on: _____

First Round Approval in November / Final round Approval in
December Policies for Review

Board Policy 3010

Insurance

The board or education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids for insurance coverage.

The board shall review its insurance coverage before its expiration date, or as need dictates.

Adopted on: May 14, 2014

Board Policy 3011

Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the

responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Amended: July 12, 2017

3017
Press Releases
(was previously 5047)

Only individuals who have prior administrative approval may issue press releases regarding school-related activities and events. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: June 11, 2014

Revised: August 14, 2019

Board Policy 3018

Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property or to the property of any student or school employee;
6. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
7. Uses vulgar, profane, or demeaning language; or
8. Uses fighting words;
9. Poses a danger to the safety and well-being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: July 11, 2016

Amended on: November 9, 2016

First Round Approval in November / Final round Approval in
December Policies for Revision

**3013
Emergency Closings**

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Adopted on: May 14, 2014

**3014
Use of School Property**

1. Use of Specific Facilities by Application and Agreement
 - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: weight room, track, and gymnasium. The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
 - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
 - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
2. General Facilities Use Guidelines
 - a. School facilities may be used by various education and community

organizations and individuals when it is in the interest of the general public.

- b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
- c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- d. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- e. The rental fees for school facilities shall be set by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

- a. Curriculum-related and Extracurricular student groups
 - i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
 - ii.) The district shall bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
 - iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.
- b. Non-curriculum related student groups
 - i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.

(1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.

(2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.

ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.

iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.

iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:

(1) The facility use will occur during non-instructional time.

(2) The district has facilities available to accommodate the group.

(3) The use is voluntary and for the general benefit of the student participants.

(4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.

b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent

will consider the following when making determinations regarding use of district facilities by non-student groups:

- i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
 - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
- c. Denial of access
- i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
 - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
 - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior

permission of the superintendent.

7. Proof of Insurance

- a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.

Adopted on: May 14, 2014

3015
Time Away From School Activities

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent.

Adopted on: May 14, 2014

Board Policy 3900

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles (“drones”), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system’s operation; as approved by the superintendent or designee.
4. By an individual with the requisite skill and training to safely operate the drone; as approved by the superintendent or designee.
5. Be fully insured and designate the district as an additionally insured party
6. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Adopted on: