



Chase County Schools creates exceptional opportunities, fosters strong relationships, and empowers students to succeed.

Board of Education Regular Meeting

Tuesday, October 14, 2025 6:00 PM

Conference Room

520 E 9th Street

Imperial, NE 69033

Agenda

- I. CALL MEETING TO ORDER
- II. APPROVAL OF MINUTES
- III. APPROVAL OF FINANCIAL REPORT
- IV. PUBLIC COMMENT
- V. INFORMATION AND PROPOSALS
 1. ACTIVITY DIRECTOR'S REPORT
 2. PRINCIPALS' REPORT
 3. STUDENT COUNCIL REPORT
 4. SUPERINTENDENT'S REPORT
 5. BOARD COMMITTEE REPORT
 6. FOOD SERVICE REPORT
- VI. ACTION ITEMS
 1. Discuss, consider and take necessary action in closing the Bond Fund and QCPUF fund from Adam's Bank and Trust and transferring the remaining balances to the General Fund.
 2. Discuss, consider and take necessary action in the adoption of the 3000's set of policies and suggested forms from KSB School Law.
 3. Discuss, consider and take necessary action in regard to adopting policy 2005 from KSB School Law's policy set.
 4. Discuss, consider and take necessary action in the sale of items that are not being utilized anymore by the district.
 5. Discuss, consider, and take necessary action in regard to the quote from Bomba Painting to paint the inside of the auditorium.
- VII. DISCUSSION ITEMS
 1. Discuss the two auditorium fixed chair options.
- VIII. ADJOURN



Meeting the challenge, exceeding expectations and Continuing our legacy of excellence

Board of Education Regular Meeting

Tuesday, September 9, 2025 or following the tax request hearing.

Conference Room

520 E 9th Street

Imperial, NE 69033

Posted Locations: Imperial Republican and McCook Dailey Gazette Posted Date: 9/4/25

Attendance Taken at 6:00 PM.

Cindy Arterburn: Present

Jake Banks: Present

Jeff Banks: Present

Josh Fries: Present

Jeff Olsen: Present

Willy O'Neil: Present

Dan Reeves: Present

Carrie Terryberry: Absent

Steve Wallin: Present

I. CALL MEETING TO ORDER

President Wallin called meeting to order at 6:00 PM.

II. APPROVAL OF MINUTES

Motion to approve the minutes as presented Passed with a motion by Jeff Olsen and a second by Jeff Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Josh Fries: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Steve Wallin: Yea

III. APPROVAL OF FINANCIAL REPORT

Motion to approve the financial report as presented in the amount of \$683,597.09 Passed with a motion by Josh Fries and a second by Jake Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Josh Fries: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Steve Wallin: Yea

IV. PUBLIC COMMENT

V. INFORMATION AND PROPOSALS

V.1. ACTIVITY DIRECTOR'S REPORT

***** See attachment in Sparrq*****

V.2. PRINCIPALS' REPORT

*****See attachment in Sparq*****

V.3. STUDENT COUNCIL REPORT

FBLA presented.

V.4. SUPERINTENDENT'S REPORT

*****See attachment in Sparq*****

V.5. BOARD COMMITTEE REPORT

V.6. FOOD SERVICE REPORT

VI. ACTION ITEMS

VI.1. Discuss, consider and take necessary action in regard to the 25-26 school budget.

Move to take necessary action in regard to the 25-26 school budget. Passed with a motion by Jeff Olsen and a second by Willy O'Neil. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Josh Fries: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Steve Wallin: Yea

VI.2. Discuss, consider, and take necessary action in regard to setting the 25-26 final tax request.

Motion to take necessary action in regard to setting the 25-26 final tax. Passed with a motion by Josh Fries and a second by Jake Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Josh Fries: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Steve Wallin: Yea

VI.3. Discuss, consider and take necessary action in regard to the 1000 and 2000 series of new KSB policies.

Motion to take necessary action in regard to the 1000 and 2000 series of new KSB policies, excluding the 2005 policy. Passed with a motion by Jeff Olsen and a second by Josh Fries. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Josh Fries: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Steve Wallin: Yea

VI.4. Discuss, consider and take necessary action in regard to updating the district's Gator for the maintenance department including a V-plow.

Move to take necessary action in regard to updating the district's Gator for the maintenance department including a V-plow from 21st Century in the amount of \$25,637.69. Passed with a motion by Willy O'Neil and a second by Cindy Arterburn. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Josh Fries: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Steve Wallin: Yea

VII. DISCUSSION ITEMS

VII.1. Discuss who is wanting to go to state school board convention in Omaha on November 19-21. Registration opens on September 10th.

VIII. ADJOURN

President Wallin adjourned meeting at 6:44 PM.

Board President

Board Secretary



of excellence

Meeting the challenge, exceeding expectations and Continuing our legacy

Budget Hearing

Tuesday, September 9, 2025 5:40 PM

Conference Room

520 E 9th Street

Imperial, NE 69033

Posted Locations: Imperial Republican and McCook Daily Gazette Posted Date: 9/4/25

Attendance Taken at 5:40 PM.

Cindy Arterburn: Present

Jake Banks: Present

Jeff Banks: Present

Josh Fries: Present

Jeff Olsen: Present

Willy O'Neil: Present

Dan Reeves: Absent

Carrie Terryberry: Absent

Steve Wallin: Present

Attendance Update Taken at 5:44 PM.

Dan Reeves: Present

I. CALL MEETING TO ORDER

President Wallin called meeting order at 5:40 PM

II. PUBLIC COMMENT

III. DISCUSSION ITEMS

III.1. Discuss the 25-26 budget.

IV. ADJOURN

President Wallin adjourned meeting at 5:44 PM

Board President

Board Secretary



excellence

Meeting the challenge, exceeding expectations and Continuing our legacy of

Hearing to Set Final Tax Request
Tuesday, September 9, 2025 or following the budget hearing.
Conference Room
520 E 9th Street
Imperial, NE 69033

Posted Locations: Imperial Republican and McCook Daily Gazette Posted Date: 9/4/25

Attendance Taken at 5:53 PM.

Cindy Arterburn:	Present
Jake Banks:	Present
Jeff Banks:	Present
Josh Fries:	Present
Jeff Olsen:	Present
Willy O'Neil:	Present
Dan Reeves:	Present
Carrie Terryberry:	Absent
Steve Wallin:	Present

I. CALL MEETING TO ORDER

President Wallin called meeting to order at 5:53PM

II. PUBLIC COMMENT

III. DISCUSSION ITEMS

III.1. Discuss the Final Tax Request for the 25-26 budget.

IV. ADJOURN

President Wallin adjourned meeting at 5:57 PM.

Board President

Board Secretary

Chase Cash Worksheet

Printed: 10/10/2025 2:49:50PM
Chase County Schools

General 01					
Account Number	Description	Balance Forward	Current Year Activity	Account Balance	
01-901	Cash Account	3,201,943.08	469,771.23	3,671,714.31	
01-904	Payroll Account	(25,395.51)	30,358.99	4,963.48	
01-907	Clearing Account	24,238.20	4,039.70	28,277.90	
01-916	County Treasurer Balance	0.00	0.00	0.00	
01-905	Sect 125 Account	448.67	0.76	449.43	
01-805	CD-716	69,587.60	367.19	69,954.79	
01-807	CD-784	72,652.34	0.00	72,652.34	
01-824	CD701	16,630.05	134.55	16,764.60	
01-831	CD845	61,969.78	0.00	61,969.78	
	01 General	<u>3,422,074.21</u>	<u>504,672.42</u>	<u>3,926,746.63</u>	Fund
02-901	Cash Account	455,671.07	39.95	455,711.02	
02-814	CD136	14,353.99	0.00	14,353.99	
02-832	CD952	66,360.18	0.00	66,360.18	
	02 Depreciation	<u>536,385.24</u>	<u>39.95</u>	<u>536,425.19</u>	Fund
03-0-110-05	Unemployment Account	22,599.88	19.81	22,619.69	
	03 Employee Benefit Fund	<u>22,599.88</u>	<u>19.81</u>	<u>22,619.69</u>	Fund
05-901	Cash Account	340,725.85	0.00	340,725.85	
05-902	Checking	46,687.53	0.00	46,687.53	
05-806	CD-851	68,007.88	0.00	68,007.88	
05-810	CD383	13,770.36	0.00	13,770.36	
05-826	CD333	6,078.99	49.18	6,128.17	
05-827	CD703	6,100.79	48.82	6,149.61	
05-828	CD195	6,225.36	58.06	6,283.42	
05-829	CD196	12,164.77	113.45	12,278.22	
05-903	FBLA Bank Account	33,627.49	471.83	34,099.32	
	05 Activities	<u>533,389.02</u>	<u>741.34</u>	<u>534,130.36</u>	Fund
06-901	Cash Account	101,534.87	122,490.39	224,025.26	
	06 School Nutrition	<u>101,534.87</u>	<u>122,490.39</u>	<u>224,025.26</u>	Fund
07-913	Bond Fund	66.40	0.01	66.41	
	07 Bond	<u>66.40</u>	<u>0.01</u>	<u>66.41</u>	Fund
08-909	Building Fund	768,371.18	45,939.62	814,310.80	
08-918	Public Funds	0.00	0.00	0.00	
	08 Special Building	<u>768,371.18</u>	<u>45,939.62</u>	<u>814,310.80</u>	Fund
09-908	QCPUF	128.84	0.01	128.85	
	09 Qualified Capital Purpose Undertaking	<u>128.84</u>	<u>0.01</u>	<u>128.85</u>	Fund
12-901	Cash Account	1,178.01	0.10	1,178.11	

Chase Cash Worksheet

Printed: 10/10/2025 2:49:50PM
Chase County Schools

Student Fee 12					
Account Number	Description	Balance Forward	Current Year Activity	Account Balance	
12	Student Fee	<u>1,178.01</u>	<u>0.10</u>	<u>1,178.11</u>	Fund
	Report Total:	<u>5,385,727.65</u>	<u>673,903.65</u>	<u>6,059,631.30</u>	

Chase Revenue and Expenditure Report

Printed: 10/10/2025 2:48:51PM

Chase County Schools

General 01								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
01-1-01100-000-000	Taxes Levied/Assessed by the School District	943,288.59	943,288.59	0.00	7,375,154.00	6,431,865.41	12.79	01-1-01100-000-000
01-1-01115-000-000	Carline Taxes	101.50	101.50	0.00	1,000.00	898.50	10.15	01-1-01115-000-000
01-1-01125-000-000	Motor Vehicle Taxes	36,753.40	36,753.40	0.00	420,000.00	383,246.60	8.75	01-1-01125-000-000
01-1-01140-000-000	Penalties & Interest	1,358.61	1,358.61	0.00	0.00	(1,358.61)	0.00	01-1-01140-000-000
01-1-01322-000-000	Tuition from Other Government Sources Within the S	0.00	0.00	0.00	10,000.00	10,000.00	0.00	01-1-01322-000-000
01-1-01510-000-000	Interest	3,341.57	3,341.57	0.00	5,000.00	1,658.43	66.83	01-1-01510-000-000
01-1-01800-000-000	Revenue From Community Services Activities	0.00	0.00	0.00	7,500.00	7,500.00	0.00	01-1-01800-000-000
01-1-01910-000-000	Rentals of School Equipment, Property, and Facilit	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-1-01910-000-000
01-1-01911-000-000	Local License Fees	3,539.07	3,539.07	0.00	0.00	(3,539.07)	0.00	01-1-01911-000-000
01-1-01980-000-000	Refund Of Prior Year's Expenditures	5,437.57	5,437.57	0.00	0.00	(5,437.57)	0.00	01-1-01980-000-000
01-1-01990-000-000	Miscellaneous Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	01-1-01990-000-000
01-1-02110-000-000	County Fines & License Fees	0.00	0.00	0.00	0.00	0.00	0.00	01-1-02110-000-000
01-1-02210-000-000	ESU Receipts	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-1-02210-000-000
01-1-03110-000-000	State Aid	132,812.00	132,812.00	0.00	310,475.00	177,663.00	42.78	01-1-03110-000-000
01-1-03120-000-000	SPED (School Age)	0.00	0.00	0.00	240,000.00	240,000.00	0.00	01-1-03120-000-000
01-1-03125-000-000	SPED Transportation (School Age)ents.	0.00	0.00	0.00	4,000.00	4,000.00	0.00	01-1-03125-000-000
01-1-03130-000-000	Homestead Exemption	(34,559.54)	(34,559.54)	0.00	0.00	34,559.54	0.00	01-1-03130-000-000
01-1-03131-000-000	Property Tax Credit	0.00	0.00	0.00	0.00	0.00	0.00	01-1-03131-000-000
01-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	0.00	0.00	15,000.00	15,000.00	0.00	01-1-03180-000-000
01-1-03400-000-000	State Apportionment	0.00	0.00	0.00	82,000.00	82,000.00	0.00	01-1-03400-000-000
01-1-03535-000-000	Payment for High Ability Learners	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-1-03535-000-000
01-1-03551-000-000	Career Education	0.00	0.00	0.00	0.00	0.00	0.00	01-1-03551-000-000
01-1-03990-000-000	Other State Receipts	0.00	0.00	0.00	0.00	0.00	0.00	01-1-03990-000-000
01-1-04305-000-000	Title 8 (Impact Aid)	0.00	0.00	0.00	34,000.00	34,000.00	0.00	01-1-04305-000-000
01-1-04310-000-000	REAP	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04310-000-000
01-1-04505-000-000	Title I, Part A ESSA Improving Basic Programs Oper	64,715.00	64,715.00	0.00	95,000.00	30,285.00	68.12	01-1-04505-000-000
01-1-04509-000-000	Title II, Part A, ESSA Supporting Effective Instru	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04509-000-000
01-1-04512-000-000	IDEA Part B (611) Base Allocation	0.00	0.00	0.00	144,000.00	144,000.00	0.00	01-1-04512-000-000
01-1-04516-000-000	IDEA Preschool (619) Base/IDEA Enrollment Poverty	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04516-000-000

Chase Revenue and Expenditure Report

Printed: 10/10/2025 2:48:51PM

Chase County Schools

General 01									
Account Type		Revenue							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-1-04518-000-000	IDEA Part B (611) Base & Enrollment Poverty Alloca	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04518-000-000
01-1-04521-000-000	IDEA Part B Proportionate Share	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04521-000-000
01-1-04525-000-000	Federal Vocational & Applied Technology Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04525-000-000
01-1-04530-000-000	Other Federal Categorical Receipts	0.00	0.00	0.00	15,000.00	15,000.00	0.00	0.00	01-1-04530-000-000
01-1-04708-000-000	Medicaid in Public Schools	0.00	0.00	0.00	5,500.00	5,500.00	0.00	0.00	01-1-04708-000-000
01-1-04969-000-000	Title IV, Part A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04969-000-000
01-1-04998-000-000	Elementary & Secondary School Emergency Relief	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-04998-000-000
01-1-05200-000-000	Fund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-05200-000-000
01-1-05300-000-000	Proceeds From the Disposal of Real or Personal Pro	3,000.00	3,000.00	0.00	0.00	(3,000.00)	0.00	0.00	01-1-05300-000-000
01-1-05301-000-000	Insurance Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-1-05301-000-000
I Revenue		1,159,787.77	1,159,787.77	0.00	8,779,629.00	7,619,841.23	13.21	* Account Type	
Expense									
01-2-01100-000-000	Regular Instruction	0.00	0.00	0.00	12,500.00	12,500.00	0.00	0.00	01-2-01100-000-000
01-2-01100-111-000	Regular Instruction-Salaries of Regular Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-111-000
01-2-01100-111-001	Regular Instruction-Salaries of Regular Employees	92,428.80	92,428.80	0.00	1,150,000.00	1,057,571.20	16.03	0.00	01-2-01100-111-001
01-2-01100-111-002	Regular Instruction-Salaries of Regular Employees	84,502.72	84,502.72	0.00	1,150,000.00	1,065,497.28	14.55	0.00	01-2-01100-111-002
01-2-01100-111-003	Regular Instruction-Salaries of Regular Employees	60,373.20	60,373.20	0.00	720,000.00	659,626.80	16.77	0.00	01-2-01100-111-003
01-2-01100-112-002	Regular Instruction-Salaries of Regular Employees	3,647.36	3,647.36	0.00	43,000.00	39,352.64	26.05	0.00	01-2-01100-112-002
01-2-01100-122-002	Regular Instruction-Salaries of Temporary Employee	72.00	72.00	0.00	12,000.00	11,928.00	5.35	0.00	01-2-01100-122-002
01-2-01100-123-001	Regular Instruction-Salaries of Temporary Employee	778.75	778.75	0.00	50,000.00	49,221.25	10.56	0.00	01-2-01100-123-001
01-2-01100-123-002	Regular Instruction-Salaries of Temporary Employee	1,265.00	1,265.00	0.00	47,000.00	45,735.00	19.56	0.00	01-2-01100-123-002
01-2-01100-123-003	Regular Instruction-Salaries of Temporary Employee	180.00	180.00	0.00	22,000.00	21,820.00	8.92	0.00	01-2-01100-123-003
01-2-01100-151-001	Regular Instruction-Additional Compensation Paid t	11,418.76	11,418.76	0.00	150,000.00	138,581.24	15.93	0.00	01-2-01100-151-001
01-2-01100-151-002	Regular Instruction-Additional Compensation Paid t	649.14	649.14	0.00	11,000.00	10,350.86	11.80	0.00	01-2-01100-151-002

Chase Revenue and Expenditure Report

Printed: 10/10/2025 2:48:51PM

Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-151-003	Regular Instruction-Additional Compensation Paid t	1,554.56	1,554.56	0.00	17,500.00	15,945.44	19.58	01-2-01100-151-003	
01-2-01100-152-001	Regular Instruction-Additional Compensation Paid t	410.00	410.00	0.00	44,500.00	44,090.00	8.52	01-2-01100-152-001	
01-2-01100-152-002	Regular Instruction-Additional Compensation Paid t	0.00	0.00	0.00	1,200.00	1,200.00	0.00	01-2-01100-152-002	
01-2-01100-152-003	Regular Instruction-Additional Compensation Paid t	0.00	0.00	0.00	15,500.00	15,500.00	31.08	01-2-01100-152-003	
01-2-01100-211-000	Regular Instruction-Group Insurance for Teachers/P	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-211-000	
01-2-01100-211-001	Regular Instruction-Group Insurance for Teachers/P	29,337.26	29,337.26	0.00	335,000.00	305,662.74	17.49	01-2-01100-211-001	
01-2-01100-211-002	Regular Instruction-Group Insurance for Teachers/P	22,470.32	22,470.32	0.00	350,500.00	328,029.68	12.83	01-2-01100-211-002	
01-2-01100-211-003	Regular Instruction-Group Insurance for Teachers/P	17,597.85	17,597.85	0.00	205,126.00	187,528.15	17.16	01-2-01100-211-003	
01-2-01100-212-001	Regular Instruction-Addit (Inc	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-212-001	
01-2-01100-212-002	Regular Instruction-Salar (BCB	1,298.70	1,298.70	0.00	5,730.00	4,431.30	45.39	01-2-01100-212-002	
01-2-01100-213-001	Regular Instruction-Salar (BCB	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-213-001	
01-2-01100-213-002	Regular Instruction-Salar (BCB	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-213-002	
01-2-01100-213-003	Regular Instruction-Salar (BCB	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-213-003	
01-2-01100-219-001	Early Retirement -ES (BCBS-DBe	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-219-001	
01-2-01100-219-002	Early Retirement -HS (BCBS-DBe	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-219-002	
01-2-01100-221-000	Regular Instruction-Social Security Payments for T	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-221-000	
01-2-01100-221-001	Regular Instruction-Social Security Payments for T	7,720.14	7,720.14	0.00	96,000.00	88,279.86	16.13	01-2-01100-221-001	
01-2-01100-221-002	Regular Instruction-Social Security Payments for T	6,302.69	6,302.69	0.00	82,000.00	75,697.31	15.21	01-2-01100-221-002	
01-2-01100-221-003	Regular Instruction-Social Security Payments for T	4,615.00	4,615.00	0.00	57,000.00	52,385.00	16.22	01-2-01100-221-003	
01-2-01100-222-001	Regular Instruction-Addit (FIC	31.37	31.37	0.00	3,450.00	3,418.63	8.41	01-2-01100-222-001	
01-2-01100-222-002	Regular Instruction-Salar (FIC	203.59	203.59	0.00	4,500.00	4,296.41	16.53	01-2-01100-222-002	
01-2-01100-222-003	Regular Instruction-Addit (FIC	0.00	0.00	0.00	1,500.00	1,500.00	24.57	01-2-01100-222-003	
01-2-01100-223-001	Regular Instruction-Social Security Payments for S	59.56	59.56	0.00	3,900.00	3,840.44	10.33	01-2-01100-223-001	
01-2-01100-223-002	Regular Instruction-Social Security Payments for S	96.78	96.78	0.00	3,750.00	3,653.22	18.62	01-2-01100-223-002	
01-2-01100-223-003	Regular Instruction-Social Security Payments for S	13.77	13.77	0.00	1,900.00	1,886.23	7.78	01-2-01100-223-003	
01-2-01100-229-000	Regular Instruction-Early (FIC	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-229-000	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-229-001	Early Retirement -ES (FICA)	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-229-001	
01-2-01100-229-002	Early Retirement -HS (FICA)	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-229-002	
01-2-01100-231-000	Regular Instruction-Retirement Contributions for T	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-231-000	
01-2-01100-231-001	Regular Instruction-Retirement Contributions for T	5,768.70	5,768.70	0.00	81,000.00	75,231.30	14.28	01-2-01100-231-001	
01-2-01100-231-002	Regular Instruction-Retirement Contributions for T	4,635.17	4,635.17	0.00	78,750.00	74,114.83	11.77	01-2-01100-231-002	
01-2-01100-231-003	Regular Instruction-Retirement Contributions for T	3,440.13	3,440.13	0.00	53,250.00	49,809.87	12.95	01-2-01100-231-003	
01-2-01100-232-002	Regular Instruction-Salar (NPE	202.61	202.61	0.00	4,500.00	4,297.39	13.83	01-2-01100-232-002	
01-2-01100-233-001	Regular Instruction-Retirement Contributions for S	0.00	0.00	0.00	1,000.00	1,000.00	3.98	01-2-01100-233-001	
01-2-01100-233-002	Regular Instruction-Retirement Contributions for S	0.00	0.00	0.00	1,200.00	1,200.00	1.93	01-2-01100-233-002	
01-2-01100-233-003	Regular Instruction-Retirement Contributions for S	0.00	0.00	0.00	500.00	500.00	1.36	01-2-01100-233-003	
01-2-01100-237-000	Regular Instruction-Increased Retirement Contrib	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-237-000	
01-2-01100-237-001	Regular Instruction-Increased Retirement Contrib	2,622.12	2,622.12	0.00	27,000.00	24,377.88	19.54	01-2-01100-237-001	
01-2-01100-237-002	Regular Instruction-Salar (NPE	2,198.97	2,198.97	0.00	26,250.00	24,051.03	17.17	01-2-01100-237-002	
01-2-01100-237-003	Regular Instruction-Salar (NPE	1,563.69	1,563.69	0.00	17,750.00	16,186.31	17.68	01-2-01100-237-003	
01-2-01100-239-000	Regular Instruction-Early Retirement or Terminatio	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01100-239-000	
01-2-01100-239-001	Early Retirement -ES	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-239-001	
01-2-01100-239-002	Early Retirement -HS	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-239-002	
01-2-01100-281-000	Regular Instruction-Health Benefits Paid for Teach	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-281-000	
01-2-01100-281-001	Regular Instruction-Health Benefits Paid for Teach	1,136.67	1,136.67	0.00	5,000.00	3,863.33	57.08	01-2-01100-281-001	
01-2-01100-281-002	Regular Instruction-Health Benefits Paid for Teach	1,237.97	1,237.97	0.00	5,000.00	3,762.03	62.05	01-2-01100-281-002	
01-2-01100-281-003	Regular Instruction-Health Benefits Paid for Teach	707.16	707.16	0.00	5,000.00	4,292.84	37.14	01-2-01100-281-003	
01-2-01100-282-002	Regular Instruction-Salar (HSA	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-282-002	
01-2-01100-283-001	Regular Instruction-Salar (HSA	0.00	0.00	0.00	600.00	600.00	2.27	01-2-01100-283-001	
01-2-01100-283-002	Regular Instruction-Salar (HSA	0.00	0.00	0.00	900.00	900.00	2.05	01-2-01100-283-002	
01-2-01100-283-003	Regular Instruction-Salar (HSA	0.00	0.00	0.00	225.00	225.00	3.30	01-2-01100-283-003	
01-2-01100-289-001	Early Retirement -ES (HSA)	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-289-001	
01-2-01100-289-002	Early Retirement -HS (HSA-Pinn	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-289-002	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-580-000	Regular Instruction-Travel	0.00	0.00	0.00	11,000.00	11,000.00	0.00	01-2-01100-580-000
01-2-01100-580-001	Regular Instruction-Travel	0.00	0.00	628.00	6,000.00	5,372.00	16.60	01-2-01100-580-001
01-2-01100-580-002	Regular Instruction-Travel	0.00	0.00	0.00	5,000.00	5,000.00	0.21	01-2-01100-580-002
01-2-01100-580-003	Regular Instruction-Travel	112.00	112.00	0.00	1,000.00	888.00	11.20	01-2-01100-580-003
01-2-01100-610-000	Regular Instruction-General Supplies	574.25	574.25	2,015.06	30,000.00	27,410.69	21.80	01-2-01100-610-000
01-2-01100-610-001	Regular Instruction-General Supplies	0.00	0.00	0.00	5,000.00	5,000.00	13.88	01-2-01100-610-001
01-2-01100-610-001-06	Regular Instruction-General Supplies-English 7-12	70.76	70.76	267.46	3,000.00	2,661.78	11.80	01-2-01100-610-001-06
01-2-01100-610-001-08	Regular Instruction-General Supplies-Math 7-12	0.00	0.00	0.00	2,500.00	2,500.00	0.00	01-2-01100-610-001-08
01-2-01100-610-001-10	Regular Instruction-General Supplies-Science 7-12	1,081.05	1,081.05	3,133.60	10,000.00	5,785.35	43.30	01-2-01100-610-001-10
01-2-01100-610-001-12	Regular Instruction-General Supplies-Social S 7-12	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-001-12
01-2-01100-610-001-14	Regular Instruction-General Supplies-Art 7-12	1,523.64	1,523.64	0.00	6,000.00	4,476.36	25.39	01-2-01100-610-001-14
01-2-01100-610-001-16	Regular Instruction-General Supplies-Music 7-12	84.93	84.93	0.00	6,000.00	5,915.07	1.42	01-2-01100-610-001-16
01-2-01100-610-001-18	Regular Instruction-General Supplies-Band 7-12	0.00	0.00	1,742.21	4,000.00	2,257.79	58.51	01-2-01100-610-001-18
01-2-01100-610-001-20	Regular Instruction-General Supplies-PE 7-12	0.00	0.00	0.00	4,500.00	4,500.00	0.00	01-2-01100-610-001-20
01-2-01100-610-001-21	Regular Instruction-General Supplies-STEM	57.16	57.16	471.94	2,500.00	1,970.90	37.12	01-2-01100-610-001-21
01-2-01100-610-001-22	Regular Instruction-General Supplies-Family Consum	0.00	0.00	99.15	10,000.00	9,900.85	12.46	01-2-01100-610-001-22
01-2-01100-610-001-23	Regular Instruction-General Supplies-Woods	83.16	83.16	2,787.40	9,000.00	6,129.44	53.01	01-2-01100-610-001-23
01-2-01100-610-001-24	Regular Instruction-General Supplies-Ag	90.00	90.00	898.26	7,500.00	6,511.74	22.13	01-2-01100-610-001-24
01-2-01100-610-001-25	Regular Instruction-General Supplies-Spanish	14.99	14.99	15.86	1,500.00	1,469.15	13.35	01-2-01100-610-001-25
01-2-01100-610-001-26	Regular Instruction-General Supplies-Business	25.64	25.64	420.14	3,500.00	3,054.22	61.81	01-2-01100-610-001-26
01-2-01100-610-001-28	Regular Instruction-General Supplies-Technology	58.48	58.48	619.76	3,500.00	2,821.76	36.96	01-2-01100-610-001-28
01-2-01100-610-001-29	Regular Instruction-General Supplies-JAG	167.36	167.36	0.00	2,500.00	2,332.64	6.69	01-2-01100-610-001-29

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-610-001-30	Regular Instruction-General Supplies-Yearbook	0.00	0.00	0.00	2,000.00	2,000.00	1.29	01-2-01100-610-001-30	
01-2-01100-610-002	Regular Instruction-General Supplies	0.00	0.00	0.00	3,000.00	3,000.00	2.00	01-2-01100-610-002	
01-2-01100-610-002-00	Regular Instruction-General Supplies-Kindergarten	573.20	573.20	0.00	3,000.00	2,426.80	19.11	01-2-01100-610-002-00	
01-2-01100-610-002-01	Regular Instruction-General Supplies-First Grade	0.00	0.00	96.50	3,000.00	2,903.50	3.22	01-2-01100-610-002-01	
01-2-01100-610-002-02	Regular Instruction-General Supplies-Second Grade	0.00	0.00	235.82	3,000.00	2,764.18	7.86	01-2-01100-610-002-02	
01-2-01100-610-002-03	Regular Instruction-General Supplies-Third Grade	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01100-610-002-03	
01-2-01100-610-002-04	Regular Instruction-General Supplies-Fourth Grade	377.01	377.01	316.20	3,000.00	2,306.79	30.81	01-2-01100-610-002-04	
01-2-01100-610-002-05	Regular Instruction-General Supplies-English 5-6	0.00	0.00	253.67	2,000.00	1,746.33	12.68	01-2-01100-610-002-05	
01-2-01100-610-002-09	Regular Instruction-General Supplies-Science 5-6	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-002-09	
01-2-01100-610-002-11	Regular Instruction-General Supplies-Social St 5-6	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-01100-610-002-11	
01-2-01100-610-002-13	Regular Instruction-General Supplies-Art K-6	0.00	0.00	149.00	10,000.00	9,851.00	1.49	01-2-01100-610-002-13	
01-2-01100-610-002-15	Regular Instruction-General Supplies-Music K-6	0.00	0.00	244.14	3,000.00	2,755.86	3,411.44	01-2-01100-610-002-15	
01-2-01100-610-002-17	Regular Instruction-General Supplies-Band 5-6	0.00	0.00	0.00	10,000.00	10,000.00	0.00	01-2-01100-610-002-17	
01-2-01100-610-002-19	Regular Instruction-General Supplies-PE K-6	0.00	0.00	2,183.89	3,000.00	816.11	72.80	01-2-01100-610-002-19	
01-2-01100-610-003	Regular Instruction-General Supplies	0.00	0.00	0.00	2,000.00	2,000.00	0.88	01-2-01100-610-003	
01-2-01100-610-003-05	Regular Instruction-General Supplies-English 5-6	142.22	142.22	29.99	1,500.00	1,327.79	27.28	01-2-01100-610-003-05	
01-2-01100-610-003-06	Regular Instruction-General Supplies-English 7-12	33.68	33.68	0.00	2,000.00	1,966.32	1.68	01-2-01100-610-003-06	
01-2-01100-610-003-07	Regular Instruction-General Supplies-Math 5-6	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-003-07	
01-2-01100-610-003-08	Regular Instruction-General Supplies-Math 7-12	0.00	0.00	29.97	2,000.00	1,970.03	3.00	01-2-01100-610-003-08	
01-2-01100-610-003-09	Regular Instruction-General Supplies-Science 5-6	45.57	45.57	302.24	1,000.00	652.19	72.38	01-2-01100-610-003-09	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
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Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-610-003-10	Regular Instruction-General Supplies-Science 7-12	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-610-003-10	
01-2-01100-610-003-12	Regular Instruction-General Supplies-Social S 7-12	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-610-003-12	
01-2-01100-610-003-13	Regular Instruction-General Supplies-Art K-6	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-610-003-13	
01-2-01100-610-003-14	Regular Instruction-General Supplies-Art 7-12	102.92	102.92	0.00	1,500.00	1,397.08	6.86	01-2-01100-610-003-14	
01-2-01100-610-003-16	Regular Instruction-General Supplies-Music 7-12	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-610-003-16	
01-2-01100-610-003-17	Regular Instruction-General Supplies-Band 5-6	0.00	0.00	89.94	4,000.00	3,910.06	24.36	01-2-01100-610-003-17	
01-2-01100-610-003-18	Regular Instruction-General Supplies-Band 7-12	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-003-18	
01-2-01100-610-003-19	Regular Instruction-General Supplies-PE K-6	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-610-003-19	
01-2-01100-640-000	Regular Instruction-Books and Periodical	196.80	196.80	0.00	5,500.00	5,303.20	3.58	01-2-01100-640-000	
01-2-01100-640-001	Regular Instruction-Books and Periodical	5,613.97	5,613.97	10,349.37	80,000.00	64,036.66	30.91	01-2-01100-640-001	
01-2-01100-640-002	Regular Instruction-Books and Periodical	0.00	0.00	1,337.88	80,000.00	78,662.12	2.15	01-2-01100-640-002	
01-2-01100-640-003	Regular Instruction-Books and Periodical	0.00	0.00	0.00	3,500.00	3,500.00	0.00	01-2-01100-640-003	
01-2-01100-643-000	Regular Instruction-Web/Cloud Based Software	0.00	0.00	0.00	49,000.00	49,000.00	0.00	01-2-01100-643-000	
01-2-01100-733-000	Regular Instruction - Furniture & Fixtures	39.59	39.59	0.00	1,000.00	960.41	3.96	01-2-01100-733-000	
01-2-01100-733-001	Regular Instruction-Furniture and Fixtures	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-733-001	
01-2-01100-733-002	Regular Instruction-Furniture and Fixtures	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-733-002	
01-2-01100-734-000	Regular Instruction-Technology-Related Hardware	2,043.89	2,043.89	5,498.91	118,000.00	110,457.20	12.19	01-2-01100-734-000	
01-2-01100-734-001	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	13,000.00	13,000.00	0.00	01-2-01100-734-001	
01-2-01100-734-002	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-734-002	

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Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-734-003	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-734-003
01-2-01100-735-000	Regular Instruction-Technology Software	106.46	106.46	200.00	19,000.00	18,693.54	11.19	01-2-01100-735-000	
01-2-01100-735-001	Regular Instruction-Technology Software	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-735-001	
01-2-01100-735-002	Regular Instruction-Technology Software	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-735-002	
01-2-01100-735-003	Regular Instruction-Technology Software	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-735-003	
01-2-01100-810-000	Regular Instruction-Dues and Fees	40.00	40.00	0.00	5,000.00	4,960.00	37.74	01-2-01100-810-000	
01-2-01100-810-001	Regular Instruction-Dues and Fees	250.00	250.00	0.00	9,000.00	8,750.00	5.61	01-2-01100-810-001	
01-2-01100-810-002	Regular Instruction-Dues and Fees	0.00	0.00	205.00	2,000.00	1,795.00	10.25	01-2-01100-810-002	
01-2-01100-810-003	Regular Instruction-Dues and Fees	0.00	0.00	0.00	750.00	750.00	0.00	01-2-01100-810-003	
01-2-01100-890-000	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01100-890-000	
01-2-01100-890-001	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	12,000.00	12,000.00	0.00	01-2-01100-890-001	
01-2-01100-890-002	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-890-002	
01-2-01150-111-001	Limited English Proficiency Programs-Salaries of R	5,415.42	5,415.42	0.00	500.00	(4,915.42)	2,166.17	01-2-01150-111-001	
01-2-01150-111-002	Limited English Proficiency Programs-Salaries of R	0.00	0.00	0.00	74,200.00	74,200.00	0.00	01-2-01150-111-002	
01-2-01150-123-000	Limited English Proficiency Programs-Salaries of T	1,470.00	1,470.00	0.00	49,000.00	47,530.00	7.18	01-2-01150-123-000	
01-2-01150-211-002	Limited English Proficiency Programs-Group Insuran	0.00	0.00	0.00	9,562.00	9,562.00	0.00	01-2-01150-211-002	
01-2-01150-213-000	Limited English Proficien (BCB	0.00	0.00	0.00	500.00	500.00	1.37	01-2-01150-213-000	
01-2-01150-221-002	Limited English Proficiency Programs-Social Securi	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-2-01150-221-002	
01-2-01150-223-000	Limited English Proficiency Programs-Social Securi	112.46	112.46	0.00	3,800.00	3,687.54	7.08	01-2-01150-223-000	
01-2-01150-231-002	Limited English Proficiency Programs-Retirement Co	0.00	0.00	0.00	5,625.00	5,625.00	0.00	01-2-01150-231-002	
01-2-01150-233-000	Limited English Proficiency Programs-Retirement Co	0.00	0.00	0.00	3,750.00	3,750.00	0.06	01-2-01150-233-000	
01-2-01150-237-000	Limited English Proficiency Programs-Increased Ret	54.79	54.79	0.00	3,125.00	3,070.21	3.54	01-2-01150-237-000	
01-2-01150-237-002	Limited English Proficien (NPE	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01150-237-002	

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General 01								
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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01150-281-000	Limited English Proficiency Programs-Health Benefi	127.18	127.18	0.00	0.00	(127.18)	0.00	01-2-01150-281-000
01-2-01150-283-000	Limited English Proficien (HSA	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01150-283-000
01-2-01150-580-000	Limited English Proficiency Programs-Travel	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-01150-580-000
01-2-01150-610-000	Limited English Proficiency Programs-General Suppl	0.00	0.00	0.00	3,500.00	3,500.00	0.00	01-2-01150-610-000
01-2-01150-735-000	Limited English Proficiency - Technology Software	0.00	0.00	0.00	10,000.00	10,000.00	0.00	01-2-01150-735-000
01-2-01150-890-000	Limited English Proficiency Programs-Miscellaneous	0.00	0.00	0.00	3,357.00	3,357.00	0.00	01-2-01150-890-000
01-2-01160-110-000	Poverty Programs-Salaries of Regular Employees Pai	3,548.20	3,548.20	0.00	0.00	(3,548.20)	0.00	01-2-01160-110-000
01-2-01160-111-001	Poverty Programs-Salaries of Regular Employees Pai	5,131.92	5,131.92	0.00	0.00	(5,131.92)	0.00	01-2-01160-111-001
01-2-01160-111-002	Poverty Programs-Salaries of Regular Employees Pai	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01160-111-002
01-2-01160-111-003	Poverty Programs-Salaries of Regular Employees Pai	1,710.65	1,710.65	0.00	0.00	(1,710.65)	0.00	01-2-01160-111-003
01-2-01160-210-000	Poverty Programs-Group Insurance for Non-Instructi	1,704.62	1,704.62	0.00	0.00	(1,704.62)	0.00	01-2-01160-210-000
01-2-01160-211-001	Poverty Programs-Group Insurance for Teachers/Prof	1,686.96	1,686.96	0.00	0.00	(1,686.96)	0.00	01-2-01160-211-001
01-2-01160-211-003	Poverty Programs-Group Insurance for Teachers/Prof	562.32	562.32	0.00	0.00	(562.32)	0.00	01-2-01160-211-003
01-2-01160-220-000	Poverty Programs-Social Security Payments for Non-	268.02	268.02	0.00	0.00	(268.02)	0.00	01-2-01160-220-000
01-2-01160-221-001	Poverty Programs-Social Security Payments for Teac	382.12	382.12	0.00	0.00	(382.12)	0.00	01-2-01160-221-001
01-2-01160-221-003	Poverty Programs-Social Security Payments for Teac	127.37	127.37	0.00	0.00	(127.37)	0.00	01-2-01160-221-003
01-2-01160-230-000	Poverty Programs-Retirement Contributions for Non-	197.10	197.10	0.00	0.00	(197.10)	0.00	01-2-01160-230-000
01-2-01160-231-001	Poverty Programs-Retirement Contributions for Teac	285.07	285.07	0.00	0.00	(285.07)	0.00	01-2-01160-231-001
01-2-01160-231-003	Poverty Programs-Retirement Contributions for Teac	95.02	95.02	0.00	0.00	(95.02)	0.00	01-2-01160-231-003
01-2-01160-237-000	Poverty Programs-Increased Retirement Contribution	89.59	89.59	0.00	0.00	(89.59)	0.00	01-2-01160-237-000
01-2-01160-237-001	Poverty Programs-Increased Retirement Contribution	129.57	129.57	0.00	0.00	(129.57)	0.00	01-2-01160-237-001

Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01160-237-003	Poverty Programs-Increased Retirement Contribution	43.19	43.19	0.00	0.00	(43.19)	0.00	01-2-01160-237-003
01-2-01200-111-001	Special Education Instructional Programs - School	11,234.59	11,234.59	0.00	126,500.00	115,265.41	17.76	01-2-01200-111-001
01-2-01200-111-002	Special Education Instructional Programs - School	2,440.74	2,440.74	0.00	24,000.00	21,559.26	17.62	01-2-01200-111-002
01-2-01200-111-003	Special Education Instructional Programs - School	5,719.59	5,719.59	0.00	79,000.00	73,280.41	14.48	01-2-01200-111-003
01-2-01200-112-001	Special Education Instructional Programs - School	3,706.19	3,706.19	0.00	83,000.00	79,293.81	12.38	01-2-01200-112-001
01-2-01200-112-002	Special Education Instructional Programs - School	7,166.01	7,166.01	0.00	209,000.00	201,833.99	11.59	01-2-01200-112-002
01-2-01200-112-003	Special Education Instructional Programs - School	3,764.04	3,764.04	0.00	63,000.00	59,235.96	19.47	01-2-01200-112-003
01-2-01200-122-001	Special Education Instructional Programs - School	263.06	263.06	0.00	4,500.00	4,236.94	27.70	01-2-01200-122-001
01-2-01200-122-002	Special Education Instructional Programs - School	90.00	90.00	0.00	2,600.00	2,510.00	10.38	01-2-01200-122-002
01-2-01200-122-003	Special Education Instructional Programs - School	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01200-122-003
01-2-01200-123-001	Special Education Instructional Programs - School	0.00	0.00	0.00	12,000.00	12,000.00	0.63	01-2-01200-123-001
01-2-01200-123-002	Special Education Instructional Programs - School	0.00	0.00	0.00	750.00	750.00	0.00	01-2-01200-123-002
01-2-01200-123-003	Special Education Instructional Programs - School	0.00	0.00	0.00	1,350.00	1,350.00	0.00	01-2-01200-123-003
01-2-01200-211-001	Special Education Instructional Programs - School	4,508.71	4,508.71	0.00	54,960.00	50,451.29	16.43	01-2-01200-211-001
01-2-01200-211-002	Special Education Instructional Programs - School	240.06	240.06	0.00	3,155.00	2,914.94	15.46	01-2-01200-211-002
01-2-01200-211-003	Special Education Instructional Programs - School	246.02	246.02	0.00	3,652.00	3,405.98	14.26	01-2-01200-211-003
01-2-01200-212-001	ES-Aide SPED Health Ins	662.16	662.16	0.00	16,060.00	15,397.84	8.26	01-2-01200-212-001
01-2-01200-212-002	HS-Aide SPED Health Ins	646.29	646.29	0.00	17,396.00	16,749.71	7.57	01-2-01200-212-002
01-2-01200-212-003	MS-Aide SPED Health Ins	15.72	15.72	0.00	175.00	159.28	22.61	01-2-01200-212-003
01-2-01200-213-001	Special Education Instruc (BCB)	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-213-001
01-2-01200-213-003	Special Education Instruc (BCB)	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-213-003
01-2-01200-221-001	Special Education Instructional Programs - School	835.55	835.55	0.00	9,600.00	8,764.45	17.41	01-2-01200-221-001
01-2-01200-221-002	Special Education Instructional Programs - School	185.44	185.44	0.00	1,820.00	1,634.56	17.63	01-2-01200-221-002

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
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Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01200-221-003	Special Education Instructional Programs - School	436.23	436.23	0.00	6,000.00	5,563.77	14.54	01-2-01200-221-003	
01-2-01200-222-001	ES-Aide SPED SS	262.88	262.88	0.00	6,400.00	6,137.12	12.50	01-2-01200-222-001	
01-2-01200-222-002	HS-Aide SPED SS	493.99	493.99	0.00	16,000.00	15,506.01	10.95	01-2-01200-222-002	
01-2-01200-222-003	MS-Aide SPED SS	286.31	286.31	0.00	4,900.00	4,613.69	19.08	01-2-01200-222-003	
01-2-01200-223-001	Special Education Instruc (FIC	0.00	0.00	0.00	1,000.00	1,000.00	0.58	01-2-01200-223-001	
01-2-01200-223-002	HS-Sub SPED SS	0.00	0.00	0.00	200.00	200.00	0.00	01-2-01200-223-002	
01-2-01200-223-003	MS-Sub SPED SS	0.00	0.00	0.00	150.00	150.00	0.00	01-2-01200-223-003	
01-2-01200-231-001	Special Education Instructional Programs - School	624.08	624.08	0.00	9,280.00	8,655.92	13.45	01-2-01200-231-001	
01-2-01200-231-002	Special Education Instructional Programs - School	135.59	135.59	0.00	1,800.00	1,664.41	13.05	01-2-01200-231-002	
01-2-01200-231-003	Special Education Instructional Programs - School	317.72	317.72	0.00	5,795.00	5,477.28	10.96	01-2-01200-231-003	
01-2-01200-232-001	ES-Aide SPED NPERS	205.88	205.88	0.00	8,200.00	7,994.12	6.96	01-2-01200-232-001	
01-2-01200-232-002	HS-Aide SPED NPERS	398.07	398.07	0.00	20,600.00	20,201.93	6.53	01-2-01200-232-002	
01-2-01200-232-003	MS-Aide SPED NPERS	209.08	209.08	0.00	6,200.00	5,990.92	10.99	01-2-01200-232-003	
01-2-01200-233-001	Special Education Instruc (NPE	0.00	0.00	0.00	800.00	800.00	0.52	01-2-01200-233-001	
01-2-01200-233-003	Special Education Instruc (NPE	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-233-003	
01-2-01200-237-001	Special Education Instruc (NPE	377.26	377.26	0.00	3,095.00	2,717.74	26.78	01-2-01200-237-001	
01-2-01200-237-002	Special Education Instruc (NPE	242.57	242.57	0.00	600.00	357.43	119.71	01-2-01200-237-002	
01-2-01200-237-003	Special Education Instruc (NPE	239.47	239.47	0.00	1,930.00	1,690.53	31.01	01-2-01200-237-003	
01-2-01200-239-001	Special Education Instruct (Early Retirement)	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-239-001	
01-2-01200-281-001	Special Education Instruc (HSA	316.53	316.53	0.00	1,600.00	1,283.47	39.57	01-2-01200-281-001	
01-2-01200-281-002	HS-Teach SPED HRA	33.16	33.16	0.00	1,000.00	966.84	6.63	01-2-01200-281-002	
01-2-01200-281-003	MS-Teach SPED HRA	34.17	34.17	0.00	1,800.00	1,765.83	3.80	01-2-01200-281-003	
01-2-01200-282-001	ES-Aide SPED HRA	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-282-001	
01-2-01200-282-003	MS-Aide SPED HRA	0.00	0.00	0.00	1,800.00	1,800.00	0.00	01-2-01200-282-003	
01-2-01200-283-001	Special Education Instruc (HSA	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-283-001	
01-2-01200-283-003	Special Education Instruc (HSA	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-283-003	
01-2-01200-320-000	Special Education Instructional Programs - School	3,734.56	3,734.56	0.00	50,000.00	46,265.44	14.94	01-2-01200-320-000	
01-2-01200-540-000	Special Education Instructional Programs - School	0.00	0.00	0.00	115.00	115.00	0.00	01-2-01200-540-000	
01-2-01200-562-002	SPED tuition to other schools	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-562-002	
01-2-01200-580-000	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-580-000	
01-2-01200-580-001	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-580-001	

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01200-580-002	Special Education Instructional Programs - School	84.00	84.00	0.00	0.00	(84.00)	0.00	01-2-01200-580-002
01-2-01200-591-000	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-591-000
01-2-01200-610-000	Special Education Instructional Programs - School	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01200-610-000
01-2-01200-610-001	Special Education Instructional Programs - School	1,695.00	1,695.00	1,760.98	1,500.00	(1,955.98)	230.40	01-2-01200-610-001
01-2-01200-610-002	Special Education Instructional Programs - School	0.00	0.00	478.37	6,000.00	5,521.63	14.85	01-2-01200-610-002
01-2-01200-610-003	Special Education Instructional Programs - School	0.00	0.00	316.57	3,500.00	3,183.43	17.88	01-2-01200-610-002
01-2-01200-640-001	Special Education Instructional Programs - School	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01200-640-001
01-2-01200-640-002	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-640-002
01-2-01200-733-000	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-733-000
01-2-01200-733-003	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-733-003
01-2-01200-734-000	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-734-000
01-2-01200-810-000	Special Education Instructional Programs - School	0.00	0.00	0.00	16,500.00	16,500.00	0.00	01-2-01200-810-000
01-2-01200-810-001	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-810-001
01-2-01200-810-002	Special Education Instructional Programs - School	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01200-810-002
01-2-01291-332-000	Special Education Instructional Programs - 3 to 5	343.23	343.23	0.00	2,000.00	1,656.77	34.32	01-2-01291-332-000
01-2-01291-591-000	Special Education Instructional Programs - 3 to 5	0.00	0.00	0.00	967.00	967.00	0.00	01-2-01291-591-000
01-2-02120-111-001	Guidance Services-Salaries of Regular Employees Pa	0.00	0.00	0.00	60,500.00	60,500.00	0.00	01-2-02120-111-001
01-2-02120-111-002	Guidance Services-Salaries of Regular Employees Pa	4,753.44	4,753.44	0.00	53,500.00	48,746.56	17.77	01-2-02120-111-002
01-2-02120-111-003	Guidance Services-Salaries of Regular Employees Pa	1,584.48	1,584.48	0.00	37,750.00	36,165.52	8.39	01-2-02120-111-003
01-2-02120-211-001	Guidance Services-Group Insurance for Teachers/Pro	0.00	0.00	0.00	19,484.00	19,484.00	0.00	01-2-02120-211-001

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01-2-02120-211-002	Guidance Services-Group Insurance for Teachers/Pro	1,692.50	1,692.50	0.00	19,466.00	17,773.50	17.40	01-2-02120-211-002	
01-2-02120-211-003	Guidance Services-Salarie (BCB	564.09	564.09	0.00	12,984.00	12,419.91	8.69	01-2-02120-211-003	
01-2-02120-221-001	Guidance Services-Social Security Payments for Tea	0.00	0.00	0.00	4,600.00	4,600.00	0.00	01-2-02120-221-001	
01-2-02120-221-002	Guidance Services-Social Security Payments for Tea	350.16	350.16	0.00	4,100.00	3,749.84	17.08	01-2-02120-221-002	
01-2-02120-221-003	Guidance Services-Salarie (FIC	116.70	116.70	0.00	2,900.00	2,783.30	8.05	01-2-02120-221-003	
01-2-02120-231-001	Guidance Services-Retirement Contributions for Tea	0.00	0.00	0.00	4,460.00	4,460.00	0.00	01-2-02120-231-001	
01-2-02120-231-002	Guidance Services-Retirement Contributions for Tea	264.05	264.05	0.00	3,925.00	3,660.95	13.45	01-2-02120-231-002	
01-2-02120-231-003	Guidance Services-Salarie (NPE	88.01	88.01	0.00	2,795.00	2,706.99	6.30	01-2-02120-231-003	
01-2-02120-237-001	Guidance Services-Salarie (NPE	0.00	0.00	0.00	1,490.00	1,490.00	0.00	01-2-02120-237-001	
01-2-02120-237-002	Guidance Services-Salarie (NPE	120.03	120.03	0.00	1,310.00	1,189.97	18.33	01-2-02120-237-002	
01-2-02120-237-003	Guidance Services-Salarie (NPE	40.00	40.00	0.00	935.00	895.00	8.56	01-2-02120-237-003	
01-2-02120-281-002	Guidance Services-Salarie (HSA	0.00	0.00	0.00	1,800.00	1,800.00	0.00	01-2-02120-281-002	
01-2-02120-610-000	Guidance Services-General Supplies	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02120-610-000	
01-2-02120-733-000	Guidance Services-Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02120-733-000	
01-2-02120-810-000	Guidance Services-Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02120-810-000	
01-2-02130-116-000	Health Services-Salaries of Regular Employees Paid	4,000.00	4,000.00	0.00	48,050.00	44,050.00	16.65	01-2-02130-116-000	
01-2-02130-120-000	Health Services-Salaries of Temporary Employees Pa	150.00	150.00	0.00	1,750.00	1,600.00	8.57	01-2-02130-120-000	
01-2-02130-210-000	Health Services-Group Insurance for Non-Instructio	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02130-210-000	
01-2-02130-216-000	Health Services-Salaries (BCB	2,122.43	2,122.43	0.00	25,898.00	23,775.57	16.39	01-2-02130-216-000	
01-2-02130-220-000	Health Services-Social Security Payments for Non-I	11.48	11.48	0.00	160.00	148.52	7.18	01-2-02130-220-000	
01-2-02130-226-000	Health Services-Salaries (FIC	297.71	297.71	0.00	3,700.00	3,402.29	16.09	01-2-02130-226-000	
01-2-02130-230-000	Health Services-Retirement Contributions for Non-I	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02130-230-000	
01-2-02130-236-000	Health Services-Salaries (NPE	222.20	222.20	0.00	3,560.00	3,337.80	12.48	01-2-02130-236-000	
01-2-02130-237-000	Health Services-Increased Retirement Contributions	101.00	101.00	0.00	1,190.00	1,089.00	16.97	01-2-02130-237-000	
01-2-02130-580-000	Health Services-Travel	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02130-580-000	
01-2-02130-610-000	Health Services-General Supplies	157.67	157.67	0.00	1,250.00	1,092.33	70.19	01-2-02130-610-000	
01-2-02130-810-000	Health Services-Dues and Fees	0.00	0.00	0.00	443.00	443.00	0.00	01-2-02130-810-000	

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02140-320-000	Psychological Services-Professional Educational Se	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02140-320-000	
01-2-02141-320-000	Psychological Services - SPED - School Age	6,600.42	6,600.42	0.00	80,000.00	73,399.58	16.50	01-2-02141-320-000	
01-2-02142-320-000	Psych ESU - Ages 3 to 5 - Professional Educational	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02142-320-000	
01-2-02151-591-000	Speech ESU - school age	4,528.25	4,528.25	0.00	57,000.00	52,471.75	8.23	01-2-02151-591-000	
01-2-02161-320-000	OT - SPED - School Age	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02161-320-000	
01-2-02171-320-001	PT Services - SPED School Age-Professional Educati	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02171-320-001	
01-2-02213-330-000	Instructional Staff Training-Employee Training and Staff Dev Travel (mil,meals,hotel)	832.79	832.79	0.00	10,000.00	9,167.21	16.66	01-2-02213-330-000	
01-2-02213-580-000	Staff Dev Travel (mil,meals,hotel)	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02213-580-000	
01-2-02220-111-000	Library/Media Services-Salaries of Regular Employe	2,861.46	2,861.46	0.00	34,000.00	31,138.54	16.83	01-2-02220-111-000	
01-2-02220-112-000	Library/Media Services-Salaries of Regular Employe	1,130.72	1,130.72	0.00	19,150.00	18,019.28	18.48	01-2-02220-112-000	
01-2-02220-122-000	Library/Media Services-Salaries of Temporary Emplo	0.00	0.00	0.00	750.00	750.00	19.20	01-2-02220-122-000	
01-2-02220-211-000	Library/Media Services-Group Insurance for Teacher	930.46	930.46	0.00	12,973.00	12,042.54	14.35	01-2-02220-211-000	
01-2-02220-212-000	Library/Media Services-Group Insurance for Instruc	461.75	461.75	0.00	5,673.00	5,211.25	17.63	01-2-02220-212-000	
01-2-02220-221-000	Library/Media Services-Social Security Payments fo	143.00	143.00	0.00	2,575.00	2,432.00	11.11	01-2-02220-221-000	
01-2-02220-222-000	Library/Media Services-Social Security Payments fo	60.36	60.36	0.00	1,475.00	1,414.64	15.27	01-2-02220-222-000	
01-2-02220-231-000	Library/Media Services-Retirement Contributions fo	158.96	158.96	0.00	2,480.00	2,321.04	12.82	01-2-02220-231-000	
01-2-02220-232-000	Library/Media Services-Retirement Contributions fo	62.81	62.81	0.00	1,415.00	1,352.19	13.89	01-2-02220-232-000	
01-2-02220-237-000	Library/Media Services-Increased Retirement Contri	100.80	100.80	0.00	1,305.00	1,204.20	17.92	01-2-02220-237-000	
01-2-02220-281-000	Library/Media Services-Health Benefits Paid for Te	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02220-281-000	
01-2-02220-382-000	Library/Media Services-Distance Education & Teleco	0.00	0.00	0.00	23,500.00	23,500.00	0.00	01-2-02220-382-000	
01-2-02220-610-000	Library/Media Services-General Supplies	0.00	0.00	116.77	6,000.00	5,883.23	3.71	01-2-02220-610-000	
01-2-02220-640-000	Library/Media Services-Books and Periodical	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-2-02220-640-000	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02230-116-000	Instruction-Related	5,945.83	5,945.83	0.00	78,000.00	72,054.17	15.25	01-2-02230-116-000	
	Technology-Salaries of Regular								
01-2-02230-216-000	Instruction-Related Techn (BCB	1,710.05	1,710.05	0.00	19,475.00	17,764.95	17.57	01-2-02230-216-000	
01-2-02230-226-000	Instruction-Related Techn (FIC	431.15	431.15	0.00	6,000.00	5,568.85	14.37	01-2-02230-226-000	
01-2-02230-236-000	Instruction-Related Techn (NPE	330.29	330.29	0.00	5,850.00	5,519.71	11.29	01-2-02230-236-000	
01-2-02230-237-000	Instruction-Related	150.13	150.13	0.00	1,950.00	1,799.87	15.40	01-2-02230-237-000	
	Technology-Increased Retiremen								
01-2-02230-286-000	Instruction-Related	0.00	0.00	0.00	1,429.00	1,429.00	0.00	01-2-02230-286-000	
	Technology-Health Benefits Pai								
01-2-02310-317-000	Board of Education-Contracted	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-2-02310-317-000	
	Legal Services								
01-2-02310-810-000	Board of Education-Dues and Fees	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-2-02310-810-000	
01-2-02320-105-000	Executive Administration-Salaries	14,666.67	14,666.67	0.00	168,500.00	153,833.33	17.41	01-2-02320-105-000	
	Paid to Superint								
01-2-02320-110-000	Executive Administration-Salaries	3,791.50	3,791.50	0.00	45,500.00	41,708.50	17.57	01-2-02320-110-000	
	of Regular Emplo								
01-2-02320-116-000	Executive Administration-Salaries	6,884.17	6,884.17	0.00	78,000.00	71,115.83	17.65	01-2-02320-116-000	
	of Regular Emplo								
01-2-02320-210-000	Executive Administration-Group	2,049.12	2,049.12	0.00	26,540.00	24,490.88	15.44	01-2-02320-210-000	
	Insurance for Non-I								
01-2-02320-215-000	Executive Administration-Group	2,358.66	2,358.66	0.00	26,875.00	24,516.34	17.32	01-2-02320-215-000	
	Insurance for Super								
01-2-02320-216-000	Executive Administration- (BCB	2,340.23	2,340.23	0.00	26,640.00	24,299.77	17.58	01-2-02320-216-000	
01-2-02320-220-000	Executive Administration-Social	274.77	274.77	0.00	3,165.00	2,890.23	18.35	01-2-02320-220-000	
	Security Payments								
01-2-02320-225-000	Executive Administration-Social	1,110.53	1,110.53	0.00	12,900.00	11,789.47	17.22	01-2-02320-225-000	
	Security Payments								
01-2-02320-226-000	Executive Administration- (FIC	484.63	484.63	0.00	5,975.00	5,490.37	16.22	01-2-02320-226-000	
01-2-02320-230-000	Executive	177.29	177.29	0.00	3,065.00	2,887.71	12.31	01-2-02320-230-000	
	Administration-Retirement								
	Contributions								
01-2-02320-235-000	Executive	814.73	814.73	0.00	12,485.00	11,670.27	13.05	01-2-02320-235-000	
	Administration-Retirement								
	Contributions								
01-2-02320-236-000	Executive Administration- (NPE	382.42	382.42	0.00	7,700.00	7,317.58	9.93	01-2-02320-236-000	
01-2-02320-237-000	Executive Administration-Increased	624.75	624.75	0.00	5,190.00	4,565.25	24.27	01-2-02320-237-000	
	Retirement Cont								
01-2-02320-280-000	Executive Administration-Health	283.37	283.37	0.00	1,800.00	1,516.63	31.49	01-2-02320-280-000	
	Benefits Paid for								
01-2-02320-580-000	Executive Administration-Travel	0.00	0.00	0.00	2,000.00	2,000.00	24.29	01-2-02320-580-000	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02320-610-000	Executive Administration-General Supplies	0.00	0.00	0.00	750.00	750.00	0.00	01-2-02320-610-000	
01-2-02320-810-000	Executive Administration-Dues and Fees	0.00	0.00	0.00	12,915.00	12,915.00	7.66	01-2-02320-810-000	
01-2-02330-317-000	Contracted Legal Services	946.50	946.50	0.00	35,000.00	34,053.50	3.28	01-2-02330-317-000	
01-2-02410-110-000	Office of the Principal-Salaries of Regular Employ	5,976.77	5,976.77	0.00	100,000.00	94,023.23	12.36	01-2-02410-110-000	
01-2-02410-111-000	Office of the Principal-Salaries of Regular Employ	18,875.00	18,875.00	0.00	248,000.00	229,125.00	15.22	01-2-02410-111-000	
01-2-02410-122-000	Office of the Principal-Salaries of Temporary Empl	120.95	120.95	0.00	5,000.00	4,879.05	4.85	01-2-02410-122-000	
01-2-02410-150-000	Regular Instruction-Additional Compensation Paid t	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02410-150-000	
01-2-02410-210-000	Office of the Principal-Group Insurance for Non-In	5,044.01	5,044.01	0.00	72,803.00	67,758.99	13.15	01-2-02410-210-000	
01-2-02410-211-000	Office of the Principal-Group Insurance for Teache	4,347.19	4,347.19	0.00	35,775.00	31,427.81	24.36	01-2-02410-211-000	
01-2-02410-212-000	Office of the Principal-Group Insurance for Instru	0.48	0.48	0.00	0.00	(0.48)	0.00	01-2-02410-212-000	
01-2-02410-220-000	Office of the Principal-Social Security Payments f	446.70	446.70	0.00	7,650.00	7,203.30	12.11	01-2-02410-220-000	
01-2-02410-221-000	Office of the Principal-Social Security Payments f	1,404.63	1,404.63	0.00	19,000.00	17,595.37	14.79	01-2-02410-221-000	
01-2-02410-222-000	Office of the Principal-Social Security Payments f	9.25	9.25	0.00	250.00	240.75	7.42	01-2-02410-222-000	
01-2-02410-230-000	Office of the Principal-Retirement Contributions f	332.01	332.01	0.00	9,865.00	9,532.99	6.96	01-2-02410-230-000	
01-2-02410-231-000	Office of the Principal-Retirement Contributions f	1,048.50	1,048.50	0.00	18,375.00	17,326.50	11.41	01-2-02410-231-000	
01-2-02410-232-000	Office of the Principal-Retirement Contributions f	6.72	6.72	0.00	0.00	(6.72)	0.00	01-2-02410-232-000	
01-2-02410-237-000	Office of the Principal-Increased Retirement Contr	630.56	630.56	0.00	6,125.00	5,494.44	20.76	01-2-02410-237-000	
01-2-02410-280-000	Office of the Principal-Health Benefits Paid for N	0.00	0.00	0.00	900.00	900.00	0.00	01-2-02410-280-000	
01-2-02410-281-000	00-Principal HRA	283.37	283.37	0.00	900.00	616.63	62.97	01-2-02410-281-000	
01-2-02410-580-000	Office of the Principal-Travel	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02410-580-000	
01-2-02410-610-000	Office of the Principal-General Supplies	0.00	0.00	0.00	1,500.00	1,500.00	2.00	01-2-02410-610-000	
01-2-02410-810-000	Office of the Principal-Dues and Fees	60.00	60.00	0.00	1,357.00	1,297.00	4.42	01-2-02410-810-000	

Chase Revenue and Expenditure Report

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Chase County Schools

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02510-315-000	Fiscal Services-Accounting/Auditing Services	0.00	0.00	0.00	19,000.00	19,000.00	89.68	01-2-02510-315-000
01-2-02510-382-000	Fiscal Services-Distance Education & Telecommunica	150.00	150.00	0.00	12,000.00	11,850.00	8.69	01-2-02510-382-000
01-2-02510-440-000	Fiscal Services-Rentals	0.00	0.00	0.00	45,000.00	45,000.00	8.09	01-2-02510-440-000
01-2-02510-531-000	Fiscal Services-Postage	0.00	0.00	0.00	1,200.00	1,200.00	0.19	01-2-02510-531-000
01-2-02510-540-000	Fiscal Services-Advertising	40.45	40.45	0.00	6,000.00	5,959.55	7.35	01-2-02510-540-000
01-2-02510-610-000	Fiscal Services-General Supplies	139.36	139.36	489.63	4,000.00	3,371.01	16.18	01-2-02510-610-000
01-2-02510-626-000	Fiscal Services-Gasoline	0.00	0.00	0.00	7,000.00	7,000.00	1.10	01-2-02510-626-000
01-2-02510-733-000	Fiscal Services-Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02510-733-000
01-2-02510-734-000	Fiscal Services-Technology-Related Hardware	329.99	329.99	0.00	4,000.00	3,670.01	8.25	01-2-02510-734-000
01-2-02510-810-000	Fiscal Services-Dues and Fees	57.00	57.00	0.00	19,000.00	18,943.00	1.33	01-2-02510-810-000
01-2-02510-890-000	Fiscal Services-Miscellaneous Expenditures	0.00	0.00	0.00	2,300.00	2,300.00	0.00	01-2-02510-890-000
01-2-02570-330-000	Personnel Services - Employee Training & Developme	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02570-330-000
01-2-02610-110-000	Operation of Buildings-Salaries of Regular Employe	27,343.73	27,343.73	0.00	300,000.00	272,656.27	17.22	01-2-02610-110-000
01-2-02610-120-000	Operation of Buildings-Salaries of Temporary Emplo	1,023.10	1,023.10	0.00	15,000.00	13,976.90	22.85	01-2-02610-120-000
01-2-02610-210-000	Operation of Buildings-Group Insurance for Non-Ins	8,391.38	8,391.38	0.00	106,000.00	97,608.62	15.84	01-2-02610-210-000
01-2-02610-220-000	Operation of Buildings-Social Security Payments fo	2,121.00	2,121.00	0.00	22,000.00	19,879.00	18.71	01-2-02610-220-000
01-2-02610-230-000	Operation of Buildings-Retirement Contributions fo	1,293.56	1,293.56	0.00	18,185.00	16,891.44	14.54	01-2-02610-230-000
01-2-02610-237-000	Operation of Buildings-Increased Retirement Contri	587.99	587.99	0.00	6,065.00	5,477.01	19.82	01-2-02610-237-000
01-2-02610-280-000	Operation of Buildings-Health Benefits Paid for No	0.00	0.00	0.00	1,800.00	1,800.00	37.02	01-2-02610-280-000
01-2-02610-410-000	Operation of Buildings-Utility Services	0.00	0.00	0.00	60,000.00	60,000.00	7.23	01-2-02610-410-000
01-2-02610-430-000	Operation of Buildings-Repairs and Maintenance Ser	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02610-430-000
01-2-02610-431-000	Operation of Buildings-Repairs and Maintenance Ser	87.97	87.97	0.00	55,000.00	54,912.03	0.79	01-2-02610-431-000
01-2-02610-440-000	Operation of Buildings-Rentals	5,000.00	5,000.00	0.00	12,000.00	7,000.00	41.67	01-2-02610-440-000
01-2-02610-400-000	Other Purchased Property Service	1,254.07	1,254.07	0.00	100,000.00	98,745.93	33.71	01-2-02610-490-000

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02610-580-000	Operation of Buildings-Travel	0.00	0.00	0.00	200.00	200.00	0.00	01-2-02610-580-000
01-2-02610-610-000	Operation of Buildings-General Supplies	2,018.31	2,018.31	0.00	105,000.00	102,981.69	7.90	01-2-02610-610-000
01-2-02610-621-000	Operation of Buildings-Utility Energy Services	0.00	0.00	0.00	200,000.00	200,000.00	5.69	01-2-02610-621-000
01-2-02610-720-000	Operation of Buildings-Buildings	0.00	0.00	0.00	380,000.00	380,000.00	0.00	01-2-02610-720-000
01-2-02610-733-000	Operation of Buildings-Furniture and Fixtures	4,870.65	4,870.65	785.60	64,000.00	58,343.75	13.81	01-2-02610-733-000
01-2-02610-890-000	Operation of Buildings-Miscellaneous Expenditures	0.00	0.00	0.00	750.00	750.00	0.00	01-2-02610-890-000
01-2-02620-720-001	Maintenance of Buildings-Buildings	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02620-720-001
01-2-02620-720-002	Maintenance of Buildings-Buildings	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02620-720-002
01-2-02710-110-000	Vehicle Operation - Regular Education-Salaries of	12,760.83	12,760.83	0.00	285,000.00	272,239.17	14.69	01-2-02710-110-000
01-2-02710-120-000	Vehicle Operation - Regular Education-Salaries of	2,645.44	2,645.44	0.00	45,000.00	42,354.56	16.31	01-2-02710-120-000
01-2-02710-150-000	Vehicle Operation - Regular Education-Additional C	0.00	0.00	0.00	750.00	750.00	0.00	01-2-02710-150-000
01-2-02710-210-000	Vehicle Operation - Regular Education-Group Insura	1,391.66	1,391.66	0.00	9,600.00	8,208.34	35.04	01-2-02710-210-000
01-2-02710-220-000	Vehicle Operation - Regular Education-Social Secur	1,175.14	1,175.14	0.00	21,600.00	20,424.86	17.39	01-2-02710-220-000
01-2-02710-230-000	Vehicle Operation - Regular Education-Retirement C	597.47	597.47	0.00	20,810.00	20,212.53	8.56	01-2-02710-230-000
01-2-02710-237-000	Vehicle Operation - Increased Retirement Contribut	271.58	271.58	0.00	6,940.00	6,668.42	11.67	01-2-02710-237-000
01-2-02710-430-000	Vehicle Operation - Regular Education-Repairs and	0.00	0.00	(5.00)	750.00	755.00	-0.67	01-2-02710-430-000
01-2-02710-431-000	Vehicle Operation - Regular Education-Repairs and	3,082.27	3,082.27	846.22	55,000.00	51,071.51	9.87	01-2-02710-431-000
01-2-02710-442-000	Vehicle Operation - Regular Education-Rentals of E	0.00	0.00	35,637.69	0.00	(35,637.69)	0.00	01-2-02710-442-000
01-2-02710-580-000	Vehicle Operation - Regular Education-Travel	380.80	380.80	0.00	6,500.00	6,119.20	17.55	01-2-02710-580-000
01-2-02710-610-000	Vehicle Operation - Regular Education-General Supp	333.62	333.62	1,303.00	7,400.00	5,763.38	44.11	01-2-02710-610-000
01-2-02710-626-000	Vehicle Operation - Regular Education-Gasoline	0.00	0.00	0.00	75,000.00	75,000.00	14.00	01-2-02710-626-000

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02710-732-000	Vehicle Operation - Regular Education-Vehicles	0.00	0.00	(10,000.00)	120,000.00	130,000.00	-8.33	01-2-02710-732-000	
01-2-02710-733-000	Vehicle Operation - Regular Education-Furniture an	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02710-733-000	
01-2-02710-735-000	Vehicle Operation - Regular Education-Technology S	0.00	0.00	0.00	0.00	0.00	0.00	01-2-02710-735-000	
01-2-02710-810-000	Vehicle Operation - Regular Education-Dues and Fee	50.00	50.00	0.00	2,750.00	2,700.00	2.31	01-2-02710-810-000	
01-2-02710-890-000	Vehicle Operation - Regular Education-Miscellaneous	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02710-890-000	
01-2-02712-110-000	Vehicle Operation - School Age SPED-Salaries of Re	400.00	400.00	0.00	9,000.00	8,600.00	13.89	01-2-02712-110-000	
01-2-02712-120-000	Vehicle Operation - School Age SPED-Salaries of Te	0.00	0.00	0.00	600.00	600.00	0.00	01-2-02712-120-000	
01-2-02712-210-000	Vehicle Operation - School Age SPED-Group Insuranc	1.82	1.82	0.00	50.00	48.18	7.52	01-2-02712-210-000	
01-2-02712-220-000	Vehicle Operation - School Age SPED-Social Securit	30.60	30.60	0.00	1,000.00	969.40	9.56	01-2-02712-220-000	
01-2-02712-230-000	Vehicle Operation - School Age SPED-Retirement Con	22.22	22.22	0.00	750.00	727.78	9.26	01-2-02712-230-000	
01-2-02712-237-000	Vehicle Operation - School Age SPED-Increased Retr	10.10	10.10	0.00	250.00	239.90	12.62	01-2-02712-237-000	
01-2-02712-626-000	Vehicle Operation - School Age SPED-Gasoline	0.00	0.00	0.00	10,350.00	10,350.00	0.00	01-2-02712-626-000	
01-2-02730-431-000	Vehicle Operation - Regular Education-Repairs and	0.00	0.00	0.00	900.00	900.00	0.00	01-2-02730-431-000	
01-2-03551-610-001	Career Education-General Supplies	0.00	0.00	0.00	12,500.00	12,500.00	0.00	01-2-03551-610-001	
01-2-03599-000-000	Other State Catagorical Programs	0.00	0.00	0.00	0.00	0.00	0.00	01-2-03599-000-000	
01-2-03599-610-000	Other State Catagorical Programs	0.00	0.00	0.00	0.00	0.00	0.00	01-2-03599-610-000	
01-2-06200-111-000	Federal Services - Title I, Part A ESSA Improving	2,169.59	2,169.59	0.00	47,500.00	45,330.41	9.14	01-2-06200-111-000	
01-2-06200-112-000	Federal Services - Title I, Part A ESSA Improving	2,378.89	2,378.89	0.00	23,500.00	21,121.11	31.25	01-2-06200-112-000	
01-2-06200-123-000	Federal Services - Title I, Part A ESSA Improving	100.00	100.00	0.00	0.00	(100.00)	0.00	01-2-06200-123-000	
01-2-06200-151-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	0.00	0.00	0.00	01-2-06200-151-000	
01-2-06200-211-000	Federal Services - Title I, Part A ESSA Improving	894.45	894.45	0.00	25,900.00	25,005.55	6.83	01-2-06200-211-000	
01-2-06200-212-000	Title I - Para Salary Group Ins (LTD&Health)	2,048.09	2,048.09	0.00	15,524.00	13,475.91	20.65	01-2-06200-212-000	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-06200-213-000	Federal Services - Title (BCB	87.24	87.24	0.00	0.00	(87.24)	0.00	01-2-06200-213-000
01-2-06200-221-000	Federal Services - Title I, Part A ESSA Improving	158.88	158.88	0.00	3,615.00	3,456.12	8.79	01-2-06200-221-000
01-2-06200-222-000	Title I - Para Salary SS	71.79	71.79	0.00	1,750.00	1,678.21	21.90	01-2-06200-222-000
01-2-06200-223-000	Federal Services - Title I, Part A ESSA Improving	2.96	2.96	0.00	0.00	(2.96)	0.00	01-2-06200-223-000
01-2-06200-231-000	Federal Services - Title I, Part A ESSA Improving	120.53	120.53	0.00	3,505.00	3,384.47	6.88	01-2-06200-231-000
01-2-06200-232-000	Title I - Para Salary NPERS	132.14	132.14	0.00	1,725.00	1,592.86	23.65	01-2-06200-232-000
01-2-06200-233-000	Federal Services - Title I, Part A ESSA Improving	5.56	5.56	0.00	0.00	(5.56)	0.00	01-2-06200-233-000
01-2-06200-237-000	Federal Services - Title (NPE	117.37	117.37	0.00	1,745.00	1,627.63	17.81	01-2-06200-237-000
01-2-06200-281-000	Federal Services - Title I, Part A ESSA Improving	127.17	127.17	0.00	900.00	772.83	27.94	01-2-06200-281-000
01-2-06200-282-000	Title I - Para HRA	205.85	205.85	0.00	900.00	694.15	42.66	01-2-06200-282-000
01-2-06200-283-000	Federal Services - Title (HSA	8.91	8.91	0.00	0.00	(8.91)	0.00	01-2-06200-283-000
01-2-06200-610-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	32.99	200.00	167.01	32.99	01-2-06200-610-000
01-2-06200-810-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	50.00	50.00	0.00	01-2-06200-810-000
01-2-06406-395-000	Federal Services - IDEA Preschool (619) Base Alloc	0.00	0.00	0.00	4,738.00	4,738.00	0.00	01-2-06406-395-000
01-2-06406-591-000	Federal Services - IDEA Preschool (619) Base Alloc	0.00	0.00	0.00	4,738.00	4,738.00	0.00	01-2-06406-591-000
01-2-06408-111-000	Federal Services - IDEA Enrollment/Poverty (611)-S	10,677.09	10,677.09	0.00	120,000.00	109,322.91	17.80	01-2-06408-111-000
01-2-06408-112-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	4,500.00	4,500.00	0.00	01-2-06408-112-000
01-2-06408-211-000	Federal Services - IDEA Enrollment/Poverty (611)-S	1,700.66	1,700.66	0.00	19,589.00	17,888.34	17.39	01-2-06408-211-000
01-2-06408-212-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	0.00	0.00	0.00	01-2-06408-212-000
01-2-06408-221-000	Federal Services - IDEA Enrollment/Poverty (611)-S	788.56	788.56	0.00	9,160.00	8,371.44	17.22	01-2-06408-221-000
01-2-06408-222-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	350.00	350.00	0.00	01-2-06408-222-000
01-2-06408-231-000	Federal Services - IDEA E (NPE	593.13	593.13	0.00	9,000.00	8,406.87	13.18	01-2-06408-231-000
01-2-06408-237-000	Federal Services - IDEA E (NPE	269.60	269.60	0.00	3,000.00	2,730.40	17.97	01-2-06408-237-000
01-2-06408-395-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	0.00	0.00	0.00	01-2-06408-395-000

Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-06408-610-000	Federal Services - IDEA Enrollment/Poverty (611)-G	96.90	96.90	0.00	1,750.00	1,653.10	11.94	01-2-06408-610-000
01-2-06412-395-000	Federal Services - IDEA Part B Proportionate Share	0.00	0.00	0.00	0.00	0.00	0.00	01-2-06412-395-000
01-2-06700-650-001	Carl Perkins - Supplies - Technology Related	0.00	0.00	0.00	7,099.00	7,099.00	0.00	01-2-06700-650-001
01-2-06992-734-000	REAP - Technology Related Hardware	0.00	0.00	0.00	39,000.00	39,000.00	0.00	01-2-06992-734-000
01-2-08000-000-000	Transfers (Outgoing)	0.00	0.00	0.00	230,000.00	230,000.00	0.00	01-2-08000-000-000
01-2-08000-913-000	Transfers (Outgoing)-Fund Transfers to Activities	0.00	0.00	0.00	120,000.00	120,000.00	0.00	01-2-08000-913-000
01-2-09000-000-000	Non-Program Expenditure	(9,997.76)	(9,997.76)	0.00	0.00	9,997.76	0.00	01-2-09000-000-000
	X Expense	668,855.13	668,855.13	66,384.18	11,262,238.00	10,526,998.69	15.08	* Account Type
	01 General	(490,932.64)	(490,932.64)	66,384.18	2,482,609.00	2,907,157.46	21.73	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Depreciation 02									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue									
02-1-01510-000-000		Interest	39.95	39.95	0.00	0.00	(39.95)	0.00	02-1-01510-000-000
02-1-05200-000-000		Fund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	02-1-05200-000-000
	I	Revenue	<u>39.95</u>	<u>39.95</u>	<u>0.00</u>	<u>0.00</u>	<u>(39.95)</u>	<u>0.00</u>	* Account Type
Expense									
02-2-02620-720-000		Maintenance of Buildings-Buildings	0.00	0.00	0.00	0.00	0.00	0.00	02-2-02620-720-000
02-2-02620-733-000		Maintenance of Buildings-Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	02-2-02620-733-000
02-2-02900-450-000		Other Support Services-Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	02-2-02900-450-000
02-2-02900-733-000		Other Support Services - Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	02-2-02900-733-000
02-2-02900-739-000		Other Support Services - Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	02-2-02900-739-000
	X	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Account Type
	02	Depreciation	<u>(39.95)</u>	<u>(39.95)</u>	<u>0.00</u>	<u>0.00</u>	<u>39.95</u>	<u>0.00</u>	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Employee Benefit Fund 03

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
03-1-01510-000-000	Interest Income	19.81	19.81	0.00	0.00	(19.81)	0.00	03-1-01510-000-000
	I Revenue	19.81	19.81	0.00	0.00	(19.81)	0.00	* Account Type
	03 Employee Benefit Fund	19.81	19.81	0.00	0.00	(19.81)	0.00	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Activities 05								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
05-1-01990-000-000	FBLA Receipts	471.83	471.83	0.00	0.00	(471.83)	0.00	05-1-01990-000-000
Local Receipts								
05-1-1510	Interest Income	269.51	269.51	0.00	0.00	(269.51)	0.00	05-1-1510-000-000
05-1-1741	Activity Income	0.00	0.00	0.00	0.00	0.00	0.00	05-1-1741-000-000
1000	Local Receipts	269.51	269.51	0.00	0.00	(269.51)	0.00	** Source of Revenue/Function
Non-Revenue Receipts								
05-1-05200-000-000	Fund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	05-1-5200-000-000
5000	Non-Revenue Receipts	0.00	0.00	0.00	0.00	0.00	0.00	** Source of Revenue/Function
I	Revenue	741.34	741.34	0.00	0.00	(741.34)	0.00	* Account Type
Expense								
05-2-02900-610	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	05-2-02900-610-000
05-2-09000-950-000	Non-Program Expenditures - Special Items	0.00	0.00	0.00	0.00	0.00	0.00	05-2-09000-950-000
05-2-03200-610-000	Enterprise Operations	0.00	0.00	0.00	0.00	0.00	0.00	05-2-3200-610-000
05-2-03200-890-000	Enterprise Operations	0.00	0.00	0.00	0.00	0.00	0.00	05-2-3200-890-000
X	Expense	0.00	0.00	0.00	0.00	0.00	0.00	* Account Type
05	Activities	(741.34)	(741.34)	0.00	0.00	741.34	0.00	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

School Nutrition 06								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
06-1-01510-000-000	Interest	14.45	14.45	0.00	0.00	(14.45)	0.00	06-1-01510-000-000
06-1-01611-000-000	Daily Sales?School Lunch Program	28,921.15	28,921.15	0.00	0.00	(28,921.15)	0.00	06-1-01611-000-000
06-1-03150-000-000	State Reimbursement (of Nutrition Programs)	0.00	0.00	0.00	0.00	0.00	0.00	06-1-03150-000-000
06-1-04210-000-000	Federal Reimbursement	98,123.89	98,123.89	0.00	0.00	(98,123.89)	0.00	06-1-04210-000-000
06-1-05200-000-000	Fund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	06-1-05200-000-000
	I Revenue	127,059.49	127,059.49	0.00	0.00	(127,059.49)	0.00	* Account Type
Expense								
06-2-01100-352-000	Data Processing	569.10	569.10	0.00	0.00	(569.10)	0.00	06-2-03100-352-000
06-2-03100-430-000	Food Service Repairs & Maint	0.00	0.00	0.00	0.00	0.00	0.00	06-2-03100-430-000
06-2-03100-431-000	Food Service Repairs & Maint	0.00	0.00	0.00	0.00	0.00	0.00	06-2-03100-431-000
06-2-03100-442-000	Food Service Rental of Equipment and Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	06-2-03100-442-000
06-2-03100-570-000	Food Service Management	500.00	500.00	0.00	0.00	(500.00)	0.00	06-2-03100-570-000
06-2-03100-610-000	Food Service Supplies	0.00	0.00	0.00	0.00	0.00	0.00	06-2-03100-610-000
06-2-03100-730-000	Food Service Equipment	0.00	0.00	0.00	0.00	0.00	0.00	06-2-03100-730-000
06-2-03100-733-000	Food Service Furniture and Fixtures	3,500.00	3,500.00	0.00	0.00	(3,500.00)	0.00	06-2-03100-733-000
	X Expense	4,569.10	4,569.10	0.00	0.00	(4,569.10)	0.00	* Account Type
	06 School Nutrition	(122,490.39)	(122,490.39)	0.00	0.00	122,490.39	0.00	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Bond 07								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
07-1-01510-000-000	Interest	0.01	0.01	0.00	0.00	(0.01)	0.00	07-1-01510-000-000
	I Revenue	<u>0.01</u>	<u>0.01</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.01)</u>	<u>0.00</u>	* Account Type
	07 Bond	<u>0.01</u>	<u>0.01</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.01)</u>	<u>0.00</u>	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Special Building 08								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
08-1-01100-000-000	Taxes Levied/Assessed by the School District	47,541.41	47,541.41	0.00	0.00	(47,541.41)	0.00	08-1-01100-000-000
08-1-01115-000-000	Carline Taxes	5.13	5.13	0.00	0.00	(5.13)	0.00	08-1-01115-000-000
08-1-01510-000-000	Interest	69.00	69.00	0.00	0.00	(69.00)	0.00	08-1-01510-000-000
08-1-03130-000-000	Homestead Exemption	(1,748.00)	(1,748.00)	0.00	0.00	1,748.00	0.00	08-1-03130-000-000
08-1-03131-000-000	Property Tax Credit	0.00	0.00	0.00	0.00	0.00	0.00	08-1-03131-000-000
08-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	08-1-03180-000-000
08-1-09000-000-000	Non-Program Receipts	0.00	0.00	0.00	0.00	0.00	0.00	08-1-09000-000-000
Local Receipts								
08-1-1140-000-000	Interest & Penalties	72.08	72.08	0.00	0.00	(72.08)	0.00	08-1-1140-000-000
1000	Local Receipts	72.08	72.08	0.00	0.00	(72.08)	0.00	** Source of Revenue/Function
I	Revenue	45,939.62	45,939.62	0.00	0.00	(45,939.62)	0.00	* Account Type
Expense								
08-2-02515-720-000	Building and Sites-Buildings	0.00	0.00	0.00	0.00	0.00	0.00	08-2-02515-720-000
08-2-02610-720-000	Operation of Buildings-Buildings	0.00	0.00	0.00	0.00	0.00	0.00	08-2-02610-720-000
08-2-04700-450-000	Building Improvements-Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	08-2-04600-450-000
08-2-05000-831-000	Debt Service-Redemption of Principa	0.00	0.00	0.00	0.00	0.00	0.00	08-2-05000-831-000
08-2-05000-832-000	Debt Service-Interest on Long-Term Debt	0.00	0.00	0.00	0.00	0.00	0.00	08-2-05000-832-000
X	Expense	0.00	0.00	0.00	0.00	0.00	0.00	* Account Type
08	Special Building	(45,939.62)	(45,939.62)	0.00	0.00	45,939.62	0.00	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Qualified Capital Purpose Undertaking 09									
Account Type		I	Revenue						
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue									
09-1-01100-000-000	Taxes Levied/Assessed by the School District		0.00	0.00	0.00	0.00	0.00	0.00	09-1-01100-000-000
09-1-01510-000-000	Interest		0.01	0.01	0.00	0.00	(0.01)	0.00	09-1-01510-000-000
Local Receipts									
09-1-1140-000-000	Interest & Penalties		0.00	0.00	0.00	0.00	0.00	0.00	09-1-1140-000-000
1000	Local Receipts		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Source of Revenue/Function
I	Revenue		<u>0.01</u>	<u>0.01</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.01)</u>	<u>0.00</u>	* Account Type
09	Qualified Capital Purpose Undertaking		<u>0.01</u>	<u>0.01</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.01)</u>	<u>0.00</u>	Fund

Chase Revenue and Expenditure Report

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Chase County Schools

Student Fee 12									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue									
12-1-01510-000-000		Interest	0.10	0.10	0.00	0.00	(0.10)	0.00	12-1-01510-000-000
12-1-01741-000-000		Drivers Ed Fees	0.00	0.00	0.00	0.00	0.00	0.00	12-1-01741-000-000
	I	Revenue	<u>0.10</u>	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.10)</u>	<u>0.00</u>	* Account Type
Expense									
12-2-01300-340-001		Drivers Ed Service	0.00	0.00	0.00	0.00	0.00	0.00	12-2-01300-340-001
	X	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Account Type
	12	Student Fee	<u>(0.10)</u>	<u>(0.10)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.10</u>	<u>0.00</u>	Fund
		Report Total:	<u><u>660,163.87</u></u>	<u><u>660,163.87</u></u>	<u><u>(66,384.18)</u></u>	<u><u>(2,482,609.00)</u></u>	<u><u>(3,076,388.69)</u></u>	<u><u>17.40</u></u>	

Cash Report - For the Year

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Chase County Schools - Activity Accounting

Activities 1							
Group	0	Activity Groups					
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance
Activity Groups							
218		PBIS	11,004.90	1,257.00	(69.93)	0.00	12,191.97
	0	Activity Groups	11,004.90	1,257.00	(69.93)	0.00	12,191.97
							* Group
Academic Clubs							
300		Show Choir	7,207.67	0.00	0.00	0.00	7,207.67
302		Musical	455.91	0.00	(835.00)	0.00	(379.09)
303		CCES Music Resale	419.00	0.00	0.00	0.00	419.00
304		Band Instrument Rental	100.00	0.00	0.00	0.00	100.00
305		Band Resale	1,633.93	0.00	0.00	0.00	1,633.93
308		Drama	493.81	0.00	(630.00)	0.00	(136.19)
309		Fine Arts	566.36	0.00	0.00	0.00	566.36
310		Young Americans	270.00	0.00	0.00	0.00	270.00
311		Tri-M	616.00	0.00	0.00	0.00	616.00
400		Alumni Clearing	2,965.74	0.00	0.00	0.00	2,965.74
402		CCES Activity Fund	0.00	0.00	(322.00)	0.00	(322.00)
	1	Academic Clubs	14,728.42	0.00	(1,787.00)	0.00	12,941.42
							* Group
Athletics							
1-2		Youth Volleyball	0.00	0.00	0.00	0.00	0.00
9410		Weight Lifting	5,015.31	0.00	0.00	0.00	5,015.31
001		CCHS Athletics	129,347.45	7,348.30	(16,500.47)	0.00	120,195.28
002		CCHS Softball	627.44	20.00	(590.00)	0.00	57.44
003		CCHS Football	5,981.86	105.00	(3,384.07)	0.00	2,702.79
004		CCHS Volleyball	4,173.26	160.00	(4,468.18)	0.00	(134.92)
005		CCHS X-Country	2,145.94	472.00	(2,045.88)	0.00	572.06
006		CCHS Basketball - Girls	176.74	0.00	0.00	0.00	176.74
007		CCHS Basketball - Boys	1,112.86	0.00	0.00	0.00	1,112.86
008		CCHS Wrestling	4,176.57	0.00	(82.45)	0.00	4,094.12
009		CCHS Track - Girls	1,460.38	0.00	0.00	0.00	1,460.38
010		CCHS Track - Boys	1,816.66	0.00	0.00	0.00	1,816.66
011		CCHS Golf	0.00	0.00	0.00	0.00	0.00
013		JH Football	558.00	0.00	0.00	0.00	558.00
014		JH Volleyball	0.00	0.00	0.00	0.00	0.00
015		JH Basketball - Girls	0.00	0.00	0.00	0.00	0.00
016		JH Basketball - Boys	0.00	0.00	0.00	0.00	0.00
017		JH Wrestling	0.00	0.00	0.00	0.00	0.00
018		JH Girls Track	0.00	0.00	0.00	0.00	0.00
019		JH Boys Track	29.52	0.00	0.00	0.00	29.52
020		PE Uniform Resale	330.00	0.00	0.00	0.00	330.00
021		HS Milner Benefit Fund	250.00	0.00	0.00	0.00	250.00
023		AD Savings	119.04	0.00	0.00	0.00	119.04

Cash Report - For the Year

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Chase County Schools - Activity Accounting

Activities 1							
Group 2		Athletics					
Account Number	Description	Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
024	Youth Volleyball	1,959.99	0.00	(269.00)	0.00	1,690.99	
025	Flag Football	503.94	1,060.00	(648.00)	0.00	915.94	
1-2-026	E-Sports	1,058.19	0.00	0.00	0.00	1,058.19	
100	Cheerleaders	1,789.73	685.00	(323.75)	0.00	2,150.98	
2 Athletics		162,632.88	9,850.30	(28,311.80)	0.00	144,171.38	* Group
Classes							
508	Class of 2019	0.00	0.00	0.00	0.00	0.00	
509	Class of 2020	0.00	0.00	0.00	0.00	0.00	
510	Class of 2021	0.00	0.00	0.00	0.00	0.00	
511	Class of 2022	0.00	0.00	0.00	0.00	0.00	
1-3-513	Class of 2023	0.00	0.00	0.00	0.00	0.00	
514	Class of 2024	0.00	0.00	0.00	0.00	0.00	
515	Class of 2025	0.00	0.00	0.00	0.00	0.00	
516	Class of 2026	1,205.34	0.00	0.00	0.00	1,205.34	
517	Class of 2027	4,260.29	1,000.00	0.00	0.00	5,260.29	
518	Class of 2028	4,803.84	2,187.00	0.00	0.00	6,990.84	
519	Class of 2029	0.00	0.00	0.00	0.00	0.00	
520	Class of 2030	0.00	0.00	0.00	0.00	0.00	
3 Classes		10,269.47	3,187.00	0.00	0.00	13,456.47	* Group
Clubs and Organizations							
1-4	Multicultural Club	0.00	0.00	0.00	0.00	0.00	
203	Art Club	150.00	0.00	0.00	0.00	150.00	
416	Decals	340.00	0.00	0.00	0.00	340.00	
101	CCHS Annual	2,976.39	210.00	(3,761.60)	0.00	(575.21)	
102	CCES Yearbook	8,254.65	0.00	0.00	0.00	8,254.65	
103	Thespians - Speech	422.25	0.00	0.00	0.00	422.25	
104	Student Council	1,397.03	899.00	(590.84)	0.00	1,705.19	
106	CCS Flower Fund	150.20	0.00	0.00	0.00	150.20	
107	Technology	2,700.00	0.00	0.00	0.00	2,700.00	
108	Electric Car Project	493.76	0.00	0.00	0.00	493.76	
109	Inter Acct	0.00	0.00	0.00	0.00	0.00	
200	FBLA	3,224.94	4,780.00	(498.99)	0.00	7,505.95	
201	FBLA - Sponsor	0.00	0.00	0.00	0.00	0.00	
202	FBLA Bank	21,390.64	0.00	0.00	0.00	21,390.64	
901	Student Deposits - FBLA Bank	(9,974.08)	0.00	0.00	0.00	(9,974.08)	
204	Multicultural Club	3,677.19	0.00	0.00	0.00	3,677.19	
205	FCCLA	2,239.96	2,520.00	(680.00)	0.00	4,079.96	
206	FCCLA - Sponsor	0.00	0.00	0.00	0.00	0.00	
207	Pro Start	0.00	0.00	0.00	0.00	0.00	
210	FFA	66,681.86	2,016.00	(2,460.73)	0.00	66,237.13	

Cash Report - For the Year

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Chase County Schools - Activity Accounting

Activities 1							
Group	4	Clubs and Organizations					
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance
211	FFA - Sponsor		0.00	0.00	0.00	0.00	0.00
212	FFA-Farm Account		1,654.50	0.00	0.00	0.00	1,654.50
213	FFA-Memorial		5,209.24	0.00	0.00	0.00	5,209.24
219	Quiz Bowl		404.48	0.00	0.00	0.00	404.48
1-4-220	National Honor Society		0.00	0.00	0.00	0.00	0.00
220	National Honor Society		142.68	0.00	0.00	0.00	142.68
420	PTO		4,247.49	0.00	0.00	0.00	4,247.49
4	Clubs and Organizations		115,783.18	10,425.00	(7,992.16)	0.00	118,216.02
							* Group
Miscellaneous							
418	Milk Fund		276.95	0.00	0.00	0.00	276.95
419	Reading Intervention		62.38	0.00	0.00	0.00	62.38
422	CCS Media & Production		1,427.13	1,101.00	0.00	0.00	2,528.13
801	J & J Bernard Scholarship		4,500.00	0.00	0.00	0.00	4,500.00
803	SPED Memorial		2,029.56	0.00	0.00	0.00	2,029.56
804	Alta Heir Scholarship		17,992.42	0.00	0.00	0.00	17,992.42
805	Rod Markee Scholarship		1,000.00	0.00	0.00	0.00	1,000.00
806	Don Maucher Scholarship		215.00	0.00	0.00	0.00	215.00
807	Gary Adler Memorial Scholarship		8,500.00	0.00	0.00	0.00	8,500.00
214	I.A Resale		7,253.03	691.00	(3,380.80)	0.00	4,563.23
215	Building Construction		0.00	0.00	0.00	0.00	0.00
405	Art Resale		3,590.90	0.00	0.00	0.00	3,590.90
408	Library Book Sales		0.00	0.00	0.00	0.00	0.00
409	Defib Training/Flu Vac Fund		95.80	0.00	0.00	0.00	95.80
412	Special Projects		0.00	0.00	0.00	0.00	0.00
414	Staff/Student Appreciation		0.00	0.00	0.00	0.00	0.00
415	Monthly Interest		17,213.47	0.00	0.00	0.00	17,213.47
417	Concessions		3,285.98	10,948.34	(4,789.16)	0.00	9,445.16
1-9-419	Reading Intervention		0.00	0.00	0.00	0.00	0.00
421	Share The Love Fund		766.67	0.00	0.00	0.00	766.67
423	FCS		0.00	0.00	0.00	0.00	0.00
424	Scoreboard Ad Sales		0.00	6,500.00	0.00	0.00	6,500.00
1-9-802	Gladys B & Les Smith Scholarship		0.00	0.00	0.00	0.00	0.00
802	Gladys B & Les Smith Scholarship		15,044.16	0.00	0.00	0.00	15,044.16
808	William & Phil Clancy Scholarship		1,000.00	0.00	0.00	0.00	1,000.00
900	CD		102,709.40	0.00	0.00	0.00	102,709.40
1-9-999-9	Activity Clearing		0.00	0.00	0.00	0.00	0.00
999	Activity Clearing		338.01	0.00	0.00	0.00	338.01
9	Miscellaneous		187,300.86	19,240.34	(8,169.96)	0.00	198,371.24
							* Group
1	Activities		501,719.71	43,959.64	(46,330.85)	0.00	499,348.50
							Location

Cash Report - For the Year

Printed: 10/10/2025 9:51:57AM

Chase County Schools - Activity Accounting

Activities 1						
Group		9 Miscellaneous				
Account Number	Description	Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance
Report Total:		<u>501,719.71</u>	<u>43,959.64</u>	<u>(46,330.85)</u>	<u>0.00</u>	<u>499,348.50</u>

Amazon Capital Services Report	Totals
Night hard cover novels	\$ 298.80
Text to Speech pen reader for JH ELL student	\$ 67.68
Wax Melts	\$ 15.86
1/4 Drive Torque Wrench	\$ 60.00
red and blue litmus paper	\$ 11.88
Litmus test paper ph strips	\$ 5.10
snack crackers-nurse	\$ 7.64
5 in. Large Number Stencil Kit - 11 pk	\$ 29.96
Batteries (AA, AAA)	\$ 29.99
FLASHFORGE AD5M Pro 3D Printer, CoreXY 600 mm/s Pr	\$ 399.00
terminal tool	\$ 24.06
Percussion Book	\$ 115.52
Trombone Book	\$ 51.80
Neck Strap	\$ 199.90
Unifi protect Viewport-PoE	\$ 219.93
50 inch TV	\$ 239.99
LED Tail Light	\$ 126.88
Blind Spot Sensor	\$ 113.70
8 Pcs Fluorescent Light Covers - 4 x 2 Feet Covers	\$ 32.99
Pack of 6 Drumsticks	\$ 230.97
JALL 16" Large Digital Wall Mount Clock, Count Dow	\$ 31.34
Orzorz Slide Discs Star Projector Galaxy Light Hom	\$ 54.99
Tote Bag	\$ 29.99
Twist on wire guard screw	\$ 29.75
Door sweep insulator	\$ 68.88
Earphone swivels	\$ 151.94
Power surge strip	\$ 19.94
Volcora 13" Electronic Cash Drawer	\$ 79.90
USB Printer Cable 3`	\$ 15.96
MUNBYN Thermal Receipt Printer P072	\$ 98.99
Teeth saver necklaces	\$ 7.89
Dum Dums for lab	\$ 28.95
multi colored poly file folder	\$ 19.98
set of 6 expanding/telescoping 3 ring binder	\$ 25.85
Apple wireless keyboard	\$ 142.99
USB multiport adapter	\$ 16.99
alcohol wipes	\$ 38.79
USB switch-printer	\$ 48.48
Reusable silicon gel for humidifier	\$ 13.85
ear thermometer	\$ 9.29
Bright copy paper	\$ 85.07
Custom rubber stamp	\$ 18.23
laminating sheets-set of 200	\$ 17.78
1" binders-white-pack of 8	\$ 28.49
Spray Mop for Floor Cleaning with 3pcs Washable P	\$ 19.93
AISHUN Brain Teaser Puzzles, Wooden	\$ 16.14

tape dispensers	\$ 50.36
USB-C cable 10 pk	\$ 11.45
USB cable	\$ 8.49
Emergency light battery replacement	\$ 69.98
MUNBYN Thermal Receipt Printer P072	\$ 79.99
Life Science Doodles: 6-8 Grade NGSS Aligned	\$ 10.99
Snap Circuits Light Electronics	\$ 70.34
Mark Twain Science Warm-Ups Activity Book, Workbo	\$ 10.39
Steve Spangler Science Energy Stick –	\$ 26.78
Accidental Inventions That Changed	\$ 11.90
Rubber Metal door stops	\$ 15.18
plastic deli sheets	\$ 12.48
VinTS 12PCS Trifold Poster Board 36" x 48" White	\$ 132.68
Eacily 44 pc, 3/8 Drive Socket Sets	\$ 248.24
Thermal Printer Paper Rolls - 3-1/8" x 10	\$ 22.94
5 in. Decorative Number Stencil Kit - 20pcs	\$ 23.98
TV wall mount	\$ 38.58
Box cutters	\$ 5.94
Cough drops-menthol	\$ 4.18
cough drops-honey lemon	\$ 4.13
long cotton swabs	\$ 11.39
50 inch TV	\$ 239.99
headphone plug extraxtion tool	\$ 7.59
Portfolio folders	\$ 73.32
Headphone wall pocket-Tech	\$ 29.99
STanding desks	\$ 1,121.97
Reusable wood glue bottle	\$ 11.50
Composition notebooks	\$ 79.19
Upright vacuum cleaner replacement filters	\$ 31.98
Drawing papers	\$ 105.96
A-Z Mysteries	\$ 58.50
Drive belt replacement for vacuum	\$ 14.99
rubber cement	\$ 56.99
Rubber Flexible Spray	\$ 18.62
Fidget toys, balls, games stress balls,	\$ 93.11
Spot remover	\$ 15.44
A to Z Mysteries	\$ 34.23
A to Z Mysteries	\$ 27.62
A to Z Mysteries	\$ 36.73
Brush Roller	\$ 84.40
Blue Summit 3 Ring Binder Dividers with Tabs, Rein	\$ 23.89
Plastic Folders with Pockets and Prongs, 30 Pack H	\$ 56.98
VFINE Bookend, Black Metal Book Ends	\$ 16.23
Charger for MacBook Pro 14 16 inch MacBook Air 13	\$ 91.17
Fidget toys	\$ 9.99
Tic Tac Toe key chain/games	\$ 8.99
VIISAN VF3240 Large Format Flatbed Scanner, A3 Siz	\$ 349.99

Flash drive	\$ 10.18
Pack of 8 cmagnetic clothes to use with whiteboard	\$ 29.97
LED Smart TV 50 inch	\$ 239.99
Safety Glasses for over glasses	\$ 39.70
712XL Ink Cartridges Compatible Replacement for HP	\$ 76.99
October 2025 Amazon Capital Services Total Expenditures	\$ 7,368.61

US Bank Report	Totals
Thrift Books-Math books	\$ 16.50
USPO-postage	\$ 2.32
TestMoz-Ag material	\$ 25.00
Bomgaars-Woods supplies	\$ 85.93
Fellers-business class materials	\$ 455.14
Fellers-business class materials	\$ 910.57
Sharps Asssure-Nurse supplies	\$ 62.82
ACPARTS-maintenance repair parts	\$ 749.84
Agirepair-technology repairs	\$ 124.85
VOOMI Supply-Maintenance supplies	\$ 345.53
Amazon-video subscription	\$ 11.99
Activity Expenses	\$ 7,998.27
TPT-Health Supplies	\$ 7.00
Ready Theory-4th grade subscription	\$ 10.00
Dollar General-5th/6th grade prizes	\$ 17.65
Rocket Math-elementary math subscription	\$ 311.30
ABEBOOKS-Curriculum books	\$ 28.70
UI.com-Technology	\$ 417.91
Scooters-ADMN coffee	\$ 8.26
FHSU Online-Career day-	\$ 50.00
TPT-4th Grade supplies	\$ 22.04
TPT-yearbook class supplies	\$ 25.86
TPT-HS English supplies	\$ 6.71
TPT-English supplies	\$ 8.93
Coppermill-ADMN Days meal	\$ 39.48
Casey`s-Admn fuel	\$ 48.99
Fairfield Inn-Admn hotel room	\$ 212.63
Scooters-ADMN coffee	\$ 7.97
OPENAI-AI chat subscription	\$ 20.00
Runza-Admn meal	\$ 11.28
Crowne Plaza-Hotel Conf.	\$ 345.96
Runza-staff meal	\$ 10.26
OPENAI-AI chat subscription for all admn	\$ 1,800.00
Canva-refund	\$ (120.00)
Canva-subscription	\$ 120.00
Runza-Admn meal	\$ 11.28
Gimkit Pro-1year subscription-Science/Math	\$ 59.88
T Junction-pizza 5th & 6th	\$ 191.59
OTC-Spanish supplies	\$ 153.50
Casey`s-fuel	\$ 38.00
Taco Bell-meal teacher	\$ 11.00
Runza-staff meal	\$ 10.74
Walmart-FCS groceries	\$ 229.87
Walmart-FCS groceries	\$ 78.89
Amazon-FCS supplies	\$ 438.96
Amazon-FCS supplies	\$ 11.99

Walmart-FCS supplies	\$ 93.14
Amazon-FCS supplies	\$ 38.19
Pump & Pantry-fuel	\$ 41.54
Pump & Pantry-fuel	\$ 51.78
Imperial Superfoods-FCS groceries	\$ 74.29
Amazon-FCS supplies	\$ 55.99
Amazon-FCS supplies	\$ 14.88
Imperial Superfoods-FCS groceries	\$ 110.65
October 2025 US Bank Expenditures	\$ 15,915.85

Vendor_Name	Description	Amount
21st Century, LLC	John Deere Gator XUV 845M HVAC 2025 w/ snowblade	\$ 25,637.69
A T & T	LD Services	\$ 80.95
Adams Lumber Co	2x4x8 (woods class)	\$ 46.37
Adams Lumber Co	Dewalt tape measure	\$ 19.99
Adams Lumber Co	bolts,screws, washers, nuts, carry home coverall	\$ 113.58
Adams Lumber Co	Drain line opener, thermo drain cleaner	\$ 74.83
Agirepair, Inc.	2-11.6 LCD, 1-14" LCD	\$ 87.85
Agirepair, Inc.	Lenovo 100 G4 MTK LCD Bezel	\$ 14.95
Agirepair, Inc.	HP 14", keyboard/touchpad	\$ 136.80
Allo Communications	Telephone services	\$ 553.65
Amazon	General Expenses	\$ 7,368.61
Avant Assessment LLC	STAMP 4-S Spanish Licenses	\$ 279.30
Baney, Dallas	Reimbursement, fuel for bus retrieval	\$ 25.01
Baney, Dallas	2025 HRA	\$ 666.31
Black Hills Energy	505 E 9th gas usage 8/6-9/5-9/5-10/7	\$ 393.10
Black Hills Energy	520 E 9th St gas usage 9/5-10/7	\$ 162.61
Brianna Pribbeno	Reimbursement for Humans Relations Class	\$ 124.00
Brico Pest Control	regular service	\$ 60.00
Brico Pest Control	Spraying for spiders	\$ 400.00
Brophy Electric	WP Switch cover	\$ 27.62
CCS Activity Fund	Reimbursement for Sponsor Speech conf	\$ 180.00
CCS Activity Fund	Reimburse-Speech-Sponsor membership	\$ 25.00
CCS Activity Fund	Reimbursement for Sponsor/Bus driver fee for FCCLA	\$ 50.00
CEV	AG Curriculum subscription	\$ 1,500.00
City Of Imperial	520 E 9th St electric 8/26-9/29	\$ 12,229.64
City Of Imperial	520 E 9th water/sewer 8/26-9/29	\$ 2,387.00
City Of Imperial	credit	\$ (2,199.85)
City Of Imperial	New Track electric 8/18-9/18	\$ 96.54
City Of Imperial	New Track water 8/18-9/18	\$ 1,066.45
City Of Imperial	New Football Field electric 8/18-9/18	\$ 133.61
City Of Imperial	New Bus Barn water/sewer 8/18-9/18	\$ 46.10
City Of Imperial	Water Meter East Parking 8/18-9/18	\$ 29.50
City Of Imperial	520 East 9th water meter 8/18-9/18	\$ 377.90
City Of Imperial	505 East 9th electric 8/18-9/18	\$ 359.90
City Of Imperial	505 East 9th electric 8/18-9/18	\$ 278.40
City Of Imperial	Waste disposal	\$ 16.80
City Of Imperial	New Bus Barn electric 8/18-9/18	\$ 330.39
Computer Hardware	Service repair on computer	\$ 180.00
Cornhusker Internationl Trucks,	Hood springs/shocks	\$ 262.74
Cornhusker Internationl Trucks,	X over mirror assembly	\$ 206.99
Cornhusker Internationl Trucks,	parts-transportation	\$ 150.39
Dana F. Cole & Company, LLC	80% accounting/audit services for EOY 2024-25	\$ 17,040.00
DataShield	Shredding services	\$ 77.42
E D Enterprises	Weatherstrip	\$ 53.20
E D Enterprises	Couplers, street elbow	\$ 9.67
E D Enterprises	Cut Wheels	\$ 61.40

E D Enterprises	Batteries	\$ 172.72
E D Enterprises	Weatherstrip	\$ 9.85
E D Enterprises	Mini Bulb	\$ 4.14
E D Enterprises	Mini bulbs	\$ 5.45
Eakes Office Solutions	Polish pads (2)	\$ 35.50
Eakes Office Solutions	Towelettes (8)	\$ 52.20
Eakes Office Solutions	Towelettes-(2)	\$ 17.40
Eakes Office Solutions	Trash bags, toilet tissue, bleach	\$ 537.30
Eakes Office Solutions	trash bags, toilet tissue, towels, bleach	\$ 537.50
Eakes Office Solutions	Paper	\$ 269.94
Eakes Office Solutions	antibacterial soap	\$ 90.96
Eakes Office Solutions	Toilet tissue, towels, trash bags	\$ 537.30
Eakes Office Solutions	antibacterial soap	\$ 90.96
Eakes Office Solutions	Vacuum upright	\$ 698.00
Eakes Office Solutions	copier paper and misc. supplies	\$ 2,015.06
Encore Data Products, Inc	Headphones with microphone	\$ 1,971.00
ESU #10	FortiMail deployment	\$ 233.75
ESU #16	Audiology/Program supervision	\$ 161.97
Fairfield Inn & Suites	Hotel Room-Superintendent	\$ 194.97
Floyd's Truck Center-North Platt	Switch pressure, freight	\$ 33.13
Frenchman Valley Co-op	ADMN fuel usage 8/1-8/31	\$ 27.90
Frenchman Valley Co-op	Regular pupil fuel 8/1-8/31	\$ 3,256.63
Frenchman Valley Co-op	Regular pupil fuel usage 9/1-9/30	\$ 7,088.69
Grant Pharmacy	Nurse/health supplies	\$ 605.34
Heartland Roofing Consultants	Roof Replacement-loose area over shop roof	\$ 32,000.00
High Plains News	Legal Ads 8/1-8/31	\$ 226.84
Hills Family Foods	cleaning supplies-maintenance	\$ 514.78
Hometown Leasing	Pmt 4 of copier lease	\$ 3,564.59
Ideal Linen Supply Inc	Uniform/rags (bus barn)	\$ 85.65
Ideal Linen Supply Inc	mats/rugs (main building)	\$ 244.56
Ideal Linen Supply Inc	Uniform/rags (bus barn)	\$ 94.14
Ideal Linen Supply Inc	mats/rugs (main building)	\$ 282.37
Ideal Linen Supply Inc	Uniform/rags (bus barn)	\$ 53.06
Ideal Linen Supply Inc	Uniform/rags (bus barn)	\$ 53.06
Imperial NAPA	Weatherstrip	\$ 9.33
Imperial NAPA	Weatherstrips	\$ 14.88
Imperial NAPA	Adapter	\$ 6.26
Imperial NAPA	Truflex V-Belt	\$ 16.98
Imperial NAPA	O-Ring	\$ 1.38
Imperial NAPA	Shop Towels	\$ 13.96
Imperial NAPA	Performance tool-1/2" dr.	\$ 113.55
Instructure, Inc.	K12 District Records Renewal 10/2025-11/2026	\$ 1,697.06
Jostens Inc	Diploma covers	\$ 321.95
Jostens Inc	diplomas-45	\$ 287.95
Jostens Inc	Honor Society Cords	\$ 72.00
Julie Jesse	Reimbursement for Notary license renewal	\$ 131.46
Kansas Turnpike Authority	Toll fees	\$ 13.62

KCAV	AM-60 smartboard module	\$ 455.71
KCAV	extended 2 year warranty	\$ 50.63
KCAV	shipping & Handling	\$ 31.76
KCAV	AM-60 smartboard module	\$ 911.42
KCAV	2 yr warranty extension	\$ 101.26
KCAV	Shipping & Handling	\$ 61.36
KSB School Law	Contracted Legal Services 9/9-9/22	\$ 203.00
Lakeshore Learning	Can Do! Reading Informational Text Game	\$ 19.99
Lakeshore Learning	Can Do! Figurative Language Game	\$ 19.99
Lakeshore Learning	Can Do! Reading Literature Game - Gr. 3-4	\$ 19.99
Lakeshore Learning	Match & Sort Literature - Gr. 4-5	\$ 29.99
Lakeshore Learning	Match & Sort Vocabulary - Gr. 4-5	\$ 29.99
Lahey, Linda	Mileage reimbursement for MTSS Conference	\$ 231.00
Liess Jodie	2025 HRA	\$ 450.00
McConnell Psychological Services	Psychological Services-Professional Educational Se	\$ 6,600.42
McConnell Psychological Services	Special Education Instructional Programs - School	\$ 3,734.56
McConnell Psychological Services	Psych ESU - Ages 3 to 5 - Professional Educational	\$ 832.79
McConnell Psychological Services	Special Education Instructional Programs - 3 to 5	\$ 343.23
McCook Gazette	Legal Ads 9/19-9/30- The Herd Printing Cost	\$ 395.90
McGraw-Hill	Corrective Reading Teacher Edition	\$ 279.48
McGraw-Hill	shipping	\$ 29.90
Meyer, Gregg A	2025 HRA	\$ 450.00
Meyer, Terri L	2025 HRA	\$ 450.00
Mitchell1	on line automotive service manuals	\$ 1,303.00
NASB	2025 Area Membership Mtg-North Platte	\$ 89.00
National Art & School Supplies	Central office supplies	\$ 1,020.16
NE Rural Community Schools Assn	2025-26 NRCSA Dues renewal	\$ 850.00
Novus Glass	Windshield replacement 2021 Ford Transit Van	\$ 451.86
OneSource	Background screening services	\$ 64.00
OPAA! Food Management, Inc	In-Service 9/26	\$ 280.00
Owens True Value	Maintenance supplies	\$ 285.70
Owens True Value	Technology supplies	\$ 33.78
Owens True Value	Bus Barn supplies	\$ 15.00
Owens True Value	Boxes of 200 Shop Clothes	\$ 84.95
Owens True Value	GoJo Hand Cleaner for Shop	\$ 50.97
Pearson Education	Q-I SLP Renewal 9/3/25-7/31/2026	\$ 181.92
Pearson Education	Celf-5 (SPED)	\$ 43.80
Pearson Education	Q-Interactive essentials live webinar 10/28	\$ 95.00
Platinum Customs, LLC	Maintenance T-Shirts (15)	\$ 199.65
Prime Secured	Network equipment	\$ 2,532.29
Rural Rehabilitation	Speech Services/mileage	\$ 3,463.00
Savvas Learning Company	Integrated Math I student edition	\$ 2,106.00
Savvas Learning Company	Shipping/handling	\$ 168.48
Savvas Learning Company	Math III student edition books	\$ 585.00
Savvas Learning Company	Math 1 student edition books	\$ 351.00
Savvas Learning Company	shipping/handling	\$ 74.88
Savvas Learning Company	Integrated Math II student edition	\$ 234.00

Savvas Learning Company	Integrated Math III student edition	\$ 351.00
Savvas Learning Company	Shipping & handling	\$ 65.52
Savvas Learning Company	Math 1 student edition	\$ 234.00
School Specialty	Contemporary cantilever chair	\$ 785.60
School Specialty	Award recognition Science, math and language arts	\$ 319.02
Spady, Kimberly A	Reimbursement for Chips for reading steps	\$ 60.00
Sweetwater Educations	Followspot-music	\$ 1,029.99
Titan Machinery	Skidsteer rental	\$ 2,000.00
Troxell`s Heating and Appliance	Whirlpool Refrigerator (Office Supply room)	\$ 2,399.00
Uline	new plywood shelves	\$ 1,697.26
US Bank	Activity/General Expenses	\$ 15,915.85
Van Diest Supply Company	ice melt -75 bags	\$ 761.25
Viaero Wireless	Cellphone (maintenance/transportation)	\$ 108.62
Viaero Wireless	3 hotspots	\$ 56.82
Western Nebraska Administrator	Western NE Administrator dues	\$ 150.00
Yanda Music & Pro Audio	Reeds	\$ 884.30
	October 2025 General Fund Expenses	\$ 186,803.54
	October 2025 Payroll Expenses	\$ 706,393.95
	October 2025 Total General Fund Expenditures	\$ 893,197.49

Laura Salmon	Refund for student lunches	\$ 19.25
OPAA! Food Management, Inc	August 2025 Contract services	\$ 15,734.71
OPAA! Food Management, Inc	Extra Entrees 9/5-9/25	\$ 1,925.00
OPAA! Food Management, Inc	September 2025 contract meal services	\$ 44,658.80
	October 2025 Lunch Fund Expenditures	\$ 62,337.76

Activities Director's Report

Winter Sports Classifications 25-26 #'s 149 Students 9th, 10th and 11th Last Fall (105 out of 309 Schools)

Boys 77 (103 out of 306 Schools)

Girls 72 (102 out of 307 Schools)

Basketball- Has not been released yet.

Wrestling- Boys Class C with 77 Boys (27/64), Girls Class B with 72 Girls (39/147)

Play Production Class C-1 Total Count 149 (1/47)

Speech Class C-1 Total Count 149 (13/50)

Music Class C (75-150 Students are classified as class C)

Projected 26-27 #'s 157 Total Boys 84 and Girls 73

Last Football Cycle the cut was 86 Boys for C-2

Track Cut was 165

C-5 Cross Country Districts are in Ogallala on Wednesday, October 15th at the Crandell Creek Golf Course. There will be 12 teams competing in the C-5 District. The Girls will run at 3:00 PM Mountain time and the Boys will run at 3:45 PM Mountain Time. The top 3 teams or 15 individuals will qualify for the State Meet in Kearney on Friday, October 24th, 2025. The Class C Girls will run at 11:30 AM Mountain Time and the Boys will run at 12:30 PM MT with awards to follow at 1:00 PM MT.

SPVA Volleyball Tournament is at Kimball on Saturday October 18th, 2025. The tournament will start at 10:00 AM Mountain Time. Chase County will be the **number 3 seed** and play Bridgeport the second game around 11:15 AM. Admission prices will be \$6.00 for Adults and \$5.00 for students. There will be no passes accepted.

Chase County Volleyball will play in the Subdistrict Volleyball Tournament on October 27th-29th. There are 6 teams in the Subdistrict Tournament Region 4. At this point in the season it looks like Ogallala will be the host for the Region 4 Tournament.

FCCLA- FCCLA attended a Fall Leadership Conference in Elwood on October 8th.

JAG- JAG took a campus visit to Chadron with 13 kids on October 8th.

FFA- The 98th National FFA Convention in Indianapolis, IN is October 29-November 1.

Junior High Wrestling- There was a JH wrestling meeting yesterday Monday, October 13th. There 33 JH students who attended the meeting yesterday with 17 girls and 16 boys.

If you have any questions about or concerns about my report, please email me at thauxwell@chasecountyschools.org



October, 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 12:00pm National Honors Society @ Auditorium	2 7:30am FBLA @ Chase County Schools 4:00pm Softball-JV (Rescheduled from 09-23-25) Cozad 5:00pm Football-JH Bridgeport Public Schools 5:30pm Softball-Varsity (Rescheduled from 09-23-25) Cozad	3 1:00pm Cross Country-JH Scottsbluff 1:00pm Cross Country-Varsity Scottsbluff vs. Multiple Schools vs. Scottsbluff 3:00pm Volleyball-G/Varsity Scottsbluff vs. Multiple Schools vs. Scottsbluff 6:00pm Football-Varsity Chadron	4 9:00am Volleyball-G/Varsity Scottsbluff vs. Multiple Schools vs. Scottsbluff 9:30am Volleyball-G/JH Perkins County vs. Multiple Schools vs. Perkins County 12:00pm Softball-Varsity Chadron vs. Multiple Schools vs. Chadron
5	6 11:00am Softball-Varsity Hastings St. Cecilia vs. Multiple Schools vs. Hastings St. Cecilia 2:30pm Volleyball-G/JV Perkins County vs. Multiple Schools vs. Perkins County 4:00pm Volleyball-G/JH Ogallala	7 7:30am Monthly Meeting @ Chase County Schools 4:00pm Volleyball-G/JV/Varsity Southwest Public Schools vs. Multiple Schools vs. Southwest Public Schools	8 5:00am-4:00pm FCCLA @ Elwood 5:30am-4:30am JAG @ Chadron	9 3:00pm Cross Country-Varsity Perkins County vs. Multiple Schools vs. Perkins County 4:15pm Cross Country-JH Perkins County vs. Multiple Schools vs. Perkins County 5:00pm Volleyball-G/JV/Varsity Perkins County 5:00pm Football-JH Hershey	10 TBD Softball-Varsity TBA 6:00pm Football-Varsity Sidney	11 TBD Softball-Varsity TBA 9:00am Volleyball-G/JH Chase County vs. Multiple Schools 11:25am Cross Country-JH Papillion-La Vista South
12 8:30am-2:30pm 1st Grade @ Ogallala 3:00pm Volleyball-G/JV Sutherland vs. Multiple Schools vs. Sutherland	13 8:30am-3:30pm Art Field Trip @ McCook 6:00pm Chase County School Board Meeting @ Board Room	14 TBD Softball-Varsity TBA 3:00pm Cross Country-Varsity Ogallala vs. Multiple Schools vs. Ogallala	15 TBD Softball-Varsity TBA 4:00pm Volleyball-G/C/JV/Varsity Bridgeport Public Schools	16 TBD Softball-Varsity TBA End of 1st Quarter @ Chase County Schools 6:45pm Senior Night 7:00pm Football-Varsity Ogallala	17 10:00am Volleyball-G/Varsity Kimball High School vs. Multiple Schools vs. Kimball High School	
19 Book Fair @ Auditorium TBD Softball-Varsity TBA	20 3:30pm Volleyball-G/JH McCook 4:00pm Volleyball-G/C/JV/Varsity Hershey	21 8:00am Picture Day @ Auditorium	22 1:00pm-7:00pm Parent Teacher Conference @ Chase County Schools	23 Fall Break 6:00pm Football-Varsity Holdrege 11:30pm Cross Country-Varsity University of Nebraska-Kearney vs. Multiple Schools vs. University of Nebraska-Kearney	24	25
26 TBD Volleyball-G/Varsity TBA vs. TBA Book Fair @ Auditorium	27 TBD Volleyball-G/Varsity TBA vs. TBA Book Fair @ Auditorium 8:00am-12:00pm ACT @ Auxiliary Gym	28 FFA National Convention @ Indianapolis, IN Book Fair @ Auditorium TBD Volleyball-G/Varsity TBA vs. TBA 8:00am-11:00am ACT @ Auxiliary Gym	29 FFA National Convention @ Indianapolis, IN Book Fair @ Auditorium	30 FFA National Convention @ Indianapolis, IN Book Fair @ Auditorium 2:30pm K-4th @ Longhorn Gym	31	

November, 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 TBD Volleyball-G/Varsity TBA vs. TBA FFA National Convention @ Indianapolis, IN
2 Book Fair @ Auditorium	3 8:00am-12:20pm ACT @ Auxiliary Gym	4 TBD Volleyball-G/Varsity State Tournament vs. TBA	5 TBD Volleyball-G/Varsity State Tournament vs. TBA 7:30am FBLA @ Chase County Schools 1:00pm Wrestling-JH Sutherland vs. Multiple Schools vs. Sutherland	6 TBD Volleyball-G/Varsity State Tournament vs. TBA	7 TBD Volleyball-G/Varsity State Tournament vs. TBA	8 TBD Volleyball-G/Varsity State Tournament vs. TBA
9	10 FBLA @ Longhorn Gym 7:30am FFA @ Chase County Schools 2:00pm Wrestling-JH Hershey 6:00pm Chase County School Board Meeting @ Board Room	11 8:00am-11:00am ACT @ Auxiliary Gym	12 12:00pm Wrestling-JH Hitchcock County vs. Multiple Schools vs. Hitchcock County 6:30pm Labor Auction @ Chase County Schools	13	14	15
16 Winter Practice	17	18 FFA CDE #1 @ Curtis	19	20 9:00am Wrestling-JH Medicine Valley	21	22
23 1:30pm Wrestling-JH Perkins County vs. Multiple Schools vs. Perkins County	24	25 Thanksgiving Break @ Chase County Schools	26 Thanksgiving Break @ Chase County Schools	27 Thanksgiving Break @ Chase County Schools	28 Thanksgiving Break @ Chase County Schools	29
30						

Mrs. Odens' October 2025 School Board Report

On September 10th we started having our weekly 7:00 MTSS meetings with each grade level team. This year, we started with the 5th and 6th grade team and will work our way down to kindergarten and then start over again. We are able to meet to discuss students that are struggling academically and/or socially and make plans to help them.

We had our first LB1184 Meeting on September 18th.

On Friday, September 19th the Polish Your Pearls Dental Program came to the school. They offered free screenings and dental sealants by a Registered Dental Hygienist. This program is sponsored by SWNHD for grades K-6. We had exactly 100 students participate this year.

We had a great Homecoming Week. The elementary students enjoyed dressing up for the different dress up days. We took our K-12 picture on the football field decked out in our Crazy Orange and Black. The seniors and kindergarteners had their "walk" on the football field and exchanged items and visited. Lots of pictures were taken by teachers and parents.

On September 26th, we had our In-Service Day. A tasty breakfast was provided by OPAA! The teachers had different sessions looking at data, the K-8 teachers started the process of reviewing math curriculums for possible adoption this spring, K-12 teachers filled out Title 1C paperwork, and the administration met with the new teachers.

The Imperial Fire Department came up last week and taught the fourth graders about fire safety and prevention. They came to the school yesterday and presented to the kindergarteners. Both classes were able to see the fire trucks and try out some of their equipment.

We currently have two volunteers coming into the building to read with our students. One person is working with our kindergarten students and the other person is working with first and fourth graders.

Current K-6 Enrollment

Kindergarten—38
First Grade—37
Second Grade—37
Third Grade—53
Fourth Grade—42
Fifth Grade—40
Sixth Grade—34

Total—281 students

We are serving 5 children that are birth to preschool



October 14th, 2025

- JAG students attended Marine for a Day in North Platte and also took a college tour of Chadron State.
- FCCLA attended their fall leadership conference in Elwood.
- FFA teams competed in the state range judging competition, with one team finishing 6th and two other teams in the top 20.
- FBLA students attended their fall leadership conference in Kearney and have been operating the school bank every Wednesday morning.
- One Act was able to Zoom conference with the playwright of this year’s play.
- Senior banners have been completed and hung in the gym. Thank you to Mr. Gaswick and his class for helping with that.
- Attended home XC, football, volleyball, and softball competitions.
- Homecoming week was busy but went well, thanks to the work of our students and staff—especially our cheer and student council organizations.
- The first round of walk-throughs have been completed, and official observations will begin later this month.
- Successfully completed the DMV Driver’s Education audit with Mr. Gaswick.
- We completed tornado, fire, intruder, and bus evacuation drills.
- Mrs. Kimble and the cheer team installed the Longhorn cups along the chain-link fence at the football field.
- The NHS ceremony was held to recognize current members and induct new members.
- Mrs. Paisley organized a senior day for our students to work on resumes, scholarships, and participate in mock interviews.
- Presented Mr. Anderson with the 7-12 educator of the month award sponsored by the CCS Education Foundation.
- Met with all 7th – 12th graders on Wednesday, the 8th to review expectations and provide reminders as the 1st quarter comes to a close.
- Attended the MTSS conference in Kearney on October 9th and 10th.
- Parent/Teacher conferences will be next Thursday afternoon.

Current Enrollment: 10/14/25

Grade	
7 th	40
8 th	55
9 th	50
10 th	47
11 th	56
12 th	45
Total Enrollment	293

Board Report

October 14th, 2025

Adam Lambert
Superintendent of Schools

Academics & Students

- Conducted our first LB1184 meeting
- Attended the Superintendents meeting at ESU 15
- Helped transport FBLA students around town for some outreach/fundraising opportunities that benefit both FBLA and our local businesses
- Auditors were here for 2 days this last month to audit the 24-25 fiscal year
- I helped sponsor the homecoming dance.
- We had a professional development day for staff. During that time we met with new teachers and received great feedback on how we are supporting them and what things we can add
- Started researching preschool curriculum. The NDE preschool grant opens near the middle of November. Becky and I will research more once it opens
- Had the pleasure of conducting mock interviews for our senior class. Even though there are small things that can be improved on, the students impressed me and proved that we are doing great things to prepare these students for life outside of high school.
- I have subbed a few times as a bus driver the past month to help out the transportation department. This is a great time for me to interact with students and see where they leave. It also allows me to get a great perspective on what we ask our drivers to do on a daily basis.
- I presented to a tour bus of economic development crews from Nebraska communities. They were impressed with Chase County Schools' offerings and our facilities.
- Started researching the possibility of offering the Beef in Schools program here at Chase County Schools
- Met with the policy committee to review all of the 3000 series policies that will be on this evenings meeting

Building & Grounds

- Continue to work through Auditorium upgrades including seats, paint and new lighting system
- Met with Building and Grounds
- The office's 20 year old fridge stopped working so we had to replace it. We also added a Culligan water/ice machine in the teachers lounge.
- The new gator and snow plow attachment is now in our possession and will serve our grounds crew well. Thank you for this needed upgrade.

Budget & Finance

Approximately 3.2% savings after 2 months of expenditures.

- General Fund Balance \$3,171,292
- Depreciation Fund Balance \$455,711
- Lunch Fund Balance \$161,688
- Special Building Fund Balance \$830,605
- QCPUF Balance \$129
- Bond Balance \$66

Board Members Who Take EHA Insurance

Dan Reeves-Health & Dental Insurance
Steve Wallin-Health & Dental Insurance
Carrie Terryberry-Dental Insurance

****The district does not pay for any portion of the above health insurance. Board members are eligible to be on an EHA Health Insurance plan because they are a board member****



MONTHLY FOOD

SERVICE REPORT

School District Here | October 2025

1587

Breakfast

7075

Lunch

\$2404.95

Staff Meals

Total Ala Carte:

\$11,184.90

Thank you for Continuing to Partner with Opaal! Food Management!

On the third week of the month, we celebrated Opaal! Breakfast Week, featuring creative menu items while highlighting the importance of starting each day with a healthy breakfast.

LOOKING AHEAD TO OCTOBER

The 2025 Opaal! Student Survey will be distributed in October. This survey will cover all our popular menu items, as well as provide space to review our service. We encourage everyone to participate, as their feedback is essential in helping us improve.

National School Lunch Week is just around the corner! This year's theme, "Around the World: Find Your Passport!", will showcase a variety of tasty, well-balanced m



Contact information

Fayelna Carlson
Operations Manager
308-240-1952
fcarlson@opaalfood.com

Kelsey Owens
Director Of Nutrition Services
Chase County School
kowens@opaalfood.com

3001 Budget and Property Tax Request

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov/>

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in

the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1632(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

**PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER
THAN THE ALLOWABLE GROWTH PERCENTAGE**

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent

allowed by law.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent allowed by law and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; ***and***
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3002
Deposits

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district representatives shall be receipted, accounted for, and directed without delay to the proper depository. Funds exceeding \$1,000 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program

income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and § 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule

10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004
General Purchasing and Procurement

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. General Purchasing Policy

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. **Purchasing Procedures**

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 5 business days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3005
School Activities Fund

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. The school activities fund is a school district account. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund as the board may choose. Funds left in a graduating class's account may be transferred into any other school account at any time after graduation upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3006
[Intentionally Left Blank]

Adopted on: _____
Revised on: _____
Reviewed on: _____

3007
Review of Bills

The president of the board of education shall appoint a board member or committee of the board to meet with the superintendent of schools each month to review all bills that are to be presented to the board for payment. The board member or committee shall report its recommendations to the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3008
Gifts, Grants and Bequests

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. The superintendent or his or her designee is authorized to accept on behalf of the school district gifts of personal property that are consistent with the district's mission and objectives and which the superintendent reasonably believes has a fair market value of \$10,000 or less. In its sole discretion, the board of education may accept all other donations when they are consistent with the district's mission and objectives. Upon acceptance, donations shall become the sole property of the district. The donation will be under the complete control of the board or school district which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3009
Audit

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor is not obligated to follow generally accepted accounting principles (GAAP) but shall conduct the audit according to the standards of the auditing profession.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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 or quotes for insurance coverage.

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3011
[Intentionally Left Blank]

3012 School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash, check, credit card, or ACH payment. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: [NOTE TO BE DELETED: THE BOARD SHOULD SELECT ONE OF THE FOLLOWING AND DELETE THE REST.]

OPTION A

If a student has no funds available to pay for a meal, no food will be provided.

OPTION B

If a student has no funds available to pay for a meal, the student will be

permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

OPTION C

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

OPTION D

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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: _____

Revised on: _____

Reviewed on: _____

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: track and indoor walking track. The district understands that it would not be feasible to require a patron to apply to use facilities 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 indoor facilities 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 indoor facilities 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.

6. Denial of access

- a. 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.
- b. 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.
- c. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- d. 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.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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: _____

Revised on: _____

Reviewed on: _____

"Option A"

3016

Smoking and Related Products

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

"Option B"

3016

Smoking and Related Products

The use or possession of any smoking or tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

"Option C"

3016

Smoking and Related Products

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted by non-students on school property only in specifically designated areas.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3017
Official Communication with the Public

Only individuals who have prior administrative approval may issue press releases or other official communication regarding school-related activities and events in furtherance of the individual's official responsibilities. 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: _____

Revised on: _____

Reviewed on: _____

3018
Denial of 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: _____
Revised on: _____

Reviewed on: _____

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. 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 at a regular meeting 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: _____

Revised on: _____

Reviewed on: _____

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 on: _____

Revised on: _____

Reviewed on: _____

3021
Operation of School Business Office

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:30 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. 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 employed in the central office.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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: _____

Revised on: _____

Reviewed on: _____

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 Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

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.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3024

Booster Clubs and Parent-Teacher Organizations

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 with 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:

1. The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.
2. The Supporting Entity should require that
 - a. all checks written out of the Supporting Entity's checking account contain two signatures;
 - b. 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
 - c. 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: _____

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 plus a \$30.00 returned check charge. 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: _____

Revised on: _____

Reviewed on: _____

**3026
Handbooks**

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district’s handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district’s handbooks creates a “contract” between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3027

Resolution of Conflicts Between Parents Over School Issues

It is in students' best educational interests to have parents work cooperatively with each other and with school personnel regarding their children's education. In certain circumstances, parents disagree with each other regarding their children's education or other issues involved with the school district. Though such disagreements typically occur with separated or divorced parents, this regulation is not limited to those circumstances.

1. Obtaining Records and Conferring with Teachers.

All parents can obtain their children's records and meet with their children's teachers regardless of custody or visitation rights unless a court enters an order otherwise or their parental rights have been terminated. The district will not schedule separate parent-teacher conferences absent extraordinary circumstances.

2. Accessing a Child at School/Picking Up a Child.

School personnel will neither interpret nor enforce court orders governing the relations between separated or divorced parents unless the court order terminates the parental rights of a parent, limits a parent to supervised visitation with minor children or otherwise specifically limits the parent's access to the child at school. In all other circumstances, parents may contact their child while at school or pick a child up from school at any time. School staff are not responsible for enforcing visitation schedules contained in any court order to which the school district is not a party.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3028
Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3029
Distribution of Flyers Advertising Non-School Organization
Activities

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district will distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer may not contain statements that are obscene, lewd, vulgar, profane; violate federal, state or local laws or regulations; violate board policy; advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs; incite violence; advocate use of force or urge violation of federal, state or municipal law, district policy or regulations; interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3030 Automatic External Defibrillator (AED) Program

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. The school district has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the AED Program Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in all locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

1. Equipment

Equipment shall be an automated external defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an automated external defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

When the school acquires an AED it will notify the local emergency medical service of the existence, location, and type of the AED, and will notify EMS of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

2. Program Coordinator

a. The School District's AED Program Coordinator is School Nurse. (Insert the name of the position: i.e. the superintendent of schools, the school nurse, etc.)

b. The Program Coordinator shall:

i. Consult with the school's administration and the medical advisor to develop a written protocol for the use of AEDs, and post such protocol near each AED

ii. Select employees for AED training

- iii. Arrange for appropriate training of anticipated users at least annually
- iv. Maintain a training schedule that includes the names of those trained and dates both of current training and dates for recertification.
- v. Check equipment according to the manufacturer's guidelines and take appropriate action in the event of any variance or need
- vi. Maintain on file a specification sheet on each approved AED model
- vii. Monitor the effectiveness of this system
- viii. Communicate with medical director on issues related to medical emergency response program including post-event reviews
- ix. Coordinate with the local fire department and police department
- x. Take appropriate steps after an AED event, including sharing of data with appropriate medical and EMS personnel, cleaning, replacing or recharging components of the AED as appropriate.

3. Medical Oversight

- a. The medical advisor of the AED program is the school nurse.
- b. The medical advisor has ongoing responsibility for:
 - i. Providing medical direction for use of AEDs
 - ii. Writing a prescription for AEDs
 - iii. Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation
 - iv. Evaluation of post-event review forms and digital files downloaded from the AED

4. Volunteer Responders

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience, and may include CPR, AED or medical first aid.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3031
Students Electing to Attend School in Adjoining State

The board shall deny applications of students seeking to attend school in an adjoining state. The board shall make an exceptions to this policy only upon a showing by the student’s family that (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district’s financial circumstances will be unaffected by the out-of-state transfer.

This policy shall not apply to out-of-state placements of students with verified disabilities by their Individualized Education Plan Teams.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3032 Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 5 pages copies; \$.25 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 5 pages; \$.25 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: \$.25 cents for each copied page.
- Computer data printouts: \$.25 cents for each copied page.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: _____

Revised on: _____
Reviewed on: _____

3033
[Intentionally Left Blank]

3034
[Intentionally Left Blank]

Adopted on: _____
Revised on: _____
Reviewed on: _____

3035

Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. The following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Transportation Coordinator 3. Principal/Assistant Principal 4. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel:	1. Employee in question 2. Principal 3. Superintendent
All Other Matters	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the

individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, email, or telephone conversation. School employees can be contacted through the district website or by contacting the school directly.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses/school supplies. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$500 unless prior approval of superintendent.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Administrators or any other individual assigned by the superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and board president and/or his or her designee will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3037 Petty Cash

The elementary school, middle school, high school, and school district office each shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

Fund Custodians. The amount of each fund will not exceed \$200. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

District Office: \$200

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

Documentation. All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

Unauthorized Purchases. In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with petty cash fund documentation that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized

purchase shall be addressed as provided by board policy or as otherwise allowed by law.

Reconciliation and Closeout. Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (August 31st). The petty cash fund will be reestablished by the board of education at its September meeting or at such other meeting as determined by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3038
Intentionally Left Blank

Adopted on: _____

Revised on: _____

Reviewed on: _____

Threat Assessment and Response

[Option 1: Team Concept]

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or

emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of _____. **[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.]** Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

[Option 2: Superintendent as Primary Investigator and Decision-Maker]

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;

- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted Policy 3054 designating a Law Enforcement Unit]

The board is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. The superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the district's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3040 School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials created after the

adoption of this policy may not be displayed anywhere on school premises.

- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing

the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3041

Crisis Team Duties

The crisis team is responsible for planning for the safety and security of the school, staff, and students. The teams will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

1. Membership on and Chair of Team

The superintendent will appoint members to serve on the crisis team.

If the superintendent does not serve on the crisis team personally, he/she shall appoint an individual to serve as the chair of the crisis team. The chair of the crisis team shall have the responsibility of scheduling crisis team meetings, documenting crisis team actions and reporting to the board at least annually on the district's All-Hazard School Safety Plan and other activities of the crisis team.

2. Meetings of the Crisis Team

The crisis team will meet at least twice annually with representatives from local law enforcement and local fire and rescue personnel. At these meetings, the team will coordinate with local agencies to prepare for and communicate about a variety of real world scenarios.

The crisis team will meet at such additional times as necessary to fulfill the duties given to it pursuant to this policy.

3. School Self-Assessment

The crisis team shall conduct the self-assessment created by the Nebraska Department of Education as part of its School Safety and Security Standards. This assessment shall be conducted for each school building. The team shall report the results of this self-assessment to the superintendent and to the board of education.

Either the superintendent or the chair of the safety committee will also report the results of the self-assessment to the Nebraska Department of Education.

4. All-Hazard School Safety Plan

The crisis team will create an All-Hazard School Safety Plan. The plan must be customized to the needs of each of the school district's buildings. The plan must include all of the components required by the School Safety and Security Standards adopted by the Nebraska Department of Education, and shall meet at least the minimum indicators set by those Standards.

The crisis team shall share a copy of the district's All-Hazard School Safety Plan with local authorities and first responders.

The chair of the crisis team shall provide a copy of the district's All-Hazard School Safety Plan to the NDE Security Assessor at least one-week prior to the assessor's scheduled visit to the district.

5. Standard Response Protocol (SRP)

Crisis team shall be knowledgeable about the Standard Response Protocol promoted by the "I love u guys" Foundation.

The crisis team will coordinate with members of the administrative team to arrange for all students, employees and other individuals who routinely use the district's facilities to receive SRP training and guidance.

The crisis team will assess the need for SRP to be implemented at off campus locations where students may be present for school activities.

The crisis team will confer with individuals knowledgeable about students, staff or patrons who may have special needs in order for those individuals to be able to understand and implement the SRP.

6. Consultation With Building Principals

The crisis team shall confer with the principal of each building within the district to ensure that visible signage is present in each building which meets the needs of local emergency responders

The crisis team will review the utility of non-required drills in light of the needs and unique circumstances present within each building within the district. Non-required drills recommended by NDE include lock-down, lock out, evacuation, shelter and reunification process. The crisis team will consult with building principals to review both required and non-required drills.

7. Consultation with Threat Assessment Team

The crisis team will consult with members of the threat assessment team to determine if the district’s All-Hazard School Safety Plan has been appropriately implemented and if it should be modified or updated.

8. Review of Training

The crisis team shall review the training which the school system provides for specified employees in required areas to comply with local, state, and federal regulations.

The crisis team shall also review any non-required training which could be provided to appropriate staff to increase the safety and security of the school district and its students, staff and patrons. If the team believes such non-required training would be beneficial, it shall recommend to the superintendent that the training be provided to the identified staff member at district expense.

9. Communication with School Community and Stakeholders

The crisis team will work continuously to improve communication with the school community and relevant stakeholders. This communication shall include, but not be limited to, the communication strategies and protocols identified in the district’s All-Hazard School Safety Plan.

10. Communication with the Board of Education

The crisis team will report to the board at least annually on its activities. This report may be included as part of the superintendent’s report at a regular board meeting.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3042
Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means _____ ~~Chase County Schools~~ Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for

proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 2. Policies adopted by the school district pursuant to the Act;
 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 4. Any bonds and insurance required by law or as may be additionally required by the school district;
 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 7. A description of any other information which the school district chooses to require.

2. Procedures for the preparation and submission of proposals by the construction manager shall be determined on a project-by-project basis and included within the requests for proposals.
3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
 - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
 - B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
 - (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;
 - (2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;

- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

~~NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.~~

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
 - A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then

undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.

- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
 - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public

notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual

agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

- I. **Definitions.** For purposes of this policy:
- A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.
 - B. **Board** means the District's Board of Education.
 - C. **Department** means the Nebraska Department of Education.
 - D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
 - E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.
 - F. **District** means Chase County Schools.
 - G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.
 - H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.
 - I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.
 - J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development

requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

- K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.
- L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;
- M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;
- N. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.
 - 1. **Project Cost \$896,000 and Below.** For a project whose basic construction cost is estimated by the District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:
 - a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

- b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
 - c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.
2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:
- a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the project;
 - ii. How interested firms can apply for consideration by the District; and
 - iii. The date by which individuals or firms must submit their statements of qualifications; and
 - iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
 - b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
 - c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an

applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.

- d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.
- e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.

B. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

- 1. **Prohibition Against Contingent Fees.** The contract between the District and the PCD must contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee

working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

C. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. Board-Designated Committee. The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

IV. **Pre-Qualifying Design-Builders**

- A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:
 - 1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
 - 2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
 - 3. Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.
- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

V. **Preparing Requests for Proposals (RFP).** The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

- A. The identity of the District for which the project will be built and the District that will execute the design-build contract;
- B. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;
- C. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The

proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;
- F. Budget parameters for the project;
- G. Any bonds and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
 - 1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - 3. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - 4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - 5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent directly to the prequalified Design-Builders only.

VII. **Preparing and Submitting Proposals**

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VIII. **Evaluating Proposals**

- A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e
- B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:
 - 1. One or more members of the Board;
 - 2. One or more members of the District's administration or staff;
 - 3. The PCD;
 - 4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and
 - 5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

- C. The District shall refer the Proposals for recommendation to the selection committee.

- D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
 2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
 3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
 4. The quality of performance on previous projects **(up to thirty percent)**;
 5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
 6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
 7. Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.
- E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.
- F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

IX. Negotiating a Design-Build Contract

- A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor
- C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.

- D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.
- E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.
- F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts

A. **Definitions.** For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

- 1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.
- 2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.

B. **Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- 1. The name and address of the interested party;
- 2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;

3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the

Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. **Refinements and Changes.** A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria.** Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **Projects Excluded.** The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3044 Incidental or De Minimis Use of Public Resources

The board prohibits its members and employees from using public resources for personal or political purposes as prohibited in the Nebraska Political Accountability and Disclosure Act ("Act"). However, the board recognizes that incidental or de minimis uses of public resources are sometimes necessary and within reason. The purpose of this policy is to comply with the Act and to authorize certain uses of public resources as permitted by the Act.

The following uses of public resources are permitted as incidental or de minimis:

- Limited communications with family members or other non-district employees for personal purposes, such as e-mails or text messages with a spouse using district hardware, software, internet, accounts, or other public resources so long as this communication does not distract from or interfere with employees performing their official duties, with interference determined in the sole and unfettered discretion of an employee's supervising administrator;
- Traveling to or from the person's home when the primary purpose serves the interests of the district. If an employee is unsure whether the primary purpose serves the interests of the district, the employee should obtain the approval of his or her supervising administrator, who is authorized to make that determination under this policy;
- Making a limited number of copies of personal documents when the person cannot make alternative arrangements;
- Using personal social media accounts or accessing appropriate websites which are consistent with the district's digital citizenship curriculum while off duty;
- Using district-owned computer programs, such as Word, Excel, Adobe, and others for personal purposes while off duty;
- Any other uses contained in the collective bargaining agreement or individual contract of the employee;
- Other uses by employees authorized by the superintendent or superintendent's designee. The board intends to allow the superintendent to authorize such uses on a case-by-case basis to the maximum extent permitted by the Act; and
- Other uses by the superintendent or board members authorized by the board president. The board intends to allow the board president to authorize such uses on a case-by-case basis to the maximum extent permitted by the Act

All uses pursuant to this policy must be (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. It is the responsibility of each board member or employee to account for their own tax liability, and the district will not indemnify or account for any personal use of public resources by the board member or employee.

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3045 Use of Sniffer Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over

to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.

8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3046 Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

~~[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]~~

[OPTION 1]

III. THERAPY ANIMALS

~~The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.~~

~~**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.~~

~~**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:~~

~~**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.~~

~~**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her~~

designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or

~~(4) The animal's presence otherwise interferes with the educational process.~~

~~The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.~~

~~**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.~~

~~**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.~~

~~**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.~~

[OPTION 2]

III. THERAPY ANIMALS

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Approved vendors/contractors that have access to personal information or personally identifiable information,
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.
3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3048 Communicable Disease

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but is not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's

communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Adopted on: _____

Revised on: _____

Reviewed on: _____

3049
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;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. 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: _____

Revised on: _____

Reviewed on: _____

3050 Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below.

Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.

B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that actively or passively create or transmit audio or video recordings must

have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

- C. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

- C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3051 Opioid Overdose Prevention and Response

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

Procurement and Storage. The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

Training. Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall

review the DHHS standing order and applicable naloxone administration protocols as needed.

Recordkeeping and Reporting. Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district’s complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district’s Title IX and/or Section 504/ADA Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3054
Law Enforcement Unit

The board is committed to providing a safe environment conducive to learning for members of the school community. In furtherance of this commitment, the board designates The Imperial Police Department to act as the district's Law Enforcement Unit.

Authority of the Law Enforcement Unit. The law enforcement unit is officially authorized to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against; *and*
- Maintain the physical security and safety of the district

In maintaining the physical security and safety of the district, the law enforcement unit may employ surveillance or other safety or security equipment in compliance with state and federal law. The law enforcement unit is responsible for the maintenance and security of any such equipment.

Records of the Law Enforcement Unit. All records created and maintained by the law enforcement unit for a law enforcement purpose are considered law enforcement unit records. This would include any records produced by surveillance or other safety or security equipment employed by the law enforcement unit to maintain the physical security and safety of the district.

Law enforcement unit records must be maintained by the law enforcement unit until the unit determines the records may be destroyed. The law enforcement unit is responsible for maintaining law enforcement unit records separate and apart from the student records maintained by the district pursuant to the board's policy regarding student records.

Law enforcement unit records may only be disclosed with the authorization of the Superintendent or his/her designee. Only copies of law enforcement unit records may be disclosed, and the original must be retained by the law enforcement unit and will continue to be considered a law enforcement unit record.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3055 School Resource Officers

The school district must have in effect a memorandum of understanding (MOU) with any law enforcement agency or any security agency prior to using the services of a school resource officer (SRO) or security guard. The MOU shall comply with all state law requirements.

Employer. The SRO or security guard are employees of the law enforcement agency or security agency.

Required Training. Each SRO and security guard and at least one administrator in each elementary or secondary school where an SRO or security guard is assigned must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers and security guards, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings.

Prosecution Referral Records. The district must create and maintain records on each student referral for prosecution from an SRO in response to an incident occurring at school, on school grounds, or at a school-sponsored event. The records must allow for analysis of related data and must include the reason for the referral and the federally identified demographic characteristics of each student.

Parent or Guardian Notification. School officials are not required to notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by a school official. School officials will notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by an SRO or security guard operating in conjunction with a school official as provided in the school's separate policy regarding investigations, arrests, and other student contact by law enforcement, Health and Human Services, or other child welfare agencies.

Rights Advisement. School officials will not advise students of any constitutional rights before student questioning or interrogation. The advisement, if any, shall be made by the SRO or security guard as provided by their agencies' policies and procedures.

Referral to Law Enforcement for Prosecution. The school district's student discipline policy is the school policy required by state law that addresses the student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not referred to law enforcement.

Restraint and Seclusion. The school district's restraint and seclusion policy applies to the use of restraint and seclusion on students by school district employees. SROs and security guards that are not employees of the school district are not governed by the school district's restraint and seclusion policy. Instead, they will be governed by the restraint and seclusion policies, practices, and procedures implemented by their employers.

Filing and Posting the MOU. The superintendent shall provide a copy of any initial MOU entered into under this policy to the Nebraska Department of Education (Department) or post a copy on the school district's website within three months of its adoption. The superintendent shall thereafter file any changes to the MOU with the Department or post it on the school district's website no later than January 1st of each year.

Complaint Process. Any student or parent who wishes to express a concern or file a complaint about an SRO or security guard and the practices of the SRO or security guard must follow the school district's complaint procedure.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3056 Guest Speakers

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

Classroom or School-Sponsored Activity Guest Speakers. Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least 45 days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least 14 days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

Assembly Speakers. Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least 60 days prior to the proposed appearance and the speaker submitted materials upon receipt.

Request Consideration. The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

Controversial Issues. If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least 5 days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

Other Requirements. The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at [Office Address], [Email Address], [Telephone Number]. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or

stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district

from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and

concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written

Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the

right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The

district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3058

Naming School Facilities and Property

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

Authority. The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

Definition. “Facilities or property” means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

Committee or Administrative Review. Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

Naming Criteria. The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

Due Diligence Review. The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

Renaming Facilities. Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

Current Facilities or Property. Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3059 Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities

without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student’s education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (*e.g.*, AngelSense) must be approved by the student’s education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3060 Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

5. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

FACILITY USE AGREEMENT

THIS AGREEMENT ("Agreement") is entered into between _____
County School District _____ (commonly known as _____
Public Schools) ("School) and _____
("User").

FOR VALUABLE CONSIDERATION, the parties agree as follows:

1. Facility. School hereby grants User permission to use the _____ ("Facility") located at _____, subject to the terms of this Agreement.

2. Period of Use. The permission to use the Facility shall be for the following period or periods:

From _____, 2025 at _____ a.m./p.m. to _____, 2025
at _____ a.m./p.m.

3. Permissible Use. The Facility may be used for the following activities:

_____.

Use of the Facility is subject to the terms of this Agreement, School policies, and any Rules and Regulations applicable to the Facility.

4. Charges and Fees. User shall pay the following amounts in the manner set forth:

_____.

5. Security Deposit. The User shall pay the amount of \$_____ which shall be held as a security deposit for any damage to the Facility or other loss or expense incurred by the School due to the use of the Facility by the User. In the event that there is any damage, loss, or expense incurred by the School due to the use, the User agrees and acknowledges that the security deposit may be used for payment of the same without prior approval of the User. The security deposit paid hereunder is not a limit of the User's liability for damage, loss, or expense, and any claim for the same by the School shall be paid immediately by the User.

6. Assignment. User shall not assign this agreement in whole or in part and shall not allow any other non-User agent or servant to use the Facility.

7. Indemnification. User agrees to defend, indemnify, and hold harmless the School its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the User or its employees, agents or servants arising out of the use of any facility under this agreement.

8. Insurance. All Users shall provide a certificate of insurance evidencing general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000.00 per occurrence and \$5,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. Coverage must be written by a carrier approved by the School. The School shall be named as an additional insured for claims arising out of any facility use under this policy.

9. Supervision. User acknowledges that the School will not provide any supervision for the User's use of the Facility. The User agrees to provide supervision for its officers, directors, members, employees, volunteers, guests, invitees, or any other person to the full extent that a reasonably prudent person would in similar circumstances.

10. Public Records. User acknowledges that the School must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined by law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.

11. Drug/Tobacco/Weapons Free Facility. The User shall not manufacture, sell, distribute, dispense, possess, or use controlled substances or any other prohibited substances, as defined and/or prohibited by state or federal law, at the Facility. The User shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on school property or at school related functions. The User shall adhere to all School policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any such products, including tobacco products at the Facility except as otherwise provided in this Agreement. This prohibition applies, with respect to anything covered by this paragraph, to all lookalike, synthetic, or engineered product or paraphernalia related in any way thereto.

12. Alcohol Use at the Facility. The parties acknowledge that NEB. REV. STAT. § 53-186 makes it unlawful for any person to consume alcoholic liquor upon property owned or controlled by the School unless authorized by the School's Board of Education. **The User agrees to prohibit the possession, distribution, sale, dispensation, or use of any alcoholic liquor at the Facility unless the School's Board of Education has authorized such use.**

13. Nondiscrimination. User and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

14. Governing Law; Severability. This Agreement shall be governed by and construed in accordance with the laws of the state of Nebraska. If any clause or provision hereof should be determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal term hereof, then and in that event, it is the express intention of the parties hereto that the remainder of this Agreement shall not be affected thereby; and it is also the express intention of the parties hereto that in lieu of each clause or provision of this Agreement which may be determined to be illegal, invalid, or unenforceable, there may be added as a part of this Agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.

15. Condition at Termination. At the end of the term hereof, User shall surrender the Facility to the School in the same condition as when received, ordinary wear and tear excepted.

16. Entire Agreement. This Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties hereto. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and permitted assigns.

[THE NEXT PAGE IS THE SIGNATURE PAGE]

_____ **PUBLIC SCHOOLS**

Signature

Printed Name

Title

Date

USER

Signature

Printed Name

Title

Organization (if any)

Address

Telephone Number(s)

E-mail

Date

Video Monitoring and Other Security Measures. The District uses security measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE SCHOOL DISTRICT'S FITNESS CENTER

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

Declaration. I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. **I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved.** I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. **I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.**

Release, Waiver and Indemnification. In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

Responsibility for Supervision. I understand that the facilities will be available to me only during hours designated by the administration, and that I am responsible for my own use of facilities and equipment at all times. I will inspect the facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

Compliance with Rules. I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name: _____ Age: _____

Date: _____

Signature: _____

PARENT OR GUARDIAN IF USER IS UNDER AGE 19:

We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.

Clearly PRINT the following information:

Child's Name: _____ Child's Birthdate: _____

Father's Name: _____

Mother's Name: _____

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

VOLUNTEER SERVICES AGREEMENT

This volunteer services agreement, referred to herein as the "Agreement," is made by and between _____ Public Schools, (_____ County School District __-____), (the "District") and _____, (the "Volunteer").

The District agrees to allow the Volunteer to perform the duties of _____, and the Volunteer agrees to perform such duties subject to the terms and conditions set forth below.

1. Purpose of Agreement. The purpose of this Agreement is to describe conditions for a person who wishes to act as an unpaid volunteer providing service to the District. This Agreement does not establish any employer-employee relationship between the parties.

2. Nature of Relationship; Duties of Volunteer. The Volunteer's provision of services to the District under this Agreement is charitable. The Volunteer's duties and services are subject to assignment by the Superintendent or the Volunteer's supervisor. The Volunteer agrees at all times to perform all of Volunteer's duties faithfully, industriously, as directed and to the best of his or her ability, experience and talents.

3. Days and Hours of Service. The Volunteer's days and hours of service shall be assigned by the Superintendent or the Volunteer's supervisor.

4. Compensation. The Volunteer shall not receive any compensation for Volunteer's services. District representatives have not made and shall not make any promises or inducements to the Volunteer for providing services. Further, as the Volunteer is not an employee, the District will not provide the Volunteer with unemployment compensation, workers compensation insurance, or any fringe benefits.

5. Expense Reimbursement. The District may reimburse the Volunteer for actual expenses incurred in providing services. The Volunteer shall provide the District with receipts or other proof of payment for each expense for which the Volunteer seeks reimbursement. The School District shall make such payments on the Volunteer's behalf or reimburse the Volunteer only in accordance with Board policy and to the extent that such payments or reimbursement are permitted by law to be made to a volunteer. Any reimbursement for transportation expenses shall be made at the rate

established in Board policy or practice.

6. Policies, Rules and Regulations. The Volunteer shall be governed by Board of Education policies, District's rules and regulations, and supervisors' directives. Board of Education policies and District rules and regulations may be changed at any time, with or without notice to the Volunteer.

7. Termination of Services. This Agreement creates no property right for the Volunteer. Either may terminate services, with or without cause and without a hearing, upon giving notice. The Superintendent may, acting upon his or her own initiative, terminate the Volunteer's services and this Agreement. Such termination will be effective upon the date of the issuance of the notice. Provision or receipt of notice by the Superintendent shall be reduced to writing and attached to the District's copy of this Agreement.

8. Background Check. The Volunteer asserts that the Volunteer has never been charged with or convicted of any misdemeanor involving moral turpitude or any felony, or has disclosed in writing to the District administration details about any such charge or conviction. The Volunteer consents to, and agrees to cooperate fully in, any background check conducted by the District. This background check may include obtaining a report from a reporting agency that may include information concerning the Volunteer's criminal history. By providing the information requested below and signing this Agreement, the Volunteer consents to the District conducting a background check.

9. Confidential Information. The Volunteer may have access to certain student information while providing services under this Agreement. The Volunteer understands that state and federal law prohibit the disclosure of student records or information about students to any person other than the student's parents or the District's teachers, counselors, or administrators in the course and scope of their duties when they have an educational purpose. The Volunteer understands that unauthorized access, use, disclosure, or modification of student records or confidential information will result in the immediate termination of this Agreement and may result in other consequences imposed by law.

10. Entirety of Agreement and Amendments. The Volunteer has read the entirety of this Agreement, fully understands its terms and conditions, and agrees that this Agreement constitutes the entire agreement, and that no representations, promises, agreements or undertakings, written or oral, not

herein contained shall be of any force or effect. This Agreement shall be subject to modification only by a written instrument signed by the Volunteer and the Superintendent.

11. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Volunteer (Signature)

Superintendent or Authorized
Designee (Signature)

_____, 20__.
Date

_____, 20__.
Date

Name (please print)

Date of Birth

Address

Telephone Number

3052
Leasing Personal Property

I. Leases of Personal Property by the District

A. Applicability of this policy.

Leases of personal property using any federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other leases of personal property made by the school district other than construction, remodeling, repair and site improvements.

B. General Leasing Policy

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.
4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

C. Leasing Procedures

1. School personnel must secure the approval of the board or superintendent before entering into a lease for personal property.
2. For lease of more than \$ _____, the district will secure written quotes and/or estimates from a reasonable number of vendors. The district will lease from a responsible vendor with the lowest price unless the board approves the lease from the more expensive vendor.

D. Relations with Vendors

1. The board wishes to maintain good working relations with vendors who lease equipment, goods, and other personal property to the school system. The school shall not extend favoritism to any vendors. Each lease shall be entered into on the basis of quality, price and delivery, with past experiences being a factor if all other considerations are equal.
2. No lease shall be made that violates any conflict of interest policy or law.
3. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the lease will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

II. Lease of District-Owned Personal Property to Others

A. Personal Property

If the Superintendent determines that any personal property that is owned by the school district is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned personal property, provided however that Superintendent will avoid leasing such personal property at a rate that is

significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property. The Superintendent shall provide the board notice of any leases entered into pursuant to this policy during the next regularly scheduled board meeting.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:
 - a. Business with which a board member is associated shall include the following:
 - i. A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - ii. A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.
2. Contracts with the School District.
 - a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - i. Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - ii. Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - iii. Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- i. All district employees.
- ii. All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- i. The board member does not abuse his or her position.

Abuse of official position shall include, but not be limited to, employing an immediate family member:

- 1. who is not qualified for and able to perform the duties of the position;
 - 2. for any unreasonably high salary;
 - 3. who is not required to perform the duties of the position.
- ii. The board makes a reasonable solicitation and consideration of applications for employment.
 - iii. The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - iv. The board approves the employment or supervisory position.
 - v. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or

promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- i. a public official, public employee, or candidate.
 - ii. a member of the immediate family of an individual listed in Subparagraph "a" above.
 - iii. a business with which an individual listed in Subparagraph (i) or (ii) above is associated.
- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
 - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - i. The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - ii. Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - iii. Abstain from participating or voting on the matter in which he or she has a conflict of interest.

- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
 - i. The names of the contracting parties.
 - ii. The nature of the interest of the board member in question.
 - iii. The date that the contract was approved.
 - iv. The amount of the contract.
 - v. The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

- 9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Items to be Sold

1. Front Office Receptionist Desks
2. Ice maker
3. Metal Cabinet
4. 15+ File Cabinets
5. Washer and Dryer Set
6. Tables
7. Miscellaneous Chairs
8. 50+ HS desks
9. Upright Freezer
10. Computer Carts (3)
11. Book Shelves
12. Office Table
13. Wire Racking
14. Old Scoreboards (from Shorthorn)
15. Office Chairs
16. Wood Teacher Desk
17. 3 TV carts
18. 10 White Boards
19. Pallet of Old Books

Bomba Painting LLC
PO Box 357
Imperial, NE 69033 US
+17202895300
mbomba23@yahoo.com



ADDRESS

Adam Lambert
Chase County Schools
520 E 9th St
Imperial, NE 69033
United States

Estimate 1023S

DATE 04/17/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Painting Services	Auditorium walls repaint	1	4,147.00	4,147.00
	Painting Services	Auditorium ceiling repaint	1	4,471.00	4,471.00
	Painting Services	Auditorium backstage repaint	1	8,151.00	8,151.00
	Painting Services	Auditorium side exits repaint	1	2,073.00	2,073.00

Estimates includes labor, materials and paint. Colors to be determined by client.

TOTAL **\$18,842.00**

Accepted By

Accepted Date

Heartland Seating Price per Chair

For the 273 auditorium chairs and excluding the loose chairs along the back wall, we're around \$248 per chair. If you want to add lumbar support, the cost will be \$253 per chair.

Carroll Seating

See attached and updated proposal that includes 282 fixed chairs and no moveable chairs. I was able to work with the manufacturer to bring the price down a bit to make sure we are in the game. I was also able to bring down the total cost of the ultra plush seating a bit.

Price comes out to about \$286/seat with material, freight, and installation included. Obviously if you choose to include some of the adds then it will affect that price per seat.