

## **Agenda**

1. Call to Order
  - 1.1. Pledge of Allegiance
  - 1.2. Reminder to public of Open Meetings Law
  - 1.3. Roll Call
  - 1.4. Verification of Notice of Meeting
  - 1.5. Amendments to the Agenda
2. Consent Agenda
  - 2.1. Consider approving the 18 July 2016 Board minutes
  - 2.2. Approve Payment of the In & Out Claim (Each month the In & Out claim will be voted on separately so that there is no conflict of interest by Board Member Kroeker)
  - 2.3. Approve all other Bills and Payroll
3. Reports
  - 3.1. Curriculum Director
  - 3.2. Principal
  - 3.3. Activities Director
  - 3.4. Technology Director
  - 3.5. Superintendent
4. Public Comment
5. Discussion/Action Items
  - 5.1. Consider approving staff handbook for the 2016-2017 school year.
  - 5.2. Consider approving authorization for superintendent to negotiate replacement of HVAC/Boiler system that failed state inspection not to exceed \$100,000.00.
  - 5.3. Considering approving update to Board Policy 402.16, Work Place Privacy
  - 5.4. Consider approving update to Board Policy 504.181, Initiations, Hazing, Secret Clubs and Outside Organizations.
  - 5.5. Discuss and consider action to increase Junior-Senior High School Lunch Prices.
  - 5.6. Budget Summary 2015-16 and discussions for the 2016-17 Budget
  - 5.7. Discuss and consider approving payment of additional dollars toward the 2014 Series of Tax Anticipation Notes due September 1, 2016.
  - 5.8. Transfer of Funds
    - 5.8.1. Consider approving transfer from general fund to depreciation fund.
6. Board Committee Reports
7. Executive Session
8. Adjournment

PERKINS COUNTY SCHOOLS  
BOARD OF EDUCATION REGULAR MEETING  
Monday, July 18, 2016

The regular monthly meeting of the Perkins County Schools Board of Education was called to order in the high school media center on Monday, July 18, 2016 at 7:03pm by President Doug Beck. The following board members answered roll call: Doug Beck, Jayson Bishop, Ryan Hendricks, Amy Kroeker, Scott Osler and Shawn Turner. Tanya McArtor, Dean Friedel, Carlie Wells, Deanne Bishop and Renee Seiler were present for part of the meeting, while Phillip Picquet was present for the entire meeting. The Pledge of Allegiance was recited, notation of the posted Open Meetings Law was made, and members Jayson Bishop and Amy Kroeker verified they had seen the published notice of the meeting.

**Amendments to the Agenda**

**Motion Passed:** Approve agenda as presented passed with a motion by Ryan Hendricks and a second by Scott Osler.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**Approve Minutes of the June 20, 2016 Board Meeting**

**Motion Passed:** Approve minutes of the June 20, 2016 regular meeting passed with a motion by Scott Osler and a second by Shawn Turner.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**Approve Bills and Payroll**

**Motion Passed:** Accept financial report as presented and pay claim of \$451.81 to In & Out from the General Fund passed with a motion by Ryan Hendricks and a second by Jayson Bishop.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Abstain
Scott Osler	Yes
Shawn Turner	Yes

**Motion Passed:** Accept financial reports as presented and pay claims of \$539,670.67 from the General Fund (Payroll: \$182,040.67; Bills: \$357,630.00) and \$3,245.29 (Payroll: \$1,351.91; Bills: \$1,893.38) passed with a motion by Jayson Bishop and a second by Amy Kroeker.

Doug Beck	Yes
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Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**Information was given and/or discussion was held on the following items:**

- 1. Review of 2015-2016 budget and discuss preparation for 2016-2017 budget**
- 2. DA Davidson presentation and discussion**
- 3. Consider a resolution to authorize the issuance of not to exceed \$1,530,000.00 of series 2016 tax anticipation notes to refinance the district's existing series 2014 notes and cover all costs of issuance.**

**Motion Passed:** Consider approving a resolution to authorize the issuance of not to exceed \$1,530,000.00 of series 2016 tax anticipation notes to refinance the district's existing series 2014 notes and cover all costs of issuance passed with a motion by Jayson Bishop and a second by Shawn Turner.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

- 4. Consider approving submitted pay increases for non-teaching staff**

**Motion Passed:** Consider approving submitted pay increases for non-teaching staff listed as option B passed with a motion by Shawn Turner and a second by Ryan Hendricks.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

- 5. Consider approving increases of \$0.20 to elementary lunch program and \$0.10 to the district breakfast programs**

**Motion Passed:** Consider approving increases of \$0.20 to elementary lunch program (\$2.35 to \$2.55) and \$0.10 to the district breakfast program (\$1.60 to \$1.70) passed with a motion by Amy Kroeker and a second by Scott Osler.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

- 6. Consider declaring two stand-up freezers surplus items and allowing Superintendent Picquet to coordinate sealed bids for the freezers**

**Motion Passed:** Consider declaring two stand-up freezers surplus items and allowing Superintendent Picquet to coordinate sealed bids for the freezers passed with a motion by Scott Osler and a second by Amy Kroeker.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**7. Consider approving activities handbook including random drug testing policy for activity participation**

**Motion Passed:** Consider approving activities handbook including random drug testing policy for activity participation with discussed and noted changes passed with a motion by Amy Kroeker and a second by Ryan Hendricks.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**8. Consider approving 7-12 student handbook**

**Motion Passed:** Consider approving 7-12 student handbook as presented with updated policies passed with a motion by Jayson Bishop and a second by Scott Osler.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**9. Consider approving elementary handbook**

**Motion Passed:** Consider approving elementary handbook as presented passed with a motion by Doug Beck and a second by Shawn Turner.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes
Shawn Turner	Yes

**10. Consider approving PCS laptop and computer/technology handbook**

**Motion Passed:** Consider approving PCS laptop and computer/technology handbook as presented with changes passed with a motion by Doug Beck and a second by Scott Osler.

Doug Beck	Yes
Jayson Bishop	Yes
Ryan Hendricks	Yes
Amy Kroeker	Yes
Scott Osler	Yes

Shawn Turner Yes

**11. Consider approval of contracting with Rauner & Associates P.C. as PCS Auditor**

**Motion Passed:** Consider approving contract with Rauner & Associates P.C. as PCS auditor passed with a motion by Shawn Turner and a second by Amy Kroeker.

Doug Beck Yes

Jayson Bishop Yes

Ryan Hendricks Yes

Amy Kroeker Yes

Scott Osler Yes

Shawn Turner Yes

**12. Transfers from General Fund**

**Motion Passed:** Consider approving the transfer of \$50,000.00 from the General Fund to the Lunch Fund passed with a motion by Scott Osler and a second by Jayson Bishop.

Doug Beck Yes

Jayson Bishop Yes

Ryan Hendricks Yes

Amy Kroeker Yes

Scott Osler Yes

Shawn Turner Yes

**Motion Passed:** Consider approving the transfer of \$45,000.000 from the General Fund to the Activity Fund passed with a motion by Doug Beck and a second by Ryan Hendricks.

Doug Beck Yes

Jayson Bishop Yes

Ryan Hendricks Yes

Amy Kroeker Yes

Scott Osler Yes

Shawn Turner Yes

**13. Review and approve attendance and excessive absentism policy BP 5008**

**Motion Passed:** Consider approving attendance and excessive absentism policy BP 5008 passed with a motion by Doug Beck and a second by Amy Kroeker.

Doug Beck Yes

Jayson Bishop Yes

Ryan Hendricks Yes

Amy Kroeker Yes

Scott Osler Yes

Shawn Turner Yes

**14. Student Fees Public Hearing BP 504.19**

a. Public comment

b. **Motion Passed:** Approve Student Fees policy BP 504.19 with updated lunch prices and appropriate fund language passed with a motion by Jayson Bishop and a second by Doug Beck.

Doug Beck Yes

Jayson Bishop Yes

Ryan Hendricks Yes

Amy Kroeker Yes

Scott Osler Yes

Shawn Turner      Yes

**Adjournment**

**Motion Passed:** Next meeting, Monday, August 15, 2016 at 7pm in the high school media center. Adjourn meeting at 9:20pm passed with a motion by Doug Beck and a second by Amy Kroeker.

Doug Beck              Yes

Jayson Bishop        Yes

Ryan Hendricks      Yes

Amy Kroeker          Yes

Scott Osler            Yes

Shawn Turner         Yes

Respectfully submitted,  
Amy Kroeker, secretary

# Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
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**Period from 07/01/2016 through 07/31/2016**

**Description: July 2016**

## Cleared Checks

010752	NE Ag Education Association	06/01/2016	235.00
010755	Brooklyn Publishers	06/15/2016	147.50
010769	Subway	06/15/2016	126.00
010770	Hatch's Super Foods	07/11/2016	46.89
010771	Misko Sports	07/11/2016	1,625.00
010772	Brooke Poppe	07/11/2016	1,200.00
010773	US Games	07/11/2016	599.00
010774	Varsity	07/11/2016	4,188.80
010775	Grant Tribune Sentinel	07/18/2016	42.60
<b>Cleared Check Total:</b>			<b>8,210.79</b>

## Outstanding Checks

009934	Prairie Theatre	10/16/2014	15.00
010497	Matt Skiles	01/05/2016	250.00
010622	Pack #160	02/25/2016	304.81
<b>Outstanding Check Total:</b>			<b>569.81</b>

## Voided Checks

010733	The Prairie Club	07/11/2016	-554.00
<b>Voided Check Total:</b>			<b>-554.00</b>

## Bank Statement Reconciliation Summary

1.	Statement Balance	251,063.08
2.	- Outstanding Checks	569.81
3.	+ Outstanding Receipts	0.00
4.	<b>Total</b>	<b>250,493.27</b>
5.	+ Investments	0.00
6.	<b>Book Balance</b>	<b>250,493.27</b>

Updated July 31, 2016

**2015-16 Perkins County Schools Certificates of Deposit/Investments**

	<b>CD INTEREST</b>	<b>MATURITY DATE(S)</b>
<b>GENERAL FUND CD'S/INVESTMENTS</b>		
Nebraska Liquid Asset Fund #9300632		
<b>Total</b>		
<b>DEPRECIATION FUND CD'S</b>		
<b>Total</b>		
<b>SPECIAL BUILDING FUND CD'S</b>		
<b>Total</b>		
<b>ACTIVITY FUND CD'S</b>		
<b>Total</b>		
<b>EMPLOYEE BENEFIT CD'S</b>		
Commercial State Bank #2816	0.900%	18 Months 5/30/17
<b>Total</b>		
<b>Total Certificates of Deposit/Investments</b>		

<b>ments</b>
<b>CURRENT AMOUNTS</b>
<b>\$16.39</b>
<b>\$16.39</b>
<b>\$0.00</b>
<b>\$0.00</b>
<b>\$0.00</b>
<b>\$21,654.93</b>
<b>\$21,654.93</b>
<b>\$21,671.32</b>

SELECTED Data

## Check Register

Arranged by:  
Check Number

Check Number	Check Date	Vendor Name	Description	Amount
010770	07/11/2016	Hatch's Super Foods	supplies	46.89
010771	07/11/2016	Misko Sports	singlets-HS & JH wrestling	1,625.00
010772	07/11/2016	Brooke Poppe	cheerleading camp	1,200.00
010773	07/11/2016	US Games	FG SW license	599.00
010774	07/11/2016	Varsity	cheerleading uniforms	4,188.80
010775	07/18/2016	Grant Tribune Sentinel	fireworks ad	42.60
<b>Report Total:</b>				<b>7,702.29</b>

CLAIMS LIST SUMMARY  
TO BE APPROVED AT THE AUGUST 15, 2016 BOARD MEETING

GENERAL FUND

In & Out Bill	\$ 389.91
Payroll	\$ 178,759.67
Bills	<u>\$ 397,877.73</u>
Total	\$ 576,637.40

LUNCH FUND

Payroll	\$ 2,099.38
Bills	<u>\$ 3,845.39</u>
Total	\$ 5,944.77

DEPRECIATION FUND

SPECIAL BUILDING FUND

BOK Financial (2014 Note)	\$ 756,750.00
BOK Financial (2015 Note)	<u>\$ 64,821.25</u>
	\$ 821,571.25

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL</b>					
1-1100-110-00-1	Elem Teacher Salary	1,099,059.78	1,083,978.92	0.00	15,080.86	1.37
1-1100-110-00-2	Sec Teachers Salary	821,371.96	827,122.76	0.00	-5,750.80	-0.70
1-1100-120-00-1	Elem Substitute Sal	34,000.00	33,848.95	0.00	151.05	0.44
1-1100-120-00-2	Sec Substitute Sal	34,000.00	23,448.70	0.00	10,551.30	31.03
1-1100-140-00-1	Elem Cler/aides Sal	0.00	0.00	0.00	0.00	0.00
1-1100-140-00-2	Sec Aide Sal	0.00	0.00	0.00	0.00	0.00
1-1100-210-00-1	Elem Soc Sec-dist	85,000.00	83,155.28	0.00	1,844.72	2.17
1-1100-210-00-2	Sec Soc Sec-dist	63,500.00	63,792.31	0.00	-292.31	-0.46
1-1100-220-00-1	Elem Reg Retirement	110,000.00	107,642.80	0.00	2,357.20	2.14
1-1100-220-00-2	Sec Reg Retirement	79,000.00	79,551.36	0.00	-551.36	-0.69
1-1100-230-00-1	Elem Health Insure	291,000.00	290,281.76	0.00	718.24	0.24
1-1100-230-00-2	Sec.health Insure	188,000.00	185,773.32	0.00	2,226.68	1.18
1-1100-250-00-0	Insurance Deduction	17,000.00	18,261.69	0.00	-1,261.69	-7.42
1-1100-283-00-0	Unemployment	1,500.00	0.00	0.00	1,500.00	100.00
1-1100-290-00-2	Pro/Tech Support	12,800.00	11,909.96	0.00	890.04	6.95
1-1100-318-00-1	Elem ESU Contracted	14,000.00	4,720.00	0.00	9,280.00	66.28
1-1100-318-00-2	Prof/Tech Services	26,000.00	17,617.74	0.00	8,382.26	32.23
1-1100-318-01-2	Dist Learn Cont Serv	42,000.00	24,971.31	0.00	17,028.69	40.54
1-1100-319-00-1	High Ability	6,500.00	6,056.31	0.00	443.69	6.82
1-1100-410-00-1	Teaching Supplies	38,000.00	21,314.14	0.00	16,685.86	43.91
1-1100-410-09-2	Teaching Supplies	22,000.00	27,385.82	0.00	-5,385.82	-24.48
1-1100-416-00-1	Elem Enrichment	2,400.00	2,662.17	0.00	-262.17	-10.92
1-1100-418-00-2	Dual Credit	1,200.00	257.19	0.00	942.81	78.56
1-1100-420-00-1	Textbooks	38,000.00	17,178.26	0.00	20,821.74	54.79
1-1100-420-00-2	Textbooks	40,000.00	8,691.30	0.00	31,308.70	78.27
1-1100-421-00-1	Workbooks	19,000.00	10,419.19	0.00	8,580.81	45.16
1-1100-460-00-1	Computer Software	2,600.00	0.00	0.00	2,600.00	100.00
1-1100-460-00-2	Computer Soft	2,200.00	362.98	0.00	1,837.02	83.50
1-1100-460-01-2	Computer Supplies	16,000.00	2,736.13	0.00	13,263.87	82.89
1-1100-530-00-1	Furn And Equip	5,000.00	1,587.40	0.00	3,412.60	68.25
1-1100-530-00-2	Furn And Equip	7,500.00	5,150.35	0.00	2,349.65	31.32
1-1100-530-01-2	Dist Learn Equip	0.00	0.00	0.00	0.00	0.00
1-1100-530-09-2	Furn And Equip Gen	500.00	0.00	0.00	500.00	100.00
1-1100-560-00-1	Computer Hardware	12,800.00	7,259.61	0.00	5,540.39	43.28
1-1100-560-00-2	Computer Hard	13,200.50	167,808.56	0.00	-154,608.06	-1,171.22
1-1100-670-00-1	Travel And Mileage	3,400.00	419.96	0.00	2,980.04	87.64
1-1100-670-00-2	Travel & Expense	4,000.00	1,159.18	0.00	2,840.82	71.02
1-1100-690-00-1	Staff Development Elem	5,000.00	6,160.52	0.00	-1,160.52	-23.21
1-1100-690-00-2	Staff Development Sec	5,000.00	4,054.86	0.00	945.14	18.90
1-1125-110-00-1	Flex-Spending Instructional	6,000.00	3,090.00	0.00	2,910.00	48.50
1-1125-140-00-1	Flex-Spending Aides Salary	0.00	840.00	0.00	-840.00	0.00
1-1125-210-00-1	Flex-Spending Social Security	500.00	295.01	0.00	204.99	40.99

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1125-220-00-1	Flex-Spending Retirement	650.00	388.19	0.00	261.81	40.27
1-1125-410-00-1	Flex-Spending Supplies	200.00	0.00	0.00	200.00	100.00
1-1150-110-00-1	LEP Salary	29,000.00	27,759.38	0.00	1,240.62	4.27
1-1150-140-00-1	LEP Para/Aide Salaries	14,000.00	3,527.56	0.00	10,472.44	74.80
1-1150-210-00-1	LEP Social Security	3,200.00	2,357.41	0.00	842.59	26.33
1-1150-220-00-1	LEP Retirement	4,100.00	3,084.25	0.00	1,015.75	24.77
1-1150-410-00-1	Limited English Proficiency	1,500.00	25.00	0.00	1,475.00	98.33
1-1150-670-00-1	Travel & Expenses	300.00	0.00	0.00	300.00	100.00
1-1150-690-00-1	Other Misc. Expenses	500.00	0.00	0.00	500.00	100.00
1-1160-110-00-1	Poverty Instructional Salary	14,500.00	21,851.92	0.00	-7,351.92	-50.70
1-1160-140-00-1	Poverty Aides Salary	4,500.00	0.00	0.00	4,500.00	100.00
1-1160-140-00-2	Poverty Aides Salary	0.00	0.00	0.00	0.00	0.00
1-1160-210-00-1	Poverty Instructional Social	1,400.00	1,616.71	0.00	-216.71	-15.47
1-1160-210-00-2	Poverty Instructional Social	0.00	0.00	0.00	0.00	0.00
1-1160-220-00-1	Poverty Instructional	1,600.00	2,168.45	0.00	-568.45	-35.52
1-1160-220-00-2	Poverty Instructional	0.00	0.00	0.00	0.00	0.00
1-1160-410-00-1	Poverty-supplies	1,000.00	0.00	0.00	1,000.00	100.00
1-1160-420-00-1	Poverty Instructional	0.00	0.00	0.00	0.00	0.00
1-1160-530-00-1	Poverty Instructional	0.00	0.00	0.00	0.00	0.00
1-1160-560-00-2	Poverty Instructional	0.00	0.00	0.00	0.00	0.00
1-1190-110-00-1	Preschool Salary	60,200.00	57,404.01	0.00	2,795.99	4.64
1-1190-120-00-1	Preschool Substitute Salary	300.00	0.00	0.00	300.00	100.00
1-1190-140-00-1	Preschool Aide Salaries	28,600.00	25,423.00	0.00	3,177.00	11.10
1-1190-210-00-1	Preschool Social Security	6,800.00	6,192.50	0.00	607.50	8.93
1-1190-220-00-1	Preschool Retirement	8,800.00	8,153.13	0.00	646.87	7.35
1-1190-230-00-1	Preschool Health Insurance	19,025.00	18,992.76	0.00	32.24	0.16
1-1190-410-00-1	Preschool Supplies	2,900.00	1,901.88	0.00	998.12	34.41
1-1190-530-00-1	Preschool Furn & Equip	0.00	0.00	0.00	0.00	0.00
1-1200-110-00-1	Spec Ed Teach Salary	147,000.00	148,921.85	0.00	-1,921.85	-1.30
1-1200-120-00-1	Substitute Salaries	1,200.00	1,957.91	0.00	-757.91	-63.15
1-1200-140-00-1	Aide Salaries	56,000.00	50,967.89	0.00	5,032.11	8.98
1-1200-210-00-1	Social Security	16,000.00	15,187.62	0.00	812.38	5.07
1-1200-220-00-1	Retirement	20,050.00	19,666.11	0.00	383.89	1.91
1-1200-230-00-1	Health Insurance	45,000.00	44,721.00	0.00	279.00	0.62
1-1200-313-00-1	Prof/tech Pupil Serv	80,000.00	62,435.64	0.00	17,564.36	21.95
1-1200-314-00-1	Contract Services	0.00	0.00	0.00	0.00	0.00
1-1200-332-00-1	Mileage To Parents	0.00	0.00	0.00	0.00	0.00
1-1200-410-00-1	Supplies	2,000.00	2,358.54	0.00	-358.54	-17.92
1-1200-420-00-1	Textbooks	0.00	0.00	0.00	0.00	0.00
1-1200-450-00-1	Av Materials	0.00	0.00	0.00	0.00	0.00
1-1200-530-00-1	Furniture And Equip	0.00	0.00	0.00	0.00	0.00
1-1219-110-00-2	Spec. Ed. Salary	35,000.00	34,577.51	0.00	422.49	1.20
1-1219-120-00-2	Special Ed Sub	750.00	197.40	0.00	552.60	73.68

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1219-140-00-2	Aides Salary Sped.	28,035.00	13,432.60	0.00	14,602.40	52.08
1-1219-210-00-2	Soc Sec-dist Share	4,900.00	3,663.91	0.00	1,236.09	25.22
1-1219-220-00-2	Ret . Sped.	6,250.00	4,487.17	0.00	1,762.83	28.20
1-1219-230-00-2	Health Insur Sped.	6,800.00	6,735.48	0.00	64.52	0.94
1-1219-313-00-2	Pupil Services	0.00	110.63	0.00	-110.63	0.00
1-1219-332-00-2	Mileage To Parent	0.00	0.00	0.00	0.00	0.00
1-1219-360-00-2	Tuition To Other Districts	29,899.00	26,161.66	0.00	3,737.34	12.49
1-1219-410-00-2	Supplies	900.00	1,101.71	0.00	-201.71	-22.41
1-1219-420-00-2	Sec.sped Textbook	0.00	0.00	0.00	0.00	0.00
1-1219-530-00-2	Sec Sped Furn/equip	0.00	0.00	0.00	0.00	0.00
1-1219-690-00-2	Misc PT other	0.00	0.00	0.00	0.00	0.00
1-1290-313-00-1	Preschool SPED Indirect	1,000.00	774.41	0.00	225.59	22.55
1-1450-110-00-2	Voc Ag Salary	50,800.00	52,081.54	0.00	-1,281.54	-2.52
1-1450-120-00-2	Substitute Salaries	1,800.00	1,628.55	0.00	171.45	9.52
1-1450-210-00-2	Soc Sec-dist Share	4,050.00	4,033.84	0.00	16.16	0.39
1-1450-220-00-2	Retirement-dist Shar	5,025.00	5,160.42	0.00	-135.42	-2.69
1-1450-230-00-2	Health Insurance	18,992.76	18,992.76	0.00	0.00	0.00
1-1450-410-00-2	Supplies	1,500.00	0.00	0.00	1,500.00	100.00
1-1450-420-00-2	Textbooks	0.00	0.00	0.00	0.00	0.00
1-1450-530-00-2	Furniture & Equip	0.00	0.00	0.00	0.00	0.00
1-1450-630-00-2	Dues & Fees	700.00	358.00	0.00	342.00	48.85
1-1450-670-00-2	Travel & Expense	500.00	432.14	0.00	67.86	13.57
1-1450-690-00-2	Other Misc Expenses	0.00	0.00	0.00	0.00	0.00
1-1460-110-00-2	Family Consumer Ed	32,143.30	32,476.43	0.00	-333.13	-1.03
1-1460-120-00-2	Substitute Salaries	200.00	0.00	0.00	200.00	100.00
1-1460-210-00-2	Soc Sec- Dist Share	2,480.00	2,484.41	0.00	-4.41	-0.17
1-1460-220-00-2	Retirement-dist Shar	3,200.00	3,194.58	0.00	5.42	0.16
1-1460-230-00-2	Health Insurance	6,750.00	6,735.48	0.00	14.52	0.21
1-1460-410-00-2	Supplies	1,800.00	1,664.38	0.00	135.62	7.53
1-1460-420-00-2	Textbooks	0.00	0.00	0.00	0.00	0.00
1-1460-530-00-2	Furniture & Equip	0.00	0.00	0.00	0.00	0.00
1-1460-630-00-2	Dues Fees	0.00	0.00	0.00	0.00	0.00
1-1460-670-00-2	Travel & Expense	0.00	0.00	0.00	0.00	0.00
1-1460-690-00-2	Other Misc Expenses	0.00	0.00	0.00	0.00	0.00
1-1470-110-00-2	D-L Spanish Salary	61,200.00	61,065.20	0.00	134.80	0.22
1-1470-210-00-2	Social Security	4,700.00	4,617.12	0.00	82.88	1.76
1-1470-220-00-2	Retirement	6,040.00	6,031.92	0.00	8.08	0.13
1-1470-230-00-2	Health Ins employer paid DL	6,740.00	6,735.48	0.00	4.52	0.06
1-1470-410-00-2	Supplies	550.00	0.00	0.00	550.00	100.00
1-1470-460-00-2	Textbooks	0.00	0.00	0.00	0.00	0.00
1-1470-530-00-2	Furniture & Equipment	550.00	2,492.28	0.00	-1,942.28	-353.14
1-1470-630-00-2	Postage Phone Fax Costs	0.00	0.00	0.00	0.00	0.00
1-1470-670-00-2	Travel Expense	0.00	0.00	0.00	0.00	0.00

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1-1470-690-00-2	Other Misc Expense	0.00	0.00	0.00	0.00	0.00
1-2120-110-00-1	Elem Guidance Salary	63,000.00	55,738.07	0.00	7,261.93	11.52
1-2120-110-00-2	Guidance Salary	60,800.00	54,075.45	0.00	6,724.55	11.06
1-2120-210-00-1	Social Security	4,800.00	4,069.91	0.00	730.09	15.21
1-2120-210-00-2	Soc Sec-dist Share	4,604.29	3,895.94	0.00	708.35	15.38
1-2120-220-00-1	Retirement	6,250.00	5,471.39	0.00	778.61	12.45
1-2120-220-00-2	Retirement-dist Shar	6,020.00	5,268.75	0.00	751.25	12.47
1-2120-230-00-1	Health Insurance	19,000.00	18,992.76	0.00	7.24	0.03
1-2120-230-00-2	Health Insurance	14,144.40	14,144.40	0.00	0.00	0.00
1-2120-410-00-1	Supplies	6,300.00	6,148.40	0.00	151.60	2.40
1-2120-410-00-2	Supplies	5,200.00	5,065.38	0.00	134.62	2.58
1-2120-530-00-1	Furniture & Equip	0.00	0.00	0.00	0.00	0.00
1-2120-530-00-2	Furniture & Equip	0.00	0.00	0.00	0.00	0.00
1-2120-670-00-1	Travel & Mileage	0.00	0.00	0.00	0.00	0.00
1-2120-670-00-2	Travel & Expenses	0.00	0.00	0.00	0.00	0.00
1-2120-690-00-1	Other Misc Expense	0.00	0.00	0.00	0.00	0.00
1-2120-690-00-2	Other Misc Expenses	0.00	0.00	0.00	0.00	0.00
1-2130-140-00-1	Health Services	15,600.00	16,455.87	0.00	-855.87	-5.48
1-2130-210-00-1	Health Soc. Sec.	1,200.00	1,203.83	0.00	-3.83	-0.31
1-2130-220-00-1	Health Retirement	1,500.86	1,625.48	0.00	-124.62	-8.30
1-2130-410-00-1	Health Supplies	1,850.00	1,012.58	0.00	837.42	45.26
1-2190-120-00-2	Pupil Sup Sub Salary	6,000.00	1,620.85	0.00	4,379.15	72.98
1-2190-140-00-2	Other Pupil Supp Sal	16,000.00	8,729.50	0.00	7,270.50	45.44
1-2190-210-00-2	Soc Sec Dist Share	1,850.19	765.61	0.00	1,084.58	58.61
1-2190-220-00-2	Retirement-dist Shar	1,700.23	432.19	0.00	1,268.04	74.58
1-2190-336-00-2	Gas And Oil	25,000.00	11,351.25	0.00	13,648.75	54.59
1-2190-338-00-2	Bus Repair & Maint	5,200.00	4,702.54	0.00	497.46	9.56
1-2190-410-00-2	Supplies	700.00	0.00	0.00	700.00	100.00
1-2190-641-00-2	Vehicle Glass Repair	500.00	0.00	0.00	500.00	100.00
1-2190-670-00-2	Travel & Expenses	2,400.00	26.09	0.00	2,373.91	98.91
1-2190-690-00-2	Other Misc Expenses	5,000.00	4,151.02	0.00	848.98	16.97
1-2222-110-00-1	Media Elem Salary	35,000.00	34,788.46	0.00	211.54	0.60
1-2222-110-00-2	Media High Salary	0.00	0.00	0.00	0.00	0.00
1-2222-120-00-1	Media Subst. Salary	0.00	0.00	0.00	0.00	0.00
1-2222-120-00-2	Substitute Salaries	0.00	0.00	0.00	0.00	0.00
1-2222-140-00-2	Clerical Aide	18,000.00	17,416.48	0.00	583.52	3.24
1-2222-210-00-1	Social Security	2,800.00	2,632.25	0.00	167.75	5.99
1-2222-210-00-2	Soc Sec-dist Share	1,337.87	1,299.43	0.00	38.44	2.87
1-2222-220-00-1	Retirement	3,418.79	3,418.80	0.00	-0.01	-0.00
1-2222-220-00-2	Retirement-dist Shar	1,750.48	1,720.38	0.00	30.10	1.71
1-2222-230-00-1	Health Insurance	6,750.48	6,735.48	0.00	15.00	0.22
1-2222-230-00-2	Health Insurance	0.00	0.00	0.00	0.00	0.00
1-2222-410-00-1	Supplies	500.00	0.00	0.00	500.00	100.00

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1-2222-410-00-2	Supplies	1,000.00	569.28	0.00	430.72	43.07
1-2222-430-00-1	Library Books	2,000.00	1,007.84	0.00	992.16	49.60
1-2222-430-00-2	Library Mat-books	4,500.00	5,045.96	0.00	-545.96	-12.13
1-2222-440-00-1	Periodicals	2,500.00	166.21	0.00	2,333.79	93.35
1-2222-440-00-2	Periodicals	1,400.00	1,100.71	0.00	299.29	21.37
1-2222-450-00-1	Av Materials	0.00	0.00	0.00	0.00	0.00
1-2222-450-00-2	Audio-visual	0.00	0.00	0.00	0.00	0.00
1-2222-460-00-1	Computer Software	3,200.00	6,953.16	0.00	-3,753.16	-117.28
1-2222-530-00-1	Furniture And Equip	0.00	0.00	0.00	0.00	0.00
1-2222-530-00-2	Furniture & Equip	1,000.00	0.00	0.00	1,000.00	100.00
1-2222-690-00-1	Other Misc Expenses	0.00	0.00	0.00	0.00	0.00
1-2222-690-00-2	Other Misc Expenses	0.00	0.00	0.00	0.00	0.00
1-2310-240-00-0	ALICAP	101,021.00	101,021.00	0.00	0.00	0.00
1-2310-317-00-0	Legal Services	12,000.00	6,624.68	0.00	5,375.32	44.79
1-2310-319-00-0	Audit	13,000.00	11,235.50	0.00	1,764.50	13.57
1-2310-350-00-0	Advertising And Prin	5,000.00	3,956.63	0.00	1,043.37	20.86
1-2310-410-00-0	Supplies	500.00	44.52	0.00	455.48	91.09
1-2310-630-00-0	Dues And Fees	9,000.00	8,756.00	0.00	244.00	2.71
1-2310-670-00-0	Travel And Mileage	2,000.00	1,036.65	0.00	963.35	48.16
1-2310-690-00-0	Other Misc Expenses	800.00	25.00	0.00	775.00	96.87
1-2320-105-00-0	Gen Adm Salary	121,025.00	121,854.16	0.00	-829.16	-0.68
1-2320-110-00-0	Gen Adm Salary	0.00	0.00	0.00	0.00	0.00
1-2320-140-00-0	Clerical Salary	35,360.00	37,331.38	0.00	-1,971.38	-5.57
1-2320-210-00-0	Soc Sec-dist Share	12,050.00	11,918.46	0.00	131.54	1.09
1-2320-220-00-0	Retirement-dist Shar	15,550.00	15,529.38	0.00	20.62	0.13
1-2320-230-00-0	Health Insurance	25,750.24	25,728.24	0.00	22.00	0.08
1-2320-290-00-0	Other Emp Benefits	0.00	0.00	0.00	0.00	0.00
1-2320-290-00-2	Other Emp Benefits	0.00	0.00	0.00	0.00	0.00
1-2320-410-00-0	Supplies	500.00	150.22	0.00	349.78	69.95
1-2320-530-00-0	Furniture & Equip	500.00	0.00	0.00	500.00	100.00
1-2320-630-00-0	Dues & Fees	2,700.00	3,247.00	0.00	-547.00	-20.25
1-2320-670-00-0	Travel & Expenses	2,500.00	3,085.83	0.00	-585.83	-23.43
1-2320-690-00-0	Other Misc Expenses	500.00	287.50	0.00	212.50	42.50
1-2410-110-00-1	Elem Princ Salary	75,000.00	69,991.67	0.00	5,008.33	6.67
1-2410-110-00-2	Principal Salary	97,000.00	96,570.01	0.00	429.99	0.44
1-2410-140-00-1	Clerical Salary	27,000.00	25,144.86	0.00	1,855.14	6.87
1-2410-140-00-2	Clerical Salary	0.00	0.00	0.00	0.00	0.00
1-2410-210-00-1	Social Security	8,000.00	7,186.16	0.00	813.84	10.17
1-2410-210-00-2	Soc Sec-dist Share	7,368.48	7,268.78	0.00	99.70	1.35
1-2410-220-00-1	Retirement Dist Shar	10,000.00	9,256.43	0.00	743.57	7.43
1-2410-220-00-2	Retirement-dist Shar	9,574.30	9,534.13	0.00	40.17	0.41
1-2410-230-00-1	Health Insurance	25,728.24	25,728.24	0.00	0.00	0.00
1-2410-230-00-2	Health Insurance	18,992.76	18,992.76	0.00	0.00	0.00

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1-2410-410-00-1	Supplies	0.00	0.00	0.00	0.00	0.00
1-2410-410-00-2	Supplies	0.00	0.00	0.00	0.00	0.00
1-2410-530-00-1	Furn And Equip	0.00	0.00	0.00	0.00	0.00
1-2410-530-00-2	Furniture & Equip	0.00	0.00	0.00	0.00	0.00
1-2410-630-00-1	Dues And Fees	2,000.00	2,062.00	0.00	-62.00	-3.10
1-2410-630-00-2	Dues & Fees	1,600.00	1,139.00	0.00	461.00	28.81
1-2410-670-00-1	Travel And Mileage	1,500.00	797.37	0.00	702.63	46.84
1-2410-670-00-2	Travel & Expense	1,500.00	592.27	0.00	907.73	60.51
1-2410-690-00-1	Other Expense	0.00	0.00	0.00	0.00	0.00
1-2410-690-00-2	Other Misc Expense	0.00	0.00	0.00	0.00	0.00
1-2510-140-00-0	Gen Business Support	38,740.00	39,062.50	0.00	-322.50	-0.83
1-2510-210-00-0	Soc Sec-dist Share	3,050.00	2,988.31	0.00	61.69	2.02
1-2510-220-00-0	Retirement-dist Shar	3,856.66	3,848.91	0.00	7.75	0.20
1-2510-230-00-0	Health Insurance	0.00	0.00	0.00	0.00	0.00
1-2510-327-00-0	Lease/rent Photocopy	18,000.00	24,869.98	0.00	-6,869.98	-38.16
1-2510-341-00-0	Postage	7,000.00	8,690.88	0.00	-1,690.88	-24.15
1-2510-342-00-0	Telephone	10,000.00	11,772.38	0.00	-1,772.38	-17.72
1-2510-343-00-0	Internet	0.00	0.00	0.00	0.00	0.00
1-2510-410-00-0	Supplies	18,000.00	11,700.01	0.00	6,299.99	34.99
1-2510-530-00-0	Furniture & Equip	0.00	0.00	0.00	0.00	0.00
1-2510-690-00-0	Other	5,000.00	5,156.01	0.00	-156.01	-3.12
1-2520-550-00-0	Vehicle Acquisition	35,000.00	10,250.00	0.00	24,750.00	70.71
1-2610-140-00-1	Elem Custod Salary	70,500.00	82,938.06	0.00	-12,438.06	-17.64
1-2610-140-00-2	Maint & Hi Cust Sals	130,000.00	119,255.73	0.00	10,744.27	8.26
1-2610-210-00-1	Social Security	5,700.00	6,289.19	0.00	-589.19	-10.33
1-2610-210-00-2	Soc Sec-dist Share	10,000.96	8,919.73	0.00	1,081.23	10.81
1-2610-220-00-1	Retirement	7,200.00	8,163.57	0.00	-963.57	-13.38
1-2610-220-00-2	Retirement Dist Shar	12,700.00	10,686.74	0.00	2,013.26	15.85
1-2610-230-00-1	Health Insurance	10,103.22	16,838.71	0.00	-6,735.49	-66.66
1-2610-230-00-2	Maint & Hs Cust Health Ins	17,000.00	10,103.21	0.00	6,896.79	40.56
1-2610-321-00-1	Fuel	16,900.00	15,884.08	0.00	1,015.92	6.01
1-2610-321-00-2	Fuel	48,000.00	36,185.37	0.00	11,814.63	24.61
1-2610-322-00-1	Electricity	30,000.00	29,008.38	0.00	991.62	3.30
1-2610-322-00-2	Electricity	65,000.00	95,053.26	0.00	-30,053.26	-46.23
1-2610-323-00-1	Madrid Utilities	15,000.00	17,523.79	0.00	-2,523.79	-16.82
1-2610-323-00-2	Water & Sewer	0.00	0.00	0.00	0.00	0.00
1-2610-410-00-1	Supplies	19,000.00	14,586.19	0.00	4,413.81	23.23
1-2610-410-00-2	Supplies	31,000.00	27,951.19	0.00	3,048.81	9.83
1-2610-690-00-0	Other Misc Expenses	250.00	0.00	0.00	250.00	100.00
1-2620-140-00-0	Plnt Maint Salaries	44,805.00	44,805.00	0.00	0.00	0.00
1-2620-210-00-0	Soc Sec-dist Share	3,427.58	3,236.40	0.00	191.18	5.57
1-2620-220-00-0	Retirement-dist Shar	4,425.75	4,425.72	0.00	0.03	0.00
1-2620-318-00-0	Contracted Services	70,000.00	82,091.52	0.00	-12,091.52	-17.27

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1-2620-510-00-0	Improvement to Site/Grounds	9,500.00	6,623.45	0.00	2,876.55	30.27
1-2620-530-00-1	Capital Purchases &	4,000.00	0.00	0.00	4,000.00	100.00
1-2620-530-00-2	Capital Purchases &	4,000.00	2,890.00	0.00	1,110.00	27.75
1-2620-690-10-0	Imp-to Site/fields	6,500.00	3,017.18	0.00	3,482.82	53.58
1-2620-690-15-0	Upkeep-grnds & Bldgs	10,000.00	7,836.83	0.00	2,163.17	21.63
1-2620-690-20-0	Replcemt-plnt Equip	7,500.00	6,923.28	0.00	576.72	7.68
1-2620-690-25-0	School Imp & Emerg	0.00	0.00	0.00	0.00	0.00
1-2620-690-30-0	Miscellaneous	7,800.00	5,901.07	0.00	1,898.93	24.34
1-2750-140-00-0	Reg Bus Dr Salary	90,833.40	86,399.65	0.00	4,433.75	4.88
1-2750-210-00-0	Social Security	6,948.76	6,449.63	0.00	499.13	7.18
1-2750-220-00-0	Retirement	8,972.34	8,126.61	0.00	845.73	9.42
1-2750-336-00-0	Gas And Oil	60,000.00	27,762.42	0.00	32,237.58	53.72
1-2750-337-00-0	Tires And Parts	6,500.00	1,462.80	0.00	5,037.20	77.49
1-2750-338-00-0	Bus Repairs & Maint	38,000.00	31,554.27	0.00	6,445.73	16.96
1-2750-540-00-0	Bus Acquisition	0.00	0.00	0.00	0.00	0.00
1-2750-641-00-0	Vehicle Glass Repair	1,000.00	732.00	0.00	268.00	26.80
1-2750-690-00-1	Miscellenous	4,000.00	905.00	0.00	3,095.00	77.37
1-2760-140-00-2	SPED Transp Salary	4,500.00	4,090.79	0.00	409.21	9.09
1-2760-210-00-2	SPED Transp Soc Sec	460.00	299.15	0.00	160.85	34.96
1-2760-220-00-2	SPED Transp Retirement	565.00	404.08	0.00	160.92	28.48
1-2760-332-00-0	SPED Transp Mileage To	6,000.00	4,900.00	0.00	1,100.00	18.33
1-2900-100-00-1	Early Retirement Salary	0.00	0.00	0.00	0.00	0.00
1-2900-210-00-1	Early Retirement Soc Sec	0.00	0.00	0.00	0.00	0.00
1-3500-690-00-1	Ed.innov.grant Elem	0.00	0.00	0.00	0.00	0.00
1-4200-110-00-0	Title I Salary	46,060.00	44,891.31	0.00	1,168.69	2.53
1-4200-140-00-0	Title I Para	14,880.80	10,625.05	0.00	4,255.75	28.59
1-4200-210-00-0	Title I Social Security	4,661.97	4,044.31	0.00	617.66	13.24
1-4200-220-00-0	Title I Retirement	6,019.61	5,625.23	0.00	394.38	6.55
1-4200-230-00-0	Title I Insurance	18,992.76	18,992.76	0.00	0.00	0.00
1-4200-410-00-0	Title I Supplies	600.00	377.43	0.00	222.57	37.09
1-4320-230-00-0	NCLB Insurance	0.00	0.00	0.00	0.00	0.00
1-4330-690-00-0	REAP	17,000.00	0.00	0.00	17,000.00	100.00
1-4400-110-00	IDEA Part B	0.00	0.00	0.00	0.00	0.00
1-4403-300-00-0	IDEA-BASE School Age	18,000.00	9,149.00	0.00	8,851.00	49.17
1-4404-110-00-0	IDEA Salary	0.00	0.00	0.00	0.00	0.00
1-4404-210-00-0	IDEA Social Security	0.00	0.00	0.00	0.00	0.00
1-4404-220-00-0	IDEA Retirement	0.00	0.00	0.00	0.00	0.00
1-4404-230-00	IDEA Benefits/Health Ins	0.00	0.00	0.00	0.00	0.00
1-4404-300-00	IDEA Basic/Contract Services	35,866.00	26,737.41	0.00	9,128.59	25.45
1-4406-300-00	IDEA Preschool	4,373.00	4,373.00	0.00	0.00	0.00
1-4410-300-00-0	IDEA Enrollment Proverty	50,793.00	50,792.98	0.00	0.02	0.00
1-4411-000-00-0	IDEA Part B	0.00	0.00	0.00	0.00	0.00
1-4412-110-00-0	IDEA Nonpublic Salary	0.00	0.00	0.00	0.00	0.00

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4412-210-00-0	IDEA Nonpublic Soc Sec	0.00	0.00	0.00	0.00	0.00
1-4412-220-00-0	IDEA Nonpublic Retirement	0.00	0.00	0.00	0.00	0.00
1-4412-300-00-0	IDEA Nonpublic Contract	0.00	0.00	0.00	0.00	0.00
1-4455-690-00-0	Medicaid Administrative	23,000.00	0.00	0.00	23,000.00	100.00
1-4590-110-00	ARRA Instruction Program	0.00	0.00	0.00	0.00	0.00
1-4590-210-00	ARRA Instruction Program	0.00	0.00	0.00	0.00	0.00
1-4590-220-00	ARRA Retirement	0.00	0.00	0.00	0.00	0.00
1-4590-230-00	ARRA Health Ins	0.00	0.00	0.00	0.00	0.00
1-4610-000-00	Stimulus IDEA Part B	0.00	0.00	0.00	0.00	0.00
1-4610-110-00	Stimulus IDEA Salary	0.00	0.00	0.00	0.00	0.00
1-4610-210-00	Stimulus IDEA Social Security	0.00	0.00	0.00	0.00	0.00
1-4610-220-00	Stimulus IDEA Retirement	0.00	0.00	0.00	0.00	0.00
1-4610-510	Site Improvements	0.00	0.00	0.00	0.00	0.00
1-4610-530-00	Stimulus Capital Outlay	0.00	0.00	0.00	0.00	0.00
1-4630-000-00	IDEA Early Childhood	0.00	0.00	0.00	0.00	0.00
1-4810-000-00	Stimulus Title I purchase	0.00	0.00	0.00	0.00	0.00
1-4810-140-00-0	Stimulus Title I Salary	0.00	0.00	0.00	0.00	0.00
1-4810-210-00-0	Stimulus Title I Social Security	0.00	0.00	0.00	0.00	0.00
1-4810-220-00-0	Stimulus Title I Retirement	0.00	0.00	0.00	0.00	0.00
1-4810-410-00-0	Stimulus-supplies	0.00	0.00	0.00	0.00	0.00
1-4990-690-00-0	REAP FUNDS	18,000.00	16,567.97	0.00	1,432.03	7.95
1-8000-750-00-0	Trans-lunch Gen Supp	45,000.00	50,000.00	0.00	-5,000.00	-11.11
1-8000-752-00-0	Act-gen Fund Support	45,000.00	45,000.00	0.00	0.00	0.00
1-8000-759-00-0	Transfer Othr Funds	0.00	0.00	0.00	0.00	0.00
1-9000-759-00-0	Blue Cross Ins Received	0.00	0.00	0.00	0.00	0.00
1-9999-999-99-8	Tax Evaluation	9,414.78	9,414.06	0.00	0.72	0.00
1-9999-999-99-9	Budget Adjust-Protect Budget	1,370,828.24	0.00	0.00	1,370,828.24	100.00
<b>1 Current Year Account Totals:</b>		<b>7,822,638.74</b>	<b>6,168,506.59</b>	<b>0.00</b>	<b>1,654,132.15</b>	<b>21.14</b>
<b>1 FUND Totals:</b>		<b>7,822,638.74</b>	<b>6,168,506.59</b>	<b>0.00</b>	<b>1,654,132.15</b>	<b>21.14</b>

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>2</b>	<b>CAFETERIA FUND</b>					
2-5000-110-00-0	Payroll	0.00	0.00	0.00	0.00	0.00
2-5000-120-00-0	Part Time Salary	8,000.00	3,001.50	0.00	4,998.50	62.48
2-5000-140-00-0	Payroll	79,026.92	82,685.83	0.00	-3,658.91	-4.63
2-5000-210-00-0	Social Security	6,657.56	6,222.18	0.00	435.38	6.53
2-5000-220-00-0	Retirement	7,806.12	8,148.03	0.00	-341.91	-4.38
2-5000-230-00-0	Health Insurance	6,735.48	6,735.48	0.00	0.00	0.00
2-5000-410-00-0	Food Expense	150,000.00	118,152.51	0.00	31,847.49	21.23
2-5000-690-00-0	Other Expense	7,000.00	5,952.16	0.00	1,047.84	14.96
<b>2 Current Year Account Totals:</b>		<b>265,226.08</b>	<b>230,897.69</b>	<b>0.00</b>	<b>34,328.39</b>	<b>12.94</b>
<b>2 FUND Totals:</b>		<b>265,226.08</b>	<b>230,897.69</b>	<b>0.00</b>	<b>34,328.39</b>	<b>12.94</b>

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
<b>FUND: 1</b>					
	1-1100-110-00-1	Elem Teacher Salary	90,260.81		
	1-1100-110-00-2	Sec Teachers Salary	67,961.39		
	1-1100-210-00-1	Elem Soc Sec-dist			6,749.83
	1-1100-210-00-2	Sec Soc Sec-dist			5,093.60
	1-1100-220-00-1	Elem Reg Retirement			9,006.64
	1-1100-220-00-2	Sec Reg Retirement			6,713.08
	1-1100-230-00-1	Elem Health Insure			24,459.50
	1-1100-230-00-2	Sec.health Insure			15,481.11
	1-1100-318-00-1	Elem ESU Contracted Services	920.00		
	1-1125-110-00-1	Flex-Spending Instructional Salary	390.00		
	1-1125-210-00-1	Flex-Spending Social Security			29.64
	1-1125-220-00-1	Flex-Spending Retirement			38.52
	1-1150-110-00-1	LEP Salary	2,303.00		
	1-1150-210-00-1	LEP Social Security			172.79
	1-1150-220-00-1	LEP Retirement			227.49
	1-1160-110-00-1	Poverty Instructional Salary	14,548.90		
	1-1160-210-00-1	Poverty Instructional Social Securi			1,069.97
	1-1160-220-00-1	Poverty Instructional Retirement			1,437.12
	1-1190-110-00-1	Preschool Salary	4,590.65		
	1-1190-210-00-1	Preschool Social Security			351.18
	1-1190-220-00-1	Preschool Retirement			453.46
	1-1190-230-00-1	Preschool Health Insurance			1,582.73
	1-1200-110-00-1	Spec Ed Teach Salary	12,364.90		
	1-1200-210-00-1	Social Security			938.75
	1-1200-220-00-1	Retirement			1,221.38
	1-1200-230-00-1	Health Insurance			3,726.75
	1-1219-110-00-2	Spec. Ed. Salary	2,872.17		
	1-1219-210-00-2	Soc Sec-dist Share			217.62
	1-1219-220-00-2	Ret . Sped.			283.71
	1-1219-230-00-2	Health Insur Sped.			561.29
	1-1450-110-00-2	Voc Ag Salary	4,715.10		
	1-1450-210-00-2	Soc Sec-dist Share			354.45
	1-1450-220-00-2	Retirement-dist Shar			465.75
	1-1450-230-00-2	Health Insurance			1,582.73
	1-1460-110-00-2	Family Consumer Ed	2,678.60		
	1-1460-210-00-2	Soc Sec- Dist Share			204.91
	1-1460-220-00-2	Retirement-dist Shar			264.59
	1-1460-230-00-2	Health Insurance			561.29
	1-1470-110-00-2	D-L Spanish Salary	5,088.76		
	1-1470-210-00-2	Social Security			384.76
	1-1470-220-00-2	Retirement			502.66
	1-1470-230-00-2	Health Ins employer paid DL			561.29
	1-2120-230-00-1	Health Insurance			1,582.73
	1-2120-230-00-2	Health Insurance			1,178.70
	1-2222-110-00-1	Media Elem Salary	2,884.23		
	1-2222-140-00-2	Clerical Aide	29.48		
	1-2222-210-00-1	Social Security			218.22
	1-2222-210-00-2	Soc Sec-dist Share			2.26
	1-2222-220-00-1	Retirement			284.90
	1-2222-220-00-2	Retirement-dist Shar			2.91
	1-2222-230-00-1	Health Insurance			561.29
	1-2320-105-00-0	Gen Adm Salary	10,500.00		

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	1-2320-140-00-0	Clerical Salary	2,946.66		
	1-2320-210-00-0	Soc Sec-dist Share			1,007.07
	1-2320-220-00-0	Retirement-dist Shar			1,328.24
	1-2320-230-00-0	Health Insurance			2,144.02
	1-2410-110-00-1	Elem Princ Salary	2,616.67		
	1-2410-110-00-2	Principal Salary	8,227.33		
	1-2410-140-00-1	Clerical Salary	2,208.33		
	1-2410-210-00-1	Social Security			363.04
	1-2410-210-00-2	Soc Sec-dist Share			619.46
	1-2410-220-00-1	Retirement Dist Shar			476.60
	1-2410-220-00-2	Retirement-dist Shar			812.68
	1-2410-230-00-1	Health Insurance			2,144.02
	1-2410-230-00-2	Health Insurance			1,582.73
	1-2510-140-00-0	Gen Business Support	3,228.33		
	1-2510-210-00-0	Soc Sec-dist Share			246.97
	1-2510-220-00-0	Retirement-dist Shar			318.89
	1-2610-140-00-1	Elem Custod Salary	5,250.33		
	1-2610-140-00-2	Maint & Hi Cust Sals	13,422.32		
	1-2610-210-00-1	Social Security			401.65
	1-2610-210-00-2	Soc Sec-dist Share			1,005.90
	1-2610-220-00-1	Retirement			518.61
	1-2610-220-00-2	Retirement Dist Shar			905.50
	1-2610-230-00-1	Health Insurance			1,403.22
	1-2610-230-00-2	Maint & Hs Cust Health Ins			841.94
	1-2620-140-00-0	Plnt Maint Salaries	3,733.75		
	1-2620-210-00-0	Soc Sec-dist Share			269.70
	1-2620-220-00-0	Retirement-dist Shar			368.81
	1-4200-110-00-0	Title I Salary	3,838.33		
	1-4200-210-00-0	Title I Social Security			291.73
	1-4200-220-00-0	Title I Retirement			379.15
	1-4200-230-00-0	Title I Insurance			1,582.73
	1-931	Payable Account		-88,820.37	
<b>FUND 1 Totals:</b>			267,580.04	-88,820.37	107,542.26
<b>FUND: 2</b>					
	2-5000-140-00-0	Payroll	2,851.59		
	2-5000-210-00-0	Social Security			208.59
	2-5000-220-00-0	Retirement			281.68
	2-5000-230-00-0	Health Insurance			561.29
	2-931	Payable Account		-752.21	
<b>FUND 2 Totals:</b>			2,851.59	-752.21	1,051.56
<b>Report Totals:</b>			270,431.63	-89,572.58	108,593.82

ALL Data  
Fiscal Year 2016

# Preliminary Check Register

Arranged by:  
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
<b>Checks Available to Print</b>						
<b>1 - GENERAL</b>						
08152016		08/11/2016	FRENCHMAN	Frenchman Valley Co-op fuel		183.70
					Check Total	183.70
					Vendor Total	183.70
1524		08/11/2016	2020TECH	2020 Technologies management services		902.58
					Check Total	902.58
					Vendor Total	902.58
08152016		08/11/2016	ADAMLUMB	Adams Lumber wood, posts, buffer		785.69
					Check Total	785.69
					Vendor Total	785.69
2AFLAC12.271		08/11/2016	AFLAC12	American Family Life August 2016 Payroll		2,450.57
2AMFA.271		08/11/2016		August 2016 Payroll		282.32
					Check Total	2,732.89
					Vendor Total	2,732.89
08152016		08/11/2016	ALLENCAR	Allen's Carpet & Furniture tile		2,162.17
					Check Total	2,162.17
					Vendor Total	2,162.17
08152016		08/11/2016	AMAZON	Amazon classroom supplies, tile		192.90
					Check Total	192.90
					Vendor Total	192.90
2AMERITAS.271		08/11/2016	AMERITAS	Ameritas Life Insurance Corp August 2016 Payroll		497.60
					Check Total	497.60
					Vendor Total	497.60
08152016		08/11/2016	APPLE	Apple Computer, Inc computers		161,740.80
					Check Total	161,740.80
					Vendor Total	161,740.80
08152016		08/11/2016	AT&T	At&t Service telephone		107.69
					Check Total	107.69
					Vendor Total	107.69

ALL Data  
Fiscal Year 2016

# Preliminary Check Register

Arranged by:  
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Manual Check Number	Amount
15623		08/11/2016	BAMFORD	Bamford Sprinkler inspection		300.00
					Check Total	300.00
					Vendor Total	300.00
241995		08/11/2016	BIOCORP	Bio Corporation classroom supplies		50.38
					Check Total	50.38
					Vendor Total	50.38
08152016		08/11/2016	BISHDEANE	Deanne Bishop reimb ISKE expenses		240.65
					Check Total	240.65
					Vendor Total	240.65
3DENTAL.271		08/11/2016	BLUECR01	Blue Cross/Blue Shield August 2016 Payroll		2,724.57
3HEAL.271		08/11/2016		August 2016 Payroll		58,813.50
					Check Total	61,538.07
					Vendor Total	61,538.07
97986760		08/11/2016	BSNSPORTS	BSN Sports PE supplies		174.01
					Check Total	174.01
					Vendor Total	174.01
8/16 ES		08/11/2016	CITYOFGR	City Of Grant ES electricity		2,363.21
8/16 HS		08/11/2016		HS electricity		8,931.55
					Check Total	11,294.76
					Vendor Total	11,294.76
8047		08/11/2016	COUNINNS	Country Inns & Suites motel		89.00
					Check Total	89.00
					Vendor Total	89.00
08152016		08/11/2016	EAKES	Eakes Office Solutions classroom supplies		10.07
					Check Total	10.07
					Vendor Total	10.07
2FICA.271		08/11/2016	EFTPS	EFTPS Payroll Deposit August 2016 Payroll		16,203.86
2FICM.271		08/11/2016		August 2016 Payroll		3,789.64
2USIT.271		08/11/2016		August 2016 Payroll		23,950.02
3FICA.271		08/11/2016		August 2016 Payroll		16,203.86
3FICM.271		08/11/2016		August 2016 Payroll		3,789.64

ALL Data  
Fiscal Year 2016

# Preliminary Check Register

Arranged by:  
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Check Total	63,937.02
					Vendor Total	63,937.02
Pyramid		08/11/2016	ESU16	ESU #16 workshops		150.00
					Check Total	150.00
					Vendor Total	150.00
240		08/15/2016	ESUCOOR	ESU Coordinating Council Wrld Book		218.30
					Check Total	218.30
					Vendor Total	218.30
08152016		08/11/2016	FLEET SER	Fleet Services fuel		55.58
					Check Total	55.58
					Vendor Total	55.58
9869		08/11/2016	FRIESEN	Friesen Welding & Repair supplies		4.76
					Check Total	4.76
					Vendor Total	4.76
9167083		08/11/2016	GOPHER	Gopher PE supplies		349.83
					Check Total	349.83
					Vendor Total	349.83
08152016		08/11/2016	GORGEN	Julie Gorgen reimb ins deduct		375.00
					Check Total	375.00
					Vendor Total	375.00
08152016		08/11/2016	GRANTRIB	Grant Tribune Sentinel legal proceedings		239.46
					Check Total	239.46
					Vendor Total	239.46
XT00118656		08/11/2016	HARRIS	Harris School Solutions checks printing		314.87
					Check Total	314.87
					Vendor Total	314.87
2410 8/16		08/11/2016	HATCSUPE	Hatch's Super Foods trash bags		10.49
					Check Total	10.49
					Vendor Total	10.49

ALL Data  
Fiscal Year 2016

# Preliminary Check Register

Arranged by:  
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
08152016		08/11/2016	HOMETOWNL	08/11/2016	Hometown Leasing copier rental		738.00
						Check Total	738.00
						Vendor Total	738.00
			IDEALLIN		Ideal Linen Supply		
532758		08/11/2016		08/11/2016	mops		82.29
533020		08/11/2016		08/11/2016	cleaner		47.30
535322		08/11/2016		08/11/2016	shirts		14.70
538095		08/11/2016		08/11/2016	mops		83.40
540916		08/11/2016		08/11/2016	shirts		14.70
						Check Total	242.39
						Vendor Total	242.39
			IN & OUT		In & Out		
08152016		08/11/2016		08/11/2016	fuel, pizza		389.91
						Check Total	389.91
						Vendor Total	389.91
			KRAULOU		Lou Kraus Music		
133157		08/11/2016		08/11/2016	band supplies		299.98
133505		08/11/2016		08/11/2016	band supplies		6.79
						Check Total	306.77
						Vendor Total	306.77
			KSBSCHOOL		KSB School Law		
1935		08/11/2016		08/11/2016	legal services		612.50
						Check Total	612.50
						Vendor Total	612.50
			LAWSPRO		Lawson Products Inc		
9304267212		08/11/2016		08/11/2016	maintenance supplies		314.45
						Check Total	314.45
						Vendor Total	314.45
			MAR'S		Mar's Service Center Inc		
08152016		08/11/2016		08/11/2016	service vehicles		156.67
						Check Total	156.67
						Vendor Total	156.67
			MARQRENE		Renee Marquardt		
08152016		08/11/2016		08/11/2016	reimb for parking during conf		32.00
						Check Total	32.00
						Vendor Total	32.00
			MGTRUST		MG Trust Company		
2MG403B.271		08/11/2016		08/11/2016	August 2016 Payroll		500.00
2MG403ROTH.2		08/11/2016		08/11/2016	August 2016 Payroll		3,000.00

# Preliminary Check Register

Check Invoice	Date DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Manual Check Number	Amount
71							
				Check Total			3,500.00
				Vendor Total			3,500.00
			MICROTEL	Microtel Inn & Suites			
08152016		08/11/2016		08/11/2016 motel			444.37
				Check Total			444.37
				Vendor Total			444.37
			NAPAAUTO	Imperial NAPA			
08152016		08/11/2016		08/11/2016 belt			33.31
				Check Total			33.31
				Vendor Total			33.31
			NASCO	Nasco			
12359		08/11/2016		08/11/2016 classroom supplies			78.50
				Check Total			78.50
				Vendor Total			78.50
			NCSA	NCSA			
46103		08/11/2016		08/11/2016 Admin Days			760.00
Long dues		08/11/2016		08/11/2016 Long dues			335.00
Picquet Labor Relations		08/11/2016		08/11/2016 Labor Relations Conf			215.00
				Check Total			1,310.00
				Vendor Total			1,310.00
			NEBRDEPT	Nebraska Depart. Of Revenue			
2NEIT.271		08/11/2016		08/11/2016 August 2016 Payroll			8,671.59
				Check Total			8,671.59
				Vendor Total			8,671.59
			NEBRRETI	Nebraska Retirement System			
2NTRT.271		08/11/2016		08/11/2016 August 2016 Payroll			25,753.16
3NTRT.271		08/11/2016		08/11/2016 August 2016 Payroll			26,010.69
				Check Total			51,763.85
				Vendor Total			51,763.85
			NEBRSAFE	Nebraska Safety & Fire Equip.			
08152016		08/11/2016		08/11/2016 maintenance, repairs			2,234.00
				Check Total			2,234.00
				Vendor Total			2,234.00
			NPPD	Nebraska Public Power District			
08152016		08/11/2016		08/11/2016 electricity			22.11
				Check Total			22.11
				Vendor Total			22.11

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
			OKEEFE	O'Keefe Elevator Company, Inc		
1346764		08/11/2016		elevator service call		888.64
4433918		08/11/2016		elevator maintenance agmt		301.31
					Check Total	1,189.95
					Vendor Total	1,189.95
			PCSTRANS	PCS Transaction Cash		
08152016		08/11/2016		registration, permit		210.98
					Check Total	210.98
					Vendor Total	210.98
			PINNVISA	Pinnacle Bank		
08152016		08/11/2016		meals, gas		183.15
					Check Total	183.15
					Vendor Total	183.15
			PITNEY	Pitney Bowes		
08152016		08/11/2016		postage machine rental		90.00
					Check Total	90.00
					Vendor Total	90.00
			PLUMGUYS	Plumbing Guys Co.		
7166		08/11/2016		repairs		3,389.26
					Check Total	3,389.26
					Vendor Total	3,389.26
			REESMECH	Reese Mechanical		
4082 & 4083		08/11/2016		repairs		200.00
					Check Total	200.00
					Vendor Total	200.00
			SCHOINC	Scholastic, Inc.		
M5821380		08/11/2016		magazines		1,583.78
					Check Total	1,583.78
					Vendor Total	1,583.78
			SCHOSP02	School Specialty Inc.		
208116561643		08/11/2016		classroom supplies		84.49
					Check Total	84.49
					Vendor Total	84.49
			SGAS1536	Source Gas		
201092084468		08/11/2016		gas		44.70
					Check Total	44.70
					Vendor Total	44.70
			SGAS2645	Source Gas		
201270484759		08/11/2016		gas		83.06

ALL Data  
Fiscal Year 2016

# Preliminary Check Register

Arranged by:  
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Manual Check Number	Amount
						Check Total	83.06
						Vendor Total	83.06
201270484760		08/11/2016	SGAS2682	Source Gas gas	08/11/2016		229.50
						Check Total	229.50
						Vendor Total	229.50
201270484692		08/11/2016	SGAS4816	SourceGas gas	08/11/2016		31.01
						Check Total	31.01
						Vendor Total	31.01
201270484693		08/11/2016	SGAS4912	Source Gas gas	08/11/2016		413.89
						Check Total	413.89
						Vendor Total	413.89
201270484694		08/11/2016	SGAS4967	Source Gas gas	08/11/2016		109.57
						Check Total	109.57
						Vendor Total	109.57
201092608140		08/11/2016	SGAS8245	Source Gas gas	08/11/2016		31.01
						Check Total	31.01
						Vendor Total	31.01
2988		08/11/2016	SLAMMCO	SlammCo Lawncare lawn treatment	08/11/2016		3,728.75
						Check Total	3,728.75
						Vendor Total	3,728.75
2LTD.271		08/11/2016	T & T MAR	Principal Life Group August 2016 Payroll	08/11/2016		441.97
						Check Total	441.97
						Vendor Total	441.97
P463167400021		08/11/2016	TEACDIRECT	Teacher Direct classroom supplies	08/11/2016		135.93
						Check Total	135.93
						Vendor Total	135.93
08152016		08/11/2016	VIAERO	Viaero telephone	08/11/2016		216.90
						Check Total	216.90
						Vendor Total	216.90

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
<b>WAGEWORKS</b>						
				WageWorks, Inc.		
2CAFE.271		08/11/2016		August 2016 Payroll		2,446.32
2DCARE.271		08/11/2016		August 2016 Payroll		833.32
						Check Total 3,279.64
						Vendor Total 3,279.64
<b>WFBUSMC</b>						
				Payment Remittance Center		
08152016		08/11/2016		classroom supplies, hardware		2,887.41
						Check Total 2,887.41
						Vendor Total 2,887.41
<b>WWADMINFEE</b>						
				WageWorks		
125AI0474641		08/11/2016		admin fee		194.00
						Check Total 194.00
						Vendor Total 194.00
						<b>1 - GENERAL Totals: 398,267.64</b>
<b>2 - CAFETERIA FUND</b>						
<b>AFLAC12</b>						
				American Family Life		
2AFLAC12.271		08/11/2016		August 2016 Payroll		124.93
						Check Total 124.93
						Vendor Total 124.93
<b>BLUECR01</b>						
				Blue Cross/Blue Shield		
3DENTAL.271		08/11/2016		August 2016 Payroll		24.64
3HEAL.271		08/11/2016		August 2016 Payroll		536.65
						Check Total 561.29
						Vendor Total 561.29
<b>EFTPS</b>						
				EFTPS Payroll Deposit		
2FICA.271		08/11/2016		August 2016 Payroll		169.05
2FICM.271		08/11/2016		August 2016 Payroll		39.54
2USIT.271		08/11/2016		August 2016 Payroll		100.38
3FICA.271		08/11/2016		August 2016 Payroll		169.05
3FICM.271		08/11/2016		August 2016 Payroll		39.54
						Check Total 517.56
						Vendor Total 517.56
<b>NEBRDEPT</b>						
				Nebraska Depart. Of Revenue		
2NEIT.271		08/11/2016		August 2016 Payroll		39.42
						Check Total 39.42
						Vendor Total 39.42
<b>NEBRRETI</b>						
				Nebraska Retirement System		
2NTRT.271		08/11/2016		August 2016 Payroll		278.89
3NTRT.271		08/11/2016		August 2016 Payroll		281.68
						Check Total 560.57

ALL Data  
 Fiscal Year 2016

# Preliminary Check Register

Arranged by:  
 Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
						Vendor Total	560.57
16600		08/11/2016	NEDEPART	08/11/2016	Food Distribution Program freight		2,041.62
						Check Total	2,041.62
						Vendor Total	2,041.62
						<b>2 - CAFETERIA FUND Totals:</b>	<b>3,845.39</b>
						<b>Total of Checks Available to Print:</b>	<b>402,113.03</b>
						<b>Report Total:</b>	<b>402,113.03</b>

# Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
<b>Journal Number: 238      July 2016</b>			<b>Posted: 08/01/2016 12:41:25 PM</b>			
<b>000000</b>	<b>07/11/2016</b>	<b>purchase laptops</b>	<b>Patron</b>			
1	6080	Laptop		100.00	0.00	100.00
			<b>Receipt Totals:</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>000000</b>	<b>07/11/2016</b>	<b>reimbursements</b>	<b>NSAA</b>			
1	2015	Cross Country		99.45	0.00	99.45
2	2009	Wrestling-HS		474.90	0.00	474.90
3	2013	Track-High School		709.80	0.00	709.80
4	2001	FB-High School		7.52	0.00	7.52
			<b>Receipt Totals:</b>	<b>1291.67</b>	<b>0.00</b>	<b>1291.67</b>
<b>000000</b>	<b>07/11/2016</b>	<b>garage sale</b>	<b>Patrons</b>			
1	6025	Always for Kids		961.10	0.00	961.10
			<b>Receipt Totals:</b>	<b>961.10</b>	<b>0.00</b>	<b>961.10</b>
<b>000000</b>	<b>07/11/2016</b>	<b>garage sale</b>	<b>Patrons</b>			
1	1017	Class of 2016 Seniors		653.00	0.00	653.00
			<b>Receipt Totals:</b>	<b>653.00</b>	<b>0.00</b>	<b>653.00</b>
<b>000000</b>	<b>07/11/2016</b>	<b>proceeds-FB</b>	<b>BRAN patrons</b>			
1	4020	Organizational Concessions		90.11	0.00	90.11
			<b>Receipt Totals:</b>	<b>90.11</b>	<b>0.00</b>	<b>90.11</b>
<b>000000</b>	<b>07/19/2016</b>	<b>reimbursement</b>	<b>General Fund</b>			
1	4014	Athletic Director Contingency		45000.00	0.00	45000.00
			<b>Receipt Totals:</b>	<b>45000.00</b>	<b>0.00</b>	<b>45000.00</b>
<b>000000</b>	<b>07/31/2016</b>	<b>interest earned</b>	<b>Adams Bank</b>			
1	6090	Interest Earned		31.96	0.00	31.96
			<b>Receipt Totals:</b>	<b>31.96</b>	<b>0.00</b>	<b>31.96</b>
<b>000000</b>	<b>07/01/2016</b>	<b>fireworks</b>	<b>Patrons</b>			
1	3001	Cheerleaders-HS		1133.73	0.00	1133.73
			<b>Receipt Totals:</b>	<b>1133.73</b>	<b>0.00</b>	<b>1133.73</b>
<b>000000</b>	<b>07/05/2016</b>	<b>fireworks</b>	<b>Patrons</b>			
1	3001	Cheerleaders-HS		35.00	0.00	35.00
2	3001	Cheerleaders-HS		4642.93	0.00	4642.93
3	3001	Cheerleaders-HS		8172.38	0.00	8172.38
			<b>Receipt Totals:</b>	<b>12850.31</b>	<b>0.00</b>	<b>12850.31</b>
<b>Journal Totals:</b>				<b>62111.88</b>	<b>0.00</b>	<b>62111.88</b>

# Revenue Budget Report

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
<b>1</b>	<b>GENERAL</b>				
1-1110	Taxes	5,358,087.32	4,952,882.60	405,204.72	7.56
1-1115	Carline Tax	300.00	217.75	82.25	27.41
1-1120	Public Power District Sales Tax	60,000.00	64,837.61	-4,837.61	-8.06
1-1125	Motor Vehicle Fees	310,000.00	312,521.41	-2,521.41	-0.81
1-1210	Tuition Received D-L Spanish	70,000.00	79,680.00	-9,680.00	-13.82
1-1216	Dual Credit	0.00	3,744.00	-3,744.00	0.00
1-1310	Trans Other District	0.00	0.00	0.00	0.00
1-1320	Transportation Regular	0.00	0.00	0.00	0.00
1-1410	Interest	1,500.00	3,857.63	-2,357.63	-157.17
1-1610	License Fees	2,200.00	2,922.46	-722.46	-32.83
1-1990	Other Local Receipts	1,100.00	8,086.72	-6,986.72	-635.15
1-2110	County Fees/license	22,000.00	25.00	21,975.00	99.88
1-2130	Other County Receipt	0.00	0.00	0.00	0.00
1-2210	ESU Receipts	15,000.00	13,938.70	1,061.30	7.07
1-3110	State Aid	7,788.84	7,788.84	0.00	0.00
1-3120	Special Education	235,000.00	161,608.59	73,391.41	31.23
1-3125	Sped Transportation	0.00	0.00	0.00	0.00
1-3130	Homestead Exemption	20,000.00	17,972.10	2,027.90	10.13
1-3131	Property Tax Credit	190,000.00	446,746.82	-256,746.82	-135.12
1-3135	High Ability Learners	4,200.00	4,189.00	11.00	0.26
1-3150	School Lunch State	0.00	0.00	0.00	0.00
1-3165	Birth to Age 5 SPED	0.00	0.00	0.00	0.00
1-3180	Prorate Mtr Vehicle	8,200.00	9,963.30	-1,763.30	-21.50
1-3200	State Apportionment	79,000.00	104,845.92	-25,845.92	-32.71
1-3300	In-lieu tax NPPD 1957	0.00	577.80	-577.80	0.00
1-3400	Insurance Prem Tax	0.00	0.00	0.00	0.00
1-3500	State Lottery Grant	0.00	0.00	0.00	0.00
1-3512	Eec Quality Ed Grant	23,000.00	23,000.00	0.00	0.00
1-3540	Early Childhood Tuition	17,000.00	17,550.00	-550.00	-3.23
1-3550	Grant Money	0.00	5,651.90	-5,651.90	0.00
1-3990	Other State Approp.	0.00	0.00	0.00	0.00
1-4100	Title I 2003 Carryover	0.00	0.00	0.00	0.00
1-4200	Title I	53,000.00	39,042.48	13,957.52	26.33
1-4300	Title II Part A NCLB T & P Train	0.00	0.00	0.00	0.00
1-4310	Title IIA	0.00	0.00	0.00	0.00
1-4404	IDEA Base Allocation	40,320.00	35,886.00	4,434.00	10.99
1-4406	IDEA Preschool	4,373.00	4,373.00	0.00	0.00
1-4410	IDEA Enrollment-Poverty	74,275.00	0.00	74,275.00	100.00
1-4412	IDEA Nonpublic	0.00	0.00	0.00	0.00
1-4420	SPED Base Funding	0.00	0.00	0.00	0.00
1-4450	Medicaid Payments (MIPS)	3,000.00	1,715.76	1,284.24	42.80
1-4455	Medicaid Administrative Activities	8,000.00	9,696.75	-1,696.75	-21.20
1-4599	ARRA Stabilization Fund	0.00	0.00	0.00	0.00
1-4610	ARRA IDEA B	0.00	0.00	0.00	0.00
1-4630	IDEA Part B (Stim)	0.00	0.00	0.00	0.00

ALL Data

# Revenue Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 08/31/2016

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
1-4700	Vocational Ed/fed	0.00	0.00	0.00	0.00
1-4810	Title I (Stimulus)	0.00	0.00	0.00	0.00
1-4850	E-Rate Rebates	4,000.00	0.00	4,000.00	100.00
1-4960	Title IV Part A NCLB Safe & Drug	0.00	0.00	0.00	0.00
1-4985	Title II Part D NCLB Technology	0.00	0.00	0.00	0.00
1-4990	Other Federal Recpts	0.00	0.00	0.00	0.00
1-4992	REAP	17,000.00	16,701.00	299.00	1.75
1-5300	Insurance Adjustment	0.00	11,678.90	-11,678.90	0.00
1-5400	Sale Of Property	75,000.00	10,013.28	64,986.72	86.64
1-5500	Transfer/other Funds	0.00	413.57	-413.57	0.00
1-5690	Other Non Revenue	0.00	9,758.84	-9,758.84	0.00
1-9000	County Treasurer's Commission	-53,580.82	-50,311.82	-3,269.00	6.10
1-9008	Esu 16-payroll Dedct	0.00	0.00	0.00	0.00
1-9400	Employee Benefit	0.00	0.00	0.00	0.00
1-9560	Cafeteria Transfer	260,000.00	224,952.92	35,047.08	13.47
1-9999	Budget Adjust-Protect Budget Auth	912,875.40	0.00	912,875.40	100.00
1	<b>FUND Totals:</b>	<b>7,822,638.74</b>	<b>6,556,528.83</b>	<b>1,266,109.91</b>	<b>16.18</b>

# Revenue Journal

Fiscal Year: 2016

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
<b>Journal: 206</b>		<b>08/11/2016</b>	<b>Revenue Journal</b>				
<b>Entry</b>	<b>08/11/2016</b>			<b>July receipts</b>	<b>A</b>	<b>GENERAL</b>	<b>Commercial</b>
1	1-1110		Taxes			0.00	42,085.59
2	1-1125		Motor Vehicle Fees			0.00	24,697.41
3	1-3130		Homestead Exemption			0.00	3,594.42
4	1-3180		Prorate Mtr Vehicle			0.00	2,143.59
5	1-9000		County Treasurer's Commission			0.00	-456.80
6	1-2210		ESU Receipts			0.00	8,568.70
7	1-3550		Grant Money			0.00	2,000.00
8	1-5690		Other Non Revenue			0.00	48.48
9	1-1210		Tuition Received D-L Spanish			0.00	30,922.50
10	1-3540		Early Childhood Tuition			0.00	50.00
11	1-5400		Sale Of Property			0.00	90.00
12	1-9560		Cafeteria Transfer			0.00	18,960.53
13	1-4450		Medicaid Payments (MIPS)			0.00	87.08
14	1-1410		Interest			0.00	441.65
15	1-4200		Title I			0.00	4,419.25
<b>Totals for Entry 10350</b>						<b>0.00</b>	<b>137,652.40</b>
<b>Totals for Journal 206</b>						<b>0.00</b>	<b>137,652.40</b>

<b>Bank Account Totals</b>			
A	GENERAL FUND	Commercial State Bank	137,652.40

<b>Fund Summary</b>		<b>Receivable</b>	<b>Received</b>
1	GENERAL	0.00	137,652.40

## August Transaction Cash

(July Transactions)

PCS-Cash	Fence Permit	\$ 25.00	1-2620-690-10-0
NE State Reading Assn	Registration	\$ 80.00	1-1100-690-00-1
NE State Reading Assn	Registration	\$ 80.00	1-2410-630-00-1
Deaver Computer	Office Supplies	\$ 25.98	1-2510-410-00-0

TOTAL	\$ 210.98
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2015-2016 Perkins County Schools Treasurer's Report - August 2016 - (For the month of July 2016)						
INTEREST RATES			0.25% Commercial State	0.20% Pinnacle		
			<b>SPECIAL BUILDING</b>	<b>DEPRECIATION</b>	<b>EMPLOYEE BENEFIT</b>	
	<b>GENERAL FUND</b>	<b>LUNCH FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>ACTIVITY FUND</b>
Balance Forward	\$2,339,652.86	\$12,154.42	\$1,049,024.04	\$84,190.60	\$0.00	\$195,529.68
<b>EXPENDITURES</b>						
Payroll	\$183,392.58	\$7,192.70				
Bills	\$359,975.19	\$11,767.83	\$0.00			\$7,702.29
Total Bills	\$543,367.77	\$18,960.53	\$0.00	\$0.00	\$0.00	\$7,702.29
<b>RECEIPTS</b>						
LOCAL RECEIPTS	\$125,358.06	\$0.00	\$9,822.30	\$0.00		\$17,079.92
STATE RECEIPTS	\$7,788.01	\$0.00				
FEDERAL RECEIPTS	\$4,506.33					
Total	\$137,652.40	\$0.00	\$9,822.30	\$0.00	\$0.00	\$17,079.92
Void Checks						\$554.00
Returned Checks						
Transfers	\$7,000.00	\$50,000.00				\$45,000.00
CD Deposit into Checking						
Bank Charges						
Bank Error/Correction						
Lunch/Other Refunds						
Interest		\$3.46	\$209.38	\$13.38		\$31.96
Ending Balance	\$1,940,937.49	\$43,197.35	\$1,059,055.72	\$84,203.98	\$0.00	\$250,493.27
CD's/Investments	\$16.39			\$0.00	\$21,654.93	
<b>TOTAL FUND BALANCE</b>	<b>\$1,940,953.88</b>	<b>\$43,197.35</b>	<b>\$1,059,055.72</b>	<b>\$84,203.98</b>	<b>\$21,654.93</b>	<b>\$250,493.27</b>
<b>EXPENDITURES TO-DATE</b>	<b>\$4,549,880.22</b>	<b>\$205,992.39</b>	<b>\$1,455,489.42</b>	<b>\$67,778.00</b>	<b>\$0.00</b>	<b>\$194,669.59</b>
<b>Budget Total</b>	<b>\$7,822,638.74</b>	<b>\$247,457.00</b>	<b>\$2,595,553.00</b>	<b>\$151,793.00</b>	<b>\$21,365.00</b>	<b>\$500,888.00</b>
						TOTAL CD's:
	Please note, the Total Building Fund Expenditures To-Date includes the \$750,000 principal repayment, \$12,925 interest payment & \$9,968 related fees payment, that were added to the books through a journal entry.					\$21,671.32
	Keep in mind, the amount listed for Total Bills under General Fund is actually the Total Bills for the General and Lunch Fund because initially it is all paid out of the General Fund. The Lunch Fund then reimburses the General Fund each month. The \$18,960.53 indicated above is the amount that the Lunch Fund reimbursed the General Fund in July for its share of Payroll and Bills. Correspondingly, this is one of the deposits included in the General Fund under Local Receipts.					

**Perkins County Schools Teacher Handbook  
2016-17 School Year**

**FOREWORD**

**Intent of Handbook**

Welcome to Perkins County Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Perkins County Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Perkins County Schools and the Perkins County Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2016-17 and subsequent school years unless replaced by a later edition.

### Section 3 School Mission Statement

**The mission of Perkins County Schools is to develop capable, responsible, lifelong learners who demonstrate those skills necessary for academic and occupational success in a global society.**

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education; Is appropriate for the developmental level of the students; Addresses diverse learning needs; Instills a passion for learning and the importance of life-long learning; Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information; Develops expected work ethics, as well as group participation and leadership skills; Incorporates character education and multicultural education, including respect for diversity; Provides for application of technology in all learning areas; Provides access to advanced courses; and Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment which includes: a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity; learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

## **Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify patrons, students, and families via the district's Instant Notification System should a school closing be deemed necessary. Information will also be shared with local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

**Decision to Close Schools.** A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to patrons, students, and families via the district's Instant Notification System as well as the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

**After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

**Parental Decisions.** Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

**Emergency Conditions.** Perkins County Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of a emergency exit alert or tornado warning, you should implement the school's established safety procedures.

### **Contract Days**

Teachers are contracted for 184 days (hereinafter referred to as the “contract year”). Such contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

### **Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days may not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

The scheduling of make-up days is at the prerogative of administration. If teachers have any of their three initial personal days remaining for the that contract year, and with administrative approval, they may use any or all of those days in lieu of make-up days. Note, this provision does not apply to the fourth or fifth days of personal leave in the negotiated agreement. Administration may accept professional development workshop days in the month of June as substitute make-up days. Administration will determine what professional development workshops would qualify.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Employment**

A teacher is employed by Perkins County Schools when the teacher signs the Teacher’s Contract and the Board of Education approves such contract of employment. The teacher’s employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher’s employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher’s contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher’s Contract or a “Contract Renewal Agreement.”

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for

the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

### **Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

### **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

### **Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

### **Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate

hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

**Salary Payments.** Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

### **Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 60% of schedule placement on a per diem basis for such teacher's extended time.

### **Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

### **Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Perkins County Schools Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. Staff may use personal vehicle only if a school vehicle is unavailable and/or with administrative approval. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request must be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

All purchases must have administrative approval and a purchase order on file in the office. Failure to follow procedure may result in staff member being responsible for the purchase. District is not responsible for the tax on reimbursements.

### **Claims for Insurance Deductible Reimbursements**

Per the Perkins County School Employee Health Reimbursement Arrangement (HRA). Any Participant (who, for purposes of obtaining benefits under this Plan is called a "Claimant"), or his/her authorized representative, may file a claim for Benefits to which the Claimant believes that he or she is entitled. Such claim must be in writing on a Benefits claim form provided by the Plan Administrator, and delivered to the Plan Administrator, in person or by mail, postage prepaid. No Benefits will be paid unless a Claimant has first submitted a written claim for Benefits to the Plan Administrator. Upon receipt of a properly documented claim, the Plan Administrator will direct the Employer to pay the Claimant the Benefits provided under this Plan. A Participant may submit a claim for reimbursement for Eligible Expenses arising during the Coverage Period anytime during the period that begins when the expense is Incurred and ends 90 days after the earlier of the Participant's date of termination of employment or the close of the calendar year in which the expense was Incurred.

Following this plan, employees have until March 31<sup>st</sup> to submit claims for reimbursement from the prior year.

**Credit card use must be approved prior to purchase by administration.**

#### **403(b) Salary Reduction Agreements**

The District will cooperate with any staff member who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the employee's vendor of the 403(b) Plan elected by the teacher has entered into an Information Sharing Agreement no later than December 31, 2008. The District will use Almquist, Maltzahn, Galloway, and Luth as the third party administrator the 403(b) plans.

#### **Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

### **Article 3 – ABSENCES FROM WORK**

#### **Paid Leave - Sick and Personal Leaves**

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated. *Teachers should avoid using personal leave during the first or last week of school and during professional development days unless it is unavoidable. These days should be held in high regard for developing and implementing classroom procedures, professional growth, and completion of end of the year tasks and ceremonies.*

#### Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact their building Principal or **Teacher Attendance Secretary** before 6:45. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to **Teacher Attendance Secretary** as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to **Teacher Attendance Secretary** at least five school days prior to the leave, or such other advance notice as is practical under the circumstances.

#### Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

### **Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed =  $[1/184\text{th}]$  of total salary and fringe benefits.

### **Leaves of Absence**

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws. The Board's approval will depend partially on whether a suitable replacement can be hired.

### **Leave Not Covered in items A, B, C, or D in the Negotiated Agreement**

Any leave that is not covered in the provisions regarding sick, bereavement, professional activity, or personal leave will require prior approval of the superintendent of schools. The teacher's salary for such unpaid leave will be reduced by the amount generated by the ratio of the number of days of unpaid absence bears to 184 multiplied by the salary of the teacher on leave.

### **Jury Duty**

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is

directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

### **Military Leave**

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher’s regular annual leave. Employees requesting military leave under the Nebraska Statutes must notify the superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

### **Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix “C” to this handbook. Some specifics regarding FMLA leave at [Insert School Name]:

The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.

Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

## **Article 4 – DUTIES AND RESPONSIBILITIES**

**Teacher duty hours are M-TH 7:45-3:45 and FRIDAY 7:45-2:45**

### **Section 11 Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend seven hours and 30 minutes on site, including lunch break (30-minute lunch), except that duty-free lunch-time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 30 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Building administrators may call one building meeting per week within the schedule of an 8 hour workday. Building administrators will make every attempt to create a routine schedule for such meetings. Example: Meeting from 7:30AM-7:55AM, equals teachers dismissed at 3:30 PM; Meeting from 3:30PM-3:55PM, teachers arrive at 7:55AM.

### **Arrival to Duty Assignments**

Full-time teachers have a designated on-site work day as eight (8) hours. Teachers are to be in the building by no later than 15 minutes prior to the arrival of students and to remain on duty until at least 15 minutes after students have left. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other

certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

### **Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

### **Lesson Plans**

Teachers are expected to prepare lesson plans in accordance with the building administrators directive.

### **Daily Class Record Books**

Teachers are expected to keep grades and attendance current on the student information system (Power School). Teachers are to assess frequently enough and to record grades in timely manner so as to realistically justify the current term and final grade.

### **Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

#### Bulletin Boards

If utilizing bulletins boards, they need to be kept current.

#### Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

### Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

### Use of Para-professionals

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Teacher aides are to work only on their assigned workdays and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

### Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

### Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

### Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

### E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail through out the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

### Teacher Mail Box

Each teacher will be assigned a mailbox located in the [insert location of mail box]. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

### Teachers Meetings

Teachers' meetings will be scheduled by administration throughout the year. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

### **Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

#### Proper Supervision

Report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. Do not send students to areas that are not supervised (i.e. media center, computer lab). If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited at Perkins County Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

#### **2. Proper Instructions**

- Proper instructions are important to reduce the risk of injury when

students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

### 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

### Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

### Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

### Student Searches

Office administration will perform searches of students or their belongings. Administration may appoint a designee to perform searches. You may direct a student suspected of having an item in violation of school rules to wait with you

until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### **Student Rights**

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

### **Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### **Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

### **Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or

(f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Professional Ethics Standards**

The Perkins County Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

### **Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

### **Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high

standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.

Shall seek no reprisal against any individual who has reported a violation of this rule.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political** candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel

relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.

Shall use time on duty and leave time for the purpose for which intended.

### **Evaluations**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

### **Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### **Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and

grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

### **Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

## **Article 6 – ACADEMIC MATTERS**

### **Purpose and Goals of Academic Achievement**

The Perkins County Schools Board of Education is committed to providing a quality education for all Perkins County Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with

certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

### **Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

### **Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period. It is recommended that the teacher record at least two grades per week. **Grades need to be recorded electronically within 5 days of the assignment due date.** It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record POWER SCHOOL. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns. Grades must be completed on dates specified by building principals. Refrain from asking for extensions.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an

evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).

4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into [Insert Name of School] at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year. It is the responsibility of the teacher to contact parents if a student is failing or near failing in an attempt to garner their support in finding a successful solution.

The grade reports are produced from information supplied by teachers and distributed to parents by the building principal.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this

knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

## **Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in

the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

### **Smoke and Tobacco-Free Workplace**

The use of and/or possession of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

### **Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;

The frame or receiver of any object described in the preceding example;

Any firearm muffler or silencer;

Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;

Any bludgeon, sandclub, metal knuckles, or throwing star;

Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and

A teacher may possess mace or other similar chemical agents in quantity and/or

concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

#### **Use of District Computer Network and Internet**

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:  
Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.

- If a teacher downloads public domain programs for personal use or non commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission.
- Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
- Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Teachers will not disclose their passwords and account names to anyone or attempt

to ascertain or use anyone else's password and account name.

- Teachers will not attempt to login to the system as a system administrator.
- Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
- Teachers will not use the network for financial gain or for any commercial or illegal activity. Attempts to bypass security systems on computer workstations or servers or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products.
- The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- The Internet will be supplied for your use on an "as is, as available" basis.
- The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- The District reserves the right to refuse posting of files, and to remove files.
- The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Teachers and administrators should not “friend” students, parents or guardians of students, or otherwise “establish special relationships” through personal social media. Neither should educators give students or parents access to personal postings unrelated to school. Pre-existing relationships outside of school, e.g. neighbors, fellow church members, etc., are an appropriate exception. Employees are required to use “appropriately respectful speech” in their personal social media posts, and must refrain from harassing, defamatory, abusive, discriminatory, sexually explicit, threatening, or other inappropriate communications on their personal posts.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher’s Internet account and computer privileges, reprimand, suspension, or termination.

### **Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers should not possess keys that they have not been approved to use. Possessing non-approved keys or copying keys without permission will be considered insubordination. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry doors are fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

### **Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

### **Visitors**

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members

of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

### **Salespersons**

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

### **Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

### **Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating

school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Lost and Found**

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Safety**

#### Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes

safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the President of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

### Safety Practices

Guidelines for safe work practices which teachers should follow and model for students include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

### Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

### Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## **Article 8 – STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

The Perkins County Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law.

The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the

the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights Commission (EEOC)	The U.S. Equal Employment Opportunity
612 East 12 <sup>th</sup> Street	1801 L Street, N.W.
Room 353	Washington, D.C. 20507
Kansas City, MO 64106	(800) 669-4000; TDD: (800) 669-6820
800-368-1019	
FAX: 816-426-3686; TDD: 800-537-7697 or ocr.kansascity@ed.gov	

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

## **Section 2 Designation of Coordinators**

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Perkins County Schools, 740 Sherman Ave., P.O. Box 829, Grant, NE 69140, (308) 352-4735.

## **Section 3 Anti-discrimination & Harassment Policy**

### Elimination of Discrimination

The Perkins County Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination

Purpose: Perkins County Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Perkins County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color,

national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities; Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of [Insert School Name]. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

#### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records.

Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

### **Section 6 Disclosure of Student Information to Military Recruiters and Colleges**

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

### **Section 7 Disclosure of Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

### **Section 8 Student Privacy Protection**

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name

or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:

1. Political affiliations or beliefs of the student or the student’s parent;
  2. Mental or psychological problems of the student or the student’s parent;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of other individuals with whom the student has close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
  4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

## **Section 9 Parental Involvement**

### General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child’s records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be

- educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
  6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
  7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
  8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

### Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

### **Homeless Students**

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

### **Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

### **Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties. *Faculty is to use caution and avoid inquiring of students about their personal health issues unless this information is deemed necessary to appropriately educate the*

*student.*

## Notice of COBRA Continuation Coverage Rights

### **\*\* Continuation Coverage Rights Under COBRA\*\***

#### **Introduction**

You are receiving this notice because you have recently become covered under [Insert Name of School] health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is The Plan Administrator is responsible for administering COBRA continuation coverage.

#### **COBRA Continuation Coverage**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

Your hours of employment are reduced, or

Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

Your spouse dies;

Your spouse’s hours of employment are reduced;

Your spouse’s employment ends for any reason other than his or her gross misconduct;

Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or

You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

The parent-employee dies;

The parent-employee's hours of employment are reduced;

The parent-employee's employment ends for any reason other than his or her gross misconduct;

The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);

The parents become divorced or legally separated; or

The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

**For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### **Disability extension of 18-month period of continuation coverage**

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

### **Second qualifying event extension of 18-month period of continuation coverage**

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

### **If You Have Questions**

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

### **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**RECEIPT OF 2014-15 TEACHER HANDBOOK  
OF PERKINS COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2014-15 Teacher Handbook of Perkins County Schools. This receipt acknowledges that it is understood that the I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

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

\_\_\_\_\_  
Teacher's Signature

Return to:

Phillip Picquet Superintendent  
Perkins County Schools



**REESE MECHANICAL**

308-352-2341  
111 Lincoln Ave  
PO Box 537  
Grant, NE 69140  
308-352-2341  
reesemechanical@gmail.com



# ESTIMATE

**ADDRESS**

Perkins County Schools  
740 Sherman Ave  
Grant, NE 69140

**ESTIMATE # 1581**

**DATE 08/03/2016**

ACTIVITY	QTY	RATE	AMOUNT
<b>Trane</b> Trane Furnaces	6	1,997.00	11,982.00T
<b>Trane</b> Trane 3 Phase 5 Ton Condensing units	4	2,192.00	8,768.00T
<b>Trane</b> Trane All Aluminum A Coils	4	846.00	3,384.00T
<b>Parts</b> PVC Flues, Copper Linesets, Pads, Condensate Pumps, and piping	4	703.00	2,812.00T
<b>Parts</b> Pritchett Gym duct to allow north and south duct	1	750.00	750.00T
<b>Parts</b> Twinning Kits, and digital, programmable lockable thermostat for each set of furnaces	3	265.00	795.00T
<b>Parts</b> Gas Lines to north, and south part of gym. Gas Line to Old Gym Units, gas lines to Wood Shop and Ag Shop	1	2,000.00	2,000.00T
<b>Parts</b> Unit Heaters for Agg Shop (2), wood shop (1), Old Boiler Room (1)	4	1,179.00	4,716.00T
<b>Parts</b> Flue Piping, concentric vent kits, mounting hardware, programmable thermostats, wire, and install supplies	4	795.00	3,180.00T
<b>Parts</b> Trane Furnace For Boys Locker Room	1	1,450.00	1,450.00T
<b>Parts</b> Central Duct Supply, and return for locker room	3	1,520.00	4,560.00T
<b>Parts</b> Flue, Gas, condensate, filter rack, and digital programmable thermostat	1	703.00	703.00T

ACTIVITY	QTY	RATE	AMOUNT
<b>Parts</b> Renewaire Energy Recovery Ventilator and CO2 Sensor (Pritchett Gym)	1	16,866.00	16,866.00
<b>Labor</b> Labor For Installation of complete system	22.50	1,000.00	22,500.00

All estimates are subject to change until 50% of the estimate is received.

SUBTOTAL	84,466.00
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$84,466.00</b>

Accepted By

Accepted Date

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
  - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
  - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
  - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
  - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
  - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference:       Laws 2016, LB 821  
Date of Adoption:     [August 15, 2016]

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:      Neb. Rev. Stat. §§ 79-2,101 to 79-2,103  
                                 Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                                 Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption:    [August 15, 2015]