

Board of Education Regular Meeting  
Wednesday, January 13, 2021 7:30 PM  
Shelby-Rising City School Room 402  
650 N. Walnut  
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Recitation of District Mission Statement: The mission of the Shelby-Rising City Public School is to provide a quality education through Innovation, Integrity, Accountability and Service
5. Board Oath of Office and the Election of Officers. The reelected board members will receive their oath and officers will be elected for the 2021 term
6. Recognition of Visitors  
During this time visitors may request to the board the opportunity to speak at the appropriate time. The Board then allow for Public Comments. Each speaker will be limited to 5 minutes and all of the Public Comment time will be limited to 30 minutes. An exception will be made for those speakers appearing on the Agenda as presenters.
7. Mrs. Wilton will introduce the Board to a student who will be participating in Speech/Debate. She will also recap the One Act season
8. Approval of Agenda
9. Consent Agenda
  1. Minutes
  2. Treasurers Report
10. Administrative Reports
  1. Athletic Director/Activities Director Report
  2. Elementary Principals Report
  3. Secondary Principals Report

4. Superintendents Report
11. District Reports
  1. Technology Report
  2. Maintenance/Facilities/Transportation Report
  3. Board/Committee Report
12. Discussion Items
13. Action Items
  1. The Board will discuss, consider and take all necessary action on the teacher contract for Laci Rutherford. Mrs. Rutherford was offered employment as a SPED teacher for the 2021-22 school year.
  2. The Board will discuss, consider and take all necessary action on the offering of a contract for employment for the superintendent of schools for the 2021-22 school year.
  3. The Board will discuss, consider and take all necessary action on approving the Negotiated Agreement between the Shelby-Rising City Public Schools and the Shelby-Rising City Education Association for the 2021-22 school year.
  4. The Board will discuss, consider and take all necessary action on designating the KSB Law Firm as legal council for the 2021 calendar year
  5. The Board will discuss, consider and take all necessary action on extending the length of FFRCA leave until March 31, 2021.
14. Set Dates
15. Executive Session: The Board will move into executive session to be informed of a personnel issue
16. Adjournment

2020

# SHELBY-RISING CITY SCHOOL BOARD



## BOARD MEMBER INFORMATION PACKET

Information in this packet is provided by the Nebraska Association of School Boards and the American Journal of Schools Boards to assist School Board Members with understanding their role and responsibilities.

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the state of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of school board member of Shelby-Rising City School District; according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

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

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

# BOARD COMMITTEES 2020

## **Activities Committee**

Jackie Sliva, Heath Vrbka, Kasey Hopwood

Responsible for advising the board on school activities that are offered and policies. Represents the board in areas concerning sports or activity cooperatives.

## **\*Americanism and Curriculum Committee (August)**

Jeff Kuhnel, Jackie Sliva, Chris Whitmore

Americanism committee is responsible for ensuring that required instruction, patriotic exercises, and examine, inspect, and approve all textbooks used in the teaching of American History, Civics, Economics, Financial Literacy, and Geography. The Curriculum/Instruction members are responsible for the review of the school improvement plan, additional curriculum needs, and review of current curriculum. This committee will monitor and review the academic performance standards of the District. Hold no fewer than two public meetings annually, at least one where public testimony is accepted. Ensures all requirements of LB 399 are in place in the school district.

## **Building and Grounds Committee**

Jeff Kuhnel, Chris Whitmore, Geoff Ruth

The committee is responsible for maintenance and repairs of facilities/grounds, provide board input regarding building projects, and monitor general operations of facilities/grounds.

## **Finance Committee**

Heath Vrbka, Chris Whitmore, Kasey Hopwood

Responsible for review of all district claims, financial statements, bonded indebtedness, and the Districts foundation.

## **Negotiations Committee**

Jeff Kuhnel, Chris Whitmore, Heath Vrbka

Responsible for all negotiations with recognized bargaining units and Administrator salaries.

## **Policy Committee**

Jeff Kuhnel, Chris Whitmore, Heath Vrbka

Responsible for the review and update of current policy, participate in the design of new policies as needed, and district handbooks.

## **Safety Committee**

Chris Whitmore, Geoff Ruth

Ensure safety codes and the district safety plan are in compliance with state and federal rules and regulations.

### **School Foundation Representative**

Kasey Hopwood

Serve as the District Representative with the Polk County Foundation on behalf of Shelby-Rising City Schools.

### **Transportation Committee**

Jackie Sliva, Heath Vrbka, Kasey Hopwood

Advise on the replacement, purchase, and maintenance of school transportation equipment. Review the District bussing fleet and regular passenger vehicles to ensure they meet federal and state rules and regulations. Determine the role transportation will have for regular education, special education, and activities/athletics.

### **Government Relations Network Representative**

Heath Vrbka

Voting member of the NASB Delegate Assembly and provide the board with Legislative insight.



## **The Roles and Responsibilities of the School Board**

The board acts on behalf of the school district and has jurisdiction over school matters within the territory of the school district. All powers of the board lie in its action as a group. Individual board members exercise authority only as they vote at a legal meeting of the board.

The board is empowered to make policy for its own governance, employees, students, and for school district facilities. The board is also empowered to enforce its policies. The board may be required to conduct hearings and rule on disputes confronting the school district. As the governing board, the board must perform three duties: legislative, executive, and evaluative.

Of the three, the major duty is the board's executive role. The main function is the selection of the superintendent to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a consistent manner with board policy.

These are challenging times for public education, and even more challenging is the work of local school board members. The board of education is the leader on the front lines of public education. The board is responsible for putting in place the proper stepping-stones for students to learn and achieve at the highest level possible. Board members' primary agenda is raising student achievement and involving the community in the attainment of that goal. A board's framework must be based on the premise that excellence in the classroom begins with excellence in the boardroom. The board fulfills the commitment to education through:

### **VISION**

The board engages the community when defining the future of the district and then formulates the goals, defines the outcomes, and sets the course for growth and improved student achievement. Vision is not about what we are, but what we want to be. For the school board, it is about where we are going and what kind of school system we are trying to create now and for the future.

### **STANDARDS**

A major component of a school district's approach is meeting achievement standards and the school improvement goals. In order to ensure the district is performing in accordance with expectations, the board/superintendent must establish specific and clearly delineated goals for improvement.

### **ASSESSMENT**

Promoting outstanding student performance based on clearly delineated data is central to the key work of the board. The next step is to assess student learning and achievement. School boards need information in order to make decisions, not only about how well they are doing, but also about what may be needed in order to ensure the district goals will be met.

### **ACCOUNTABILITY**

Increasingly, school districts are held accountable for how students perform. Accountability is not only a growing expectation from community members, but at the state level.

## **ALIGNMENT**

Alignment is another key component of the school district and board leadership. A critical role of the board is to establish goals and priorities focused on improving student achievement. The board is responsible to provide appropriate professional development and support for the classroom instruction to ensure improved student achievement. Therefore, the next critical step is to align the district resources to the achievement of the district vision and goals.

## **CLIMATE AND CULTURE**

Climate is an essential aspect of a school district's culture. Climate is a by-product of culture and is dependent on it. Leading-edge school districts are very conscious of climate because of its powerful effect on behavior. Effective school boards give priority attention to climate as well, because it factors importantly in what students and teachers are able to accomplish. Climate also is a critical determinant of how parents and others in the community view the school district.

## **COLLABORATIVE RELATIONSHIPS**

The development of collaborative relationships is vital and an important dimension of a school district. We know that when individuals work together effectively, the product of their efforts will be superior to the efforts of any single individual. Relationships are not just important, they are critical. The quality of relationships within the school district will largely determine how well the district performs.

## **CONTINUOUS IMPROVEMENT**

The board causes the continuous assessment of all conditions affecting education and ensures that schools are accountable for results in student learning. Boards monitor student achievement, make program corrections as necessary, keep the public informed of the status of education programs and progress, and ensure that all functions of the schoolwork together well for the good of education.

A board member's job can be challenging given "the job" is in essence a group responsibility. Yet each board member has an obligation to approach the work of the board with an effective mindset, to carry out his or her part of preparation and participation, and to take responsibility for the group. This is not always an easy concept to embrace. Success for an individual board member will be realized by:

- **Preparing to participate responsibly.** Do your homework, come prepared to work, remember that sometimes the work is to listen, agree, and disagree as your values dictate, and accept that the group decision is legitimate even if it is not your personal choice. It is not acceptable to have opinions and not express them.
- **Remembering that your identity is with the community, not the staff.** It is easy to identify with staff, as you probably will have more discussions with them about issues. You must remember that your job is to serve in trust for the community.
- **Representing the community, not a single constituency.** You will understand and/or identify with certain constituencies (parents, neighborhoods or communities, special education, etc.), but you **must** remember that being a board member means serving in trust for the entire community. There is no way six/nine people can provide a spokesperson for every constituency or legitimate interest, so in a moral sense you must stand for them all. You can be **from** a constituency, but you must not let yourself **represent** it.

- **Being responsible for group behavior and productivity.** You are responsible for not only yourself but also the group. If the group does not do its job, meddles in administration, or breaks its own rules, you personally share that responsibility.
- **Honoring divergent opinions without being intimidated by them.** You are obligated to express your honest opinions on issues, and so is each of the other board members. Encourage your colleagues to speak their opinions and listen to them carefully and respectfully. However, do not allow yourself to be intimidated by louder or more insistent board members.
- **Using your special expertise to inform your colleagues' wisdom.** If you have special expertise (law, accounting, construction, etc.) remember that you are **not** personally responsible for decisions relating to that area. Use your expertise to help inform your colleagues (i.e., help them understand what fiscal health looks like v. fiscal jeopardy) but do not assume sole responsibility for those decisions. Also, remember you are not on the board to help the staff or advise them with your special expertise. Your job as a board member is to govern. If you wish to offer your help as an expert, make sure that all parties know you are acting as a volunteer, not a board member, and remember that asking for or accepting your help is a staff prerogative, not yours.
- **Being aware of the community and staff's perceptions of the board.** If the board is perceived as being unethical, dishonest, secretive or self-serving, whether justified or not, that will become reality for the community and staff. Consider how stakeholders might interpret your behaviors and decisions. Then act accordingly.
- **Thinking upward and outward more than downward.** There is a great temptation to focus on what goes on with management and staff instead of what difference the district should make in the larger world. This requires ignoring the minutia or details in order to examine, question and define the big picture. The latter is a daunting and awesome task, but it is the board's work – governance!
- **Zero tolerance for putting off the big issues forever.** As daunting and awesome as the big decisions are, they are the boards to make. (What are our core values and beliefs about education in our community? Based on those where do we put our resources?) If you do not, you are abdicating your authority.
- **Supporting the Board's final choice.** No matter which way you voted, you are obligated to support the board in its decision. This does not mean you have to pretend to agree with it. You may maintain the integrity of your dissent. What you support is the legitimacy of the choice even though you do not agree. For example, you will support without reservation that the superintendent must follow the formal board decision, not your personal preference.
- **Supporting sound decision-making.** Do not confuse extensive financial reports for having sound finances or a public relations committee for having good public relations. Beware of the trap of having procedures rather than substance.
- **Expecting board agendas to be designed around your interests.** The board's agenda should not be a laundry list of individual members' interests but a plan for taking care of the governance of the district. Being a community trustee is very different from seeing the organization as your personal possession. The board job must be designed to ensure that the right of the entire community is faithfully served in the determination of what the district should accomplish.
- **Squelching your individual points of view during monitoring.** Your own values count when the board is creating policies. However, when you monitor the performance of the superintendent or the success of programs, etc., you must refer to the criteria the board decided, not what your opinion was regarding the criteria. In addition, as you review the criteria, your monitoring should not be based on whether things were done the way you would have done them, but whether they were a reasonable interpretation of the board's policy.

- **Focusing on the outcome.** Keep the conversation focused on values, mission, vision, and goals.
- **Continuously asking yourself and the board, “How does this impact student learning and achievement?”** The deliberations of the board must add value. They must deal with fundamental, long-term issues that require the wisdom and decision-making of a diverse group of six/nine people who look at the whole – not just at pieces or the issue.

## BOARD MEMBER CODE OF CONDUCT

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**T**he Association advocates that each board adopt and adhere to a Code of Conduct policy. This aids in the board's responsibility to carry out the important education decision-making role while maintaining effective relationships with school administrators, staff, and community members. Given the complexity of the education governance structure, nothing is more important than clarifying appropriate roles and responsibilities for the school board, superintendent, and principal(s).

A school board member has no legal powers unless participating at a meeting that complies with the Nebraska Open Meetings Law, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

*Note: Board members can demonstrate personal commitment to the Code by signing this document signifying agreement to uphold the principles of the Code, both, in letter and spirit.*

Many school boards post a copy of the signed Code in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the schools and community.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Code that require legal compliance are the "*conflict of interest*" and "*act only as a member of the board.*" All other sections represent best practice.

*Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.*

Each board member shall follow the code of conduct:

### **As a Board Member**

- I will listen.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.

- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in board meetings in an effort to have decisions made for the best interest of the students and the education program.
- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.

## **Board Governance**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska

Department of Education, and other education organizations.

- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

## **Board – Superintendent Relations**

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

## **Personnel Relations**

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## **Community Relations**

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

**Conflict of Interest**

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.

*(Optional Signature)*

I agree to abide by the principles outlined in the Board of Education Code of Conduct and will do everything in my power to work as a productive member of the leadership team.

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

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

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

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

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

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

\_\_\_\_\_  
Date

## **The Role of the Board**

### **I. The Role of the Board**

- A. District Mission, Vision, and Goals
- B. Hire and evaluate the superintendent
- C. Engage and communicate with the community
- D. Delegate authority through policy

### **II. The Role of the Board related to school finance**

- A. Establish clear expectations regarding the district's financial standing
  - 1. Fund balances
  - 2. Approve proposed debt
  - 3. Monitor cash flow levels
  - 4. Review and monitor financial reports and audits
- B. Establish outcomes and priorities to be reflected in the budget (The board is the voice of the community and the budget should reflect the expectations for the school district including identifying and allocating resources to support improvement.)
- C. Establish expectations for the development of the budget
  - 1. Assess revenue and expense projections
  - 2. Assess budget ramifications as a result of new legislation (i.e., adjustments to the state aid formula, etc.)
  - 3. Identify expectations for a budget surplus and/or possible deficit
  - 4. Consider district priorities and objectives as determined in the School Improvement Plan, District Goals, etc.
- D. Establish policies governing business procedures
  - 1. Review, revise, and establish board policies to govern school district financial and business management procedures. This ensures compliance with the law, ethical behavior, guide for decision-making, and a method of communicating with administration and staff

Policies may include, but not be limited to:

- A. Board Member Conflict of Interest
- B. Ethics and Gifts
- C. Board Member Expenses
- D. Fund Balances
- E. Revenue/Investments
- F. Incurring Debt
- G. Insufficient Fund Checks
- H. Payment Procedures
- I. Credit Cards

- J. Purchases and Contracts
- K. Accounting and Audits
- L. Activity Funds
- M. Insurance
- N. Transportation
- O. Food Services
- P. Free and Reduced – Price Food Services
- Q. Waiver of Student Fees – Student Fees
- R. Expenses
- S. Ethics

- 2. Monitor compliance with board policies and procedures
- 3. Sustain continuous decision-making to support the mission, vision and goals of both short and long range financial planning

E. Monitor financial performance (income and expenses) in relation to the adopted budget

- 1. Review a summary of income and expenses comparing with historical financial data to ensure appropriate management and expenditures
- 2. Review updated balance sheets monthly to reflect the district’s financial standing
- 3. Assess appropriate evidence to ensure cash flow is adequate and the district is meeting obligations and in a timely fashion

F. Monitor the district’s financial standing, current and long-term

- 1. Annually, the business manager/superintendent will provide information reflecting the district’s financial standing including cash flow trends, accumulation of deficits or surplus, and long-term projections of income and expenditures

G. Monitor other financial issues which may result in positive or negative changes to the district’s financial standing

- 1. Monitor current and projected student enrollment numbers and trends to assess the impact to the district’s budget
- 2. Monitor option enrollment numbers
- 3. Monitor tax increment financing both current and proposed
- 4. Monitor state mandates and changes to the state aid formula
- 5. Monitor equalized and non-equalization status

**III. School District Budget—Board Members should be exposed to:**

- A. Budget Timeline/Activities
- B. TEEOSA (Tax Equity and Educational Opportunities Support Act)
- C. State Aid Calculation Factors

- 1. Students – students educated by the district and students for which tuition is paid.
- 2. State Aid calculated based upon

- A. Fall enrollment figures/Average Daily Membership
- B. Qualified Early Childhood Fall Membership
- C. Contracted Students

#### D. Classification of Funds

1. Fund
2. General Fund
3. Depreciation Fund
4. Employee Benefit Fund
5. Contingency Fund
6. Activities Fund
7. School Lunch Fund
8. Bond Fund
9. Special Building Fund
10. Qualified Capital Purpose Undertaking Fund
11. Cooperative Fund
12. Student Fee Fund

#### E. Revenue Sources

1. Certified Valuation
2. Estimated Tax Levy

### **IV. Board Role in Audit**

#### A. Questions for the Auditor

1. What are the fund balances?
2. What are fund balance trends?
3. What is the percent of debt-to-debt limitation?
4. Is there an appropriate separation of duties?
5. What items are on the management letter?
6. Findings?



## Notice of Meeting

NEB. REV. STAT. § 84-1411. **Meetings of public body. Notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

(1) Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (a) twenty-four hours before the scheduled commencement of the meeting.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Nebraska Open Meetings Law. (Note: Exception for Educational Service Units as stated in § 84-1411.)

### Regular Meeting

"...reasonable advance publicized notice" because the board meets monthly to conduct board business, error on the safe side and provide at least one week advanced notice of the meeting. Printing the notice in the local paper may also help determine when the notice should be made available if the paper is a weekly publication.

### Special Meeting

Follow the same rule of thumb providing "...reasonable advanced publicized notice" unless this is not possible. If the meeting is called to address a matter that cannot wait until the next regular meeting, be certain to provide at least two days (48 hours) notice. Be certain to review district policy pertaining to meeting notice and consult with the school attorney to ensure the board does not violate the Nebraska Open Meetings Law.

### Emergency Meeting

The board/superintendent must first identify the emergency by determining:

- Is the "emergency" that created the need for a meeting an unforeseen or unanticipated matter?
- Can the emergency wait to be addressed at the next regular scheduled meeting or be handled during a special meeting?

Note: NEB. REV. STAT. § 84-1411 (5). When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency

meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

**Note:** The Association recommends that in the event the board/superintendent identify a need to conduct an Emergency Meeting consult with the board's school attorney to ensure proper compliance with the Nebraska Open Meetings Law.

### **Board Work Session and/or Retreat**

Although no formal action is taken and the board does not receive public comment at a Board Work Session or Retreat, a quorum of the board is present and, therefore; reasonable advanced publicized notice of the time and place must be given. The board/superintendent may wish to follow the same practice of notice used to post a regular meeting.

### **Board Meeting Agenda**

The board president works collaboratively with the superintendent to establish the board meeting agenda. This process ensures that the president has the opportunity to ask questions or request changes before the draft agenda is distributed to the board and the meeting notice is posted. Note: The agenda is final 24 hours before the publicized meeting.

Upon the review of the agenda, the board president should consider:

- Checking with board members in advance to see if there are items they would like to add to the agenda. Agenda items should be categorized as discussion or action and should reflect sufficient information for the board, staff, and community to understand the issue under consideration. The successful progression of a meeting is predetermined by the act of scheduling items requiring extended discussion, deliberation, and analysis by board members early in the meeting
- Discussing with the superintendent what background information is needed to support action items. A responsibility of the president or superintendent is to ensure items placed on the agenda are supported with sufficient information for the board to review in advance to adequately analyze or summarize the issue before the body. Background information may be presented in supporting notes from the superintendent. Providing information and/or rationale for a discussion item is of great value to board members to answer questions that arise when reviewing the agenda. This will also enable healthy discussion and deliberation and prevent unexpected questions by board members and/or the superintendent.
- Limiting "hot topic" agenda items to ensure adequate time for discussion
- Estimating the time that will be required to discuss or take action on each item to provide sufficient time to conduct board business within a two-hour timeframe
- Strategically placing important discussion items early when everyone is fresh. Consider balancing controversial items with routine business to aid in the flow of the meeting
- Including public comment period. The body may not be required to allow citizens to speak at each meeting; however, it may not forbid public participation at all meetings. The Association recommends that the board define policy which identifies how long an individual may speak and the length of time for the public comment

- Placing items of public interest at a time when citizens can listen to discussion
- Placing student/staff presentations early in the meeting so they may excuse themselves. Do not overlook the importance of staff reports and staff/student presentations. The president should ensure the meeting agenda is observed and followed. Board members respect the leader who conducts an efficient and orderly meeting
- Closing the meeting with Future Agenda Items will bring closure to the meeting and permit a board member to place an item on the next agenda. Board policy may also identify proper procedures for placing an item on the agenda

## Closed Session

According to the NEB. REV. STAT. **§ 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1)Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close.

Closed sessions may be held for, but shall not be limited to, such reasons as:

- a. Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;
- b. Discussion regarding deployment of security personnel or devices;
- c. Investigative proceedings regarding allegations of criminal misconduct; or
- d. Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting.

(2)The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The principal reason for open meetings is the public's right to know the business of the governing board. The provisions for a closed session enable the board to receive information on certain matters which are not suited for public discussion. The board must adhere to the very narrow purpose of the law to gain public trust. Once a board convenes a closed session, no action can be taken, minutes are not taken and discussion must be limited to the specific matter and information related to the matter for which the session was convened. A closed session must be conducted within an open meeting due to the language of state statute.

Following the closed session, the president reconvenes the open meeting, and in open session, presides over deliberations and actions which may result from the session. If there are none, the president announces publicly that no action is to be taken at that time.

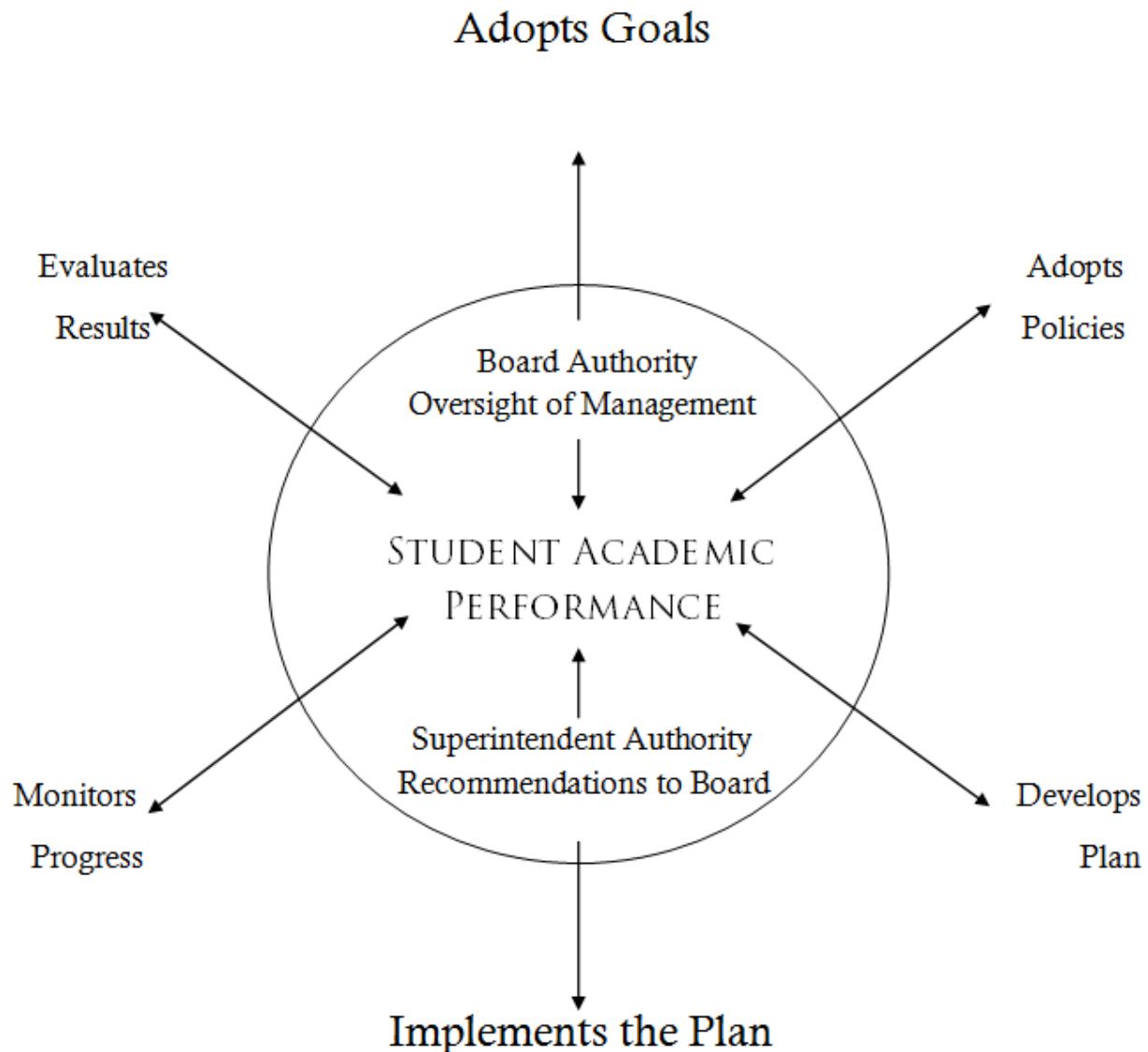
## Meeting Procedures

Effective board meetings begin with proper preparation and planning. The board may have written operating procedures defined in policy; however, if board policy fails to provide direction, it is important for the president to initiate a discussion with the board and superintendent about meeting procedures. This should be done as soon as possible when a new president is elected or when new members join the board. The board should discuss and agree on procedures for preparing for meetings as well as procedures for conducting business during the meeting. The agreements should be written down so board members can refer to them in the future and they can be shared with future board members. The following questions can provide a basis for this discussion.

- How and by when must a board member submit a request in order to have an item included in the agenda?
- What background material will be prepared for a typical agenda item? How will it be presented, and when it will be distributed?
- How should board members request additional information they need about agenda items?
- How can board members ask questions they have about agenda items prior to the meeting?
- How should the president manage discussion, questions, and time limits in the meeting?
- What voting method(s) will be used?
- How will members be recognized to speak?
- How and when will the board conduct closed sessions?
- How should board members and the superintendent behave or respond to speakers during the public comment section of a board meeting?
- How should board members respond to the public or media following a controversial vote?
- Who will serve as the designated spokesperson for the board? For the district? How will he or she interact with the public and media?

## NASB Board Governance Model

The Board Governs  
Sets Expectations and Parameters



The Superintendent provides  
Leadership and Supervision

## President – Superintendent Responsibilities

The board president and the superintendent share some responsibilities for providing meeting leadership. NASB recommends that the president and superintendent discuss how they will cooperate to conduct these tasks, who will take the lead on each task, and how they will share information to keep all tasks coordinated. The following questions can provide a basis for this discussion.

- Who will be responsible for drafting the annual board calendar and how will we ensure the board has input?
- Who will enforce our policies on how the public and media will be allowed to observe or participate at meetings?
- How will we ensure that meetings are adequately publicized to parents, community, media and staff?
- How will we ensure that the meeting notice is legally posted?
- How will we determine topics and their order for the meeting agenda?
- How will we determine what background information is needed for discussion and action items?
- Who will contact individuals (such as the school attorney or auditor) when their presence is needed at a meeting or information is needed from them prior to a meeting?
- Who will prepare the meeting room?
- Who will serve as recording secretary to keep minutes?
- How will we provide information about the meeting's actions afterward to the community, media, staff, or others who may be interested in the outcome of the meeting?
- How will we secure and store legal records of the meeting, such as the minutes?
- How will we capture new issues or board-requests on the Annual Board Calendar for consideration at future meetings?

The superintendent is empowered by the board of education and through policy to provide the leadership necessary to afford the best possible educational programs and services for all students of the school district. The superintendent is empowered to lead, guide, direct every member of the administrative, instruction, and support service staff in setting and achieving the highest standards of excellence in educational programs and operations. He/she is responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district and to oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and the community.

## Education Leadership Search Service Superintendent Job Description

### Job Description:

Provide leadership to ensure the district provides the best possible educational programs and services for all students of the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, school district, and community.

### Job Requirements:

- A. Administrative Specialist Degree (Nebraska Department of Education)
- B. Experience (*as defined by the Board of Education*)

### Reports to:

Board of Education

### Supervises:

Directly or indirectly, all school district employees.

## **Performance Responsibilities:**

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

## **Superintendent/Board Relations**

- A. Support and facilitate the work of the Board of Education.
- B. Maintain open and appropriate communication with the Board of Education.
- C. Oversee the management of the district according to Board policy.
- D. Ensure complete compliance with all state/federal laws/regulations and Board policy.
- E. Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a timely fashion.
- F. Present information and recommendations to assist the Board in performing its duties, effectively.
- G. Schedule, post, attend, and conduct all meetings of the Board of Education in accordance with the Nebraska Open Meetings Act.
- H. Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues.
- I. Assist the Board in developing annual and long-range goals for the school district.
- J. Represent the school district to media and other groups as deemed appropriate by the Board of Education.
- K. Perform other tasks as may be assigned by the Board of Education.

## **Policy**

- A. Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment.
- B. Utilize a defined process to review and revise policy.
- C. Ensure administrative and board input when designing new policy.
- D. Ensure administrators enforce and regulate policy according to the approved administrative guidelines in place.

- E. Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken.

### **Leadership**

- A. Motivate, lead, guide and direct administration, staff, students, and community members.
- B. Implement the district mission and vision statement.
- C. Facilitate and implement the development of a collaborative educational vision and assist the Board in setting priorities for the school system.
- D. Provide leadership to the Board of Education for the purpose of implementing the district's vision, mission, and goals.
- E. Serve as the educational leader of the district. Perform job responsibilities using the mission and vision statement to guide decision-making.
- F. Communicate the educational vision and priorities effectively to staff, students, and community.
- G. Ensure the Board reviews, adopts and receives updates on the School Improvement Plan.
- H. Collaborate with the Board to establish and sustain long and short term operational and achievement goals.

### **School Finance Planning/Management**

- A. Demonstrate the ability to provide effective financial forecasting and long and short-term financial planning.
- B. Engage the Board of Education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget.
- C. Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws and regulations.
- D. Ensure that an annual audit is performed and report findings to the Board of Education.
- E. Provide prior notice and justification for expenditures and/or the need to depart from the board-adopted budget/policy related to any and all financial matters.

## Curriculum and Instruction

- A. Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the board and administrative leadership team.
- B. Maintain a working knowledge of current research and educational issues.
- C. Conduct continuous reviews and assessments to ensure the educational advancement of the school district.
- D. Develop, implement, and monitor the change process to improve the curriculum and instruction throughout the district.
- E. Ensure a comprehensive system of student assessment district wide.
- F. Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district.
- G. Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district.
- H. Communicate effectively with staff, students, and the community regarding educational trends, curriculum needs, and instructional programs.
- I. Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations.
- J. Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis.

## Staff Development

- A. Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators.
- B. Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff.
- C. Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction.
- D. Provide the board with a staff development plan based upon district priorities, needs, and budget.

## **Communication**

- A. Communicate clearly with staff, students, parents, and community both verbally and in written form.
- B. Communicate appropriate district information in a timely manner with all staff.
- C. Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters.
- D. Conduct meetings as necessary with administrators, certificated staff and support staff concerning the improvement and welfare of the school district.

## **District/Community Relations**

- A. Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes.
- B. Communicate with and understand the needs and perspectives of various community groups.
- C. Attend, or delegate a district representative to attend meetings of the city council at which matters pertaining to the school district will be raised.
- D. Establish a working relationship with the mayor, city council, and other city government officials to ensure open lines of communication and engagement are built and sustained between the school district and the community leadership.
- E. Maintain a presence in all buildings throughout the district on a regular and appropriate basis.
- F. Maintain a presence at district activities including but not limited to elementary, junior high/middle school/high school arts, athletic activities, and scheduled parental involvement opportunities.
- G. Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction.

## **Personnel Management**

- A. Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants.

- B. Develop and maintain job descriptions for all staff, subject to Board review and approval.
- C. Assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval.
- D. Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups.
- E. Handle employee grievances or problems in accordance to Board policy, collective bargaining agreements, and/or state/federal laws and regulations.
- F. Establish and implement personnel policies and procedures for non-certificated staff members.
- G. Establish personnel procedures to advance the quality of the school district, through exit interviews with departing employees, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback.
- H. Ensure administrators maintain an effective and appropriate evaluation instrument that addresses clear performance standards for all certificated and non-certificated staff. Each district employee will be evaluated and performance issues will be addressed if identified.
- I. Ensure district administrators under the direct supervision of the superintendent will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and performance issues will be address if identified.

### **Organizational Management**

- A. Utilize a systematic approach to managing continuous improvement throughout the district.
- B. Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or board policy.
- C. File all reports required by state or federal law/regulations.
- D. Follow the superintendent job description and contract provisions while administering the superintendent roles and responsibilities.

## **District Facilities Management**

- A. Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities.
- B. Collaborate with the Board of Education to implement short and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate.
- C. Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district.
- D. Develop and implement guidelines and procedures governing the use and care of district facilities and property.
- E. Recommend to the Board sales of surplus property no longer needed and authorize the proper executive of such sales.

# 2016 NASB ANNUAL BOARD CALENDAR

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The Annual Board Calendar is a dynamic document to help assist school boards regarding important conference dates, report deadlines, suggested work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar is not all inclusive of all items a board needs to be aware of, but a starting point, which include some primary planning and policy functions. NASB is not responsible for any missing information or dates. It is the users responsible to ensure they read and understand the requirements of each statute and deadline. This document or any of the information in this document is not to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's attorney. NASB recommends the user contact their own attorney for formal legal advice.

Other General Monthly Activities not included on the attached calendar may include, but not limited to:

- Committee Reports
- Advisory Committee Activities/Reports
- Curriculum/Instruction Review
- Technology Updates

To operate with a comprehensive Annual Board Calendar, the Association would encourage you to review the below sites for additional deadlines, your district may be required to follow:

- Nebraska Department of Education Master Calendar - Identifies all state mandated deadlines to ensure board/administrative accountability. <http://ndecalendar.mhsoftware.com/ViewCal.html>.
- Superintendent Reports – Please be aware there are various reports superintendents must file that are not all included on this report. It is encouraged you work with your superintendents to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in § 79-528

Federal – There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. Some of those requiring annual reviews or notices are listed on the below calendar. For a more extensive list of required federal policies, please visit:

<http://www.nsba.org/2014-federal-policies>

The information on the above link is provided by the National School Board Association. NASB does not verify the accuracy or update the federal policies on the above link.

General Monthly Activities				
January	<b>NASB Events</b> <ul style="list-style-type: none"> <li>▪ NASB Legislative Issues Conference</li> <li>▪ Post LIC-Finance Workshop</li> <li>▪ Post LIC-Advocacy Workshop</li> </ul>			
	<b>Planning</b> <ul style="list-style-type: none"> <li>▪ Annual Leadership Team Planning Retreat</li> </ul>			
	<b>Curriculum</b> <ul style="list-style-type: none"> <li>▪ District Report Card</li> </ul>			
	<b>Committee Reports</b> <b>Personnel</b> <ul style="list-style-type: none"> <li>▪ Approve superintendent contract – NOTE: Before approval of new contract/amendment, board must publish a copy of the proposed contract/amendment three days before approval along with estimate and description of all costs.</li> <li>▪ Review and revise evaluation instrument</li> <li>▪ Develop new superintendent goals</li> <li>▪ Appoint superintendent as district’s Non-discrimination Compliance Coordinator</li> <li>▪ Negotiations mandatory mediation if no agreement; Due February 8 - <a href="#">§ 48-818.01</a></li> </ul>			
<b>Policy</b> <b>Other</b> <ul style="list-style-type: none"> <li>▪ Board office elections</li> </ul>				
	<b>Activity</b>	<b>Statute</b>	<b>Timeframe</b>	<b>Summary</b>
	Annual Financial Report	<a href="#">§ 79-1229</a>	On or before January 31	Requires an administrator of each ESU to submit to the Commissioner an annual financial report.
	Negotiations	<a href="#">§ 48-818.01</a>	On or before February 8	If an agreement is not reached by February 8 <sup>th</sup> , the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact-finding.
February	<b>NASB Events</b> <ul style="list-style-type: none"> <li>▪ NAEP State Convention</li> <li>▪ NASA/NASB Education Forum</li> <li>▪ NASB President’s Retreat - Sidney</li> </ul>			
	<b>Planning</b> <ul style="list-style-type: none"> <li>▪ Adopt district goals</li> </ul>			
	<b>Curriculum</b> <ul style="list-style-type: none"> <li>▪ Review Special Education Program</li> </ul>			
	<b>Committee Reports</b> <b>Personnel</b> <ul style="list-style-type: none"> <li>▪ Adopt revised superintendent evaluation instrument and goals</li> <li>▪ Negotiations, mediation, fact-finding end date; Due March 25 - <a href="#">§ 48-818.01</a></li> </ul>			
<b>Learning Community</b> <ul style="list-style-type: none"> <li>▪ Learning Community attendance; Due March 1 <a href="#">§ 79-2110</a></li> </ul>				
<b>Policy</b> <b>Other</b> <ul style="list-style-type: none"> <li>▪ Board committee assignments</li> </ul>				
	<b>Activity</b>	<b>Statute</b>	<b>Timeframe</b>	<b>Summary</b>
	Learning Community	<a href="#">§ 79-2110</a>	On or before March 1	School board shall provide notice to parent whose student is currently attending a school outside of the attendance area stating what school the student shall be allowed to attend as a continuing student.

	Negotiations	<a href="#">§ 48-818.01</a>	On or before March 25 (or within 25 days after certification of amounts, whichever occurs last in time)	Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission.
March	<b>NASB Events</b> <ul style="list-style-type: none"> <li>Judge and Jury Workshops</li> <li>NASB New Board Member Workshop</li> <li>NASB Membership Renewal (2% Discount Deadline: April 1)</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Board/Administrators Budget Work Session</li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review School Improvement Plan</li> <li>Review Alternative Education Program</li> </ul> <b>Policy</b> <ul style="list-style-type: none"> <li>Review Student Attendance Policy</li> </ul>			
	<b>NSBA Event</b> <ul style="list-style-type: none"> <li>NSBA National Conference</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>State Aid Certification</li> </ul> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review ELL Program</li> </ul> <b>Committee Reports</b> <b>Learning Community</b> <ul style="list-style-type: none"> <li>Learning Community attendance; Due April 1 <a href="#">§ 79-2110</a></li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>Teacher Non-Renewal, RIF, and Termination Notices; Due April 15 - <a href="#">§ 79-831</a></li> </ul> <b>Policy</b> <ul style="list-style-type: none"> <li>Review Student Handbooks and relative policies</li> </ul> <b>Educational Service Unit</b> <ul style="list-style-type: none"> <li>Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 - <a href="#">§ 79-1236</a></li> </ul>			
April	<b>Activity</b>	<b>Statute</b>	<b>Timeframe</b>	<b>Summary</b>
	Learning Community attendance application	<a href="#">§ 79-2110</a>	On or before April 1	School district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides.
	ESU	<a href="#">§ 79-1236</a>	On or April 15 of year action is taken on the contract	For any certificated employee whose contract of employment may be amended, terminated or not renewed for the following school year, shall be noticed in writing on or before April 15.
	Certificated employee contract notice	<a href="#">§ 79-831</a>	On or before April 15 of each year action is taken on the contract	For any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee's contract for the next school year. Final action on this contract must be taken on or before May 15.

<b>May</b>	<b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Board/Administrators Budget Work Session</li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review Statewide Assessment Results</li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>Superintendent Evaluation Review</li> </ul> <b>Policy</b>											
	<b>June</b>	<b>NASB Events</b> <ul style="list-style-type: none"> <li>School Law Seminar</li> </ul> <b>Advocacy</b> <ul style="list-style-type: none"> <li>Submit Legislative Resolution or Standing Position to NASB Legislation Committee</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> <li>Board Self-Assessment and Goal Planning</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Board/Administrators Budget Work Session</li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Year End Assessment and Curriculum Review</li> <li>Review School Improvement Plan</li> </ul> <b>Policy</b> <ul style="list-style-type: none"> <li>Annual Review Bullying Prevention Policy; Due July 1 - <a href="#">§ 79-2,137</a></li> </ul>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Activity</th> <th style="width: 15%;">Statute</th> <th style="width: 15%;">Timeframe</th> <th style="width: 45%;">Summary</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Bully Prevention Policy</td> <td style="text-align: center;"><a href="#">§ 79-2,137</a></td> <td style="text-align: center;">On or before July 1</td> <td>School district must review their bullying prevention and education policy annually; update as needed.</td> </tr> </tbody> </table>				Activity	Statute	Timeframe	Summary	Bully Prevention Policy	<a href="#">§ 79-2,137</a>	On or before July 1	School district must review their bullying prevention and education policy annually; update as needed.	
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<b>July</b>	<b>NASB Events</b> <ul style="list-style-type: none"> <li>NASB Board Member Candidate Forum</li> <li>NAEP Summer Workshops</li> <li>NASB Orientation (New Superintendents, Board President, and District Administrative Assistant)</li> <li>Review NASB Board Awards of Achievement (Deadline for updating points earned.)</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items, adopt board goals</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Board / Administrator Budget Work Session</li> <li>Budget Authority and Allowable Reserve Percentage Certification</li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review Special Education Program</li> <li>Review Multi-Cultural Education Program</li> </ul> <b>Policy</b> <ul style="list-style-type: none"> <li>Annual Review Parent Involvement Policy (public hearing and adoption only if changes) - <a href="#">§ 79-531</a> and <a href="#">§ 79-533</a></li> <li>Student Fees Policy; Due August 1 <a href="#">§ 79-2,134</a></li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>Superintendent evaluation and goal planning</li> <li>File copy of approved superintendent/ESU administrator contract or any amendments with the Department of Education by August 1 <a href="#">§ 79-2403</a></li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>Distance Education Incentives Application; Due August 1 (through 2020) <a href="#">§ 79-1337</a></li> <li>Pupils Instruction in Another District Contracts: Due August 15 <a href="#">§ 79-598</a></li> </ul>											

	Activity	Statute	Timeframe	Summary
<b>July</b>	Student Fees	<a href="#">§ 79-2,134</a>	On or before August 1	Requires every school board to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook.
	Distance Education Incentives	<a href="#">§ 79-1337</a>	On or before August 1 (through 2020)	Districts and ESUs shall apply for incentives annually, through 2020, to the Department of Education on or before August 1.
	Superintendent Contract	<a href="#">§ 79-2403</a>	On or before August 1	After approval of a contract, or any amendments, for superintendent/ESU administrator services, file a copy of such contract or amendment with the State Department of Education on or before the next succeeding August 1.
	Instruction in another District	<a href="#">§ 79-598</a>	On or before August 15	If contracting with a neighboring district(s) for instruction of all or any part of the pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district.
<b>August</b>	<b>NASB Events</b> <ul style="list-style-type: none"> <li>NASB Area Membership Meetings: Valentine and Gering</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Board/Administrators Budget Work Session</li> <li>Certification of District's Assessed Valuation</li> <li>Public Budget Hearing / Adopt Budget; Due on or before September 20 <a href="#">§ 13-508</a> <a href="#">§ 79-1084</a>, <a href="#">§ 79-1085</a>, <a href="#">§ 79-1086</a></li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review Alternative Education Program</li> </ul> <b>Learning Community</b> <ul style="list-style-type: none"> <li>Learning Community attendance reports; Due September 1 <a href="#">§ 79-201</a></li> <li>Learning Community Budget; Due September 1 <a href="#">§ 13-508</a></li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>Board/All Staff Gathering</li> <li>Negotiations employee's agent request recognition; Due September 1 (year preceding contract year) <a href="#">§ 48-818.01</a></li> </ul> <b>Policy</b> <b>Other</b> <ul style="list-style-type: none"> <li>Committee on Americanism; Due beginning of school year <a href="#">§ 79-724</a></li> </ul>			
	Activity	Statute	Timeframe	Summary
	Negotiations	<a href="#">§ 48-818.01</a>	On or before Sept 1 (year preceding the contract year in question)	The certificated and instructional employees' collective bargaining agent must request recognition as bargaining agent.
	Committee on Americanism	<a href="#">§ 79-724</a>	Beginning of school year	Requires every school board to appoint a committee of three to be known as the committee on Americanism.

August	Learning Community attendance reports	<a href="#">§ 79- 201</a>	On or before September 1	Each district that is a member of a learning community needs to report to the leaning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports.
	Learning Community Budget	<a href="#">§ 13-508</a>	On or before September 1	Learning communities shall file a copy of their adopted budget statement with member school districts.
	Negotiations	<a href="#">§ 48-818.01</a>	On or before September 15	Negotiations contract dispute decision (year of contract, if needed);
	General Budget Adoption	<a href="#">§ 13-508</a>	On or before September 20	School board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget.
	Class III Budget	<a href="#">§ 79-1084</a>	On or before September 20	Requires school boards of Class III districts to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year.
	Class IV Budget	<a href="#">§ 79-1085</a>	On or before September 20	Requires school boards of a Class IV district to report to the county board an estimate of the amount of funds required for the next school fiscal year.
	Class V Budget	<a href="#">§ 79-1086</a>	On or before September 20	Requires school board of a Class V district that is a member of a learning community to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year.
	ESEA Notices	Federal		Elementary and Secondary Education Act (ESEA) – Requires school districts and individual schools to provide numerous notices to parents the public and others under the No Child Left Behind Act. A complete list, description and sample notices can be found at: <a href="http://www.ed.gov/programs/titleiparta/parentinguid.doc">http://www.ed.gov/programs/titleiparta/parentinguid.doc</a>
	FERPA Annual Notice	Federal		Family Educational Rights and Privacy Act (FERPA) - Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html</a>
	PPRA Annual Notice	Federal		Protection of Pupil Rights Amendment – (PPRA) – Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.

August

Child Nutrition Annual Notice	Federal		Child Nutrition Programs – If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about fee and reduced price meals and/or free milk and must provide parents with an application form.
AHERA Annual Notice	Federal		Asbestos Hazard Emergency Response Act (AHERA) – requires schools districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. Sample Notice: <a href="http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dc38825672f0058649d!OpenDocument">http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dc38825672f0058649d!OpenDocument</a>
McKinney-Vento Notice	Federal		McKinney-Vento Homeless Assistance Act – Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster: <a href="http://center.serve.org/nche/pr/er_poster.php#youth">http://center.serve.org/nche/pr/er_poster.php#youth</a> .
Non-discrimination Notice	Federal		Non- Discrimination - requires all recipients of federal funds to notify their students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
IDEA Annual Notice	Federal		Individuals with Disabilities Education Act (IDEA) – Annual notice to parents of a child with a disability of the district’s procedural safeguards. A notice must also be placed on the district’s website. The notice must be easily understandable and in the native language of the parents. Sample Notice: <a href="http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf">http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf</a>

# September

**NASB Events**

- NASB Area Membership Meetings: Kearney, York, Norfolk, and North Platte
- NASA/NASB Labor Relations Conference

**Planning**

- Monitor progress of district goals, link goals to discussion and action items

**Committee Reports**

**Curriculum**

- Review Summer School Programs
- Review ACT Results
- Review School Improvement Plan

**Learning Community**

- Learning Community Coordinating Council Only – learning community levies and total assessed valuation; Due October 15 [§ 79-528](#)

**Personnel**

- Negotiations contract dispute decision (year of contract, if needed); Due September 15 [§ 48-818.01](#)
- Personnel Report to the Department of Education; Due September 15 [§ 79-804](#)
- Negotiations board must respond to agent request; Due October 1 [§ 48-818.01](#)

**Policy**

**Other**

- Annual Emergency Safety Plan – Annual Adoption
- Annual District Report
- Tax Request Hearing for Fund Levies; Due October 13 [§ 77-1601.02](#)
- Poverty Plan; Due October 15 [§ 79-1013](#)
- Superintendent file Membership Report; Due October 15 [§ 79-528](#)
- Limited English Proficiency Plan; Due October 15 [§ 79-1014](#)
- Elementary Site Allowance; Due October 15 [§ 79-1007.15](#)
- Distance Education Incentives Denial Appeal (through 2020); Due October 1 [§ 79-1337](#)

Activity	Statute	Timeframe	Summary
Negotiations	<a href="#">§ 48-818.01</a>	On or before September 15	The commission will render a decision on any contract dispute in regards to a non-agreed upon agreement that was due March 25.
Personnel Report	<a href="#">§ 79-804</a>	On or before September 15	All schools shall file with the Department of Education a fall personnel report, specifies the names of all individuals employed by the school who are certificated.
Negotiations	<a href="#">§ 48-818.01</a>	On or before Oct 1 (year preceding the contract year in question)	The board of directors must respond to an agent’s request for recognition as bargaining agent.
Tax Request Hearing	<a href="#">§ 77-1601.02</a>	On or before Oct13 and a special public hearing and proper notice to be held prior to this date.	Requires a school board, ESU, learning community board, who is setting the tax request at a different amount than the prior year, to hold a special public hearing, provide proper notice at least five days prior to the hearing, pass by a majority vote a resolution or ordinance increasing the tax amount and to certify and submit the resolution to the county clerk on or before October 13.

<b>September</b>	Distance Education Incentives	<a href="#">§ 79-1337</a>	On or before October 1 (through 2020)	District or ESU may appeal the denial of incentives for any course by the Department of Education to the State Board of Education.
	Membership Report	<a href="#">§ 79-528</a>	On or before October 15	All superintendents must file with the Commissioner of Education the fall school district membership report.
	Poverty Plan	<a href="#">§ 79-1013</a>	On or before October 15	Requires each school district designating a maximum poverty allowance greater than zero dollars to submit a poverty plan for the next school fiscal year to the NDE and to the learning community coordinator council (if applicable).
	Limited English Proficiency Plan	<a href="#">§ 79-1014</a>	On or before October 15	Requires each school district designating a maximum limited English proficiency allowance greater than zero dollars to submit a limited English proficiency plan for the next school fiscal year to the NDE and to the learning community council (if applicable).
	Elementary Site Allowance	<a href="#">§ 79-1007.15</a>	On or before October 15	Requires each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE.
<b>October</b>	<b>NASB Events</b> <ul style="list-style-type: none"> <li>NASB Area Membership Meetings: Nebraska City, Omaha, and Fremont</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Fall district enrollment figures</li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review Statewide Assessment Results</li> </ul> <b>Educational Service Unit</b> <ul style="list-style-type: none"> <li>Publish Report of Yearly Activities of the ESU Board; Due November 1 <a href="#">§ 79-1228</a></li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>Negotiations shall begin; Due November 1 <a href="#">§ 48-818.01</a></li> </ul> <b>Policy</b> <b>Other</b> <ul style="list-style-type: none"> <li>Appoint Delegate Assembly Representative</li> <li>Review Annual Emergency Safety Plan</li> <li>Superintendents file Financial Report; Due November 1 <a href="#">§ 79-528</a></li> </ul>			
	<b>Activity</b>	<b>Statute</b>	<b>Timeframe</b>	<b>Summary</b>
	Negotiations	<a href="#">§ 48-818.01</a>	On or before November 1 (year preceding the contract year in question)	Negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent.
	Financial Report	<a href="#">§ 79-528</a>	On or before November 1	All superintendents must submit to the Commissioner of Education an annual financial report.
	ESU	<a href="#">§ 79-1228</a>	November 1	Board of the ESU must publish a brief report of the yearly activities of the board.

<b>November</b>	<p><b>NASB Events</b></p> <ul style="list-style-type: none"> <li>▪ NASA/NASB State Education Conference</li> <li>▪ NASB Delegate Assembly</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> </ul> <p><b>Committee Reports</b></p> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>▪ Distribute superintendent evaluation</li> </ul> <p><b>Policy</b></p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ District Audit Report</li> </ul>
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<b>December</b>	<p><b>NASB Events</b></p> <ul style="list-style-type: none"> <li>▪ NASB New Board Member Workshops: Gering, North Platte, Grand Island, LaVista, and Norfolk</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>▪ Mid-year superintendent evaluation</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ Fiscal Year Audit Report</li> </ul> <p><b>Committee Reports</b></p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>▪ NDE State of the Schools Report</li> <li>▪ Review School Improvement Plan</li> </ul> <p><b>Learning Community</b></p> <ul style="list-style-type: none"> <li>▪ Report Evaluation and Research Results of Funds Distributed per § 79-1241.03; Due January 1 - <a href="#">§ 79-2104.02</a></li> </ul> <p><b>Educational Service Unit</b></p> <ul style="list-style-type: none"> <li>▪ ESU Annual Financial Report; Due January 31 <a href="#">§ 79-1229</a></li> </ul> <p><b>Policy</b></p>
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Activity	Statute	Timeframe	Summary
Learning Community	<a href="#">§ 79-2104.02</a>	On or before January 1	Each learning community shall report evaluation and research results regarding funds distributed per <a href="#">§ 79-1241.03</a>
ESU	<a href="#">§ 79-1229</a>	On or before January 31	Administrator of ESU shall submit to the Commission of Education the annual financial report.

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## 7 Signs of Effective School Board Members

*By Kathryn Blumsack and Terry McCabe*

Congratulations! You're now a member of the Board of Education. If you're like most new board members, you've worked hard to reach this point. You've listened to your community, and come to understand its values and concerns. Above all, you've embraced the transformative power of a great board to improve public education. Local control of education through elected school boards is a deeply held American political tradition. School boards may be small and local, but they represent perhaps the most important daily civic commitment we as citizens make to our communities, our children, and our future.

As a new board member, you bring sharp questions, innovative ideas, and fresh energy. You'll look at established routines and policies with new eyes, you'll challenge old assumptions, and you'll have the opportunity to share your perspective with your fellow board members. At the same time, you'll learn how to make a positive difference in the work of the board, and how to contribute most effectively to lasting change. We want you to be the most effective possible advocate for your community's educational vision and values. To help you succeed, we're going to share with you the seven practices of highly effective boards.

### **1. Going solo's a no-no**

You were elected to your board as an individual. You've got issues that are priorities for you. And you'll get a lot of individual attention early on from friends, school employees, and community members who want you to tackle particular problems. The early temptation will be to say "yes" and use your power to fix things.

Except you won't have any power to use -- not as an individual, at least. As a school board member, you have no individual legal authority to fix problems or decide issues. One of the wisest things you can do is to help others understand that you can only get your work done as part of a team. We're not saying you can't try to take the lead on a particular issue, or that you have to stay silent -- not at all. In fact, the more you communicate and share with your fellow board members, the more likely you'll be able to gain support for your priorities and ideas.

Look at the long term: Your success as a board member is inextricably tied to the success of your board. You will be judged by what it accomplishes, not by what you as an individual tried to accomplish. In all the years (decades!) we've worked with school boards, we've never heard anyone say something like, "That's a bad board -- except for Mary Smith."

What do boards work on together? Everything. Consider the three main areas of board responsibility: legislative, administrative, and judicial. The first area of responsibility, legislative, refers to policy making. Effective boards adopt policies that give direction to the superintendent and staff, enabling them to manage the district. The board should seek appropriate input in the development of policy, and after adoption should hold the superintendent and staff accountable for its implementation.

Administration is the second area of responsibility. It includes approving and monitoring the budget, approving and monitoring district contracts, and hiring and evaluating the superintendent and appropriate staff. The administration should present the draft budget based on the goals and objectives outlined by the school board. It is up to the board to ensure that goals and objectives are truly aligned with the spending outlined in the budget. As for contracts, many states give final approval and responsibility for major contracts to the local board. It is important that you understand the bidding process and follow ethical guidelines in approving all contracts.

Finally, the board's judicial responsibility refers to hearing formal appeals sessions brought forward by staff, students, or parents. Naturally, these appeals require confidentiality, impartiality, and a full understanding of school law and regulations. The judicial function is sporadic, but handling appeals properly is critical to the effectiveness and fairness of a school board.

## **2. Respect the team**

You were elected as an individual, but you'll work as part of a team. The best way to succeed as a board is to practice collaboration and respect. Because boards deal with extremely difficult and vexing issues -- from budgets to grievances and everything in between -- it's common for emotions to sometimes run high. Keep in mind that you're in this for the long haul, and the best way to succeed is to be part of a strong team. Boards whose members treat one another with respect tend to be the most effective. Those whose members give in to acrimony tend to get less done.

Collaboration and respect don't mean consensus. Boards vote, and majorities rule. (But remember: This year's majority could be next year's minority.) There is honor in casting a sincere vote, win or lose. But, after the vote, effective boards move forward together. When you're new, every challenge will be a first-time challenge. But you'll come to realize that boards confront major issues all the time, and that a long-term commitment to collegiality and respect is critical to effective board governance.

The impact of respect goes beyond the board. The board sets the tone for the entire school system. Staff, students, parents, and the community are watching carefully to see how the board functions. Effective boards don't only handle their own work well -- they establish a model of collegiality and collaboration that builds confidence across the community that everyone is working to do what's best for students.

### **3. Understand the difference between board and staff**

Effective board members refrain from trying to perform management functions that are the responsibility of the superintendent and staff. As a board member, it is your responsibility (along with your fellow board members) to ensure that the schools operate well. But it is not your responsibility to run them. That's what the superintendent is for.

Boards do have great power, but it can seem a strange kind of power to new members because it's not the power to order individuals to "do this" or "stop doing that." It's the power to establish goals and policies, and then the power to demand accountability for reaching those goals and executing those policies.

The fundamental reason to refrain from trying to perform management functions is so you can hold the system -- and above all, its leader, the superintendent -- accountable for results. Accountability is the key, and many recent educational reforms aim to clarify and strengthen accountability.

If the superintendent understands that he or she will be held accountable by the board to reach goals and execute policies, then the board has achieved a key part of its work. If board members muddy accountability by trying to involve themselves in management functions, then any individual "win" in a particular case has the larger effect of undermining overall system effectiveness.

Here's a common situation for a new board member: You've been approached by concerned parents or community members about fixing an issue. If this happened during an election, you may have assured the concerned individuals you'd tackle this issue right away. You should listen to such concerns and questions, but rarely if ever will it be appropriate for you to directly contact a principal, a teacher, or a coach to try to solve the problem. That's one of the main ways board members unintentionally diminish their effectiveness.

Part of your job is to help educate the school community about your responsibilities, explain the chain of command (or "chain of accountability," as some board members call it), and direct concerned individuals to the appropriate staff person.

A useful guide for new board members is your school system's policy on how to handle concerns from

members of the public, to ensure that every concern gets a fair hearing and timely resolution. And if a concern merits board consideration, you should bring it up with your fellow board members.

#### **4. Share and defend your views, but listen to the views of others**

Your board sets the standard for communication within the district. Do you want your district to be open to a thorough discussion, or are you more interested in your own point of view? School board members must have the ability to compromise. You won't "win" on every issue you care about. More importantly, sometimes you'll find that the information, perspectives, and ideas others have may change your mind, or lead to a new and even better collaborative idea.

In the charged and urgent arena of public education, expect to be flexible, even as you seek to honor your deepest values and commitments. There will be times when changes must be made, when tradition cannot be honored, or when pressure must be resisted. Sometimes, you'll measure the true success of a board not by agreement, but by respectful disagreement and spirited discussion followed by a difficult vote. And after a difficult vote, effective boards embrace the decision and move forward together.

#### **5. Do your homework and ask tough questions**

Members of effective boards come to meetings prepared to engage in discussions, ask questions, and seek clarification. A lot of background information is required to make policy and assess accountability. In meetings, asking sharp questions can help clarify issues not just for yourself, but for students, families, the community, and even school system employees. Here are some good questions to keep in mind:

- What is the goal of this initiative?
- How does it align with our vision, mission, and system goals?
- How much will it cost? What data tells us it's important enough to merit the cost?
- What data supports the notion that it will achieve the desired results?
- Are staff ready to implement it? If not, what's our plan?
- How does it fit with our existing activities? Does it conflict with anything we're already doing?

- How will we evaluate the results?

Board members are not career education professionals. Sometimes this feels like a handicap because of all the jargon, technical language, and policy details that board members, especially new board members, may not know. But keep in mind that, in American public education, local board members are not expected to be experts. They are responsible for serving as a bridge between lifelong education professionals and local communities.

To build the bridge, some board members like to ask plain questions. Michael Harvey, a board member in Maryland's Kent County, likes to encourage clarity and simplicity by asking, "How would you explain this policy to a parent?"

## **6. Respect your oath**

Local school board membership is a public office and a public trust. New members swear an oath to uphold laws pertaining to public education. An important aspect of the public trust is to maintain confidentiality when appropriate. Many issues considered by school boards must be handled in confidence, in executive or closed sessions. These commonly include personnel issues, legal matters, negotiations, land acquisition, and grievances.

Your state education laws determine which items must be considered in executive session or in appeals hearings, and specify the process for entering and exiting such a session. Everything discussed is confidential, with the exception of the summary public report the board president makes after the executive or closed session. If an individual board member divulges information from a closed or executive session, he or she may be held legally responsible. Significant costs and legal challenges may arise for the individual member, the board, and the entire school district.

Note that, while executive or closed sessions are permitted, most states require any action as a result of that executive session to be conducted in a public forum. Just as it is important to adhere to confidentiality for matters that should be confidential, it is important to ensure that no open-session topics are discussed, or actions taken, in executive or closed sessions. When in doubt, consult your board lawyer.

## **7. Keep learning**

Effective board members participate in professional development and commit the time and energy necessary to be informed and effective leaders. You should understand your school system's vision, goals,

and policies; its current successes, challenges, and opportunities; and the educational environment in your community.

Most importantly, you should know the aspirations and expectations of the students and parents. At the national level, American public education is undergoing major and rapid changes. Understanding and translating them for your community's schools will require steady, ongoing work.

Many resources are available to you in this new position. You need to know about your state statutes and the organizing documents for your district. Work closely with your board chair and your superintendent to better understand district and board responsibilities. Your state school board association is a great resource for information and professional development. There are additional resources available through NSBA ([www.nsba.org](http://www.nsba.org)) and this magazine ([www.asbj.com](http://www.asbj.com)).

OK, new board members. That's our advice. Congratulations again on your new job and new responsibilities. It'll be exhausting, challenging, and sometimes painful. But, with luck, you'll share the experience of many other school board members in the great American tradition: the most rewarding job you will ever have.

Kathryn Blumsack ([kblumsack@mabe.org](mailto:kblumsack@mabe.org)) is director of board development for the Maryland Association of Boards of Education. Terry McCabe ([terry.a.mccabe@gmail.com](mailto:terry.a.mccabe@gmail.com)) is the former associate executive director for the Maine School Boards Association. Michael Harvey, a board member in Maryland's Kent County, contributed to this article.

### **Veteran school board members offer advice and a heads-up**

Becoming a school board member can be a daunting task. To help, we called upon the collective wisdom and experience of our Reader Panel and other subscribers to tell us what advice they found helpful when they joined their school boards. We also asked what they wish they'd known before becoming a school board member.

If you want to add your own advice, email it to us at [editor@asbj.com](mailto:editor@asbj.com).

### **What is the best piece of advice you received as a new board member?**

Get to know what your role is as a board member, develop yourself in many ways, set goals for yourself, be positive, know your limits, and above all listen. -- *Jo Ann Beamer, board member, Ohio*

Do not be in a hurry to do something. It takes time to develop governance skills. -- *Jill Wynns, board*

Board of Education Regular Meeting  
Monday, December 14, 2020 7:00 PM Central

Shelby-Rising City School Room 402  
650 N. Walnut  
Shelby, NE 68662-0218

Kasey Hopwood: Present  
Jeff Kuhnel: Present  
Geoffrey Ruth: Present  
Jackie Sliva: Absent  
Heath Vrbka: Present  
Chris Whitmore: Present

Present: 5, Absent: 1.

Meeting called to order by Jeff Kuhnel at 7pm. Chris Whitmore motioned to excuse Jackie Sliva with a 2nd motion made by Heath Vrbka.

Jackie Sliva: Present

Present: 6.

Jackie Sliva joined the meeting at 7:15pm.

#### 1. Call to Order

#### 2. Pledge of Allegiance

#### 3. Announce Open Meeting Act Posting and Location

4. Recitation of the Mission Statement: The mission of the Shelby-Rising City Public School is to provide a quality education through Innovation, Integrity, Accountability and Service

#### 5. Recognition of Visitors

5.1. Student Presentation: Mrs. Jakub and the S-RC Dance Team participants will present information to the Board.

#### 6. Approval of Agenda

Motion to approve agenda as presented Passed with a motion by Heath Vrbka and a second by Geoffrey Ruth.

Jackie Sliva: Absent, Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea

Yea: 5, Nay: 0, Absent: 1

#### 7. Consent Agenda

Motion to approve Consent Agenda Passed with a motion by Kasey Hopwood and a second by Chris Whitmore.

Jackie Sliva: Absent, Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea

Yea: 5, Nay: 0, Absent: 1

#### 7.1. Minutes

#### 7.2. Treasurers Report

#### 8. District Reports

8.1. Mrs. Willis will be presenting the Board with an update of the External Visitation that will be conducted virtually next month.

#### 8.2. Technology Report

8.3. Maintenance/Facilities/Transportation Report

#### 8.4. Board/Committee Report

8.4.1. Negotiations Committee Report

### 9. Administrative Reports

9.1. Athletic Director/Activities Director Report

9.2. Elementary Principals Report

9.3. Secondary Principals Report

9.4. Superintendents Report

### 10. Discussion Items

### 11. Action Items

11.1. The Board will discuss, consider and take all necessary action on the purchase of a Hobart Model AM15T-2 Dishwasher with two 6 Pan Racks and the removal of the current machine. Total cost is \$16,800. The work will be completed on or before January 18.

Motion to approve the purchase of a Hobart Model AM15T-2 Dishwasher with two 6 Pan Racks and the removal of the current machine. Total cost is \$16,800. The work will be completed on or before January, 18, 2021. Passed with a motion by Chris Whitmore and a second by Geoffrey Ruth.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

11.2. The Board will present, discuss, consider and take all necessary action on the Annual Superintendent Evaluation.

Motion to approve the Annual Superintendent Evaluation. Passed with a motion by Heath Vrbka and a second by Jackie Sliva.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

11.3. The Board will discuss, consider and take all necessary action on setting the rate for sub pay during the use of a certificated staff member's planning period per Board policy. The rate for the 2020-21 school year will be set at \$15.00 per covered period to be paid at the end of each semester.

Motion to approve setting the rate for sub pay during the use of a certificated staff member's planning period per Board policy. The rate for the 2020-21 school year will be set at \$15.00 per covered period to be paid at the end of each semester. Passed with a motion by Kasey Hopwood and a second by Geoffrey Ruth.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath  
Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

## 12. Set Dates

### 13. Adjournment

Motion to adjourn at 8:06pm. Passed with a motion by Jeff Kuhnel and a second by Kasey Hopwood.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath  
Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

**Board of Education**  
**Shelby-Rising City Public Schools**  
**Regular Meeting**

**January 13, 2021**

**7:30 PM**

Check #      Vendor Name      Amount

Checking	1	Fund:	01	GENERAL FUND	
38857	AMAZON				2,161.35
38858	APPTEGY				4,330.00
38859	BLACK HILLS ENERGY				1,094.41
38860	BUTLER COUNTY WELDING				226.48
38861	CAPITAL ONE				32.09
38862	CENTRAL NEBRASKA REHABILITATION SERVICES				4,720.36
38863	COGNIA INC				1,100.00
38864	CUBBYS CORPORATE OFFICE				2,117.04
38865	CULLIGAN OF YORK				106.00
38866	DIETZE MUSIC HOUSE				40.00
38867	E.S.U. #7				14.42
38868	EAKES OFFICE SOLUTIONS				196.28
38869	EDUCATIONAL SERVICE UNIT #7				49.17
38870	EDUCATIONAL SERVICE UNIT #7				22,740.05
38871	EGAN SUPPLY CO.				23.06
38872	GENERAL FUND-PETTY CASH				636.42
38873	HIRE RIGHT SOLUTIONS INC.				62.80
38874	HOMETOWN LEASING				431.27
38875	JACKSON SERVICES, INC				593.25
38876	JAYMAR BUSINESS FORMS				454.40
38877	JOSTENS				8.75
38878	KSB SCHOOL LAW, PC, LLO				661.50
38879	LINCOLN JOURNAL STAR				472.90
38880	LINGO				254.94
38881	MACKIN EDUCATIONAL RESOURCES				286.24
38882	MATHESON TRI-GAS INC.				1,102.59

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
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38883	MCILNAY & COMPANY	1,320.63
38884	MID-AMERICAN RESEARCH CHEMICAL	816.50
38885	NAPA AUTO AND TRUCK PARTS	30.19
38886	NE COUNCIL OF SCHOOL ADM.	90.00
38887	NEBRASKA ASSOCIATION OF SCHOOL BOARDS	250.00
38888	NETA	49.00
38889	ONE SOURCE	24.00
38890	ORKIN PEST CONTROL	91.17
38891	PAY FLEX	100.00
38893	PINNACLE BANK-SHELBY	15.00
38892	PINNACLE BANK	644.12
38894	PLAINS EQUIPMENT GROUP	14,640.20
38895	POLK CO. RURAL PUBLIC POWER DISTRICT	9,575.77
38896	POLK COUNTY NEWS	106.81
38897	REHMER AUTO PARTS	74.59
38898	SHELBY AUTO CLINIC	455.64
38899	SHELBY LUMBER CO.	255.47
38900	TRUCK CENTER COMPANIES	16.64
38901	VERIZON WIRELESS	298.75
38902	VERSATILE SUPPORT SERVICES, INC.	374.00
38903	VILLAGE OF SHELBY	1,128.25
38904	WINDSTREAM	620.02
38905	YORK PUBLIC SCHOOLS	1,100.00

INVOICES:	\$	75,992.52
PAYROLL:	\$	410,076.95
TOTAL:	\$	486,069.47

Invoice Listing - Detail  
JANUARY 2021 GENERAL FUND INVOICES

County of Polk School District 32  
01/12/2021 10:53 AM

Batch Description: JANUARY 2021 GENERAL FUND INVOICES Processing Month: 01/2021 Credit Card Vendor ID: End of Fiscal Year Expense Invoices: Amount: 2,161.35  
Vendor ID: AMAZON AMAZON PO Number: Invoice Number: 11121

Sequence: 1	Check Type:	Detail Description	Check Number:	Due Date:	Status:	1099 Amount:	In Full
01 2220 610 000 0000 0 000		BOOK TAPE	56.03	01/11/2021	A	0.00	
01 2590 610 000 0000 0 000		OFFICE SUPPLIES	87.71	01/13/2021	A	0.00	
01 2610 610 000 0000 0 000		MOP HANDLE	29.55				
01 1100 610 062 0070 0 000		GEL PENS & ERASERS	20.37				
01 1100 610 002 0030 0 000		3RD GRADE SUPPLIES	120.93				
01 2230 650 000 0000 0 000		TECH SUPPLIES	327.46				
01 2230 734 000 0000 0 000		USB C HUB ADAPTERS	1,319.50				
01 2130 610 000 0000 0 000		DISPOSABLE GLOVES	199.80				

Vendor ID: APPTEGY APPTEGY PO Number: Invoice Number: 04426 Amount: 4,330.00  
Description: Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:  
Chart of Account Number Detail Description In Full  
01 2590 643 000 0000 0 000 THRILLSHARE 4,330.00 N

Vendor ID: BLACKHILLS BLACK HILLS ENERGY PO Number: Invoice Number: 11121 Amount: 1,094.41  
Description: Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:  
Chart of Account Number Detail Description In Full  
01 2610 621 000 0000 0 000 FUEL 1,094.41 N

Vendor ID: BUTLERWELD BUTLER COUNTY WELDING PO Number: Invoice Number: 191637 Amount: 226.48  
Description: Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:  
Chart of Account Number Detail Description In Full  
01 1100 610 001 0180 0 000 WELDING GLOVES & TUBING 226.48 N

Vendor ID: CAPITAL CAPITAL ONE PO Number: Invoice Number: 11121 Amount: 32.09  
Description: Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:  
Chart of Account Number Detail Description In Full  
01 2590 643 000 0000 0 000 ADOBE 32.09 N

Vendor ID: CENTRAL CENTRAL NEBRASKA REHABILITATION PO Number: Invoice Number: 10830 Amount: 4,720.36  
Description: Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 4,720.36  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:  
Chart of Account Number Detail Description In Full  
01 2173 340 000 0000 0 000 0-2 PT SPED 833.87 833.87 N

01 2161 340 000 0000 0 000 S.A. OT SPED 2,494.18 N  
01 2171 340 000 0000 0 000 S.A. PT SPED 1,197.31 N  
01 2163 340 000 0000 0 000 0-2 OT SPED 195.00 N

**Vendor ID: COGNIA COGNIA INC**

Description: Invoice Number: 00136556 Amount: 1,100.00  
Sequence: 1 Check Type: PO Number: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Chart of Account Number: 01 2211 340 000 0000 0 000 ENGAGEMENT REVIEW FEE  
Detail Description: 1,100.00 N  
Check Number: 1099 Detail Amount Asset/Asset Tag In Full

**Vendor ID: CUBBYSCORP CUBBY'S CORPORATE OFFICE**

Description: Invoice Number: 4742935 Amount: 2,117.04  
Sequence: 1 Check Type: PO Number: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Chart of Account Number: 01 2320 610 000 0000 0 000 NEW TEACHER BREAKFAST  
Detail Description: 94.95 N  
01 2410 610 001 0000 0 000 STUDENT OF THE MONTH LUNCH 11.49 N  
01 2410 610 002 0000 0 000 DESITIN & BACK PACK ITEMS 28.45 N  
01 2610 626 000 0000 0 000 CUSTODIAN GAS 155.33 N  
01 2710 626 000 0000 0 000 VAN & BUS GAS 1,664.23 N  
01 2712 626 000 0000 0 000 SPED VAN GAS 162.59 N

**Vendor ID: CULLIGANYO CULLIGAN OF YORK**

Description: Invoice Number: 11121 Amount: 106.00  
Sequence: 1 Check Type: PO Number: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Chart of Account Number: 01 2610 610 000 0000 0 000 WATER AND RENTAL  
Detail Description: 106.00 N

**Vendor ID: DIETZE DIETZE MUSIC HOUSE**

Description: Invoice Number: FA5503 Amount: 40.00  
Sequence: 1 Check Type: PO Number: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Chart of Account Number: 01 1100 430 000 0170 0 000 CLARINET SERVICE  
Detail Description: 40.00 N

**Vendor ID: ESU7 E.S.U. #7**

Description: Invoice Number: 11121 Amount: 14.42  
Sequence: 1 Check Type: PO Number: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Chart of Account Number: 01 1100 610 001 0145 0 000 PRINTING  
Detail Description: 14.42 N

**Vendor ID: EAKESO EAKES OFFICE SOLUTIONS**

Description: Invoice Number: 81580558162416816727 Amount: 196.28  
Sequence: 1 Check Type: PO Number: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Chart of Account Number: 01 2590 610 000 0000 0 000 OFFICE SUPPLIES  
Detail Description: 196.28 N

Vendor ID: ESU7NETWORK	EDUCATIONAL SERVICE UNIT #7	PO Number:	Invoice Number: 1-6-2021	Amount:
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2230 352 000 0000 0 000	NETWORK OPERATIONS	49.17	N	In Full
<b>Vendor ID: ESU7SP</b>	<b>EDUCATIONAL SERVICE UNIT #7</b>	<b>PO Number:</b>	<b>Invoice Number: NOV 2020</b>	<b>Amount: 22,740.05</b>
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 22,740.05
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 6408 320 000 0000 0 000	IDEA 0-2	813.02	813.02	N
01 6406 320 000 0000 0 000	IDEA SA	4,539.98	4,539.98	N
01 1200 591 000 0000 0 000	SPED SERVICES	17,387.05	17,387.05	N
<b>Vendor ID: EGAN</b>	<b>EGAN SUPPLY CO.</b>	<b>PO Number:</b>	<b>Invoice Number: 829902A</b>	<b>Amount: 23.06</b>
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 610 000 0000 0 000	FACIAL TISSUE	23.06	N	In Full
<b>Vendor ID: PETTY</b>	<b>GENERAL FUND-PETTY CASH</b>	<b>PO Number:</b>	<b>Invoice Number: 11121</b>	<b>Amount: 636.42</b>
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2410 890 002 0000 0 000	ELEM PRINCIPAL SUPPLIES	55.76	N	In Full
01 2610 621 000 0000 0 000	CONSTELLATION FUEL	580.66	N	In Full
<b>Vendor ID: HIRE SOL</b>	<b>HIRE RIGHT SOLUTIONS INC.</b>	<b>PO Number:</b>	<b>Invoice Number: P1002879</b>	<b>Amount: 62.80</b>
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2710 810 000 0000 0 000	DOT DRUG TESTING	62.80	N	In Full
<b>Vendor ID: HOMETO</b>	<b>HOMETOWN LEASING</b>	<b>PO Number:</b>	<b>Invoice Number: 11121</b>	<b>Amount: 431.27</b>
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2590 443 000 0000 0 000	COPIER PAYMENT	431.27	N	In Full
<b>Vendor ID: JACKSO</b>	<b>JACKSON SERVICES, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 44366624445132445434</b>	<b>Amount: 593.25</b>
Description:		Invoice Date: 01/11/2021	Due Date: 01/13/2021	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 420 000 0000 0 000	RUGS & MOPS	593.25	N	In Full

**Vendor ID: JAYMAR**      **JAYMAR BUSINESS FORMS**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      W-2'S & GENERAL FUND CHECKS  
01 2590 610 000 0000 0 000

**PO Number:**      **Invoice Number: 059617**      **Amount: 454.40**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
454.40      N      In Full

**Vendor ID: JOSTENS**      **JOSTENS**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      CLASS ROLL  
01 2490 610 000 0000 0 000

**PO Number:**      **Invoice Number: 25293028**      **Amount: 8.75**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
8.75      N      In Full

**Vendor ID: KSBSCHLAW**      **KSB SCHOOL LAW, PC, LLO**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      LEGAL SERVICES  
01 2330 317 000 0000 0 000

**PO Number:**      **Invoice Number: 9413**      **Amount: 661.50**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 661.50  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
661.50      N      In Full

**Vendor ID: LINCOLN**      **LINCOLN JOURNAL STAR**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      LEGAL POSTING  
01 2310 540 000 0000 0 000

**PO Number:**      **Invoice Number: 11-1220**      **Amount: 472.90**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
472.90      N      In Full

**Vendor ID: LINGO**      **LINGO**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      LONG DISTANCE  
01 2590 530 000 0000 0 000

**PO Number:**      **Invoice Number: 5295825**      **Amount: 254.94**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
254.94      N      In Full

**Vendor ID: MACKINEDRE**      **MACKIN EDUCATIONAL RESOURCES**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      LIBRARY BOOKS  
01 2220 640 000 0000 0 000

**PO Number:**      **Invoice Number: 656320**      **Amount: 286.24**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
286.24      N      In Full

**Vendor ID: MATHESON**      **MATHESON TRI-GAS INC.**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      IND ARTS SUPPLIES  
01 1100 610 001 0180 0 000

**PO Number:**      **Invoice Number: 227767051736046**      **Amount: 1,102.59**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag  
1,102.59      N      In Full

**Vendor ID: MCILINA**      **MCILINAY & COMPANY**

Description:      Checking Account ID:  
Sequence: 1      Check Type:      Detail Description  
Chart of Account Number      IND ARTS SUPPLIES  
01 1100 610 001 0180 0 000

**PO Number:**      **Invoice Number: 8035**      **Amount: 1,320.63**  
Invoice Date: 01/11/2021      Due Date: 01/13/2021      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:

Chart of Account Number  
01 2620 430 000 0000 0 000  
Detail Description  
SEWER REPAIRS

Cost Center ID  
1,320.63  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N In Full

**Vendor ID: MIDAME MID-AMERICAN RESEARCH CHEMICAL**

**Amount: 816.50**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2610 610 000 0000 0 000  
Detail Description  
CUSTODIAL SUPPLIES

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
816.50 N In Full

**Vendor ID: NAPA AUTO NAPA AUTO AND TRUCK PARTS**

**Amount: 30.19**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2712 610 000 0000 0 000  
Detail Description  
WINDSHIELD WASHER

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
30.19 N In Full

**Vendor ID: NECSA NE COUNCIL OF SCHOOL ADM.**

**Amount: 90.00**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2410 810 002 0000 0 000  
Detail Description  
2020 NAESP/NSASSP PRINCIPAL CONFERENCE

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
90.00 N In Full

**Vendor ID: NEASB NEBRASKA ASSOCIATION OF SCHOOL BOARDS**

**Amount: 250.00**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2310 810 000 0000 0 000  
Detail Description  
BOARD LEADERSHIP ONLINE SURVEY

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
250.00 N In Full

**Vendor ID: NETA NETA**

**Amount: 49.00**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2230 810 000 0000 0 000  
Detail Description  
FULL CONFERENCE LEAD PRESENTER

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
49.00 N In Full

**Vendor ID: ONESOURCE ONE SOURCE**

**Amount: 24.00**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2590 340 000 0000 0 000  
Detail Description  
BACKGROUND CHECK

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
24.00 N In Full

**Vendor ID: ORKINP ORKIN PEST CONTROL**

**Amount: 91.17**

Description:  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number  
01 2610 420 000 0000 0 000  
Detail Description  
PEST CONTROL

PO Number:  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
91.17 N In Full



**Vendor ID: SHELBYAUTO SHELBY AUTO CLINIC**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2710 626 000 0 000 OIL  
01 2730 431 000 0000 0 000 VAN & BUS REPAIRS

**PO Number:** Invoice Number: 034305034281 Amount: 455.64  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 160.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
44.28 N  
411.36 160.00 N

**Vendor ID: SHELBS SHELBY LUMBER CO.**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2610 610 000 0 000 CUSTODIAL SUPPLIES  
01 1100 610 001 0180 0 000 IND ARTS SUPPLIES

**PO Number:** Invoice Number: 116358116237115918 Amount: 255.47  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
210.85 N  
44.62 N

**Vendor ID: TRUCKGEN TRUCK CENTER COMPANIES**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2730 431 000 0000 0 000 AIR BRAKES

**PO Number:** Invoice Number: 225019225025J Amount: 16.64  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
16.64 N

**Vendor ID: VERIZON VERIZON WIRELESS**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2710 530 000 0000 0 000 BUS PHONES

**PO Number:** Invoice Number: 9870129820 Amount: 298.75  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
298.75 N

**Vendor ID: VERSATILES VERSATILE SUPPORT SERVICES, INC.**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 1200 320 000 0000 0 000 TY - DEC 2020 SERVICES

**PO Number:** Invoice Number: 1220 Amount: 374.00  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
374.00 N

**Vendor ID: VILLAG VILLAG OF SHELBY**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2610 410 000 0000 0 000 WATER,SEWER & GARBAGE

**PO Number:** Invoice Number: 233823 Amount: 1,128.25  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 485.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
1,128.25 485.00 N

**Vendor ID: WINDSTREAM WINDSTREAM**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2590 382 000 0000 0 000 PHONE - 589.10 BUS BARN - 30.92

**PO Number:** Invoice Number: 11121 Amount: 620.02  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
620.02 N

**Vendor ID: YORKHS YORK PUBLIC SCHOOLS**

Description:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2590 382 000 0000 0 000 PHONE - 589.10 BUS BARN - 30.92

**PO Number:** Invoice Number: 11121 Amount: 1,100.00  
Invoice Date: 01/11/2021 Due Date: 01/13/2021 Status: A 1099 Amount: 0.00

Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
620.02 N



**BUDGET REPORT**  
**DECEMBER 2020 GENERAL FUND**

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF	%EXPENDED
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,058,492.00	\$238,423.66	\$1,002,965.43	\$2,055,526.57	32.79
1150	ENGLISH LANGUAGE LEARNERS	\$29,921.00	\$4,228.01	\$17,173.18	\$12,747.82	57.40
1160	POVERTY - After School Program	\$101,700.00	\$2,055.70	\$13,209.92	\$88,490.08	12.99
1190	PRESCHOOL	\$118,166.00	\$9,001.89	\$36,905.02	\$81,260.98	31.23
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,308,279.00	\$253,709.26	\$1,070,253.55	\$2,238,025.45	32.35
1200	SPECIAL EDUCATION PROGRAMS	\$521,688.00	\$76,197.01	\$199,421.18	\$322,266.82	38.23
1291	SPED AGES 3-5	\$65,712.00	\$0.00	\$0.00	\$65,712.00	0.00
1292	SPED AGES 0-2	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00
1295	UNIFIED SPORTS	\$1,700.00	\$0.00	\$1,056.52	\$643.48	62.15
1200	SPECIAL EDUCATION PROGRAMS	\$605,100.00	\$76,197.01	\$200,477.70	\$404,622.30	33.13
120	GUIDANCE SERVICES	\$202,931.00	\$15,707.67	\$65,593.55	\$137,337.45	32.32
130	HEALTH SERVICES	\$63,600.00	\$4,653.42	\$19,475.32	\$44,124.68	30.62
141	SPED Psychological services - Age S.A.	\$45,454.00	\$0.00	\$0.00	\$45,454.00	0.00
151	SPEECH PATHOLOGY - SPED SCHOOL AGE	\$101,657.00	\$7,505.52	\$31,153.79	\$70,503.21	30.65
161	SPED Occupational Therapy - Age S.A.	\$12,000.00	\$2,518.15	\$6,289.48	\$5,710.52	52.41
171	SPED Physical Therapy - Age S.A.	\$10,000.00	\$609.42	\$2,103.63	\$7,896.37	21.04
172	PHYSICAL THERAPY - SPED 3-5	\$0.00	\$0.00	\$0.00	\$0.00	0.00
173	SPED Physical Therapy - Age 0-2	\$0.00	\$825.92	\$1,599.55	(\$1,599.55)	0.00
1100	SUPPORTIVE SERVICES PUPILS	\$435,642.00	\$31,820.10	\$126,215.32	\$309,426.68	28.97
211	SCHOOL IMPROVEMENT	\$12,200.00	\$176.93	\$707.36	\$11,492.64	5.80
212	INST STAFF TRNG AND CURR DEV	\$1,950.00	\$0.00	\$0.00	\$1,950.00	0.00
213	INSTRUCTIONAL STAFF TRAINING	\$10,000.00	\$400.00	\$3,684.56	\$6,315.44	36.85
214	IMPLEMENTATION OF STANDARDS	\$5,500.00	\$0.00	\$141.03	\$5,358.97	2.56
220	LIBRARY/MEDIA SERVICE	\$112,663.00	\$8,709.58	\$33,570.51	\$79,092.49	29.80
224	EDUCATIONAL TV SERVICES	\$7,000.00	\$697.47	\$1,419.94	\$5,580.06	20.28
230	INSTRUCTION RELATED TECHNOLOGY	\$129,912.00	\$8,138.05	\$41,424.17	\$88,487.83	31.89
240	ACADEMIC STUDENT ASSESSMENT	\$9,750.00	\$0.00	\$0.00	\$9,750.00	0.00
200	SUPPORT SERVICES STAFF	\$288,975.00	\$18,123.03	\$80,947.57	\$208,027.43	28.01
310	BOARD OF EDUCATION	\$47,900.00	\$8,264.84	\$31,487.01	\$16,412.99	65.73
320	EXECUTIVE ADMINISTRATION	\$150,700.00	\$12,360.63	\$49,589.52	\$101,110.48	32.91
330	DISTRICT LEGAL SERVICES	\$20,000.00	\$1,764.00	\$1,908.50	\$18,091.50	9.54
300	SUPPORT SERVICES-GEN ADMIN	\$218,600.00	\$22,389.47	\$82,985.03	\$135,614.97	37.96
410	OFFICE OF THE PRINCIPAL	\$267,302.00	\$21,564.86	\$88,437.54	\$178,864.46	33.09
490	SCHOOL ADMIN - OTHER	\$0.00	\$358.28	\$358.28	(\$358.28)	0.00
400	OFFICE OF PRINCIPAL	\$267,302.00	\$21,923.14	\$88,795.82	\$178,506.18	33.22
590	GENERAL ADMIN - BUSINESS SERVICE	\$284,100.00	\$18,673.36	\$83,699.75	\$200,400.25	29.46
500	SUPPORT SERVICES-BUSINESS	\$284,100.00	\$18,673.36	\$83,699.75	\$200,400.25	29.46
610	OPERATION OF PLANT	\$517,200.00	\$31,974.45	\$155,253.80	\$361,946.20	30.02
620	MAINTENANCE OF PLANT	\$87,500.00	\$3,470.65	\$10,357.62	\$77,142.38	11.84
650	GENERAL PURPOSE VEHICLES	\$2,800.00	\$0.00	\$1,806.00	\$994.00	64.50
660	SECURITY	\$5,100.00	\$0.00	\$0.00	\$5,100.00	0.00
670	SCHOOL SAFETY	\$3,500.00	\$122.37	\$981.66	\$2,518.34	28.05
600	SUPPORT SERVICES-BLDGS & SITES	\$616,100.00	\$35,567.47	\$168,399.09	\$447,700.92	27.33
710	Pupil Transportation - Regular ED	\$196,500.00	\$14,285.52	\$76,514.59	\$119,985.41	38.94
712	SCHOOL AGE SPEC ED TRANSPORT	\$76,550.00	\$794.94	\$3,635.00	\$72,915.00	4.75
730	VEHICLE SERVICING & MAINTENANCE	\$0.00	\$1,576.02	\$1,576.02	(\$1,576.02)	0.00
700	SUPPORT SERVICES-PUPIL TRANS	\$273,050.00	\$16,656.48	\$81,725.61	\$191,324.39	29.93
535	HIGH ABILITY	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00
500	Other State Categorical Programs	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00
1500	BUILDING CONSTRUCTION	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00
4500	BUILDING CONSTRUCTION	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00
1600	SITE IMPROVEMENTS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
1600	SITE IMPROVEMENTS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
1200	TITLE I	\$128,017.00	\$10,548.01	\$41,990.22	\$86,026.78	32.80
1200	TITLE I	\$128,017.00	\$10,548.01	\$41,990.22	\$86,026.78	32.80
1406	IDEA 3-5 SPED	\$3,459.00	\$6,973.69	\$12,447.64	(\$8,988.64)	359.86
1408	IDEA PART B 0-21	\$83,031.00	\$4,966.28	\$7,415.60	\$75,615.40	8.93
1400	6400	\$86,490.00	\$11,939.97	\$19,863.24	\$66,626.76	22.97
1992	REAP - FEDERAL SERVICES	\$30,806.00	\$0.00	\$0.00	\$30,806.00	0.00
1900	6900	\$30,806.00	\$0.00	\$0.00	\$30,806.00	0.00
1000	TRANSFERS	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
1000	TRANSFERS	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
1	GENERAL FUND	\$6,641,461.00	\$517,547.30	\$2,045,352.89	\$4,596,108.11	30.80

**Revenue Summary Report**  
Processing Month: 12/2020  
**DECEMBER 2020 GENERAL FUND**

Fund: 01 GENERAL FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LEVIED TAXES	0.00	44,760.94	1,460,760.09	0.00	(1,460,760.09)
01 1115	CARLINE TAX	0.00	0.00	715.69	0.00	(715.69)
01 1120	PUBLIC POWER DIST. TAX	0.00	0.57	5,886.80	0.00	(5,886.80)
01 1125	MOTOR VEHICLES TAX	0.00	16,980.18	70,097.74	0.00	(70,097.74)
01 1140	INTEREST	0.00	2,210.19	4,397.66	0.00	(4,397.66)
01 1370	PRESCHOOL TUITION	0.00	834.43	1,571.93	0.00	(1,571.93)
01 1510	INTEREST ON INVESTMENT	0.00	78.51	366.22	0.00	(366.22)
01 1990	OTHER LOCAL RECEIPTS	0.00	263.14	1,015.78	0.00	(1,015.78)
Subtotal: LOCAL RECIEPTS		0.00	65,127.96	1,544,811.91	0.00	(1,544,811.91)
01 2110	FINES & LICENSE FEES	0.00	2,396.60	37,952.89	0.00	(37,952.89)
01 2210	ESU RECEIPTS	0.00	0.00	322.89	0.00	(322.89)
Subtotal: COUNTY AND ESU RECEIPTS		0.00	2,396.60	38,275.78	0.00	(38,275.78)
01 3110	STATE AID	0.00	64,590.00	258,360.00	0.00	(258,360.00)
01 3120	SPECIAL ED. PROGRAMS	0.00	33,091.00	33,091.00	0.00	(33,091.00)
01 3180	PRO-RATA MOTOR VEHICLE	0.00	0.00	1,350.84	0.00	(1,350.84)
01 3535	HIGH ABILITY LEARNERS	0.00	0.00	2,342.00	0.00	(2,342.00)
Subtotal: STATE RECEIPTS		0.00	97,681.00	295,143.84	0.00	(295,143.84)
01 4516	IDEA 4406	0.00	0.00	3,426.00	0.00	(3,426.00)
01 4708	MEDICAID	0.00	0.00	1,980.57	0.00	(1,980.57)
Subtotal: FEDERAL RECEIPTS		0.00	0.00	5,406.57	0.00	(5,406.57)
01 5301	INSURANCE ADJUSTMENTS	0.00	2,927.27	5,754.38	0.00	(5,754.38)
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	1,441.84	45,172.54	0.00	(45,172.54)
Subtotal: NON-REVENUE RECEIPTS		0.00	4,369.11	50,926.92	0.00	(50,926.92)
Fund Total:		0.00	169,574.67	1,934,565.02	0.00	(1,934,565.02)
Grand Total:		0.00	169,574.67	1,934,565.02	0.00	(1,934,565.02)

**SHELBY-RISING CITY PUBLIC SCHOOL**  
**FINANCIAL REPORT**  
**GENERAL FUND**

Balance: 12/01/20 \$ 1,982,454.55

**RECEIPTS:**

Polk County Treas. - Motor Tax	\$	9,956.34	
Polk County Treas. - Levied	\$	30,755.68	
Polk County Treas. - Interest	\$	1,519.46	
Polk County Treas. - Fines & Lisc.	\$	1,164.72	
State of NE - Sub Reimb. Librarian Ad H	\$	105.00	
Preschool - Tuition	\$	594.43	
Savings - Interest	\$	0.38	
Butler Co. Treas. - Motor Tax	\$	7,023.24	
Butler Co. Treas. - Levied	\$	14,005.26	
Butler Co. Treas. - Interest	\$	690.73	
Butler Co. Treas. - In Lieu	\$	0.57	
Butler Co. Treas. - Fines & Lisc.	\$	931.88	
EMC Insurance - 2012 Ins. Claim	\$	100.16	
Village of Shelby - Library Expenses	\$	263.14	
Village of Rising City - Liquor Lisc.	\$	300.00	
Susan Doehling - Insurance premium	\$	1,336.84	
Preschool - Tuition	\$	240.00	
Cross County Schools - Blex Qtr. Ins.	\$	2,827.11	
State of NE - Sped SA	\$	33,091.00	
Petty Cash - Interest	\$	0.45	
State of NE - State Aid	\$	64,590.00	
Bank - Interest	\$	77.68	
SRC Lunch Program - Salaries	\$	6,270.72	
<b>Total Receipts:</b>	<b>\$</b>		<b>175,844.79</b>

**DISBURSEMENTS:**

Payroll	\$	409,700.82	
Invoices	\$	114,117.20	
<b>Total Disbursements:</b>	<b>\$</b>		<b>523,818.02</b>

Balance: 12/31/20 \$ 1,634,481.32

Savings Account	\$	1,634,481.32	
	\$	9,035.76	
<b>Total General Fund Assets 12/31/20</b>	<b>\$</b>		<b>1,643,517.08</b>

**SHELBY - RISING CITY PUBLIC SCHOOLS  
FINANCIAL REPORT  
NUTRITION FUND**

**Beginning Balance 12/01/20**

**\$ 74,264.24**

**RECEIPTS:**

	<b>AMOUNT</b>
Family Receipts	\$ 956.30
State of NE Reimbursements	\$ 18,008.19
Other Lunch/seconds	\$ 191.00
Interest	\$ 2.85

**Total Receipts**

**\$ 19,158.34**

**DISBURSEMENTS:**

<b>Name:</b>	<b>Ck No.</b>	<b>AMOUNT</b>
Hobart Sales and Service	2915	\$ 544.35
Cash - Wa- Distributing	2916	\$ 4,206.35
US Foods	2917	\$ 3,397.60
Hiland Dairy	2918	\$ 1,475.02
Bimbo Bakeries USA	2919	\$ 580.69
Cubby's	2920	\$ 159.52
HyVee	2921	\$ 33.04
Bernard Food Industries, INC	2922	\$ 336.42
General Fund	2923	\$ 6,270.72
Magic Wrighter	5580	\$ 20.00

**\$ 17,023.71**

**Ending Balance 12/31/20**

**\$ 76,398.87**

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
BUILDING FUND**

**Balance 12/01/20            \$    140,023.61**

**RECEIPTS:**

Polk Co	\$	1,339.02
Butler Co	\$	609.70
Interest	\$	6.01

**Total Receipts:                            \$            1,954.73**

**DISBURSEMENTS:**

**Total Disbursements:                    \$                    -**

**Balance: 12/31/20                        \$    141,978.34**

**SHELBY - RISING CITY PUBLIC SCHOOLS  
FINANCIAL REPORT  
DEPRECIATION FUND  
December 31, 2020**

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	<b>Beginning Balance:</b>	\$	272,264.88
<b>RECEIPTS:</b>			
Interest	\$	57.81	
Interest form COD	\$	42.41	
<u>Total Receipts:</u>		\$	100.22
<b>DISBURSEMENTS:</b>			
<u>Total Disbursements:</u>			
	<b>Ending Balance:</b>	\$	272,365.10
Certificate of Deposit			172,000.00
Total Depreciation and Certificate of Deposit		\$	444,365.10

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
GENERAL FUND - BOND**

**Balance 12/01/20                    \$ 124,498.54**

**RECEIPTS:**

Polk Co. Treas.	\$	6,164.14
Butler Co. Treas.	\$	2,806.75
Interest	\$	6.53

**Total Receipts:                    \$ 8,977.42**

**DISBURSEMENTS:**

**Total Disbursements:            \$ -**

**Balance: 12/31/20                    \$ 133,475.96**

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
EMPLOYEE BENEFIT ACCOUNT**

Beginning Balance 12/01/20:       \$       16,401.90

**Receipts:**

General Fund                               \$     4,089.41

**Total Received:**   \$       4,089.41

**Expended Out:**

Monthly Claims                           \$     436.00

Monthly Claims                           \$     600.98

Monthly Claims                           \$  3,780.61

Monthly Claims                           \$  2,804.46

Monthly Claims                           \$     111.84

**Total Expended Out:**   \$       7,733.89

Ending Balance 12/31/20:       \$       12,757.42

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# SUMMARY SHEET

December 31, 2020

<b>Account Name:</b>	<b>Amount</b>	<b>Amount to CD</b>
General Fund	\$ 1,634,481.32	
General Fund Savings	\$ 9,035.76	
Lunch Fund	\$ 76,398.87	
Petty Cash	\$ 9,985.09	
Building	\$ 141,978.34	
Depreciation	\$ 272,365.10	\$ 172,000.00
Employment Benefit	\$ 12,757.42	
Bond	\$ 133,475.96	
Activity Fund	\$ 96,009.36	\$ 38,000.00
<u>Total of Accounts</u>	<u>\$ 2,386,487.22</u>	<u>\$ 210,000.00</u>
<b><u>Total of All Accounts</u></b>		<b><u>\$ 2,596,487.22</u></b>



Account Number	Description	Previous Balance	Current Month	Ending Balance
<b>Fund: 05 ACTIVITIES FUND</b>				
<u>Current Assets</u>				
05 101	CASH/ACTIVITY FUND	138,754.11	(4,707.87)	134,046.24
	Current Assets Subtotal:	138,754.11	(4,707.87)	134,046.24
Total Assets and Deferred Outflows of Resources:		138,754.11	(4,707.87)	134,046.24
<u>Fund Balance</u>				
05 704 0434	FUND BALANCE/CD	299.00	0.00	299.00
05 704 4010	FUND BALANCE - ATHLETICS	4,762.89	(4,203.69)	559.20
05 704 4020	FUND BALANCE - CONCESSION	1,567.48	1,671.04	3,238.52
05 704 4030	FUND BALANCE - NHS	963.64	57.50	1,021.14
05 704 4040	FUND BALANCE - SRC CLUB	5,539.35	0.00	5,539.35
05 704 4050	FUND BALANCE - CLASS OF 2023	2,251.19	0.00	2,251.19
05 704 4060	FUND BALANCE - CLASS OF 2021	2,683.52	0.00	2,683.52
05 704 4070	FUND BALANCE - JUST FOR KIDS	1,315.95	0.00	1,315.95
05 704 4080	FUND BALANCE - CLASS OF 2020	505.00	0.00	505.00
05 704 4090	FUND BALANCE - CLASS OF 2022	4,060.19	0.00	4,060.19
05 704 4100	FUND BALANCE - YEARBOOK	2,657.18	379.01	3,036.19
05 704 4110	FUND BALANCE - MUSIC	96.70	0.00	96.70
05 704 4120	FUND BALANCE - STUDENT COUNCIL	5,429.53	(14.82)	5,414.71
05 704 4130	FUND BALANCE - DANCE TEAM	479.17	(72.00)	407.17
05 704 4140	FUND BALANCE -MEMORIALS	2,830.28	0.00	2,830.28
05 704 4150	FUND BALANCE - DRUG & ALCHOL PREVENTION	2,596.52	0.00	2,596.52
05 704 4160	FUND BALANCE - SHOP	10,360.89	0.00	10,360.89
05 704 4170	FUND BALANCE - INTEREST	538.50	9.08	547.58
05 704 4180	FUND BALANCE - BOOK IT	556.76	(136.24)	420.52
05 704 4190	FUND BALANCE/SPEECH AND DRAMA	(301.87)	98.41	(203.46)
05 704 4200	FUND BALANCE - LAP TOP LEASE FEE	9,449.11	0.00	9,449.11
05 704 4210	FUND BALANCE - WELLNESS CENTER	19,556.27	360.00	19,916.27
05 704 4220	FUND BALANCE - FBLA	6,600.52	165.00	6,765.52
05 704 4230	FUND BALANCE - STAFF DEVELOPMENT	(109.19)	0.00	(109.19)
05 704 4240	FUND BALANCE - QUIZ BOWL	20.00	0.00	20.00
05 704 4250	FUND BALANCE - ALUMNI	1,141.01	0.00	1,141.01
05 704 4260	FUND BALANCE - VIDEO BOARD	8,554.87	(1,699.00)	6,855.87
05 704 4270	FUND BALANCE - FFA	24,222.75	(1,275.75)	22,947.00
05 704 4280	FUND BALANCE - CIRCLE OF FRIENDS	67.14	0.00	67.14
05 704 4290	FUND BALANCE - STUDENT FEES	10,868.59	0.00	10,868.59
05 704 4300	FUND BALANCE - FACILITY RENTAL	1,290.00	0.00	1,290.00
05 704 4310	FUND BALANCE - SUPERINTENDENT	7,239.25	0.00	7,239.25
05 704 4320	FUND BALANCE - UNIFIED BOWLING	661.92	(46.41)	615.51
	Fund Balance Subtotal:	138,754.11	(4,707.87)	134,046.24
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		138,754.11	(4,707.87)	134,046.24

- 38,000  
96,046.24

Batch Description: DECEMBER 2020, ACTIVITY FUND INVOICES

Processing Month: 12/2020

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 4N6FANATIC 4N6 FANATICS Invoice Number: 121420 Amount: 150.00

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 10/21/2020 Due Date: 12/21/2020 Status: PP 1099 Amount: 0.00

Chart of Account Number: 05 3200 610 000 4190 0 000 4N6 FANATIC SUBSCRIPTION Detail Description

Cost Center ID: 150.00 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: ANDEL ANDEL, KEVIN Invoice Number: 1220 Amount: 130.00

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/15/2020 Due Date: 12/22/2020 Status: PP 1099 Amount: 130.00

Chart of Account Number: 05 3200 150 000 4015 0 000 ANDEL, KEVIN Detail Description

Cost Center ID: 130.00 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: ANDEL ANDEL, KEVIN Invoice Number: 12220 Amount: 130.00

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/22/2020 Due Date: 12/29/2020 Status: PP 1099 Amount: 130.00

Chart of Account Number: 05 3200 150 000 4015 0 000 ANDEL, KEVIN Detail Description

Cost Center ID: 130.00 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: ANDEL ANDEL, KEVIN Invoice Number: 1222020 Amount: 130.00

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/22/2020 Due Date: 12/28/2020 Status: PP 1099 Amount: 130.00

Chart of Account Number: 05 3200 150 000 4015 0 000 ANDEL, KEVIN Detail Description

Cost Center ID: 130.00 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: APPLECO APPLE INC. Invoice Number: AD33397135 Amount: 1,699.00

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/01/2020 Due Date: 12/31/2020 Status: PP 1099 Amount: 0.00

Chart of Account Number: 05 3200 610 000 4260 0 000 MAC BOOK PRO FOR STRIV Detail Description

Cost Center ID: 1,699.00 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: ARASMITH ARASMITH, CLETE Invoice Number: 121820 Amount: 125.00

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/11/2020 Due Date: 12/18/2020 Status: PP 1099 Amount: 125.00

Chart of Account Number: 05 3200 150 000 4015 0 000 ARASMITH, CLETE Detail Description

Cost Center ID: 62.50 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: AWARDS AWARDS UNLIMITED, INC. Invoice Number: 38975 Amount: 46.41

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/01/2020 Due Date: 01/13/2021 Status: PP 1099 Amount: 0.00

Chart of Account Number: 05 3200 610 000 4320 0 000 UNIFIED BOWLING MEDALS Detail Description

Cost Center ID: 46.41 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: AWARDS AWARDS UNLIMITED, INC. Invoice Number: 38979 Amount: 290.20

Description: Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 12/01/2020 Due Date: 12/03/2020 Status: PP 1099 Amount: 290.20

Chart of Account Number: 05 3200 610 000 4320 0 000 UNIFIED BOWLING MEDALS Detail Description

Cost Center ID: 46.41 Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 610 000 4015 0 000  
HOLIDAY BASKETBALL TOURNAMENT PLAQUE  
05 3200 610 000 4016 0 000  
HOLIDAY BASKETBALL TOURNAMENT PLAQUE

Invoice Date: 11/05/2020 Due Date: 01/08/2021 Status: PP 1099 Amount: 0.00  
Check Number: 12018 Check Date: 12/14/2020  
Cost Center ID: 145.10 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: CHRISTENSE CHRISTENSE, BRETT  
Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 150 000 4015 0 000  
JV GIRLS/BOYS BBALL OFFICIALS

PO Number: Invoice Number: 121820 Amount: 70.00  
Invoice Date: 12/11/2020 Due Date: 12/18/2020 Status: PP 1099 Amount: 70.00  
Check Number: 12030 Check Date: 12/18/2020  
Cost Center ID: 70.00 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: CURTISWILL CURTIS, WILL  
Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 150 000 4016 0 000  
JV GIRLS BASKETBALL OFFICIALS

PO Number: Invoice Number: 121220 Amount: 70.00  
Invoice Date: 12/01/2020 Due Date: 12/12/2020 Status: PP 1099 Amount: 70.00  
Check Number: 12009 Check Date: 12/12/2020  
Cost Center ID: 70.00 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: ESU7 E.S.U. #7  
Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 610 000 4010 0 000  
HOMECOMING PROGRAMS  
05 3200 610 000 4100 0 000  
HOMECOMING PROGRAMS, NEWSLETTER, HERALDS

PO Number: Invoice Number: 121020 Amount: 309.48  
Invoice Date: 09/16/2020 Due Date: 12/23/2020 Status: PP 1099 Amount: 0.00  
Check Number: 12005 Check Date: 12/10/2020  
Cost Center ID: 113.49 N  
195.99 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: FBLA FBLA-PBL NFLC REGISTRATION  
Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 890 000 4220 0 000  
FBLA NATIONALS

PO Number: Invoice Number: 120420 Amount: 340.00  
Invoice Date: 12/02/2020 Due Date: 12/30/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11998 Check Date: 12/04/2020  
Cost Center ID: 340.00 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: GAHAN GAHAN, PAUL  
Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 150 000 4015 0 000  
JR HIGH BOYS/GIRLS BASKETBALL OFFICIALS  
05 3200 150 000 4016 0 000  
JR HIGH BOYS/GIRLS BASKETBALL OFFICIALS

PO Number: Invoice Number: 121020 Amount: 80.00  
Invoice Date: 12/01/2020 Due Date: 12/10/2020 Status: PP 1099 Amount: 80.00  
Check Number: 12003 Check Date: 12/10/2020  
Cost Center ID: 40.00 N  
40.00 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Vendor ID: GAHAN GAHAN, PAUL  
Description: Sequence: 1 Check Type: Check  
Chart of Account Number: 05 3200 150 000 4016 0 000  
JR HIGH BOYS/GIRLS BASKETBALL OFFICIALS

PO Number: Invoice Number: 121820 Amount: 80.00  
Invoice Date: 12/10/2020 Due Date: 12/19/2020 Status: PP 1099 Amount: 80.00  
Check Number: 12033 Check Date: 12/18/2020

<u>Chart of Account Number</u> 05 3200 150 000 4016 0 000	<u>Detail Description</u> JR HIGH GIRLS BASKETBALL OFFICIALS	<u>Cost Center ID</u> 80.00	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> 80.00 N	<u>In Full</u>
<b>Vendor ID: GRIZZLE</b>	<b>GRIZZLE, CHASE</b>	<b>PO Number:</b>	<b>Invoice Number: 122220</b>	<b>Amount:</b>	<b>130.00</b>
Description:		Invoice Date: 12/15/2020	Due Date: 12/22/2020	Status: PP	1099 Amount: 130.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12040	Check Date: 12/22/2020	
<u>Chart of Account Number</u> 05 3200 150 000 4015 0 000	<u>Detail Description</u> VARSITY GIRLS/BOYS BASKETBALL OFFICIALS	<u>Cost Center ID</u> 130.00	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> 130.00 N	<u>In Full</u>
<b>Vendor ID: GRIZZLE</b>	<b>GRIZZLE, CHASE</b>	<b>PO Number:</b>	<b>Invoice Number: 122820</b>	<b>Amount:</b>	<b>130.00</b>
Description:		Invoice Date: 12/23/2020	Due Date: 12/30/2020	Status: PP	1099 Amount: 130.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12065	Check Date: 01/28/2021	
<u>Chart of Account Number</u> 05 3200 150 000 4016 0 000	<u>Detail Description</u> VARSITY GIRLS/BOYS BBALL OFFICIALS	<u>Cost Center ID</u> 130.00	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> 130.00 N	<u>In Full</u>
<b>Vendor ID: HADLEY</b>	<b>HADLEY-BRAITHWAIT</b>	<b>PO Number:</b>	<b>Invoice Number: 221953</b>	<b>Amount:</b>	<b>683.45</b>
Description:		Invoice Date: 12/15/2020	Due Date: 12/30/2020	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12059	Check Date: 12/22/2020	
<u>Chart of Account Number</u> 05 3200 610 000 4020 0 000	<u>Detail Description</u> CANDY	<u>Cost Center ID</u> 683.45	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> N	<u>In Full</u>
<b>Vendor ID: HARRIESTEP</b>	<b>HARRIS, STEPHAN</b>	<b>PO Number:</b>	<b>Invoice Number: 121420</b>	<b>Amount:</b>	<b>70.00</b>
Description:		Invoice Date: 12/10/2020	Due Date: 12/12/2020	Status: PP	1099 Amount: 70.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12016	Check Date: 12/14/2020	
<u>Chart of Account Number</u> 05 3200 150 000 4015 0 000	<u>Detail Description</u> VARSITY GIRLS/BOYS BBALL OFFICIALS	<u>Cost Center ID</u> 70.00	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> 70.00 N	<u>In Full</u>
<b>Vendor ID: HELGOTH</b>	<b>HELGOTH, RYAN</b>	<b>PO Number:</b>	<b>Invoice Number: 121220</b>	<b>Amount:</b>	<b>125.00</b>
Description:		Invoice Date: 12/01/2020	Due Date: 12/12/2020	Status: PP	1099 Amount: 125.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12010	Check Date: 12/12/2020	
<u>Chart of Account Number</u> 05 3200 150 000 4015 0 000	<u>Detail Description</u> VARSITY BOYS/GIRLS BASKETBALL OFFICIALS	<u>Cost Center ID</u> 62.50	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> 62.50 N	<u>In Full</u>
<b>Vendor ID: HINTZ</b>	<b>HINTZ, MARK</b>	<b>PO Number:</b>	<b>Invoice Number: 122220</b>	<b>Amount:</b>	<b>130.00</b>
Description:		Invoice Date: 12/22/2020	Due Date: 12/29/2020	Status: PP	1099 Amount: 130.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12051	Check Date: 12/22/2020	
<u>Chart of Account Number</u> 05 3200 150 000 4016 0 000	<u>Detail Description</u> VARSITY GIRLS/BOYS BBALL OFFICIALS	<u>Cost Center ID</u> 130.00	<u>Detail Amount</u> 1099	<u>Detail Amount Asset/Asset Tag</u> 130.00 N	<u>In Full</u>
<b>Vendor ID: HINTZ</b>	<b>HINTZ, MARK</b>	<b>PO Number:</b>	<b>Invoice Number: 12222020</b>	<b>Amount:</b>	<b>130.00</b>
Description:		Invoice Date: 12/22/2020	Due Date: 12/28/2020	Status: PP	1099 Amount: 130.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12045	Check Date: 12/22/2020	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
05 3200 150 000 4016 0 000	Varsity Girls/Boys BBall Officials		130.00			
<b>Vendor ID: HOLENMORGA HOLEN, MORGAN</b>						
Description: PO Number: Invoice Number: 120220 Amount: 360.00						
Sequence: 1 Check Type: Check Invoice Date: 12/02/2020 Due Date: 12/02/2020 Status: PP 1099 Amount: 0.00						
Chart of Account Number: 05 3200 610 000 4130 0 000						
CHOREOGRAPHY FOR STATE						
<b>Vendor ID: HOPWOOD1 HOPWOOD, JOE</b>						
Description: PO Number: Invoice Number: 120120 Amount: 80.00						
Sequence: 1 Check Type: Check Invoice Date: 12/01/2020 Due Date: 12/01/2020 Status: PP 1099 Amount: 80.00						
Chart of Account Number: 05 3200 150 000 4016 0 000						
JR. HIGH GIRLS BASKETBALL OFFICIALS						
<b>Vendor ID: HOPWOOD1 HOPWOOD, JOE</b>						
Description: PO Number: Invoice Number: 120720 Amount: 100.00						
Sequence: 1 Check Type: Check Invoice Date: 12/07/2020 Due Date: 12/07/2020 Status: PP 1099 Amount: 100.00						
Chart of Account Number: 05 3200 150 000 4015 0 000						
GIRLS/BOYS BASKETBALL RESERVES OFFICIALS						
05 3200 150 000 4016 0 000						
GIRLS/BOYS BASKETBALL RESERVES OFFICIALS						
<b>Vendor ID: HOPWOOD1 HOPWOOD, JOE</b>						
Description: PO Number: Invoice Number: 121420 Amount: 100.00						
Sequence: 1 Check Type: Check Invoice Date: 12/14/2020 Due Date: 12/14/2020 Status: PP 1099 Amount: 100.00						
Chart of Account Number: 05 3200 150 000 4015 0 000						
RESERVE BOYS/GIRLS BBALL						
05 3200 150 000 4016 0 000						
RESERVE BOYS/GIRLS BBALL						
<b>Vendor ID: HOPWOOD1 HOPWOOD, JOE</b>						
Description: PO Number: Invoice Number: 121820 Amount: 80.00						
Sequence: 1 Check Type: Check Invoice Date: 12/10/2020 Due Date: 12/18/2020 Status: PP 1099 Amount: 80.00						
Chart of Account Number: 05 3200 150 000 4016 0 000						
JR HIGH GIRLS BASKETBALL						
<b>Vendor ID: HOUDERSHEL HOUDERSHELDT, SETH</b>						
Description: PO Number: Invoice Number: 120120 Amount: 80.00						
Sequence: 1 Check Type: Check Invoice Date: 12/01/2020 Due Date: 12/01/2020 Status: PP 1099 Amount: 80.00						
Chart of Account Number: 05 3200 150 000 4016 0 000						
JR. HIGH GIRLS BASKETBALL OFFICIALS						
<b>Vendor ID: HOUDERSHEL HOUDERSHELDT, SETH</b>						
Description: PO Number: Invoice Number: 120720 Amount: 100.00						
Sequence: 1 Check Type: Check Invoice Date: 12/01/2020 Due Date: 12/07/2020 Status: PP 1099 Amount: 100.00						
Chart of Account Number: 05 3200 150 000 4016 0 000						
JR. HIGH GIRLS BASKETBALL OFFICIALS						

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
05 3200 150 000 4015 0 000	GIRLS/BOYS BASKETBALL RESERVES OFFICIALS		50.00	50.00 N		
05 3200 150 000 4016 0 000	GIRLS/BOYS BASKETBALL RESERVES OFFICIALS		50.00	50.00 N		
<b>Vendor ID: HOUDERSHEL HOUDERSHELDT, SETH</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number:</b>	<b>120820</b>	<b>Amount:</b>	<b>80.00</b>
Sequence: 1	Check Type: Check	Invoice Date: 12/01/2020	Due Date: 12/08/2020	Status: PP	1099 Amount: 80.00	
<u>Chart of Account Number</u>	<u>Checking Account ID:</u>	5	Check Number: 12002	Check Date: 12/08/2020		
05 3200 150 000 4016 0 000	JR HIGH GIRLS BASKETBALL OFFICIALS	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			80.00	80.00 N		
<b>Vendor ID: HOUDERSHEL HOUDERSHELDT, SETH</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number:</b>	<b>121020</b>	<b>Amount:</b>	<b>80.00</b>
Sequence: 1	Check Type: Check	Invoice Date: 12/01/2020	Due Date: 12/10/2020	Status: PP	1099 Amount: 80.00	
<u>Chart of Account Number</u>	<u>Checking Account ID:</u>	5	Check Number: 12004	Check Date: 12/10/2020		
05 3200 150 000 4015 0 000	JR HIGH BOYS/GIRLS BASKETBALL OFFICIALS	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			40.00	40.00 N		
05 3200 150 000 4016 0 000	JR HIGH BOYS/GIRLS BASKETBALL OFFICIALS		40.00	40.00 N		
<b>Vendor ID: HOUDERSHEL HOUDERSHELDT, SETH</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number:</b>	<b>121420</b>	<b>Amount:</b>	<b>100.00</b>
Sequence: 1	Check Type: Check	Invoice Date: 12/01/2020	Due Date: 12/14/2020	Status: PP	1099 Amount: 100.00	
<u>Chart of Account Number</u>	<u>Checking Account ID:</u>	5	Check Number: 12014	Check Date: 12/14/2020		
05 3200 150 000 4015 0 000	RESERVE BOYS/GIRLS BBALL	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			50.00	50.00 N		
05 3200 150 000 4016 0 000	RESERVE BOYS/GIRLS BBALL		50.00	50.00 N		
<b>Vendor ID: HUDL HUDL</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number:</b>	<b>01057480</b>	<b>Amount:</b>	<b>1,500.00</b>
Sequence: 1	Check Type: Check	Invoice Date: 12/01/2020	Due Date: 12/01/2020	Status: PP	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Checking Account ID:</u>	5	Check Number: 11988	Check Date: 12/01/2020		
05 3200 610 000 4010 0 000	BOYS/GIRLS BASKETBALL TEAM ASSIST.	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			1,500.00	N		
<b>Vendor ID: IFRITTECHN IFRIT TECHNOLOGIES LLC</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number:</b>	<b>121420</b>	<b>Amount:</b>	<b>70.00</b>
Sequence: 1	Check Type: Check	Invoice Date: 12/01/2020	Due Date: 12/30/2020	Status: PP	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Checking Account ID:</u>	5	Check Number: 12019	Check Date: 12/14/2020		
05 3200 610 000 4190 0 000	GENIE LICENSES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			70.00	N		
<b>Vendor ID: KBKGREATIV KBK CREATIVE DESIGN</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number:</b>	<b>2935</b>	<b>Amount:</b>	<b>75.00</b>
Sequence: 1	Check Type: Check	Invoice Date: 09/30/2020	Due Date: 10/15/2020	Status: PP	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Checking Account ID:</u>	5	Check Number: 11991	Check Date: 12/01/2020		
05 3200 610 000 4270 0 000	FFA POLO EMBROIDERY	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			75.00	N		

Invoice Listing - Detail

<b>Vendor ID:</b> KOHLCOLTON	<b>KOHL, COLTON</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 122220	<b>Amount:</b> 325.00
<b>Description:</b>		<b>Invoice Date:</b> 12/22/2020	<b>Due Date:</b> 01/02/2021	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 12055	<b>Check Date:</b> 12/22/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 150 000 4017 0 000	VARSIITY WRESTLING OFFICIALS		325.00	N
<b>Vendor ID:</b> LAKEVI	<b>LAKEVIEW HIGH SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 120220	<b>Amount:</b> 150.00
<b>Description:</b>		<b>Invoice Date:</b> 11/26/2020	<b>Due Date:</b> 11/30/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 11994	<b>Check Date:</b> 12/02/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 890 000 4017 0 000	VARSIITY WRESTLING ENTRY FEE		150.00	N
<b>Vendor ID:</b> LEITSCHUCK	<b>LEITSCHUCK, DAVE</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 121220	<b>Amount:</b> 125.00
<b>Description:</b>		<b>Invoice Date:</b> 12/01/2020	<b>Due Date:</b> 12/12/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 12012	<b>Check Date:</b> 12/12/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 150 000 4015 0 000	VARSIITY BOYS/GIRLS BASKETBALL OFFICIALS		62.50	N
05 3200 150 000 4016 0 000	VARSIITY BOYS/GIRLS BASKETBALL OFFICIALS		62.50	N
<b>Vendor ID:</b> LOTT	<b>LOTT, KIRK</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 122820	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/21/2020	<b>Due Date:</b> 12/30/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 12066	<b>Check Date:</b> 12/28/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 150 000 4015 0 000	HOLIDAY TOURNEY BOYS/GIRLS BBALL OFFICIA		130.00	N
<b>Vendor ID:</b> MCELROY	<b>MARK, MCELROY</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 122220	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/16/2020	<b>Due Date:</b> 12/29/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 12053	<b>Check Date:</b> 12/22/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 150 000 4015 0 000	VARSIITY GIRLS/BOYS BBALL OFFICIALS		130.00	N
<b>Vendor ID:</b> MCELROY	<b>MARK, MCELROY</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 12222020	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/15/2020	<b>Due Date:</b> 12/28/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 12047	<b>Check Date:</b> 12/22/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 150 000 4016 0 000	VARSIITY GIRLS/BOYS BBALL OFFICIALS		130.00	N
<b>Vendor ID:</b> MERRILL	<b>MERRILL, JEFF</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 121820	<b>Amount:</b> 125.00
<b>Description:</b>		<b>Invoice Date:</b> 12/11/2020	<b>Due Date:</b> 12/18/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Checking Account ID:</b>	<b>Check Number:</b> 12027	<b>Check Date:</b> 12/18/2020
<b>Chart of Account Number:</b>	<b>Detail Description</b>	<b>Cost Center ID:</b>	<b>Detail Amount</b>	<b>Asset/Asset Tag</b>
05 3200 150 000 4015 0 000	VARSIITY BOYS/GIRLS BASKETBALL OFFICIALS		62.50	N



<b>Vendor ID:</b> NORTHB	<b>North Bend Central H.S.</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 121220	<b>Amount:</b> 150.00
<b>Description:</b>		<b>Invoice Date:</b> 12/01/2020	<b>Due Date:</b> 12/12/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12013	<b>Check Date:</b> 12/12/2020	<b>1099 Amount:</b> 0.00
<b>Chart of Account Number:</b> 05 3200 890 000 4017 0 000	<b>Checking Account ID:</b> VARSITY WRESTLING ENTRY FEE	<b>Detail Amount:</b> 150.00	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PARSLEYGRI	<b>PARSLEY, GRIFFIN</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 122220	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/22/2020	<b>Due Date:</b> 12/29/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12049	<b>Check Date:</b> 12/22/2020	<b>1099 Amount:</b> 130.00
<b>Chart of Account Number:</b> 05 3200 150 000 4015 0 000	<b>Checking Account ID:</b> VARSITY GIRLS/BOYS BBALL OFFICIALS	<b>Detail Amount:</b> 130.00	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PARSLEYGRI	<b>PARSLEY, GRIFFIN</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 12222020	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/22/2020	<b>Due Date:</b> 12/28/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12043	<b>Check Date:</b> 12/22/2020	<b>1099 Amount:</b> 130.00
<b>Chart of Account Number:</b> 05 3200 150 000 4016 0 000	<b>Checking Account ID:</b> VARSITY GIRLS/BOYS BBALL OFFICIALS	<b>Detail Amount:</b> 130.00	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PARSLEYJAM	<b>PARSLEY, JAMES</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 122220	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/22/2020	<b>Due Date:</b> 12/29/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12048	<b>Check Date:</b> 12/22/2020	<b>1099 Amount:</b> 130.00
<b>Chart of Account Number:</b> 05 3200 150 000 4016 0 000	<b>Checking Account ID:</b> GIRLS/BOYS BBALL OFFICIALS	<b>Detail Amount:</b> 130.00	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PARSLEYJAM	<b>PARSLEY, JAMES</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 12222020	<b>Amount:</b> 130.00
<b>Description:</b>		<b>Invoice Date:</b> 12/22/2020	<b>Due Date:</b> 12/28/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12042	<b>Check Date:</b> 12/22/2020	<b>1099 Amount:</b> 130.00
<b>Chart of Account Number:</b> 05 3200 150 000 4015 0 000	<b>Checking Account ID:</b> VARSITY GIRLS/BOYS BBALL OFFICIALS	<b>Detail Amount:</b> 130.00	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PENDERPUBL	<b>PENDER PUBLIC SCHOOLS</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 122220	<b>Amount:</b> 61.37
<b>Description:</b>		<b>Invoice Date:</b> 12/15/2020	<b>Due Date:</b> 12/30/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12057	<b>Check Date:</b> 12/22/2020	<b>1099 Amount:</b> 0.00
<b>Chart of Account Number:</b> 05 3200 890 000 4190 0 000	<b>Checking Account ID:</b> ONE ACT JUDGES	<b>Detail Amount:</b> 61.37	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PEPSI	<b>PEPSI COLA CO.</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 31703703	<b>Amount:</b> 831.15
<b>Description:</b>		<b>Invoice Date:</b> 12/03/2020	<b>Due Date:</b> 12/30/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12060	<b>Check Date:</b> 12/22/2020	<b>1099 Amount:</b> 0.00
<b>Chart of Account Number:</b> 05 3200 610 000 4020 0 000	<b>Checking Account ID:</b> PEPSI PRODUCTS	<b>Detail Amount:</b> 831.15	<b>Asset/Asset Tag:</b> N	<b>In Full:</b>
<b>Vendor ID:</b> PLATTEVIEW	<b>PLATTEVIEW HIGH SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number:</b> 121620	<b>Amount:</b> 150.00
<b>Description:</b>		<b>Invoice Date:</b> 12/10/2020	<b>Due Date:</b> 12/18/2020	<b>Status:</b> PP
<b>Sequence:</b> 1	<b>Check Type:</b> Check	<b>Check Number:</b> 12024	<b>Check Date:</b> 12/16/2020	<b>1099 Amount:</b> 0.00



Invoice Listing - Detail

<b>Vendor ID: SIMONSTRI</b> Description: Sequence: 1 Chart of Account Number 05 3200 150 000 4017 0 000	<b>SIMONS, TRISTAN</b> Check Type: Check Detail Description VARSITY WRESTLING OFFICIALS	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 325.00 N	Invoice Number: 122220 Due Date: 01/02/2021 Status: PP 1099 Amount: 325.00 Check Number: 12056 Check Date: 12/22/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 325.00 N	Amount: 325.00
<b>Vendor ID: SMITHKEN</b> Description: Sequence: 1 Chart of Account Number 05 3200 150 000 4016 0 000	<b>SMITH, KENNETH</b> Check Type: Check Detail Description JV GIRLS BASKETBALL OFFICIALS	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 70.00 N	Invoice Number: 121220 Due Date: 12/01/2020 Status: PP 1099 Amount: 70.00 Check Number: 12006 Check Date: 12/12/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 70.00 N	Amount: 70.00
<b>Vendor ID: SMITHKEN</b> Description: Sequence: 1 Chart of Account Number 05 3200 150 000 4015 0 000 05 3200 150 000 4016 0 000	<b>SMITH, KENNETH</b> Check Type: Check Detail Description JV GIRLS/BOYS BASKETBALL OFFICIALS JV GIRLS/BOYS BASKETBALL OFFICIALS	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 35.00 N 35.00 N	Invoice Number: 121820 Due Date: 12/11/2020 Status: PP 1099 Amount: 70.00 Check Number: 12028 Check Date: 12/18/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 35.00 N 35.00 N	Amount: 70.00
<b>Vendor ID: STERNSMIKE</b> Description: Sequence: 1 Chart of Account Number 05 3200 150 000 4015 0 000	<b>STERNS, MIKE</b> Check Type: Check Detail Description HOLIDAY TOURNEY VARSITY G/B BBALL	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 130.00 N	Invoice Number: 122820 Due Date: 12/21/2020 Status: PP 1099 Amount: 130.00 Check Number: 12063 Check Date: 12/28/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 130.00 N	Amount: 130.00
<b>Vendor ID: SVEHLA</b> Description: Sequence: 1 Chart of Account Number 05 3200 150 000 4016 0 000	<b>SVEHLA, RANDY</b> Check Type: Check Detail Description VARSITY GIRLS BBALL OFFICIALS	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 135.00 N	Invoice Number: 121520 Due Date: 12/01/2020 Status: PP 1099 Amount: 135.00 Check Number: 12022 Check Date: 12/15/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 135.00 N	Amount: 135.00
<b>Vendor ID: THOMSCHRIS</b> Description: Sequence: 1 Chart of Account Number 05 3200 150 000 4016 0 000	<b>THOMS, CHRIS</b> Check Type: Check Detail Description VARSITY GIRLS BBALL OFFICIALS	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 135.00 N	Invoice Number: 121520 Due Date: 12/01/2020 Status: PP 1099 Amount: 0.00 Check Number: 12021 Check Date: 12/15/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 135.00 N	Amount: 135.00
<b>Vendor ID: VALENTINO</b> Description: Sequence: 1 Chart of Account Number 05 3200 610 000 4020 0 000	<b>VALENTINO'S</b> Check Type: Check Detail Description PIZZA	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 378.00 N	Invoice Number: 1742,1739,1747 Due Date: 12/30/2020 Status: PP 1099 Amount: 0.00 Check Number: 12058 Check Date: 12/22/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 378.00 N	Amount: 378.00
<b>Vendor ID: VAVAKJAKE</b> Description: Sequence: 1 Chart of Account Number 05 3200 610 000 4020 0 000	<b>VAVAK, JAKE</b> Check Type: Check Detail Description PIZZA	Checking Account ID: PO Number: Invoice Date: 5 Cost Center ID: 130.00 N	Invoice Number: 122220 Due Date: 12/15/2020 Status: PP 1099 Amount: 130.00 Check Number: 12058 Check Date: 12/22/2020 Detail Amount 1099 Detail Amount Asset/Asset Tag 130.00 N	Amount: 130.00

Sequence: 1 Check Type: Check  
 Chart of Account Number Detail Description  
 05 3200 150 000 4016 0 000 VARSITY GIRLS/BOYS BBALL OFFICIALS

5 Check Number: 12034 Check Date: 12/22/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 130.00 130.00 N

Vendor ID: VAVAKJAKE VAVAK, JAKE  
 Description:

Sequence: 1 Check Type: Check  
Chart of Account Number Detail Description  
 05 3200 150 000 4016 0 000 HOLIDAY TOURNEY G/B BBALL OFFICIALS

PO Number: Invoice Number: 122820 Amount: 130.00  
 Invoice Date: 12/21/2020 Due Date: 12/28/2020 Status: PP 1099 Amount: 130.00  
 5 Check Number: 12064 Check Date: 12/28/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 130.00 130.00 N

Vendor ID: VILLALOBOS VILLALOBOS, JASON  
 Description:

Sequence: 1 Check Type: Check  
Chart of Account Number Detail Description  
 05 3200 150 000 4015 0 000 JV GIRLS/BOYS BASKETBALL OFFICIALS  
 05 3200 150 000 4016 0 000 JV GIRLS/BOYS BASKETBALL OFFICIALS

PO Number: Invoice Number: 121820 Amount: 70.00  
 Invoice Date: 12/11/2020 Due Date: 12/18/2020 Status: PP 1099 Amount: 70.00  
 5 Check Number: 12029 Check Date: 12/18/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 35.00 35.00 N  
 35.00 35.00 N

Vendor ID: WAGNERDOUG WAGNER, DOUGLAS  
 Description:

Sequence: 1 Check Type: Check  
Chart of Account Number Detail Description  
 05 3200 150 000 4016 0 000 JR HIGH GIRLS BBALL OFFICIALS

PO Number: Invoice Number: 120820 Amount: 80.00  
 Invoice Date: 12/01/2020 Due Date: 12/08/2020 Status: PP 1099 Amount: 80.00  
 5 Check Number: 12001 Check Date: 12/08/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 80.00 80.00 N

Vendor ID: WALMAR WAL-MART  
 Description:

Sequence: 1 Check Type: Check  
Chart of Account Number Detail Description  
 05 3200 610 000 4020 0 000 GATORADE  
 05 3200 610 000 4120 0 000 TIMER, EXTENTION CORDS  
 05 3200 610 000 4180 0 000 DONUTS REWARD PROGRAM  
 05 3200 610 000 4190 0 000 SUPPLIES ONE ACT  
 05 3200 610 000 4270 0 000 SUPPLIES FFA THANKSGIVING DINNER

PO Number: Invoice Number: 122220 Amount: 412.41  
 Invoice Date: 12/16/2020 Due Date: 01/11/2021 Status: PP 1099 Amount: 0.00  
 5 Check Number: 12062 Check Date: 12/22/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 9.96 N  
 94.82 N  
 67.66 N  
 25.72 N  
 214.25 N

Vendor ID: WESTRINGDE WESTRING, DEREK  
 Description:

Sequence: 1 Check Type: Check  
Chart of Account Number Detail Description  
 05 3200 150 000 4015 0 000 VARSITY BOYS/GIRLS BASKETBALL OFFICIALS  
 05 3200 150 000 4016 0 000 VARSITY BOYS/GIRLS BASKETBALL OFFICIALS

PO Number: Invoice Number: 121820 Amount: 125.00  
 Invoice Date: 12/11/2020 Due Date: 12/18/2020 Status: PP 1099 Amount: 125.00  
 5 Check Number: 12026 Check Date: 12/18/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 62.50 62.50 N  
 62.50 62.50 N

Vendor ID: WOOLDRIK WOOLDRIK, CHRIS  
 Description:

Sequence: 1 Check Type: Check  
 Checking Account ID:

PO Number: Invoice Number: 121520 Amount: 135.00  
 Invoice Date: 12/08/2020 Due Date: 12/15/2020 Status: PP 1099 Amount: 0.00  
 5 Check Number: 12023 Check Date: 12/15/2020

Invoice Listing - Detail

ChartOfAccountNumber  
05 3200 150 000 4016 0 000

Detail Description  
JV VARSITY GIRLS BASKETBALL  
OFFICIALS

Detail Amount  
135.00

1099 Detail Amount  
N

Asset/Asset Tag  
N

In Full

Vendor ID: YAWNCODY YAWN, CODY

PO Number: Invoice Number: 122220 Amount: 325.00

Invoice Date: 12/22/2020 Due Date: 01/02/2021 Status: PP 1099 Amount: 325.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 12054 Check Date: 12/22/2020

ChartOfAccountNumber  
05 3200 150 000 4017 0 000

Detail Description  
VARSITY WRESTLING OFFICIALS

Detail Amount  
325.00

1099 Detail Amount  
N

Asset/Asset Tag  
N

In Full

Batch 1099 Total: 5,560.00

Batch Total: 15,713.05

Report 1099 Total: 5,560.00

Report Total: 15,713.05

## Activities Director Report: January

CRC BBall tournament is Jan. 23-29. Sites will be determined at Thursday's Superintendent/AD CRC Meeting

### **CRC Conference passes cannot be used for admission.**

1. Feb. 1 - CRC Jr. High Vocal/Music Clinic
2. Feb. 12 - Winter Senior Night (Osceola Basketball Game)
3. Jan. 26 -CRC wrestling at East Butler(5:00)
4. Feb. 17 - Jr. High and HS CRC Quiz Bowl contests
5. 22 students out for speech.
6. Built a uniform rotation with all activities.  
Basketball and Wrestling looks to be the next in line.
7. Still need to replace 8 helmets for varsity football as well (2 year cycle to get 16 total)
8. Big Screen in South Gym - does not have the capability to mirror computer (live stream)
9. Quote for Chairs (handout)

-Thank you Julie Kuhnel for the Hospitality Room for the Holiday Tourney

-Thank you to the Booster Club the Hospitality Room for the SRC Wrestling Invite

SRC Board of Education  
Elementary Report  
January 13, 2021

Current Elementary Numbers:  
PK3 - 11, PK4 - 16, K - 27, 1 - 33, 2 - 27, 3 - 26, 4 - 29, 5 - 21

While not ideal, the taping of the Winter Program for PK-5 went well. Patrons I have talked to appreciated the effort and liked the fact that out-of-town/state relatives and friends could access it. Kudos to Mr. Carley and Mr. Evans for their work on this.

The Crisis Team met with Ronelle Jackson on December 16th to review organization and direction of the team. Items discussed were self-care debriefing, tapping out, the need for two crisis rooms if school is in session, putting together a Crisis Hotline List, dealing with complex trauma, concerns regarding human trafficking, etc.

A New Teacher Breakfast was hosted on December 17th. Teachers were given the opportunity to share their impressions of the first semester at SRC and their concerns. Additionally, they offered suggestions for the future.

PD for January 5th included a Safety Committee meeting, Faculty meetings, PLC update led by Brooke Kavan from ESU7, and School Improvement work time.

The Book-it Assembly was held on Tuesday, January 5th. Students were recognized for meeting their reading goals. Additionally, PBiS drawings took place. The reward for Book-it was held Friday, January 8th in the South Gym. BINGO Buddies was the selected reward for this month.

MLK Day will be held virtually on Monday, January 18th. There is no school that day and teachers will be able to access various PD breakout sessions throughout the day. Most of the sessions will be presented by ESU6 and NDE staff developers. The author of "Hacking Leadership" by Joe Sanfelippo is one of the keynote speakers.

Upcoming events include Parent-Teacher Conferences on Monday, February 8th. After surveying teachers, the elementary will once again have all teachers in the South Gym for conferences. The exception will be Preschool, who will meet in the classroom.

Preschool has requested switching the time for Morning and Afternoon classes. They would like to have the three-year olds attend in the morning (M-TH) and the four-year olds attend in the afternoon (M-F).

StuCo and NHS students will soon be providing morning assistance to students who need extra math fact, spelling word, HFW word, etc. practices. Since we don't have Senior/Bank assistants this year, this will be a huge benefit to those students. Just another way Elementary and Secondary are working together.

Shelby-Rising City Schools  
6-12 Board Report- Cody Bobolz  
January 13th, 2021 7:30 pm

### **Student Remediation/Work Day- December 16th**

On the secondary side we have roughly 50 students report in the morning. Many students had the opportunity to meet with teachers individually and make-up any assessments they may have missed due to quarantine or being absent. The afternoon was utilized for PLC meetings and teacher planning/work time.

### **December Husky Recognition Rally- December 22nd**

The rally was held in the South Gym at the beginning of the day. Our Fall Academic All-State recipients were announced, along with our December Students of the Month. Our December PBiS drawing was also held. We recognized a lot of students for a lot of different accomplishments, which was great!

Congratulations to our December Students of the Month

6th- Kody Young

7th- Elva Velasco

8th- Wendy Solorzano Aguilar

9th- Kaylei Perry

10th- Jaimee Paddock

11th- Hunter White

12th- Taylor Hayes



## **FBLA “Pie In The Face” Fundraiser**

FBLA conducted a fundraiser where students voted on staff members they wanted to see get pied in the face. The results of the voting were announced at the end of the rally and students who had their name drawn had the privilege of slamming a pie in the face of a staff member. It was a great way to end the rally and raise money for FBLA. Great job by all students and staff who participated!



### **December Staff of the Month**

Service- Brenda Gates

Integrity- Michelle Richards

Accountability- Mark Nebuda

Innovation- Sara Jensen



### **Teacher PD Day- January 5th**

PLC Update- Brooke Kavan presented to staff about the current state of our PLC's. Some of our teams have felt that they are stuck and needed more direction and focus. Brooke was able to generate a lot of quality discussion among staff members that belong to different PLC teams. Staff also completed a survey regarding the current state of their PLC teams.

ICU Update- Danny Hill zoomed with our secondary staff during our staff meeting. The focus of our discussion was on quality assignments. Danny talked a lot about starting with your assessment. Assignments and extra practice should focus on what the student doesn't know and in particular, what standards don't they know. Every assignment given should be based on a standard. He provided several examples of assignments from other schools that having nothing to do with standards. We challenged our staff to cut our list of assignments on the list in half. We ended the 1st semester with roughly 1,600 assignments. Each teacher was provided a list of their assignments to study and look at what could be eliminated.

# Shelby-Rising City Schools 2020 Annual Report



Board and Public Information

Prepared by Doug Kluth, Supt.

## Purpose

This annual report includes important and informative demographic, curriculum, financial, and student assessment data. Shelby-Rising City Schools submits this report to the stakeholders of the district to assist you in understanding and evaluating your school system. We hope this report will encourage all stakeholders to become aware of the accomplishments and needs of the district, and to become involved in planning for our continued improvement.

## About the District

The Shelby-Rising City Public Schools is a rural, Class III District, located in east central Nebraska along Highways 81 and 92. Shelby Public School and Rising City Public School reorganized into the Shelby-Rising City Public Schools in May 2011. Shelby is a town of 714, located in eastern Polk County. Rising City is a town of 396, located in western Butler County. The schools have a student population of around 400 students in grades PK-12. Beginning with the fall of 2017 all students attend school in Shelby following a \$15 million renovation and expansion project. Shelby-Rising City High School is classified as a C1-C2 school by the Nebraska School Activities Association depending on which activity students are competing in.

## School Board

Jeff Kuhnel, President (2022)

Geoff Ruth, Vice President (2024)

Kasey Hopwood, Secretary (2024)

Chris Whitmore, Member (2022)

Heath Vrbka, Member (2024)

Jackie Sliva, Member (2022)

## Accreditation

Shelby-Rising City Public Schools is fully accredited by the Nebraska Department of Education and meets all requirements set forth in Rule 10, Title 92, of the Nebraska Administrative Code. This accreditation provides standards and school improvement procedures that commit schools to excellence. The district has completed the process of becoming regionally accredited through Cognia. The district will participate in an external visit in 2021. Information is available at <http://www.cognia.org>



## Growth and Progress

Shelby-Rising City Schools continues to defy typical rural trends as enrollment has reached 415 students for PK-12 for the 2018-2019 school year. That is the largest enrollment in school history. The District started the 2020-21 school year with just under 400 students.

In the fall of 2018, the District announced its unique partnership with Central Community College to create the College and Career Pathways Program. The program features dual credit courses taught online and by S-RC teachers that gives students the opportunity to earn college credit, qualify for an Advantage Scholarship, or receive certification in three career ready pathways: Health Sciences, Agriculture Sciences, or Business/Marketing/Information Technology. This unique blend gives students in their Junior and Senior year opportunities beyond those available on campus. S-RC offers several areas of career and technical education courses on campus that will be part of the dual-credit courses.

Shelby-Rising City Schools continues to be a leader in innovative instruction as a pilot school for BlendED learning and one of the few Districts in Nebraska who offers 1-to-1 digital devices to all students in Kindergarten through 12<sup>th</sup> grade. Funding for upgrades to existing technology continues to come through our REAP grant, which minimizes tax dollar usage to acquire updated technology. In the last two years S-RC has focused on providing instructional resources and support to meet our District goals for student learning.

Our District is committed to providing exceptional learning opportunities for students that will prepare them for a variety of choices after graduation.

This fall the District implemented a later start time in order to provide teachers time for quality collaboration through the Professional Learning Community process. As a result of the later start time the District was able to expand opportunities for students before school with our breakfast program, wellness program, mentoring, tutoring, and other whole child supports.

We are proud to boast that 80% of our High School students are participating in at least one school activity and many participate in academic, fine art, and athletic competition for the Huskies. Becoming a well-rounded individual through a variety of academic and extra-curricular offerings is vital in supporting the District Mission for every student!

## District Data

Shelby-Rising City Schools data is available at the Nebraska Educational Profile at <http://nep.education.ne.gov>

## State Assessments

State Assessments (NSCAS) are given in the spring of each school year to students in grades 3 through 8 and the ACT is administered to Juniors. Due to COVID school closures, there were no NSCAS assessments administered during the 2019-20 school year.

## Student Enrollment

Grade	20-21	19-20	18-19	17-18	16-17	15-16	14-15
Pre-K	26	28	35	38	33	26	30
K-5	164	175	179	153	148	141	146
6-8	92	78	72	74	79	86	95
9-12	114	124	127	130	134	126	120
Total	396	405	413	395	394	379	391



College-Going Rate ⓘ

**86%**

Peers ⓘ

85%

State

76%

## Executive Financial Summary

This document is to assist the School Board and Stakeholders in assessing the financial condition and needs of the Shelby-Rising City School District.



The District utilizes the following funds and an explanation of each is included:

**GENERAL FUND** – Is the account used for the annual operations of the school district. This fund receives revenue from property tax (levy), various county taxes, state reimbursements, net-option funding, and federal program support. The expenditure limit for this account is called budget authority and set through the TEEOSA formula established by the Nebraska Legislature and managed by the Nebraska Department of Education. The General Fund has a levy limit of \$1.05.

**SPECIAL BUILDING FUND** – is the account used for new construction or building improvements. This account generates revenue from property tax (separate levy) and/or bond funds. Expenditures should not include unplanned repairs; it is designed for specific improvement projects. The Building Fund has a levy limit of \$0.14.

**DEPRECIATION FUND** – is the account established in order to facilitate the eventual purchase of costly capital outlay by reserving such monies by transferring unused funds from the General Fund. The purpose of this fund is to spread replacement costs (by accumulation of funds over time) in order to avoid a disproportionate tax effort in a single year to meet such an expense. Typical expenditures include buses, vans, technology, track/field surfacing, HVAC equipment, and IT equipment.

**BOND FUND** – is the account that is used to accumulate property tax funds that are levied in order to pay back general obligations bonds that are taken out by the school district to make improvements to a building(s) or certain infrastructure needs. There is no limit on the amount that can be levied, as long as it does not substantially exceed the annual bond obligation payments.

**SCHOOL NUTRITION FUND** – This was formerly called the Lunch Fund. The fund is designed to take receipts and make payments for the operation of the school nutrition program. Any deficit that would occur becomes the responsibility of the General Fund.

**ACTIVITIES FUND** – is required to account for the fiscal operations of student organizations, inter-school athletics, and other self-supporting or partially self-supporting school activities. This account does not count toward the annual expenditure limits established in the Budget Authority.

**EMPLOYEE BENEFIT FUND** – An employee benefit fund may be established in order to specifically reserve General Fund money for the benefit of school district employees. This is typically used to manage a 125 plan, unemployment compensation, early retirement, or HSA contributions.

**CONTINGENCY FUND** – A contingency fund is authorized by statute and may be used to fund uninsured losses and legal fees incurred by the district for the defense against public losses. This fund may not exceed 5% of the total budgeted general fund expenditures.

**QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (QCPUF)** – This fund may be established for the removal of environmental hazards and the reduction or elimination of accessibility barriers to schools. The tax levy for and duration of this fund is restricted to \$0.03 over five years.

**COOPERATIVE FUND** – The Cooperative Fund may be used by the school district acting as the fiscal agent for any cooperative activity between two or more political subdivisions. All school districts, including the school district acting as fiscal agent, shall show the payment for services to the cooperative in their General Fund.

**STUDENT FEES FUND** – as authorized by statute, is a separate fund not supported by tax revenue. Includes all moneys collected from students pursuant to the Public Elementary and Secondary Student Fee Authorization Act. Included are the fees for Extracurricular Activities, Postsecondary Education, and Summer/Night School.

### Tax Valuation of District

When taxing, the District uses the certified valuations of all property established by the Assessors Office(s) in both Polk County and Butler County. Shelby-Rising City Schools does not have influence or input on the decisions regarding property valuation. The tax asking for each fund is determined by the valuation multiplied by the levy, with \$0.01 of levy accounting for \$10 per \$100,000 of property valuation.

#### Consolidated District Valuation History

Year	Butler County	Change	Polk County	Change	Total Valuation	Change
11-12	\$173,143,924		\$236,543,539		\$409,687,463	
12-13	\$190,671,982	10.12%	\$263,580,881	11.43%	\$454,252,863	10.88%
13-14	\$227,587,958	19.36%	\$316,255,272	19.98%	\$543,843,230	19.72%
14-15	\$255,188,613	12.13%	\$375,838,839	18.84%	\$631,027,452	16.03%
15-16	\$279,799,429	9.64%	\$446,078,466	18.69%	\$725,877,895	15.03%
16-17	\$316,414,611	13.09%	\$467,830,337	4.88%	\$784,244,948	8.04%
17-18	\$322,293,389	1.86%	\$472,627,166	1.03%	\$794,920,555	1.36%
18-19	\$323,863,507	0.49%	\$454,727,685	-3.79%	\$778,591,192	-2.05%
19-20	\$326,318,640	0.76%	\$432,632,222	-4.86%	\$758,950,862	-2.52%
20-21	\$324,000,064	-0.71	\$435,269,438	0.61	\$759,269,502	0.04

## District Revenue

Shelby-Rising City Schools has not received state equalization aid from the State of Nebraska since the merger. For the first two years, incentive aid is given to assist districts in managing the reduction of staff after the merger. State Aid for the purposes of this chart includes revenue received for teacher allocation aid, state income tax, and net-option funding.

### A historical chart for State Aid Revenue

Year	State Aid	% Change
11-12	\$376,580.50	
12-13	\$241,903.85	-35.76%
13-14	\$328,699.94	35.88%
14-15	\$113,624.81	-65.43%
15-16	\$275,653.52	142.60%
16-17	\$396,850.00	43.97%
17-18	\$439,956.00	10.86%
18-19	\$305,206.00	-30.63%
19-20	\$509,393.00	66.90%
20-21	\$645,898.00	21.20%

Additional revenue for the General Fund comes in the form of State or Federal Program Grants (qualifications and limitations apply), county taxes, and local property tax. All other funds receive their revenue from direct property tax or general fund transfers. The exception is our building fund, which received revenue from the Bond Issue passed in 2015.

### A historical chart for Property Tax Asking to support the General Fund

Year	GF Levy	GF Tax Asking	% Change
11-12	\$1.00	\$4,196,130.14	
12-13	\$1.00	\$4,542,528.63	8.26%
13-14	\$0.894	\$4,861,958.48	7.03%
14-15	\$0.605	\$3,822,341.52	-21.38%
15-16	\$0.600	\$4,355,267.37	13.94%
16-17	\$0.600	\$4,705,469.69	8.04%
17-18	\$0.644	\$5,119,288.37	8.79%
18-19	\$0.685	\$5,333,349.67	4.18%
19-20	\$0.699	\$5,305,066.53	-0.53%
20-21	\$0.679	\$5,163,032.61	-2.7%

Factors that impact Tax Asking include State Aid, State/Federal Program Grants, and SPED Reimbursements. The tax asking is the difference between that total and the total anticipated expenditures from the General Fund. In 2013-2014 the district had a Cash Reserve that was calculated into the formula for necessary revenue. The District attempts to carry enough Cash Reserve to operate for three months to offset the delayed timeline for receipts from Property Tax and the State of Nebraska.

## General Fund

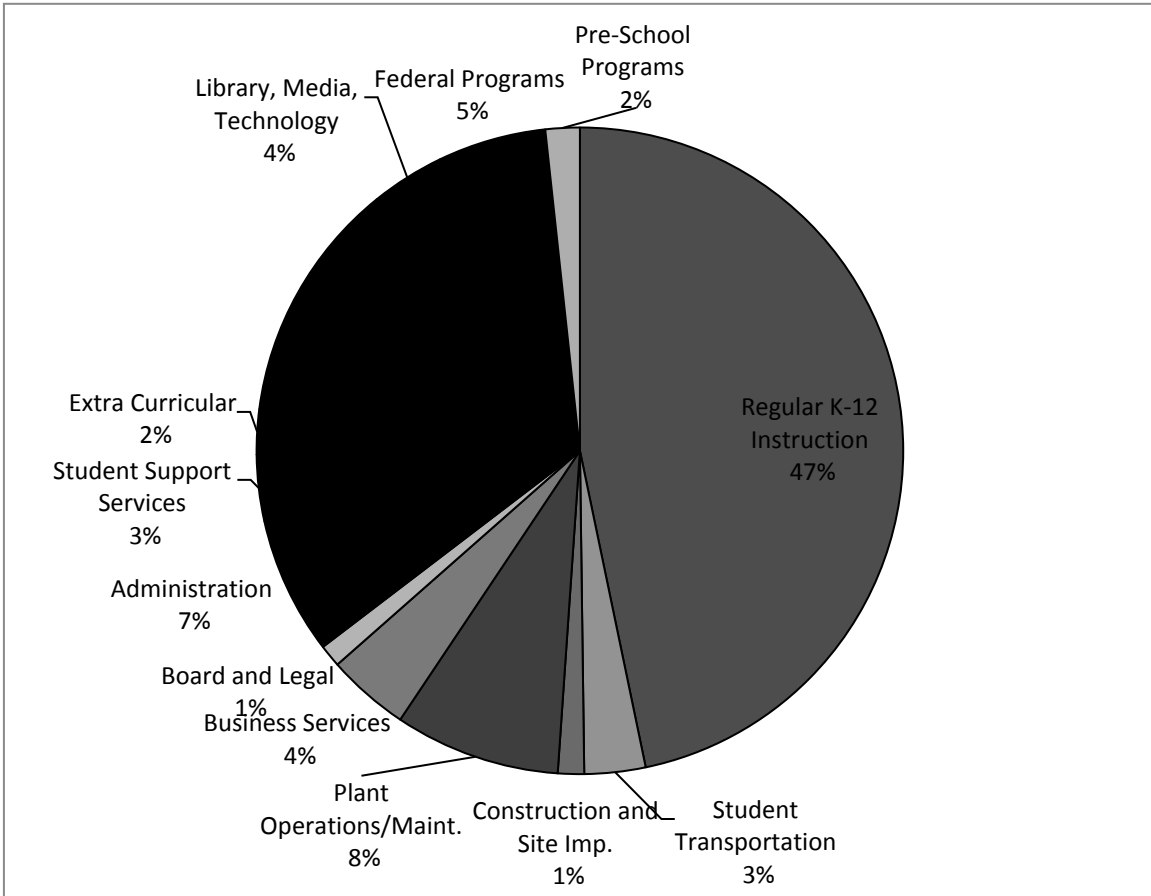
The General Fund cash balance on August 31, 2020 was \$1,745,681 compared to \$1,352,499 at the end of the 2019 fiscal period. This is considered required cash reserve and is not factored into the revenue for the 2020-2021 fiscal period.

Below is a comparison of annual budgeted expenditures by year and actual expenditures and transfers by year. The percentage change will show the budget expenditure (planned and actual) increase or decrease by year.

Year	GF Planned Budget	% Change	GF Actual Expenditures	% Change
11-12	\$6,426,863.00		\$5,258,235.16	
12-13	\$5,863,612.00	-8.76%	\$5,715,864.43	+8.70%
13-14	\$5,706,379.88	-2.68%	\$5,524,244.39	-3.35%
14-15	\$5,797,247.90	+1.59%	\$5,509,323.39	-0.27%
15-16	\$5,729,655.00	-1.17%	\$5,690,555.06*	+3.29%
16-17	\$5,871,606.33	+2.47%	\$5,910,986.41**	+3.87%
17-18	\$6,105,502.00	+3.98%	\$6,303,281.37***	+6.64%
18-19	\$6,459,465.00	+5.80%	\$6,200,269.65	-1.63%
19-20	\$6,504,758.00	+0.70%	\$6,137,528.00	-1.1%
20-21	\$6,264,732.00	-3.7%		

\* - Includes \$182,000 used for asbestos abatement not covered in 2015 bond issue.

\*\* - Includes \$259,314 used for construction/renovation not covered in bond.



\*\*\* - Includes a \$200,000 expenditure for final construction billing.

### Special Building Fund

The District will levy \$0.020 for the Special Building Fund for the 2020-2021 fiscal period. The current balance of the building fund is \$80,809.95 as of August 31, 2020. The fund is being used to make the remaining payment on the lease purchase of \$160,000 this fiscal year.

In prior years, tax asking for the Special Building Fund was used for land acquisition, land development, excavation/demolition, and large construction/repair projects. Below is a historical chart of tax asking by year for the Special Building Fund.

#### Special Building Fund

Year	Tax Asking	Levy
11-12	\$122,906.24	\$0.030
12-13	\$136,275.86	\$0.030
13-14	\$250,167.89	\$0.046
14-15	\$599,476.08	\$0.095
15-16	\$290,351.16	\$0.040
16-17	\$0	\$0.000

17-18	\$214,628.55	\$0.027
18-19	\$194,647.80	\$0.027
19-20	\$220,096.75	\$0.029
20-21	\$151,853.90	\$0.020

### Depreciation Fund

The balance at the end of the 2020-2021 fiscal year was \$368,992.38, which includes a cash balance of \$196,992.38 and a certificate of deposit with Pinnacle Bank of \$172,000. Annually the increase in the account comes from the sale of surplus equipment that is depreciated out, interest, and General Fund transfers.

A \$75,000 transfer from the General Fund was made at the end of the 2019-2020 fiscal year. Expenditures are anticipated for the 2019-2020 fiscal period. The goal of the account balance is to address replacement of technology (staff computers in 2021) and replacement of existing lighting fixtures (Changing to LED) throughout the building.

### Bond Fund

The District passed a \$14.9 million bond issue in March of 2015. The first payment occurred in December of 2015 and will occur annually at the full amount starting with this fiscal period (2016-2017). One of the two bonds was reissued in 2020 with a considerable savings to the district which resulted in the reduction of the levy by nearly one cent.

The current balance of the Bond Fund (August 30, 2020) is \$599,514.50, with a tax receipt coming in September as part of the 2019-2020 fiscal period.

### Bond Taxation by Year

2015-2016	\$0.109895	\$ 797,703.51	2018-2019	\$0.1300	\$1,012,168.55
2016-2017	\$0.162583	\$1,275,052.04	2019-2020	\$0.1335	\$1,013,199.00
2017-2018	\$0.128000	\$1,017,498.31	2020-2021	\$0.1251	\$ 949,845.15

### School Nutrition Fund

The District's Food Program received approximately \$80,000 in federal funds to reimburse free and reduced lunch qualified students. The program is self-sufficient with all expenditures including staffing, benefits, supplies, and equipment being paid from program receipts. Meal prices are set by formula from the Federal Program based on student meal participation. Meal prices remained stable for the 2020-21 school year. Possible expenditures might include a new dishwasher.

## Activities Fund

Annually the District transfers funds from the General Fund to balance out expenses from school activities that do not generate revenue. At the end of the 2019-2020 school year the General Fund transferred \$40,000 to activities. Additional funds will be used to offset free admission to elementary students. The end of fiscal period balance, not including the transfer (August 31, 2020) for the Activity Fund was as follows:

Cash Balance	\$ 58,088.71
Pinnacle Bank CD	\$ 38,000.00
Total	\$ 96,088.71 +\$40,000 (transfer)

The Pinnacle Bank CD is to support the Activity Fund when revenue does not meet the needs and to offset non-revenue athletic and activity programs.

## Employee Benefit Fund

The District uses this fund to manage the 125-plan for certificated employees. Funds are withheld from monthly paychecks and deposited here. The expenditures equal claims made by participating employees. The fund should not have a carry-over balance

## Contingency Fund

Is not used by the District.

## Qualified Capital Purpose Undertaking Fund (QCPUF)

Is not used by the District.

## Cooperative Fund

Is not used by the District.

## Student Fee Fund

Has a balance of \$15,000 that is annually collected and distributed back into the Activities Fund if no expenditures are required.

## Inter-Fund Loans

Currently the District does not have any inter-fund loans outstanding.

## Total Levy of District Historical

The total levy is the combined tax asking for all above funds. For the 2020-2021 school year the total tax levy will be approximately \$0.8251 cents. This year's tax asking is less than the prior year for the third time since the consolidation in 2011.



Year	Valuation	Total Levy	Total Tax Asking	% Change
11-12	\$409,687,463	\$1.03	\$4,219,780.87	
12-13	\$454,252,863	\$1.03	\$4,678,804.49	+ 10.88%
13-14	\$543,843,230	\$0.95	\$5,166,510.69	+ 10.42%
14-15	\$631,027,452	\$0.700451	\$4,420,038.10	- 14.45%
15-16	\$725,877,895	\$0.749895	\$5,443,322.04	+ 23.15%
16-17	\$784,244,948	\$0.762583	\$5,980,518.65	+ 9.87%
17-18	\$794,920,555	\$0.799000	\$6,351,415.23	+ 6.20%
18-19	\$778,591,192	\$0.840000	\$6,540,166.01	+2.97%
19-20	\$758,950,862	\$0.861500	\$6,538,361.68	-0.03%
20-21	\$759,269,502	\$0.825100	\$6,264,731.66	-4.29%

This year, the largest cost savings resulted from the reduction of instructional staff salaries and benefits. These costs will be offset in future years to come as the new staff moves horizontally on the salary schedule and the incoming superintendent benefits that will be paid. It was a nice cost savings for this year. Future savings on interest, due to reissuing of all outstanding bonds in 2020, will provide some short-term savings.



## Administration

Doug Kluth, Superintendent

Cody Bobolz, Secondary Principal

Denise Glock, Elementary Principal

Turner Trofholz, Activities Director

12-16-20

Summary of Curriculum Committee Meeting

McGraw Hill Social Studies	Approved as a Resource
Wealth Building	Approved to replace Management & Leadership
Youth-Led Part. Act. Res. (YPAR)	Not approved
Applied/Technical English	Approved as a dual credit

Discussion:

Wealth Building – this needs to be a class that sticks for a period of several years to allow students to take a sequence of courses for a Pathway or even just to gain skills. This is replacing a course that was only offered during the 20-21 school year.

Applied/Technical English – Will need to be coordinated with a student interested in either NECC or CCC to align the curriculum with CCC while also providing the opportunity for students going to NECC to take a course in which they would meet their English requirement.



# SHELBY-RISING CITY HUSKIES

## CURRICULUM COMMITTEE PROPOSAL EVALUATION

DATE: 12-16-20

COURSE/RESOURCE NAME: McGraw Hill Social Studies

SUBMITTED BY: Jennifer Topil and Melinda Cromer

PROPOSAL IS:     NEW COURSE                     NEW RESOURCE                     MODIFIED COURSE

PROPOSAL IS APPROPRIATELY MARKED IN THESE AREAS:

COURSE NAME                     DEPARTMENT     TARGET GRADE(S)  
 PRE-REQUISITES                 RATIONALE         RESOURCES/TEXTBOOK

CURRICULUM MAP IS ATTACHED WITH CONTENT THAT IS:

APPROPRIATE FOR CLASS PROPOSAL  
 APPROPRIATE FOR TARGET GRADE(S)  
 ADDRESSES STANDARDS NOT COVERED IN OTHER COURSES  
 REQUIRES ADDITIONAL RESOURCES TO BE PURCHASED  
 CONTENT DOES NOT OVERLAP EXISTING COURSE(S)

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND THAT THE COURSE/RESOURCE HAS VALUE IN:

**Replacing our current Social Studies resources that tend to be outdated.  
Social Studies is within the Curriculum/Textbook adoption cycle window**

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND CONCERNS THAT THE COURSE/RESOURCE DOES NOT:

THE COMMITTEE HAS THE FOLLOWING QUESTIONS BASED ON THE INFORMATION PROVIDED IN THE PROPOSAL AND/OR CURRICULUM MAP:

**THE COMMITTEE RECOMMENDS:**

ADVANCING THE PROPOSAL  
 NOT ADVANCING THE PROPOSAL  
 ASKING FOR ADDITIONAL DETAILS (ATTACH ADDITIONAL PAGE IF NECESSARY)

SIGNED BY: S. Voss



# SHELBY-RISING CITY HUSKIES

## CURRICULUM COMMITTEE PROPOSAL EVALUATION

DATE: 12-16-20

COURSE/RESOURCE NAME: Wealth Building

SUBMITTED BY: Sara Jensen

PROPOSAL IS:     NEW COURSE                       NEW RESOURCE                       MODIFIED COURSE

PROPOSAL IS APPROPRIATELY MARKED IN THESE AREAS:

COURSE NAME                       DEPARTMENT     TARGET GRADE(S)  
 PRE-REQUISITES                       RATIONALE                       RESOURCES/TEXTBOOK

CURRICULUM MAP IS ATTACHED WITH CONTENT THAT IS:

APPROPRIATE FOR CLASS PROPOSAL  
 APPROPRIATE FOR TARGET GRADE(S)  
 ADDRESSES STANDARDS NOT COVERED IN OTHER COURSES  
 REQUIRES ADDITIONAL RESOURCES TO BE PURCHASED  
 CONTENT DOES NOT OVERLAP EXISTING COURSE(S)

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND THAT THE COURSE/RESOURCE HAS VALUE IN:

**Overlap between Intro to Business, Entrepreneurship and Management & Leadership  
Would review and extend upon concepts from Personal Finance.  
Will replace Leadership & Management course**

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND CONCERNS THAT THE COURSE/RESOURCE DOES NOT:

**Management & Leadership was just proposed last year (for 20-21) but is not to be kept  
Either Business teacher can teach this course**

THE COMMITTEE HAS THE FOLLOWING QUESTIONS BASED ON THE INFORMATION PROVIDED IN THE PROPOSAL AND/OR CURRICULUM MAP:

**THE COMMITTEE RECOMMENDS:**

ADVANCING THE PROPOSAL  
 NOT ADVANCING THE PROPOSAL  
 ASKING FOR ADDITIONAL DETAILS (ATTACH ADDITIONAL PAGE IF NECESSARY)

SIGNED BY: S. Voss



# SHELBY-RISING CITY HUSKIES

## CURRICULUM COMMITTEE PROPOSAL EVALUATION

DATE: 12-16-20

COURSE/RESOURCE NAME: YPAR (Youth - led participatory Action Research)

SUBMITTED BY: Carrie Bauers

PROPOSAL IS:     NEW COURSE                       NEW RESOURCE                       MODIFIED COURSE

PROPOSAL IS APPROPRIATELY MARKED IN THESE AREAS:

COURSE NAME                       DEPARTMENT     TARGET GRADE(S)  
 PRE-REQUISITES                       RATIONALE                       RESOURCES/TEXTBOOK

CURRICULUM MAP IS ATTACHED WITH CONTENT THAT IS:

APPROPRIATE FOR CLASS PROPOSAL  
 APPROPRIATE FOR TARGET GRADE(S)  
 ADDRESSES STANDARDS NOT COVERED IN OTHER COURSES  
 REQUIRES ADDITIONAL RESOURCES TO BE PURCHASED  
 CONTENT DOES NOT OVERLAP EXISTING COURSE(S)

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND THAT THE COURSE/RESOURCE HAS VALUE IN:

Requires upper level thinking skills.  
Would require self motivation and initiative.

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND CONCERNS THAT THE COURSE/RESOURCE DOES NOT:

Elective for underclassmen is difficult to fit in a schedule  
Can a project be "completed" in a semester with coordination with village leadership and coordination of whatever might be chosen to complete.  
Sustainability of the course over time due to resources in our communities and school.

THE COMMITTEE HAS THE FOLLOWING QUESTIONS BASED ON THE INFORMATION PROVIDED IN THE PROPOSAL AND/OR CURRICULUM MAP:

Semester long or year long?  
Can you really complete a project in a semester?

**THE COMMITTEE RECOMMENDS:**

ADVANCING THE PROPOSAL  
 NOT ADVANCING THE PROPOSAL  
 ASKING FOR ADDITIONAL DETAILS (ATTACH ADDITIONAL PAGE IF NECESSARY)

SIGNED BY: S. Voss



# SHELBY-RISING CITY HUSKIES

## CURRICULUM COMMITTEE PROPOSAL EVALUATION

DATE: 12-16-20

COURSE/RESOURCE NAME: Applied/Technical English

SUBMITTED BY: Sandy Voss

PROPOSAL IS:     NEW COURSE                       NEW RESOURCE                       MODIFIED COURSE

PROPOSAL IS APPROPRIATELY MARKED IN THESE AREAS:

COURSE NAME                       DEPARTMENT     TARGET GRADE(S)  
 PRE-REQUISITES                       RATIONALE                       RESOURCES/TEXTBOOK

CURRICULUM MAP IS ATTACHED WITH CONTENT THAT IS:

APPROPRIATE FOR CLASS PROPOSAL  
 APPROPRIATE FOR TARGET GRADE(S)  
 ADDRESSES STANDARDS NOT COVERED IN OTHER COURSES  
 REQUIRES ADDITIONAL RESOURCES TO BE PURCHASED  
 CONTENT DOES NOT OVERLAP EXISTING COURSE(S)

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND THAT THE COURSE/RESOURCE HAS VALUE IN:

Curriculum would benefit students with IEP's needing significant accommodations as well as those intending to get an Associates Degree.  
Provides an opportunity for 2 year school bound students to obtain their English credits dually for HS and College. +

THE COMMITTEE HAS REVIEWED THE PROPOSAL AND CURRICULUM MAP AND FIND CONCERNS THAT THE COURSE/RESOURCE DOES NOT:

THE COMMITTEE HAS THE FOLLOWING QUESTIONS BASED ON THE INFORMATION PROVIDED IN THE PROPOSAL AND/OR CURRICULUM MAP:

**THE COMMITTEE RECOMMENDS:**

ADVANCING THE PROPOSAL  
 NOT ADVANCING THE PROPOSAL  
 ASKING FOR ADDITIONAL DETAILS (ATTACH ADDITIONAL PAGE IF NECESSARY)

SIGNED BY: S. Voss

# January Board Report

**Classified Hire:** None

**Classified Resignations:** None

**Days worked to date:** 124, one day off on December 21, 2020

**Staffing:** Our pool of subs remains good. We picked up another sub, Laci Rutherford .

**MLK Conference:** The conference this year will be held on Monday. It will be virtual this year.

**Teacher Computers:** Next month I hope to present a quote on the replacement of teacher computers. We will be looking into giving staff members the opportunity to purchase the old computers.

**Dishwasher:** The new dishwasher in the kitchen will be installed on Monday. Mr. Nebuda will be taking the old one to Kobza Auction for resale.

**Annual Report:** The report that will be filed with NDE is attached. It is mainly financial data that was included in the initial budget hearing. I included some distinct information and enrollment data. There was no achievement data included due to the absence of statewide testing.

**School Calendar:** I have attached a draft calendar for next year. The Calendar Committee and the Administrative Team went over it. I will have the staff weigh in after the BOE meeting.

**Curriculum Committee Report:** I have attached the report.

**Covid Vaccine Information:** I will present some information at the Board meeting.

# LACI RUTHERFORD

Stromsburg, NE 68666 | C: 402-580-4684 | laci\_rutherford@yahoo.com

## OBJECTIVE

Seeking position as 6-12 Special Education Teacher at Shelby-Rising City Public School.

## SUMMARY

Talented Special Education Teacher focused on meeting student academic and emotional needs. Compassionate and caring with the capability of delivering personalized, hands-on support and lessons targeted on specific learning needs and strengths. Able to leverage strong communication skills and a patient nature to provide positive reinforcement in team-based, structured environments.

## SKILLS

Special needs

IEP goals

Activities oversight

Classwork oversight

Behavioral plan management

Social skills development

Excellent classroom management

Behavioral/cognitive skills

development

Learning style assessment

Motivating students

Detail-oriented

Creative lesson plan

development

Standardized testing and scoring Effective listening

Differentiated instruction

Crisis intervention

Positive atmosphere promotion Cultural competency

Organizational leadership Behavioral

improvements Outcomes tracking

## EXPERIENCE

### 08/2020 to 12/2020 Student Teaching

**York Middle School** —York, NE

Worked collaboratively with the Special Education teacher, to prepare and host IEP meetings, set goals, and assess outcomes for students.

Planned, delivered and evaluated lessons in all areas of curriculum following the special education curriculum map provided by York Public Schools.

Worked collaboratively with related service providers to ensure that students were working towards goals set.

**09/2015 to 01/2016 Special Education Paraprofessional**  
**Cross County Public Schools** — Stromsburg, NE

Instructed small groups of students in coordination with the Speech and Language Pathologist.

Instructed small group interventions for students who were struggling in the areas of reading and math.

Supervised test-taking, including MAPS and NESAs testing.

Worked in tandem with the teacher to develop a customized classroom environment conducive to students' needs.

Collaborated with the teacher to develop effective, individualized learning strategies.

Managed class of 15 to 20 students when the teacher stepped out of the room.

Advised the special education teacher regarding student behavior or issues that required immediate addressing.

Provided support to the students through specialized accommodations, extra assistance, and educational assessments.

**08/2013 to 09/2015 Special Education Paraprofessional**  
**YORK Public Schools** — York, NE

Instructed small groups of students in basic concepts such as alphabet, shapes and color recognition.

Worked one on one with students who had varying degrees of disabilities, utilizing customized behavioral plans.

Worked in tandem with the teacher to develop customized classroom environment conducive to students' needs.

Collaborated with the teacher to develop effective, individualized learning strategies.

Affirmatively communicated and promoted positive attitudes with every student.

Provided support to the students through specialized accommodations, extra assistance, and educational assessments.

Eliminated learning gaps and effectively instructed students by using a wide variety of teaching aids and motivational strategies.

Conducted small group and individual classroom activities with students based on differentiated learning needs.

Fostered relationships with students to increase engagement.

**EDUCATION AND TRAINING**

**12/2020 Bachelor of Arts:** K-12 Special Education  
**York College** — York, NE

**05/2003 Associate of Science:** Business Administration  
**Southeast Community College** — Lincoln, NE



**2021 – 2022**

**Shelby-Rising City Public**

**School Certified Staff**

**Negotiated Agreement**

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## PREAMBLE

THIS AGREEMENT IS MADE AND ENTERED INTO this 13th day of January, 2021, by and between the Board of Education of the School District of Shelby-Rising City Public School, Dist. #32, in the county of Polk in the State of Nebraska (hereinafter referred to as the "Board" or "District" as the context may require) and the Shelby-Rising City Education Association (hereinafter referred to as the "Association").

## GENERAL PURPOSE

The Board and the Association recognize that the development of a quality educational program for the children attending the public schools of Shelby-Rising City is a joint responsibility that can best be achieved by agreement that all parties work toward common goals. The Board and the Association enter in this Agreement with mutual dedication, recognizing that the experience, creativity and judgment of all parties are necessary to reach the educational needs of the community.

## NEGOTIATIONS PROCEDURES

The two parties to this Agreement believe the following basic procedures are necessary for good faith bargaining to occur:

Each party will name a negotiations team and indicate a spokesperson, such information to be given to the other party prior to the first session.

Either party may request bargaining be opened by contacting the President or spokesperson of the other party.

Meeting dates and times will be scheduled by mutual consent of the two parties.

Facts, opinions, proposals and counterproposals will be freely discussed in good faith during the meetings.

All participants shall treat each other professionally and respectfully during discussions and shall give due consideration to all proposals.

Final agreements shall be reduced to writing and signed by both parties.

## ARTICLE I

### Teacher Rights

Nothing contained in this Agreement shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.

The Board will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the Board, or institution of a grievance in good faith relative to the terms of this Agreement.

## ARTICLE II

### Association Rights

#### A. Association Use Of District Property

Representatives of the Association and its affiliates shall be allowed to conduct Association business on school property during school hours, providing such business does not cause undue interruption of the school program.

The Association shall be allowed the use of the school buildings for meetings, providing that such use does not result in unscheduled maintenance costs, in which case an appropriate fee for that use will be negotiated between the parties to this Agreement.

The Association shall be allowed the use of school equipment including typewriters, computers, duplicating machines, audio-visual equipment, and standard office equipment, provided that the Board may assess the Association a reasonable fee for expendable supplies consumed during such use.

The Association shall be allowed to make reasonable use of the school's communication system, including teachers' mailboxes, intercom, teacher bulletins, email, etc. Such use shall not cause unnecessary interruption of the education program of the school.

## ARTICLE III

### Salaries

#### A. Salary Schedule

The salary of each teacher covered by this Agreement shall be determined by the salary schedule attached as Appendix A to this Agreement. Teacher employed full-time under this agreement will be required to work per Board Policy 400.01. (Appendix B - Calendar)

#### B. Initial Placement

When hired teachers shall be credited with all previous teaching experience and placed on the schedule according to their degree level. All pre-existing hours that are allowed for schedule placement must be declared and verified at the time of initial employment or the hours will not thereafter be considered for salary schedule placement.

C. Base Salary

The base salary shall be \$36,800.00.

D. Horizontal Movement

Credit for additional hours shall be credited on September 1 and movement on the salary schedule shall take place accordingly. (Unofficial transcript or proof of course completion accepted at this time). All post BA hours shall earn credit for horizontal advancement on the salary schedule up to and including BA+27. Hours in a Master's program will be awarded. All post MA hours shall earn credit for horizontal advancement on the salary schedule up to and including MA+18.

In order to advance horizontally on the salary schedule, the Superintendent, in writing, must approve all hours, if horizontal movement is the intent for the ensuing year. A grade report and an official transcript must be provided by the teacher on or before October 1, in order for the schedule advancement to be awarded.

A maximum of nine hours of approved undergraduate credit in an assigned, endorsed or related teaching field qualifies an employee for advancement to the BA+9 column. Beyond the BA+9 column, all hours must be graduate hours, except hours acquired as a result of a Board and/or Administrative request that the teacher obtain an additional endorsement. Advancement to the MA column and beyond requires acquisition of the MA degree in an assigned, endorsed, or related teaching field.

Teachers employed by the district prior to the 2017-18 school year will be permitted to remain at the MA column if they had already reached the BA+36 level.

E. Vertical Movement

Teachers shall be placed on the proper vertical step in accordance with their experience in the district plus credited prior teaching experience.

F. Movement After Initial Placement

After initial placement on the salary schedule, staff members' schedule movement is limited to a maximum of one horizontal and one vertical column step per year per teacher.

G. Part-Time/Job-Sharing

Part-time and job-sharing employees that hold a contract of .49 or greater will receive salary and fringe benefits prorated according to FTE.

H. Extra Duty

When the district assigns an extracurricular duty to a teacher, the salary shall be in accordance with the provisions of the extra duty/extra-curricular salary schedule attached as Appendix C.

I. Duty Pay

All employees who supervise or work at designated school activities outside of the normal school day will be paid \$30.00 for the activities listed on the duty pay schedule attached as Appendix D. A normal school day, for the purposes of this policy, is defined as Monday through Friday from 8:00 a.m. to 4:00 p.m. This pay does not apply to those jobs

listed on the extra duty pay schedule.

J. Pay for Bus Drivers During the Regular School Day

Teachers who hold bus licenses shall be compensated to drive activity trips at current district activity driving rates when transporting students. If the teacher/driver is the activity sponsor, he/she will be paid road time only.

K. Mileage

The district will pay a rate set annually by the Board of Education according to the IRS standard mileage rate when a teacher is required to use his/her car to make authorized trips out of the District.

L. Pay for Admissions to Supervise

Staff members designated to supervise activities and contests will be paid the price of admission to attend these events when passes are not honored or available.

M. Extended Contracts

Where a contractual agreement has been reached between an individual teacher and the district relating to employment beyond the annual employment period, the salary for that extended contract shall be a pro-rata extension of that teacher's daily rate of pay for the annual employment period.

N. Pay for Unused Leave Days

At the end of each school year each teacher who has 30 accumulated days will be paid \$25 for each of the 11 unused days for that year.

ARTICLE IV

Insurance and Annuities

A. SEE ATTACHED 2019-2020 STANDARD RATES SHEET (Appendix E)

\*EHA \$1200 Deductible Plan or \$3600 Deductible HSA-Eligible (Dual Choice)

\*When an employee chooses the HSA, the District will deposit the difference between the \$1200 annual premium and the \$3600 HSA annual premium into each employee's HSA account on January 1.

\*EHA PPO 100% A, 75% B, 50% C Coverage – Option 2

\*District pays 100% of the premium

B. Disability Insurance

The Board in consultation with the SRCEA will select one company to provide long-term disability insurance for the certified staff. The policyholder will pay the premium.

C. Tax Shelter

The staff may choose to participate in a supplemental retirement option or 403b plan that is managed by 403b Consultants, LLC in Norfolk, NE. Staff may choose to use another investment/management firm with some limitations to the District's ability to offer as a pre-

tax option.

D. Complete Annual Coverage

For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period. Upon cancellation or resignation of an employee's contract during the contract year, the employee shall receive insurance coverage as provided herein on a prorated basis for a period which is the same ratio as the number of service day performed by the employee up to the date of cancellation or resignation to the 12-month coverage period.

ARTICLE V

Leaves

A. Leave Days

At the beginning of each school year, each teacher will be credited with 11 paid leave days. The unused portion of such allowance shall be accumulated from year to year to a total of 30 days.

These accumulated days will be designated as sick days. Each school year, each teacher shall use the 11 paid leave days before being allowed to use the accumulated 30 sick days. The Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit.

When using the accumulated 30 sick days and after five days of consecutive absence, the Board of Education through the Superintendent, may request a doctor's written statement outlining any continued need for time off, including the probable time of return to work. After an absence, due to illness, the employee may be asked to sign a statement saying that the absence was due to illness.

Employees will be able to use their accumulated sick leave for illness and/or doctor's appointments in their immediate family. Immediate family shall include spouse, children, mother, father, mother-in-law, father-in-law, grandparents, and grandchildren and anyone living in the household under your care.

B. Emergency Leave Bank

The parties agree that it is in the best interests of the school district's students that certificated staff members miss work only when absolutely necessary. This Emergency Leave Bank is created to address instances in which employees are so ill that they cannot work due to a serious health condition and the employee has accrued inadequate paid sick leave to cover all of his/her absences. Participation in the Emergency Leave Bank is completely voluntary.

Eligibility for Emergency Leave Bank Days

Emergency Leave Bank participants are only eligible to withdraw days from the Emergency Leave Bank if they meet all of the following criteria. Employees must:

1. Be full-time certificated employees.
2. Employed by the school district at the start of the school year. Employees who begin employment in the middle of a school year will not be eligible to participate until they have

- completed that school year.
3. Have a "serious health condition" as defined under the Family and Medical Leave Act (FMLA) and regulations interpreting the FMLA. Emergency Leave Bank days will not be provided for the serious health condition of family members or for other circumstances qualifying for FMLA protection.
  4. Have requested leave through the FMLA/school district's FMLA policy.
  5. Have exhausted all applicable paid leave days and used all accumulated compensatory time.
  6. Not receive Workers' Compensation wage benefits for the days missed. Employees who dispute the denial of Workers' Compensation wage benefits and are ultimately awarded wage benefits will be required to assign back to the district any benefits received equal to the amounts received from the Emergency Leave Bank.
  7. Be deemed ineligible for any short- or long-term disability insurance coverage for which the employee is eligible, regardless of whether that coverage is obtained through the school district or from some other source.
  8. Provide the district with adequate medical certification, from a health care provider supporting the absence. The district may require recertification of the condition in accordance with FMLA recertification procedures. The adequacy of medical certification will be determined in the sole and unfettered discretion of the Committee identified below. All documentation of a serious health condition will be maintained confidentially and separately from the regular personnel file.
  9. Have contributed one day in each consecutive year of employment in order to be eligible for available days over 10 days.
  10. Submit a written application for benefits in writing to the Committee.

**Number of Emergency Leave Bank Days**

The maximum number of leave bank days employees may receive in any school year is limited in accordance with the chart below:

<b>School Years Completed with District</b>	<b>Emergency Leave Bank Days Available</b>
0-5 years	10 days
6-10 years	15 days
11-20 years	20 days
20 years or more	25 days

Employees who become eligible for Emergency Leave Bank days after the days in the bank have been exhausted will not receive Emergency Leave Bank days. Employees who have received the maximum number of Emergency Leave Bank days in a school year are ineligible for additional Emergency Leave Bank days for the next full school year.

## Contributions

1. Donated leave days are irrevocable and nonrefundable.
2. Employees cannot designate the recipient of the donated days.
3. Each employee may donate a maximum of 1 day of accumulated leave to the bank per year.
4. Employees must have a minimum of 10 days of leave available for their own use after their donation to the bank.

## Administration

1. The Emergency Leave Bank shall be administered by the Emergency Leave Bank Committee which shall consist of the Shelby-Rising City Superintendent and the President of the SRCEA.
2. Requests for leave will be reviewed by the Committee. The Committee's approval or denial of any Emergency Leave Bank request shall be final and shall not be subject to any grievance procedure or appeal process.
3. The Committee shall be responsible for keeping all records related to the bank, including participants, requests, approvals and denials, account balance, usage, etc. All documentation of a serious health condition will be maintained confidentially and separately from the regular personnel file.
4. The Committee may distribute Emergency Leave days from the bank until it is depleted. In no event may the Committee distribute days in excess of the number available in the Emergency Leave Bank.  
Any unused leave days in the bank at the end of the school year will be carried over to the next school year.

## Termination or Dissolution of the Bank

In the event that the Emergency Leave Bank is terminated, dissolved, or otherwise discontinued, any days remaining in the bank will be distributed equally among all employees who have contributed Emergency Leave days to the bank to the extent that full days, rather than fractions of days, may be distributed. Any remaining days will be assumed by the district. Participating employees do not have a property right to Emergency Leave Bank days.

### C. Bereavement

A teacher shall be entitled to leave with pay for a maximum of three (3) contract days per year in the event of the death of the employee's parent, sibling, child or spouse. A maximum of three (3) additional unpaid contract days shall be allowed each time another listed individual dies within the same contract year. Such leave may be used only during the five (5) calendar day period commencing with the date of death.

### D. Professional

Teachers shall be granted professional leave as approved by administration.

## ARTICLE VI

### Professional Growth

#### A. Policy

Professional Growth: In accordance with Nebraska state statute 79-830, all permanent certificated employees shall be required, every six years, to give evidence of professional growth. Six semester hours of college credit shall be accepted by the Board of Education as evidence of professional growth, or in the alternative, a point system devised by and jointly administered by the Shelby-Rising City Education Association and the administration will be utilized to show evidence of professional growth. Standards for the point system shall be set and communicated annually to all certificated staff.

#### B. Professional Growth Chart

Teachers on probationary contracts do not need to work at gaining growth hours. However, probationary teachers will be given credit for all college credit. Tenured (permanent) teachers must begin meeting the requirements established through negotiations for professional growth procedures.

Professional growth activity will be documented by completing a Professional Growth Activity Form (found as a Google document). Administration approval will be required for all activities and a request substantiating evidence of the completion of the activity may, with discretion, be required.

Professional growth may be gained in a variety of ways. Points for college credit and/or meetings, workshops, or other professional hours are totaled. The required six (6) points may be earned in a single year or throughout the reporting period.

#### C. Professional Growth Period

The Professional Growth Period refers to each six (6) year period during which permanent certificated employees are required to give evidence of professional growth. A permanent certificated employee begins his/her initial six (6) year growth period on September 1 in the year that he/she becomes a permanent certificated (tenured) employee, and ends August 31, six (6) years later. The beginning of the seventh year as a permanent certificated (tenured) employee starts the second six (6) year period.

#### D. Professional Growth Activities

- a. Formal Class Work – One point per college semester hour, undergraduate (approved) or graduate, earned through an accredited college or university. A transcript will serve as evidence of credit earned and will be maintained within the employee's personal file.
- b. Auditing Courses – ½ point per college semester hour, undergraduate (approved) or graduate, completed through an accredited college or university
- c. Supervising Student Teachers – One point for having a student teacher. If the student teacher is assigned to more than one cooperating teacher, the points will be assigned on a proportional basis (three point maximum per six-year period)
- d. Staff Mentoring – One point for staff mentorship when serving as an official mentor for a teacher. Mentors must participate in SRC's New Staff Mentoring Program to be eligible for professional growth points. (three point maximum per six-year period)
- e. Student Mentoring – One point for completing two years as a student mentor in an SRC approved program. (two points maximum per six-year period)
- f. Chairing a Committee – One point per six-year professional growth period for chairing a school committee. (One point maximum per six-year period)
- g. Workshops, Conferences and Special Classes – ½ point per day of participation in workshops, conferences and special classes. The teacher may submit an

accumulation of workshops, conferences and special classes for one professional growth point per two days of participation. (up to 3 points may be earned during on-contract time)

- i. No credit will be allowed for workshop and in-services attended which are part of or required in-service days.
- h. Other Activities – (One point maximum per six-year period)
  - i. ½ point for participation on a Nebraska Department of Education Advisory Committee, on school or college accreditation teams, or other professionally related commissions.
  - ii. ½ point for demonstration teaching and/or presenting to colleagues outside of the district
  - iii. ½ point for completion of adult education classes, if the subject is relevant to the employee’s teaching area
  - iv. ½ point for completion of 6 hours of webinars, if the subject is relevant to the employee’s teaching area

## ARTICLE VII

### Miscellaneous Provisions

#### A. Non-discrimination

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or disability.

#### B. Separability Clause

If any of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

#### C. Safety Committee

The Superintendent may appoint members of the staff to serve on the safety committee as appropriate and as required by law.

## ARTICLE VIII

### Duration of Agreement

The terms of this negotiated agreement shall remain in full force and effect from year to year until they are superseded by an agreement of the parties or by an order of the Commission of Industrial Relations.

ARTICLE IX

Document Authorization

In witness whereof the parties hereto caused this contract to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures to be placed hereon, all on this day and year \_\_\_\_\_.

Shelby – Rising City Education Association

Shelby – Rising City Board of Education

By \_\_\_\_\_  
Association President

By \_\_\_\_\_  
Board of Education President

By \_\_\_\_\_  
Association Chief Negotiator

By \_\_\_\_\_  
Board of Education Chief Negotiator

APPENDIX A

Shelby - Rising City Public School

Salary Schedule - 2021-2022

Base Salary	Horizontal Movement = 4%						
	Vertical Movement = 4.5%						
Step/Column	B+0	B+9	B+18	B+27	M+0*	M+9	M+18
1	1	1.04	1.08	1.12	1.16	1.2	1.24
	\$36,800.00	\$38,272.00	\$39,744.00	\$41,216.00	\$42,688.00	\$44,160.00	\$45,632.00
2	1.045	1.085	1.125	1.165	1.205	1.245	1.285
	\$38,456.00	\$39,928.00	\$41,400.00	\$42,872.00	\$44,344.00	\$45,816.00	\$47,288.00
3	1.09	1.13	1.17	1.21	1.25	1.29	1.33
	\$40,112.00	\$41,584.00	\$43,056.00	\$44,528.00	\$46,000.00	\$47,472.00	\$48,944.00
4	1.135	1.175	1.215	1.255	1.295	1.335	1.375
	\$41,768.00	\$43,240.00	\$44,712.00	\$46,184.00	\$47,656.00	\$49,128.00	\$50,600.00
5	1.18	1.22	1.26	1.3	1.34	1.38	1.42
	\$43,424.00	\$44,896.00	\$46,368.00	\$47,840.00	\$49,312.00	\$50,784.00	\$52,256.00
6		1.265	1.305	1.345	1.385	1.425	1.465
		\$46,552.00	\$48,024.00	\$49,496.00	\$50,968.00	\$52,440.00	\$53,912.00
7		1.31	1.35	1.39	1.43	1.47	1.51
		\$48,208.00	\$49,680.00	\$51,152.00	\$52,624.00	\$54,096.00	\$55,568.00
8		1.355	1.395	1.435	1.475	1.515	1.555
		\$49,864.00	\$51,336.00	\$52,808.00	\$54,280.00	\$55,752.00	\$57,224.00
9		1.4	1.44	1.48	1.52	1.56	1.6
		\$51,520.00	\$52,992.00	\$54,464.00	\$55,936.00	\$57,408.00	\$58,880.00
10		1.445	1.485	1.525	1.565	1.605	1.645
		\$53,176.00	\$54,648.00	\$56,120.00	\$57,592.00	\$59,064.00	\$60,536.00
11				1.57	1.61	1.65	1.69
				\$57,776.00	\$59,248.00	\$60,720.00	\$62,192.00
12				1.615	1.655	1.695	1.735
				\$59,432.00	\$60,904.00	\$62,376.00	\$63,848.00
13					1.7	1.74	1.78
					\$62,560.00	\$64,032.00	\$65,504.00
14					1.745	1.785	1.825
					\$64,216.00	\$65,688.00	\$67,160.00
15					1.79	1.83	1.87
					\$65,872.00	\$67,344.00	\$68,816.00
16						1.875	1.915
						\$69,000.00	\$70,472.00

\* - Step of B+36 has been removed starting with 2017-2018, teachers who were on staff and have attained this column will be permitted to remain without having a Master's Degree.

## APPENDIX B

Appendix C

Shelby/Rising City Public School					
Extra Duty Salary Schedule - 2021-2022					
Base	\$36,800	Steps			
		18%	20%	18% > 2 Periods per day	
Athletic Director	\$6,624	\$7,360			
Duty - Percent of Current Base		18%	20%	22%	24%
		\$6,624	\$7,360	\$8,104	\$8,848
<b>12%</b>		\$4,416	\$4,784	\$5,152	\$5,520
Varsity Head Coach-Football, Volleyball, Track, Boys & Girls Basketball, Wrestling (MS&HS)					
<b>11%</b>		\$4,048	\$4,416	\$4,784	\$5,152
Varsity Head Golf Coach					
<b>10%</b>		\$3,680	\$4,048	\$4,416	\$4,784
FFA Sponsor					
5-12 Instrumental, Pep Band, and K-12 Vocal					
<b>6%</b>		\$2,208	\$2,576	\$2,944	\$3,312
Varsity Assistant Athletics Coach					
Head Middle School Athletic Coach (No Asst.)					
Head One-Act Coach (No Assistant)					
Head Speech Coach (No Assistant)					
5-12 Instrumental, Pep and Marching Band					
<b>5%</b>		\$1,840	\$2,208	\$2,576	\$2,944
Head Middle School Athletic Coach (w/Asst.)					
Head One-Act Coach (w/Asst.)					
Head Speech Coach (w/Asst.)					
Middle School Musical (Split if more than 1)					
Teammates Coordinator					
Summer Weight Room (40+ Sessions)					
<b>4%</b>		\$1,472	\$1,840	\$2,208	\$2,576
Dance (and Cheer) Team Sponsor					
Junior Class Sponsor (Split if 2)					
STRIV TV Coordinator/Production					
Concession Stand					
7-12 Vocal Music					
<b>3%</b>		\$1,104	\$1,472	\$1,840	\$2,208
Yearbook (if a class, +2% if not)					
FBLA					
Assistant Coach One-Act or Speech					
Middle School Assistant Coach (All Sports)					
Dance Team Coach (No Cheer)					
All School (Spring) Play					
National Honor Society					
<b>2%</b>		\$736	\$1,104	\$1,472	\$1,840
Unified Bowling Coach					
Student Council Sponsor					

High School Quiz Bowl						
School Improvement Chair (Split if more than 1)						
K-6 Vocal Director (Split if more than 1)						
Girls on the Run						
<b>1%</b>	<b>\$368</b>	<b>\$736</b>	<b>\$1,104</b>	<b>\$1,129</b>		
Class Sponsor (Other than Junior)						
Letterman Club						
Reading Classics						
Middle School Quiz Bowl						
After School Academic Clubs (Robotics, etc.)						

**2% Additional Compensation Clause-** Extra prep & practice time/All Coaches of that activity

District Final- Volleyball & Basketball

Round of 16- Football

Team/State Qualifier- One Act and Golf

Wrestling and Speech - if 10 or more participants, 35% qualifying events if 10 or less participants, 45% qualifying events

Track - if 20 or more participants, 35% qualifying events if 20 or less participants, 45% qualifying events

\* - Maximum placement for out of District experience.

APPENDIX D

ALL EXTRA DUTIES ARE PAID \$30 PER ACTIVITY

Volleyball

Scorekeeper and P.A. System  
Lines People  
Libero Tracker  
Clock/Scoreboard Operators  
Ticket Takers

Football

Announcer and P.A. System  
Ticket Takers  
School Building Supervisors (Restrooms)  
Extra Cashier

Basketball

Clock/Scoreboard Operators  
Scorekeeper and P.A. System  
Ticket Takers

Track

Ticket Taker

Out of Town Events

Scorekeeper for Basketball and Volleyball Games

**Educators Health Alliance**  
**Renewal Rates for Health, Dental, and Dual Choice Options**  
**Effective September 1, 2021**  
**Standard Rates Only (Excluding Discounts or Surcharges)**

Health Coverage - Active Employees	Renewal Rates -- Standard			
	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Child(ren)
\$650 Deductible	\$743.58	\$1,375.64	\$1,561.52	\$2,096.72
\$850 Deductible	\$723.50	\$1,338.49	\$1,519.36	\$2,040.11
\$1,050 Deductible	\$705.05	\$1,304.36	\$1,480.61	\$1,988.08
\$1,200 Deductible	\$693.08	\$1,282.18	\$1,455.44	\$1,954.29
\$1,450 Deductible	\$681.27	\$1,260.40	\$1,430.68	\$1,921.05
\$1,900 Deductible	\$652.64	\$1,207.42	\$1,370.55	\$1,840.31
\$4,000 Deductible HSA-Eligible	\$528.77	\$978.27	\$1,110.46	\$1,491.04
\$2,500 Deductible (Dual Choice Only)	\$594.86	\$1,100.53	\$1,249.23	\$1,677.39
\$3,600 Deductible HSA-Eligible (Dual Choice Only)	\$594.86	\$1,100.53	\$1,249.23	\$1,677.39

Health Coverage - Retirees	Renewal Rates			
	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Child(ren)
\$1,050 Deductible	\$789.77	\$1,400.04	\$1,658.50	\$2,096.48
\$4,000 Deductible HSA-Eligible	\$592.34	\$1,050.04	\$1,243.90	\$1,572.35
\$2,500 Deductible	\$666.37	\$1,181.24	\$1,399.33	\$1,768.84
\$3,600 Deductible HSA-Eligible	\$666.37	\$1,181.24	\$1,399.33	\$1,768.84

Dental Coverage	Renewal Rates			
	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Child(ren)
100% A, 75% B Coverage - Option 1	\$27.42	\$50.71	\$57.55	\$77.31
100% A, 80% B, 70% C Coverage - Option 3	\$58.22	\$107.74	\$122.27	\$164.19
PPO - 100% A, 75% B, 50% C Coverage - Option 2	\$29.54	\$54.61	\$62.00	\$83.29
PPO - 100% A, 80% B, 80% C, 50% D Coverage - Option 4	\$53.01	\$98.07	\$111.34	\$149.53
PPO - 100% A, B, & C Coverage - Option 5	\$58.01	\$107.33	\$121.85	\$163.64