

Board of Education Regular Meeting
Wednesday, October 15, 2014 7:00 PM
Shelby-Rising City School Band Room
650 N. Walnut
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Recognition of Visitors
During this time visitors may request to the board the opportunity to speak at the appropriate time. The Board will amend the agenda to include Public Comments. Each speaker will be limited to 5 minutes during that time.
5. Approval of Agenda
6. Consent Agenda
 - 6.1. Minutes
 - 6.2. Treasurers Report
7. Administrative Reports
 - 7.1. Athletic Director/Activities Director Report
 - 7.2. Elementary Principals Report
 - 7.3. Middle School Principals Report
 - 7.3.1. Teach Like a Pirate
 - 7.4. High School Principals Report
 - 7.5. Superintendents Report
8. Old Business
 - 8.1. Technology Report
 - 8.2. Maintenance/Facilities/Transportation Report

8.3. Board/Committee Report

8.3.1. Building Committee

8.3.2. NASB Boards Conference

9. New Business

9.1. Donor Recognition

Bernt Family - Video Board Donation (\$350)

Braasch Family - AED @ Rising City (NA)

Gonnerman Family - Band (\$320)

Gonnerman Family - Blood Drive (\$320)

Class of 1963 - Academic Recognition Board (\$2100)

Jack and MaryAnn Carter - Library (\$100)

- Bernt Family - Video Board Donation
- Braasch Family - AED @ Rising City
- Gonnerman Family - Band
- Gonnerman Family - Blood Drive
- Class of 1963 - Academic Recognition Board
- Jack and MaryAnn Carter - Library
- Bernt Family - Video Board Donation
- Braasch Family - AED @ Rising City
- Gonnerman Family - Band
- Gonnerman Family - Blood Drive
- Class of 1963 - Academic Recognition Board
- Jack and MaryAnn Carter - Library

9.2. Purchase of two copper Timpani's for Band

Cost of two is \$4,840 to replace two of our fiberglass ones that are 25+ years old.

Better range of notes, playability, and durability.

9.3. Surplus PC Laptops to be sold in bulk

9.4. Updated Safety and Security Plan

9.5. Eminent Domain

10. Set Dates

11. Executive Session I

The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate.

Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

12. Adjournment

Notice of Meeting

Notice is hereby given that a meeting of the Board of Education of the School District of Shelby-Rising City, in the Counties of Polk and Butler, in the State of Nebraska, Shelby-Rising City School District No. 32 of Polk County, Nebraska, will be held at 7:00 p.m. on the 15th day of October, 2014, at Shelby-Rising City High School Band Room, which meeting will be open to the public.

An agenda for such meeting, kept continuously current, is available for public inspection at the office of the Superintendent.

Chip Kay, Superintendent

Budget Hearing

S-RC High School Band Room

DRAFT OF MEETING MINUTES FOR September 11, 2014 SCHOOL BOARD MEETING

1. Call Meeting to Order

Motion Passed: Call Meeting to Order at 4:30PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

2. Open Meetings Law Posting and Announcement of Meeting

3. Recognize Visitors

Discussion:

Principal Bill Curry
Principal Denise Glock
Principal Troy Holmberg

4. Budget Hearing

5. Adjourn

Motion Passed: Motion to Adjourn Hearing at 4:44PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

GEOFF RUTH

School Board Secretary

Board of Education Regular Meeting
Shelby-Rising City High School Band Room

DRAFT OF MEETING MINUTES FOR September 11, 2014 SCHOOL BOARD MEETING

I. Call to Order

Motion Passed: Call Meeting to Order at 5:00PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

II. Pledge of Allegiance

III. Announce Open Meeting Act Posting and Location

IV. Approval of Agenda

Motion Passed: Motion to approve agenda as presented passed with a motion by Chris Whitmore and a second by Mrs. Jennifer Belt.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

V. Recognition of Visitors

V.A. Architect Interviews

Discussion:

A presentation was made by Ralph Gladbach with GP Architecture LLC.

V.B. Financial Advisor Interviews

V.B.1. Excuse Board Member

V.C. Delivery Methods Presentation

VI. Excuse Board of Education Member

Motion Passed: Motion to excuse Jennifer Belt at 6:31PM passed with a motion by Jeff Kuhnel and a second by Roy Houdersheldt.

| | |
|--------------------|--------|
| Mrs. Jennifer Belt | Absent |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VII. Consent Agenda

Motion Passed: Motion to approve the corrected Consent Agenda passed with a motion by Heath Vrbka and a second by Roy Houdersheldt.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VII.A. Minutes

VII.B. Treasurers Report

VIII. New Business

VIII.A. Property Tax Request - General Fund

Motion Passed: Approve the personal and real property tax levy resolution of \$0.605733 (\$3,822,342.22) passed with a motion by Geoffrey Ruth and a second by Chris Whitmore.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VIII.B. Property Tax Request - Special Building Fund

Motion Passed: Approve the tax asking for the special building fund of \$0.10 (\$631,027.27) passed with a motion by Roy Houdersheldt and a second by Mrs. Jennifer Belt.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VIII.C. 2014-2015 District 72-0032 School Budget

Motion Passed: Approve the 2014-2015 district budget passed with a motion by Geoffrey Ruth and a second by Chris Whitmore.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VIII.D. NeSA Testing Scores/District Data

VIII.E. Superintendent as Authorized Agent for State & Federal Programs

Motion Passed: Motion to authorize the Superintendent as Authorized Agent for State & Federal Programs passed with a motion by Roy Houdersheldt and a second by Chris Whitmore.

| | |
|--------------------|--------|
| Mrs. Jennifer Belt | Absent |
|--------------------|--------|

| | |
|------------------|-----|
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VIII.F. School Attorney and District Legal Counsel

VIII.G. Construction Delivery Resolution

IX. Administrative Reports

IX.A. Athletic Director/Activities Director Report

IX.B. Elementary Principals Report

IX.C. Middle School Principals Report

IX.D. High School Principals Report

IX.E. Superintendents Report

X. Old Business

X.A. Technology Report

X.B. Maintenance/Facilities/Transportation Report

X.C. Board/Committee Report

X.C.1. 2014-2015 Board Goals

X.C.2. Negotiations

XI. Set Dates

XII. Executive Session

XIII. Adjournment

Motion Passed: Motion to adjourn at 8:18PM passed with a motion by Jeff Kuhnel and a second by Heath Vrbka.

| | |
|--------------------|--------|
| Mrs. Jennifer Belt | Absent |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

GEOFF RUTH

School Board Secretary

Board of Education Special Meeting
Pinnacle Bank, Shelby

DRAFT OF MEETING MINUTES FOR September 18, 2014 SCHOOL BOARD MEETING

I. Call to Order

II. Pledge of Allegiance

III. Announce Open Meeting Act Posting and Location

IV. Recognition of Visitors

V. Approval of Agenda

VI. New Business

VI.A. Facilities Project Discussion

VI.B. Professional Services

VI.B.1. FA

VI.B.2. Architect

VI.B.3. CM

VI.C. Board Ad Hoc Committee - Facilities Project

VI.D. Superintendent Report

VII. Set Dates

VIII. Executive Session

IX. Adjournment

GEOFF RUTH

School Board Secretary

Board of Education Special Meeting
Shelby-Rising City School Band Room

DRAFT OF MEETING MINUTES FOR September 22, 2014 SCHOOL BOARD MEETING

I. Call to Order

Motion Passed: Call Meeting to Order at 6:00PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

II. Pledge of Allegiance

III. Announce Open Meeting Act Posting and Location

IV. Recognition of Visitors

V. Approval of Agenda

Motion Passed: Motion to approve agenda as presented passed with a motion by Heath Vrbka and a second by Jeff Kuhnel.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VI. New Business

VI.A. Approve Contract for Architect (Professional Services)

Motion Passed: Motion to approve the contract with GP Architecture LLC to serve the district as Architect for the building project. passed with a motion by Chris Whitmore and a second by Mrs. Jennifer Belt.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

VII. Set Dates

VIII. Executive Session

IX. Adjournment

Motion Passed: Motion to adjourn at 6:02PM passed with a motion by Jeff Kuhnel and a second by Heath Vrbka.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

GEOFF RUTH

School Board Secretary

Special Hearing to Set Final Tax Requests

S-RC High School Band Room

DRAFT OF MEETING MINUTES FOR September 11, 2014 SCHOOL BOARD MEETING

1. Call Meeting to Order

Motion Passed: Call Hearing to Order at 4:45PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

2. Open Meetings Law Posting and Announcement of Meeting

3. Recognize Visitors

Discussion:

Principal Denise Glock
Principal Troy Holmberg
Principal Bill Curry

4. Final Tax Request

5. Adjourn

Motion Passed: Motion to Adjourn Hearing at 4:59PM. passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

| | |
|--------------------|-----|
| Mrs. Jennifer Belt | Yes |
| Roy Houdersheldt | Yes |
| Jeff Kuhnel | Yes |
| Geoffrey Ruth | Yes |
| Heath Vrbka | Yes |
| Chris Whitmore | Yes |

GEOFF RUTH

School Board Secretary

| Checking | 1 | Fund: | 01 | GENERAL FUND | |
|----------|--|-------|----|--------------|----------|
| 33120 | ADVANCED FIRE & SAFETY | | | | 325.00 |
| 33121 | AMAZON | | | | 366.53 |
| 33122 | ASSURED FIRE PROTECTION | | | | 230.00 |
| 33123 | B&H PHOTO VIDEO | | | | 70.24 |
| 33194 | BANNER LIFE INSURANCE COMPANY | | | | 492.00 |
| 33124 | BANNER-PRESS, THE | | | | 0.00 |
| 33125 | BIRCH TELECOM | | | | 123.72 |
| 33126 | BLACK HILLS ENERGY | | | | 423.53 |
| 33127 | BRAASCH, JANICE | | | | 90.00 |
| 33128 | BRENTHAVEN | | | | 4,195.00 |
| 33129 | BUTLER COUNTY WELDING | | | | 797.85 |
| 33130 | BUTLER PUBLIC POWER DISTRICT | | | | 1,382.53 |
| 33131 | CENGAGE LEARNING | | | | 3,485.00 |
| 33132 | CENTRAL NEBRASKA REHABILITATION SERVICES | | | | 1,625.20 |
| 33133 | CENTRAL VALLEY AG | | | | 7,201.10 |
| 33134 | COLUMBUS PUBLIC SCHOOL | | | | 2,150.00 |
| 33135 | CONSTELLATION ENERGY | | | | 154.08 |
| 33136 | CULLIGAN | | | | 91.00 |
| 33137 | DEMCO | | | | 75.67 |
| 33138 | DIETZE MUSIC HOUSE | | | | 52.21 |
| 33139 | E.S.U. #7 | | | | 9.40 |
| 33140 | EAKES OFFICE SOLUTIONS | | | | 589.06 |
| 33141 | EDUCATION STATION, INC., THE | | | | 146.93 |
| 33142 | EDUCATIONAL SERVICE UNIT #7 | | | | 408.75 |
| 33143 | EDUCATIONAL SERVICE UNIT #7 | | | | 9,075.80 |
| 33144 | ESU #1 | | | | 20.00 |
| 33145 | ESU #7 DISTANCE LEARNING | | | | 710.37 |

10/15/2014 12:43 PM

OCTOBER 2014 GENERAL FUND INVOICES

User ID: SAS

| <u>Check #</u> | <u>Vendor Name</u> | <u>Amount</u> |
|----------------|--------------------|---------------|
|----------------|--------------------|---------------|

| | | |
|-------|---|----------|
| 33146 | FOLLETT SCHOOL SOLUTIONS INC. | 958.19 |
| 33147 | GENERAL FUND-PETTY CASH | 1,917.03 |
| 33148 | HARDING & SHULTZ | 3,328.00 |
| 33149 | HOMETOWN LEASING | 508.85 |
| 33150 | INNOVATIONS ASSOCIATES | 139.00 |
| 33151 | JACKSON SERVICES, INC | 389.50 |
| 33152 | JOHN DEERE FINANCIAL | 30.52 |
| 33153 | JOHN'S SHARPENING SERVICE | 137.72 |
| 33154 | LEE ENTERPRISES | 353.35 |
| 33155 | MATHESON TRI-GAS INC. | 708.58 |
| 33156 | MCGRAW-HILL EDUCATION | 103.98 |
| 33157 | MCILNAY & COMPANY | 367.67 |
| 33158 | MENARDS | 191.97 |
| 33159 | MIDWEST GLASS SERVICE INC. | 500.00 |
| 33160 | NCS EQUIPMENT INC | 432.40 |
| 33161 | NE ASSOCIATION OF SCHOOL BOARD | 1,841.00 |
| 33162 | NE COUNCIL OF SCHOOL ADM. | 130.00 |
| 33163 | OFFICENET | 332.71 |
| 33164 | ORKIN PEST CONTROL | 54.77 |
| 33165 | PAY FLEX | 764.50 |
| 33166 | PEKNY & ASSOCIATES | 1,873.00 |
| 33167 | POLK CO. RURAL PUBLIC POWER DISTRICT | 6,659.70 |
| 33168 | POLK COUNTY HEALTH DEPARTMENT | 2,406.30 |
| 33169 | POLK COUNTY NEWS | 435.61 |
| 33170 | PRAIRIE CREEK FAMILY MEDICINE | 85.00 |
| 33171 | REALLY GOOD STUFF | 153.73 |
| 33172 | RECKNOR & ASSOCIATES | 66.00 |

| | | |
|-------|--------------------------------|----------|
| 33173 | SCHOOL SPECIALTY INTERVENTION | 276.39 |
| 33174 | SELDEN TRUCKING | 14.84 |
| 33175 | SERVICE MASTER BY SHEVLIN | 4,094.00 |
| 33176 | SHELBY AUTO CLINIC | 335.41 |
| 33177 | SHELBY FOOD MART | 94.95 |
| 33178 | SHELBY LUMBER CO. | 827.53 |
| 33179 | STANDARD STATIONERY SUPPLY CO. | 20.93 |
| 33180 | STATE OF NEBASKA | 666.25 |
| 33195 | STELLING BRASS & WINDS, INC | 510.00 |
| 33181 | TIGER DIRECT .COM | 1,040.27 |
| 33182 | TIGHTON TOOLS & FASTNERS, INC. | 450.79 |
| 33183 | TOMS, PAUL | 268.34 |
| 33184 | TRIPLE S SERVICE | 118.50 |
| 33185 | TRUCK CENTER COMPANIES | 26.60 |
| 33186 | VERIZON WIRELESS | 151.00 |
| 33187 | VEX ROBOTICS, INC. | 3,794.82 |
| 33188 | WESELY ELECTRIC | 1,248.20 |
| 33189 | WINDSTREAM | 584.72 |
| 33190 | WINDSTREAM | 837.98 |

| | |
|--------------------------------|-------------------|
| Fund Total: | 74,521.57 |
| Checking Account Total: | 74,521.57 |
| Payroll Total : | 394,977.57 |
| Total: | 468,989.14 |

Invoice Listing - Detail

Batch Description: OCTOBER 2014 GENERAL FUND INVOICES #2 Processing Month: 10/2014

Vendor ID: BANNERLIFE BANNER LIFE INSURANCE COMPANY

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2320 290 0 000 MR. KAY'S LIFE INS.

PO Number: Invoice Number: 101514 Amount: 492.00
Invoice Date: 10/15/2014 Due Date: 10/15/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
492.00 N

Vendor ID: STELLBRASS STELLING BRASS & WINDS, INC

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1175 410 0 000 INSTRUMENT REPAIRS

PO Number: Invoice Number: 101514 Amount: 510.00
Invoice Date: 10/15/2014 Due Date: 10/15/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
510.00 N

Batch 1099 Total: 0.00 Batch Total: 1,002.00

Report 1099 Total: 0.00 Report Total: 1,002.00

Board of Education
Shelby-Rising City Public Schools
Regular Meeting

October 15, 2014

7:00 p.m.

Balance Sheet
 Period Ending: September 2014
 SEPTEMBER 2014 GENERAL FUND

| <u>Account Number</u> | <u>Description</u> | <u>Previous Balance</u> | <u>Current Month</u> | <u>Ending Balance</u> |
|---|-------------------------------------|-------------------------|----------------------|-----------------------|
| Fund: 01 GENERAL FUND | | | | |
| <u>Current Assets</u> | | | | |
| 01 101 | CHECKING ACCT. GEN. FUND | 622,627.68 | 676,659.55 | 1,299,287.23 |
| 01 102 | C.D.'S | 400,000.00 | 0.00 | 400,000.00 |
| 01 103 | BOND FUND | 0.00 | 0.00 | 0.00 |
| 01 104 | SAVINGS ACCOUNT | 479,000.00 | 0.00 | 479,000.00 |
| 01 105 | BOND REDEMPTION | 0.00 | 0.00 | 0.00 |
| 01 112 | TAXES RECEIVABLE - PRIOR YRS. | 0.00 | 0.00 | 0.00 |
| 01 456 0001 | TSA PAYABLE | 0.00 | 0.00 | 0.00 |
| | Current Assets Subtotal: | 1,501,627.68 | 676,659.55 | 2,178,287.23 |
| <u>Other Assets</u> | | | | |
| 01 390 | BUDGETED REVENUE | 0.00 | 0.00 | 0.00 |
| 01 392 | LESS: REVENUE RECEIVED | 0.00 | (1,081,499.31) | (1,081,499.31) |
| | Other Assets Subtotal: | 0.00 | (1,081,499.31) | (1,081,499.31) |
| Total Assets and Deferred Outflows of Resources: | | 1,501,627.68 | (404,839.76) | 1,096,787.92 |
| <u>Current Liabilities</u> | | | | |
| 01 290 | FLEX FUND PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 402 | ACCOUNTS PAYABLE GEN. FD. | 0.00 | 0.00 | 0.00 |
| 01 450 | PAYROLL DEDUCTION PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 450 0002 | P/R DEDUCTION PAYABLE/CHILD SU | 0.00 | 0.00 | 0.00 |
| 01 450 0003 | P/R DEDUCTION PAYABLE/BACK TAX | 0.00 | 0.00 | 0.00 |
| 01 450 0209 | PAYROLL DEDUCTION/CREDIT MANAGEMENT | 0.00 | 0.00 | 0.00 |
| 01 451 | FICA PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 452 | FIT PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 453 | INSURANCE PAYABLE/BC/BS | (266.35) | 0.00 | (266.35) |
| 01 453 0001 | INSURANCE PAYABLE/DISABILITY | 0.00 | 0.00 | 0.00 |
| 01 454 | RETIREMENT PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 454 0203 | PAYROLL DEDUCTION/PUTNAM | 0.00 | 0.00 | 0.00 |
| 01 454 0208 | PAYROLL DEDUCTION/PUTNAM | 0.00 | 0.00 | 0.00 |
| 01 455 | SIT PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 456 | TSA PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 456 0201 | TSA PAYABLE/FRANKLIN LIFE | 0.00 | 0.00 | 0.00 |
| 01 456 0202 | TSA PAYABLE/HORACE MANN | 0.00 | 0.00 | 0.00 |
| 01 456 0203 | TSA PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 456 0204 | TSA PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 456 0205 | TSA PAYABLE TSA/AM.FUND | 0.00 | 0.00 | 0.00 |
| 01 456 0206 | TSA PAYABLE TSA/NY LIFE | 0.00 | 0.00 | 0.00 |
| 01 456 0207 | TSA PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 456 0208 | TSA PAYABLE TSA/PUTNAM | 0.00 | 0.00 | 0.00 |
| 01 457 | BENEFITS PAYABLE | 0.00 | 0.00 | 0.00 |
| 01 458 | DUES PAYABLE/SEA | 0.00 | 0.00 | 0.00 |
| 01 459 | FAMILY HERITAGE LIFE INSURANCE | 0.00 | 0.00 | 0.00 |

Balance Sheet
 Period Ending: September 2014
 SEPTEMBER 2014 GENERAL FUND

| <u>Account Number</u> | <u>Description</u> | <u>Previous Balance</u> | <u>Current Month</u> | <u>Ending Balance</u> |
|--------------------------|--|-------------------------|----------------------|-----------------------|
| | Current Liabilities Subtotal: | (266.35) | 0.00 | (266.35) |
| | | | | |
| <u>Other Liabilities</u> | | | | |
| 01 603 | ENCUMBRANCES | 0.00 | 0.00 | 0.00 |
| 01 690 | BUDGETED EXPENDITURES | 0.00 | 0.00 | 0.00 |
| 01 692 | LESS: EXPENDITURES TO DATE | 0.00 | (404,839.76) | (404,839.76) |
| 01 694 | LESS: ENCUMBRANCE COMMITMENTS | 0.00 | 0.00 | 0.00 |
| 01 696 | LESS: ACCOUNTS PAYABLE | 0.00 | 0.00 | 0.00 |
| | Other Liabilities Subtotal: | 0.00 | (404,839.76) | (404,839.76) |
| | | | | |
| <u>Fund Balance</u> | | | | |
| 01 704 | FUND BALANCE - GEN. FD. | 1,501,894.03 | 0.00 | 1,501,894.03 |
| 01 705 | BUDGETED FUND BALANCE | 0.00 | 0.00 | 0.00 |
| | Fund Balance Subtotal: | 1,501,894.03 | 0.00 | 1,501,894.03 |
| | | | | |
| | Total Liabilities, Deferred Inflows of Resources, and Fund Equity: | 1,501,627.68 | (404,839.76) | 1,096,787.92 |

Revenue Summary Report
 Processing Month: 09/2014
 SEPTEMBER 2014 GENERAL FUND

Fund: 01 GENERAL FUND

| Account Number | Description | Revised Budget | During Month | To Date | % of Budget | Budget Balance |
|----------------|---------------------------------------|----------------|--------------|--------------|-------------|----------------|
| 01 1110 | LOCAL PROP. TAX(INCL. 2% DEL.) | 0.00 | 1,063,429.76 | 1,063,429.76 | 0.00 | (1,063,429.76) |
| 01 1115 | CARLINE TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1120 | PUBLIC POWER DIST. TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1125 | MOTOR VEHICLES TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1190 | PRESCHOOL TUITION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1210 | COOPERTIVE FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1330 | TRANS FROM OTHER DIST-SP ED | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1410 | INTEREST ON INVESTMENT | 0.00 | 322.51 | 322.51 | 0.00 | (322.51) |
| 01 1610 | LOCAL LICENSE FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1810 | COMMUNITY SERVICE ACTIVITIES-WELLNESS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1910 | OTHER LOCAL RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1920 | CONTRIBUTIONS & DONATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1990 | OTHER LOCAL RECEIPTS | 0.00 | 384.56 | 384.56 | 0.00 | (384.56) |
| 01 1991 | AIRTIME ROYALTY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1995 | TEACHER SALARY-IN LOCAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 1996 | EDUCATION GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Subtotal: LOCAL RECIEPTS | 0.00 | 1,064,136.83 | 1,064,136.83 | 0.00 | (1,064,136.83) |
| 01 2110 | FINES & LICENSE FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 2130 | OTHER COUNTY SOURCES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 2140 | NON-RES. HIGH SCHOOL TUITION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 2210 | ESU RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 2510 | INTEREST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Subtotal: COUNTY AND ESU RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3110 | STATE AID | 0.00 | 11,362.48 | 11,362.48 | 0.00 | (11,362.48) |
| 01 3115 | STATE PAYMENTS FOR TEACHER SAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3120 | SPECIAL ED. PROGRAMS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3125 | SPECIAL ED. TRANSPORTATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3135 | HIGH ABILITY LEARNERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3145 | ENROLLMENT OPTION PROGRAM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3150 | SCHOOL LUNCH STATE SHARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3165 | SPED PRESCHOOL-STATE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3180 | PRO-RATA MOTOR VEHICLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3190 | OTHER STATE APPORTIONMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3191 | ENROLLMENT OPTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3200 | STATE APPORTIONMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3300 | IN-LIEU-OF-SCHOOL LAND TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3400 | INSURANCE PREMIUM TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3500 | MINI GRANT ED INNOVATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3511 | DISTANCE LEARNING REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3512 | QUALITY ED GRANT | 0.00 | 6,000.00 | 6,000.00 | 0.00 | (6,000.00) |
| 01 3550 | RULE 88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3560 | SATELLITE MATCHING GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 3990 | OTHER STATE RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Subtotal: STATE RECEIPTS | 0.00 | 17,362.48 | 17,362.48 | 0.00 | (17,362.48) |
| 01 4200 | TITLE I | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4201 | ACCOUNTIBILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4300 | INNOVATION EDUCATION PROGRAM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4310 | TITLE IIA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4400 | TITLE VI-B BELOW AGE 5 SP ED | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4401 | SPED PRESCHOOL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4402 | SPED PRESCHOOL TRANSPORTATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4404 | SPED BELOW AGE FIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4406 | IDEA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Revenue Summary Report
Processing Month: 09/2014
SEPTEMBER 2014 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 4410 | IDEA CURRENT AND CARRYOVER EXCESS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4411 | CEIS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4412 | IDEA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4450 | MEDICAID IN PUBLIC SCHOOLS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4455 | MAPS-ADMIN. OUTREACH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4580 | EDUCATION JOBS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4599 | ARRA STABILIZATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4610 | ARRA IDEA B PAYMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4630 | ARRA PRESCHOOL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4690 | PBIS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4699 | IDEA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4700 | FED VOC ED (CARL PERKINS) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4800 | SCHOOL LUNCH-FEDERAL SHARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4900 | OTHER FEDERAL RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4960 | DRUG FREE SCHOOLS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4970 | STAR GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4971 | ARMS GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4990 | NE DEPT. OF ED-REAP PAYMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4991 | REAP GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 4992 | REAP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Subtotal: FEDERAL RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 5300 | INSURANCE ADJUSTMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 5400 | SALE OF PROPERTY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 5500 | TRANSFERS FROM BOND FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 5610 | CASH BALANCE FROM MERGED DISTR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 5690 | OTHER NON-REVENUE RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Subtotal: NON-REVENUE RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 9000 | NON-PROGRAM RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Subtotal: NON-PROGRAM RECEIPTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund Total: | 0.00 | 1,081,499.31 | 1,081,499.31 | 0.00 | (1,081,499.31) |

Revenue Summary Report
Processing Month: 09/2014
SEPTEMBER 2014 GENERAL FUND

| | <u>Revised Budget</u> | <u>During Month</u> | <u>To Date</u> | <u>% of Budget</u> | <u>Budget Balance</u> |
|--------------|-----------------------|---------------------|----------------|--------------------|-----------------------|
| Grand Total: | 0.00 | 1,081,499.31 | 1,081,499.31 | 0.00 | (1,081,499.31) |

BUDGET REPORT

09/2014

SEPTEMBER 2014 GENERAL FUND

| Account Number | Account Description | BUDGETED | EXPENDED | TO DATE | BALANCE OF FROM | EXPENDED |
|----------------|--------------------------------|----------------|--------------|--------------|--------------------|----------|
| 01 | GENERAL FUND | | | | | |
| 1100 | REGULAR INSTRUCTIONAL PROGRAMS | | | | | |
| 1100 | REGULAR INSTRUCTIONAL PROGRAMS | \$2,943,500.00 | \$227,160.81 | \$227,160.81 | \$2,716,339.19 | 7.72 |
| 1101 | GRADE 1 | \$4,200.00 | \$190.79 | \$190.79 | \$4,009.21 | 4.54 |
| 1102 | GRADE 2 | \$2,875.00 | \$481.58 | \$481.58 | \$2,393.42 | 16.75 |
| 1103 | GRADE 3 | \$2,400.00 | \$14.54 | \$14.54 | \$2,385.46 | 0.61 |
| 1104 | GRADE 4 | \$1,125.00 | \$343.66 | \$343.66 | \$781.34 | 30.55 |
| 1105 | GRADE 5 | \$2,525.00 | \$0.00 | \$0.00 | \$2,525.00 | 0.00 |
| 1106 | GRADE 6 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 1107 | GRADE K | \$3,400.00 | \$0.00 | \$0.00 | \$3,400.00 | 0.00 |
| 1110 | ENGLISH | \$7,950.00 | \$625.92 | \$625.92 | \$7,324.08 | 7.87 |
| 1120 | LANGUAGE | \$650.00 | \$0.00 | \$0.00 | \$650.00 | 0.00 |
| 1129 | ESL PROGRAM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 1130 | SOCIAL STUDIES | \$1,250.00 | \$20.90 | \$20.90 | \$1,229.10 | 1.67 |
| 1140 | MATH | \$1,300.00 | \$114.68 | \$114.68 | \$1,185.32 | 8.82 |
| 1145 | SCIENCE | \$5,650.00 | \$475.23 | \$475.23 | \$5,174.77 | 8.41 |
| 1150 | ENGLISH LANGUAGE LEARNERS | \$30,480.00 | \$2,949.51 | \$2,949.51 | \$27,530.49 | 9.68 |
| 1165 | PHYSICAL EDUCATION | \$1,600.00 | \$83.30 | \$83.30 | \$1,516.70 | 5.21 |
| 1170 | BUSINESS EDUCATION | \$3,500.00 | \$200.00 | \$200.00 | \$3,300.00 | 5.71 |
| 1175 | MUSIC | \$5,000.00 | \$205.00 | \$205.00 | \$4,795.00 | 4.10 |
| 1180 | INDUSTRIAL ARTS | \$18,950.00 | \$2,591.13 | \$2,591.13 | \$16,358.87 | 13.67 |
| 1185 | ART | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | 0.00 |
| 1190 | PRESCHOOL | \$73,666.00 | \$6,115.25 | \$6,115.25 | \$67,550.75 | 8.30 |
| 1195 | TECH | \$71,000.00 | \$487.35 | \$487.35 | \$70,512.65 | 0.69 |
| 1100 | REGULAR INSTRUCTIONAL PROGRAMS | \$3,182,221.00 | \$242,059.65 | \$242,059.65 | \$2,940,161.35 | 7.61 |
| 1200 | SPECIAL EDUCATION PROGRAMS | | | | | |
| 1200 | SPECIAL EDUCATION PROGRAMS | \$356,596.10 | \$30,437.20 | \$30,437.20 | \$326,158.90 | 8.54 |
| 1210 | SPECIAL ED - LEVEL I | \$230,000.00 | \$0.00 | \$0.00 | \$230,000.00 | 0.00 |
| 1200 | SPECIAL EDUCATION PROGRAMS | \$586,596.10 | \$30,437.20 | \$30,437.20 | \$556,158.90 | 5.19 |
| 1900 | 1900 | | | | | |
| 1907 | POLK CO. GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 1900 | 1900 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 2100 | SUPPORTIVE SERVICES PUPILS | | | | | |
| 2120 | GUIDANCE SERVICES | \$138,800.00 | \$7,499.46 | \$7,499.46 | \$131,300.54 | 5.40 |
| 2130 | HEALTH SERVICES | \$16,000.00 | \$0.00 | \$0.00 | \$16,000.00 | 0.00 |
| 2150 | SCHOOL SAFETY | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 0.00 |
| 2190 | OTHER PUPIL SUPPORT SERV | \$11,500.00 | \$260.72 | \$260.72 | \$11,239.28 | 2.27 |
| 2100 | SUPPORTIVE SERVICES PUPILS | \$167,300.00 | \$7,760.18 | \$7,760.18 | \$159,539.82 | 4.64 |
| 2200 | SUPPORT SERVICES STAFF | | | | | |
| 2212 | INST STAFF TRNG AND CURR DEV | \$13,000.00 | \$90.00 | \$90.00 | \$12,910.00 | 0.69 |
| 2222 | SCHOOL LIBRARY SERVICES | \$98,800.00 | \$7,191.76 | \$7,191.76 | \$91,608.24 | 7.28 |
| 2223 | AUDIO-VISUAL SERVICES | \$1,400.00 | \$0.00 | \$0.00 | \$1,400.00 | 0.00 |
| 2224 | EDUCATIONAL TV SERVICES | \$8,500.00 | \$0.00 | \$0.00 | \$8,500.00 | 0.00 |
| 2200 | SUPPORT SERVICES STAFF | \$121,700.00 | \$7,281.76 | \$7,281.76 | \$114,418.24 | 5.98 |
| 2300 | SUPPORT SERVICES-GEN ADMIN | | | | | |
| 2310 | BOARD OF EDUCATION | \$81,500.00 | \$1,136.27 | \$1,136.27 | \$80,363.73 | 1.39 |
| 2320 | EXECUTIVE ADMINISTRATION | \$162,500.00 | \$11,966.49 | \$11,966.49 | \$150,533.51 | 7.36 |

SEPTEMBER 2014 GENERAL FUND

| Account Number | Account Description | BUDGETED | EXPENDED | TO DATE | BALANCE OF FOM | (EXPENDED) |
|----------------|--------------------------------|----------------|--------------|--------------|-------------------|--------------|
| 2300 | SUPPORT SERVICES-GEN ADMIN | \$244,000.00 | \$13,102.76 | \$13,102.76 | \$230,897.24 | 5.37 |
| 2400 | OFFICE OF PRINCIPAL | | | | | |
| 2410 | OFFICE OF THE PRINCIPAL | \$353,875.00 | \$28,879.93 | \$28,879.93 | \$324,995.07 | 8.16 |
| 2400 | OFFICE OF PRINCIPAL | \$353,875.00 | \$28,879.93 | \$28,879.93 | \$324,995.07 | 8.16 |
| 2500 | SUPPORT SERVICES-BUSINESS | | | | | |
| 2510 | GENERAL ADMIN-BUSINESS SERVICE | \$204,933.00 | \$15,571.86 | \$15,571.86 | \$189,361.14 | 7.60 |
| 2500 | SUPPORT SERVICES-BUSINESS | \$204,933.00 | \$15,571.86 | \$15,571.86 | \$189,361.14 | 7.60 |
| 2600 | SUPPORT SERVICES-BLDGS & SITES | | | | | |
| 2610 | OPERATION OF PLANT | \$375,900.00 | \$21,186.17 | \$21,186.17 | \$354,713.83 | 5.64 |
| 2620 | MAINTENANCE OF PLANT | \$215,000.00 | \$5,512.71 | \$5,512.71 | \$209,487.29 | 2.56 |
| 2600 | SUPPORT SERVICES-BLDGS & SITES | \$590,900.00 | \$26,698.88 | \$26,698.88 | \$564,201.12 | 4.52 |
| 2700 | SUPPORT SERVICES-PUPIL TRANS | | | | | |
| 2750 | REGULAR PUPIL TRANSPORTATION | \$209,022.80 | \$12,491.01 | \$12,491.01 | \$196,531.79 | 5.98 |
| 2760 | SCHOOL AGE SPEC ED TRANSPORT | \$5,500.00 | \$1,056.89 | \$1,056.89 | \$4,443.11 | 19.22 |
| 2700 | SUPPORT SERVICES-PUPIL TRANS | \$214,522.80 | \$13,547.90 | \$13,547.90 | \$200,974.90 | 6.32 |
| 3500 | 3500 | | | | | |
| 3510 | HIGH ABILITY | \$31,200.00 | \$2,238.35 | \$2,238.35 | \$28,961.65 | 7.17 |
| 3500 | 3500 | \$31,200.00 | \$2,238.35 | \$2,238.35 | \$28,961.65 | 7.17 |
| 4200 | TITLE I | | | | | |
| 4200 | TITLE I | \$100,000.00 | \$8,100.64 | \$8,100.64 | \$91,899.36 | 8.10 |
| 4200 | TITLE I | \$100,000.00 | \$8,100.64 | \$8,100.64 | \$91,899.36 | 8.10 |
| 4400 | TITLE VI-B HANDICAPPED ENTITL | | | | | |
| 4401 | PRE-SCHOOL SPED | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4402 | PRE-SCHOOL SPED TRANSPORTATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4404 | IDEA PART B | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4406 | IDEA PRESCHOOL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4410 | IDEA PART B E-P | \$0.00 | \$4,160.65 | \$4,160.65 | (\$4,160.65) | 0.00 |
| 4411 | IDEA CEIS | \$0.00 | \$5,000.00 | \$5,000.00 | (\$5,000.00) | 0.00 |
| 4412 | IDEA NONPUBLIC | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4400 | TITLE VI-B HANDICAPPED ENTITL | \$0.00 | \$9,160.65 | \$9,160.65 | (\$9,160.65) | 0.00 |
| 4500 | 4500 | | | | | |
| 4599 | ARRA STABLIZATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4500 | 4500 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4600 | 4600 | | | | | |
| 4630 | ARRA 3-5 EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4600 | 4600 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4900 | ESU STIPENDS | | | | | |
| 4990 | ESU STIPENDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 4900 | ESU STIPENDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 8000 | TRANSFERS | | | | | |
| 8000 | TRANSFERS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 8000 | TRANSFERS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 9100 | FOOD SERVICE | | | | | |
| 9100 | FOOD SERVICE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 9100 | FOOD SERVICE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| 01 | GENERAL FUND | \$5,797,247.90 | \$404,839.76 | \$404,839.76 | \$5,392,408.14 | 6.98 |

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

Balance 09/01/14 \$ 7,088.13

RECEIPTS:

| | | |
|---------------|----|--------|
| ACTIVITY FUND | \$ | 840.00 |
| GENERAL FUND | \$ | 986.57 |

Total Receipts: \$ 1,826.57

DISBURSEMENTS:

| | | |
|------|----|--------|
| 2383 | \$ | 508.85 |
| 2384 | \$ | 45.00 |
| 2385 | \$ | 400.00 |
| 2386 | \$ | 79.47 |

Total Disbursements: \$ 1,033.32

Balance: 9/30/14 \$ 7,881.38

**SHELBY-RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
FLEX ACCOUNT**

Beginning Balance 9/01/14: \$ 6,135.33

Receipts:

General Fund \$ 4,547.65

Total Receipted: \$ 4,547.65

Expended Out:

Monthly Claims (from 13-14) \$ 1.55

Monthly Claims \$ 158.40

Monthly Claims \$ 70.31

Monthly Claims \$ 622.11

Monthly Claims \$ 616.09

Total Expended Out: \$ 1,468.46

Ending Balance 9/30/14: \$ 9,214.52

SUMMARY SHEET

September 30, 2014

| Account Name: | Amount | Amount in CD |
|---------------------------------------|------------------------|-------------------------------|
| General Fund | \$ 1,299,287.23 | \$ 400,000.00 |
| General Fund Savings | \$ 479,000.00 | |
| Lunch Fund | \$ 12,597.64 | |
| Petty Cash Fund | \$ 7,881.38 | |
| Building/Sinking Fund | \$ 228,312.58 | |
| Depreciation Fund | \$ 627,942.64 | \$ 172,000.00 |
| <u>Total of Accounts</u> | <u>\$ 2,655,021.47</u> | <u>\$ 572,000.00</u> |
| <u>Total of Above Accounts</u> | | <u>\$ 3,227,021.47</u> |

Other Accounts:

| | |
|--|-------------|
| Flex Account | \$ 9,214.52 |
| Cooperative Fund (no report generated) | \$ 0.10 |
| Bond Redemption (no report generated) | \$ 47.51 |

SHELBY PUBLIC SCHOOL
FINANCIAL REPORT
GENERAL FUND

Balance: 9/1/2014 \$ 622,627.68

RECEIPTS:

| | | |
|---|----|------------|
| CD interest | \$ | 79.45 |
| Savings interest | \$ | 38.06 |
| Treasurer Butler County-local taxes | \$ | 375,442.82 |
| State of NE - Distance Learning incentive | \$ | 6,000.00 |
| Village of Shelby-Reimb. Library exp. | \$ | 384.56 |
| Polk County Treasurer-local taxes | \$ | 687,986.94 |
| Petty cash interest | \$ | 1.71 |
| State of NE - state aid | \$ | 11,362.48 |
| Bank interest | \$ | 203.29 |
| Hot Lunch fund - reimb salaries | \$ | 6,966.15 |

Total Receipts: \$ 1,088,465.46

SAVINGS - TRANSFERS (IN/OUT)

DISBURSEMENTS:

| | | |
|--------------------|----|------------|
| General Fund Bills | \$ | 38,417.83 |
| Payroll | \$ | 373,388.08 |

Total Disbursements: \$ 411,805.91

Balance: 09/30/14 \$ 1,299,287.23

| | | |
|---|-----------|---------------------|
| Balance in Checking Account 09/30/13 | \$ | 1,299,287.23 |
| Savings Account | \$ | 479,000.00 |
| Certificate of Deposit | \$ | 400,000.00 |
| Total General Fund Assets 09/30/13 | \$ | 2,178,287.23 |

SHELBY PUBLIC SCHOOL
FINANCIAL REPORT
DEPRECIATION ACCOUNT
(Total of All Accounts & CD's)

Totals:

| | |
|---|----------------------|
| Total Depreciation Account: | \$ 627,942.64 |
| Certificate of Deposit: | <u>\$ 172,000.00</u> |
| Total Depreciation and Certificate of Deposit | \$ 799,942.64 |

9/30/2014

**SHELBY PUBLIC SCHOOLS
FINANCIAL REPORT
LUNCH FUND**

Beginning Balance 09/01/14

\$ 14,067.42

RECEIPTS:

| | AMOUNT |
|---------------------------------|----------------------------|
| Family Receipts | \$ 10,763.25 |
| KD Milk Money | \$ 76.20 |
| Federal Reimbursements | \$ 5,954.18 |
| Other Lunch/Milk Money Receipts | \$ 110.40 |
| Interest | \$ 5.38 |
| General Fund | \$ - |
| <u>Total Receipts</u> | <u>\$ 16,909.41</u> |

DISBURSEMENTS:

| Name: | Ck No. | AMOUNT |
|------------------------------|---------------|---------------|
| General Fund reimb. Salaries | 2455 | \$ 6,966.15 |
| NE Food Distribution Program | 2456 | \$ 1,346.10 |
| Assured Fire Protection | 2457 | \$ 110.00 |
| Hiland Dairy-milk | 2458 | \$ 2,859.85 |
| Shelby Food Mart | 2459 | \$ 55.51 |
| The Thompson Co. | 2460 | \$ 7,041.58 |

Total Disbursements:

\$ 18,379.19

Ending Balance 09/30/14

\$ 12,597.64

Balance Sheet
 Period Ending: September 2014
 SEPTEMBER 2014 ACTIVITY FUND

| <u>Account Number</u> | <u>Description</u> | <u>Previous Balance</u> | <u>Current Month</u> | <u>Ending Balance</u> |
|---|-------------------------------------|-------------------------|----------------------|-----------------------|
| Fund: 05 ACTIVITIES FUND | | | | |
| <u>Current Assets</u> | | | | |
| 05 101 | CASH/ACTIVITY FUND | 71,990.96 | 11,111.33 | 83,102.29 |
| | Current Assets Subtotal: | <u>71,990.96</u> | <u>11,111.33</u> | <u>83,102.29</u> |
| Total Assets and Deferred Outflows of Resources: | | <u>71,990.96</u> | <u>11,111.33</u> | <u>83,102.29</u> |
| <u>Other Liabilities</u> | | | | |
| 05 402 | AP | 0.00 | 0.00 | 0.00 |
| 05 603 | PO | 0.00 | 0.00 | 0.00 |
| 05 694 | Less PO | 0.00 | 0.00 | 0.00 |
| 05 696 | Less AP | 0.00 | 0.00 | 0.00 |
| | Other Liabilities Subtotal: | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| <u>Fund Balance</u> | | | | |
| 05 704 0401 | FUND BALANCE/ATHLETIC | 19,431.20 | (1,077.26) | 18,353.94 |
| 05 704 0402 | FUND BALANCE/CONCESSION | (287.94) | 4,152.81 | 3,864.87 |
| 05 704 0403 | FUND BALANCE/HONOR SOCIETY | 1,179.69 | (227.33) | 952.36 |
| 05 704 0404 | FUND BALANCE/S-CLUB | 3,159.16 | (200.00) | 2,959.16 |
| 05 704 0405 | FUND BALANCE/CLASS OF 2015 | 1,743.54 | (60.41) | 1,683.13 |
| 05 704 0406 | FUND BALANCE/CLASS OF 2017 | 1,754.95 | 3,597.00 | 5,351.95 |
| 05 704 0407 | FUND BALANCE/JUST FOR KIDS | 339.65 | 0.00 | 339.65 |
| 05 704 0408 | FUND BALANCE/CLASS OF 2016 | 3,943.16 | 0.00 | 3,943.16 |
| 05 704 0409 | FUND BALANCE/CLASS OF 2018 | 52.26 | (27.06) | 25.20 |
| 05 704 0410 | FUND BALANCE/YEARBOOK | 4,854.58 | 1,205.00 | 6,059.58 |
| 05 704 0411 | FUND BALANCE/MUSIC | (1,206.83) | 496.94 | (709.89) |
| 05 704 0412 | FUND BALANCE/STUDENT COUNCIL | 3,067.16 | (382.00) | 2,685.16 |
| 05 704 0413 | FUND BALANCE/POWER DRIVE | 656.99 | 0.00 | 656.99 |
| 05 704 0414 | FUND BALANCE/ART CLASS | 20.77 | 0.00 | 20.77 |
| 05 704 0415 | FUND BALANCE/DANCE TEAM | 313.15 | 577.10 | 890.25 |
| 05 704 0416 | FUND BALANCE/MEMORIALS | 2,144.31 | 0.00 | 2,144.31 |
| 05 704 0417 | FUND BALANCE/D&A PREVENTION | 2,596.52 | 0.00 | 2,596.52 |
| 05 704 0418 | FUND BALANCE/SHOP | 2,601.87 | 0.00 | 2,601.87 |
| 05 704 0419 | FUND BALANCE/JRHI STU. COUNCIL | 1,648.76 | 1,129.40 | 2,778.16 |
| 05 704 0420 | FUND BALANCE/INTEREST | 38.49 | 15.88 | 54.37 |
| 05 704 0421 | FUND BALANCE/BOOK-IT | 32.83 | 0.00 | 32.83 |
| 05 704 0422 | FUND BALANCE/SPEECH AND DRAMA | (1,480.29) | (125.00) | (1,605.29) |
| 05 704 0423 | FUND BALANCE/LAP TOP LEASE FEE | 3,926.00 | 1,200.00 | 5,126.00 |
| 05 704 0424 | FUND BALANCE/BAND UNIFORM DONATIONS | 200.65 | 0.00 | 200.65 |
| 05 704 0425 | FUND BALANCE/WELLNESS CENTER | 15,201.58 | 744.00 | 15,945.58 |
| 05 704 0426 | FUND BALANCE/FBLA | 2,000.68 | 200.00 | 2,200.68 |
| 05 704 0427 | FUND BALANCE/STAFF DEVELOPMENT | 4,198.07 | 0.00 | 4,198.07 |
| 05 704 0428 | FUND BALANCE/QUIZ BOWL | (140.00) | (160.00) | (300.00) |
| 05 704 0429 | FUND BALANCE/ ALUMNI | 0.00 | 52.26 | 52.26 |
| | Fund Balance Subtotal: | <u>71,990.96</u> | <u>11,111.33</u> | <u>83,102.29</u> |

CD - 38,000
45,102.92

Fund: 05 ACTIVITIES FUND

| Chart of Account Number | Entity Date | JR | Reference # | Chart of Account Description | Check Acct | Check # | Description | Entity Name | Expenses | Revenues | Balance Change | Balance |
|-------------------------|-------------|----|-----------------|--------------------------------|------------|---------|-------------|---|----------|----------|----------------|-----------|
| 05 704 0401 | 05 704 0401 | | | FUND BALANCE/ATHLETIC | | | | *Previous Balance | | | | 19,431.20 |
| 05 1700 401 | 05 1700 401 | | | FUND BALANCE/ATHLETIC | | | | | | | | |
| | | | | ACTIVITIES REC/ATHLETIC | | | | | | | | |
| | 09/03/2014 | CR | 4448 | FB GATE 8-29-14 | | | | | 0.00 | 1,608.00 | | |
| | 09/16/2014 | CR | 4449 | FB GATE 9-12-14 | | | | | 0.00 | 921.90 | | |
| | 09/17/2014 | CR | 4445 | VB GATE 9-16-14 | | | | | 0.00 | 727.00 | | |
| | 09/25/2014 | CR | 4452 | ACTIVITY PASSES | | | | | 0.00 | 1,930.00 | | |
| | 09/26/2014 | CR | 4462 | VB GATE 9-28-14 | | | | | 0.00 | 557.50 | | |
| | 09/29/2014 | CR | 4465 | FB GATE 9-29-14 | | | | | 0.00 | 1,384.00 | | |
| 05 2190 410 0 401 | | | | SUPPLIES/ATHLETIC | | | | | | | | |
| | 09/02/2014 | CD | 92214 | 5 8894 MTG. PAYMENT | | | | NSAA DISTRICT II | 40.00 | 0.00 | | |
| | 09/02/2014 | CD | 92214 | 5 8898 VB TOURN. ENTRY FEE | | | | HOWELLS-DODGE PUBLIC SCHOOL | 100.00 | 0.00 | | |
| | 09/02/2014 | CD | 0000780 | 5 8892 LIVE STREAMING | | | | STRIV, INC. | 2,275.00 | 0.00 | | |
| | 09/02/2014 | CD | 92214 | 5 8895 GOLF ENTRY FEE | | | | GRAND ISLAND CATHOLIC HIGH SCHOOL | 85.00 | 0.00 | | |
| | 09/02/2014 | CD | 17079-35-112817 | 5 8899 ONLINE VIDEO | | | | AGLIE SPORTS TECHNOLOGIES | 1,600.00 | 0.00 | | |
| | 09/02/2014 | CD | 92214 | 5 8896 JH VB REF | | | | VOSS, SANDY | 80.00 | 0.00 | | |
| | 09/02/2014 | CD | 092214 | 5 8897 JH VB REF | | | | KUHNEL, MAKENZIE | 80.00 | 0.00 | | |
| | 09/08/2014 | CD | 92214 | 5 8904 VAR. FB REF | | | | REINKE, MARK | 375.00 | 0.00 | | |
| | 09/08/2014 | CD | 92214 | 5 8903 GOLF ENTRY FEE | | | | LAKEVIEW HIGH SCHOOL | 80.00 | 0.00 | | |
| | 09/15/2014 | CD | 92214 | 5 8910 GOLF ENTRY FEE | | | | FULLERTON HIGH SCHOOL | 55.00 | 0.00 | | |
| | 09/15/2014 | CD | 92214 | 5 8906 VAR. VB REF | | | | FUXA, CAROL | 240.00 | 0.00 | | |
| | 09/15/2014 | CD | 82214 | 5 8911 VB ENTRY FEE | | | | DAVID CITY PUBLIC SCHOOL | 60.00 | 0.00 | | |
| | 09/15/2014 | CD | 92214 | 5 8908 JH VB REF | | | | HEGI-CUBA, NANCY | 80.00 | 0.00 | | |
| | 09/15/2014 | CD | 92214 | 5 8922 JH FB REF | | | | GOLKA, MIKE | 225.00 | 0.00 | | |
| | 09/15/2014 | CD | 092214 | 5 8905 JH FB REF | | | | GOLKA, MIKE | 225.00 | 0.00 | | |
| | 09/15/2014 | CD | 92214 | 5 8907 JH VB REF | | | | KUHNEL, MAKENZIE | 80.00 | 0.00 | | |
| | 09/15/2014 | CD | 92214 | 5 8909 GOLF ENTRY FEE | | | | BOONE CENTRAL HIGH SCHOOL | 65.00 | 0.00 | | |
| | 09/17/2014 | CD | 93014 | 5 91714 FUND CHECKS | | | | PINNACLE BANK-SHELBY | 121.37 | 0.00 | | |
| | 09/18/2014 | CD | 92214 | 5 8918 JERSEY LETTERING | | | | NEBRASKA SPORTS | 124.35 | 0.00 | | |
| | 09/18/2014 | CD | 21242 | 5 8917 GOLF LOGO | | | | COLUMBUS CUSTOM EMBROIDERY | 117.00 | 0.00 | | |
| | 09/18/2014 | CD | S1266414.003 | 5 8920 BASKET BALLS | | | | PYRAMID SCHOOL PRODUCTS | 227.94 | 0.00 | | |
| | 09/18/2014 | CD | 92214 | 5 8921 ADMIN, CONFERENCE & FEE | | | | NAT'L&NE INTERSCHOLASTIC AD ASSOCIATION | 205.00 | 0.00 | | |
| | 09/22/2014 | CD | 92214 | 5 8926 VAR FB REF | | | | MUELLER, CORY | 375.00 | 0.00 | | |
| | 09/22/2014 | CD | 92414 | 5 8924 VAR. VB REF | | | | WIETFELD, KAREN | 270.00 | 0.00 | | |
| | 09/26/2014 | CD | 92814 | 5 8935 JV FB REF 9-29-14 | | | | REIDMILLER, AARON | 225.00 | 0.00 | | |
| | 09/26/2014 | CD | 92614 | 5 8929 DISTRICT GOLF ENTRY FEE | | | | GRAND ISLAND CATHOLIC HIGH SCHOOL | 95.00 | 0.00 | | |
| | 09/26/2014 | CD | 92614 | 5 8930 GOLF ENTRY FEE | | | | CENTRUA HIGH SCHOOL | 60.00 | 0.00 | | |
| | 09/26/2014 | CD | 92614 | 5 8933 JH VB REF 10-2-14 | | | | KUHNEL, MAKENZIE | 80.00 | 0.00 | | |
| | 09/26/2014 | CD | 92614 | 5 8931 VAR VB REF 9-30-14 | | | | PETERSON, MICHEAL | 230.00 | 0.00 | | |

Fund: 05 ACTIVITIES FUND

| Chart of Account Number | | Chart of Account Description | | Entity Name | Expenses | Revenues | Balance Change | Balance | |
|-------------------------|----|------------------------------|------------|-------------|-------------------------------|-----------------------|----------------|----------|------------|
| Entry Date | JR | Reference # | Check Acct | Check # | Description | Entity Name | Expenses | Revenues | Balance |
| 09/26/2014 | CD | 92614 | 5 | 8932 | JH VB REF 10-2-14 | HEGI-CUBA, NANCY | 80.00 | 0.00 | |
| 09/26/2014 | CD | 92614 | 5 | 8934 | VAR VB REF 10-2-14 | FUCHS, NANCY | 250.00 | 0.00 | |
| 05 704 0401 | | | | | FUND BALANCE/ATHLETIC | *Current Activity | | | (1,077.26) |
| | | | | | | *Ending Balance: | 8,205.66 | 7,128.40 | 18,353.94 |
| | | | | | | *Previous Balance | | | (287.94) |
| 05 704 0402 | | | | | FUND BALANCE/CONCESSION | | | | |
| 05 704 0402 | | | | | FUND BALANCE/CONCESSION | | | | |
| 05 1700 402 | | | | | ACTIVITIES REC/CONCESSION | | | | |
| 09/03/2014 | CR | 4447 | | | FB CONCESSION 8-29-14 | | 0.00 | 1,034.50 | |
| 09/16/2014 | CR | 4446 | | | VB CONCESSION 9-16-2014 | | 0.00 | 860.80 | |
| 09/16/2014 | CR | 4450 | | | FB CONCESSION 9-12-2014 | | 0.00 | 915.75 | |
| 09/26/2014 | CR | 4463 | | | VB 9-24-14 | | 0.00 | 723.15 | |
| 09/29/2014 | CR | 4464 | | | FB 9-26-2014 | | 0.00 | 1,010.55 | |
| 05 2190 410 0 402 | | | | | SUPPLIES/CONCESSION | | | | |
| 09/18/2014 | CD | 3818369 | 5 | 8915 | PIZZA | VALENTINO'S | 231.00 | 0.00 | |
| 09/18/2014 | CD | 187637 | 5 | 8916 | SUPPLIES | HADLEY-BRAITHWAIT | 260.94 | 0.00 | |
| 05 704 0402 | | | | | FUND BALANCE/CONCESSION | *Current Activity | | | 4,152.81 |
| | | | | | | *Ending Balance: | 491.94 | 4,644.75 | 3,864.87 |
| | | | | | | *Previous Balance | | | 1,179.69 |
| 05 704 0403 | | | | | FUND BALANCE/HONOR SOCIETY | | | | |
| 05 704 0403 | | | | | FUND BALANCE/HONOR SOCIETY | | | | |
| 05 1700 403 | | | | | ACTIVITIES REC/HONOR SOCIETY | | | | |
| 09/25/2014 | CR | 4456 | | | LOCKER SHELVES | | 0.00 | 54.00 | |
| 05 2190 410 0 403 | | | | | SUPPLIES/HONOR SOCIETY | | | | |
| 09/02/2014 | CD | 92214 | 5 | 8893 | REIM FOR ITEMS FOR SNACK MACH | RUTH, LYNNE | 88.57 | 0.00 | |
| 09/02/2014 | CD | 92214 | 5 | 8891 | NHS CAKE | WAL-MART | 36.98 | 0.00 | |
| 09/08/2014 | CD | 92214 | 5 | 8901 | LOCKER SHELVES | SHELBY LUMBER CO. | 54.00 | 0.00 | |
| 09/18/2014 | CD | 92214 | 5 | 8914 | SWEAT SHIRTS | NHS | 101.78 | 0.00 | |
| 05 704 0403 | | | | | FUND BALANCE/HONOR SOCIETY | *Current Activity | | | (227.33) |
| | | | | | | *Ending Balance: | 281.33 | 54.00 | 952.36 |
| | | | | | | *Previous Balance | | | 3,159.16 |
| 05 704 0404 | | | | | FUND BALANCE/S-CLUB | | | | |
| 05 704 0404 | | | | | FUND BALANCE/S-CLUB | | | | |
| 05 2190 410 0 404 | | | | | SUPPLIES/S-CLUB | | | | |
| 09/22/2014 | CD | 92214 | 5 | 8927 | DJ HOMECOMING | A-Z MUSIC PRODUCTIONS | 200.00 | 0.00 | |
| 05 704 0404 | | | | | FUND BALANCE/S-CLUB | *Current Activity | | | (200.00) |
| | | | | | | *Ending Balance: | 200.00 | 0.00 | 2,959.16 |
| | | | | | | *Previous Balance | | | 1,743.64 |
| 05 704 0405 | | | | | FUND BALANCE/CLASS OF 2015 | | | | |
| 05 704 0405 | | | | | FUND BALANCE/CLASS OF 2015 | | | | |
| 05 2190 410 0 405 | | | | | SUPPLIES/CLASS OF 2015 | | | | |
| 09/26/2014 | CD | 92614 | 5 | 8928 | PIZZA FOR HOMECOMING | PROSOSKI, ASHLEY | 80.41 | 0.00 | |

Fund: 05 ACTIVITIES FUND

| Chart of Account Number | | Chart of Account Description | | Entity Name | Expenses | Revenues | Balance Change | Balance | | |
|-------------------------|----|------------------------------|--------------------------------|-------------|------------------------|--------------------------|----------------|----------|----------------|----------|
| Entry Date | JR | Reference # | Check Acct | Check # | Description | Entity Name | Expenses | Revenues | Balance Change | Balance |
| 05 704 0412 | | | FUND BALANCE/STUDENT COUNCIL | | | | | | | |
| 05 2190 410 0 412 | | | SUPPLIES/STUDENT COUNCIL | | | | | | | |
| 09/22/2014 | CD | 380 | 5 8925 | 8925 | HOMECOMING PIZZA | VALENTINO'S | 91.00 | 0.00 | | |
| 09/22/2014 | CD | 380 | 5 8925 | 8925 | HOMECOMING PIZZA | VALENTINO'S | 91.00 | 0.00 | | |
| 09/22/2014 | CD | 92214 | 5 8927 | 8927 | DJ HOMECOMING | A-Z MUSIC PRODUCTIONS | 200.00 | 0.00 | | |
| 05 704 0412 | | | FUND BALANCE/STUDENT COUNCIL | | | *Current Activity | 382.00 | 0.00 | | (382.00) |
| | | | | | | *Ending Balance: | | | | 2,685.16 |
| 05 704 0413 | | | FUND BALANCE/POWER DRIVE | | | *Previous Balance | | | | 656.99 |
| | | | | | | *Ending Balance: | 0.00 | 0.00 | | 656.99 |
| 05 704 0414 | | | FUND BALANCE/ART CLASS | | | *Previous Balance | | | | 20.77 |
| | | | | | | *Ending Balance: | 0.00 | 0.00 | | 20.77 |
| 05 704 0415 | | | FUND BALANCE/DANCE TEAM | | | *Previous Balance | | | | 313.15 |
| 05 704 0415 | | | FUND BALANCE/DANCE TEAM | | | | | | | |
| 05 1700 415 | | | ACTIVITIES REC/DANCE TEAM | | | | | | | |
| 09/25/2014 | CR | 4455 | | | FUND RAISER & UNIFORMS | | 0.00 | 2,593.20 | | |
| 05 2190 410 0 415 | | | SUPPLIES/DANCE TEAM | | | | | | | |
| 09/18/2014 | CD | 45801479 | 5 8919 | 8919 | DANCE UNIFORMS | VARSAITY SPIRIT FASHIONS | 2,016.10 | 0.00 | | |
| 05 704 0415 | | | FUND BALANCE/DANCE TEAM | | | *Current Activity | 2,016.10 | 0.00 | | 577.10 |
| | | | | | | *Ending Balance: | | | | 890.25 |
| 05 704 0416 | | | FUND BALANCE/MEMORIALS | | | *Previous Balance | | | | 2,144.31 |
| | | | | | | *Ending Balance: | 0.00 | 0.00 | | 2,144.31 |
| 05 704 0417 | | | FUND BALANCE/D&A PREVENTION | | | *Previous Balance | | | | 2,596.52 |
| | | | | | | *Ending Balance: | 0.00 | 0.00 | | 2,596.52 |
| 05 704 0418 | | | FUND BALANCE/SHOP | | | *Previous Balance | | | | 2,601.87 |
| | | | | | | *Ending Balance: | 0.00 | 0.00 | | 2,601.87 |
| 05 704 0419 | | | FUND BALANCE/JRHI STU. COUNCIL | | | *Previous Balance | | | | 1,648.76 |
| 05 704 0419 | | | FUND BALANCE/JRHI STU. COUNCIL | | | | | | | |
| 05 1700 419 | | | ACTIVITIES REC/JRHI STU. COUN. | | | | | | | |
| 09/25/2014 | CR | 4451 | | | T-SHIRTS & CONCESSION | | 0.00 | 1,235.00 | | |
| 05 2190 410 0 419 | | | SUPPLIES/JRHI STU. COUNCIL | | | | | | | |
| 09/08/2014 | CD | 92214 | 5 8901 | 8901 | LOCKER SHELVES | SHELBY LUMBER CO. | 105.60 | 0.00 | | |
| 05 704 0419 | | | FUND BALANCE/JRHI STU. COUNCIL | | | *Current Activity | 105.60 | 0.00 | | 1,129.40 |
| | | | | | | *Ending Balance: | | | | 2,778.16 |
| 05 704 0420 | | | FUND BALANCE/INTEREST | | | *Previous Balance | | | | 38.49 |
| 05 704 0420 | | | FUND BALANCE/INTEREST | | | | | | | |
| 05 1700 420 | | | ACTIVITIES REC/INTEREST | | | | | | | |

JH Championship
 Saturday, 10-18-14
Giltner vs. BDS 9:00 A.M.
 2 out of 3 = 25, 25, 15

Crossroads Conference Volleyball Tournament

York Auditorium

Saturday, 10-18-14

**Games 8 & 9:
 3 out of 5 (25-25-25-25-15)**



**GAME 8
 Monday, 10-20-14
 6:30 PM**

**GAME 9
 Monday, 10-20-14
 8:00 PM**

GAME 8 Loser
Consolation Game
 Tuesday, 10-21-14
 6:30 PM
3 out of 5 (25-25-25-25-15)
 GAME 9 Loser

Championship Game
 Tuesday, 10-21-14
 8:00 PM
3 out of 5 (25-25-25-25-15)

GAME 7 Loser
 Tuesday, 10-21-14
GAME 10 4:00 PM
 GAME 6 Loser
Games 10 & 11: 2 out of 3 = 25 each
 GAME 3 Loser
 Tuesday, 10-21-14
GAME 11 5:15 PM
 GAME 4 Loser

Saturday games

2 out of 3 = 25 each game

Rolling Schedule: Games 2 thru 7 will begin 20 minutes after the conclusion of the prior game

Second Round Triangular

Monday, 10-20-14

2 out of 3 = 25 each

2:45 PM-GAME 1 Loser vs GAME 2 Loser
 4:00 PM-GAME 1 Loser vs GAME 5 Loser
 5:15 PM-GAME 2 Loser vs GAME 5 Loser

Tuesday, 10-21-14



OSCEOLA PUBLIC SCHOOLS

P.O. Box 198

565 S. Kimmel Street

Osceola, NE 68651-0198

Phone (402) 747-3121

Fax (402) 747-3041

www.edline.net/pages/Osceola_Public_School

Steven A. Rinehart
Superintendent

Dale Maynard
MSHS Principal

Sarah Johnson
Elementary Principal

Sept 19, 2014

Dear Shelby/Rising City Board of Education,

This letter is to officially thank the Shelby/Rising City Board of Education for their patience and willingness to explore options that could possibly benefit students of both districts. Since our first initial contact in February 2013, together we have explored many cooping and merger options of our districts.

Unfortunately after looking at all options available and the option presented by the Shelby/Rising City Board of Education, the Osceola Board of Education has determined that remaining in our current facilities is the best option for the students and patrons of our district. Your frank and open discussion has been appreciated and we accept the open invitation for future discussions on this subject as the needs of both districts are constantly changing.

Again than you for your cooperation in this endeavor and we look forward to working together in the future for the betterment of student educational opportunities.

On behalf of the Osceola Board of Education
Respectively,

Tom Schleif, Board President.



"Striving for Excellence"



**SAFETY AND SECURITY
MANAGEMENT PLAN**

**Shelby-Rising City Public Schools
PK-5/9-12 @ Shelby, Nebraska
6-8 @ Rising City, Nebraska**

2014-2015

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Introduction

Natural disasters, such as winter storms, tornadoes, floods or other natural disasters, and man-made disasters which can result from chemical spills, noxious fumes, power outages, fires, explosions, etc. are potential hazards for which our school personnel and students, and the community-at-large must be prepared. The school district must also prepare for man-made crises that can come in the form of real or threatened violence, such as weapons on school grounds and bomb threats, and tragedies such as the sudden death of a teacher or student.

The objective of the Shelby-Rising City Schools Safety and Security Management Plan is to provide the maximum practicable protection for students and school personnel in the event of a crisis.

To meet this objective, we will instruct and prepare students and staff in the appropriate and safe procedures to follow in the event of a school crisis through staff in-service and student drills. The occurrence of a crisis will require a prompt response from all personnel as they perform their specific assignments from this Plan.

Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the school's plans to be basic, flexible, and subject to modification as the need arises. Modification will be at the discretion of the Superintendent or civil authority. However, in any emergency, the following priorities shall apply:

1. Protection of life.
2. Prevention of injury.
3. Protection of property.
4. Preparation of the school for extended stay or evacuation.

School District Crisis Response and Safety and Security Plan:

- II. **II. Emergency Response:** It is everyone's responsibility to take action to avert or respond to circumstances that threaten the security and safety of the school and school personnel, students, visitors and patrons. If you become aware of a crisis situation, you should contact the school administration who will contact the appropriate emergency services.
 - A. A. See, Appendix "A", Section 1 tab for listing of "Emergency Phone Numbers".
- A. **II. Chain of Command for a Crisis Situation:** The Superintendent of Schools is primarily responsible for responding to a crisis situation and declaring an emergency. At the Superintendent's discretion, he/she may use the Crisis Response Team established by the Board of Education to assist in assessing the need to declare an immediate emergency. In the absence of the Superintendent, the High School Principal or an appointed designee will act on behalf of the Superintendent. In a situation where neither is available, the Superintendent's appointed designee shall declare the emergency. Unless an obvious and immediate emergency exists, the Crisis Response Team will be utilized in the decision-making process, if available.
 - A. See, Appendix "A", Section 2 tab for listing of addresses and home and work place telephone numbers for "Chain of Command for a Crisis Situation".
- A. **II. Crisis Response Team:** The Board of Education shall from time to time establish a Crisis Response Team made up of the designated members of the administration of the school district and local law enforcement and public safety representatives.
 - A. **Crisis Response Team Functions:** The Crisis Response Team will be activated when the physical or emotional safety and well-being of students or school personnel is threatened. The Crisis Response Team will assess the situation, plan and intervene in any crisis affecting students and staff. The team will provide a preplanned, organized approach to responding to a crisis to alleviate the crisis and mitigate damages and injury, and reduce the emotional and social impact of a crisis. The Crisis Response Team will address situations of:
 - 1. Violence in and around school;
 - 2. Medical emergencies;
 - 3. Natural or accidental disasters/emergencies;
 - 4. Death of a student or staff member;
 - 5. Suicide of a student (or attempted suicide on school grounds),
 - 6. Mutual aid to another district;
 - 7. Situations deemed necessary by the Superintendent or School Board.
 - B. **Crisis Team Members:** See, Appendix "A", Section 3 tab for a list of Crisis Team Members.

Crisis Communication:

A. Declaring and Communicating an Emergency Situation :

1. Declaring an Emergency:

- a. Civil Authorities :** The police, fire officials, or other local, state or federal governmental agencies may declare an emergency that would involve the school. Notification of such conditions will activate the Crisis Response Team so that an adequate school response can be engaged.
- b. Administration:** The administration is primarily responsible for declaring an on-school emergency. Such a declaration will activate the Crisis Response Team so that an adequate school response can be engaged.

B. Communication During an Emergency :

- 1. Alarms (Notification of Emergency):** The school alarm system or the intercom system will be utilized to notify everyone of room evacuations and lockdowns. School evacuations will be initiated by verbal commands from Principals on the field after a room evacuation has occurred. All other commands will be delivered verbally by the administration. The "All Clear" alarm for all drills will be given verbally from the command post by radio.
 - a.** See, Appendix "B" tab for "Key to Alarm Signals".
- 2. Intercom/Phone:** The administration may, when practicable, communicate the existence of an emergency situation and, during any such emergency situation, may communicate to staff members via the intercom system. School personnel should use the intercom system to communicate the existence of an emergency situation, if practicable. Students should only use the intercom system when under the direction of a staff member. If not reporting an emergency situation, students and staff should avoid using the intercom system to avoid overwhelming the system and allow its use for school-wide communications.
- 3. Radios and/or Cellular Telephones:** Designated school personnel have been assigned radios and/or cellular telephones for use in emergency situations. The administration shall provide to the staff a list of the persons in possession of the cellular phones.
- 4. Student Runners:** School personnel should use student runners (except during lockdown situations) to communicate with the administration only if no other means of communication is available.

Communication Plan :

1. **1. Critical Situations:** All faculty and staff are responsible to sound the appropriate alarm or notification to the senior administrator upon discovering a critical situation. A critical situation includes events such as a fire, violent act, observation of a person on the school grounds with a gun/weapon, or hearing/observing gunshots on school grounds. If a fire is observed, an alarm pull device should be activated. In any critical situation (including fire), use the intercom system or available cellular phone to immediately notify the administration. Obviously, common sense will indicate that in some situations you should immediately proceed with either a Room Evacuation or Lockdown for your own classroom or the students around you. A critical situation will usually require calling 911. Any employee may call 911 in a critical situation.
 2. **2. Non-critical Situations:** Non-critical observations and rumors should be reported immediately by intercom or phone to the administration without sounding an alarm. An example of this type of situation includes a student reporting that he saw a student put a knife in his pocket. The Superintendent, another administrator, or the superintendent's designee will determine whether to declare a crisis or not.
- D. ***D. Crisis Communication Center:*** *The Crisis Communication Center will be located at the office of the Superintendent, located at Shelby Public School, 650 North Walnut, Shelby, Nebraska 68662 or at such other site determined by the Crisis Response Team. This site, if away from the crisis itself, has multiple telephone, electrical outlets and computer networking. If the Superintendent's office is not accessible as a Crisis Communication Center, an alternate site with similar communication facilities should be established.*
- E. ***E. Communication with the Media:*** *The school district shall provide as much information regarding the emergency situation to the news media as possible. All news media should be directed to the Superintendent's office or other Crisis Communication Center. The Superintendent or designee shall issue press releases, gather updates and arrange interviews, except where the crisis involves multiple law enforcement agencies, in which case the role of media spokesperson will be assumed by the Nebraska State Patrol. Photographers and other media personnel shall not be allowed at the scene if there is still danger in the area, but should be allowed access when the immediate danger is passed. After the emergency, if the situation warrants, the administration will make arrangements for the media to be escorted to the site of the emergency. The Superintendent, or his/her designee, shall release to the media, as soon as possible, school district decisions relating to the incident, whenever it is deemed necessary. **All staff members are expected to be helpful and courteous at all times to the news media, but must refer all questions to the Superintendent, or his/her designee.***

F. General Response Information to Any Declared Emergency :

1. 1. It is important during an emergency that all school personnel conduct themselves in a professional manner and demonstrate through their actions that degree of expertise which promotes confidence.
2. 2. What you do in the first ten minutes will make a major difference in reducing the panic of your students. Above all else, remain calm. Use the next fifty minutes to perform your assigned tasks and attempt a return to normalcy.
3. 3. Faculty are to remain with their students at all times during an emergency until relieved by administration.
4. 4. Do not release students until authorized to do so by the administration.
5. 5. Faculty and staff are first responsible for the students under their care. As difficult as it is, personnel should not abandon their posts to go check on their own children who may also be students at the school. Remember that another adult has responsibility for your children and they are doing their job. If you hear that your child has a serious injury, ask your administrator to relieve you from your post.
6. 6. Faculty and staff are much like civil emergency personnel during an emergency. Police and fire crews must remain on the job even though they may have a crisis within their homes. Faculty and staff are charged with the emergency care of children during a crisis and should remain on their assigned posts until relieved of all responsibilities. If you become aware of a serious crisis at your home, you may ask your administrator to relieve you from your duties.
7. 7. It is the responsibility of all faculty and staff to report all rumors and observations regarding information that might lead to a school emergency. Such reports should be made immediately to their supervisor. Supervisors will see that the information is immediately reported to the Superintendent. Faculty and staff are not to make final assessments as to the lethality of the rumor or observation and its potential to evolve into a school emergency; they are to report. Faculty of early elementary age students are given the flexibility to discern whether or not the situation demands a report.
8. 8. Teach students to understand that jokes and false reports regarding weapons, bomb threats or threats of injury to others are not acceptable under any circumstances and will be taken seriously.

1. II. Crisis Management Procedures:

A. A. General Procedures :

1. 1. Initial Response in an Emergency Situation

- a. a. The first responses in a declared emergency are going to be one or more of the following tasks:
 1. (1) Room Evacuation
 2. (2) School Evacuation
 3. (3) Lockdown
- b. **b. Room Evacuation:** A Room Evacuation may be the result of a fire, tornado, or any other event, which requires leaving a room. If a tornado occurs, the procedures outlined in the Emergency Response Packet will be followed.

Room Evacuation Procedures

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| Teachers | <ul style="list-style-type: none"> • Upon hearing the alarm system, immediately stop instruction and direct student attention to emergency procedure. Refer to the Emergency Response Packet if necessary. • Have students leave the room in an orderly manner. Take your Emergency Response Packet with you. • If a student is to be left in the room (seriously injured or trapped), hang the red card from the Emergency Response Packet on the outside door handle. This marks the room as "not clear." • The teacher should exit the room last to insure all students are out (except those which cannot be moved), taking the Emergency Response Packet and class roll/grade book. • Report with the class to the assigned hallway or outside area and quickly take roll or do a head count to see if any additional students are missing. • Hold up the red card if a student is missing or a student has been left in the room. Hold up the white card if all students are present with you on the field (no one is left in the room and no one is missing). • If someone has been left in the room or is missing, use the form in your Emergency Response Packet and have a runner immediately take it to your Principal. Elementary School teachers should not send a runner, but should give the form to the office secretary who will come by to receive it. It is imperative that this step be performed as quickly as possible. • Remain with your students and await further instructions. |
| Principals | <ul style="list-style-type: none"> • Secure visual reports from teachers via the red and white cards to account for all classes. • Produce a quick list of teachers who are displaying red cards. • After all classes have reported in with either red or white cards, radio a report to the Command Center indicating that all classes have reported in and the number of teachers reporting with red cards. • As soon as a runner (or Elementary School office secretary) delivers the form listing the names of missing students and students left in classrooms, immediately dispatch a runner with a copy to (1) the Fire, Search and Rescue Team, (2) Command Center and retain one copy. Radio Fire, Search and Rescue with the information when you discover that you have red cards. The paperwork will serve as a confirmation of the information. • Maintain control over your students and faculty, striving to reduce panic and return things to normalcy. |
| Maintenance | <ul style="list-style-type: none"> • Assigned staff will report to gas shut-off valve and await orders from the Command Center to shut off the gas. • Assigned staff will report to the alarm control panel to silence the alarm and report the alarm pull location to the Command Center. • Assigned staff will report to the main power entrance panel and await instructions. |
| Command Center | <ul style="list-style-type: none"> • Assess the crisis as information is received. Call civil authorities as deemed necessary. Determine appropriate responses and activate necessary plans. • Receive reports from Principals on the progress of the Room Evacuation. • Confirm that the Medical Team is in place. • Confirm that the Maintenance Staff is in place. • Inform the Medical Team of injuries as necessary. |
| Medical Team | <ul style="list-style-type: none"> • Receive reports from the Command Center of injuries. • Attend to injuries. |
| All other staff | <ul style="list-style-type: none"> • If you have a radio or cell phone, turn it on. • Report to the Command Center and await further instructions. |

- c. **Off-School Evacuation:** An Off-School Evacuation will occur if the school is deemed unsafe and uninhabitable by civil authority or by the administration. This will usually be the result of an earthquake, extensive school fire, range fire, aircraft disaster, chemical threat, or local police action.

Off-School Evacuation

An Off-School Evacuation will normally follow a Room Evacuation procedure. The directive for an Off-School Evacuation will be delivered verbally to faculty by each school's administrator. Unless directed otherwise, Off-School Evacuations will be: ***Elementary – Farmers Cooperative Association Office, Middle School – Rising City Fire Hall, High School – Transportation Building***

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| Teachers | <ul style="list-style-type: none"> • Upon hearing the alarm system, immediately stop instructions and direct student attention to emergency procedure. Refer to the Emergency Response Packet if necessary. • Upon notification from the School Principal to evacuate the school, move your students toward the Evacuation Site. Take the Emergency Response Packet with you. • Walk with your students on the route indicated by the Director of Transportation or administration. • En route to the evacuation site, recheck the class roll. If another student is missing, have the Evacuation Site administrator contact the School Principal with the student's name. • Upon arriving at the evacuation site, keep your class together at the assigned area for your school. Follow the instructions of the Evacuation Site Coordinator. • Remain with your students and await further instructions. |
| Evacuation Site Coordinator | <ul style="list-style-type: none"> • Upon arrival at the evacuation site, direct arriving classes to the areas of the building assigned for each class. If the civil authorities have the school evacuate to a location other than the <i>Designated Site</i>, you should immediately designate areas of the evacuation site. • The first students arriving will be high school students whom may be utilized at the site. |
| Principals | <ul style="list-style-type: none"> • Upon instructions from the Superintendent or his appointed designee, notify the appropriate teachers to move their classes toward the Evacuation Site for a school evacuation. Notify the remaining teachers that we are evacuating the school, but that they should remain in place until you notify them to move toward the Evacuation Site. • Upon the last class of your school leaving the school, notify the Command Center that your classes have all been evacuated. You will then travel to the evacuation site. • Maintain control over your students and faculty at the evacuation site, striving to reduce panic and return things to normalcy. |
| Maintenance Staff | <ul style="list-style-type: none"> • Maintain previous posts from Room Evacuation procedures unless reassigned. • Await further instructions from the Command Center. • Upon arriving to the evacuation site, report to the Evacuation Site Coordinator for further assignments. |
| Bus Drivers | <ul style="list-style-type: none"> • Be prepared to help transport students that may be handicapped or unable to walk to the Evacuation Site or if another site may have to be used and students need to be transported by bus to the new site. |
| Director of Transportation and Bus Trainer | <ul style="list-style-type: none"> • Acquire a sufficient number of bus drivers. • Contact the Command Center to determine if a bus is needed to evacuate any seriously injured students. Such students will be evacuated by ambulance, if possible. If a bus is needed, the bus will evacuate these individuals to a local hospital as directed by the School Nurse or administration. • Send the Evacuation Site Coordinator and team on the first bus. The first bus to exit should have high school students aboard so that they may be used to assist the evacuation at the evacuation site. • In general, evacuate the injured and faculty and classes first. Other staff will be evacuated last. • Instruct the School Principals when to start sending classes to the bus loading zone. Instruct them on how many classes to send at what time. Students will be held at their Room Evacuation positions by the Principals until you are ready to move them toward the bus loading zone. Attempt to keep one group of students on the buses, one group at the loading zone ready to load the buses and the remaining students at their original Room Evacuation locations. • Direct approaching teachers and classes to load buses by classes. |

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| | <ul style="list-style-type: none"> • Hold approaching students in place if a bus is not currently available. Radio/call Principals to hold classes at their original assigned Room Evacuation locations until buses are available. • Maintain radio contact with buses to monitor progress and to have classes moved to the loading/unloading zone and ready to board buses upon the arrival of a bus. |
| Medical Team | <ul style="list-style-type: none"> • Work with paramedics to determine how injured persons should be transported. • If school buses are needed to transport the injured, determine whether to transport them to a local hospital or to the evacuation site. |
| Command Center | <ul style="list-style-type: none"> • Work with civil authorities in deciding to declare an Off-School Evacuation. Determine via the Community Evaluation Team that the roads are accessible between the school and the evacuation site, and that the evacuation site is habitable. Coordinate with the Director of Transportation to determine bus readiness. Declare an Off-School Evacuation. • Notify staff of an Off-School Evacuation. • Monitor the evacuation from the Command Center. • Personally evacuate the school after the evacuation is completed. • See that a sign is posted at the front gate notifying parents of the location of the evacuation site. • Develop a message for broadcast to parents. |
| All other staff | <ul style="list-style-type: none"> • If you have a radio/cellular phone, turn it on. • Report to the Command Center and await further instructions. |

- d. **d. Lockdown:** A Lockdown procedure will occur if a threat occurs at school grounds or in the local neighborhood which requires students to be taken indoors where it is less likely that they will be injured. This will usually be the result of an attack by an armed person at school or gunshots fired at school (or in the near neighborhood). Appendix “C” has additional clarification.

Lockdown

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| Teachers and all other staff | <ul style="list-style-type: none"> • If outside, move students around you (or your class, if you are with them) into the closest classroom or building. Leave behind those who are dead or very seriously injured/immobile; take care of the living in order to prevent further death. • Once inside the room or if you were already in a room when the Lockdown was declared, lock all doors, shut and lock the windows, close window blinds and instruct students to get on the floor. Refer to Emergency Response Packet as necessary. • Call 911 if you have vital information and cannot reach the office by intercom or phone. • Do not respond to knocks or voices at the door unless directed by a school administrator or civil authority. • Remain with students and await further instructions. Keep students silent to make the room appear vacant. Do not respond to a fire alarm (room evacuation alarm). Only evacuate when directed to do so by administration or civil authorities. |
| Command Center | <ul style="list-style-type: none"> • Lock down the area you are in by locking all doors, shutting and locking windows, closing blinds, and getting on the floor. • Assess the crisis as information is received. If the Lockdown is warranted and has not been initiated elsewhere, declare the Lockdown via the alarm system. Call 911 to report the situation. • Call offices and other locations to acquire information. • Call the faculty roll to determine the location of people. • Confirm that the Medical Team is in place in case they are needed after the Lockdown. • Inform the Medical Team of injuries as necessary after the Lockdown. • If the Lockdown is not being directed by civil authorities, determine and deliver the instructions to all staff following the end of the Lockdown. Give notice as to why the Lockdown occurred and what they are to do next. |
| Medical Team | <ul style="list-style-type: none"> • Lock down the Health Office by locking doors, shutting and locking windows, closing blinds and getting on the floor. • Do not leave the Lockdown room until instructed to do so by the school administration or civil authorities. • Receive reports from the Command Center of injuries. |

• Attend to injuries after the Lockdown.

e. **e. Emergency Exiting Instructions for Room or School Evacuation:**

- (1) See Appendix "D" for floor plan and instructions for exiting the building.

B. B. Additional Response Information for Specific Types of Emergencies :

1. **1. Natural and Accidental Disasters :**

a. **a. Fire :**

1. (1) If you observe a fire, activate the nearest fire alarm pull station.
2. (2) Send a runner to the Principal's office or call in the information if a phone or radio is available.
3. (3) Have students close all doors and windows as they evacuate the room.
4. (4) Administration and/or maintenance are responsible for locating the fire and directing the fire department to that location.
5. (5) If a fire is small, personnel may use a fire extinguisher to stop the fire. Do not risk personal injury or the safety of students to fight a fire.

b. **b. Chemical Spill/Toxic Fumes :**

1. **(1) Spill/Fumes Outside the School Building :** Warning of chemical accident or contamination is usually received from civil authorities when there is a threat to the safety of the school. These accidents may include overturned tankers, broken fuel lines, and those related to the industrial use of chemicals.

- a. (a) When the reported accident occurs, the following procedure is required:

- i. i) Keep students and staff inside.
- ii. ii) Close and secure windows and doors.
- iii. iii) Administration should notify custodian to disable air ventilation system, if necessary, and meet with any fire crew called to the school.
- iv. iv) Call 911 to ensure community emergency response personnel are aware of the spill or fumes.
- v. v) If spill or fumes are observed or detected, school personnel should contact the school office immediately.
- vi. vi) The Administration should determine whether the students are more safe in a Lockdown or School Evacuation procedure.
- vii. vii) If possible, move crosswind, never directly with or against the wind, if it is necessary to evacuate the area.
- viii. viii) Make sure students and staff do not come into contact with spilled material.

2. **Spill/Fumes Inside the School Building :** If a toxic spill takes place inside the school building or facility and /or fumes occur in the school building or facility, the following procedures should be followed:

- a. (a) Call 911 if you know a hazardous material is involved.
- b. (b) Call the office to notify the Administration of the spill and fumes.
- c. (c) Administration should notify custodian to disable air ventilation system, if necessary, and meet with any fire crew called to

the school.

d. (d) Isolate the area and move students to another area to prevent injury or exposure.

e. (e) If potential fire or explosive hazard exists, evacuate the building immediately.

i. i) Do not use exit routes near the hazardous area.

ii. ii) Evacuate to safe area. This means a distance of at least 500 feet away upwind.

iii. iii) Do not return to area until directed to do so by authorized personnel.

c. **c. Power Outage/Blackout :** In the event of a building-wide power outage or blackout, the following procedures should be followed:

1. (1) Teachers with classes are to remain in the classroom with students and await further instructions. Students should not be released during normal passing time.

2. (2) No student movement should take place until directed to do so by an administrator or other person in authority.

3. (3) Office personnel should report the loss of power to:

a. (a) ***NPPD 24 hour emergency number 877-275-6773; Jeff Branting 402-527-5444.***

b. (b) ***Ron Glatter 402-366-6574.***

4. (4) All teachers who do not have class assignments should report to the office to determine if their assistance is needed in or about the building.

5. (5) If the power failure occurs during the lunch period, all teachers who do not have students assigned to them at the time, should report to the cafeteria to assist with supervision.

d. **d. Tornado Safety :**

1. (1) Evacuate room to the assigned areas, if possible. If not possible, move students away from doors and windows.

(a) See Appendix E for the designated shelter areas for tornados.

a. (1) Initiate the duck, cover and hold procedure after evacuating the room.

b. (2) Teachers do not have to wait for the Room Evacuation alarm to sound before starting the Room Evacuation procedure.

c. (3) Teachers should follow the procedures outlined in the Emergency Procedures Packet for moving the students to their assigned areas in the building.

a. (a) If indoors...

i) Follow the plans for moving the students to safety.

a. (b) If outdoors...

i. i) Get away from buildings. Stay clear of walls, power poles, trees, loose wires, and metal fences.

ii. ii) Lie flat on the ground and bury your face in the crook of one elbow while placing the other hand over the back of the neck.

b. (c) If on a school bus...

i. i) Where possible, the driver will pull out of traffic and park at the curb.

ii. ii) Students will drop in the aisles or under the seats for protection.

iii. iii) After checking for injury to students and damage to the bus, the driver will attempt communication with the

Director of Transportation.

- iv. iv) If communication and travel are not possible, the driver will remain with the students and supervise them until such time as they are released by the Director of Transportation or school administration.

f. **f. Flooding :**

1. **(1) School Buildings :** In the event of the flooding of a school building, the Off-School Evacuation procedures shall be followed, and an alternative site for conduct of school operation shall be established as soon as practicable by the administration.
1. **(2) Highways and Roads :** In the event of flooding of highways and roads in the school district, the administration shall determine whether it is safe for school to be open and, if so, whether buses will run on regular or alter routes. The administration shall inform parents, students and staff through the protocol used for severe weather.

2. **2. Protection of Students and Staff from Acts of Others :**

a. **a. Assaults :** The person observing an assault should follow the following procedures:

1. (1) Report the incident to the main office in the most expeditious manner (intercom, messenger, phone, etc.).
2. (2) Defuse the situation and seek to protect others, but avoid risk of physical injury to anyone; such avoidance may include physical restraint of a person.
3. (3) Deal with immediate medical emergencies by offering first aid or summoning an aid unit and police as appropriate.
4. (4) Do not leave assailants or victims by themselves.
5. (5) Determine if it is appropriate to maintain custody of participants.
6. (6) Take the names of all parties, including bystanders or witnesses. Designate a staff member to take such action if it is necessary for you to leave the scene.
7. (7) Report all assaults occurring on district properties immediately to the Administration.

b. **b. Bomb Threats (Updated 10/2014):**

1. Report the threat and form of threat (spoken, written, phone call) to an administrator immediately.
2. If the threat is called in over the phone, try to gather as much information about the threat as possible by:
 - a. Asking what time the bomb is set to go off.
 - b. Asking questions regarding the specific location, building, room, closet, locker, hallway of the bomb.
 - c. Asking about the appearance of the bomb package.
 - d. Listening for background noises such as radio, other people, traffic, train noise, etc.
 - e. Determining whether the caller sounds calm or hysterical.
 - f. Determining if the caller was young or old.
 - g. Immediately calling the telephone company and trying to trace the call.
3. The person receiving the threat will notify the local law enforcement and tell them the pertinent facts related to the call, note, or verbal

threat.

- 4 The administration will notify the staff to go into “ LOCKDOWN ” and visually inspect your classroom/work areas. Staff will be looking for suspicious items that do not belong in the classroom/work areas. No students should be released from the classroom/work areas. If students need to use the restroom or become ill, the office should be contacted by the public address system for an escort.
- 5 Any student who is in the restroom, hallway, distance learning room or library when the lockdown initiates should report to the office.
- 6 All available teachers who are not with students should report immediately to the office to help search the premises. Once law enforcement arrives, they will assist the administration with the bomb threat evaluation.
- 7 Once staff completes the visual observation for suspicious items in their classrooms/work areas, they should notify the office if all students are present and if they found anything suspicious through the public address system. If anything suspicious is found, DO NOT TOUCH IT!
- 8 Staff and students who are outside (i.e. PE classes, recess) will be made aware of the bomb threat and moved to the nearest gym or classroom after those locations have been cleared of any potential threats.
- 9 After a thorough and reasonable search of the classrooms has occurred by the teachers; a thorough search of the hallways, restrooms, gymnasium, locker rooms, media center, and vacant classrooms has occurred by the administration, available teachers, and law enforcement; and a thorough search of the boiler room, mechanical room/shop, restrooms, and grounds (accompanied by law enforcement) has occurred by the custodial staff, a decision will be made by the administration and law enforcement on whether or not to evacuate the school or a portion of the school.
10. If no physical threat materializes after a thorough and reasonable search, classes will be resumed and parents will be notified of the threat through a letter from the administration sent home with all students.
11. If a physical threat does materialize after a thorough and reasonable search, students will be evacuated using the safest route possible AWAY from the location of the bomb. Law enforcement will contain the device once students have been evacuated. Parents will be notified of the evacuation.
12. If parents should show up at the school and request their student from class during the evaluation of the bomb threat, their student may transit to the office. However, the parent should be advised of whether or not the threat evaluation has been completed.
13. The school will pursue an investigation of the threat with the assistance of law enforcement to determine the identity of the person(s) making the threat. The school will pursue criminal charges against the person(s) making the threat.
14. Instructional time lost due to a threat will be made up at the discretion of the administration.

Evacuation location (Shelby): Students will be evacuated to the football field south of the building. If the evacuation looks to be permanent in nature, students will be relocated to the Bus Barn where arrangements will be made to contact parents and transport students. (Rising City): Students will be evacuated to the old playground area northwest of the school site. If the evacuation looks to be permanent in nature, students will be relocated to the Community Hall where arrangements will be made to contact parents and transport students.

c. **c. Intruder or Hostage Situation - Generally:** In the event of an intruder or hostage situation in a school building or on school grounds, school personnel shall follow the following procedure:

1. **(1) Principals:**

- a. (a) Conduct an immediate assessment confirming the type of incident, what has happened, what is happening, who is involved, etc.
- b. (b) Summon help from law enforcement if the situation represents a danger to students or staff.
 - i. i) Call 911.
 - ii. ii) Have someone stay on line with 911 to explain the current situation and update status.
- a. (a) Sound school warning to school staff.
 - i. i) Announcement for staff to lockdown their classroom will be made via the intercom. Staff will follow the intruder protocol to lock down their classroom and not allow students to leave.
 - ii. ii) Notify Superintendent's office.
 - iii. iii) Institute Lockdown procedure.
 - Lock all classrooms.
 - Keep all students in the classroom, ignore all passing bells.
 - Move students to the safest place in the classroom.
 - Turn off light and close blinds or drapes.
 - Take accurate roll and account for any missing students; if possible, communicate to the office the names of missing students.
 - Employ immediate sheltering action for those exposed to danger.
 - Ensure that all others are sheltered in place or moved to a safer location if possible.
 - i. iv) Wait for law enforcement to arrive.
 - ii. v) Stabilize elements of situation if safe to do so., e.g. gather school staff assigned to emergency duties; direct non-essential staff to safe area; use building level first aid to care for injured; provide staff with instructions and information as soon as possible; and protect crime scene and evidence.
 - iii. vi) Work with law enforcement to resolve situation, e.g. stay at command post, provide information.
 - iv. vii) Work with Crisis Response Team.
 - v. viii) Signal "All Clear" and follow up with staff, e.g. see that emergency medical care is provided, account for all students and staff on or off site; notify parents/guardians as necessary; support law enforcement follow-up activities; debrief staff; arrange for site security if necessary.
 - vi. ix) Work with specialists, e.g. ambulance or hospital staff; law enforcement officials.
 - vii. x) Initiate recovery and follow-up activities, e.g. brief staff and provide access to support; plan for resumption of schools; arrange to clean and repair school facilities; establish long term recovery plan.

2. **(2) Teacher's Emergency Procedure:** Upon hearing the intruder alert for

teachers to lock down their classroom:

- a. (a) Initiate Lockdown procedure.
- b. (b) Shelter in place.
- c. (c) Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
- d. (d) In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/curtains/blinds ONLY if safe to do so.
 - i. i) Turn out lights.
 - ii. ii) In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter; lie down, stay motionless.
 - iii. iii) Be ready to move students instantly; know possible escape routes, including windows.
 - iv. iv) If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building, when it is safe to do so.
 - v. v) If possible, report status to office.
- a. (a) If you and students are taken hostage:
 - i. i) Stay calm.
 - ii. ii) Do not be a hero.
 - iii. iii) Follow instructions of captor.
 - iv. iv) Cooperate, be friendly if possible; do not argue with or antagonize captor or other hostages.
 - v. v) Inform captors of medical or other needs.
 - vi. vi) Be prepared to wait; elapsed time is a good sign.
 - vii. vii) Do not try to escape; do not try to resolve situation by force.
 - viii. viii) Be observant and remember everything you see and hear.
 - ix. ix) If a rescue takes place, lie on the floor and await instructions from rescuers.

2. **(2) School Disturbances Dealing with Intruders:** All school personnel and students should be instructed to report any intruder on the school campus to the office immediately. When incidents involving an intruder occur, it is imperative that staff and students be observant and attentive and then determine the appropriate course of action to secure the school premises and protect students and staff. Should a disturbance take place at school involving individuals who are not students, the following procedures should be followed:

- a. (a) Report the incident to the office;
- b. (b) Office personnel should call 911 to report the incident:
 - i. i) Explain the situation and the type of disturbance;
 - ii. ii) Describe the location of the activity;
 - iii. iii) A description of the participants and the number;
 - iv. iv) A description of the type and number of weapons possibly in the possession of the participants.
- c. (c) While awaiting the arrival of law enforcement:
 - i. i) Remain calm, use good judgment;
 - ii. ii) Tell all students involved in the disturbance to return to their classes. Attempt to keep students in their classrooms,

- iii. but do not use force. Keep halls clear of students.
- iii) Isolate individuals who are not students; however, do not put yourself or other staff members at risk.
- iv. iv) Keep hands off students unless restraint is needed to provide safety for individuals who are members of the student body. (Non-Violent Restraint Team should be notified)
- v. v) Once law enforcement officials arrive, follow their instructions.
- vi. vi) If members of the student body have taken part in this disturbance, determine the extent of their involvement. If students are active participants in the disturbance, follow the school discipline policy to determine consequences for behavior.

d. **(d) Trespasser:** A trespasser is any person found on school premises who has not or will not register as a visitor. All visitors should register in the school office (listing their name and the time entered the building) and be given a visitor identification to wear or carry. The visitor identification will signify the specific area of the building for which the visitor can visit. Treat those without identification in the following manner:

- i. i) Greet visitor in a polite and non-threatening manner.
- ii. ii) Identify yourself as a school official.
- iii. iii) Inquire as to purpose of his/her presence. If the person has a legitimate reason for being at school, have them report to the office and register.
- iv. iv) If visitor gives no indication of voluntarily reporting to the office, notify law enforcement by calling 911.
- v. v) Observe the person's size, weight, clothing, age and location to relay to the emergency operator.
- vi. **vi) DO NOT GET IN AN ARGUMENT OR ATTEMPT TO CHALLENGE THE TRESPASSER.**

d. **d. Intruders/Students with Weapons:**

1. (1) School policy prohibits anyone from carrying, exhibiting, or displaying any firearm, dagger, sword, knife or other cutting or stabbing instruments, club or any other weapon on the school property.
1. (2) If staff become aware of the presence of a weapon, the following procedure should be followed:
 - a. (a) Report information to principal's office at once.
 - b. (b) In no case should staff endanger themselves or others to secure a weapon.
 - c. (c) The office should contact law enforcement upon information of the existence of a weapon on school grounds.
 - d. (d) Escort the person with the weapon to the school office if possible.
1. (3) When a serious threat of immediate harm to students or staff is identified on school grounds, the Superintendent will initiate a Lockdown. A call will immediately be made to 911. After the Lockdown alarm is sounded, the Command Center will notify the administration of the situation via radio, phones or other available methods.
1. (4) Staff Member or Student Hears Gunshots or Sees Someone with a Gun:

- a. (a) Immediately initiate a Lockdown Procedure, even if the Lockdown alarm has not been given.
- b. (b) Notify the administration by using your phone (if your phone is not available, use a cell phone, telephone, e-mail or whatever communication is available inside the locked down room). Do not exit the room in order to send notification; do not send runners to the office.
- c. (c) Do not exit the room to investigate the situation. Wait for further instructions from the administration or civil authorities.

1. (5) Armed Individual Comes into the Classroom (See also Hostage Situation below):

- a. (a) If possible, notify the administration of the situation. Do not place yourself or students at risk to notify anyone of the situation.
- b. (b) Do as the gunman demands.
- c. (c) Do not make sudden moves that could frighten the subject (ask permission to move).
- d. (d) Never argue.
- e. (e) Take your time.
- f. (f) Keep your students as calm as possible.
- g. (g) Physical force should not be used unless someone's life is in imminent danger.
- h. (h) Talk to the gunman.
- i. (i) Learn as much as you can about the gunman.
- j. (j) Keep the gunman's attention on you, not on your students.
- k. (k) If more than one person is involved, concentrate on only the one person.
- l. (l) Be observant.
- m. (m) Do not stare at the gunman in observing him/her.
- n. (n) Mentally record a detailed description of the individual and the weapon.
- o. (o) Identify a distinctive feature and continue to concentrate on that one item.
- p. (p) Remember what objects the intruder touches and preserve them for law enforcement.
- q. (q) It is critically important to preserve the crime scene and never touch or move or disturb any possible evidence or objects at that site.
- r. (r) If the gunman starts shooting, tell the students to get down and lie on the floor.
- s. (s) Take cover on the floor and/or behind equipment.

e. **e. Hostage Situation Protocol:**

1. (1) Hostage Crisis Prevention Plan: Hostage-taking is a criminal offense that must be reported. Once reported, the local police take over the investigation and resolution of the situation. It is important for school personnel to be aware of this fact for once the police arrive on the scene, the school staff must work under their authority. Hostage-taking situations in schools usually involve persons who are in conflict with the law, who feel themselves aggrieved, or who are mentally ill. As precautionary measures against a hostage crisis, the school district maintains a positive relationship with local law enforcement officials. The objectives of the crisis response plan are to resolve a hostage crisis while insuring:

- a. (a) The protection of life and prevention of injury.
- b. (b) The safety and welfare of hostages.
- c. (c) The restoration of order and protection of property.
- d. (d) The identification of participants and possible prosecution.

2. (2) The line of command in the event of a hostage-taking situation is as follows:
 - a. (a) Superintendent;
 - b. (b) Building Principal;
 - c. (c) Other Person designated by Superintendent

[It must be noted that orders given by a hostage under conditions of duress (e.g., if the hostage is the Principal) are not to be followed, regardless of who gives them and where they fall in the chain of command, except to save lives.]

3. (3) Personnel Responsibilities in Hostage Situation: If an employee is taken hostage, he/she should:
 - a. (a) Do everything a captor says to do.
 - b. (b) Be especially careful during the last four or five minutes. These minutes are the most critical ones as the captor is probably as desperate and jumpy as the victim.
 - c. (c) Speak only when spoken to and never make wisecracks.
 - d. (d) Try not to show emotions openly. Hostage-takers like to play on emotional weaknesses.
 - e. (e) Sit down, if possible, to avoid appearing aggressive.
 - f. (f) Act relaxed as this posture may relax the captor.
 - g. (g) Weigh carefully any chance to escape to be sure that escape is certain and will not endanger anyone else.
 - h. (h) Have faith in fellow workers and negotiators.
 - i. (i) Get rid of personal effects (e.g., photographs of husband or wife and keys), if possible.
 - j. (j) Do not make any suggestions to the hostage-taker(s). If the victim's suggestions go wrong, the hostage-taker may think that the victim tried to create problems.
 - k. (k) Do not turn away from the captor unless ordered to do so, and try to keep eye contact without staring. People are less likely to harm someone at whom they are looking.
 - l. (l) Be patient.

4. (4) Personnel Responsibilities in Hostage Situation: The first employee to identify a hostage-taking situation should:
 - a. (a) Secure the immediate area, if possible, by removing all nonparticipating persons.
 - b. (b) Secure the door, if appropriate, to isolate the incident.
 - c. (c) Notify by the quickest possible means the administrator who notifies the police.
 - d. (d) Observe in order to report fully on:
 - i. i) the number of hostages taken
 - ii. ii) the type of disturbance
 - iii. iii) the type and number of participants
 - iv. iv) the type and number of weapons possibly in possession of participants
 - a. (e) Make specific notes of any threats or demands
 - b. (f) Do not speak to the media unless authorized to do so.

5. (5) Identification and Reaction to Hostage Situation: When police and administrative staff arrive, the following information should be available:

- a. (a) number of hostages taken
 - b. (b) threats and demands by hostage-taker
 - c. (c) type and number of weapons thought to be in the hostage-taker's possession
 - d. (d) precise area controlled by hostage-taker
 - e. (e) floor plan of the area (available in the Building Crisis Preparedness Kit); be prepared to identify possible escape routes and guard post locations
 - f. (f) identify and description of participants, with photographs if possible (both the suspects and the victims)
 - g. (g) location and number of telephones in the area
 - h. (h) any special considerations (room construction, hazardous materials, dangerous gases, etc.)
 - i. (i) Be prepared to identify rooms for use by school administrative staff and the police negotiators: a command room, a hostage debriefing room and a think room. These rooms should be close together and linked by telephone.
6. (6) Hostage Negotiations: Two key factors to keep in mind when dealing with a hostage situation. First, the person is thinking irrationally and will respond with desperate actions. Second, try to calm the situation and provide enough time for a safe conclusion. Negotiations with hostage-takers are best handled by the police who have personnel trained for such negotiations. If the school staff must enter into negotiations with hostage-takers before the police arrive, the following should be borne in mind:
- a. (a) Negotiations must be conducted by junior rank personnel in order to assist in the use of delay tactics, such as "I'll ask," or "I'll seek clarification."
 - b. (b) All demands are to be met with an "I'll do my best," never with a "No".
 - c. (c) Under no circumstances should drugs be given to any parties involved in a hostage-taking situation.
 - d. (d) Every effort should be made to regain control of the situation by peaceful means (e.g., through discussion).
 - e. (e) Staff members on duty should not hesitate to contact those staff members who are familiar with and have some influence over the persons involved in the hostage situation, even though they may not be on duty.
 - f. (f) The administrator and the police must be the principals in any decision-making process with regard to the handling of the hostage-taking situation.
 - g. (g) Remain calm.
 - h. (h) Do not use your title, only your name.
 - i. (i) Determine what the hostage-taker wants.
 - j. (j) Do not accept demands for alcohol, drugs, weapons, or substitute hostages.
 - k. (k) Offer alternatives.
 - l. (l) Downplay the seriousness of the incident.
 - m. (m) Do not bluff.
 - n. (n) Ask open-ended questions.
 - o. (o) Repeat any questions or demands the hostage-taker may have (so they can hear what was said and to make sure you are clear).
 - p. (p) Avoid deadlines.
 - q. (q) Talk to hostages, if possible. (Ask them yes/no questions).

f. **Confidentiality of Intruder/Hostage Protocols : The foregoing protocol for an Intruder or Hostage situation should not be disclosed to students. Detailed crisis response plans involving a suspicious intruder or a**

hostage situation should be known only to school personnel and local law enforcement authorities. Therefore, this response plan should be available just to building staff members and not shared with students. Students should know that if such a situation occurs, they are to abide by the instructions of teachers and administrators who have been instructed in how to deal with these circumstances. Students should be directed how to summon help in the event their teacher becomes incapacitated and unable to seek assistance for himself/herself.

f. **g. Disturbances After Hours/School Activities:** Students attending after-hour school activities are under the same rules and school policies as those followed during the regular school day.

1. (1) Minor incidents should be isolated and contained, if possible, by available supervisory personnel.
2. (2) Call law enforcement authorities immediately if a series of minor incidents occur, if a minor incident sparks a larger disturbance, or a major crisis develops.

f. **h. Vicious Animal on School Grounds:** In the event there is determined to be a vicious animal (such as a dog) on school grounds, on property immediately adjacent to school grounds, or reported to be in the vicinity of the school campus, all students and personnel should be directed inside the school building. If the animal is observed, local animal control or law enforcement should be called, and informed of the location of the animal, a description of the animal and its conduct. Students and staff should remain in the building until the animal is removed.

f. **i. Safe Pupil Transportation Plan:** In the event there is a situation that should develop on a school bus either during the route or while on an activity, please refer to the district Safe Pupil Transportation Plan which is located on each bus.

C. C. Preventative Procedures/Programs for Student Protection :

A. VII. Safety and Emergency Precautions and Preparedness:

A. **A. Drill Practice Schedules :**

1. 1. Room Evacuation drills will be practiced monthly. [Applicable to fire, biological threat, hazardous materials events].
1. 2. Duck, Cover and Hold, and Room Evacuation drills will be practiced quarterly. [Applicable to severe weather (tornado) events].
1. 3. Lockdown drills will be practiced each semester. One drill will be initiated while students are outdoors, and one while they are in class. [Applicable to armed intruder, armed student, bomb threats, fight events].

A. **B. Safety and Security Training of Staff and Students :**

1. **1. Staff Training and In-service :**
 - a. **a. Safety and Security Plan:** The Safety and Security Plan will be reviewed annually by the Administration with all school district staff. All staff shall have a copy of the Safety and Security Plan available.
 - a. **b. Emergency Response Packet:** An Emergency Response Packet will be attached to the inside of the door to each classroom and office on the school.

All staff shall review the Emergency Response Packet once each semester.

a. c. **Staff Members in Crisis Response Team:**

1. (1) Review of Safety Procedures in Safety and Security Plan once per month;
2. (2) Training in use of safety equipment.

1. **VII. Building Security:** The physical security of the school buildings of the district shall be the responsibility of the Administration. In establishing and maintaining a secure environment for students without diminishing the learning environment, the Administration shall address the following issues:

- A. **A. Access Control :** Access to school buildings during the school day, for school activities and during non-school hours shall be designed to account for and control all visitors to the school buildings. Basic visitor control shall include:
1. 1. Limited access points into the building (the front door only during the school day).
 2. 2. Posted signs directing visitors to the school office, with directions and/or floor plans.
 3. 3. School staff should be trained to assertively challenge visitors and strangers observed in their building. Visitors should be greeted, questioned, identified and logged in at the office.
 4. 4. Provide identification badges and escorts for visitors.
 5. 5. Sign out visitors in a logbook when they leave the school building.
 6. 6. Train staff to challenge visitors and students to report strangers.
- A. **B. Communications :** The school intercom and alarm systems shall be used for general communications of building security or emergency issues. Additionally, identified staff members will be issued radios and cellular phones to provide back-up communication systems for the building.
- A. **C. Identification Systems :** Identification cards will not be issued.
- A. **D. Intrusion Detection Systems :** The district will concentrate efforts on the purchase of an intrusion detection system or alarm which should be kept in operating order at all times.
- A. **E. Inventory Control :** All personal property of the school district shall have permanently affixed or engraved an inventory identification number along with the school district's name. An inventory of all school district property should be conducted on a regular basis.
- A. **F. Key and Lock Control :** Classroom doors and storage rooms should all have operative locks. Keys to school district buildings and rooms should be issued only to staff. Staff should clearly understand that no duplicates are to be made of school keys. Students are not to be issued or allowed access to keys. All classrooms should be locked when not occupied. Storage rooms should be kept locked at all times.
- A. **G. Perimeter and Outside Security :** Inspections of the perimeter and outside of school buildings should be conducted during the school day and at night. Trees and shrubs should be kept trimmed so as to keep lines of sight open to all portions of the school campus and prevent their use for access into and on top of the building.
- A. **H. Protective Lighting :** The school building exterior shall be lighted in a manner that shall provide school personnel with the ability to monitor all exterior areas at night, and provide a deterrent to prospective vandals and other trespassers. Such lighting should be maintained in operative condition at all times.
- A. **I. Signage :** Outside signs should include notices prohibiting trespassing, identifying drug-free and weapon-free zones, providing directions to visitors, and identifying specific entrances

available to the public. Signs inside the school should include clear directions to the office and identification of different wings, program areas and facilities.

A. IX. Safety and Emergency Equipment and Supplies:

A. **A. Communication Equipment :**

1. **1. Radios, Cellular Phones, and Beepers :** Administrators and others assigned radios, cell phones and beepers shall keep them accessible at all times when they are at school. Those assigned cell phones and beepers shall retain the equipment on their person and active at all times (twenty-four (24) hours per day). Adequate radios will be made available for at least one (1) on-duty staff member to be radio-equipped on each playground or area where students are located during any portion of the day. Teachers who are assigned before or after school patrol duty will carry their assigned radios.
1. **2. Alarm System :** The maintenance department is responsible for keeping all emergency equipment functioning, including radios and the alarm system. A breakdown in either system is to be considered the top priority above all else.

A. **B. Disaster Equipment and Emergency Supplies :** A supply of hard hats will be maintained by the Maintenance Department for the Crisis Response Team and maintenance worker use in case of a disaster where their use is necessary. Maintenance shall also maintain in inventory in good operational order the equipment and supplies listed on Appendix "K".

A. **C. First Aid Supplies :** The school nurse or Superintendent's office shall order and maintain an up-to-date inventory of the first aid supplies and kits listed on Appendix "L". Notice of the location of such first aid kits shall be posted with the Emergency Response Packet in each classroom and office.

A. **D. Emergency Response Packets :** There shall be an Emergency Response Packet secured to the door of each classroom, on the inside of each door. Teachers are responsible for making sure that such Emergency Response Packet is in their classroom at all times.

References:

Practical School Security: Basic Guidelines for Safe and Secure Schools, Kenneth S. Trump, Copyright 1998, Corwin Press, Inc.

Safe Schools: A Security and Loss Prevention Plan, J. Barry Hylton, Copyright 1996, Butterworth-Heinemann.

Crisis Response Manual, Grand Island Public Schools, Grand Island, Nebraska

The Crisis Intervention Resource Manual, Office of Psychological Services, Bartow County School System, Cartersville, Georgia

U.S. Department of Education in cooperation with the AASA and other national groups

APA and MTV April 19, 1999, <http://helping.apa.org/warningsigns/>

**Appendix A
Section 1
2014-2015**

Emergency Phone Directory

| Person | Position | Phone |
|---|--|--|
| Emergency Services | | 911 |
| Fire Department (direct line) | Emergency Non-Emergency | 911 527-5414 |
| Polk Co Sheriff's Office (direct line) | | 747-2231 |
| Nebraska State Patrol (direct line) | Non-Emergency - G.I. | 308-385-6000 |
| | Non-Emergency - Lincoln | 402-471-4545 |
| Butler Co Sheriff's Office (direct line) | Non-Emergency | 367-3231 |
| Hospitals | Osceola Hospital | 747-8851 |
| Emergency Room | Columbus Community | 564-7118 |
| Electric Utility Company | NPPD | 1-877-275-6773 |
| Gas Utility Company | Black Hills | 1-888-890-5554 |
| Nebraska Department of Health & Human Services | York York - Local Columbus Community David City David City - Local | 1-800-627-3411 1-402-362-4471 1-402-564-1113 1-800-576-5212 1-402-367-3021 |
| Chairperson, Shelby Public School District, Crisis Response Team | Coordinate Emergency Response | See Section #2 |

**Appendix A
Section 2**

Chain of Command for a Crisis Situation Directory

| Person | Address | Phone |
|---|---------------------------|--|
| Chip Kay, Superintendent of Schools | 130 W Carol St Shelby | Home - 402 527 5147 Cell - 308 289 0905 |
| Sandy Voss, Chairperson, Crisis Response Team | 250 Evergreen Shelby | Cell – 402 366 2358 Home - 402-527-5749 |
| Bill Curry, Middle School Prinicipal | 135 West Apple Shelby | Cell – 402 416 3819 Home - 402-527-5275 |
| Troy Holmberg, High School Prin. | 260 2nd Ave Shelby | Home – 402 527 5209 Cell - 308-883-1918 |
| Denise Glock, Elementary Prin. | 2911 F Rd. Rising City | Home - 402-542-2232 Cell - 402-367-7552 |
| Jim Hendrickson (Transportation) Ron Glatter (Maintenance) | | Cell – 308 353 2784 Cell – 402 366 6574 |

**Appendix A Section 3
2014-2015**

Crisis Response Team

| Person | Home Phone. | Cell Phone | E-mail |
|----------------|--------------|--------------|--|
| Chip Kay | 402-527-5147 | 308-289-0905 | ckay@esu7.org |
| Bill Curry | 402-527-5275 | 402-416-3819 | wcurry@esu7.org |
| Sherri Georges | 402-764-7271 | 402-366-8232 | sgeorges@esu7.org |
| Mary Gillespie | 402-427-5376 | 402-366-2878 | mgillesp@esu7.org |
| Denise Glock | 402-542-2232 | 402-367-7552 | dglock@esu7.org |
| Troy Holmberg | 402-527-5209 | 308-883-1918 | tholmberg@esu7.org |
| Lauren Rabourn | 402-527-5995 | 402-942-2985 | lrabourn@esu7.org |
| Sandy Voss | 402-527-5749 | 402-366-2358 | svoss@esu7.org |
| Grant Gabel | 402-527-5680 | 402-366-6112 | ggabel@esu7.org |
| Kristen Wilton | 402-735-7577 | 402-366-3694 | kwilton@esu7.org |

APPENDIX B
KEY TO ALARM SIGNALS

In specific incidents, the following signals will be used:

- Fire Alarm - Intermittent alarm within the building. Follow Fire Alarm Procedures.
- Tornado - Siren from the Village of Shelby or Rising City followed by a message via the intercom.
- Lock Down - Alarm will be made via the intercom that all doors to the building will be locked. “Immediate” threat means threat is in the building.
- Evacuation - Alarm will be made verbally to teachers by the administration or through the intercom based on the type of evacuation.

In case of loss of electricity, administrators will give verbal commands for alarms.

PROPER VERBAL COMMANDS OVER INTERCOM:

Attention this is a(n).....

- EMERGENCY LOCKDOWN
- EMERGENCY TORNADO WARNING
- EMERGENCY EVACUATION

Begin emergency procedures, further information/instructions will be provided as needed.

Appendix "C" Lockdown Drills

- A) **Safety Threat** to the Shelby and/or Rising City Area
- a. All external building doors are locked.
 - b. Travel between buildings is halted.
 - c. Students will not be permitted to leave the building unless a parent comes inside to pick them up.
 - d. Deliveries to the district are halted.
 - e. All classrooms are locked, doors shut, exterior windows covered.
 - f. No outside recess, physical education, or other activities.
 - g. Lunch proceeds as normal.
 - h. If we are in this state at the end of the day we will use School Reach to provide information to parents regarding end of the day dismissal, pickup, extra-curricular activities and transportation.
 - i. Request may be made to have sheriff's deputies on campus.
 - j. Classes and passing inside the building continues as normal.
 - k. Notification of "Resume Normal Activity" will be made by Building Administrator.
- B) **Immediate** threat inside building or on campus
- a. All Classrooms are Locked, all windows covered, students are moved out of direct line of sight. Turn off classroom lights.
 - b. Anyone in the hallway or open area (gym) is to go to the nearest classroom or to the designated safety zone.
 - c. Any group outside should go to the evacuation site off-campus.
 - d. Do not answer your door or classroom phones.
 - e. Have all students turn cell phones to silent/off.
 - f. Officers will come room to room with a key and slide badge under the door prior to entering when facility is secure.
 - g. No all clear will be given through the intercom.