

Board of Education Regular Meeting
Monday, June 9, 2025 7:00 PM
Humboldt Board Conference Room
810 Central Ave
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE***
2. **WELCOME PATRONS & GUESTS: PATRON COMMENT**
3. **APPROVE CONSENT AGENDA**
 - 3.1. Meeting Minutes
 - 3.2. Bills for Payment
 - 3.3. Review Treasurer's report
4. **REPORTS**
 - 4.1. Principal Caniglia
 - 4.2. Principal Standerford
 - 4.3. NASB Report - Neal Kanel
 - 4.4. Committee Reports
5. **AGENDA ITEMS**
 - 5.1. Approve board member's leave of absence
 - 5.2. Board Policy Updates First Read Need to Set Committee Meeting
 - 5.3. Family Consumer Science Textbooks
 - 5.4. Meal Prices for 2025-2026
 - Breakfast
Students and Adults \$3.20
Reduced \$0.30
 - Lunch
PK-6 \$3.50
7-12 \$3.80
Adults \$5.30
Reduced \$0.40
Salad Bar Only \$5.30

 - Milk \$0.50
 - 5.5. Chiller Replacement on North HVAC Unit
 - 5.6. UNL Extension Salary Request
 - 5.7. Personnel
 - 5.7.1. Resignations
Brad Caltin
LuAnn Hunzeker
 - 5.7.2. Hires
Kelley Joy - Custodian

Aelxis Wittwer-PE
Jamie Stice-PE Aide
Kristi Hilgenfeld-Math

6. **SUPERINTENDENT GRIFFITH REPORT**
7. **BOARD MEMBER CONCERNS**
8. **ADJOURN**

Board of Education Regular Meeting

Monday, May 12, 2025 7:00 PM

Humboldt Board Conference Room

Attendance Taken at 7:01 PM. Quentin Bowen: Present, Kyle Hilgenfeld: Present, Mike Kanel: Present, Neal Kanel: Present, Dave Mezger: Present, Scott Ogle: Present.

1. OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL -PLEDGE OF ALLEGIANCE*

2. WELCOME PATRONS & GUESTS: PATRON COMMENT

3. APPROVE CONSENT AGENDA

Motion to approve passed with a motion by Neal Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

3.1. Meeting Minutes

3.2. Bills for Payment

3.3. Review Treasurer's report

4. REPORTS

4.1. Principal Caniglia – Mrs. Caniglia discussed all the events we have had to close out the school year, Graduation, National Honor Society, & and update on spring activities.

4.2. Principal Standerford – Mrs. Standerford discussed the spring concerts, award ceremonies, retirees and a thank you to all the teachers and staff for a great year!

4.3. NASB Report - Neal Kanel

4.4. Committee Reports

Transportation committee met & discussed purchase of another Ford Transit Van, AWD. Decided to move forward with that purchase. They also discussed proposal on the front part of the school.

5. AGENDA ITEMS

5.1. Approve board member's leave of absence

5.2. NDE State Education Standards All Content

Motion to approve passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

5.3. AHRS Sidewalk Bid \$49,500

Motion to approve passed with a motion by Mike Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

5.4. Track Repair and Sealing by EverLine for \$14,769

Motion to approve EverLine for \$14,769 passed with a motion by Scott Ogle and a second by Neal Kanel. Yea: 5, Nay: 1

5.5. Inventory Services per Policy 3004.1

Motion to approve to move forward with Asset Services passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

This is a one-time software purchase. We will need to track inventory going forward.

5.6. 30 Band Chairs and 1 Dolly

Motion to purchase 45 music chairs and 3 dollies passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 5, Nay: 1

5.7. Purchase 2024 10 Passenger AWD Ford Transit Van for \$83,267.10

Motion to purchase the 2024 Ford Transit van passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

Motion to approve the purchase of the van passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 5, Nay: 1

5.8. Renew ELA Digital License for 1 Year for a total of \$14,078.92.

Motion to approve the license passed with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

Allows us to use online and also consumables (workbooks).

5.9. Science Textbook Series with 5-Year digital License. Total Cost of \$48,729.70

Motion to approve the Science textbooks passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

5.10. Adopt K-4 McGraw Hill Impact Social Studies at a cost of \$10,080.38

Motion to approve passed with a motion by Neal Kanel and a second by Scott Ogle. Yea: 6, Nay: 0

5.11. Superintendent Evaluation Tool for the 2025-2026 School Year

Motion to approve the NASB Superintendent Leadership Evaluation Tool passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

Options NASB Standard Superintendent Evaluation, which we have used to this point, or the NASB Superintendent Leadership Evaluation tool

5.12. Personnel

5.12.1. Resignations

Caleb Lempka

Whitley Albury

Motion to accept Caleb Lempka's resignation passed with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

Motion to approve Whitley Albury's resignation & pending employment of a Math Teacher passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

5.12.2. Hires

Kellie Ramer Custodian

Motion to approve the hire of Kellie Ramer as a Custodian failed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 3, Nay: 3.

6. SUPERINTENDENT GRIFFITH REPORT

Strategic Plan and Curriculum

7. BOARD MEMBER CONCERNS

8. ADJOURN

Motion to adjourn at 7:47pm passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

Respectfully submitted,

Chantel Farwell

Account Number	Detail Description	Amount
01 1100 733 003	Summer Progam Pool Reimb	27.00
Total Accardi, Ashleigh		27.00
01 2630 340 000	Maintenance	173.75
Total AG PARTNERS COOPERATIVE, INC		173.75
01 3541 610 003	PO 8388-Sixpence	25.74
01 6989 610 000	PO 8415 - STEAM Summer	862.75
01 1100 610 001	PO 8432 - HS English	535.56
Total Amazon Capital Services		1,424.05
01 1100 610 001	PO 8394 Art Supplies SJ	825.72
Total BLICK ART MATERIALS		825.72
01 1100 890 003	PO 8392 Pizza EOY EL	72.00
Total BRUX GROUP, LLC, THE		72.00
01 2620 610 000	MAINT Supplies	113.59
01 2230 610 000	PO 8336	716.23
01 2710 626 000	GAS & DIESEL	51.58
01 6988 610 000	PO 8399	926.71
01 6989 610 000	PO 8417	69.07
01 1100 610 003	12345	127.12
01 2510 531 000	POSTAGE	44.77
01 2120 330 003	refund	(133.91)
01 3541 580 003	Sixpence Travel Expenses	1,441.84
01 3541 610 003	POs 8389.8396.8386	1,240.75
01 6988 330 000	PO 8361	62.50
01 1190 610 003	Prek verbal	30.74
01 6988 610 000	STEAM verbal	139.34
01 6989 610 000	PO 8384	285.31
01 2310 610 000	Retirementx4	382.30
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	222.17
01 2141 610 002	School Psych MS Supplies	300.00
01 1100 610 003	Heggerty	178.00
01 2620 610 000	SF Supplies	150.18
01 2141 330 000	KIM Found Conf	266.52
01 6200 650 003	PO 8390	143.99
01 2710 626 000	GAS & DIESEL	56.00
01 1100 580 000	PO 8374	639.80
01 2510 610 000	PO 8414	486.55
01 1100 580 000	NCSA-NCE Conf	1,200.00
01 1100 890 001	CR Card	2,759.57
Total CARDMEMBER SERVICE		11,900.72
01 6988 610 000	steam	16.46
01 1100 610 003	EL	35.55
Total CLEANING COUSINS, LLC		52.01
01 1100 610 001	tech / OCIO	292.87
Total DAS STATE ACCOUNTING - CENTRAL FINANCE		292.87
01 1100 610 001	PO 8430	2,243.07
Total DIETZE MUSIC HOUSE		2,243.07
01 1100 610 003	ESUCC-644462	332.43
01 1100 610 003	ESUCC-64472	286.45
Total DISCOUNT SCHOOL SUPPLY		618.88
01 2620 350 000	Labor/Service Call	195.00
01 2620 610 000	Part	16.45
Total DSTK PHILLIPS, INC		211.45
01 1100 610 001	PO 8429 Flowers for Class	63.40
Total DWF Omaha		63.40
01 2620 610 000	9130008	3,412.72

Account Number	Detail Description	Amount
01 2620 610 000	9130462	4,559.20
01 1100 440 000	INV651074	5,032.92
01 1100 440 000	INV649886	38.99
Total EAKES OFFICE SOLUTIONS		13,043.83
01 2230 643 000	PO 8412 courseware	4,719.00
Total EDMENTUM, INC		4,719.00
01 2620 340 000	alarm monitoring services	176.40
Total ELECTRONIC CONTRACTING CO.		176.40
01 2130 320 000	Student Health Screenings	2,745.00
01 2230 591 000	zoom phone license	106.56
Total ESU #4		2,851.56
01 2213 330 000	tech hosting services	61.23
Total ESU #6		61.23
01 1100 610 001	PO 8385	1,880.00
Total EXPLORELEARNING		1,880.00
01 6988 610 000	STEAM	26.57
Total FALLS CITY MERCANTILE CO.		26.57
01 2620 420 000	trash-utilities	670.00
Total FALLS CITY SANITATION		670.00
01 2620 610 000	Maintenance Supplies	261.83
Total FARM & CITY SUPPLY		261.83
01 1100 382 001	distance learning	428.98
Total FIBER PLATFORM, LLC		428.98
01 2230 643 000	2025/2026 Absence/Sub Mgmt	4,475.52
Total FRONTLINE TECHNOLOGIES GROUP LLC		4,475.52
01 1100 890 003	PO 8321 AR Trip Gen Office Reimb	784.00
Total GENERAL OFFICE CHECKING ACCT.		784.00
01 1100 610 001	Saxophone Purchase	150.00
Total Guenther, Jason		150.00
01 1100 640 001	956273526-Intro to Lit	1,451.04
01 1100 640 003	956273527 - Intro ReadK-6	1,342.12
01 1100 640 001	956271352 - Intro to Lit	3,097.50
01 1100 640 001	956275183 - Intro to Lit	256.36
Total HOUGHTON MIFFLIN CO		6,147.02
01 102	payroll expenses	605,295.52
Total HTRS PAYROLL ACCT		605,295.52
01 2230 591 000	Inventory System	1,690.00
Total Inventory ID		1,690.00
01 1100 890 003	PO 8425 5th Grade Trip	330.00
Total Kiewit Luminarium		330.00
01 2230 650 000	ClassWallet	1,000.00
Total KLEO, INC.		1,000.00
01 2330 317 000	legal services	1,577.00
Total KSB School Law		1,577.00
01 2620 350 000	water soft contract	467.64
Total KURITA AMERICA INC		467.64
01 2220 640 000	PO 8441 Yearly Subsc	351.00
Total LINCOLN JOURNAL-STAR		351.00
01 6408 340 003	0-2 yo	76.43
01 6408 340 003	3-5 yo	381.88
01 2161 340 000	SA	1,452.44
Total MALCOLM, MARY		1,910.75
01 2620 610 000	Field Padlocks	398.00
Total METAL DOORS & HARDWARE CO		398.00

Account Number	Detail Description	Amount
01 2620 610 000	Floor Finish	1,396.44
Total MID-AMERICAN RESEARCH		1,396.44
01 6408 340 003	0-2 YO	325.63
01 6408 340 003	3-5 YO	133.65
01 2171 340 000	SA	843.22
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		1,302.50
01 2220 640 000	Library Annual Fee2024/2023	1,000.00
Total OVERDRIVE, INC		1,000.00
01 2310 540 000	Classified Ad	99.00
01 2310 540 000	ADVERTISING	10.00
01 2310 540 000	ADVERTISING	100.88
Total Pawnee Republican		209.88
01 2320 610 000	DG ESUCC Order - Supplies	69.32
01 3541 610 003	Sixpence	71.92
Total QUILL		141.24
01 1200 610 001	CE Supplies	77.59
Total REALLY GOOD STUFF, LLC		77.59
01 2710 626 000	FUEL	80.17
Total Sapp Bros.		80.17
01 1100 610 002	PO 8413	17.75
Total SCHMITT MUSIC		17.75
01 1200 610 001	HS SPED Supplies	118.91
Total SCHOOL SPECIALTY LLC		118.91
01 1100 610 003	HC Supplies Order	155.75
01 2510 610 000	Cardstock for 2025-2026	322.06
01 3541 610 003	ESUCC-644389	45.46
01 3541 610 003	ESUCC-644389	26.99
01 3541 610 003	ESUCC-644389	132.48
01 3541 610 003	ESUCC-644389	45.49
Total STAPLES		728.23
01 2710 890 000	ee drug testing	157.00
Total SURNALI, LLC		157.00
01 2710 610 000	Geo Tab Monthly Charges	289.10
Total T-Mobile USA INC		289.10
01 2620 350 000	elevator maintenance	562.00
Total TK ELEVATOR CORPORATION		562.00
01 2710 610 000	Vehicle Supplies	190.80
Total TRUCK CENTER COMPANIES		190.80
01 2510 530 000	long distance	91.65
Total VERIZON BUSINESS		91.65
01 1100 610 001	PO 8372 Laptop bags	490.00
Total Vivacity Tech PBC		490.00
01 2320 330 000	Aptitude & Career Discovery	1,200.00
Total YouScience		1,200.00
Checking Account ID 1		674,654.03

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0098	2030	1,229.77	0.00	125.00	0.00	1,354.77
05 704 0099	2026	2,453.92	604.27	0.00	0.00	1,849.65
05 704 0100	Athletics - Miscellaneous	(9,791.53)	7,526.77	160.00	0.00	(17,158.30)
05 704 0102	2029	687.25	0.00	662.39	0.00	1,349.64
05 704 0122	2025	4,353.05	1,115.00	444.00	0.00	3,682.05
05 704 0123	2021	2,174.69	0.00	0.00	0.00	2,174.69
05 704 0124	2023	1,624.08	0.00	0.00	0.00	1,624.08
05 704 0125	2024	766.55	0.00	0.00	0.00	766.55
05 704 0132	2027	1,885.20	0.00	100.00	0.00	1,985.20
05 704 0133	2028	2,311.30	0.00	0.00	0.00	2,311.30
05 704 0135	Annual	(184.01)	0.00	1,350.00	0.00	1,165.99
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	(207.61)	0.00	0.00	0.00	(207.61)
05 704 0138	Concession	5,816.08	0.00	0.00	0.00	5,816.08
05 704 0139	FCS	721.11	31.98	660.35	0.00	1,349.48
05 704 0140	Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141	One Act	916.48	0.00	0.00	0.00	916.48
05 704 0142	Student Council - H S	906.60	0.00	40.00	0.00	946.60
05 704 0143	H.S. Youth Leadership	4,736.53	185.87	0.00	0.00	4,550.66
05 704 0144	H.S. Cheerleading	1,035.50	0.00	1,042.50	0.00	2,078.00
05 704 0145	Legion Scholarship	1,521.96	0.00	200.00	0.00	1,721.96
05 704 0146	Foundation Scholarship	(2,275.00)	0.00	4,479.97	0.00	2,204.97
05 704 0147	Donations	3,599.40	0.00	200.00	0.00	3,799.40
05 704 0148	Activities	(4,525.43)	2,338.74	576.20	0.00	(6,287.97)
05 704 0149	Library	5,373.51	99.00	86.92	0.00	5,361.43
05 704 0150	Wrestling	(216.14)	0.00	0.00	0.00	(216.14)
05 704 0151	Grants & Scholarships	3,906.59	444.99	0.00	0.00	3,461.60
05 704 0152	Elementary	671.21	199.50	0.00	0.00	471.71
05 704 0154	Music (new)	1,183.23	0.00	0.00	0.00	1,183.23
05 704 0155	Snack Cart	908.55	427.02	1,176.55	0.00	1,658.08
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,461.99	0.00	0.00	0.00	2,461.99
05 704 0160	Cheerleading-Mid School	65.00	0.00	0.00	0.00	65.00
05 704 0161	StuCo - Middle School	1,838.56	0.00	30.00	0.00	1,868.56
05 704 0162	Mock Trial	885.43	0.00	0.00	0.00	885.43
05 704 0163	Volleyball Club	495.69	0.00	0.00	0.00	495.69

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05	ACTIVITY FUND	Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
		05 704 0164	Golf Club	831.17	0.00	0.00	0.00	831.17
		05 704 0165	Middle School-Youth Leadership	946.66	0.00	0.00	0.00	946.66
		05 704 0166	Power Lifting	2,957.30	0.00	0.00	0.00	2,957.30
		05 704 0168	Speech	466.84	0.00	0.00	0.00	466.84
		05 704 0169	MS Robotics	2,425.66	0.00	0.00	0.00	2,425.66
		05 704 0171	Boys Basketball	2,657.31	0.00	0.00	0.00	2,657.31
		05 704 0172	Girls Basketball	1,649.88	0.00	0.00	0.00	1,649.88
		05 704 0173	Sport Posters	2,754.23	0.00	0.00	0.00	2,754.23
		05 704 0174	Football Club	1,128.56	0.00	742.50	0.00	1,871.06
		05 704 0175	FFA	1,550.83	555.80	4,228.55	0.00	5,223.58
		05 704 0176	HS Robotics	(1,984.15)	0.00	0.00	0.00	(1,984.15)
		05 704 0995	Interest	411.99	0.00	0.00	0.00	411.99
		05 704 0996	Service Charge	(4,085.65)	0.00	0.00	0.00	(4,085.65)
			Fund Total: 05	58,680.45	13,528.94	16,304.93	0.00	61,456.44

**Humboldt Table Tock S Rock Steinauer School
Breakfast/Lunch Program**

May-25

RECEIPTS

Gen Acct.	30,000.00
Lunches	\$4,637.64
State	\$13,531.71
Int.	\$1.05
TOTAL RECEIPTS	\$48,170.40

EXPENSES

Falls City Merc.	\$7,444.23
Cash-Wa	\$7,770.93
Sysco	\$1,318.53
US Foods	\$139.91
HTRS Gen. Acct.	\$9,758.11
Heath Finke	\$86.20
HTRS Actv.	\$51.94

TOTAL EXPENSE	\$26,569.85
BALANCE	\$32,252.51

HTRS ACCOUNT BALANCES - Cash on Hand

05x31x2025

Account			May	Previous Month
ACTIVITY ACCOUNT	x488	\$	61,456.44	\$ 58,680.45
BREAKFAST/LUNCH	x462	\$	32,252.51	\$ 10,651.96
BUILDING FUND	x0640	\$	1,285,351.50	\$ 1,211,003.20
DEPRECIATION	x3541	\$	143,965.68	\$ 143,863.89
EMPLOYEE BEN FUND MM	x7455	\$	123,480.96	\$ 123,393.66
GENERAL FUND	x2567	\$	3,059,242.93	\$ 3,015,956.80
OFFICE ACCOUNT	x3638	\$	3,262.64	\$ 4,548.64
PAYROLL FUND	x2648	\$	14,631.32	\$ 89,679.20
QCPUF	x2583	\$	7,330.27	\$ 7,325.09
STUDENT FEES	x5156	\$	13,611.11	\$ 13,608.07
DAYCARE	x295	\$	10,272.36	\$ 14,628.55

INTERNAL TRANSFERS - Current FY

GENERAL to LUNCH FUND

GENERAL to Activity FUND

GENERAL to PAYROLL



Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	0.00	0.00	1,874,357.24	0.00	(1,874,357.24)
01 1115	Carline Tax	0.00	8,578.57	49,753.33	0.00	(49,753.33)
01 1120	Public Power Dist. Sales Tax	0.00	2.56	500.42	0.00	(500.42)
01 1125	Motor Vehicle Tax	0.00	23,778.54	240,077.14	0.00	(240,077.14)
01 1140	Penalties/Int on Taxes	0.00	93.28	13,998.27	0.00	(13,998.27)
01 1190	Other taxes levied	0.00	759,787.07	1,029,605.76	0.00	(1,029,605.76)
01 1311	Tuition Drivers Education	0.00	2,250.00	2,950.00	0.00	(2,950.00)
01 1315	Tuition from other entities(early entry)	0.00	1,519.20	11,180.12	0.00	(11,180.12)
01 1370	Preschool tuition	0.00	1,050.00	13,102.43	0.00	(13,102.43)
01 1800 1810	Fitness Center Dues	0.00	350.00	2,000.00	0.00	(2,000.00)
01 1800 1830	Laptop Fees	0.00	900.00	4,791.95	0.00	(4,791.95)
01 1800 1840	Industrial Arts Fees	0.00	163.00	474.00	0.00	(474.00)
01 1800 1850	Before/After School Program	0.00	1,255.00	23,689.49	0.00	(23,689.49)
01 1800 1870	Daycare Receipts	0.00	0.00	53,349.52	0.00	(53,349.52)
01 1911	Local license fees	0.00	752.45	632.51	0.00	(632.51)
01 1920	Contributions/Donations	0.00	0.00	7,050.00	0.00	(7,050.00)
01 1921	City-Police court fines	0.00	2,446.64	18,807.50	0.00	(18,807.50)
01 1925	Grant Receipts	0.00	0.00	270.00	0.00	(270.00)
	Subtotal: LOCAL RECIEPTS	0.00	802,926.31	3,346,589.68	0.00	(3,346,589.68)
01 2110	County Fines & Lience Fees	0.00	(443.55)	22,795.24	0.00	(22,795.24)
01 2210	ESU Receipts	0.00	0.00	7,511.25	0.00	(7,511.25)
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	(443.55)	30,306.49	0.00	(30,306.49)
01 3110	State Aid	0.00	46,765.00	420,885.00	0.00	(420,885.00)
01 3120	SPED School Age (SA)	0.00	0.00	659,867.00	0.00	(659,867.00)
01 3125	SPED Transportation (SA)	0.00	19,766.00	19,766.00	0.00	(19,766.00)
01 3130	Homestead Exemption	0.00	8,289.17	25,588.46	0.00	(25,588.46)
01 3131	Property tax credit	0.00	1,303,518.97	2,571,172.64	0.00	(2,571,172.64)
01 3132	Personal property tax credit	0.00	0.00	36,529.46	0.00	(36,529.46)
01 3133	Nameplate Capacity Tax (windmills)	0.00	31,777.04	94,877.28	0.00	(94,877.28)
01 3134	Personal Property Tax Credit	0.00	0.00	322,625.38	0.00	(322,625.38)
01 3180	Pro Rate Motor Vehicle	0.00	722.14	7,207.51	0.00	(7,207.51)
01 3400	State apportionment	0.00	0.00	153,878.28	0.00	(153,878.28)
01 3535	High ability learners	0.00	0.00	4,166.00	0.00	(4,166.00)
01 3541	Sixpence Grant Receipts	0.00	43.10	40,529.10	0.00	(40,529.10)
	Subtotal: STATE RECEIPTS	0.00	1,410,881.42	4,357,092.11	0.00	(4,357,092.11)
01 4505	Title I, Part A ESSA	0.00	0.00	62,306.00	0.00	(62,306.00)
01 4518	SPED - IDEA Base/Enr Pov	0.00	0.00	98,903.00	0.00	(98,903.00)
01 4521	IDEA Part B, Propt, Age 3-21	0.00	0.00	2,968.00	0.00	(2,968.00)
01 4705	Flood control	0.00	0.00	16,346.40	0.00	(16,346.40)
01 4708	Medicaid in Public Schools MIPS	0.00	0.00	25,039.26	0.00	(25,039.26)
01 4709	Medicaid Admin Activities MAAPS	0.00	0.00	4,334.69	0.00	(4,334.69)
01 4969	TITLE IV (6969)	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4988	ARP ESSER III AFTER school	0.00	0.00	41,161.00	0.00	(41,161.00)
01 4989	ARP - ESSER III SUMMER school	0.00	0.00	13,220.00	0.00	(13,220.00)
01 4998	ESSERS III ARP	0.00	0.00	272,523.00	0.00	(272,523.00)
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	546,801.35	0.00	(546,801.35)
01 5200	Fund Transfers In (from other HTRS fund)	0.00	10,000.00	10,198.30	0.00	(10,198.30)
01 5300	Sale of Property	0.00	0.00	11,046.75	0.00	(11,046.75)
01 5301	Insurance refunds/adjustments	0.00	0.00	3,476.35	0.00	(3,476.35)
01 5500	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	42,377.64	0.00	(42,377.64)
01 5690	Other Non-revenue Receipt	0.00	0.00	49,311.75	0.00	(49,311.75)
	Subtotal: NON-REVENUE RECEIPTS	0.00	10,000.00	116,410.79	0.00	(116,410.79)
01 9000	Non-programmed Receipts	0.00	9,758.11	73,684.69	0.00	(73,684.69)

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>
	Subtotal: NON-PROGRAM RECEIPTS	0.00	9,758.11	73,684.69	0.00	(73,684.69)
	Fund Total:	0.00	2,233,122.29	8,470,885.11	0.00	(8,470,885.11)

Revenue Summary Report

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	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	2,233,122.29	8,470,885.11	0.00	(8,470,885.11)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	General Fund				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 111 000	Extra Duty Salary	240,561.00	15,950.96	78.47	51,802.39
01 1100 111 001	HS Teacher Salaries	770,758.00	54,327.27	67.91	247,341.17
01 1100 111 002	MS Teacher Salaries	394,575.00	29,048.54	73.62	104,089.60
01 1100 111 003	EL Teacher Salaries	569,184.00	39,298.80	71.96	159,600.61
111	SALARIES TCHR/PROF	1,975,078.00	138,625.57	71.50	562,833.77
01 1100 112 002	MS AIDE/PARA	3,706.00	411.20	108.00	(296.51)
01 1100 112 003	EL AIDE/PARA	32,871.00	3,447.03	80.06	6,553.17
112	SALARIES AIDE/PARA	36,577.00	3,858.23	82.89	6,256.66
01 1100 113 001	HS SUB TCHR	34,459.00	4,880.00	134.97	(12,051.00)
01 1100 113 002	MS SUB TCHR	34,119.00	1,316.25	84.44	5,307.75
01 1100 113 003	EL SUB TCHR	62,580.00	3,325.00	57.97	26,304.80
113	SALARIES SUB TCHR	131,158.00	9,521.25	85.09	19,561.55
01 1100 153 000	TEACH SUB/CLASS COVERAGE	2,558.00	0.00	58.70	1,056.50
01 1100 153 001	EXTRA DUTY / STIPENDS	18,150.00	3,255.33	100.17	(30.13)
01 1100 153 002	CERT Unused Leave Payouts	13,168.00	0.00	0.00	13,168.00
153	EXTRA DUTY / STIPENDS	33,876.00	3,255.33	58.10	14,194.37
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	35,376.00	3,681.45	93.13	2,431.16
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	228,840.00	17,483.94	76.96	52,719.64
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	100,924.00	6,491.31	64.23	36,099.62
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	185,596.00	15,313.27	84.84	28,143.78
211	GROUP INS TCHR/PROF	550,736.00	42,969.97	78.32	119,394.20
01 1100 212 002	MS GROUP INSURANCE AIDE/PARA	0.00	67.44	0.00	(404.65)
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	6,017.00	723.40	63.27	2,210.08
212	GROUP INSURANCE AIDE/PARA	6,017.00	790.84	69.99	1,805.43
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	3,292.00	201.26	60.80	1,290.56
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	293.00	0.00	1.52	288.55
213	CERTIFIED CLASS COVG-BCBS	3,585.00	201.26	55.95	1,579.11
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	18,349.00	1,205.86	77.76	4,081.01
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	58,306.00	4,110.90	67.91	18,712.33
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	30,071.00	2,206.70	73.37	8,007.54
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	43,327.00	2,990.08	71.92	12,167.40
221	SOCIAL SECURITY TCHR/PROF	150,053.00	10,513.54	71.36	42,968.28
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	285.00	30.39	105.26	(14.99)
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	2,463.00	269.41	80.38	483.15
222	SOCIAL SECURITY AIDE/PARA	2,748.00	299.80	82.96	468.16
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	196.00	0.00	58.58	81.18
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	4,016.00	621.77	117.37	(697.64)
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	3,626.00	100.69	60.79	1,421.92
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	4,788.00	254.38	57.96	2,012.71
223	SOCIAL SECURITY SUB TCHR	12,626.00	976.84	77.68	2,818.17
01 1100 231 000	D RETIREMENT TCHR/PROF	19,433.00	1,464.59	74.15	5,023.63
01 1100 231 001	HS RETIREMENT TCHR/PROF	57,074.00	5,329.70	89.21	6,158.92

Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 231 002	MS RETIREMENT TCHR/PROF	29,642.00	2,859.58	96.47	1,046.22
01 1100 231 003	EL RETIREMENT TCHR/PROF	42,771.00	3,867.17	94.25	2,460.10
231	RETIREMENT TCHR/PROF	148,920.00	13,521.04	90.14	14,688.87
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 002	MS RETIREMENT AIDE/PARA	355.00	29.36	108.20	(29.11)
01 1100 232 003	EL RETIREMENT AIDE/PARA	3,594.00	247.39	69.05	1,112.45
232	RETIREMENT AIDE/PARA	3,949.00	276.75	72.57	1,083.34
01 1100 233 000	RETIREMENT Tchr Class Covg	251.00	0.00	59.10	102.66
01 1100 233 001	HS RETIREMENT SUB TCHR	1,687.00	321.54	71.76	476.43
01 1100 233 002	MS RETIREMENT SUB TCHR	3,370.00	0.00	0.00	3,370.00
01 1100 233 003	EL RETIREMENT SUB TCHR	124.00	0.00	50.02	61.98
233	RETIREMENT SUB TCHR	5,432.00	321.54	26.16	4,011.07
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	17,951.00	0.00	0.00	17,951.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	9,323.00	0.00	0.00	9,323.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	13,452.00	0.00	0.00	13,452.00
237	Inc Ret Contribution Rate	40,726.00	0.00	0.00	40,726.00
01 1100 260 000	D UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 1100 281 000	D LTD/STD TCHR/PROF	605.00	33.73	38.67	371.04
01 1100 281 001	HS LTD/STD TCHR/PROF	4,975.00	502.05	98.48	75.53
01 1100 281 002	MS LTD/STD TCHR/PROF	2,662.00	242.55	93.91	162.01
01 1100 281 003	EL LTD/STD TCHR/PROF	3,758.00	342.20	97.71	86.16
281	LTD/STD TCHR/PROF	12,000.00	1,120.53	94.21	694.74
01 1100 282 001	HS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 002	MS LTD/STD AIDE/PARA	16.00	2.09	113.13	(2.10)
01 1100 282 003	EL LTD/STD AIDE/PARA	183.00	6.86	56.11	80.31
282	LTD/STD AIDE/PARA	199.00	8.95	60.70	78.21
01 1100 283 001	LTD/STD SUB TCHR	21.00	0.83	49.19	10.67
01 1100 283 002	LTD/STD SUB TCHR	111.00	0.00	0.00	111.00
01 1100 283 003	LTD/STD SUB TCHR	4.00	0.00	95.25	0.19
283	LTD/STD SUB TCHR	136.00	0.83	10.40	121.86
01 1100 320 000	PROF EDUC SERVICES	410.00	0.00	0.00	410.00
320	PROF EDUC SERVICES	410.00	0.00	0.00	410.00
01 1100 333 000	MILEAGE PAID TO STAFF	836.00	0.00	67.11	274.95
333	MILEAGE TO STAFF	836.00	0.00	67.11	274.95
01 1100 382 001	Tuition - Distance Learning	21,886.00	428.98	66.49	7,333.83
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382	DISTANCE LEARNING	21,886.00	428.98	66.49	7,333.83
01 1100 440 000	DISTRICT RENTALS/LEASES	25,522.00	5,071.91	93.25	1,723.94
440	LEASE/RENTALS	25,522.00	5,071.91	93.25	1,723.94
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	1,834.00	1,839.80	253.89	(2,822.35)
580	TRAVEL EXPENSES	1,834.00	1,839.80	253.89	(2,822.35)
01 1100 610 001	HS Teaching Supplies	36,878.00	6,480.62	89.07	4,031.89
01 1100 610 002	MS Teaching Supplies	7,909.00	17.75	313.64	(16,896.60)
01 1100 610 003	EL Teaching Supplies	7,700.00	1,115.30	124.46	(1,883.54)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
610	SUPPLIES	52,487.00	7,613.67	128.10	(14,748.25)
01 1100 640 001	HS Textbooks	5,516.00	4,804.90	87.57	685.48
01 1100 640 002	MS Textbooks	0.00	0.00	0.00	0.00
01 1100 640 003	EL Textbooks	6,206.00	1,342.12	69.95	1,864.88
640	BOOKS/PERIODICALS	11,722.00	6,147.02	78.24	2,550.36
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	9,445.00	0.00	106.19	(585.04)
643	WEB/CLOUD BASED SOFTWARE	9,445.00	0.00	106.19	(585.04)
01 1100 733 001	HS Furniture And Equipment	17,149.00	0.00	19.83	13,747.69
01 1100 733 002	MS Furniture And Equipment	1,100.00	0.00	21.23	866.45
01 1100 733 003	EL Furniture And Equipment	1,513.00	27.00	8.17	1,389.40
733	FURNITURE/FIXTURES	19,762.00	27.00	19.02	16,003.54
01 1100 890 001	HS Other Expense	10,976.00	2,759.57	62.04	4,166.80
01 1100 890 002	MS Other Expense	5,461.00	0.00	47.48	2,868.00
01 1100 890 003	EL Other Expense	7,131.00	1,186.00	67.09	2,346.52
890	MISC EXPENDITURES	23,568.00	3,945.57	60.19	9,381.32
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,281,288.00	251,336.22	74.01	852,806.09
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 211 003	ELA GROUP INSURANCE TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 221 003	ELA SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 231 003	ELA RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 281 003	ELA LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	176,804.00	12,045.00	68.13	56,354.00
111	SALARIES TCHR/PROF	176,804.00	12,045.00	68.13	56,354.00
01 1160 113 003	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	42,603.00	3,033.66	71.21	12,266.40
211	GROUP INS TCHR/PROF	42,603.00	3,033.66	71.21	12,266.40
01 1160 221 003	Social Security - Poverty	13,185.00	897.25	68.05	4,212.35
221	SOCIAL SECURITY TCHR/PROF	13,185.00	897.25	68.05	4,212.35
01 1160 231 003	Retirement - Poverty	13,286.00	1,189.78	89.55	1,388.20
231	RETIREMENT TCHR/PROF	13,286.00	1,189.78	89.55	1,388.20
01 1160 237 003	Inc Ret Contribution Rate	4,179.00	0.00	0.00	4,179.00
237	Inc Ret Contribution Rate	4,179.00	0.00	0.00	4,179.00
01 1160 281 003	Long Term Disability - Poverty	1,154.00	102.38	88.72	130.20
281	LTD/STD TCHR/PROF	1,154.00	102.38	88.72	130.20
01 1160 610 003	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1160 890 003	Other Expense - Poverty	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS	251,211.00	17,268.07	68.74	78,530.15
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	163,198.00	13,517.16	82.83	28,026.40
111	SALARIES TCHR/PROF	163,198.00	13,517.16	82.83	28,026.40
01 1190 112 003	EC Early Childhood Aide	1,379.00	0.00	0.00	1,379.00
112	SALARIES AIDE/PARA	1,379.00	0.00	0.00	1,379.00
01 1190 113 003	EC Substitute Salaries	216.00	0.00	0.00	216.00
113	SALARIES SUB TCHR	216.00	0.00	0.00	216.00
01 1190 211 003	EC Health Insurance	68,177.00	6,610.43	96.96	2,072.70
211	GROUP INS TCHR/PROF	68,177.00	6,610.43	96.96	2,072.70
01 1190 212 003	GROUP INSURANCE AIDE/PARA	216.00	0.00	0.00	216.00
212	GROUP INSURANCE AIDE/PARA	216.00	0.00	0.00	216.00
01 1190 221 003	EC Social Security	12,264.00	1,001.76	81.68	2,246.25
221	SOCIAL SECURITY TCHR/PROF	12,264.00	1,001.76	81.68	2,246.25
01 1190 222 003	EC SOC SEC AIDE/PARA	105.00	0.00	0.00	105.00
222	SOCIAL SECURITY AIDE/PARA	105.00	0.00	0.00	105.00
01 1190 223 003	EC SOC SEC SUB TCHR	16.00	0.00	0.00	16.00
223	SOCIAL SECURITY SUB TCHR	16.00	0.00	0.00	16.00
01 1190 231 003	EC Retirement	16,120.00	1,335.20	82.83	2,768.07
231	RETIREMENT TCHR/PROF	16,120.00	1,335.20	82.83	2,768.07
01 1190 232 003	RETIREMENT AIDE/PARA	72.00	0.00	0.00	72.00
232	RETIREMENT AIDE/PARA	72.00	0.00	0.00	72.00
01 1190 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 1190 281 003	EC LTD/STD TCHR/PROF	1,115.00	95.92	86.03	155.80
281	LTD/STD TCHR/PROF	1,115.00	95.92	86.03	155.80
01 1190 282 003	LTD/STD AIDE/PARA	5.00	0.00	0.00	5.00
282	LTD/STD AIDE/PARA	5.00	0.00	0.00	5.00
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
283	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	334.00	0.00	26.95	244.00
330	STAFF DEVELOPMENT/TRAINING	334.00	0.00	26.95	244.00
01 1190 333 003	EC Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 1190 610 003	EC Supplies	3,146.00	30.74	110.52	(330.99)
610	SUPPLIES	3,146.00	30.74	110.52	(330.99)
01 1190 733 003	EC Furniture & Equipment	1,137.00	0.00	0.00	1,137.00
733	FURNITURE/FIXTURES	1,137.00	0.00	0.00	1,137.00
1190	EARLY CHILDHOOD ED PROGRAMS	267,500.00	22,591.21	85.67	38,328.23
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	143,770.00	16,597.54	115.45	(22,205.40)
01 1200 111 002	MS SPED Teacher Salaries	147,255.00	5,633.04	38.25	90,924.60

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1200 111 003	EL SPED Teacher Salaries	256,891.00	15,714.71	61.17	99,743.90
111 SALARIES TCHR/PROF		547,916.00	37,945.29	69.25	168,463.10
01 1200 112 001	HS SPED Teacher Aide	46,859.00	7,410.09	146.95	(22,001.65)
01 1200 112 002	MS SPED Teacher Aide	16,373.00	2,639.52	131.34	(5,131.96)
01 1200 112 003	EL SPED Teacher Aide	249,808.00	19,558.50	82.37	44,029.21
112 SALARIES AIDE/PARA		313,040.00	29,608.11	94.60	16,895.60
01 1200 113 001	HS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 002	MS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 003	EL SPED Substitute Salaries	0.00	0.00	0.00	0.00
113 SALARIES SUB TCHR		0.00	0.00	0.00	0.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	54,441.00	4,925.75	90.18	5,345.89
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	60,631.00	2,235.85	36.72	38,366.76
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	99,352.00	6,013.13	62.17	37,581.53
211 GROUP INS TCHR/PROF		214,424.00	13,174.73	62.09	81,294.18
01 1200 212 001	HS SPED GROUP INS AIDE/PARA	0.00	606.99	0.00	(3,641.93)
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	54,115.00	3,922.35	94.36	3,054.18
212 GROUP INSURANCE AIDE/PARA		54,115.00	4,529.34	101.09	(587.75)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	10,861.00	1,247.14	114.85	(1,612.39)
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	11,114.00	422.25	38.00	6,890.41
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	19,504.00	1,193.44	61.19	7,568.82
221 SOCIAL SECURITY TCHR/PROF		41,479.00	2,862.83	69.03	12,846.84
01 1200 222 001	SOCIAL SECURITY AIDE/PARA	3,601.00	556.99	144.54	(1,603.93)
01 1200 222 002	MS SPED SOCIAL SECURITY AIDE/PARA	1,258.00	202.34	131.10	(391.27)
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	18,860.00	1,541.11	80.29	3,717.56
222 SOCIAL SECURITY AIDE/PARA		23,719.00	2,300.44	92.74	1,722.36
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
223 SOCIAL SECURITY SUB TCHR		0.00	0.00	0.00	0.00
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	10,279.00	1,639.48	159.50	(6,115.74)
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	11,046.00	556.42	50.37	5,481.79
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	19,304.00	1,552.26	80.41	3,781.34
231 RETIREMENT TCHR/PROF		40,629.00	3,748.16	92.25	3,147.39
01 1200 232 001	RETIREMENT AIDE/PARA	4,424.00	568.07	150.05	(2,214.08)
01 1200 232 002	MS RETIREMENT AIDE/PARA	1,496.00	159.38	135.22	(526.86)
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	24,960.00	1,565.82	79.41	5,139.45
232 RETIREMENT AIDE/PARA		30,880.00	2,293.27	92.23	2,398.51
01 1200 237 001	Increased Retirement Contribution Rate	3,233.00	0.00	0.00	3,233.00
01 1200 237 002	Increased Retirement Contribution Rate	3,474.00	0.00	0.00	3,474.00
01 1200 237 003	Increased Retirement Contribution Rate	6,071.00	0.00	0.00	6,071.00
237 Inc Ret Contribution Rate		12,778.00	0.00	0.00	12,778.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	872.00	134.52	154.14	(472.08)
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	996.00	50.14	50.30	494.99

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01 1200 281 003	HS SPED LTD/STD TCHR/PROF	2,020.00	132.58	67.24	661.77
281 LTD/STD TCHR/PROF		3,888.00	317.24	82.39	684.68
01 1200 282 001	LTD/STD AIDE/PARA	208.00	25.63	154.30	(112.95)
01 1200 282 002	LTD/STD AIDE/PARA	75.00	5.46	71.56	21.33
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,554.00	85.55	70.29	461.69
282 LTD/STD AIDE/PARA		1,837.00	116.64	79.85	370.07
01 1200 330 000	SPED STAFF DEV/TRAINING	2,371.00	0.00	76.13	566.00
330 STAFF DEVELOPMENT/TRAINING		2,371.00	0.00	76.13	566.00
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	0.00
333 MILEAGE TO STAFF		0.00	0.00	0.00	0.00
01 1200 340 003	Non-ESU OTHER PROF SERVICES	0.00	0.00	0.00	0.00
340 OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00
01 1200 431 000	SPED NON-TECH BLDG REPAIRS/MAINT	0.00	0.00	0.00	0.00
431 NON-TECH REPAIRS/MAINT		0.00	0.00	0.00	0.00
01 1200 580 000	SPED TRAVEL EXPENSES	973.00	0.00	272.35	(1,676.95)
580 TRAVEL EXPENSES		973.00	0.00	272.35	(1,676.95)
01 1200 591 001	HS PURCHASED SERVICES	21,107.00	0.00	73.15	5,666.78
01 1200 591 002	MS PURCHASED SERVICES	221.00	0.00	0.00	221.00
01 1200 591 003	EL PURCHASED SERVICES	40,530.00	0.00	56.19	17,755.98
591 PURCHASED SERVICES		61,858.00	0.00	61.78	23,643.76
01 1200 610 001	HS SPED Supplies	2,473.00	196.50	7.95	2,276.50
01 1200 610 002	MS SPED Supplies	2,645.00	0.00	0.00	2,645.00
01 1200 610 003	EL SPED Supplies	5,677.00	0.00	4.70	5,410.45
610 SUPPLIES		10,795.00	196.50	4.29	10,331.95
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 002	MS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 003	EL SPED Textbooks	0.00	0.00	0.00	0.00
640 BOOKS/PERIODICALS		0.00	0.00	0.00	0.00
01 1200 643 000	SPED Web/Cloud Based Software	7,054.00	0.00	0.00	7,054.00
643 WEB/CLOUD BASED SOFTWARE		7,054.00	0.00	0.00	7,054.00
01 1200 650 000	SPED Computer Hardware	4,338.00	0.00	0.00	4,338.00
650 TECH SUPPLIES		4,338.00	0.00	0.00	4,338.00
01 1200 733 001	HS SPED Furniture And Equipment	533.00	0.00	521.95	(2,249.00)
01 1200 733 002	MS SPED Furniture And Equipment	2,371.00	0.00	0.00	2,371.00
01 1200 733 003	EL SPED Furniture And Equipment	0.00	0.00	0.00	0.00
733 FURNITURE/FIXTURES		2,904.00	0.00	95.80	122.00
1200 SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS		1,374,998.00	97,092.55	74.95	344,391.74
1291 SPED 3-5 YO					
01 1291 111 003	SPED PREK SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111 SALARIES TCHR/PROF		0.00	0.00	0.00	0.00
01 1291 211 003	Sped BAF - BCBS	0.00	0.00	0.00	0.00
211 GROUP INS TCHR/PROF		0.00	0.00	0.00	0.00
01 1291 221 003	SPED BAF - Fica	0.00	0.00	0.00	0.00
221 SOCIAL SECURITY TCHR/PROF		0.00	0.00	0.00	0.00
01 1291 231 003	SPED BAF - Retire	0.00	0.00	0.00	0.00
231 RETIREMENT TCHR/PROF		0.00	0.00	0.00	0.00

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01 1291 281 003	SPED BAF - LTD	0.00	0.00	0.00	0.00
281 LTD/STD TCHR/PROF		0.00	0.00	0.00	0.00
01 1291 591 003	SPED 3-5 YO PURCH SERVICES	0.00	0.00	0.00	0.00
591 PURCHASED SERVICES		0.00	0.00	0.00	0.00
1291 SPED 3-5 YO		0.00	0.00	0.00	0.00
1292 SPED DIRECTOR					
01 1292 591 003	EC SPED DIR 0-2 yo	0.00	0.00	0.00	0.00
591 PURCHASED SERVICES		0.00	0.00	0.00	0.00
1292 SPED DIRECTOR		0.00	0.00	0.00	0.00
1300 SUMMER SCHOOL					
01 1300 111 001	Driver's Education Salary	4,113.00	1,080.00	29.72	2,890.50
111 SALARIES TCHR/PROF		4,113.00	1,080.00	29.72	2,890.50
01 1300 211 001	Driver's Ed Summer School	1,145.00	268.66	26.88	837.26
211 GROUP INS TCHR/PROF		1,145.00	268.66	26.88	837.26
01 1300 221 001	DrEd Social Security	315.00	80.51	28.92	223.91
221 SOCIAL SECURITY TCHR/PROF		315.00	80.51	28.92	223.91
01 1300 231 001	DrEd Retirement	406.00	106.68	29.75	285.23
231 RETIREMENT TCHR/PROF		406.00	106.68	29.75	285.23
01 1300 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 1300 281 001	DrEd LTD/STD	21.00	4.80	26.33	15.47
281 LTD/STD TCHR/PROF		21.00	4.80	26.33	15.47
01 1300 338 001	DrEd Repairs	0.00	0.00	0.00	0.00
338 REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00
01 1300 580 001	DrEd GAS & OIL	0.00	0.00	0.00	0.00
580 TRAVEL EXPENSES		0.00	0.00	0.00	0.00
1300 SUMMER SCHOOL		6,000.00	1,540.65	29.13	4,252.37
2120 GUIDANCE SERVICES					
01 2120 111 001	HS Counselor's Salary	85,636.00	5,353.33	62.51	32,102.70
01 2120 111 002	MS Counselor's Salary	34,340.00	1,525.70	35.54	22,134.40
01 2120 111 003	EL Counselor's Salary	51,510.00	3,559.97	60.22	20,490.69
111 SALARIES TCHR/PROF		171,486.00	10,439.00	56.42	74,727.79
01 2120 211 001	HS Group Ins Counselor	31,504.00	2,174.22	64.70	11,121.88
01 2120 211 002	MS Group Ins Counselor	7,449.00	627.25	68.32	2,360.05
01 2120 211 003	EL Group Ins Counselor	11,173.00	1,463.60	106.28	(701.40)
211 GROUP INS TCHR/PROF		50,126.00	4,265.07	74.50	12,780.53
01 2120 221 001	HS Social Security	6,579.00	412.95	62.77	2,449.47
01 2120 221 002	MS Social Security	2,638.00	113.65	34.45	1,729.30
01 2120 221 003	EL Social Security	3,958.00	265.20	53.58	1,837.40
221 SOCIAL SECURITY TCHR/PROF		13,175.00	791.80	54.34	6,016.17
01 2120 231 001	HS Retirement COUNSELOR	6,361.00	528.79	83.13	1,073.10
01 2120 231 002	MS Retirement COUNSELOR	3,257.00	150.71	37.02	2,051.32
01 2120 231 003	EL Retirement COUNSELOR	4,885.00	351.65	57.59	2,071.80
231 RETIREMENT TCHR/PROF		14,503.00	1,031.15	64.17	5,196.22
01 2120 237 001	Increased Retirement Contribution Rate	2,001.00	0.00	0.00	2,001.00
01 2120 237 003	Increased Retirement Contribution	0.00	0.00	0.00	0.00

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	Rate				
237	Inc Ret Contribution Rate	2,001.00	0.00	0.00	2,001.00
01 2120 281 001	HS LTD/STD COUNSELOR	535.00	52.57	97.33	14.28
01 2120 281 002	MS LTD/STD COUNSELOR	212.00	13.97	52.83	99.99
01 2120 281 003	EL LTD/STD COUNSELOR	318.00	32.59	82.18	56.68
281	LTD/STD TCHR/PROF	1,065.00	99.13	83.95	170.95
01 2120 330 001	HS Counselor DEV/TRAINING	316.00	0.00	56.96	136.00
01 2120 330 002	MS Counselor DEV/TRAINING	0.00	0.00	0.00	0.00
01 2120 330 003	EL Counselor DEV/TRAINING	0.00	(133.91)	0.00	(2,980.01)
330	STAFF DEVELOPMENT/TRAINING	316.00	(133.91)	1,000.00	(2,844.01)
01 2120 610 001	HS Guidance Supplies	0.00	0.00	0.00	0.00
01 2120 610 002	MS Guidance Supplies	14.00	0.00	0.00	14.00
01 2120 610 003	EL Guidance Supplies	0.00	0.00	0.00	(280.00)
610	SUPPLIES	14.00	0.00	2,000.00	(266.00)
01 2120 890 001	HS Other Expense	228.00	0.00	0.00	228.00
01 2120 890 002	MS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 003	EL Other Expense	0.00	0.00	0.00	(278.50)
890	MISC EXPENDITURES	228.00	0.00	122.15	(50.50)
2120	GUIDANCE SERVICES	252,914.00	16,492.24	61.36	97,732.15
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	75,288.00	5,347.27	68.84	23,460.36
116	SALARIES PROF CLASS	75,288.00	5,347.27	68.84	23,460.36
01 2130 216 000	GROUP INSURANCE NURSE	32,008.00	2,352.83	73.51	8,479.70
216	GROUP INSURANCE PROF CLASS	32,008.00	2,352.83	73.51	8,479.70
01 2130 226 000	SOCIAL SECURITY NURSE	5,756.00	359.16	60.90	2,250.32
226	SOCIAL SECURITY PROF CLASS	5,756.00	359.16	60.90	2,250.32
01 2130 236 000	RETIREMENT NURSE	6,949.00	397.14	70.59	2,043.61
236	RETIREMENT PROF CLASS	6,949.00	397.14	70.59	2,043.61
01 2130 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2130 286 000	LTD/STD NURSE	417.00	17.60	42.21	241.00
286	LTD/STD PROF CLASS	417.00	17.60	42.21	241.00
01 2130 320 000	Student Health Screenings	3,371.00	2,745.00	81.43	626.00
320	PROF EDUC SERVICES	3,371.00	2,745.00	81.43	626.00
01 2130 610 000	Nurse Supplies	23,297.00	0.00	26.74	17,067.89
610	SUPPLIES	23,297.00	0.00	26.74	17,067.89
2130	HEALTH SERVICES	147,086.00	11,219.00	63.17	54,168.88
2141	SPED SA Psych Services				
01 2141 111 000	School Psych Salaries	0.00	9,583.33	0.00	(95,833.30)
01 2141 111 001	School Psych Salaries HS	0.00	0.00	0.00	0.00
01 2141 111 002	School Psych Salaries MS	0.00	0.00	0.00	0.00
01 2141 111 003	School Psych Salaries EL	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	9,583.33	0.00	(95,833.30)
01 2141 211 000	School Psych Insurance	0.00	84.95	0.00	(849.50)
211	GROUP INS TCHR/PROF	0.00	84.95	0.00	(849.50)
01 2141 221 000	School Psych Social Security	0.00	717.00	0.00	(7,170.00)

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221	SOCIAL SECURITY TCHR/PROF	0.00	717.00	0.00	(7,170.00)
01 2141 231 000	School Psych Retirement	0.00	946.62	0.00	(9,466.20)
231	RETIREMENT TCHR/PROF	0.00	946.62	0.00	(9,466.20)
01 2141 260 000	SCHOOL PSYCH UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 2141 281 000	SCHOOL PSYCH LTD/STD TCHR/PROF	0.00	62.20	0.00	(622.00)
281	LTD/STD TCHR/PROF	0.00	62.20	0.00	(622.00)
01 2141 330 000	SPED SA Psych STAFF DEVELOPMENT/TRAINING	0.00	266.52	0.00	(811.52)
330	STAFF DEVELOPMENT/TRAINING	0.00	266.52	0.00	(811.52)
01 2141 580 000	School Psych TRAVEL EXPENSES	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 2141 591 000	SPED SA Psych Services	107,726.00	0.00	0.00	107,726.00
591	PURCHASED SERVICES	107,726.00	0.00	0.00	107,726.00
01 2141 610 000	School Psych Supplies	1,427.00	0.00	0.00	1,427.00
01 2141 610 001	School Psych HS Supplies	0.00	0.00	0.00	0.00
01 2141 610 002	School Psych MS Supplies	0.00	300.00	0.00	(586.39)
01 2141 610 003	School Psych EL Supplies	0.00	0.00	0.00	(500.92)
610	SUPPLIES	1,427.00	300.00	76.20	339.69
01 2141 733 000	SPED SA Psych FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2141 890 000	SPED SA Psych MISC EXPENDITURES	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2141	SPED SA Psych Services	109,153.00	11,960.62	106.13	(6,686.83)
2142	SPED 3-5 Pscyh Services				
01 2142 591 003	SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2142	SPED 3-5 Pscyh Services	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services				
01 2143 591 003	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
2151	SPED SA Speech/Audiology				
01 2151 111 001	Speech Path HS SALARIES TCHR/PROF	22,480.00	1,480.42	64.36	8,011.90
01 2151 111 002	Speech Path MS RETIREMENT TCHR/PROF	17,747.00	1,168.75	64.36	6,324.84
01 2151 111 003	Speech Path EL SALARIES TCHR/PROF	41,410.00	2,727.08	64.36	14,758.36
111	SALARIES TCHR/PROF	81,637.00	5,376.25	64.36	29,095.10
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	4,686.00	425.50	90.80	431.01
01 2151 211 002	Speech Path MS GROUP INS TCHR/PROF	3,700.00	335.91	90.79	340.89
01 2151 211 003	Speech Path EL GROUP INS TCHR/PROF	8,632.00	783.80	90.80	793.99
211	GROUP INS TCHR/PROF	17,018.00	1,545.21	90.80	1,565.89

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01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	1,723.00	113.54	64.41	613.25
01 2151 221 002	Speech Path MS SOC SEC TCHR/PROF	1,360.00	89.64	64.42	483.91
01 2151 221 003	Speech Path EL SOC SEC TCHR/PROF	3,173.00	209.15	64.42	1,128.85
221	SOCIAL SECURITY TCHR/PROF	6,256.00	412.33	64.42	2,226.01
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	2,221.00	146.22	64.34	791.90
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	1,753.00	115.45	64.36	624.71
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	4,090.00	269.38	64.37	1,457.40
231	RETIREMENT TCHR/PROF	8,064.00	531.05	64.36	2,874.01
01 2151 237 001	HS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 002	MS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 003	EL Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	116.00	11.82	101.90	(2.20)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	92.00	9.33	101.41	(1.30)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	214.00	21.77	101.73	(3.70)
281	LTD/STD TCHR/PROF	422.00	42.92	101.71	(7.20)
01 2151 591 000	SPED SA Speech/Audiology	25,958.00	0.00	64.08	9,324.12
591	PURCHASED SERVICES	25,958.00	0.00	64.08	9,324.12
01 2151 610 000	SPED Speech Path SUPPLIES	735.00	0.00	63.58	267.69
610	SUPPLIES	735.00	0.00	63.58	267.69
2151	SPED SA Speech/Audiology	140,090.00	7,907.76	67.63	45,345.62
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	288.00	0.00	0.00	288.00
340	OTHER PROFESSIONAL SERVICES	288.00	0.00	0.00	288.00
01 2152 591 003	SPED 3-5 Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2152	SPED 3-5 Speech/Audiology	288.00	0.00	0.00	288.00
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2153	SPED 0-2 Speech/Audiology	0.00	0.00	0.00	0.00
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	62,530.00	1,452.44	82.70	10,816.97
340	OTHER PROFESSIONAL SERVICES	62,530.00	1,452.44	82.70	10,816.97
2161	SPED SA OccTherapy	62,530.00	1,452.44	82.70	10,816.97
2162	SPED 3-5 OccTherapy				
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2162	SPED 3-5 OccTherapy	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy				
01 2163 340 003	SPED 0-2 OccTherapy (nonESU)	0.00	0.00	0.00	0.00

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340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy	0.00	0.00	0.00	0.00
2171	SPED SA PhysTherapy				
01 2171 340 000	SPED SA PhysTherapy (nonESU)	12,939.00	843.22	57.92	5,444.83
340	OTHER PROFESSIONAL SERVICES	12,939.00	843.22	57.92	5,444.83
2171	SPED SA PhysTherapy	12,939.00	843.22	57.92	5,444.83
2172	SPED 3-5 PhysTherapy				
01 2172 340 003	SPED 3-5 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2172	SPED 3-5 PhysTherapy	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy				
01 2173 340 003	SPED 0-2 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services				
01 2181 340 000	SPED SA-Vision Prof Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2181 591 000	SPED SA Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services				
01 2182 340 003	SPED 3-5YO Vision Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2182 591 003	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services				
01 2183 340 003	SPED 0-2YO Vision Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2183 591 003	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT				
01 2211 111 000	School Impr - Salaries	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 2211 333 000	School Impr - Travel	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00
2213	SCHOOL IMPROVEMENT				
01 2213 330 000	INSTRUCTIONAL STAFF DEV/TRAINING	0.00	61.23	0.00	(17,950.33)
330	STAFF DEVELOPMENT/TRAINING	0.00	61.23	0.00	(17,950.33)
2213	SCHOOL IMPROVEMENT	0.00	61.23	0.00	(17,950.33)
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	82,170.00	5,353.33	65.15	28,636.70

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
111	SALARIES TCHR/PROF	82,170.00	5,353.33	65.15	28,636.70
01 2220 112 000	Library Aide Salary	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 113 000	L/M Substitute Salaries	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 2220 211 000	L/M Group Ins	25,160.00	1,607.46	62.15	9,523.60
211	GROUP INS TCHR/PROF	25,160.00	1,607.46	62.15	9,523.60
01 2220 221 000	L/M Social Security TCHR/PROF	5,832.00	384.62	65.95	1,985.68
221	SOCIAL SECURITY TCHR/PROF	5,832.00	384.62	65.95	1,985.68
01 2220 222 000	L/M Social Security AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 231 000	L/M Retirement TCHR/PROF	8,117.00	528.80	65.15	2,829.01
231	RETIREMENT TCHR/PROF	8,117.00	528.80	65.15	2,829.01
01 2220 232 000	L/M Retirement AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2220 281 000	L/M LTD/STD TCHR/PROF	557.00	31.79	57.07	239.10
281	LTD/STD TCHR/PROF	557.00	31.79	57.07	239.10
01 2220 282 000	L/M LTD/STD AIDE	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 610 000	L/M Supplies	0.00	0.00	0.00	(203.50)
610	SUPPLIES	0.00	0.00	0.00	(203.50)
01 2220 640 000	Library Books & Subscriptions	902.00	1,351.00	584.60	(4,371.11)
640	BOOKS/PERIODICALS	902.00	1,351.00	584.60	(4,371.11)
01 2220 650 000	L/M Computer Software	0.00	0.00	0.00	(1,077.50)
650	TECH SUPPLIES	0.00	0.00	0.00	(1,077.50)
01 2220 733 000	L/M Furniture And Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2220 890 000	L/M Other Expense	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	122,738.00	9,257.00	69.40	37,561.98
2224	EDUCATIONAL TELEVISION SERVICES				
01 2224 382 000	Distant Learning / Internet	11,005.00	0.00	83.60	1,805.00
382	DISTANCE LEARNING	11,005.00	0.00	83.60	1,805.00
2224	EDUCATIONAL TELEVISION SERVICES	11,005.00	0.00	83.60	1,805.00
2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	10,481.00	672.97	64.21	3,751.30
111	SALARIES TCHR/PROF	10,481.00	672.97	64.21	3,751.30
01 2230 116 000	Technology Support Staff	70,919.00	4,050.60	60.72	27,854.30
116	SALARIES PROF CLASS	70,919.00	4,050.60	60.72	27,854.30
01 2230 211 000	Technology Group Ins TCHR/PROF	3,474.00	223.85	64.71	1,226.06
211	GROUP INS TCHR/PROF	3,474.00	223.85	64.71	1,226.06
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	29,681.00	2,352.83	79.27	6,152.70

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
216	GROUP INSURANCE PROF CLASS	29,681.00	2,352.83	79.27	6,152.70
01 2230 221 000	Technology Social Security TCHR/PROF	803.00	51.74	64.44	285.57
221	SOCIAL SECURITY TCHR/PROF	803.00	51.74	64.44	285.57
01 2230 226 000	Technology Social Security PROF CLASS	5,053.00	304.00	64.04	1,817.25
226	SOCIAL SECURITY PROF CLASS	5,053.00	304.00	64.04	1,817.25
01 2230 231 000	Technology Retirement TCHR/PROF	1,035.00	66.48	64.22	370.29
231	RETIREMENT TCHR/PROF	1,035.00	66.48	64.22	370.29
01 2230 236 000	Technology Retirement PROF CLASS	7,005.00	392.70	59.17	2,860.19
236	RETIREMENT PROF CLASS	7,005.00	392.70	59.17	2,860.19
01 2230 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	65.00	5.71	88.22	7.66
281	LTD/STD TCHR/PROF	65.00	5.71	88.22	7.66
01 2230 286 000	Technology LTD/STD PROF CLASS	309.00	21.20	68.61	97.00
286	LTD/STD PROF CLASS	309.00	21.20	68.61	97.00
01 2230 333 000	TECH Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 2230 591 000	TECH PURCHASED SERVICES	22.00	1,796.56	8,166.18	(1,774.56)
591	PURCHASED SERVICES	22.00	1,796.56	8,166.18	(1,774.56)
01 2230 610 000	Tech Supplies	2,418.00	716.23	74.22	623.26
610	SUPPLIES	2,418.00	716.23	74.22	623.26
01 2230 643 000	TECH Web/Cloud Based Software	96,651.00	9,194.52	62.00	36,731.49
643	WEB/CLOUD BASED SOFTWARE	96,651.00	9,194.52	62.00	36,731.49
01 2230 650 000	TECH Supplies/Soft/Hardware	38,341.00	1,000.00	192.55	(35,483.63)
650	TECH SUPPLIES	38,341.00	1,000.00	192.55	(35,483.63)
01 2230 734 000	TECH Hardware Capital Outlay	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
01 2230 735 000	TECH Software Capital Outlay	0.00	0.00	0.00	0.00
735	TECH SOFTWARE	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECH	266,257.00	20,849.39	83.28	44,518.88
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,126.00	0.00	78.69	240.00
330	STAFF DEVELOPMENT/TRAINING	1,126.00	0.00	78.69	240.00
01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	(110.25)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(110.25)
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
520	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 2310 540 000	ADVERTISING	14,509.00	209.88	64.99	5,079.20
540	ADVERTISING	14,509.00	209.88	64.99	5,079.20
01 2310 580 000	TRAVEL EXPENSES	103.00	0.00	173.23	(75.43)
580	TRAVEL EXPENSES	103.00	0.00	173.23	(75.43)
01 2310 610 000	BOE Supplies	0.00	382.30	0.00	(11,687.30)
610	SUPPLIES	0.00	382.30	0.00	(11,687.30)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2310 733 000	SUPT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2310 810 000	BOE Dues & Fees	18,473.00	0.00	105.29	(976.43)
810	DUES & FEES	18,473.00	0.00	105.29	(976.43)
01 2310 890 000	BOE Misc Expense	789.00	0.00	606.50	(3,996.27)
890	MISC EXPENDITURES	789.00	0.00	606.50	(3,996.27)
2310	BOARD OF EDUCATION	35,000.00	592.18	132.93	(11,526.48)
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	148,702.00	11,800.00	79.35	30,702.00
105	SUPERINTENDENT SALARY	148,702.00	11,800.00	79.35	30,702.00
01 2320 155 000	SUPT ADDTL COMP	0.00	0.00	0.00	0.00
155	SUPT ADDTL COMP	0.00	0.00	0.00	0.00
01 2320 159 000	SUPT Cell Stipend	0.00	0.00	0.00	0.00
159	STIPENDS	0.00	0.00	0.00	0.00
01 2320 215 000	SUPT GROUP INS	21,328.00	1,653.73	77.54	4,790.70
215	GROUP INSURANCE SUPT	21,328.00	1,653.73	77.54	4,790.70
01 2320 221 000	SUPT SOCIAL SECURITY	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 2320 223 000	SOC SEC SUPT STIPEND	92.00	0.00	66.51	30.81
223	SOCIAL SECURITY SUB TCHR	92.00	0.00	66.51	30.81
01 2320 225 000	SUPT SOCIAL SECURITY	11,540.00	917.68	79.01	2,422.47
225	SOCIAL SECURITY SUPT	11,540.00	917.68	79.01	2,422.47
01 2320 233 000	RET SUPT STIPEND	119.00	0.00	58.11	49.85
233	RETIREMENT SUB TCHR	119.00	0.00	58.11	49.85
01 2320 235 000	SUPT RETIREMENT	11,223.00	1,182.87	104.21	(472.32)
235	RETIREMENT SUPT	11,223.00	1,182.87	104.21	(472.32)
01 2320 237 000	Increased Retirement Contribution Rate	3,530.00	0.00	0.00	3,530.00
237	Inc Ret Contribution Rate	3,530.00	0.00	0.00	3,530.00
01 2320 285 000	SUPT LTD/STD	589.00	62.20	105.60	(33.00)
285	LTD/STD SUPT	589.00	62.20	105.60	(33.00)
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	3,034.00	175.00	32.14	2,059.00
295	OTHER BENEFITS (CELL PHONE)	3,034.00	175.00	32.14	2,059.00
01 2320 310 000	SUPT DUES & FEES	569.00	0.00	179.26	(451.00)
310	OFFICIAL ADMIN SERVICES	569.00	0.00	179.26	(451.00)
01 2320 330 000	SUPT Staff Dev/Training	2,774.00	1,200.00	153.54	(1,485.13)
330	STAFF DEVELOPMENT/TRAINING	2,774.00	1,200.00	153.54	(1,485.13)
01 2320 333 000	SUPT Mileage	1,203.00	0.00	66.50	403.00
333	MILEAGE TO STAFF	1,203.00	0.00	66.50	403.00
01 2320 560 000	SUPT Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	3,954.00	0.00	59.40	1,605.31
580	TRAVEL EXPENSES	3,954.00	0.00	59.40	1,605.31
01 2320 610 000	SUPT Supplies	813.00	69.32	8.53	743.68
610	SUPPLIES	813.00	69.32	8.53	743.68

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2320 650 000	SUPT Computer Software	9,130.00	0.00	0.00	9,130.00
650	TECH SUPPLIES	9,130.00	0.00	0.00	9,130.00
01 2320 733 000	SUPT Furniture & Equipment	6,392.00	0.00	0.00	6,392.00
733	FURNITURE/FIXTURES	6,392.00	0.00	0.00	6,392.00
01 2320 890 000	SUPT Other Expense	5,009.00	0.00	45.96	2,706.95
890	MISC EXPENDITURES	5,009.00	0.00	45.96	2,706.95
2320	EXECUTIVE ADMINISTRATION	230,001.00	17,060.80	72.99	62,124.32
2330	District Legal Services				
01 2330 317 000	LEGAL SERVICES	0.00	1,577.00	0.00	(8,653.78)
317	CONTRACTED LEGAL SERVICES	0.00	1,577.00	0.00	(8,653.78)
2330	District Legal Services	0.00	1,577.00	0.00	(8,653.78)
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	83,262.00	6,820.72	82.20	14,818.54
110	SALARIES NON-INSTR	83,262.00	6,820.72	82.20	14,818.54
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	64,006.00	7,333.34	103.12	(1,994.04)
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	63,184.00	4,861.68	88.55	7,233.84
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	54,966.00	3,028.35	55.09	24,682.50
111	SALARIES TCHR/PROF	182,156.00	15,223.37	83.57	29,922.30
01 2410 210 000	Clerical Group Insurance	53,359.00	3,189.19	64.24	19,079.58
210	GROUP INSURANCE NON-INSTR	53,359.00	3,189.19	64.24	19,079.58
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	17,716.00	1,821.36	92.53	1,323.76
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	17,523.00	1,462.68	94.11	1,032.49
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	15,594.00	1,007.34	64.87	5,478.21
211	GROUP INS TCHR/PROF	50,833.00	4,291.38	84.59	7,834.46
01 2410 220 000	Clerical Social Security	6,379.00	522.22	82.04	1,145.39
220	SOCIAL SECURITY NON-INSTR	6,379.00	522.22	82.04	1,145.39
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	4,917.00	563.41	103.13	(153.66)
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	4,854.00	373.73	88.60	553.37
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	4,221.00	232.87	55.17	1,892.29
221	SOCIAL SECURITY TCHR/PROF	13,992.00	1,170.01	83.62	2,292.00
01 2410 230 000	Clerical Retirement	8,193.00	673.73	79.53	1,677.18
230	RETIREMENT NON-INSTR	8,193.00	673.73	79.53	1,677.18
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	4,810.00	724.37	135.54	(1,709.37)
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	3,449.00	480.23	160.24	(2,077.58)
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	5,429.00	299.14	55.10	2,437.68
231	RETIREMENT TCHR/PROF	13,688.00	1,503.74	109.86	(1,349.27)
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	1,513.00	0.00	0.00	1,513.00
01 2410 237 002	Increased Retirement Contribution Rate	1,493.00	0.00	0.00	1,493.00
01 2410 237 003	Increased Retirement Contribution Rate	1,299.00	0.00	0.00	1,299.00

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237	Inc Ret Contribution Rate	4,305.00	0.00	0.00	4,305.00
01 2410 280 000	Clerical LTD/STD	618.00	30.13	48.41	318.85
280	LTD/STD NON-INSTR	618.00	30.13	48.41	318.85
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	389.00	49.76	115.13	(58.84)
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	384.00	38.13	112.53	(48.12)
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	333.00	25.69	77.47	75.04
281	LTD/STD TCHR/PROF	1,106.00	113.58	102.89	(31.92)
01 2410 310 000	PRINC OFFICE DUES/FEES	719.00	0.00	197.50	(701.00)
310	OFFICIAL ADMIN SERVICES	719.00	0.00	197.50	(701.00)
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	232.00	0.00	336.21	(548.00)
330	STAFF DEVELOPMENT/TRAINING	232.00	0.00	336.21	(548.00)
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,831.00	0.00	31.89	1,247.01
580	TRAVEL EXPENSES	1,831.00	0.00	31.89	1,247.01
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	(44.54)
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	(44.54)
01 2410 733 000	PRIN OFFICE FURNITURE	3,714.00	0.00	6.56	3,470.22
733	FURNITURE/FIXTURES	3,714.00	0.00	6.56	3,470.22
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	615.00	0.00	52.03	295.04
890	MISC EXPENDITURES	615.00	0.00	52.03	295.04
2410	OFFICE OF THE PRINCIPAL	425,002.00	33,538.07	80.30	83,730.84
2510	FISCAL SERVICES				
01 2510 112 000	Concession Mgr Salaries	3,839.00	0.00	0.00	3,839.00
112	SALARIES AIDE/PARA	3,839.00	0.00	0.00	3,839.00
01 2510 116 000	FISCAL SERVICES SALARIES	95,828.00	4,046.85	43.95	53,711.01
116	SALARIES PROF CLASS	95,828.00	4,046.85	43.95	53,711.01
01 2510 210 000	Concession Mgr Group Ins	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 2510 212 000	CONCMGR GROUP INS AIDE/PARA	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 2510 216 000	FISCAL SERVICES GROUP INS	53,251.00	2,276.70	42.75	30,484.00
216	GROUP INSURANCE PROF CLASS	53,251.00	2,276.70	42.75	30,484.00
01 2510 220 000	Concession Mgr Soc Sec	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTR	0.00	0.00	0.00	0.00
01 2510 222 000	SOCIAL SECURITY CONC MGR	295.00	0.00	0.00	295.00
222	SOCIAL SECURITY AIDE/PARA	295.00	0.00	0.00	295.00
01 2510 226 000	SOCIAL SECURITY PROF CLASS	7,263.00	306.24	43.90	4,074.50
226	SOCIAL SECURITY PROF CLASS	7,263.00	306.24	43.90	4,074.50
01 2510 232 000	Concession Mgr Retirement	379.00	0.00	0.00	379.00
232	RETIREMENT AIDE/PARA	379.00	0.00	0.00	379.00
01 2510 236 000	FISCAL SERVICES RETIREMENT	9,466.00	399.74	43.95	5,305.77
236	RETIREMENT PROF CLASS	9,466.00	399.74	43.95	5,305.77
01 2510 237 000	Increased Retirement Contribution	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
	Rate				
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	16.00	0.00	0.00	16.00
282	LTD/STD AIDE/PARA	16.00	0.00	0.00	16.00
01 2510 286 000	FISCAL SERVICES LTD/STD	669.00	19.03	28.45	478.70
286	LTD/STD PROF CLASS	669.00	19.03	28.45	478.70
01 2510 310 000	FISCAL SERV/BANK FEES	3,327.00	0.00	59.02	1,363.45
310	OFFICIAL ADMIN SERVICES	3,327.00	0.00	59.02	1,363.45
01 2510 315 000	AUDIT/BUDGET SERVICES	19,581.00	0.00	60.26	7,781.00
315	ACCOUNTING/AUDITING SERVICES	19,581.00	0.00	60.26	7,781.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	308.00	0.00	51.95	148.00
330	STAFF DEVELOPMENT/TRAINING	308.00	0.00	51.95	148.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	4,148.00	0.00	27.79	2,995.40
340	OTHER PROFESSIONAL SERVICES	4,148.00	0.00	27.79	2,995.40
01 2510 530 000	PHONE/INTERNET	23,114.00	91.65	33.39	15,396.52
530	PHONE/INTERNET	23,114.00	91.65	33.39	15,396.52
01 2510 531 000	POSTAGE	13,628.00	44.77	14.85	11,603.76
531	POSTAGE	13,628.00	44.77	14.85	11,603.76
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	677.00	222.17	32.82	454.83
580	TRAVEL EXPENSES	677.00	222.17	32.82	454.83
01 2510 610 000	FISCAL OFFICE SUPPLIES	3,490.00	808.61	90.94	316.02
610	SUPPLIES	3,490.00	808.61	90.94	316.02
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	(202.32)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(202.32)
01 2510 890 000	FISCAL SERVICES MISC EXP	1,408.00	0.00	657.37	(7,847.73)
890	MISC EXPENDITURES	1,408.00	0.00	657.37	(7,847.73)
2510	FISCAL SERVICES	240,687.00	8,215.76	45.74	130,591.91
2570	PERSONNEL SERV-ESRP				
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	9,314.00	0.00	15.83	7,839.86
330	STAFF DEVELOPMENT/TRAINING	9,314.00	0.00	15.83	7,839.86
2570	PERSONNEL SERV-ESRP	9,314.00	0.00	15.83	7,839.86
2590	WORKERS COMP INS				
01 2590 270 000	WORKERS COMP NON-INSTR	0.00	0.00	0.00	(98,549.00)
270	WORKERS COMP NON-INSTR	0.00	0.00	0.00	(98,549.00)
01 2590 271 000	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
2590	WORKERS COMP INS	0.00	0.00	0.00	(98,549.00)
2610	OPERATION OF BUILDINGS				
01 2610 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
520	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 2610 621 000	UTILITIES NAT GAS/FUEL	159,687.00	0.00	51.10	78,093.19
621	NATURAL GAS	159,687.00	0.00	51.10	78,093.19
2610	OPERATION OF BUILDINGS	159,687.00	0.00	51.10	78,093.19
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	291,560.00	19,392.00	53.51	135,535.35

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110	SALARIES NON-INSTR	291,560.00	19,392.00	53.51	135,535.35
01 2620 210 000	MAINT GROUP INS	64,187.00	3,364.98	62.55	24,041.22
210	GROUP INSURANCE NON-INSTR	64,187.00	3,364.98	62.55	24,041.22
01 2620 220 000	MAINT SOCIAL SECURITY	22,281.00	1,466.03	52.95	10,482.76
220	SOCIAL SECURITY NON-INSTR	22,281.00	1,466.03	52.95	10,482.76
01 2620 230 000	MAINT RETIREMENT	28,800.00	1,491.01	47.57	15,100.54
230	RETIREMENT NON-INSTR	28,800.00	1,491.01	47.57	15,100.54
01 2620 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2620 280 000	MAINT LTD/STD	975.00	52.03	69.19	300.38
280	LTD/STD NON-INSTR	975.00	52.03	69.19	300.38
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	5,799.00	176.40	35.54	3,738.13
340	OTHER PROFESSIONAL SERVICES	5,799.00	176.40	35.54	3,738.13
01 2620 350 000	MAINT. REPAIRS	50,969.00	1,224.64	194.47	(48,152.74)
350	TECHNICAL SERVICES	50,969.00	1,224.64	194.47	(48,152.74)
01 2620 410 000	WATER & SEWER	21,443.00	0.00	59.58	8,666.85
410	WATER/SEWER	21,443.00	0.00	59.58	8,666.85
01 2620 420 000	TRASH SERVICE	8,039.00	670.00	74.39	2,059.00
420	TRASH SERVICE	8,039.00	670.00	74.39	2,059.00
01 2620 431 000	BLDG REPAIRS & MAINT	2,476.00	0.00	418.87	(7,895.22)
431	NON-TECH REPAIRS/MAINT	2,476.00	0.00	418.87	(7,895.22)
01 2620 490 000	Maint OTHER SUPPLIES & MATERIALS	99,258.00	0.00	4.52	94,773.16
490	OTHER SUPPLIES AND MATERIALS	99,258.00	0.00	4.52	94,773.16
01 2620 610 000	MAINT Supplies	108,509.00	10,308.41	61.49	41,785.39
610	SUPPLIES	108,509.00	10,308.41	61.49	41,785.39
01 2620 733 000	MAINT Furniture & Equipment	961.00	0.00	290.86	(1,834.17)
733	FURNITURE/FIXTURES	961.00	0.00	290.86	(1,834.17)
01 2620 890 000	MISC EXPENSE	541.00	0.00	176.89	(416.00)
890	MISC EXPENDITURES	541.00	0.00	176.89	(416.00)
2620	MAINT OF BUILDINGS	705,798.00	38,145.50	60.59	278,184.65
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	57,163.00	173.75	4.98	54,313.71
340	OTHER PROFESSIONAL SERVICES	57,163.00	173.75	4.98	54,313.71
2630	OUTSIDE MAINTENANCE	57,163.00	173.75	4.98	54,313.71
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)				
01 2660 590 000	SCHOOL RESOURCE OFFICER	0.00	0.00	0.00	(23,516.47)
590	INTERAGENCY PURCH SERVICES	0.00	0.00	0.00	(23,516.47)

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2660	SECURITY (CAMAERAS)	0.00	0.00	0.00	(23,516.47)
2670	SAFETY (FIRE ALARM)				
01 2670 650 000	Safety Tech Supplies	2,354.00	0.00	63.72	854.00
650	TECH SUPPLIES	2,354.00	0.00	63.72	854.00
01 2670 734 000	Safety Tech Hardware	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)	2,354.00	0.00	63.72	854.00
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	347,454.00	21,069.13	60.11	138,588.14
110	SALARIES NON-INSTR	347,454.00	21,069.13	60.11	138,588.14
01 2710 210 000	TRANSP GROUP INSURANCE	35,719.00	1,988.85	55.02	16,068.16
210	GROUP INSURANCE NON-INSTR	35,719.00	1,988.85	55.02	16,068.16
01 2710 220 000	TRANSP SOCIAL SECURITY	26,328.00	1,594.20	60.05	10,517.25
220	SOCIAL SECURITY NON-INSTR	26,328.00	1,594.20	60.05	10,517.25
01 2710 230 000	TRANSP RETIREMENT	33,912.00	2,069.12	57.10	14,549.12
230	RETIREMENT NON-INSTR	33,912.00	2,069.12	57.10	14,549.12
01 2710 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2710 260 000	Unemployment Payments	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 2710 271 000	Workmen's Compensation	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
01 2710 280 000	TRANSP LTD/STD	959.00	45.58	46.58	512.32
280	LTD/STD NON-INSTR	959.00	45.58	46.58	512.32
01 2710 330 000	TRANSP STAFF DEV/TRN	6,404.00	0.00	30.55	4,447.50
330	STAFF DEVELOPMENT/TRAINING	6,404.00	0.00	30.55	4,447.50
01 2710 340 000	VEHICLE REPAIRS/MAINT	50,098.00	0.00	22.11	39,023.82
340	OTHER PROFESSIONAL SERVICES	50,098.00	0.00	22.11	39,023.82
01 2710 610 000	VEHICLE PARTS/SUPPLIES	32,870.00	479.90	32.68	22,128.85
610	SUPPLIES	32,870.00	479.90	32.68	22,128.85
01 2710 626 000	GAS & DIESEL	61,113.00	187.75	45.23	33,470.69
626	GAS/DIESEL FUEL	61,113.00	187.75	45.23	33,470.69
01 2710 732 000	Bus Acquisition (pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
01 2710 890 000	Transp. Other Expense	5,143.00	157.00	43.77	2,892.05
890	MISC EXPENDITURES	5,143.00	157.00	43.77	2,892.05
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	600,000.00	27,591.53	52.97	282,197.90
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	24,251.00	1,963.29	91.53	2,054.58
110	SALARIES NON-INSTR	24,251.00	1,963.29	91.53	2,054.58
01 2712 210 000	SPED TRANSP Group Ins	2,226.00	149.48	91.93	179.56
210	GROUP INSURANCE NON-INSTR	2,226.00	149.48	91.93	179.56
01 2712 220 000	SPED TRANSP Soc Sec	1,850.00	146.55	89.78	189.08
220	SOCIAL SECURITY NON-INSTR	1,850.00	146.55	89.78	189.08
01 2712 230 000	SPED TRANS Retirement	2,370.00	193.93	92.26	183.51

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230	RETIREMENT NON-INSTR	2,370.00	193.93	92.26	183.51
01 2712 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2712 280 000	SPED TRANSP LTD/STD	105.00	5.33	58.64	43.43
280	LTD/STD NON-INSTR	105.00	5.33	58.64	43.43
01 2712 330 000	SPED TRANSP STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2712 332 000	SPED Mileage to Parents	893.00	0.00	0.00	893.00
332	MILEAGE TO PARENTS	893.00	0.00	0.00	893.00
01 2712 626 000	SPED GAS/DIESEL FUEL	1,992.00	0.00	271.78	(3,421.76)
626	GAS/DIESEL FUEL	1,992.00	0.00	271.78	(3,421.76)
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	1,313.00	0.00	0.00	1,313.00
732	VEHICLES	1,313.00	0.00	0.00	1,313.00
2712	VEHICLE OPER/MAINT/PURCH (SPED)	35,000.00	2,458.58	95.90	1,434.40
2732	SPED Vehicle Rep/Maint				
01 2732 430 000	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
430	OUTSIDE REPAIRS/MAINT	0.00	0.00	0.00	0.00
2732	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2792	SPED Transp Services				
01 2792 510 000	Sped Transportation	0.00	0.00	0.00	0.00
510	STUDENT TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00
2792	SPED Transp Services	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER				
01 3300 110 000	Daycare Salaries	125,000.00	4,484.57	34.30	82,130.62
110	SALARIES NON-INSTR	125,000.00	4,484.57	34.30	82,130.62
01 3300 111 000	Daycare Teacher Salaries	15,000.00	0.00	7.52	13,872.24
111	SALARIES TCHR/PROF	15,000.00	0.00	7.52	13,872.24
01 3300 112 000	Daycare Aide Salaries	45,000.00	9,302.29	205.33	(47,396.42)
112	SALARIES AIDE/PARA	45,000.00	9,302.29	205.33	(47,396.42)
01 3300 210 000	DAYCARE GROUP INSURANCE NON-INSTR	20,000.00	834.43	40.28	11,943.76
210	GROUP INSURANCE NON-INSTR	20,000.00	834.43	40.28	11,943.76
01 3300 211 000	Daycare GROUP INS TCHR/PROF	3,500.00	0.00	8.23	3,211.94
211	GROUP INS TCHR/PROF	3,500.00	0.00	8.23	3,211.94
01 3300 212 000	Daycare GROUP INSURANCE AIDE/PARA	28,350.00	3,463.02	127.99	(7,934.40)
212	GROUP INSURANCE AIDE/PARA	28,350.00	3,463.02	127.99	(7,934.40)
01 3300 220 000	DAYCARE SOCIAL SECURITY NON-INSTR	1,200.00	340.68	271.40	(2,056.79)
220	SOCIAL SECURITY NON-INSTR	1,200.00	340.68	271.40	(2,056.79)
01 3300 221 000	Daycare SOCIAL SECURITY TCHR/PROF	9,500.00	0.00	0.90	9,414.93

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221	SOCIAL SECURITY TCHR/PROF	9,500.00	0.00	0.90	9,414.93
01 3300 222 000	Daycare SOCIAL SECURITY AIDE/PARA	3,500.00	597.55	169.36	(2,427.48)
222	SOCIAL SECURITY AIDE/PARA	3,500.00	597.55	169.36	(2,427.48)
01 3300 230 000	DAYCARE RETIREMENT NON-INSTR	12,450.00	442.98	34.01	8,215.45
230	RETIREMENT NON-INSTR	12,450.00	442.98	34.01	8,215.45
01 3300 231 000	Daycare RETIREMENT TCHR/PROF	15,000.00	0.00	0.74	14,888.61
231	RETIREMENT TCHR/PROF	15,000.00	0.00	0.74	14,888.61
01 3300 232 000	Daycare RETIREMENT AIDE/PARA	4,500.00	882.81	201.07	(4,548.02)
232	RETIREMENT AIDE/PARA	4,500.00	882.81	201.07	(4,548.02)
01 3300 280 000	DAYCARE LTD/STD NON-INSTR	800.00	28.25	34.66	522.72
280	LTD/STD NON-INSTR	800.00	28.25	34.66	522.72
01 3300 281 000	Daycare LTD/STD Teacher	100.00	0.00	5.22	94.78
281	LTD/STD TCHR/PROF	100.00	0.00	5.22	94.78
01 3300 282 000	Daycare LTD/STD Aide/Para	300.00	59.72	207.25	(321.76)
282	LTD/STD AIDE/PARA	300.00	59.72	207.25	(321.76)
01 3300 310 000	Daycare Bank Fees	0.00	0.00	0.00	(25.00)
310	OFFICIAL ADMIN SERVICES	0.00	0.00	0.00	(25.00)
01 3300 330 000	Daycare STAFF DEVELOPMENT/TRAINING	2,000.00	0.00	45.51	1,089.85
330	STAFF DEVELOPMENT/TRAINING	2,000.00	0.00	45.51	1,089.85
01 3300 400 000	Daycare Supplies & Materials	0.00	0.00	0.00	0.00
400	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 3300 490 000	Daycare Food	11,800.00	0.00	47.33	6,215.04
490	OTHER SUPPLIES AND MATERIALS	11,800.00	0.00	47.33	6,215.04
01 3300 580 000	Daycare Travel Expenses	0.00	0.00	0.00	(238.65)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(238.65)
01 3300 610 000	Daycare Supplies	4,300.00	0.00	73.30	1,147.92
610	SUPPLIES	4,300.00	0.00	73.30	1,147.92
01 3300 733 000	Daycare FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
733	FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
01 3300 890 000	Daycare Misc Expenditures	1,500.00	0.00	2,177.17	(31,157.54)
890	MISC EXPENDITURES	1,500.00	0.00	2,177.17	(31,157.54)
3300	COMMUNITY SERV OPER	304,800.00	20,436.30	81.09	57,641.80
3400	FOUNDATION GRANT				
01 3400 610 000	Foundation Grant Expenditures	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS				
01 3535 111 003	High Ability Learners	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 211 003	HAL Group Insurance	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 221 003	HAL Social Security	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00

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01 3535 231 003	HAL Retirement	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3535 281 003	HAL LTD/STD	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 330 003	HAL STAFF DEV/TRNG	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 3535 610 003	HAL Supplies	0.00	0.00	0.00	(564.29)
610	SUPPLIES	0.00	0.00	0.00	(564.29)
01 3535 650 003	High Ability Software	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS	0.00	0.00	0.00	(564.29)
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	15,724.00	0.00	0.00	15,724.00
111	SALARIES TCHR/PROF	15,724.00	0.00	0.00	15,724.00
01 3541 112 003	SIXPENCE SALARIES AIDE	54,016.00	3,653.65	67.64	17,479.50
112	SALARIES AIDE/PARA	54,016.00	3,653.65	67.64	17,479.50
01 3541 211 003	Sixpence Coord Group Insurance	5,474.00	0.00	0.00	5,474.00
211	GROUP INS TCHR/PROF	5,474.00	0.00	0.00	5,474.00
01 3541 212 003	GROUP INSURANCE - AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 3541 221 003	Coord. Social Security	1,160.00	0.00	0.00	1,160.00
221	SOCIAL SECURITY TCHR/PROF	1,160.00	0.00	0.00	1,160.00
01 3541 222 003	SOCIAL SECURITY AIDE	4,149.00	281.85	67.93	1,330.50
222	SOCIAL SECURITY AIDE/PARA	4,149.00	281.85	67.93	1,330.50
01 3541 231 003	Coord. Retirement	1,553.00	0.00	0.00	1,553.00
231	RETIREMENT TCHR/PROF	1,553.00	0.00	0.00	1,553.00
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	5,336.00	360.90	67.63	1,727.00
232	RETIREMENT AIDE/PARA	5,336.00	360.90	67.63	1,727.00
01 3541 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3541 256 003	SIXPENCE TUITION REIMB	0.00	0.00	0.00	0.00
256	PROF TUITION REIMB	0.00	0.00	0.00	0.00
01 3541 281 003	Coordinator LTD/STD	98.00	0.00	0.00	98.00
281	LTD/STD TCHR/PROF	98.00	0.00	0.00	98.00
01 3541 282 003	LTD/STD AIDE	217.00	30.63	141.15	(89.30)
282	LTD/STD AIDE/PARA	217.00	30.63	141.15	(89.30)
01 3541 330 003	Sixpence Travel/Staff Development	594.00	0.00	486.97	(2,298.58)
330	STAFF DEVELOPMENT/TRAINING	594.00	0.00	486.97	(2,298.58)
01 3541 333 003	Sixpence Mileage to Staff	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 3541 340 003	Sixpence Professional Services	0.00	0.00	0.00	(106.99)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(106.99)
01 3541 580 003	Sixpence Travel Expenses	901.00	1,441.84	288.53	(1,698.68)
580	TRAVEL EXPENSES	901.00	1,441.84	288.53	(1,698.68)
01 3541 610 003	Sixpence Supplies/Family Inv	3,853.00	1,588.83	179.19	(3,051.04)
610	SUPPLIES	3,853.00	1,588.83	179.19	(3,051.04)
01 3541 733 003	Sixpence Furniture and Equipment	0.00	0.00	0.00	(48.38)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(48.38)
01 3541 890 000	SIXPENGE OTHER EXP	427.00	0.00	143.23	(184.61)
890	MISC EXPENDITURES	427.00	0.00	143.23	(184.61)
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	93,502.00	7,357.70	60.36	37,068.42
3570	Teacher Eval Grant				
01 3570 610 000	Teacher Eval Grant	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
3570	Teacher Eval Grant	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES				
01 4300 340 000	PROFESSIONAL SERVICES-ARCHIT/ENGINEER	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 610 003	IDEA Part B-Early Interven. (Rtl)	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 591 003	IDEA Prof. Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES				
01 4900 610 003	Drug Education - Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA				
01 6200 111 002	Title I SALARIES MS TCHR/PROF	9,695.00	3,586.73	369.96	(26,172.30)
01 6200 111 003	Title I, Part A ELEM SALARIES	26,156.00	2,783.73	106.43	(1,681.30)
111	SALARIES TCHR/PROF	35,851.00	6,370.46	177.69	(27,853.60)
01 6200 112 003	Title I - Aide Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6200 113 003	Title I Substitute Salaries	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	1,444.00	532.13	363.61	(3,806.60)
01 6200 211 003	Title I Group Insurance	8,197.00	687.58	82.77	1,412.39
211	GROUP INS TCHR/PROF	9,641.00	1,219.71	124.83	(2,394.21)
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	715.00	271.26	379.48	(1,998.25)
01 6200 221 003	Title I Social Security TCHR	1,948.00	212.00	108.84	(172.20)
221	SOCIAL SECURITY TCHR/PROF	2,663.00	483.26	181.50	(2,170.45)

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01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	0.00
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
01 6200 231 002	Title I RET MS TCHR/PROF	729.00	354.29	485.99	(2,813.90)
01 6200 231 003	Title I Retirement EL	2,584.00	274.97	106.41	(165.70)
231	RETIREMENT TCHR/PROF	3,313.00	629.26	189.94	(2,979.60)
01 6200 237 002	MS Inc Ret Contribution Rate	229.00	0.00	0.00	229.00
01 6200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	229.00	0.00	0.00	229.00
01 6200 281 002	Title I MS LTD/STD TCHR/PROF	65.00	31.67	486.12	(250.98)
01 6200 281 003	Title I LTD/STD	170.00	24.60	144.31	(75.32)
281	LTD/STD TCHR/PROF	235.00	56.27	238.85	(326.30)
01 6200 330 003	Title I Staff Dev/Training	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6200 560 003	Title I Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6200 580 003	Title I Travel Expenses	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 6200 610 003	Title I Supplies	199.00	0.00	0.00	199.00
610	SUPPLIES	199.00	0.00	0.00	199.00
01 6200 650 003	Title I Computer Software	35.00	143.99	411.40	(108.99)
650	TECH SUPPLIES	35.00	143.99	411.40	(108.99)
01 6200 733 003	Title I Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6200 890 003	Title I Misc. Expenses	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA	52,166.00	8,902.95	167.87	(35,405.15)
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				
01 6406 340 000	SPED-IDEA- 3-5 other PROF SERV	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	6,662.00	1,636.25	247.05	(9,796.52)
111	SALARIES TCHR/PROF	6,662.00	1,636.25	247.05	(9,796.52)
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	23,291.00	7,392.87	276.70	(41,156.29)
112	SALARIES AIDE/PARA	23,291.00	7,392.87	276.70	(41,156.29)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	1,389.00	470.28	348.25	(3,448.17)
211	GROUP INS TCHR/PROF	1,389.00	470.28	348.25	(3,448.17)
01 6408 212 003	GROUP INSURANCE AIDE/PARA	1,036.00	1,378.99	1,262.58	(12,044.37)
212	GROUP INSURANCE AIDE/PARA	1,036.00	1,378.99	1,262.58	(12,044.37)
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	510.00	125.50	247.53	(752.41)
221	SOCIAL SECURITY TCHR/PROF	510.00	125.50	247.53	(752.41)
01 6408 222 003	IDEA SOC SEC PARA	1,787.00	540.89	266.66	(2,978.28)
222	SOCIAL SECURITY AIDE/PARA	1,787.00	540.89	266.66	(2,978.28)

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01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	501.00	161.63	324.50	(1,124.75)
231	RETIREMENT TCHR/PROF	501.00	161.63	324.50	(1,124.75)
01 6408 232 003	IDEA RETIREMT PARA	2,199.00	424.45	275.59	(3,861.17)
232	RETIREMENT AIDE/PARA	2,199.00	424.45	275.59	(3,861.17)
01 6408 237 003	Increased Retirement Contribution Rate	157.00	0.00	0.00	157.00
237	Inc Ret Contribution Rate	157.00	0.00	0.00	157.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	34.00	13.06	395.09	(100.33)
281	LTD/STD TCHR/PROF	34.00	13.06	395.09	(100.33)
01 6408 282 003	IDEA LTD/STD PARA	96.00	31.49	298.55	(190.61)
282	LTD/STD AIDE/PARA	96.00	31.49	298.55	(190.61)
01 6408 340 003	IDEA 0-4 YO Prof Services	6,897.00	917.59	182.81	(5,711.39)
340	OTHER PROFESSIONAL SERVICES	6,897.00	917.59	182.81	(5,711.39)
01 6408 591 003	IDEA Part B 0-2 YO Profl Services B	4,726.00	0.00	262.22	(7,666.35)
591	PURCHASED SERVICES	4,726.00	0.00	262.22	(7,666.35)
01 6408 610 003	IDEA BAF SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6408 732 003	IDEA Part B - Vehicle Aq.	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	49,285.00	13,093.00	279.92	(88,673.64)
6410	FEDERAL-IDEA PART E/P (619)				
01 6410 112 003	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6410 340 003	SPED IDEA E/P 619	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6410 560 003	Sped IDEA - Computer Hard.	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6410 591 003	IDEA E/P 3-5 YO Contracted Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 6410 610 003	IDEA E/P Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6410	FEDERAL-IDEA PART E/P (619)	0.00	0.00	0.00	0.00
6412	IDEA Non-Public				
01 6412 111 003	IDEA Non-Public SALARIES	3,172.00	779.17	225.33	(3,975.31)
111	SALARIES TCHR/PROF	3,172.00	779.17	225.33	(3,975.31)
01 6412 211 003	GROUP INSURANCE TCHR/PROF	661.00	223.95	318.48	(1,444.12)
211	GROUP INS TCHR/PROF	661.00	223.95	318.48	(1,444.12)
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	243.00	59.76	225.60	(305.21)
221	SOCIAL SECURITY TCHR/PROF	243.00	59.76	225.60	(305.21)
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	313.00	76.97	225.56	(393.00)
231	RETIREMENT TCHR/PROF	313.00	76.97	225.56	(393.00)
01 6412 237 003	IDEA Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6412 281 003	IDEA LTD/STD TCHR/PROF	16.00	6.22	365.44	(42.47)

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281	LTD/STD TCHR/PROF	16.00	6.22	365.44	(42.47)
6412	IDEA Non-Public	4,405.00	1,146.07	239.84	(6,160.11)
6421	IDEA Part-B (611) ARP Birth-21				
01 6421 591 000	IDEA Part-B SA Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6421	IDEA Part-B (611) ARP Birth-21	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP				
01 6422 340 003	IDEA 0-4 Prof Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant				
01 6969 111 000	TITLE IV SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 211 000	TITLE IV GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 221 000	TITLE IV SOCIAL SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 231 000	TITLE IV RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 281 000	TITLE IV LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 340 000	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6969 490 000	Title IV SSAE Grant Other Materials	0.00	0.00	0.00	0.00
490	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 6969 610 000	Title IV SSAE Grant Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
6988	ARP - ESSER III After School				
01 6988 111 000	ARP-ESSER III AFTERSchl Teacher Salaries	11,157.00	1,800.00	212.11	(12,508.00)
111	SALARIES TCHR/PROF	11,157.00	1,800.00	212.11	(12,508.00)
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	528.00	307.50	590.00	(2,587.20)
112	SALARIES AIDE/PARA	528.00	307.50	590.00	(2,587.20)
01 6988 211 000	ARP-ESSER III AFTERSchl GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 212 000	ARP-ESSER III AFTERSchl GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 221 000	ARP-ESSER III AFTERSchl SOC SEC TCHR/PROF	854.00	137.72	212.00	(956.48)
221	SOCIAL SECURITY TCHR/PROF	854.00	137.72	212.00	(956.48)
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	40.00	23.52	595.78	(198.31)
222	SOCIAL SECURITY AIDE/PARA	40.00	23.52	595.78	(198.31)

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01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	759.00	177.81	307.99	(1,578.65)
231	RETIREMENT TCHR/PROF	759.00	177.81	307.99	(1,578.65)
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	17.00	30.38	1,810.06	(290.71)
232	RETIREMENT AIDE/PARA	17.00	30.38	1,810.06	(290.71)
01 6988 237 000	ESSERS III Inc Ret Contribution Rate	239.00	0.00	0.00	239.00
237	Inc Ret Contribution Rate	239.00	0.00	0.00	239.00
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 282 000	ARP-ESSER III AFTERSchl LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	650.00	62.50	212.69	(732.50)
330	STAFF DEVELOPMENT/TRAINING	650.00	62.50	212.69	(732.50)
01 6988 580 000	After School TRAVEL EXPENSES	0.00	0.00	0.00	(2,467.29)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(2,467.29)
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	16,080.00	1,109.08	119.03	(3,060.62)
610	SUPPLIES	16,080.00	1,109.08	119.03	(3,060.62)
6988	ARP - ESSER III After School	30,324.00	3,648.51	179.61	(24,140.76)
6989	ARP-ESSER III SUMMER SCHOOL				
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	3,464.00	0.00	86.42	470.40
111	SALARIES TCHR/PROF	3,464.00	0.00	86.42	470.40
01 6989 112 000	ARP-ESSER III ELC summer AIDE	275.00	0.00	0.00	275.00
112	SALARIES AIDE/PARA	275.00	0.00	0.00	275.00
01 6989 211 000	ARP-ESSER III summer GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 212 000	ARP-ESSER III ELC summer GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 221 000	ARP-ESSER III ELC summer SOC SEC TCHR	265.00	0.00	86.42	35.99
221	SOCIAL SECURITY TCHR/PROF	265.00	0.00	86.42	35.99
01 6989 222 000	ARP ESSER III ELC summer SOC SEC AIDE	21.00	0.00	0.00	21.00
222	SOCIAL SECURITY AIDE/PARA	21.00	0.00	0.00	21.00
01 6989 231 000	ARP-ESSER III ELC summer RETIREMENT TEACHER	342.00	0.00	86.46	46.31
231	RETIREMENT TCHR/PROF	342.00	0.00	86.46	46.31
01 6989 232 000	ARP ESSER III ELC summer RETIREMNT AIDE	23.00	0.00	0.00	23.00
232	RETIREMENT AIDE/PARA	23.00	0.00	0.00	23.00
01 6989 237 000	ESSER III Summer Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00

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01 6989 281 000	ARP-ESSER III summer LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 282 000	ARP-ESSER III summer LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 330 000	ESSER III Summer Staff Dev/Training	173.00	0.00	0.00	173.00
330	STAFF DEVELOPMENT/TRAINING	173.00	0.00	0.00	173.00
01 6989 610 000	ARP ESSER III ELC summer SUPPLIES	9,550.00	1,217.13	48.01	4,965.14
610	SUPPLIES	9,550.00	1,217.13	48.01	4,965.14
6989	ARP-ESSER III SUMMER SCHOOL	14,113.00	1,217.13	57.42	6,009.84
6992	FEDERAL-REAP				
01 6992 610 003	REAP Grant Expend	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6992	FEDERAL-REAP	0.00	0.00	0.00	0.00
6996	COVID / ESSER				
01 6996 111 000	ESSERS I SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 112 000	COVID CARES ACT SALARIES	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 132 000	COVID OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
132	OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 210 000	COVID GROUP INS NON-INSTR	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 6996 211 000	ESSERS I GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 221 000	ESSERS I SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 222 000	COVID SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 231 000	ESSERS I RET TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 232 000	COVID RETIREMT AIDE/PARA	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 281 000	ESSERS I LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 282 000	COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 320 000	ESSERS I EDUC SERV SUPPORT	0.00	0.00	0.00	0.00
320	PROF EDUC SERVICES	0.00	0.00	0.00	0.00
01 6996 610 000	COVID/ESSER SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6996 643 000	COVID WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
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User ID: CMF

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6996 733 000	ESSERS/CARES ACT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
6996	COVID / ESSER	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT				
01 6997 111 000	ESSERS II SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 211 000	ESSERS II GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 221 000	ESSERS II SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 231 000	ESSERS II RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 237 000	ESSER II Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6997 281 000	ESSERS II LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 330 000	ESSERS II -STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6997 610 000	ESSERS II SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6997 650 000	ESSERS II - TECH SUPPLIES	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 6997 733 000	ESSERS II (Cares Act)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6997 734 000	TECH HARDWARE / CAPITAL	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding				
01 6998 111 000	ARP-ESSER III TCHR	28,069.00	4,148.83	147.81	(13,419.30)
111	SALARIES TCHR/PROF	28,069.00	4,148.83	147.81	(13,419.30)
01 6998 112 000	ARP-ESSER III AIDE	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 211 000	ESSERS III GROUP INS TCHR/PROF	10,489.00	699.31	59.64	4,233.46
211	GROUP INS TCHR/PROF	10,489.00	699.31	59.64	4,233.46
01 6998 221 000	ARP-ESSER III TCHR SocSec	2,128.00	319.86	150.31	(1,070.69)
221	SOCIAL SECURITY TCHR/PROF	2,128.00	319.86	150.31	(1,070.69)
01 6998 222 000	ARP-ESSER III AIDE SocSec	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 231 000	ARP-ESSER III TchrRET	2,109.00	409.81	194.31	(1,989.10)
231	RETIREMENT TCHR/PROF	2,109.00	409.81	194.31	(1,989.10)
01 6998 232 000	ARP-ESSER III AideRET	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6998 237 000	ESSERS III Care Inc Ret Contribution Rate	663.00	0.00	0.00	663.00
237	Inc Ret Contribution Rate	663.00	0.00	0.00	663.00
01 6998 281 000	ESSERS III LTD/STD TCHR/PROF	210.00	32.48	154.67	(114.80)
281	LTD/STD TCHR/PROF	210.00	32.48	154.67	(114.80)
01 6998 282 000	ESSERIII LTD/STD AIDE	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 330 000	ESSERS III (Cares) Staff Developmt	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6998 490 000	ESSERS III CONSTRUCTION SERV.	2,279.00	0.00	288.92	(4,305.57)
490	OTHER SUPPLIES AND MATERIALS	2,279.00	0.00	288.92	(4,305.57)
01 6998 610 000	ARP-ESSER III Supplies	20,216.00	0.00	9.62	18,271.90
610	SUPPLIES	20,216.00	0.00	9.62	18,271.90
01 6998 733 000	ESSERS III (Cares)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6998 734 000	ESSERS III ARP TECH HARD/CAP ASSTS	4,474.00	0.00	288.98	(8,455.10)
734	TECH HARDWARE	4,474.00	0.00	288.98	(8,455.10)
01 6998 890 000	ESSER III MISC EXP	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding	70,637.00	5,610.29	108.76	(6,186.20)
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	0.00	0.00	0.00	0.00
912	TRANSFER TO LUNCH FUND	0.00	0.00	0.00	0.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	0.00	0.00	0.00	(35,450.00)
913	TRANSFER TO ACTIVITY FUND	0.00	0.00	0.00	(35,450.00)
01 8000 917 000	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
917	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	(35,450.00)
9000	NON-PROGRAM EXPENDITURES				
01 9000 110 000	Kitchen Payroll	0.00	9,180.66	0.00	(78,225.23)
110	SALARIES NON-INSTR	0.00	9,180.66	0.00	(78,225.23)
01 9000 210 000	KITCHEN GROUP INS	0.00	3,101.07	0.00	(32,833.00)
210	GROUP INSURANCE NON-INSTR	0.00	3,101.07	0.00	(32,833.00)
01 9000 220 000	KITCHEN SOCIAL SECURITY	0.00	568.02	0.00	(4,690.82)
220	SOCIAL SECURITY NON-INSTR	0.00	568.02	0.00	(4,690.82)
01 9000 230 000	KITCHEN RETIREMENT	0.00	555.01	0.00	(7,003.29)
230	RETIREMENT NON-INSTR	0.00	555.01	0.00	(7,003.29)
01 9000 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 9000 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	0.00	42.58	0.00	(432.25)
280	LTD/STD NON-INSTR	0.00	42.58	0.00	(432.25)

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 9000 900 000	MISC EXP-expected carryover	0.00	0.00	0.00	0.00
900 OTHER		0.00	0.00	0.00	0.00
9000 NON-PROGRAM EXPENDITURES		0.00	13,447.34	0.00	(123,184.59)
9003 REPAYMENT OF INTERFUND LOAN FR BLDG					
01 9003 001 000	INTERFUND LOANS	0.00	0.00	0.00	(50,000.00)
001 InterFund LOANS		0.00	0.00	0.00	(50,000.00)
9003 REPAYMENT OF INTERFUND LOAN FR BLDG		0.00	0.00	0.00	(50,000.00)
01 General Fund		9,425,235.00	674,084.06	77.09	2,159,428.10

**Expenditure Report by Function/Object -
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User ID: CMF

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		9,425,235.00	674,084.06	77.09	2,159,428.10

**HTRS Grades 7-12
Principal's Report
Kim Caniglia
June 9, 2025**

Providing a Titan learning environment that is **Positive Respectful Intentional Determined and Engaged.**

HTRS 7-12 Enrollment

7th - 18
8th - 19
9th - 31
10th - 22
11th - 19
12th - 19
Other - 2
Total = 130

- May 13, 2025, 8th grade fundraiser - Teacher/Staff Track Day - the students raised \$821 - A large thank you goes to Mrs. M. Bowen for organizing and to all the staff members that participated.
- May 20, 2025, we had a retirement celebration in the commons for Candy Blecha, Robin Thacker, Stacey Fankhauser, Jaynie Karas - a huge thank you goes out to all the ladies for their commitment to our students and the district over the years. Also to Mrs. C. Farwell for organizing the event.
- Driver's Education and credit recovery online are occurring. Mr. Dunekacke is doing a great job of teaching and motivating the students to success.

Activities Report

- We sent 10 athletes to the state track meet this past May. This is the most we've sent in a long time. Lillian Bowen placed 6th in the 800 meter run and the girls 4 x 800 team consisting of Eden Duryea, Makena Dunlap, Grayson Sherman, and Lillian Bowen placed 7th. It was a very successful track season with many school records being broken. The track coaches did a fantastic job preparing and motivating our athletes.
- The baseball team finished their first season co-oping with Auburn. HTRS had 5 boys go out this season which accounted for 27% of the team. Mr. Dunekacke also coached. There were a lot of firsts. Griffin Sikora became the first Titan to get a hit, Jack Hilgenfeld became the first Titan to score a run, and Ty Dunekacke became the first Titan to record a strike out. Nate Burns was awarded the "Teammate" award for being the most positive teammate. The team finished 2nd at districts and was ranked in the top 10 in both the Lincoln and Omaha papers. Overall, the baseball co-op was a very positive experience for our boys.
- Our coaches have been busy this summer planning camps and open gyms for our athletes. Summer weights started on May 27th. Attendance has been great so far. The coaches put in a lot of time and effort each summer.

- We had many exciting moments this past year. The volleyball team, girls track team, and baseball team were all district runner-up. The boys basketball team had a great season and had the chance to play in the MUDECAS final. The speech team was runner up at the MUDECAS speech meet. Our participation numbers were good this past year and we hope to increase the number of students out for activities in 25-26.

HTRS grades 7-12 will focus on a learning environment that is inclusive and supports a Positive, Respectful, Intentional, Determined and Engaged (PRIDE) school culture.

Educationally yours,
Kimberly L. Caniglia



Kim Standerford
PreK - 6 Principal
HTRS Public School
402 862-2151

June Board Report

Elementary PreK - 6th Grade Enrollment - end of the year

- PreK 3 - 16 students
- PreK 4 - 10 students
- Kindergarten - 21 students
- 1st Grade - 20 students
- 2nd Grade - 19 students
- 3rd Grade - 24 students
- 4th Grade - 17 students
- 5th Grade - 32 students
- 6th Grade - 20 students

Total - 179 students

Assessments

- Verification and clean-up window
 - Checking to make sure everything is correct
-

May

- Concerts were very well attended. The students and teachers did an amazing job.
 - Elementary Awards - went well, except forgetting the Perfect Attendance students. I have that posted on the website and Facebook. I will have a presentation at the beginning of the year for these students.
 - The school year went well.
-

End of Year

- Reports are being pulled and stored
 - The schedule is completed with a few minor adjustments
 - Summer Inservices have started
 - Data Retreat - had 4 teachers and 3 administrators analyzing the data
 - Lower Elementary teachers are attending some ESU 4 workshops
-

Summer

- Rolling over the programs we use
- Rolling over PowerSchool on July 1 and then beginning to register students for the classes for fall
- Getting handbooks revised
- and many more summer activities

Thank you for being part of the HTRS team and for your dedication to educating and supporting our students.
#TitanPride

Kim Standerford

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

Events & Networking - <https://members.nasbonline.org/events>

Where Will NASBe This Month?*



Ainsworth
Atlanta, GA

Cozad

Dundy Co Stratton
ESU 6

Hitchcock County

Kearney

Lincoln

Logan View

Portland, OR

Schuyler

St. Petersburg, FL

Wauneta-Palisade

West Holt

Wynot

For ... Advocacy,
Board Retreats,
Engagement, Events,
National Meetings,
Strategic Planning,
and more!

*Items currently scheduled

Now Hiring - Part-time, Events & Engagement Assistant

Visit the **ABOUT US** page for more information!

<https://members.nasbonline.org/about-us>



Final Day of the 2025 Legislative Session was Monday, June 2

NASB Member Golf Outing - Wednesday, June 11 - Kearney

Email sendorf@NASBonline.org for more information



School Law Seminar - June 11-12 - Kearney



NASB Networking & Legislative Lunch - Tuesday, June 17 - Logan View

Board Academy Collaboration Lunch & Learn - Wednesday, June 18 - Webinar



Leadership Workshop - Monday, July 28 - Gering

Leadership Workshop - Tuesday, July 29 - Kearney

Leadership Workshop - Wednesday, July 30 - Lincoln



Continued on Page 2



Leadership

Innovation

Vision

Engagement

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NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

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Area Membership Meetings run Tuesday, August 19 through Wednesday, September 24

Valentine - Gering - Kearney - York - Norfolk - North Platte - Omaha - Nebraska City - Fremont



Labor Relations - Board Academy Collaboration Lunch & Learn
State Education Conference - New Board Member Workshop

YOUR 2025 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

Leadership

Innovation

Vision

Engagement

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KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE, SD}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, CO, SD}



JORDAN JOHNSON ^{NE, WY, NE}
TYLER COVERDALE ^{SD}
SARA HENTO ^{NE, SD}
SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: May 28, 2025
RE: Annual Policy Updates

It's time for the 2025 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not necessarily require a policy change but present new obligations or things to keep in mind as you enter the 2025-26 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect three months after the legislature adjourns. This year the Unicameral is currently scheduled to adjourn sine die on June 9, so the effective date of most bills will be September 9, 2025. However, if a bill has a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law. That also means there could be some new bills approved after the release of these updates which will require us to supplement the updates. There are also a handful of bills that passed in previous sessions but go into effect for the upcoming 2025-26 school year.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday,**

301 SOUTH 13TH STREET, SUITE 210
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO
KSBSCHOOLLAW.COM
(402) 804-8000
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300 NORTH DAKOTA AVENUE, SUITE 609
STOUX FALLS, SOUTH DAKOTA 57104

June 2, 2025, at 9:00 a.m. Central Time. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

Policy Changes

REVISION OF POLICY 1002: CREATION, AMENDMENT AND DISTRIBUTION OF POLICIES

As the list of required policies, reviews, reapprovals, and hearings grows, we eliminated the list from this policy so it did not need to change so often. Instead, we will continue to update and provide subscribers with the Annual Notices, Hearings, Reviews, and Trainings document that is released with the policy updates each year. There is no requirement to list these obligations inside of a policy.

This change is required, unless you want to continue maintaining the list of requirements in this policy.

REVISION OF POLICY 2006: COMPLAINT PROCEDURE

We made just a couple of tweaks to this policy to remove references to the Biden Administration Title IX rules, which are no longer in effect.

This change is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, or SITE IMPROVEMENT

School districts are generally prohibited from engaging “in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by” a licensed Nebraska architect or professional engineer. However, the law provides an exception to this requirement when the “contemplated expenditures for the complete project” are below a certain dollar amount. In July 2024, the Nebraska Board of Engineers and

Architects increased this exemption from \$119,000 to \$144,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the mandate to engage a licensed Nebraska architect or professional engineer.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

During our regular review of policies, we noticed a citation was partially removed from Section G Allowability of Costs. This citation has been corrected.

This change is required.

REVISION OF POLICY 3023: RECORD MANAGEMENT AND RETENTION

During some federal fund audits, the auditors recommended adding a provision to this policy to address the retention of federal award records. We have added such a provision to the policy.

This change is required.

REVISION OF POLICY 3026: HANDBOOKS

We have updated this policy to reflect how changes to the handbooks operate. We've included the one sentence that was in policy 5034, and 5034 has now been eliminated. We made a few other tweaks that hopefully will clarify the handbook updating process, especially as new legal interpretations and guidance seem to be coming out daily.

Administration is permitted to make changes without board approval unless it is required by law or conflicts with a policy. Administration is also permitted to make changes (whether or not requiring board approval) and provide notice to affected individuals by just sharing the amendment and not resharing the full handbook, unless required by law. For example, if you add a new student conduct rule to the handbooks and intend for that to be used for discipline, under the Student Discipline Act the "board" would have to

approve that rule, and both students and parents must be provided notice prior to it being implemented. However, you wouldn't have to reprint or reshare the entire handbook. You could just provide the amended section or provision.

This change is required.

REVISION OF POLICY 3036: PURCHASING (CREDIT) CARD PROGRAM

This policy change eliminates an inappropriate reference to a nonexistent reimbursement.

This change is required.

REVISION OF POLICY 3043: DESIGN-BUILD CONTRACTS

One of the legal requirements for school districts using the design-build project delivery system for school construction projects is for the school district to hire a performance-criteria developer (PCD), a licensed Nebraska architect or professional engineer. For projects with a cost of \$896,000 or below, the timeframe and procedures for selecting and hiring the PCD can be shortened and simplified. The proposed revisions to this policy reflect that alternative. While updating this policy, we have also included changes in the organization of the policy and reformatting.

This change is required.

REVISION OF POLICY 3047: DATA BREACH RESPONSE

We have amended this policy in light of the PowerSchool data breach this past year. The amendment provides that the district's data directory will include a list of approved vendors and contractors to ensure that information exists in a consolidated format. Additionally, as part of the incident response plan, this policy change encourages contacting an insurance provider as part of a school district's response.

Note that the first section of this policy requires you (or your tech coordinator) to keep an updated list of computing devices, software, vendors with access to personally identifiable information and staff members'

usernames and passwords for any district software. The PowerSchool data breach is also a good reminder to be sure that this information is updated and that you know where to find it in the event of a breach.

This change is highly recommended.

REVISION OF POLICY 3057: TITLE IX

Death, taxes, and Title IX policy updates. These are the constants in life.

As many of you are aware, the Biden administration issued regulations in 2024 that necessitated updates to this policy. The updates also allowed for more streamlined investigations but expanded definitions of sex discrimination. However, a federal court vacated the 2024 updates in their entirety. The new White House has stated its belief that the regulations from 2020 are still in effect.

As a result of these changes, KSB is once again recommending a policy change.

Option 1 is a significantly pared-down version of the 2020 policy, which maintains the required substance in a simplified version. We have also improved this policy based on our five years of experience addressing Title IX complaints under the framework instituted by the previous Trump administration. We believe this policy would satisfy any requirements required by a Trump-led Office of Civil Rights.

Option 2 is a more aggressive option. This version is based on a close reading of the court decision that struck down the 2024 regulations, part of which rested on a rationale that vacating the 2024 rule would “cause a return to the status quo’ that existed for more than 50 years prior to its effective date.” KSB believes the basis for this recent decision suggests that the 2020 regulations contain similar flaws. Thus, this policy focuses on the clear mandate laid out in federal statute and court decisions that require public school districts to respond to allegations of sexual harassment in their education programs and activities promptly and in a way that is not deliberately indifferent. This option is no less rigorous in requiring schools to be responsive, but it is less detailed and proscriptive in the granular procedures dictating *how* schools respond. This option allows for maximum flexibility in investigations, in exchange for undertaking some risk that the

procedures that the school district employees may not strictly comply with a hyper-technical reading of the 2020 regulations.

We will have additional Title IX guidance and forms available on the portal based on the option your board elects to assist your Title IX team comply with your board's choice.

One of these policies is required. Please note that your handbooks must include the version of this policy that your board selects (and our handbook redlines will have a prompt for adding the policy option your board chose as you update them).

**REVISION OF POLICY 4051:
STAFF AND DISTRICT SOCIAL MEDIA USE**

The last time we reviewed this policy, X was called Twitter. In light of the changes in the social media landscape and recent court cases addressing official government accounts, it's time for some updates.

We have proposed a host of relatively small and simple tweaks, but they are important. For example, we have added more detail, differentiating between personal and school-owned accounts. We've clarified staff use of social media for instructional purposes. We address "tagging," where the school accounts are tagged or mentioned in outside posts to increase traffic to the post.

We have also updated the relevant rules for deleting comments, blocking posts and users, and banning outside users on school-owned accounts. It's important to note that this policy has always prohibited school-owned accounts from having comments "on" unless approved by the superintendent. When you enable comments, you take the bitter with the sweet. If you have not been following that part of the policy, now is a good time to review your practices and expectations for staff administering these accounts. If your practices differ from the policy, you should either change those or work with us to change the policy. There has been a lot of recent court action on the First Amendment rights of users interacting with individual school official accounts, like board members, and school-owned accounts operated by school employees.

These changes are required.

REVISION OF POLICY 4057: SUPERINTENDENT EVALUATION

We have amended this policy to eliminate the provision that required the superintendent evaluation to occur at a board meeting. You may still evaluate the superintendent at a board meeting if you wish, but now you may also conduct the evaluation with the board president and superintendent, with a committee of the board and superintendent, or any other way you deem appropriate.

Note that if your board decides to conduct the evaluation outside of a board meeting, you should review your superintendent contract, as well.

This change is highly recommended.

REVISION OF POLICY 4059: BEHAVIORAL AND MENTAL HEALTH TRAINING

We have revised this policy to remove the requirement that the training be at least one hour. Now, the length of the training is "a reasonable amount as determined by the school board." We have also added the statutory list of topics that may be covered in the training.

This change is required.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM - TRADITIONAL APPROACH

This policy has been revised to provide clearer procedures for the Attendance Officer to follow in responding to excessive absenteeism. The policy previously referred to external procedures that were inconsistently developed and adopted.

This change is required.

REVISION OF POLICY 5015: PROTECTION OF PUPIL RIGHTS AND POLICY 5018: PARENT INVOLVEMENT IN EDUCATION PRACTICES

During the 2024 session, the Unicameral amended sections 79-530 through 79-533 through LB 71 to give parents, guardians, and educational decisionmakers greater access to information about and involvement in educational practices. Those changes are reflected in this policy. Additionally, the current Unicameral again amended section 79-532 through LB 428 to add various requirements related to surveys administered by the school. These changes include allowing parents to obtain copies of the surveys through various methods as well as the ability to exempt their children from participating in the surveys.

This policy must be adopted by July 1, 2025. The policy must be developed with parental input from parents, guardians, and educational decisionmakers. It must be the subject of a public hearing before the school board before adoption by the board. As previously required, the policy must be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing. Any public hearing must include a reasonable opportunity for public comments.

The school district must make the policy accessible on the school district's website by August 1, 2025. The policy must be accessible by a "prominently displayed" link on the website. If the policy is altered, the new version of the policy shall be made accessible within a reasonable time thereafter.

Finally, the school district must continue to comply with the PPRA survey requirements. This means schools must comply with Policy 5015 (federal law requirements) and Policy 5018 (state law requirements) when administering surveys.

This change is required.

REVISION OF POLICY 5016: STUDENT RECORDS

The introductory paragraph of this policy clarifies that "student records" generally do not include transitory communications such as emails, text messages, handwritten notes between school and home, and similar items. These types of communications are not typically maintained by the district.

Following that introduction, the policy presents three different options for the board to consider regarding what types of records the district will officially “maintain.” Recently, we have seen a noticeable increase in requests from parents asking for complete copies of their children’s student records. At the same time, the rise in digital communication has complicated decisions about whether emails and text messages should be included in those records.

To address this, we have added a consistent reminder in each of the three options regarding what it means for the district to “maintain” a record. This serves as a clarification for both parents and school officials that, regardless of which option the board selects, the general rule excluding most emails and texts from the definition of “student records” still applies.

This change is highly recommended.

REVISION OF POLICY 5031: STUDENT APPEARANCE

Section 79-2,158 requires each school district to adopt a written dress code and grooming policy to be implemented at the start of the 2025-26 school year that is consistent with the model policy developed by the State Department of Education. We’ve revised our policy to be consistent with the Department’s model policy (don’t shoot the messengers), though hopefully a bit more concise.

This change is required.

ELIMINATION OF POLICY 5034: HANDBOOKS NOW “INTENTIONALLY LEFT BLANK”

The policy has been combined into policy 3026 and is now eliminated.

This change is required.

REVIEW OF POLICY 6025: STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

LB 140 requires schools to have policies prohibiting the use of cell phones and other electronic devices while at school or attending a "school instructional function." Of course, that term is not defined. We assume they are talking about field trips and other off-site curricular activities, not extracurricular activities.

However, the bill also allows boards and administrators to permit use of cell phones when "determined appropriate." So you "shall" have a ban but may deem any use appropriate. Consequently, we have not proposed any changes to policy 6025, because all of those options remain lawful.

As a result, we believe some schools will keep their current policy in place heading into 25-26. Here's the issue. LB 140 says, "The development of the policy shall include stakeholder participation to ensure that such policies are responsive to the unique needs and desires of students, parents, and educators in each community." It's unclear what that means if you already have a policy in place that was approved at a public meeting. The law does not require the formation of a committee or that you prospectively seek input now. It ties that input to the "development" of a policy, not any future amendment.

Here's our opinion on your options. If you solicited stakeholder feedback when developing your policy initially, or if staff, students, and parents provided input voluntarily at that time, we believe it would be lawful to simply move forward without seeking additional feedback or even reapproving the policy you have in place. For example, we know some schools conducted a stakeholder survey or invited stakeholders to board meetings if they had input when creating the policy. We believe that is sufficient to meet the requirements of LB 140.

If you did not receive stakeholder feedback initially, you have two choices. First, you could intentionally reach out for feedback in some way now, such as via survey, ad hoc working group, or to specific individuals whose input you think would be helpful. After obtaining that feedback, you could then reapprove the policy as it exists or with any amendments you see fit. We're happy to help with those. Second, you could take the slightly more aggressive approach that, because the policy was approved at a duly noticed

public board meeting with the policy on the agenda, stakeholders had an opportunity for feedback at that time. In our view, this is as much a political question as a legal one.

The bill also has 5 listed exceptions that schools must make to any restrictions on cell phone and device use. They are not required to be in the policy. Some of the exceptions we already include in our 4 policy options, such as use by a student when deemed necessary because of a disability accommodation, like a student with diabetes who uses a phone to monitor their levels.

One particular exception that could prove tricky permits students to use cell phones regardless of the strength of the school's ban in cases of "emergencies and perceived threats of danger." Of course, those terms are not defined, nor is it clear who decides what constitutes an emergency or threat. We have elected not to bring attention to this exception for fear that every student and parent will argue that the exception applies to them. You may see other policies throughout the state that list all of these exceptions, so we wanted to let you know it does exist and explain our rationale for not suggesting changes to our current policy options.

No changes required, but you must consider whether you met the requirement to obtain stakeholder input when your policy was developed.

REVISION OF POLICY 6031: EMERGENCY EXCLUSION

The policy had a discrepancy in the hearing request section. We aligned those timelines, which are already shortened to comply with the expedited hearing obligations under the emergency exclusion statute.

This change is required.

REVISION OF POLICY 6034: CONCUSSION AWARENESS

The policy requires updating to remove specific references to guidances and training that have since been updated. Review the approved trainings from DHHS and the NDE Brain Injury Support page for all updated materials.

This change is required.

NEW POLICY 6044: PARTICIPATION AND ASSIGNMENT OF ATHLETIC TEAMS

LB 89 establishes the Stand with Women Act. Originally, the bill would have required schools to designate locker rooms, bathrooms, and athletic teams based on sex as male, female, or coed. As the bill progressed, it was amended to include only requirements for designating athletic teams and limiting participation in athletics based on sex. The law defines sex in terms of reproductive organs and functions. The law also requires every school to have a policy implementing the new requirements.

There are a few other items to note. While the bill eliminated explicit provisions for bathrooms and locker rooms, it does require the policy to address the “conduct of visitors and the public.” We are not sure what that means, because there is no explanation in the bill. We assume that is a nod of deference to existing policies and practices as it relates to things like restrooms that patrons and visitors can use when on school grounds. For that reason, we have simply said all visitors and members of the public shall comply with existing policies and law.

This policy is required *if LB 89 becomes law.*

NEW POLICY 6045: BEHAVIORAL INTERVENTION

Section 79-262.01 requires school districts to develop and adopt a policy consistent with or comparable to the model policy developed by the State Department of Education. We went with “comparable to” and tried to draft a policy that won’t be too onerous compared to common and best practices we’ve seen prevalent across the state.

This policy is required.

Form Changes

Public Participation Rules for Public Comment

We've updated these rules slightly in light of some recent court decisions regarding public comment at school board meetings. However, the changes are not major. Recently, the Nebraska Attorney General's office representatives have shared informally that they believe public comment at board meetings can be limited to items on the board's agenda. We do have some concerns about that informal guidance in light of published decisions that say the opposite, but if your board is interested in exploring that limitation, give one of us a call to talk through that option.

Application for Employment

We reviewed LB 144 and determined that no changes to the employment application form are required. LB 144 revised the definition of spouse of a veteran and added language regarding the preference eligibility for the spouse of a service member. As such, we recommend reviewing the statutory standard and definition if you receive an application indicating veteran preference.

Title IX

For schools selection Option 1 for their Title IX policy, we will have updated forms and refresher training available this summer. In the meantime, if you receive a Title IX complaint prior to the start of next school year, give us a call to talk through your response options regardless of the policy you chose.

Other Issues To Consider

LB 306

Apparently, this bill has 9 lives. On May 21, it appeared dead. On May 22, it was revived. We will continue to monitor it along with any amendments. When AM1440 was discussed on May 21, only the LB 550 (religious instruction) section seemed to implicate a policy change. Even then, it said a school "may" adopt a policy. We simply don't yet know if this bill and any others amended into it will pass, or if the wording will remain the same. The

sections on funding 3 weeks of FMLA leave and restrictions on superintendent employment, for example, would not require policy changes but would require schools to consider their responses to those new provisions.

LB 390: Parent Right to Access School Library Materials

LB 390 (approved by the Governor on April 14, 2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy will provide parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to receive certain notifications when their student checks out a library book.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year." We will provide you our recommended policy that complies with LB 390 with our 2026 annual updates.

LB 457: ANAPHYLAXIS POLICIES

LB 457 directs the Department of Health and Human Services, in consultation with the State Department of Education, to develop model anaphylaxis policies available for use in school districts and licensed child care programs setting forth guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.

On or before July 1, 2026, each school district must adopt a written policy to address incidents of anaphylaxis involving students at school. A school board may use the model policy mentioned above as a guide. The policy must not conflict with or hinder the implementation of an individualized anaphylaxis plan of a student and must be consistent with section 79-224 relating to self-management by a student.

Next year, we will review the policy developed by NDHHS and NDE and determine if we will revise Policy 5053 - Self-Management of Diabetes or Asthma/Anaphylaxis.

FAIR Leave Act (Modifying FMLA)

Under the FMLA, if both spouses work for the same employer, they are required to split the (up to) 12 weeks FMLA leave for things like bonding time with a newborn or adopted child or to care for a family member with a serious health condition. The "FAIR Leave Act" introduced in the House would eliminate this restriction. For example, if you employ two teachers who have a newborn, both would be permitted to take up to 12 weeks for bonding time. This bill is separate from what's happening with paid leave in the Unicameral. We will monitor the bill and provide updates, including an updated policy, if it advances.

Children's Online Privacy Protection Rule (COPPA) 2.0

The Federal Trade Commission's 2025 proposed amendments to the Children's Online Privacy Protection Rule (COPPA), AKA "COPPA 2.0," aim to modernize protections for children under 13 based on the changes in the tech world which have occurred since the last amendments to COPPA in 2013. The amendments take effect June 23, 2025. To note, while these amendments do not directly apply to schools, they may impact how schools interact with EdTech companies who provide classroom technologies, resources, and apps.

In the 2024 Notice of Proposed Rulemaking, the FTC proposed codifying a school authorization exception to parental consent and also new definitions of "school" and "school-authorized education purpose." However, in the Final Rule, the FTC chose not to finalize these EdTech-specific amendments which would impact schools. With the possibility of amendments to FERPA in the future, the Commission decided to wait to change any language regarding EdTech and schools within COPPA 2.0. For our schools, this means that the existing interpretation, where schools may consent on behalf of parents for the use of EdTech tools, so long as the information is used exclusively for educational purposes and not for commercial gain, remains in effect. Schools will also see enhanced notices from EdTech companies regarding how data is collected and utilized by these companies. We encourage you to review the notices received.

Because schools utilize technology and software that record a child's voice (e.g., speech to text), one of the new exceptions to parental consent requirements found in COPPA 2.0 is helpful. It allows operators to collect audio files containing a child's voice and no other personal information solely to respond to a child's specific request, provided the file is not used for any other purpose, is not disclosed, and is deleted immediately. Other finalized

revisions include reinforced data minimization standards, which limit the use of persistent identifiers and restrict data collection. The definition of “personal information” has been expanded to include biometric identifiers such as facial recognition data, voiceprints, and fingerprints. Once the law is finalized, we will blog about any specific guidance the FTC may release regarding EdTech and parental consent. If you would like light reading materials to lull you to sleep, the proposed commentary and rule is available [here](#).

KSB Superintendent Evaluation Platform

We are also pleased to announce that the KSB Superintendent Evaluation Platform is now live and available for use. This platform was designed specifically to align with Nebraska law and best practices, offering boards a streamlined, legally sound, and customizable way to conduct superintendent evaluations. Subscribers will be able to access the platform through the KSB portal. We have a summary of the platform’s features and a short video about it available [here](#). If you have questions about getting started or would like more information, please don’t hesitate to reach out.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

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Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

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

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the

complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in

writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide

the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and, if available, on the newspaper's website.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include, ~~but are not~~

~~necessarily limited to~~, the Humboldt Standard, Pawnee Republican and Falls City Journal ~~or the Omaha World Herald~~. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: July 13, 2009
Reviewed on: August 12, 2013
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Revised on: February 10, 2020
Revised on: November 16, 2020
Revised on: August 12, 2024
Reviewed on: February 10, 2025
Revised on:

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

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

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

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

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

III. Formal Bidding for Major Purchases and Construction

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

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

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds ~~\$144,000-\$118,000.~~

C. Advertising for Bids

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

D. Bid Documents

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

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

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

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

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

Adopted on: July 13, 2009

Reviewed on: November 13, 2013

Reviewed on: March 13, 2017

Reviewed on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: June 14, 2021

Revised on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

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

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

5. **Competitive Proposals.**

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

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

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

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

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

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

H. Disposal of Equipment

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

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

I. Equipment Retention

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

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

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

V. Financial Management

A. Identification

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

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

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

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

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

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

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

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

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

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

C. Record Keeping

1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

Adopted on: August 14, 2017
Revised on: August 13, 2018
Revised on: September 16, 2019
Revised on: November 16, 2020
Revised on: August 12, 2024
Revised on: December 9, 2024
Revised on: _____

3023 Record Management and Retention

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

Special Rules Related to Electronic Forms of Communication.

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

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

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

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

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

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

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

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

Adopted on: July 13, 2009

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Revised on: March 13, 2016

Revised on: June 11, 2018

Reviewed on: June 14, 2021

Revised on: _____

3026 Handbooks

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

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

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

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

Adopted on: July 13, 2009

Reviewed on: November 13, 2013

Revised on: March 14, 2016

Reviewed on: August 10, 2020

Revised on: _____

Reviewed on: _____

3036 Purchasing (Credit) Card Program

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

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$5,000.

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

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

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

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the

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

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

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

Adopted on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: _____

3043 Design-Build Contracts

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

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

I. **Definitions.** For purposes of this policy:-

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

A.B. **Board** means the District's Board of Education.

B.C. **Department** means the Nebraska Department of Education.

C.D. **Design-Build Contract** (~~DBD-B~~ Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project ~~pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act)~~ Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

D.E. **Design-Builder** means ~~the~~ legal entity which proposes to enter into a ~~DBD-B~~ Contract which is subject to qualification-based selection pursuant to the Act.

E.F. **District** means Humboldt-Table Rock-Steinauer Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

F.H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

G.I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~ Proposals, evaluation of Proposals, evaluation of ~~the~~ construction under a ~~DBD-B~~ Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.J.~~ **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~ proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.K.~~ **Proposal** means an offer in response to a Request ~~For~~ Proposals (“~~RFP~~”) by a Design-Builder to enter into a ~~DBD-B~~ Contract for a project pursuant to the Act.

~~L.~~ **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

~~M.~~ **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1.~~ ~~Act~~ means the ~~Nebraska Political Subdivisions Construction Alternatives Act.~~

~~J.N.~~ **Request for Proposals** (RFP) means the documentation by which the District solicits Proposals.~~e~~

~~K.O.~~ **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~Procedures.~~ The District shall follow the procedures below in connection with any ~~DB~~ Contract.

~~II.~~ **Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.** Resolution to Select Design-Build. The Board shall

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

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

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

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section **A3.1.**

Project Cost \$896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The District~~ to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

a. ~~The~~ ~~shall~~ Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000,

the District will use the following procedures for identifying the most qualified PCD:

- a. The District will encourage eligible persons individuals or organizations firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~ At least thirty fifteen (15) days prior to ~~selecting and hiring a PCD~~ the deadline to respond, the District ~~shall~~ will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the ~~Design-Build~~ project; Directions regarding how
 - ii. How interested ~~persons or organizations~~ firms can apply for consideration by the District; and
 - iii. The date by which persons individuals or organizations firms must submit their applications statements of qualifications; and
 - iv. A statement that any person individual or organization firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness; ~~and~~; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

- d. The Board ~~shall~~will evaluate each qualified applicant's ~~current~~ statement of qualifications and ~~performance data any other relevant the District has received~~. The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than, at least~~ three applicants regarding their qualifications, approach to the project, and ability to furnish the required service, ~~and other factors identified above~~.
- e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

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

Prohibition Against Contingent Fees. The contract between the District and the PCD must

- ~~A. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

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

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

~~1. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.~~

C. Effect of Unsuccessful Negotiations

~~1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.~~

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

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

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

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

A

O.G. The PCD ~~may not be~~ prohibited from being employed by or ~~may not have a~~ having any financial or other interest in a Design-Builder that will submit a ~~Proposal~~ proposal.

~~Procedures and standards to be used to prequalify~~

~~II. IV. Pre-Qualifying Design-Builders:~~

- A. Letters of Interest. The District, ~~with the help of the PCD,~~ shall prepare a request for ~~letters~~ Letters of interest. ~~The Interest, which request for letters of interest shall:~~
 1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest~~;~~.
 2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
 3. Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness, ~~and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~ Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

Procedures

~~2. — Preparing Requests for the preparation and content of RFPs.~~
~~III.V. Proposals (RFP).~~ The District, with the ~~help~~ assistance of the PCD, ~~shall~~ will prepare the RFP, which shall contain:

- A. The identity of the ~~school district~~ District for which the project will be built and ~~the District that~~ will execute the ~~Design-Build Contract; design-build contract;~~
- B. A copy of this Design-Build ~~Contract~~ Contact Policy and all other policies ~~adopted by the District relating~~ related to the ~~DBD-B~~ B Contract;
- C. The proposed terms and conditions of the ~~DBD-B~~ B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;

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

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

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

Procedures for preparing

V.VII. Preparing and submitting Submitting Proposals:

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

Procedures for evaluating

VI.VIII. Evaluating Proposals:

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

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

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

~~B.D.~~B.D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1)~~ — The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2)~~ — The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3)~~ — The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4)~~ — The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5)~~ — The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6)~~ — The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7)~~ — Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

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

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

~~D.F.~~^eD.F. ~~D.~~D. The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request~~

for proposals RFP and taking into consideration the recommendation of the selection committee.

~~3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.~~

IX. Negotiating a Design-Build Contract

~~E.A.~~ E.A. The District may attempt to negotiate a ~~DBD-B~~ DBD-B Contract with the highest ranked Design-Builder selected by the ~~Board~~ District and may enter into a ~~DB Contract~~ Design-Build contract after negotiations.

~~F.B.~~ F.B. The negotiations shall include a final determination of the manner by which the ~~design-builder~~ Design-Builder selects a subcontractor.

~~G.C.~~ G.C. If the District is unable to negotiate a satisfactory ~~DBD-B~~ DBD-B Contract with the highest ranked Design-Builder, ~~it~~ the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a ~~DBD-B~~ DBD-B Contract ~~with that Design-Builder~~ after negotiations.

~~H.D.~~ H.D. If the District is unable to negotiate a satisfactory ~~DB Contract~~ contract with the second highest ranked Design-Builder, ~~it may terminate negotiations with that Design-Builder. The~~ the District may ~~then~~ undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a ~~DBD-B~~ DBD-B Contract ~~with that Design-Builder~~ after negotiations.

~~I.E.~~ I.E. If the District is unable to negotiate a satisfactory ~~DB Contract~~ contract with any of the ranked Design-Builders, ~~it~~ the District may either revise the RFP and solicit new ~~Proposals~~ proposals or cancel the ~~design-build~~ Design-Build process. ~~—~~ under the Act.

~~J.F.~~ J.F. If the District is able to negotiate a satisfactory ~~contract~~ D-B Contract with a ~~design-builder~~ Design-Builder, the District shall file a copy of all ~~design-build contract~~ D-B Contract documents with the ~~State Department of Education~~ within thirty ~~(30)~~ (30) days after their full execution. Within thirty ~~(30)~~ (30) days after completion of the project, the ~~design-builder~~ Design-Builder shall file a copy of all contract modifications and change orders with the ~~State Department of Education~~.

~~Procedures for Filing and Acting on~~

~~VII.X. Formal Protests Relating to the Solicitation or Execution of DBD-B Contracts.~~

~~A. — Definitions.~~

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

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

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

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

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the

contract should be suspended. The ~~school-district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~—**Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other ~~bidders.~~Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

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

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

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the

Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

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

Adopted on: August 14, 2017
Reviewed on: August 10, 2020
Revised on: June 14, 2021
Revised on:

3047 Data Breach Response

I. Preparation

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

A. Data Governance

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

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

B. New Devices and Software

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

II. Incident Response Plan

A. Assessment and Investigation

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

1.2. The District will contact its cyber or relevant data breach insurance provider -in the event of a suspected breach.

2.3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

3.4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

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

C. Notification of Law Enforcement and Outside Organizations

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

Adopted on: August 14, 2017

Revised on: June 11, 2018

Reviewed on: June 14, 2021

Revised on: _____

NOTE TO BE DELETED: THIS POLICY IS FOR CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS. IF YOU ARE A CLASS I OR II SCHOOL DISTRICT THAT HAS DECIDED NOT TO ALLOW ARMED EMPLOYEES AND CONTRACTORS, YOU SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE AND MAKE NO CHANGES. IF YOU ARE A CLASS III OR LARGER SCHOOL DISTRICT, YOU CANNOT ALLOW THIS AND SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE. THE CUTOFF FOR CLASS III IS A SCHOOL DISTRICT WITH A POPULATION OF 5,000 OR MORE.

3060

Firearms and Weapons for Non-Students

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

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

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers;
- 2.3. The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3.4. _____Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

4.5. _____Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

5.6. _____Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; ~~or~~

7. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area; ~~or~~

6.8. _____Firearms carried by authorized security personnel who are employed by or contracted with the school district pursuant to this policy.

Authorized Security Personnel

The school district may employ or contract with authorized security personnel who may carry a firearm on school grounds, in a school-owned vehicle, or at a home school-sponsored activity or athletic event as provided in this policy.

Authorized security personnel may not carry a firearm at away school activities or athletic events unless authorized to do so by the host school or agency.

1. Personal Qualifications.

A. Background Check. The individual must pass a comprehensive background check as arranged by the school district. The school district will determine if the person is authorized to provide services, in accordance with state, federal, and local policy.

- B. Mental Health Evaluation. The individual will submit to a mental health evaluation with a mental health professional as arranged by the school district. The school district will review the evaluation and determine if, in its discretion, the individual is qualified to provide services.
 - C. Employee or Contractor. The individual with either be an existing employee of the district or shall enter into a written agreement to provide security services.
 - D. Letters of Recommendation. The individual shall submit at least three letters of recommendation. The Superintendent or designee shall contact the authors of the letters to verify their content and authenticity.
 - E. Concealed Carry Permit: The individual must possess a valid Nebraska Concealed Carry Permit.
2. Training. The individual must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings before providing any security services to the school district.
 3. Appropriate Firearms and Ammunition. Authorized security personnel may only use a handgun that has been approved by the school board. Any ammunition must be recommended or approved by the firearm manufacturer.
 4. Appropriate Use of Force. Although authorized security personnel are not law enforcement officers and do not have the authority to act in that capacity, they must know and understand the appropriate use of force. Authorized security personnel may take actions necessary to prevent or abate an active threat and temporarily detain an individual when they have reasonable cause to believe an individual has committed or is about to commit a forcible act of violence that could cause serious bodily injury or death. Authorized security personnel must understand deadly use of force as well as the potential of criminal and civil liability.
 5. [OPTION 1 - OVERNIGHT STORAGE ALLOWED] Firearm Storage. Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate

Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
 - B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
 - C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
 - D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
 - E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
 - F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
 - G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
 - H. The room in which the firearm, ammunition, and is stored and the safe are stored shall be monitored by school district video cameras.
 - I. Any firearms or ammunition to be stored in the ~~gun~~ safe will be transported at a time and in a concealed manner to minimize disruption.
6. **[OPTION 2 – OVERNIGHT STORAGE NOT ALLOWED]** Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.
- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
 - B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
 - C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
 - D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
 - E. The gun safe, firearms, and ammunition shall be the property of

the authorized security personnel.

F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.

G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.

H. The room in which the firearm, ammunition, and safe are is stored and the safe shall be monitored by school district video cameras.

I. Any firearms or ammunition to be stored in the ~~gun~~ safe will be transported at a time and in a concealed manner to minimize disruption.

J. The authorized security personnel must be physically present on school grounds when their firearm or ammunition is stored in the biometric safe.

7. Memorandum of Understanding (MOU). The authorized security personnel will enter into an MOU with the school district to address the requirements of this policy as well as other appropriate matters.

8. Notification. The authorized security personnel must notify all local law enforcement agencies, the Nebraska State Patrol, and local fire and rescue personnel and first responders, and the regional emergency manager of their position at the school district.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Titan Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff ~~may be~~ required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

~~2.1.~~ Staff may use social media for school-related communication with fellow educators, ~~students,~~ parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

~~3.2.~~ Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall ~~not~~ never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, ~~Twitter~~ X, ~~and~~ Instagram, Snapchat, and TikTok on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~ permitted by district policy or preapproved by the staff member's

immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;
- 3.4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
- 4.5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
- 5.6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the **October** board meeting, and (2) at or prior to the **January** board meeting. Annual evaluations shall generally take place ~~at a board meeting held~~ during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, ~~the~~ superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: August 12, 2013

Reviewed on: April 14, 2014

Reviewed on: March 13, 2016

Reviewed on: August 10, 2020

Revised on:

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education’s list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

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

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in Policy 5108—the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term "personal information" means individually identifiable information including:
 - i. student's and parent(s)' first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.

- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: July 13, 2009
Reviewed on: May 12, 2014
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Reviewed: August 10, 2020
Revised on:

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: July 13, 2009
Revised on: August 12, 2013
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Reviewed on: March 13, 2016
Revised on: June 13, 2016
Revised on: September 16, 2019
Revised on: August 10, 2020
Revised on:

5018

Parent ~~and Guardian~~ Involvement ~~In~~ in Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental ~~and guardian~~ involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents ~~and guardians~~ to participate in the education of their children are preserved.

1. ~~Parents/Guardians~~ will be provided access, ~~as described in district procedures,~~ to district-approved textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") ~~textbooks and other curricular materials and tests used in the district upon request~~ as follows:-
 - a. A parental request to review specific ~~approved textbooks and other district or building approved~~ curricular materials (written, visual, ~~or~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.
 - ~~b.~~ Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the ~~The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption of the instructional proces~~ sto the efficient operations of the district.
 - ~~b.c.~~ The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - ~~c.d.~~ A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to

the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/~~Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/~~guardians~~ are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/~~guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/~~guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. ~~Parents/guardians will be permitted, within district procedures, to ask~~ may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - a.b. Building principals may excuse a student from any ~~single~~ school event~~experience~~ at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - b.c. When ~~the building principal determines it appropriate~~ ~~appropriate~~, alternative experiences ~~will~~ may be provided for the student by the school.

4. Parents/~~guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/~~guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/~~guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.

- a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/~~guardians~~ of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents ~~or guardians~~ to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/~~guardians~~ of eligible students with reasonable notice prior to the exam being administered. Parents/~~guardians~~ wishing to opt their students out of the NAEP

assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/~~guardians~~ will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/~~guardians~~ may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: July 13, 2009
Reviewed on: May 12, 2014
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Reviewed on: August 10, 2020
Revised on: November 16, 2020
Revised on:

5031 Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids,

locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: July 13, 2009

Reviewed on: June 9, 2014

Reviewed on: March 14, 2016

Reviewed: August 10, 2020

Revised on:

Student Cell Phone and Other Electronic Communication Devices

The following guidelines and procedures are being implemented to help maximize instructional time, reduce distractions of students during instructional time, standardize communication, and enhance student and staff safety. Students will not be allowed to use or possess cell phones or other electronic communication devices at school during the school day. The expectation is that all students place cell phones and electronic communication devices turned off and placed in the Cell Phone Locker Box. With the following exceptions:

- If required as part of a student's special education plan.
- When authorized by the school district for educational purposes during instructional time.
- In cases of emergency or "perceived threat of danger."
- When necessary to monitor or manage a student's healthcare.
- When deemed appropriate by the school board or authorized by a school administration.
- Students may use their personal electronic communication devices before school but need to be placed in the Cell Phone Locker Box by 7:50 am and after school when the last bell rings.

It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school. Parents or guardians who need to communicate immediate information with their student during school hours can continue to contact the school office and a message will be shared with the student as soon as possible.

- First offense of this policy will result in 3 days of lunch detention.
- Second offense of this policy will result 1 day ISS and the student must report to the building administrator or administrator's designee prior to the start of school every day for six weeks.
- Third offense of this policy will result 3 days of ISS and the student must report to the building administrator or administrator's designee prior to the start of school every day for the remainder of the school year.
- Any following violations of this policy will result in 1-3 days of OSS and your parent/guardians will pick it up at the end of the day.

Smartwatches may be worn, but cannot be used for communication purposes. If a violation occurs with a smartwatch or other device, students will be asked to remove the digital device and secure it with their cell phone in the Cell Phone Locker Box.

- Earbuds and headphones will not be allowed in the school unless it is required as part of the instructional activities and/or the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc.).
- If earbuds or headphones are worn before school and after school need to place them in the Cell Phone Locker Box.
- If an electronic device is seen during the instructional period, the staff member will follow this procedure:

Step 1: The staff member will confiscate the phone or electronic device and the device will be sent to the main office. The phone or electronic device will stay in the office for at least the rest of the school day.

Step 2: The staff member will confiscate the phone or electronic device and the device will be sent to the main office. Parents and school personnel will collaborate to have the phone turned in at the beginning of the day and picked up prior to leaving for the day.

Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5035 Student Discipline.

- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Students also have the opportunity and choice to leave their electronic device at home or in their vehicle during the school day.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a

school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct and a report will be filed with the Sheriff's Department.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~one school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: August 10, 2009
Reviewed on: August 11, 2014
Reviewed on: March 14, 2016
Revised on: June 11, 2018
Reviewed on: June 14, 2021
Revised on:

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.÷
 - ~~HEADS UP to Youth Sports Coaches: Online Concussion Training~~ Heads UP Concussions in Youth Sports
 - ~~Concussion in Sports (NFHS) What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance~~ [follow the model](#) provided by the Nebraska Department of Education, ~~entitled "Bridging the Gap from Concussion to the Classroom REAP," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

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10	9781635638523 TXT ADVENTURES IN FOOD (2022)	\$125.00	25%	\$93.75	\$937.50
1	9781635638578 OIR ADVENTURES IN FOOD 1YR EMAIL(2022)	\$200.00	25%	\$150.00	\$150.00
10	9781635638530 WB ADVENTURES IN FOOD (2022)	\$32.00	25%	\$24.00	\$240.00
10	9781645648062 TXT SUCCEED IN LIFE & CAREER (2022)	\$153.28	25%	\$114.96	\$1,149.60
1	9781645648147 OIR SUCCEED IN LIFE 1YR EMAIL (2022)	\$200.00	25%	\$150.00	\$150.00
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SG Study Guide
SHP Shop Manual
TAW Teacher's Annotated Workbook
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1	9798894481241 OIR PRINCIPLES HUMAN SERV 1YR EM(2026)	\$200.00	25%	\$150.00	\$150.00
10	9798891189188 WB PRINCIPLES HUMAN SERVICES (2026)	\$33.28	25%	\$24.96	\$249.60

Shipping Charges are good for 30 days from date of quote.

Free items available only with purchase of student items direct from Goodheart-Willcox.

Notes:

Subtotal	\$8,170.80
Shipping Cost	\$324.17
Estimated Tax	\$0.00
Total	\$8,494.97

Please send tax exemption certificates to taxcert@g-w.com.

BDL Bundle
BSK BrightSpace Packet
BSL BrightSpace License
CCL Common Cartridge License
CCK Common Cartridge Packet
CUR Curriculum Center
EBI Ebook Instructor
EBS Ebook Student
LM Lab Manual

OG Observation Guide
OIR Online Instructor Resource
OLS Online Learning Suite
OSC Online Student Center
OT Online Textbook
PP PowerPoint
RCD Instructor's Resource CD
SDG Software Design Guide

SG Study Guide
SHP Shop Manual
TAW Teacher's Annotated Workbook
TE Teacher's Edition
TSE Exam View Test Software
TXT Textbook
WB Workbook



QT15005830



May 16, 2025

Quote Number: Q2503136

KURT SANDER

Rasmussen Mechanical Services
3211 Nebraska Avenue
Council Bluffs, Iowa 51501

GEORGE GRIFFITH

HTRS Public Schools
810 Central Avenue
Humboldt, Nebraska
68376

Proposal

Subject: HTRS Condenser Coil Replacement

George Griffith,

Rasmussen Mechanical Services is pleased to quote the following scope of work during normal working conditions unless specified otherwise in the scope below.

Inclusions:

Remove and dispose of 2ea existing Daikin second stage condenser coils.

Provide and install 2ea new Daikin replacement condenser coils.

Replacement of the liquid and suction line filter drier cores for stage 2.

Check remaining levels in both compressors and top off as necessary.

Evacuation, re-charging and leak test the system with new R410A. Startup, test and run system.

Exclusions:

Overtime.

Weekend or Holidays.

Clarifications:

Lead time is 2 weeks on the replacement coils.

Price

Rasmussen Mechanical Services will furnish the Equipment, Materials, Tools, Labor, Supervision and Services as outlined in the above Scope of Work for the net sum of:

Forty Five Thousand Four Hundred Eighty Three Dollars....\$45,483.00

Terms and Conditions

- **Price Changes.** Due to market constraints, all prices provided by Rasmussen Mechanical Services are subject to change to the prices in effect at the time of customer acceptance.
- Any tariff costs or fees associated with the equipment or materials included in this proposal, which are not anticipated or accounted for in the initial pricing, will be added to the final invoice.
- Sales Tax is not included in price.
- Deposit Required with Contract - \$15,000
- Monthly payment request (progress billings), per progress schedule.
- Balance is due upon start-up or thirty (30) days after completion of installation or work performed (if start-up is delayed thru no fault of Seller).
- Invoices to be paid, Net 30 Days per Seller's Terms and Conditions, <https://www.rasmech.com/terms>
- Note: For your convenience, monthly payment request invoices will be submitted on or before the end of each month and will be submitted on Seller's Standard Payment Request Forms.

Rasmussen Mechanical Services is grateful for the opportunity to be of service. Thank you for considering our Proposal and we look forward to working with you. If there are any question, please contact me.

Respectfully Submitted,

Kurt Sander

Project Manager

Rasmussen Mechanical Services

Phone: (402) 261-5094

Mobile: +1 4026191529

Email: kurt.sander@rasmech.com

Boiler Repair | Burner Services | HVAC | Industrial Air | Mechanical Construction | Temperature Controls

Confidentiality Note: This Proposal may contain confidential and/or private information. If you received this Proposal in error please delete and notify sender.

Buyer's Acceptance

Approved by Seller

Authorized Signature for: HTRS Public
Schools

Rasmussen Mechanical Services

Date of Acceptance

QUOTE NUMBER: Q2503136

Date of Acceptance



+20,000 Parts in Stock!
Boiler, HVAC, and Air Compressor Replacement Parts

Parts Department
712-255-1609

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BEATRICE, NE 68310

www.beatricemechanical.net

Telephone 402/223-5663
Fax 402/228-1896

04/10/2025

Mr. George Griffeth, Superintendent
HTRS Public Schools
810 Central Avenue
Humboldt, NE 68376

RE: Discussion and Proposal for Replacement Stage 2 Condenser Coils in North Addition Daikin Chiller.

Dear Mr. Griffeth:

Please accept this letter as our proposal for the above referenced project. On March 31st while at the school working on several other service calls, our service technician Dylan Melcher, noticed quite a bit of oil on the condenser coil fins and on the ground near the Daikin chiller. He and Gary Reimer investigated the oil leak and were able to determine that it originated in the second stage of the chiller. The chiller has two separate refrigeration systems (stages). He found no refrigerant charge left in the second stage. After pressurizing the system with nitrogen, he was able to locate several leaks in both of the condenser coils serving stage 2. The leaks are located in the coil fin pack and in the steel header that the copper tubes in the coil pass through, and thus not repairable without damaging the heat transfer capabilities of the condenser coils. The proper repair option is to replace the two condenser coils for stage 2. Stage 1 is intact and operating correctly. I did have Dylan return yesterday (April 9) to check the operations of the stage 2 compressors which were replaced late last summer and have a remaining parts warranty through the end of this summer. My concern was that a compressor failure/vibration problem which would be covered under warranty may have caused the leaks in the condenser coils. He added a small amount of refrigerant and operated both compressors manually and could find no operational problems with either compressor. It appears that the cause of the leaks is simple metal fatigue and oxidation between dissimilar metals.

With the discussion in mind, Beatrice Mechanical proposes the following scope of work and pricing.

- We will remove and dispose of the existing Daikin second stage condenser coils.
- We will provide and install Daikin original equipment manufacture replacement condenser coils. Interestingly enough, the Daikin factory actually have these in stock for immediate shipment. Typically, we don't see that in this industry unless there have been problems with condenser coils developing leaks in a particular product line.
- We will replace the liquid and suction line filter dryer cores for stage 2.
- We will check remaining oil levels in both compressors and top off if necessary.
- We will leak test, evacuate, recharge the system with new R410A, start up, test, and run system.

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POST OFFICE BOX 6
BEATRICE, NE 68310

www.beatricemechanical.net

Telephone 402/223-5663
Fax 402/228-1896

04/10/2025

Mr. George Griffeth, Superintendent
HTRS Public Schools
810 Central Avenue
Humboldt, NE 68376

RE: Discussion and Proposal for Replacement Stage 2 Condenser Coils in North Addition Daikin Chiller-Page Two.

Beatrice Mechanical proposes to provide the scope for work described above for a total installed price not to exceed \$33,450.00. I have included the price quote from the Daikin parts rep for documentation. They were not very helpful in finding a price for freight as our proposal utilizes my best guess, which I hope is high and in which case and if the installation goes well, we may be able to repair the chiller for less than the price quoted above. I have also enclosed photos taken by our service technician of the leaks in the condenser coils for reference.

Thank you for the opportunity to work with you on this project. Please feel free to contact me if you need any additional information.

Sincerely,



Beatrice Mechanical Service Inc.
Dennis M Schuster, President

Enclosures

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www.mechsales.com

Quote #: 25-04032025-BDB

DATE: 4/3/25

PAGE: 1

TO: Beatrice Mechanical

Project: HTRS

ATTN: Brian

WE ARE PLEASED TO QUOTE THE FOLLOWING EQUIPMENT:

x1) 300059310	CONDENSER COIL	\$10,236.00 EA
x1) 300059311	CONDENSER COIL	\$9,154.00 EA
<u>TOTAL NET PRICE</u>		<u>\$19,390.00</u>

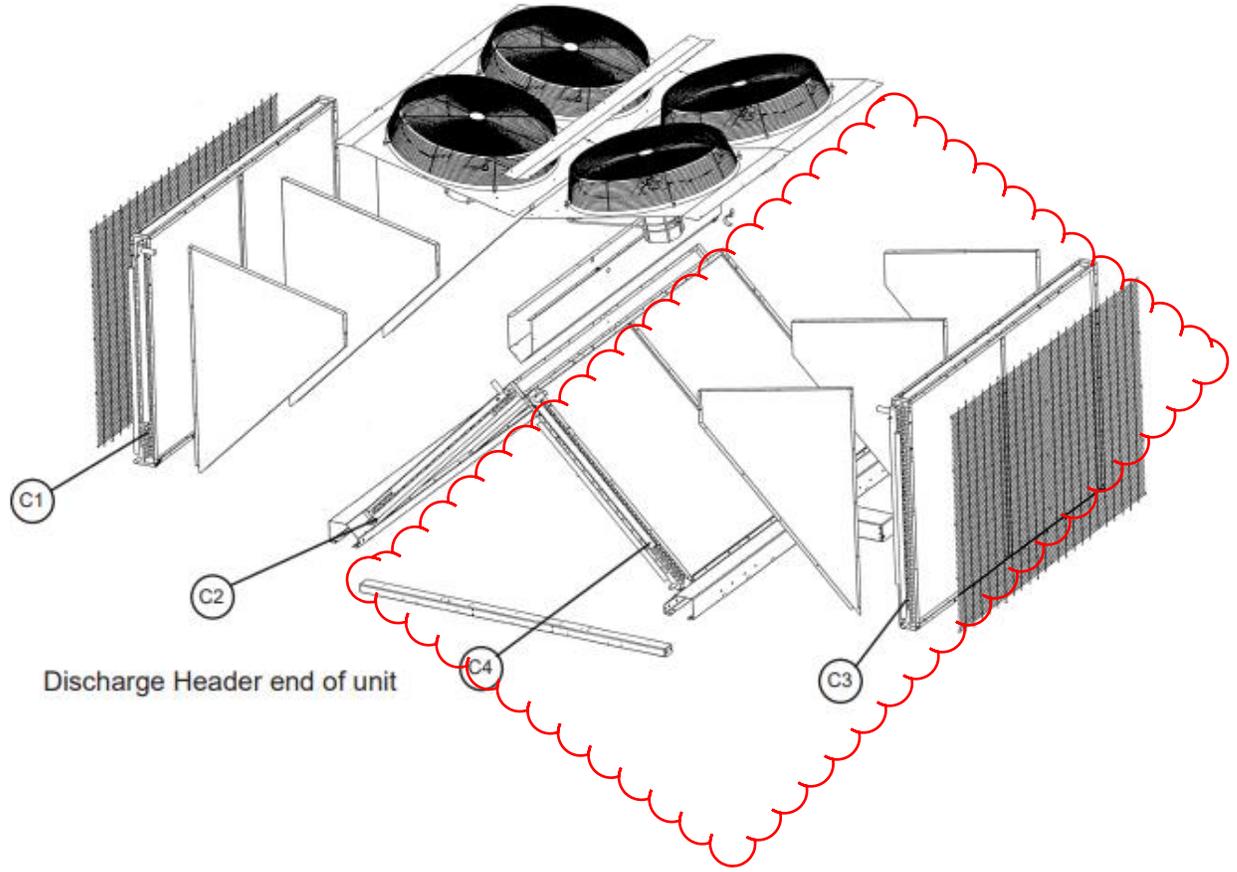
ESTIMATED FREIGHT \$2000.00 IN ADDITION TO ABOVE.

The above price(s) are guaranteed for thirty (30) days. The above price(s) do NOT include sales or use taxes. WARRANTIES on all the above equipment are for a period of (12) months from date of shipment. WARRANTIES are for parts only; labor and freight are NOT included. BACKCHARGES will NOT be accepted without prior factory authorization.

Standard Terms Net 30 Apply
All prices guaranteed (30) days.

Sales/Use Taxes Not Included

BY: BLAKE BRANDT



Discharge Header end of unit



George Griffith <georgegriffith@htrstitans.org>

Jami's salary request - 25/26

1 message

Kaytlyn Kennedy <kaytlyn.kennedy@unl.edu>
To: George Griffith <georgegriffith@htrstitans.org>

Thu, May 22, 2025 at 4:40 PM

Dear Dr. Griffith and HTRS School Board Members,

First, thank you for your continued support of the 4-H Extension Assistant position in Richardson County, held by Jami Ankrom. The partnership between Nebraska Extension and FCPS allows Jami to provide a variety of educational programs to our local youth through school enrichment, after-school, and other youth development programs.

The University of Nebraska – Lincoln is asking for your continued partnership for the upcoming school year. In 2024, HTRS committed to fund approximately 18% of the salary and benefits package for the above-mentioned position, totaling no more than \$14,080. Due to budget constraints, we are unsure what the projected salary increase will be for employees in the 2025/2026 year. At this time, I am basing all estimates on a 2% salary increase making Jami's combined salary and benefit package estimated at \$80,667.20. An 18% commitment from HTRS for the upcoming school year would total approximately \$14,520. If the School District would like to increase their commitment, please consider the following approximations:

- 19%; approximately \$15,327

- 20%; approximately \$16,134

Please note, these numbers are estimated and may change when the University designates merit increases. If the district is willing to continue their partnership with Nebraska Extension, please send a formal commitment letter to me via mail or email with the amount decided upon no later than July 1, 2025. If you would like to pursue the option of maintaining a commitment for more than one year at a time (for example, 2 years, 5 years, etc.) please let me know and I will get the paperwork from UNL to complete.

Once again, thank you for your continued partnership with Nebraska Extension. Please contact me with any questions or concerns.



**Kaytlyn
Kennedy**

*Assoc Exten
Educator*

University of
Nebraska–
Lincoln

Nebraska
Extension -
Richardson
County

[4022454324](tel:4022454324)

5/12/2025

HTRS School Board,

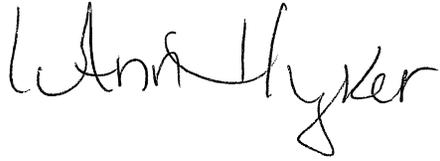
I won't be teaching at HTRS for the 2025-226 school year.

Sincerely,

A handwritten signature in blue ink that reads "Brad Catlin". The signature is written in a cursive style with a small flourish at the end.

Brad Catlin

I, LuAnn Hunzeker, am resigning from my position as cook at HTRS Public School on June 6, 2025.

A handwritten signature in black ink that reads "LuAnn Hunzeker". The signature is written in a cursive style with a large initial "L" and a distinct "H".



June 9, 2025

Strategic Plan Goal 1:

We finished this year on a positive note and Tami Robison has completed her train-the-trainer training for Restorative Practices. We will be doing a planning meeting later this month for next year.

Curriculum:

Some teachers have already come in to work with the curriculum works program, so they feel more comfortable with it. The remaining lead teachers will be working on June 16 for team training.

The major food service audit and finally been wrapped up and sent to the state for their review. These out-of-state audit companies really need to get Nebraska's SNP requirements. The big issue they pointed out was our meal prices being to low across the board.

Amy, Kim C. Kim S. and I will attend the new NEE evaluation tool training being held on Wednesday and Thursday this week in Minden.

Tomorrow morning, Taylor, Mrs. Caniglia and I will work on updating the Activity handbook. On June 17 the Kim C. Kim S. md I will work on the student handbook updates and, on the 18th, we will review the staff handbooks.

I hope to take June 25-27 and 30th off for a short vacation I hope I can stay away from the school that long.