

Arapahoe Public School Board Meeting Agenda
Arapahoe Public School Board Room
Monday, September 12, 2022 at To Follow Tax Request Hearing.
610 Walnut St., Arapahoe, NE 68922

Mission Statement

Arapahoe Public Schools is equipped to motivate students in a safe and positive environment while preparing them to be successful and responsible citizens within a global society.

Belief Statement

The Arapahoe Public Schools believes that education must serve the individual pupil in light of his/her capacities and abilities as well as provide a suitable and well-balanced learning environment in the areas of physical, mental, emotional, cultural, social, moral and spiritual maturity.

About the Agenda

- 1) Opening the Meeting
 - a) Call to Order
 - b) Pledge of Allegiance (Lee)
 - c) Nebraska Open Meetings Act
 - d) Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice
 - e) Roll Call
 - f) Excuse Board Member Absences
- 2) Welcome Visitors
- 3) Approval of agenda as presented
- 4) Reports
 - a) Board Committee(s)
 - b) Board Member(s)
 - c) Student Representatives
 - d) Elem. Principal
 - e) Sec. Principal
 - f) Superintendent

- g) Teacher Presentations -
- 5) Discussion Item(s)
 - a) Review Committee Structures & Membership for 2022-23 School Year
 - b) Sponsorships & Advertising with Area Partners
 - c) Playground/Activity Area Needs for AHPS
- 6) Action Item(s)
 - a) Consent Agenda, including Minutes and Financial Reports
 - b) Claims
 - c) Discuss, consider, and take action on approval of the 2022-2023 Arapahoe-Holbrook Public School budget as presented.
 - d) Discuss, consider, and take action on setting the property tax levy for the 2022-2023 Arapahoe-Holbrook Public School Budget as presented.
 - e) Discuss, consider, and take action on approval of a Resolution Setting the Property Tax Request, Resolution No. 33-0018 as presented.
 - f) Discuss, consider, and take action on approving Board Policies from KSB School Law as presented, with implementation according to board resolution.
 - g) Discuss, consider, and take action on approval of the Option Enrollment Capacity Resolution for 2022-2023 school year.
 - h) Discuss, consider and take action on declaring 2010 Mid-Bus (VIN 1GB6G3ALAL6A1184294) and 1980 Dodge 4-Door Pickup (VIN D26KTAS126418) as surplus equipment to be sold/donated/removed from the property at the discretion of the superintendent.
 - i) Discuss, consider and take action on approval of the Superintendent Evaluation Instrument as presented.
- 7) Personnel
- 8) Future Meetings
 - a) Regular Board Meeting
 - b) Oct 10, 2022 6:30pm - Finance Committee Mtg
 - c) Oct 10, 2022. 7:00pm - Regular Monthly meeting

9) Adjourn

* **Closed Session:** If during the course of the meeting, discussion of any agenda item should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

1. Protection of the public interest; or
2. The prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
3. Negotiations

Copy of Open Meetings Act: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room.

** **Sequence of Agenda:** The sequence of the agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on an item listed on the board agenda.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please stand and state your name and current address to the Board of Education.

Time Limit: You may speak only one time and must limit comments to 5 minutes or less.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

Arapahoe Public Schools

Arapahoe- Holbrook Public School
Student Board Representative Report to Board of Education
September 12, 2022

Current/Past Activities;

-Gentry

1. Picture Day- Picture day went smoothly, the journalism class was a very big help. The class took pictures that will be showcased in the yearbook. The goal for this year's yearbook is to get every student in it. Mrs. Dirgo is in charge of journalism this year and we have some very good ideas.
2. FFA Kick-off- The FFA chapter gathered down at the baseball field to listen to officer speeches, eat pizza, and play some competitive soccer. There is an estimated number of 50 total members.
3. Football, Volleyball, and X- Country-Football is off to a great start with a record of 2 and 0. Volleyball has a record of 4 and 2. X- Country members Campbell and River have medaled at two meets. All and all fall sports are off to a great state.
4. Food Drive- Student Council held a Can Drive for the Food Pantry. They also had a table set up at the football game for community members to support as well. The classes were divided into groups and the winning class of each group got to pie a teacher in the face. We had a good turnout for that and it went to a good cause

Other:

1. Weighted Grading Scale- Students in high school are wondering if a weighted grading scale is possible." I will have taken a total of four college classes by the end of my senior year. Some of my classmates are only taking two required classes (English and government) While I am taking the required classes and filling the rest of my schedule with college classes. At the same time, others fill the rest of their schedule with far easier classes. I understand I chose to take those classes but I feel that it isn't entirely fair."

Upcoming Activities

-Berkley Warner

Athletics-

1. Volleyball, Football, and Cross Country are in full swing and will continue to be busy this next month. The Volleyball girls' record is currently 4-2, the football boys are 2-0, and the cross country athletes are doing well--they have had a couple of athletes medal in each

meet so far. They are pleased with that, especially after how hot it has been during their meets.

Extracurricular Activities-

1. FFA is currently studying for Range Judging and Land Judging Competitions which will be held in a few weeks. We have CDE night this week where we will go out to a pasture and study more for our range and land judging.
2. FCCLA is also getting busy with planning the Veterans Day Program and our District Leadership Conference at the Ella Mission. The Veterans Day Program is a big event we organize, so we are working on that already! FCCLA Officers will head to Kearney next week for a Leadership Workshop.
3. National Honor Society is also starting the year off busy. There are 6 members of NHS and each week two of them read a book to the Kindergarteners on Friday. The book has to do with what the Kindergarteners are learning that week in class. The NHS members will also be providing daycare for parents to drop off their kids during Parent-Teacher conferences on the 27th. This will take place in the commons area.
4. Homecoming Week- Homecoming Week is the 26-30. The Cheerleaders have created “dress-up days” for each day of the week. I also believe there is a game that each class puts on during Warrior Time each day. A big goal for Homecoming this year was to get more students involved and more school spirit! The Homecoming Coronation is at 1:00 pm in the North gym and then the Pep Rally in the park following the Coronation.

Elementary Principal Report

Daily Schedule for Mr. Ellis:

7:30 East Crosswalk
7:35 West Crosswalk
7:40 Breakfast Cafeteria
7:45 North Gym / Outside Recess
8:00 Pledge in North Gym

Reading Times:

Monday: PreK 10:35 / Kind 1:00 / Prek 3:00

Tuesday: Second 12:20/ First 2:20

Wednesday: Fourth 10:05/ Third 12:20

Thursday: Fifth 12:20 / Sixth 2:52

LUNCH DUTY: 10:50 – 12:20

3:30 Hallways / Busses / Etc.

NSCAS Growth Assessment: ELA / Math

September 14-15

7th-8th Grade: 8:00-9:30

3rd-4th Grade: 9:30-11:00

5th-6th Grade: 9:45-11:00

- Students in grades 3-8 will take the ELA and Math tests during fall, winter, and spring. Students in grades 5 and 8 will also take the Science test in the spring.
- The Fall and Winter tests are pilot tests and are optional for districts this year. The Spring test will count as the formal state test for this year.

Parent - Teacher Conferences:

- September 27, 2022
- Dismissal: 2:00pm
- Conferences are from 2:30-5:00 and 5:00-8:00

Buddies:

- A program that the elementary teachers are doing each Friday.
- Classes were paired up (6th and 3rd); (5th and 2nd); and (4th and 1st)
- Teachers collaborate and come up with a fun activity to do with the two classes.
- Students are assigned a “buddy” to get to know and work with on the activities.
The goal is for the older students to be mentors to the younger students.

Where in the U.S. is Mr. Ellis?

- Each week students can guess where I’ve been based on clues that I give them.
- It’s an optional activity for grades 2-6.
- Some students are really enjoying it and expanding their geographical awareness.

Principal's Report
Rudy Perez
Monday, September 12, 2022

We have completed over four weeks of school and it seems that everyone has settled into the school mode. We will begin testing this week. The following is our testing schedule for the school year:

2022-2023 Testing Schedule

Fall NSCAS

Wednesday, September 14th & Thursday, September 15th:

Math and English Language Arts

Fall MAP

Tuesday, October 11th: Science

Wednesday, October 12th: Reading

Thursday, October 13th: Math

Friday, October 14th: Language Usage

Winter NSCAS

Tuesday, December 13th & Thursday, December 15th:

Math and English Language Arts

Spring MAP

Monday, March 6th: Science

Tuesday, March 7th: Reading

Wednesday, March 8th: Math

Thursday, March 9th: Language Usage

Spring NSCAS

Monday, April 3rd:

5th Grade and 8th Grade Science

Tuesday, April 4th & Wednesday, April 5th:

Math and English Language Arts

***** The ACT date for Juniors will be scheduled in early November.**

On September 14 we will have an assembly on Drug Awareness. At 1:00 pm, 5th -8th grade students will have theirs and then at 2:00 pm, 9th-12th grade students.

Nate Goshert, a longtime Teammates Mentor came to the school and gave a talk about the Teammates program to students in grades 4th through 12th. We had about a dozen Teammates mentees graduate last year so we will be looking to get matches for these mentors.

A kickoff event will take place in the upcoming weeks to get possible mentees matched with mentors.

A big thank you to our senior class sponsors for getting our senior banners up before Labor Day! We will be ordering additional banners so that we can have them displayed during graduation. Also, we will be ordering a class banner.

Our first parent-teachers conference will take place on September 27. Elementary teachers will meet in their classrooms and JH/HS teachers will be in the North Gym.

Arapahoe-Holbrook Public Schools
Superintendent Report to Board of Education
Sept. 12, 2022

Building & Grounds

1. HVAC Project - Some of the materials are being shipped on Sept. 8 and should be to Gibbon by the 13th or 14th. Ron Paul (Rasmussen) will take inventory and then come to Arapahoe with the electrical contractor to talk about a staging area (likely maint. building) and a more specific timeline. We expect all materials to be in NE by the end of September with the first workers on site in early October.
2. Garbage/Recycling - I am working with Schaben Sanitation for a practical solution to placement for our garbage containers. The goal is to have them in a less prominent place, yet still make them accessible to our staff and to the trucks for dumping each week.
3. Scoreboard - The scoreboard is still set to ship on Sept. 15. If everything stays on time, we may have our new scoreboard up and operational for the Homecoming game on Sept. 30 vs Hi-Line.
4. Clearing of Bus Barn - We have begun to clear items out of the bus barn and have sold a few items. We'll make an attempt to sell a few more things via our school Facebook account, then the remainder will be disposed of. We've contacted Schaben Sanitation and the earliest they are able to get a roll-off here is sometime the week of Sept. 19. That still fits our timeline of making the space available for vehicle use prior to winter weather setting in.
5. Playground Equipment - I've been asked about new playground equipment and placement to better serve the needs of our students. What we have is more appropriate for younger elementary students (PK-3rd) and is not in an ideal location on the other side of the building from the elementary. One suggestion for funding help is to have this be a project focus for the GALA next spring in Arapahoe.

Technology

1. Server and Exterior Wireless Access Points - New exterior access points have been installed on the outside of our building (Main South entrance / NW Corner by Ag / NE corner of WR room) and the new server is in Holdrege, so that portion should be complete soon as well. This project is run entirely through the ESU, with no cost to, or paperwork for, school districts.
2. Drone Usage - Reid Stagemeyer has been using the drone purchased by the district for video footage at FB games, but he's also experimented with some other aspects. We anticipate using this for some promotional items connected to AHPS, and there may be opportunities to bring in some revenue with students doing projects for those outside the district (i.e - video for sales promotions). That could be a good lead into a course focused on entrepreneurship.

Safety/Security

1. SRP Training - We have distributed a video that all the students will watch with their teachers (Elem - classroom / Secondary - Warrior Time) before having the kids take home a sheet with an introduction for the parents/guardians. We anticipate doing our first drill (HOLD), the week of Sept 19
2. Emergency Backpacks/Donation - One of the items designated by our EOP Safety Team for immediate address was the (re)issuing of backpacks to each occupied room of the building for use during emergencies. These backpacks would contain class rosters, a small first aid kit, and a few other important items that would be useful in case of a situation in which the students/staff had to evacuate. There had been such packs in the building previously, but they have disappeared over the years, so we decided to start from scratch. A generous donation from Phelps Memorial Health Center in Holdrege, through the Phelps County Safe Communities Coalition provided us with \$500 to purchase new orange backpacks to start this process.

Other

1. Contracting for Fuel - We have contracted with Ag Valley for some fuel prices on E-10 and propane. (estimate - ½ years supply). We'll watch the usage and prices to consider another contract around the middle of the school year.
2. School Meal Program - The Healthy Meals Healthy Kids Act, the 2022 Child Nutrition Reauthorization Bill is being considered in Congress. Additionally, the bill raises the federal reimbursement rate for school lunch and provides commodities for school breakfast to help school nutrition programs manage increased costs and persistent financial challenges. There are currently over 20 states that have committed to covering school meal costs if the federal government does not continue the program. Nebraska is not one of the 20 states.
3. NASB Meetings
 - a. Sept 21 (Wed) Area Mtg @ Kearney (leave 3:30pm - sessions/supper/awards)
 - i. *Sign up deadline is Wed. Sept. 14*
 - b. Oct 5-6 (Wed-Thur) Labor Relations Conference @ Lincoln
 - c. Nov 16-18 (Wed-Fri) NASB State Education Conference @ CHI Omaha
 - i. *Registration opens SEPT 13. Hotel reservations can't be made until registrations are in.*



Arapahoe-Holbrook Public School

610 Walnut Street
Arapahoe, Nebraska 68922
Phone: (308) 962-5458
Fax: (308) 962-7481
Website: arapahoewarriors.org

BOARD OF EDUCATION STANDING COMMITTEES 2022

NEGOTIATIONS COMMITTEE	FINANCE COMMITTEE
Brad Schutz, Chair	Lisa Anderson
Erick Lee	Chad Carpenter
Dan Warner	Brad Schutz

AMERICAN CIVICS COMMITTEE	TECHNOLOGY COMMITTEE
Chad Carpenter	Chad Carpenter
Rodney Whipple	Erick Lee
Lisa Anderson	Rodney Whipple

TRANSPORTATION COMMITTEE	BUILDING & GROUNDS COMMITTEE
Chad Carpenter	Erick Lee
Dan Warner	Brad Schutz
Rodney Whipple	Dan Warner

COMMUNITY RELATIONS COMMITTEE	SHARED RESOURCES COMMITTEE
Lisa Anderson	Brad Schutz
Chad Carpenter	Rodney Whipple
Erick Lee	Dan Warner

ADMINISTRATIVE REVIEW COMMITTEE	CURR./PROG./ACT. COMMITTEE
Lisa Anderson	
Dan Warner	
Rodney Whipple	

*Approved at 1-10-2022 Board Meeting.

Mr. Robert Drews, Superintendent
Mr. Rudy Perez, PK-12 Principal
Mr. Dustin Kronhofman, Athletic Director
Mrs. Pamela Breinig, PK-12 Counselor

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS
FINANCE COMMITTEE**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools Finance Committee was convened on August 8th, 2022, at 6:30 pm in the Board Room, 610 Walnut Street, Arapahoe, Nebraska.

Board Member(s) Present: Lisa Anderson, Chad Carpenter, and Brad Schutz.

Board Member(s) Absent: None.

Staff Present: Bob Drews, Superintendent, and Cassie Hilker, Board Secretary.

Staff Absent: None.

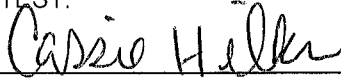
The committee reviewed the documents/reports provided.

The committee discussed the following items/topics:

- Claims.
- Buying local.
- Grounds.
- Vehicles.
- Fuel Contract for 22-23.

The meeting ended at approximately 6:55 pm.

ATTEST:



Cassie Hilker, Secretary

MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools was convened in open and public session on Monday, August 8, 2022, at 7:00 PM in the Distance Learning Room, 610 Walnut Street, Arapahoe, NE 68922. The roll was called and the following Board members were present or absent: Lisa Anderson: Present, Chad Carpenter: Present, Erick Lee: Present, Brad Schutz: Present, Dan Warner: Present, Rodney Whipple: Present. Also present was Mr. Robert Drews, Superintendent, Mr. Benjamin Ellis, PK-6 Principal, Mr. Rudy Perez, 7-12 Principal/AD, and Cassie Hilker, Board Secretary. Visitors were present.

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public. A recording of said meeting can be found at www.arapahoewarriors.org under the Board of Education tab.

Opening the Meeting:

Call to Order: President Anderson called the meeting to order at 7:00 pm.

Pledge of Allegiance (Carpenter): The Pledge of Allegiance was recited.

Nebraska Open Meetings Act: At the beginning of the meeting, President Anderson announced and informed the public that a current copy of the Open Meetings Act was posted on the wall of the meeting room and directed the public to its location.

Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice:

Roll Call:

Excuse Board Member Absences: None.

Welcome Visitors: Madison Deisley was in attendance to fulfill a graduation requirement. Dalton Metzger was also in attendance to fulfill a graduation requirement. Dalton proposed using the greenhouse and implementing an automated irrigation system. The estimated cost of supplies would be between \$300-\$500.

Approval of agenda as presented:

Motion was made by Chad Carpenter and seconded by Erick Lee to approve the agenda as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

Reports:

Elementary Principal: Mr. Ellis presented the Elementary Principal Report.

Secondary Principal: Mr. Perez presented the Secondary Principal Report.

Superintendent: Mr. Drews presented the Superintendent Report.

Board Committee(s): Carpenter reported that the Pandemic Committee met and topics they addressed will be discussed later in the meeting. The Finance Committee also met and reviewed the financial reports and claims.

Board Member(s): None.

Discussion Item(s):

Review the Arapahoe-Holbrook Public School Pandemic Response / Return to School Plan with recommendations from the Pandemic Response Committee: Carpenter stated that we are starting the year basically how we finished last year. The water fountains will be opened and sanitizing will be lightened up a bit. We will continue good health practices. All sickness will be monitored and cleaning will increase accordingly. The plan will need to be reviewed again in 6 months.

Review Committee Structures & Membership for Start of 2022-23 School Year: Drews reached out to the board to see if they would like to establish a committee dedicated to reviewing the new policies.

Review Superintendent Evaluation Process: Anderson stated that Mr. Drews emailed the Board his goals. They reviewed the goals and the Board was comfortable with the goals that have been set. The Board also reviewed superintendent evaluation tools. They shared their preference with Mr. Drews. Lee and Anderson will work together on a superintendent evaluation tool and incorporate the goals set by Drews and they will bring one to present to the Board at the September regular board meeting.

Action Item(s):

Consent Agenda, including Minutes and Financial Reports:

Motion was made by Erick Lee and seconded by Rodney Whipple to approve the consent agenda as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

Claims:

Motion was made by Rodney Whipple and seconded by Brad Schutz to approve the expenditures and payments totaling \$449,558.54 as submitted by administration to the Board.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Abstain (Claim #35168 to ATC for \$359.57)
Yea: 5, Nay: 0, Abstain (With Conflict): 1

Board Policies from KSB School Law as presented, with implementation according to board resolution.:

Motion was made by Rodney Whipple and seconded by Chad Carpenter to approve policies as presented according to the resolution previously passed.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

Designate Superintendent Robert Drews as the Local Education Association's representative for all Federal and State programs:

Motion was made by Dan Warner and seconded by Erick Lee to approve designating Robert Drews as the Local Education Association's representative for all Federal and State programs.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

Student Fees Policy:

Hearing for Student Fees Policy for the 2022-23 school year: Anderson closed the hearing.

Approve the 2022-23 Student Fees Policy as presented:

Motion was made by Rodney Whipple and seconded by Erick Lee to approve the 2022-23 student fee policy as presented with the addition of bowling, plays/musicals.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

Parental Involvement Policy:

Hearing on the Parental Involvement Policy proposed for the 2022-23 school year: Anderson closed the hearing.

Parental Involvement Policy:

Motion was made by Rodney Whipple and seconded by Erick Lee to reaffirm the parental involvement policy as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

Contract with Ag Valley for vehicle fuel for the 2022-23 school year: Tabled.

Practice of audio recordings for all board meetings:

Motion was made by Dan Warner and seconded by Chad Carpenter to stop the practice of audio recordings for all board meetings.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

Personnel: Nothing to report.

Future Meetings: Aug, 23, 2022 7:00pm - Budget Workshop; Sept 12, 2022 7:00pm - Budget Hearing Followed by Regular Monthly Meeting

Adjourn:

Motion was made by Chad Carpenter and seconded by Dan Warner to adjourn the meeting at 8:33 pm.

The motion Carried.


Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

The meeting was duly adjourned.

DATED this Monday, August 8, 2022

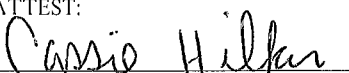
ARAPHAOE-HOLBROOK PUBLIC SCHOOLS

BY:



Lisa Anderson, President

ATTEST:



Cassie Hilker, Secretary

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS
BUILDING & GROUNDS COMMITTEE**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools Finance Committee was convened on August 11th, 2022, at 6:30 am in the Board Room, 610 Walnut Street, Arapahoe, Nebraska.

Board Member(s) Present: Erick Lee, Brad Schutz, and Dan Warner.

Board Member(s) Absent: None.

Staff Present: Bob Drews, Superintendent, and Cassie Hilker, Board Secretary.

Staff Absent: None.

The committee discussed the following items/topics:

- Interior appearance looks great.
- Adequate capacity for students & staff.
- Great location.
- Curb appeal, landscaping needs some work.
- Storage is adequate, but needs some work.
- Location of recycling cardboard trailer.
- Location of garbage containers.
- Update fuel tank or remove.
- Request to adjust new lights on south side of high school down so they are not shining into houses down the street.
- Clean out storage areas (sort/throw/sell).
 - o Request a roll-off dumpster.
- Add an action item to the August meeting - a blanket excess equipment declaration.
- Addition of Industrial Tech Program/Person
 - o Concern – security and students moving to an unattached building.
 - o Work together with local companies for possible assistance with purchasing equipment.
- Buck requested to borrow a gas powered fence post digger to install some French drains to help with drainage.
- Building Fund Balance Update:
 - o Current Balance = \$176,325
 - o Pending Jobs/Expenses = \$135,642
 - o Estimated Remaining Balance = \$40,683
 - o Proposing \$200,000 request in 22-23 budget
- North Gym Floor.
- Advertising
 - o Set Policy first, then move forward with advertising.
 - o Add advertising policy to August board meeting.
- Maintenance & Grounds Staffing
 - o 1.0 FTE
 - o Explore contracting mowing/landscaping, snow removal, HVAC maintenance.
 - o Additional Para help by providing summer contracts.
 - o Don't believe we need another 1.0 FTE, but do need some additional/seasonal help.
 - o Review job description.
- Maintaining building security.

The meeting ended at approximately 7:40 am.

ATTEST:


Cassie Hilker, Secretary

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS
TRANSPORTATION COMMITTEE**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools Transportation Committee was convened on August 18th, 2022, at 7:00 am in the Board Room, 610 Walnut Street, Arapahoe, Nebraska.

Board Member(s) Present: Chad Carpenter, Dan Warner, and Rodney Whipple.

Board Member(s) Absent: None.

Staff Present: Bob Drews, Superintendent, and Cassie Hilker, Board Secretary.

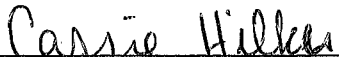
Staff Absent: None.

The committee discussed the following items/topics:

- Current vehicle status, review of current inventory.
- Lease
 - o Walk away, purchase, or new lease.
 - o Need decision to leasing company by January 2023.
 - o Drews will gather new lease information and report back.
- Sell 2010 Midbus
- Cycle out 2007 & 2008 Vans once the 2 new vans arrive.
- Sell 1980 Dodge Pickup.
- Minivans could be swapped out with a crossover vehicle.
 - o They are still functional, but showing wear.
- Fuel Management
 - o Use up what E-10 is left in the on-site tank and then remove the tank. No replacement.
 - o Propane is working well.
 - o Contract E-10 and propane via cards.
 - o No contract for diesel, use as needed.
- Storage/Facilities for Vehicles
 - o Adequate when cleaned/organized.
- Drivers & Endorsements:
 - o 9 took most recent Transportation Class.
 - o Planning to require CDL for route drivers.

The meeting ended at approximately 7:35 am.

ATTEST:



Cassie Hilker, Secretary

MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools was convened in open and public session on Tuesday, August 23, 2022, at 7:00 PM in the Arapahoe Public School Board Room, 610 Walnut Street, Arapahoe, NE 68922. The roll was called and the following Board members were present or absent: Lisa Anderson: Present, Chad Carpenter: Present, Erick Lee: Present, Brad Schutz: Present, Dan Warner: Present, Rodney Whipple: Present.

Also present was Mr. Robert Drews, Superintendent, and Cassie Hilker, Board Secretary. No visitors were present.

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

Opening the Meeting:

Call to Order: President Anderson called the meeting to order at 7:05 pm.

Pledge of Allegiance: N/A.

Nebraska Open Meetings Act: At the beginning of the meeting, President Anderson announced and informed the public that a current copy of the Open Meetings Act was posted on the wall of the meeting room and directed the public to its location.

Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice:

Roll Call:

Excuse Board Member Absences: None.

Welcome Visitors: No visitors were present.

Approval of agenda as presented:

Motion was made by Chad Carpenter and seconded by Erick Lee to approve the agenda as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

Discussion Item(s):

Review of Budget Outline for 22-23 school year.: Drews presented the proposed 2022-23 District Budget.

Action Item(s):

Claims:

Motion was made by Dan Warner and seconded by Chad Carpenter to approve the expenditures and payments totaling \$163,665.18 as submitted by administration to the Board.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

Board Policy 4063:

Motion was made by Rodney Whipple and seconded by Dan Warner to approve the immediate implementation of Board Policy #4063 Extra Duty and Extended Contract Assignments for Certificated Staff as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

REI Bid:

Motion was made by Dan Warner and seconded by Rodney Whipple to approve the REI bid to install cameras on the 3 remaining buses (20C, 19A, 19B) totaling \$7,870.38.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

Excess equipment/furnishings stored in Bus Barn:

Motion was made by Erick Lee and seconded by Dan Warner to approve the excess equipment/furnishings stored in the bus barn to be sold/donated/removed from the property at the discretion of the superintendent.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea
Yea: 6, Nay: 0

Future Meetings: Sept 12, 2022 - Finance Committee Mtg - 6:00pm; Sept 12, 2022. - Budget Hearing - 6:30pm; Sept. 12, 2022 – Tax Request Hearing (following Budget Hearing); Sept. 12, 2022 - Regular Monthly Meeting (following Tax Request Hearing).

Adjourn:

Motion was made by Chad Carpenter and seconded by Dan Warner to adjourn the meeting at 8:35 pm.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Yea

Yea: 6, Nay: 0

The meeting was duly adjourned.

DATED this Tuesday, August 23, 2022

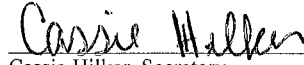
ARAPHAOE-HOLBROOK PUBLIC SCHOOLS

BY:



Lisa Anderson, President

ATTEST:



Cassie Hilker, Secretary

Arapahoe Public Schools - Dist 18 Treasurer's Report
August 31, 2022

General Fund

Beginning Balance August 1, 2022	\$	1,240,386.50
Receipts:		
Frontier County Treasurer	\$	225.28
Furnas County Treasurer	\$	49,701.90
Gosper County Treasurer	\$	21,456.82
Interest	\$	351.55
EOY Adj-Clearing	\$	(55,784.23)
Summer School//Liabrary Book/Music	\$	121.99
Preschool	\$	728.00
ESU Unit #11 and #10	\$	3,713.25
Ed Foundation	\$	27.00
General Clearing	\$	4,303.27
Section 125	\$	1,711.64
Computer sales	\$	4,830.00
EOY Adj-Section 125	\$	(20,540.00)
	\$	10,846.47
Disbursements:	\$	533,669.43
Closing Balance August 31, 2022	\$	<u>717,563.54</u>

ACCOUNTS:

Cash Account	\$	88,818.90
Clearing Cash Account	\$	10,000.00
Section 125 Cash Account	\$	4,789.64
First Central CD	\$	613,955.00
	\$	<u>717,563.54</u>

Building Fund

Beginning Balance August 1, 2022	\$	176,329.20
Receipts:	\$	2,814.90
Disbursements:	\$	-
Closing Balance August 31, 2022	\$	<u>179,144.10</u>

ACCOUNTS:

Cash Account-First Central	\$	2,759.10
MM Account-First State	\$	-
First Central CD	\$	176,385.00
First State CD	\$	-
	\$	<u>179,144.10</u>

Bond Fund

Beginning Balance August 1, 2022	\$	777,123.20
Receipts:	\$	15,020.04
Disbursements:	\$	-
Closing Balance August 31, 2022	\$	<u>792,143.24</u>

ACCOUNTS:

Cash Account-First Central	\$	12,428.24
First Central CD	\$	779,715.00
First State CD	\$	-
	\$	<u>792,143.24</u>

Depreciation

Beginning Balance August 1, 2022	\$	113,917.80
Receipts:	\$	100,038.70
Disbursements:	\$	-
Closing Balance August 31, 2022	\$	<u>213,956.50</u>

ACCOUNTS:

Cash Account	\$	100,001.50
First Central CD	\$	113,955.00
First State CD	\$	-
	\$	<u>213,956.50</u>

Qualified Capital Purpose Undertaking
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Beginning Balance August 1, 2022	\$	55.65
Receipts:	\$	-
Disbursements:	\$	-
Closing Balance August 31, 2022	\$	<u>55.65</u>

ACCOUNTS:

Cash Account	\$	55.65
First Central CD	\$	-
First State CD	\$	-
	\$	<u>55.65</u>

Employee Benefit

Beginning Balance August 1, 2022	\$	5,446.42
Receipts:	\$	1.85
Disbursements:	\$	-
Closing Balance August 31, 2022	\$	<u>5,448.27</u>

ACCOUNTS:

Cash Account	\$	3.27
First Central CD	\$	5,445.00
First State CD	\$	-
	\$	<u>5,448.27</u>

Student Fees

Beginning Balance August 1, 2022	\$	14,354.21
Receipts:	\$	6,051.14
Disbursements:	\$	1,364.50
Closing Balance August 31, 2022	\$	<u>19,040.85</u>

ACCOUNTS:

Cash Account	\$	19,040.85
First Central CD	\$	-
First State CD	\$	-
	\$	<u>19,040.85</u>

School Lunch

Beginning Balance August 1, 2022	\$	43,580.86
Receipts:	\$	17,128.31
Disbursements:	\$	9,916.02
Closing Balance August 31, 2022	\$	<u>50,793.15</u>

ACCOUNTS:

Cash Account	\$	50,793.15
First Central CD	\$	-
First State CD	\$	-
	\$	<u>50,793.15</u>

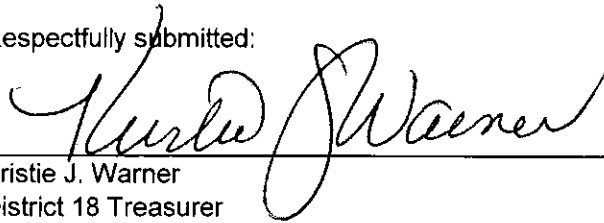
Activities

Beginning Balance August 1, 2022	\$ 172,347.87
Receipts:	\$ 9,975.92
Disbursements:	\$ 34,608.38
Closing Balance August 31, 2022	<u>\$ 147,715.41</u>

ACCOUNTS:

Cash Account	\$ 147,715.41
First Central CD	\$ -
First State CD	\$ -
	<u>\$ 147,715.41</u>

Respectfully submitted:



Kristie J. Warner
District 18 Treasurer

Arapahoe Public School District

Account Balance Report
September 2021 - August 2022

	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	YTD Average	Change in Balance	Aug-21
Fund Cash Accounts															
01-General	241,485	116,627	93,505	363,818	249,528	244,907	125,082	258,751	450,699	126,436	189,106	88,819	212,397	(60,674)	149,493
01-General Cleaning	10,181	10,075	10,401	10,690	9,915	11,080	10,955	11,092	11,228	11,818	11,182	10,000	10,718	-	10,000
01-General Section 125	6,315	7,866	8,694	8,225	7,546	6,218	6,704	6,451	6,095	6,590	6,143	4,790	6,803	187	4,603
02-Depreciation	-	-	1	4	1	5	1	1	4	0	15	100,002	8,335	(24,999)	125,000
02-Employee Benefit	2	4	2	4	6	7	9	11	13	15	1	3	6	(7,499)	7,502
03-Activities	142,716	136,996	154,687	156,485	152,719	148,788	145,371	139,035	130,659	178,970	172,348	147,715	150,541	9,974	137,741
06-Nutrition	20,042	38,581	36,757	33,539	12,907	32,824	31,773	40,105	40,566	45,713	43,581	50,793	35,595	93	50,700
07-Bond	24,274	1,300	1,969	59,918	39,742	31,992	6,390	42,345	73,283	8,767	3,963	12,428	25,531	(2,391)	14,820
08-Building (FCB)	2	2	4	4	2	4	2	5	3	4	4	2,759	233	2,754	5
08-Building (FSB)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09-OCPUF	56	56	56	56	56	56	56	56	56	56	56	56	56	-	56
12-Student Fee	19,788	15,432	15,432	14,897	14,670	14,570	14,355	14,595	14,693	14,354	14,354	19,041	15,515	(7,208)	26,249
Total - Cash	\$ 464,860	\$ 326,940	\$ 321,512	\$ 647,641	\$ 487,091	\$ 490,451	\$ 340,698	\$ 512,445	\$ 727,298	\$ 392,723	\$ 440,742	\$ 436,406	\$ 468,400	\$ (89,763)	\$ 526,168
CD Accounts															
01-General (First Central)	1,128,385	1,078,705	796,455	500,995	1,061,420	1,155,615	1,041,295	891,980	1,457,745	1,309,430	1,033,955	613,955	1,005,828	(75,870)	689,825
02-Depreciation	125,000	125,040	125,080	125,120	125,165	117,380	117,420	117,460	113,835	113,880	113,915	113,955	119,438	-	-
03-Employee Benefit	7,600	7,600	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,445	5,445	5,794	5,345	100
07-Bond	834,535	869,495	168,220	170,690	370,535	432,865	469,160	501,075	683,930	762,590	773,160	779,715	568,023	54,065	725,650
08-Building	213,360	212,370	212,440	212,510	206,670	204,920	201,445	197,160	196,360	194,040	176,325	176,385	200,332	(36,895)	213,280
09-OCPUF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - CD	\$2,309,180	\$2,293,210	\$1,307,625	\$1,014,745	\$1,769,220	\$1,916,210	\$1,834,750	\$1,713,105	\$2,457,300	\$2,385,370	\$2,102,800	\$1,689,455	\$1,918,501	\$ 60,600	\$1,628,855
Total - All	\$2,774,040	\$2,620,150	\$1,629,137	\$1,662,386	\$2,256,311	\$2,406,661	\$2,175,448	\$2,225,550	\$3,184,598	\$2,778,093	\$2,543,542	\$2,125,861	\$2,386,901	\$ (29,163)	\$2,155,023

Arapahoe Public School District
Account Balance Report by Fund
September 2021 - August 2022

	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	YTD Average	Change in Balance	Aug-21
01-General															
01-General Cash	241,485	116,627	93,505	363,818	249,528	244,907	125,082	258,751	450,699	126,436	189,106	88,819	212,397	(60,674)	149,493
01-General Cleaning	10,181	10,075	10,401	10,690	9,915	11,080	10,955	11,092	11,228	11,818	11,182	10,000	10,718	113,955	10,000
01-General Section 125	6,315	7,899	8,694	8,225	7,546	6,218	6,704	6,451	6,699	6,950	6,143	4,790	6,803	187	4,603
01-General CD (First Central)	1,128,385	1,078,705	796,455	500,995	1,061,420	1,155,615	1,041,295	891,980	1,457,745	1,309,430	1,033,955	613,955	1,005,828	(73,870)	689,825
01-General CD (First State)															
Total - General	1,386,365	1,213,273	909,056	883,728	1,328,409	1,417,820	1,194,036	1,168,273	1,925,767	1,454,274	1,240,367	717,564	\$1,235,746	\$(136,357)	853,921
02-Depreciation															
02-Depreciation Cash		1	4	5	1	5	1	1	4	0	3				
02-Depreciation CD	125,000	125,040	125,080	125,120	125,165	117,380	117,420	117,460	113,635	113,880	113,915	113,955	119,438	(24,999)	125,000
Total - Depreciation	125,000	125,041	125,084	125,125	125,166	117,385	117,421	117,461	113,639	113,880	113,918	113,957	\$127,773	\$88,957	125,000
03-Employee Benefit															
03-Employee Benefit Cash	2	4	2	4	6	7	9	11	13	15	1	3	6	(7,499)	7,502
03-Employee Benefit CD	7,600	7,600	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,446	5,445	5,794	5,345	100
Total - Employee Benefit	7,602	7,604	5,432	5,434	5,436	5,437	5,439	5,441	5,443	5,445	5,446	5,448	\$5,801	\$(2,156)	7,602
05-Activities															
05-Activities Cash	142,716	136,996	154,687	156,485	152,719	148,788	145,371	138,035	130,659	178,970	172,348	147,715	150,541	9,974	137,741
05-Activities CD	142,716	136,996	154,687	156,485	152,719	148,788	145,371	138,035	130,659	178,970	172,348	147,715	150,541	9,974	137,741
Total - Activities	142,716	136,996	154,687	156,485	152,719	148,788	145,371	138,035	130,659	178,970	172,348	147,715	\$150,541	\$9,974	137,741
06-Nutrition															
06-Nutrition Cash	20,042	38,581	38,757	33,539	12,907	32,824	31,773	40,105	40,566	45,713	43,581	50,793	35,598	93	50,700
06-Nutrition CD	20,042	38,581	38,757	33,539	12,907	32,824	31,773	40,105	40,566	45,713	43,581	50,793	35,598	93	50,700
Total - Nutrition	20,042	38,581	38,757	33,539	12,907	32,824	31,773	40,105	40,566	45,713	43,581	50,793	\$35,598	\$93	50,700
07-Bond															
07-Bond Cash	24,274	1,300	1,969	59,918	39,742	31,992	6,390	42,345	73,283	8,767	3,963	12,428	25,531	(2,391)	14,820
07-Bond CD	834,835	889,495	168,220	170,690	370,535	432,865	469,160	501,075	683,330	762,590	773,160	779,715	568,023	54,065	725,650
Total - Bond	859,109	870,795	170,189	230,608	410,277	464,857	475,550	543,420	757,213	771,357	777,123	792,143	\$583,553	\$51,674	740,470
08-Building															
08-Building Cash (FCB)	2	2	4	4	2	4	2	5	3	4	4				
08-Building Cash (FSB)	213,390	212,370	212,440	212,510	206,670	204,920	201,445	197,160	196,360	194,040	176,325	176,385	200,332	(36,895)	213,280
08-Building CD	213,390	212,372	212,444	212,514	206,672	204,924	201,447	197,165	196,363	194,044	176,329	176,144	200,565	\$(34,141)	213,285
Total - Building	213,392	212,372	212,444	212,514	206,672	204,924	201,447	197,165	196,363	194,044	176,329	176,144	\$200,565	\$(34,141)	213,285
09-QCPUF															
09-QCPUF Cash	56	56	56	56	56	56	56	56	56	56	56	56	56	-	56
09-QCPUF CD	56	56	56	56	56	56	56	56	56	56	56	56	56	-	56
Total - QCPUF	56	56	56	56	56	56	56	56	56	56	56	56	\$56	-	56
12-Student Fee															
12-Student Fee Cash	19,788	15,432	15,432	14,897	14,670	14,570	14,355	14,595	14,693	14,354	14,354	19,041	15,515	(7,209)	26,249
12-Student Fee CD	19,788	15,432	15,432	14,897	14,670	14,570	14,355	14,595	14,693	14,354	14,354	19,041	15,515	(7,209)	26,249
Total - Student Fee	19,788	15,432	15,432	14,897	14,670	14,570	14,355	14,595	14,693	14,354	14,354	19,041	\$15,515	\$(7,209)	26,249
Total - All	2,774,040	2,620,150	1,629,137	1,659,386	2,256,311	2,406,681	2,175,448	2,223,550	3,184,598	2,778,093	2,543,542	2,125,861	\$2,365,148	\$(29,163)	2,156,023

Arapahoe Public School District
Receipt / Expenditure Report
September 2021 - August 2022

	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	YTD Average	YTD Actual	YTD Budget	% Remaining	Over Budget / (Under Budget)	
Receipts																		
01-General	889,270	176,436	56,101	335,720	787,510	444,722	117,557	343,715	1,124,140	119,140	142,580	10,846	379,820	4,557,837	5,592,034	18.49%	(1,034,197)	
02-Depreciation	-	41	42	41	41	44	2	40	36	41	37	100,039	8,370	100,439	5,000	99.57%	(4,979)	
05-Employee Benefit	0	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	100%	-
05-Activities	22,300	15,749	35,858	32,996	23,174	13,576	7,120	8,705	13,970	68,817	6,094	9,976	21,498	257,980	150,000	-71.99%	107,980	
05-Nutrition	1,900	53,406	27,001	31,627	2,143	52,136	30,649	39,553	27,527	20,245	8,483	17,128	25,935	311,217	248,350	-25.31%	62,867	
07-Bond	118,639	11,686	2,280	61,254	179,689	54,591	10,737	67,889	247,776	14,145	5,786	15,020	65,733	789,401	831,110	5.02%	(41,709)	
08-Building (FCB)	77	70	72	70	70	72	63	68	61	71	64	2,815	298	3,573	2,500	-42.93%	1,073	
09-QC/UF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12-Student Fee	1,005	-	-	40	150	279	35	373	484	-	-	6,051	702	8,419	1,000	-741.93%	7,419	
Total Receipts	\$ 1,043,191	\$ 257,390	\$ 121,337	\$ 481,170	\$ 992,758	\$ 555,360	\$ 166,299	\$ 460,327	\$ 1,413,996	\$ 222,155	\$ 163,026	\$ 1,611,877	\$ 570,398	\$ 6,028,898	\$ 6,829,994	11.73%	\$ (801,105)	
Expenditures																		
01-General	366,836	349,528	360,318	361,047	342,828	355,312	351,449	359,478	366,647	590,633	356,467	533,669	391,183	4,694,194	6,457,660	27.31%	(1,763,466)	
02-Depreciation	-	-	2,175	-	-	7,825	-	-	3,558	-	-	-	181	11,482	125,000	90.81%	(113,518)	
05-Employee Benefit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
05-Activities	17,326	21,469	18,167	31,199	26,940	17,456	10,538	15,041	22,346	20,200	12,717	34,608	20,667	248,008	292,387	15.18%	(44,381)	
05-Nutrition Amended 6/22/22	32,556	34,867	28,625	34,265	22,776	32,217	31,701	31,220	27,066	13,098	10,615	9,916	29,927	311,125	327,263	3.16%	(10,138)	
07-Bond	-	-	702,868	835	-	-	44	-	33,982	-	-	-	61,477	737,727	1,710,800	86.86%	(973,073)	
08-Building (FCB)	-	1,060	-	-	-	1,821	3,539	4,351	862	2,390	17,779	-	3,143	37,714	215,784	82.52%	(178,070)	
09-QC/UF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55	100.00%	(55)	
12-Student Fee	7,465	4,356	-	575	377	379	250	134	386	339	-	1,365	1,302	15,627	28,735	41.55%	(11,108)	
Total Expenditures	\$ 424,175	\$ 411,280	\$ 1,112,351	\$ 427,921	\$ 398,833	\$ 415,009	\$ 397,512	\$ 410,225	\$ 454,948	\$ 628,661	\$ 387,677	\$ 579,558	\$ 508,091	\$ 6,058,051	\$ 9,162,316	33.88%	\$ (3,104,265)	

Additional Information:

General Fund Only	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Total Sep- Dec	Total Jan- Aug	Total Sep-Aug
Frontier County Taxes Col'd	15,414	2,293			45,349					163	3,974	37,909	\$ 83,490	\$ 67,783	\$ 1,162,382
Furnas County Taxes Col'd	562,331	20,613	3,036	157,561	372,543	58,733	28,336	96,091	705,957	39,652	3,580	37,909	\$ 2,112,382	\$ 1,348,821	\$ 2,112,382
Gosper County Taxes Col'd	254,003	95,697	8,580	106,892	301,345	29,334	11,946	44,654	317,768	11,049	2,775	20,211	\$ 1,167,290	\$ 739,112	\$ 1,167,290
Interest on R/FP/F Frontier Co. Taxes Col'd	-	0	-	-	-	-	-	-	-	-	-	-	0	0	0
Interest on R/FP/F Gosper Co. Taxes Col'd	211	699	242	316	988	550	1,383	-	63	360	93	212	\$ 5,117	\$ 3,650	\$ 5,117
Interest on R/FP/F Furnas Co. Taxes Col'd	131	93	212	756	1,645	240	-	-	86	157	10	20	\$ 3,320	\$ 2,158	\$ 3,320
Carline Taxes (All Counties)	1,587	-	-	-	-	-	-	-	3,071	-	-	-	\$ 4,658	\$ 3,071	\$ 4,658
Motor Vehicle Taxes (All Counties)	24,519	12,179	11,040	9,487	16,143	54,569	13,817	14,599	15,331	13,705	14,987	11,228	\$ 57,224	\$ 154,379	\$ 211,603
Fines & Licenses (All Counties)	889	906	1,029	903	1,188	703	3,590	726	3,119	3,590	3,554	1,757	\$ 3,727	\$ 12,956	\$ 16,723
Homestead (All Counties)	-	-	-	-	-	-	-	-	-	-	-	-	\$ 10,764	\$ 21,498	\$ 21,498
Pro/Rep Prop Tax Credit (All Counties)	-	-	-	-	-	-	-	-	-	-	-	-	\$ 275,233	\$ 275,233	\$ 275,233
Pro Rate MV (All Counties)	-	-	-	-	-	-	-	-	-	-	-	-	\$ 47	\$ 6,709	\$ 7,995
State Aid	11,671	1,286	11,671	11,671	11,671	11,671	11,671	11,671	23,342	-	2,072	47	\$ 1,286	\$ 6,709	\$ 7,995
SPED SA Reim FY 20-21 (Approx. 43%)	-	-	-	-	-	-	-	-	-	-	-	-	\$ 105,039	\$ 88,355	\$ 105,039
Appointment (Garpool Land)	-	-	-	31,091	28,286	35,139	30,770	28,494	32,664	-	-	-	\$ 172,948	\$ 141,857	\$ 172,948
Inter-Fund Loan	-	-	-	-	-	-	-	-	-	-	-	-	\$ 35,139	\$ 35,139	\$ 35,139
All other receipts	8,489	68,001	20,281	17,072	6,360	92,285	8,736	13,351	10,556	47,345	103,354	(60,539)	\$ 113,853	\$ 221,550	\$ 335,403
Total Taxes Col'd	851,774	81,503	11,616	264,453	719,237	88,087	46,417	144,782	1,029,881	50,863	16,339	58,120	\$ 1,209,445	\$ 2,153,716	\$ 3,363,161
Expenditures-Payroll/Benefits	306,768	295,565	305,583	282,458	269,534	280,264	292,031	274,146	296,070	270,631	280,291	289,135	\$ 3,402,478	\$ 2,212,102	\$ 3,402,478
Expenditures-All Other	60,057	53,963	54,734	78,589	73,294	75,048	59,409	85,332	70,577	320,002	95,176	284,535	\$ 247,344	\$ 1,044,372	\$ 1,291,716
Inter-Fund Loan Repayment XXXXXX	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
Running Balance	\$ 1,386,365	\$ 1,213,273	\$ 909,056	\$ 883,728	\$ 1,328,409	\$ 1,417,820	\$ 1,184,036	\$ 1,168,273	\$ 1,925,767	\$ 1,454,274	\$ 1,240,367	\$ 717,564			
^ Cash on Hand as of 8/31/21	853,921														
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$400K	3.47	3.03	2.27	2.21	3.32	3.54	2.98	2.92	4.81	3.64	3.10	1.79			
Nutrition Fund Only	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Total Sep- Dec	Total Jan- Aug	Total Sep-Aug
State of NE Reimb	-	49,794	25,115	26,482	-	49,499	28,002	27,388	23,314	19,616	8,154	5,633	\$ 261,946	\$ 160,556	\$ 261,946
Xfr from General Fund	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
All other receipts	1,900	3,612	1,887	4,566	2,143	3,635	2,647	12,165	4,213	629	329	11,546	\$ 11,964	\$ 37,307	\$ 49,271
Expenditures-Payroll/Benefits	11,442	11,515	10,317	10,117	9,777	10,189	10,187	10,014	9,297	8,464	4,875	4,456	\$ 110,650	\$ 67,258	\$ 110,650
Expenditures-All Other	21,116	23,352	18,508	24,148	12,998	22,028	21,514	21,207	17,770	6,634	5,740	5,460	\$ 87,124	\$ 113,351	\$ 200,475
Running Balance	\$ 20,042	\$ 38,581	\$ 36,757	\$ 33,539	\$ 12,907	\$ 32,824	\$ 31,773	\$ 40,105	\$ 40,566	\$ 45,713	\$ 43,581	\$ 50,793			
^ Cash on Hand as of 8/31/21	50,700														
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$24K	0.84	1.61	1.53	1.40	0.54	1.37	1.32	1.67	1.59	1.90	1.82	2.12			

Arapahoe Public School District					
Account Balance Report					
September 2022 - August 2023					
		Sep-22	YTD Average	Change in Balance	Aug-22
Fund Cash Accounts					
	01-General	50,051	50,051	(38,768)	88,819
	01-General Clearing	10,000	10,000	-	10,000
	01-General Section 125	4,551	4,551	(239)	4,790
	02-Depreciation	0	0	(100,001)	100,002
	03-Employee Benefit	5	5	2	3
	05-Activities	142,648	142,648	(5,067)	147,715
	06-Nutrition	16,481	16,481	(34,312)	50,793
	07-Bond	1	1	(12,427)	12,428
	08-Building (FCB)	4	4	(2,755)	2,759
	08-Building (FSB)	-	-	-	-
	09-QCPUF	56	56	-	56
	12-Student Fee	19,076	19,076	35	19,041
	Total - Cash	\$ 242,873	\$ 22,079	\$ (193,533)	\$ 436,406
CD Accounts					
	01-General (First Central)	958,955	958,955	345,000	613,955
	01-General (First State)	-	-	-	-
	02-Depreciation	213,995	213,995	100,040	113,955
	03-Employee Benefit	5,445	5,445	-	5,445
	07-Bond	913,375	913,375	133,660	779,715
	08-Building	170,350	170,350	(6,035)	176,385
	09-QCPUF	-	-	-	-
	Total - CD	\$ 2,262,120	\$ 205,647	\$ 572,665	\$ 1,689,455
	Total - All	\$ 2,504,993	\$ 227,727	\$ 379,132	\$ 2,125,861

**Arapahoe Public School District
Account Balance Report by Fund
September 2022 - August 2023**

	Sep-22	YTD Average	Change in Balance	Aug-22
01-General				
01-General Cash	50,051	50,051	(38,768)	88,819
01-General Clearing	10,000	10,000	-	10,000
01-General Section 125	4,551	4,551	(239)	4,790
01-General CD (First Central)	958,955	958,955	345,000	613,955
01-General CD (First State)	-	-	-	-
Total - General	\$ 1,023,557	\$ 1,023,557	\$ 305,993	\$ 717,564
02-Depreciation				
02-Depreciation Cash	0	0	(100,001)	100,002
02-Depreciation CD	213,995	213,995	100,040	113,955
Total - Depreciation	\$ 213,995	\$ 213,995	\$ 39	\$ 213,957
03-Employee Benefit				
03-Employee Benefit Cash	5	5	2	3
03-Employee Benefit CD	5,445	5,445	-	5,445
Total - Employee Benefit	\$ 5,450	\$ 5,450	\$ 2	\$ 5,448
05-Activities				
05-Activities Cash	142,648	142,648	(5,067)	147,715
Total - Activities	\$ 142,648	\$ 142,648	\$ (5,067)	\$ 147,715
06-Nutrition				
06-Nutrition Cash	16,481	16,481	(34,312)	50,793
Total - Nutrition	\$ 16,481	\$ 16,481	\$ (34,312)	\$ 50,793
07-Bond				
07-Bond Cash	1	1	(12,427)	12,428
07-Bond CD	913,375	913,375	133,660	779,715
Total - Bond	\$ 913,376	\$ 913,376	\$ 121,233	\$ 792,143
08-Building				
08-Building Cash (FCB)	4	4	(2,755)	2,759
08-Building Cash (FSB)	-	-	-	-
08-Building CD	170,350	170,350	(6,035)	176,385
Total - Building	\$ 170,354	\$ 170,354	\$ (8,790)	\$ 179,144
09-QCPUF				
09-QCPUF Cash	56	56	-	56
09-QCPUF CD	-	-	-	-
Total - QCPUF	\$ 56	\$ 56	\$ -	\$ 56
12-Student Fee				
12-Student Fee Cash	19,076	19,076	35	19,041
Total - Student Fee	\$ 19,076	\$ 19,076	\$ 35	\$ 19,041
Total - All	\$ 2,504,993	\$ 2,504,993	\$ 379,132	\$ 2,125,861

**Arapahoe Public School District
Receipt / Expenditure Report
September 2022 - August 2023**

	Sep-22	YTD Average	YTD Actual	YTD Budget	% Remaining	Over Budget / (Under Budget)
Receipts						
01-General	691,896	691,896	691,896	5,217,060	86.74%	(4,525,164)
02-Depreciation	39	39	39	243,983	99.98%	(243,944)
03-Employee Benefit	2	2	2	18	89.72%	(16)
05-Activities	2,416	2,416	2,416	191,850	98.74%	(189,434)
06-Nutrition	2,843	2,843	2,843	356,878	99.20%	(354,035)
07-Bond	121,233	121,233	121,233	817,575	85.17%	(696,342)
08-Building (FCB)	60	60	60	200,720	99.97%	(200,660)
08-Building (FSB)	-	-	-	-	-	-
09-QCPIUF	-	-	-	-	-	-
12-Student Fee	35	35	35	5,000	99.30%	(4,965)
Total Receipts	\$ 818,522	\$ 818,522	\$ 818,522	\$ 7,033,084	88.36%	\$ (6,214,562)
Expenditures						
01-General	385,902	385,902	385,902	6,618,423	94.17%	(6,232,521)
02-Depreciation	-	-	-	457,939	100.00%	(457,939)
03-Employee Benefit	-	-	-	5,465	100.00%	(5,465)
05-Activities	7,483	7,483	7,483	346,031	97.84%	(338,548)
06-Nutrition	37,155	37,155	37,155	403,501	90.79%	(366,346)
07-Bond	-	-	-	1,705,177	100.00%	(1,705,177)
08-Building (FCB)	8,850	8,850	8,850	377,109	97.65%	(368,259)
08-Building (FSB)	-	-	-	56	100.00%	(56)
09-QCPIUF	-	-	-	24,007	100.00%	(24,007)
12-Student Fee	-	-	-	-	-	-
Total Expenditures	\$ 439,390	\$ 439,390	\$ 439,390	\$ 9,937,708	95.58%	\$ (9,498,318)

Additional Information:		Sep-22	Total Sep- Dec	Total Jan- Aug	Total Sep- Aug
General Fund Only					
Frontier County Taxes Coll'd	-	\$ -	-	\$ -	-
Furnas County Taxes Coll'd	371,581	\$ 371,581	-	\$ -	\$ 371,581
Gosper County Taxes Coll'd	136,258	\$ 136,258	-	\$ -	\$ 136,258
Interest on RE/PP Frontier Co. Taxes Coll'd	-	\$ -	-	\$ -	-
Interest on RE/PP Furnas Co. Taxes Coll'd	121	\$ 121	-	\$ -	\$ 121
Interest on RE/PP Gosper Co. Taxes Coll'd	-	\$ -	-	\$ -	-
Carline Taxes (All Counties)	609	\$ 609	-	\$ -	\$ 609
Motor Vehicle Taxes (All Counties)	23,866	\$ 23,866	-	\$ -	\$ 23,866
Fines & Licenses (All Counties)	1,504	\$ 1,504	-	\$ -	\$ 1,504
Homestead (All Counties)	-	\$ -	-	\$ -	-
Prop/Pers Prop Tax Credit (All Counties)	-	\$ -	-	\$ -	-
Pro Rate MV (All Counties)	-	\$ -	-	\$ -	-
State Aid	-	\$ -	-	\$ -	-
SPED SA Reimb FY 20-21 (Approx. 43%)	-	\$ -	-	\$ -	-
Apportionment (School Land)	-	\$ -	-	\$ -	-
Inter-Fund Loan	-	\$ -	-	\$ -	-
All other receipts	157,957	\$ 157,957	-	\$ -	\$ 157,957
Total Taxes Coll'd	507,839	\$ 507,839	\$ -	\$ -	\$ 507,839
Expenditures-Payroll/Benefits	330,004	\$ 330,004	-	\$ -	\$ 330,004
Expenditures-All Other	55,899	\$ 55,899	-	\$ -	\$ 55,899
Inter-Fund Loan Repayment XXXXXX	-	\$ -	-	\$ -	-
Running Balance	\$ 1,023,557				
\$ 717,564					
^ Cash on Hand as of 8/31/22					
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$400k					
	2.56				
Nutrition Fund Only					
State of NE Reimb	-	\$ -	-	\$ -	-
Xfr from General Fund	-	\$ -	-	\$ -	-
All other receipts	2,843	\$ 2,843	-	\$ -	\$ 2,843
Expenditures-Payroll/Benefits	9,564	\$ 9,564	-	\$ -	\$ 9,564
Expenditures-All Other	27,591	\$ 27,591	-	\$ -	\$ 27,591
Running Balance	\$ 16,481				
\$ 50,793					
^ Cash on Hand as of 8/31/22					
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$32.5K					
	0.51				

	Sep-22	Total Sep-		Total Jan-		Total Sep- Aug
		Dec	Aug	Aug	Aug	
Building (FCB) Fund Only						
Frontier County Taxes Coll'd	-	\$	-	\$	-	\$
Furnas County Taxes Coll'd	-	\$	-	\$	-	\$
Gosper County Taxes Coll'd	-	\$	-	\$	-	\$
Interest on RE/PP Frontier Co. Taxes Coll'd	-	\$	-	\$	-	\$
Interest on RE/PP Furnas Co. Taxes Coll'd	-	\$	-	\$	-	\$
Interest on RE/PP Gosper Co. Taxes Coll'd	-	\$	-	\$	-	\$
Inter-Fund Loan	-	\$	-	\$	-	\$
All other receipts	60	\$	60	\$	-	\$
						60
Total Taxes Coll'd	-	\$	-	\$	-	\$
Expenditures-All Other	8,850	\$	8,850	\$	-	\$
Inter-Fund Loan to General Fund	-	\$	-	\$	-	\$
Running Balance	\$ 170,354					
\$						
^ Cash on Hand as of 8/31/22	179,144					
Bond Fund Only						
Frontier County Taxes Coll'd	-	\$	-	\$	-	\$
Furnas County Taxes Coll'd	88,382	\$	88,382	\$	-	\$
Gosper County Taxes Coll'd	32,415	\$	32,415	\$	-	\$
Interest on RE/PP Frontier Co. Taxes Coll'd	-	\$	-	\$	-	\$
Interest on RE/PP Furnas Co. Taxes Coll'd	26	\$	26	\$	-	\$
Interest on RE/PP Gosper Co. Taxes Coll'd	-	\$	-	\$	-	\$
Carline (All Counties)	145	\$	145	\$	-	\$
Homestead (All Counties)	-	\$	-	\$	-	\$
Prop/Pers Prop Tax Credit (All Counties)	-	\$	-	\$	-	\$
Pro Rate MV (All Counties)	-	\$	-	\$	-	\$
Transfer from General Fund	-	\$	-	\$	-	\$
All other receipts	265	\$	265	\$	-	\$
						265
Total Taxes Coll'd	120,797	\$	120,797	\$	-	\$
Expenditures-All Other	-	\$	-	\$	-	\$
Running Balance	\$ 913,376					
\$						
^ Cash on Hand as of 8/31/22	792,143					

Arapahoe Public School District #18

Cash Receipts Customer History Report - August 2022

Customer Name				
1 - Furnas County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
002999	00003	8/8/2022	Fines (Gen)	\$1,432.01
003000	00001	8/8/2022	Interest / Penalties (Bond)	\$4.07
002999	00002	8/8/2022	Interest / Penalties (Gen)	\$17.21
002999	00001	8/8/2022	MV (Gen)	\$10,098.36
003000	00002	8/8/2022	Taxes (Bond)	\$2,184.42
002999	00004	8/8/2022	Taxes (Gen)	\$9,182.11
003052	00002	8/23/2022	Fines (Gen)	\$50.00
003053	00001	8/23/2022	Interest / Penalties (Bond)	\$35.50
003052	00001	8/23/2022	Interest / Penalties (Gen)	\$194.88
003053	00002	8/23/2022	Taxes (Bond)	\$6,768.59
003052	00003	8/23/2022	Taxes (Gen)	\$28,727.33
Sub Total				\$58,694.48

Customer Name				
10 - State of NE-Lunch				
Batch No.	Receipt No.	Date	Description	Amount
003039	00002	8/17/2022	SFP Admin FY 2022 (Nut)	\$522.80
003039	00001	8/17/2022	SFP Operating FY 2022 (Nut)	\$5,059.90
Sub Total				\$5,582.70

Customer Name				
2 - Gosper County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
002997	00003	8/5/2022	Fines (Gen)	\$20.33
002998	00001	8/5/2022	Interest / Penalties (Bond)	\$4.70
002997	00002	8/5/2022	Interest / Penalties (Gen)	\$19.80
002997	00001	8/5/2022	MV (Gen)	\$950.97
002998	00002	8/5/2022	Taxes (Bond)	\$136.54
002997	00004	8/5/2022	Taxes (Gen)	\$573.91
003045	00001	8/18/2022	Fines (Gen)	\$254.71
003046	00001	8/18/2022	Taxes (Bond)	\$4,671.56
003045	00002	8/18/2022	Taxes (Gen)	\$19,637.10
Sub Total				\$26,269.62

Customer Name				
3 - Frontier County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
003018	00001	8/12/2022	Interest / Penalties (Bond)	\$23.46
003017	00001	8/12/2022	MV (Gen)	\$178.52
003018	00002	8/12/2022	Pro-Rate MV (Bond)	\$11.12
003017	00002	8/12/2022	Pro-Rate MV (Gen)	\$46.76
003018	00003	8/12/2022	Taxes (Bond)	\$917.42
Sub Total				\$1,177.28

Customer Name

7 - First Central Bank

Batch No.	Receipt No.	Date	Description	Amount
003005	00001	8/15/2022	CD Int (Bldg)	\$59.90
003006	00001	8/15/2022	CD Int (Bond)	\$262.66
003007	00001	8/15/2022	CD Int (Dep)	\$38.70
003008	00001	8/15/2022	CD Int (Emp Ben)	\$1.85
003004	00001	8/15/2022	CD Int (Gen)	\$351.27
003086	00001	8/31/2022	Interest (Gen)	\$0.28
Sub Total				\$714.66

Customer Name

8 - Various / Miscellaneous

Batch No.	Receipt No.	Date	Description	Amount
002988	00001	8/1/2022	7/22/22 Summer Food Sales (Nut)	\$4.50
002987	00001	8/1/2022	Computer Sales (Gen)	\$1,960.00
002986	00001	8/1/2022	R. Einspahr-Cheer Pmt (Act)	\$450.00
003001	00001	8/1/2022	Sysco Rebate (Nut)	\$25.50
002992	00001	8/2/2022	7/21/22 Summer Food Sales (Nut)	\$4.50
002993	00001	8/2/2022	A. tenBensel-Cheer Pmt (Act)	\$373.42
002994	00001	8/2/2022	Computer Sales (Gen)	\$200.00
003002	00001	8/3/2022	8/3 Meal Deposit (Nut)	\$100.00
002996	00001	8/3/2022	Box Tops (Act)	\$10.10
002995	00001	8/3/2022	Computer Sales (Gen)	\$440.00
002995	00002	8/3/2022	Reimb from Education Foundation-Fee to change registered agent (Gen)	\$27.00
003003	00001	8/4/2022	8/4 Meal Deposit (Nut)	\$100.00
003013	00001	8/8/2022	8/8 Meal Deposit (Nut)	\$600.00
003009	00001	8/9/2022	Pen/Pencil Dispenser Sales (Act)	\$79.00
003029	00001	8/10/2022	8/10 Meal Deposit (Nut)	\$100.00
003010	00001	8/10/2022	Football - Moving Mr. Ellis Fundraiser	\$200.00
003011	00001	8/10/2022	Journalism - Yearbook Sales	\$75.00
003012	00001	8/10/2022	Track - Reimb. 21-22 NSAA Championships	\$365.75
003012	00002	8/10/2022	Wrestling - Reimb. 21-22 NSAA Championships	\$869.80
003030	00001	8/11/2022	8/11 Meal Deposit (Nut)	\$200.00
003026	00002	8/12/2022	8/10/22 Donation (Nut)	\$3.25
003026	00001	8/12/2022	8/10/22 Sales (Nut)	\$0.40
003031	00001	8/12/2022	8/12 Meal Deposit (Nut)	\$545.00
003026	00003	8/12/2022	8/2/22-8/10/22 Meal Deposits (Nut)	\$2,342.25
003015	00001	8/12/2022	Anderson-Insurance-Aug (Gen-Clrng)	\$1,971.97
003023	00001	8/12/2022	Computer Sales (Gen)	\$120.00
003024	00001	8/12/2022	Einspahr, R-Cheer Pmt (Act)	\$11.30
003016	00001	8/12/2022	Firecracker Run (Act)	\$30.00
003021	00001	8/12/2022	Hoard, K-Computer Repair (Stud Fee)	\$259.00
003021	00002	8/12/2022	Koller, G-Computer Repair (Stud Fee)	\$300.00
003021	00003	8/12/2022	Magorian, T-Charger Fee (Stud Fee)	\$37.14
003022	00001	8/12/2022	Magorian, T-Computer Checkout (Stud Fee)	\$35.00
003025	00001	8/12/2022	Med Valley-NLC Transportation Reimb (Act)	\$144.00
003021	00004	8/12/2022	North, C-Computer Repair (Stud Fee)	\$275.00
003019	00001	8/12/2022	North, C-Lost Library Book (Gen)	\$11.99
003020	00001	8/12/2022	North, C-Warm Up Top & Pants (Act)	\$105.00
003022	00002	8/12/2022	North-Computer Checkout (Stud Fee)	\$70.00
003015	00003	8/12/2022	Schutz-Insurance-Aug (Gen-Clrng)	\$1,248.77

003015	00002	8/12/2022	Weatherwax, L-Insurance-Aug (Gen-Cirng)	\$1,082.53
003041	00001	8/15/2022	8/15 Meal Deposit (Nut)	\$100.00
003032	00001	8/15/2022	8/15 Meal Deposit (Nut)	\$120.00
003042	00003	8/15/2022	Breinig, P-FSA	\$170.00
003042	00004	8/15/2022	Eman, K-FSA	\$100.00
003042	00005	8/15/2022	Foley, M-FSA	\$100.00
003042	00001	8/15/2022	Helms, K-DCA	\$416.66
003042	00006	8/15/2022	Johansen, T-FSA	\$50.00
003028	00001	8/15/2022	Klosowski-Music Sticks/Mallets Reimb (Gen)	\$10.00
003042	00007	8/15/2022	Monie, L-FSA	\$229.16
003042	00008	8/15/2022	Perez, R-FSA	\$229.16
003042	00002	8/15/2022	Rawson, M-DCA	\$416.66
003027	00001	8/15/2022	Williams, N-Computer Repair (Stud Fee)	\$300.00
003040	00001	8/16/2022	Cheer Pmt-Holliday (Act)	\$506.38
003036	00001	8/16/2022	Computer Sales (Gen)	\$440.00
003040	00002	8/16/2022	Faws-Cheer Donation (Act)	\$500.00
003033	00001	8/16/2022	Josh Lentz-2021 Summer School (Gen)	\$100.00
003037	00001	8/16/2022	Kindergarten Milk Money 22-23 (Nut)	\$20.00
003034	00001	8/16/2022	Leising, V Reimb-CC Purchase (Gen)	\$6.17
003038	00001	8/16/2022	PK (Gen)	\$728.00
003035	00001	8/16/2022	V. Leising-Yanda's-Instrument Repair Reimb (Stud Fee)	\$50.00
003043	00002	8/17/2022	8/11/22-8/16/22 Meal Deposits (Nut)	\$2,663.00
003043	00001	8/17/2022	8/11/22-8/16/22 Sales (Nut)	\$7.45
003048	00001	8/17/2022	8/17 Meal Deposit (Nut)	\$80.00
003050	00001	8/17/2022	8/17 Meal Deposit (Nut)	\$240.00
003049	00001	8/18/2022	8/18 Meal Deposit (Nut)	\$115.00
003044	00001	8/18/2022	Cheer Pmt-Klein (Act)	\$533.33
003055	00001	8/19/2022	Backpack Program - Donation from Trinity Lutheran Church	\$47.88
003047	00001	8/19/2022	Computer Checkout 22-23 (Stud Fee)	\$4,690.00
003054	00001	8/19/2022	FFA - Donation from Zoetis	\$112.50
003073	00001	8/22/2022	8/22 Meal Deposit (Nut)	\$155.00
003058	00002	8/23/2022	8/17/22 Meal Deposits (Nut)	\$239.00
003058	00001	8/23/2022	8/17/22 Sales (Nut)	\$2.50
003058	00004	8/23/2022	8/18/22-8/19/22 Meal Deposits (Nut)	\$310.75
003058	00003	8/23/2022	8/18/22-8/19/22 Sales (Nut)	\$2.50
003056	00001	8/23/2022	Activity Passes (Act)	\$430.00
003057	00001	8/23/2022	Computer Sales (Gen)	\$1,390.00
003057	00002	8/23/2022	ESU #11-Perkins Reimbursement (Gen)	\$3,713.25
003059	00001	8/23/2022	Recorder Money (Act)	\$92.00
003074	00001	8/24/2022	8/24 Meal Deposit (Nut)	\$200.00
003075	00001	8/24/2022	8/24 Meal Deposit (Nut)	\$100.00
003051	00001	8/24/2022	Xfr from General Fund (Dep)	\$100,000.00
003064	00002	8/25/2022	8/22/22 Meal Deposits (Nut)	\$237.00
003064	00001	8/25/2022	8/22/22 Sales (Nut)	\$2.50
003064	00004	8/25/2022	8/23/22 Meal Deposits (Nut)	\$576.25
003064	00003	8/25/2022	8/23/22 Sales (Nut)	\$3.30
003063	00001	8/25/2022	Computer Sales (Gen)	\$298.45
003062	00001	8/25/2022	Recorders (Act)	\$24.00
003060	00001	8/25/2022	Schulz, J-Cheer Pmt (Act)	\$122.78
003061	00001	8/25/2022	Yearbook Sales (Act)	\$120.00
003069	00001	8/26/2022	Backpack Program - Donation - Judy Schroeder	\$100.00
003065	00001	8/26/2022	Computer Checkout 22-23 (Stud Fee)	\$35.00

003068	00001	8/26/2022	Flag Team - Fundraiser	\$181.51
003067	00001	8/26/2022	Volleyball - APS vs Franklin Gate/Admissions	\$566.00
003066	00002	8/29/2022	8/24/22 Meal Deposits (Nut)	\$249.00
003066	00001	8/29/2022	8/24/22 Sales (Nut)	\$2.50
003066	00004	8/29/2022	8/25/22 Meal Deposits (Nut)	\$755.00
003066	00003	8/29/2022	8/25/22 Sales (Nut)	\$2.90
003085	00001	8/29/2022	8/29 Meal Deposit (Nut)	\$142.00
003072	00001	8/29/2022	FCCLA - Split the Pot Fundraiser	\$251.00
003071	00001	8/29/2022	Football - 8/26/22 Gate/Admissions	\$919.00
003070	00001	8/29/2022	GBB - Arby's Fundraiser	\$1,021.00
003084	00001	8/30/2022	8/30 Meal Deposit (Nut)	\$40.00
003079	00002	8/31/2022	8/26/22 Meal Deposits (Nut)	\$160.00
003079	00001	8/31/2022	8/26/22 Sales (Nut)	\$5.00
003078	00001	8/31/2022	Activity Passes (Act)	\$250.00
003077	00001	8/31/2022	FCCLA Dues (Act)	\$450.00
003081	00001	8/31/2022	FFA Dues (Act)	\$520.00
003076	00001	8/31/2022	Lions Club Sale Helpers (Act)	\$500.00
003079	00003	8/31/2022	McCarty Farms-Yogurt Donation (Nut)	\$789.56
003082	00001	8/31/2022	Recorders (Act)	\$9.00
003080	00001	8/31/2022	TL Sund-Refund (Bldg)	\$2,755.00
003083	00001	8/31/2022	8/24 Meal Deposit (Nut)	\$200.00
Sub Total				\$145,781.27
Grand Total				\$238,220.01

Arapahoe Public School District
Check Payments by Fund Report
September 15, 2022

Fund	Amount	Percent
01-General (Claims)	\$ 55,659.86	12.89%
01-General (Payroll & Benefits)	\$ 330,003.74	76.45%
02-Depreciation	\$ -	
03-Employee Benefit	\$ -	
06-Nutrition (Claims)	\$ 27,590.55	6.39%
06-Nutrition (Payroll & Benefits)	\$ 9,564.30	2.22%
07-Bond	\$ -	
08-Building (FCB)	\$ 8,850.00	2.05%
08-Building (FSB)	\$ -	
09-QCPUF	\$ -	
12-Student Fee	\$ -	
Total Claims	\$ 92,100.41	21.34%
Total Payroll	\$ 339,568.04	78.66%
Total Claims & Payroll	\$ 431,668.45	

* A motion is needed to approve the claims including the General Fund, Nutrition Fund, and Building Fund totaling \$431,668.45.

* Whipple abstaining from Claim No. 35311 to Arapahoe Telephone Company (ATC) for \$359.57 and Claim No. 35307 to Applied Communications Technology (ACT) for \$210.00.

Arapahoe Public School District #18

Check Listing Report 09/15/2022

Check Date	Check Number	Payee	Amount
09/15/2022	PR	Payroll & Benefits	\$339,568.04
09/15/2022	35305	Ag Valley Cooperative Non-Stock	\$2,062.65
09/15/2022	35306	Albireo Energy LLC	\$1,940.00
09/15/2022	35307	Applied Communications Technology	\$210.00
09/15/2022	35308	Arapahoe Rehab & Fitness	\$120.00
09/15/2022	35309	Arapahoe Utilities	\$12,291.99
09/15/2022	35310	AT& T	\$142.80
09/15/2022	35311	ATC Communications	\$359.57
09/15/2022	35312	Black Hills Energy	\$295.42
09/15/2022	35313	CAMAS Publishing, LLC	\$848.87
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	\$5,305.17
09/15/2022	35315	Casie Helms	\$4.60
09/15/2022	35316	D & D Service	\$255.42
09/15/2022	35317	D & N	\$9,356.50
09/15/2022	35318	Diamond Vogel, Inc	\$490.16
09/15/2022	35319	DICK BLICK ART MATERIALS	\$1,356.98
09/15/2022	35320	ESU #10	\$1,100.72
09/15/2022	35321	ESU #11	\$3,388.63
09/15/2022	35322	First Central Bank	\$7.20
09/15/2022	35323	Hemelstrand's Inc.	\$801.88
09/15/2022	35324	Hometown Leasing	\$1,698.34
09/15/2022	35325	HTMC	\$384.00
09/15/2022	35326	J.W. PEPPER & SON, INC	\$122.99
09/15/2022	ACH	Katharine E Sisson	\$7,799.10
09/15/2022	35327	Lexia Learning Systems LLC	\$800.00
09/15/2022	35329	Matheson Tri-Gas, Inc.	\$467.91
09/15/2022	35330	Mid-American Research Chemical Corp.	\$812.94
09/15/2022	35331	NE Safety Center & UNK	\$1,695.12
09/15/2022	35332	Nebraska Art Teachers Association (NATA)	\$60.00
09/15/2022	35333	Nebraska Association of School Boards (NASB)	\$35.00
09/15/2022	35334	Nebraska Council of School Administrators	\$1,030.00
09/15/2022	35335	One Source the Background Check Company	\$172.50
09/15/2022	35336	Pioneer Athletics	\$1,238.20
09/15/2022	35337	Plum Creek Medical Group PC	\$180.00
09/15/2022	35338	ROSETTA STONE	\$480.00
09/15/2022	35339	S & W Auto Parts	\$2.99
09/15/2022	35340	Schaben Sanitation	\$50.00
09/15/2022	35341	School Specialty, LLC	\$413.76
09/15/2022	ACH	Schutz Jennifer A OTR-L	\$4,504.97
09/15/2022	35342	Staples Advantage	\$145.76
09/15/2022	35343	Subway	\$69.56
09/15/2022	35344	Sysco Lincoln	\$12,010.11
09/15/2022	35345	Teacher Synergy, LLC	\$207.99
09/15/2022	35346	Tornado Alley	\$14.97
09/15/2022	ACH	U.S. Bank	\$6,098.59
09/15/2022	35347	Union Bank & Trust Company	\$66.00
09/15/2022	35348	UNITED STATES POSTAL SERVICE	\$120.33
09/15/2022	35349	US Foods	\$10,171.33
09/15/2022	35350	Village Uniform	\$458.38
09/15/2022	35351	VVS, Inc.	\$158.48
09/15/2022	35352	Wagner's Supermarket, Inc.	\$257.53
09/15/2022	35353	WOODWARD'S DISPOSAL SERVICE, INC.	\$35.00
	Sub Total		\$431,668.45

Arapahoe Public School District #18

Check Listing Report 09/15/2022

Check Date	Check Number	Payee	Description	Amount
09/15/2022	PR	Payroll & Benefits	Payroll & Benefits	\$339,568.04
09/15/2022	35305	Ag Valley Cooperative Non-Stock	Fuel	\$2,062.65
09/15/2022	35306	Albireo Energy LLC	8/11 Weight Room Unit overheating; Remote check shows controller dropping in & out, requires on-site check; 8/15 Found fuse blown in unit; Replaced it, unit would run, kick fan on, call for compressor, trip; Compressor contactor showed almost direct short	\$1,940.00
09/15/2022	35307	Applied Communications Technology	8/8/22 Programming (VM Changes, Extension Remapping); Train Office Staff on PBX	\$210.00
09/15/2022	35308	Arapahoe Rehab & Fitness	PT-June/July	\$120.00
09/15/2022	35309	Arapahoe Utilities	Water & Sewer; Electricity; Trash	\$12,291.99
09/15/2022	35310	AT& T	Long Distance	\$142.80
09/15/2022	35311	ATC Communications	Local Phone	\$359.57
09/15/2022	35312	Black Hills Energy	Gas Service	\$295.42
09/15/2022	35313	CAMAS Publishing, LLC	2022 Back to School Full Page Ad 8/4	\$400.00
09/15/2022	35313	CAMAS Publishing, LLC	8/23 Meeting Notice	\$8.28
09/15/2022	35313	CAMAS Publishing, LLC	8/8 Claims	\$80.16
09/15/2022	35313	CAMAS Publishing, LLC	8/8 Meeting Notice	\$7.52
09/15/2022	35313	CAMAS Publishing, LLC	8/8 Minutes	\$112.91
09/15/2022	35313	CAMAS Publishing, LLC	Budget Hearing Notice	\$120.00
09/15/2022	35313	CAMAS Publishing, LLC	Tax Request Hearing Notice	\$120.00
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	Credit	(\$80.94)
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	Food / Supplies	\$1,006.54
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	Food / Supplies	\$1,424.36
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	Food / Supplies	\$847.45
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	Food / Supplies	\$1,855.56
09/15/2022	35314	Cash-Wa Distributing Company of Kearney, Inc.	Milk (Supply Chain Assistance)	\$252.20
09/15/2022	35315	Casie Helms	Reimb Helms, C-Postage-Certified Mail-Attendance Letter (K-6 student)	\$4.60
09/15/2022	35316	D & D Service	'06 Chevy Express Van-Service	\$97.24
09/15/2022	35316	D & D Service	'20D Bus-Service, Check over, Grease Front End	\$158.18
09/15/2022	35317	D & N	8/11 No call for A/C from control system, advised Buck to call system guys; 8/16 Changed contactor	\$209.00
09/15/2022	35317	D & N	8/25 Inspected water heater failure code; 8/26 Installed ignitor & tested	\$297.50
09/15/2022	35317	D & N	Install New Rheem Water Heater (Model #G100-200)	\$8,850.00
09/15/2022	35318	Diamond Vogel, Inc	Franssen-White Field Paint	\$310.26
09/15/2022	35318	Diamond Vogel, Inc	Franssen-White Paint	\$179.90
09/15/2022	35319	DICK BLICK ART MATERIALS	Woosley-Art Supplies (Paint, Pencils, Sketch Boards, Rulers, Brushes, Masks, Paper)	\$1,356.98
09/15/2022	35320	ESU #10	Powerschool MBA Alert Creator Plugin; Deaf Ed	\$1,100.72
09/15/2022	35321	ESU #11	Calibrate Audiometers; Q4 Inservices; (4) Edgenuity Subscriptions	\$3,388.63
09/15/2022	35322	First Central Bank	8/11/22 Payroll CD	\$7.20
09/15/2022	35323	Hemelstrand's Inc.	Repair & Maintenance Supplies	\$801.88
09/15/2022	35324	Hometown Leasing	Copier Lease Pmt 027	\$1,698.34
09/15/2022	35325	HTMC	Fall Academic Booster Radio Ad-KODY 1240 AM	\$192.00
09/15/2022	35325	HTMC	Fall Sports Booster Radio Ad-KODY 1240 AM	\$192.00
09/15/2022	35326	J.W. PEPPER & SON, INC	Gardner-Pep Music/Pops Music	\$122.99
09/15/2022	ACH	Katharine E Sisson	Speech-Aug	\$7,799.10
09/15/2022	35327	Lexia Learning Systems LLC	Foley-(8) Subscription Renewals 9/1/22-8/31/23	\$800.00
09/15/2022	35329	Matheson Tri-Gas, Inc.	Hambidge, C-Oxygen Gas, Acetylene Gas, C-25 Gas, Argon Gas, Tungsten Electrodes, Mig Wire	\$467.91

09/15/2022	35330	Mid-American Research Chemical Corp.	Cleaning Supplies-Dazzle, Glass Cleaner, Safeguard, Pure Power	\$812.94
09/15/2022	35331	NE Safety Center & UNK	Level 1 Pupil Transportation Course (11-hours & 3-hours) 8/13 & 8/14	\$1,695.12
09/15/2022	35332	Nebraska Art Teachers Association (NATA)	Woosley-2022 NATA Fall Conference Registration	\$60.00
09/15/2022	35333	Nebraska Association of School Boards (NASB)	NAEP Membership Dues-Hilker, C	\$35.00
09/15/2022	35334	Nebraska Council of School Administrators	2022 Nebraska MTSS Summit Registration-Klein; Perez; Strand; Spaulding; Ellis, B; Ellis, K	\$750.00
09/15/2022	35334	Nebraska Council of School Administrators	2022 School Law Update Workshop-Ellis, B / Perez	\$280.00
09/15/2022	35335	One Source the Background Check Company	Background Checks-Aug	\$172.50
09/15/2022	35336	Pioneer Athletics	Huxoll, S-(72) Royal Blue Aerosol; (12) Pink Aerosol; (72) Black Aerosol	\$1,238.20
09/15/2022	35337	Plum Creek Medical Group PC	DOT Physical-Shearer, Bill	\$180.00
09/15/2022	35338	ROSETTA STONE	(4) licenses	\$480.00
09/15/2022	35339	S & W Auto Parts	Franssen-Fuse	\$2.99
09/15/2022	35340	Schaben Sanitation	(10) Container Rental-Sep	\$50.00
09/15/2022	35341	School Specialty, LLC	(3) 3-Hole Punch	\$413.76
09/15/2022	ACH	Schutz Jennifer A OTR-L	OT-Aug	\$4,504.97
09/15/2022	35342	Staples Advantage	Deisley-Lamination	\$145.76
09/15/2022	35343	Subway	Meal-Transportation Class	\$69.56
09/15/2022	35344	Sysco Lincoln	Food	\$852.64
09/15/2022	35344	Sysco Lincoln	Food (EE reimb APS)	\$115.92
09/15/2022	35344	Sysco Lincoln	Food / Supplies	\$1,663.86
09/15/2022	35344	Sysco Lincoln	Food / Supplies	\$1,586.25
09/15/2022	35344	Sysco Lincoln	Food / Supplies	\$1,392.45
09/15/2022	35344	Sysco Lincoln	Food / Supplies	\$1,082.37
09/15/2022	35344	Sysco Lincoln	Huxoll, S-Gloves	\$174.90
09/15/2022	35344	Sysco Lincoln	Milk (Supply Chain Assistance)	\$84.97
09/15/2022	35344	Sysco Lincoln	Milk (Supply Chain Assistance)	\$532.90
09/15/2022	35344	Sysco Lincoln	Milk (Supply Chain Assistance)	\$585.45
09/15/2022	35344	Sysco Lincoln	Milk (Supply Chain Assistance)	\$955.81
09/15/2022	35344	Sysco Lincoln	Milk (Supply Chain Assistance)	\$536.80
09/15/2022	35344	Sysco Lincoln	Milk (Supply Chain Assistance)	\$249.34
09/15/2022	35344	Sysco Lincoln	Monie-PK Snacks	\$60.14
09/15/2022	35344	Sysco Lincoln	Yogurt (Reimb'd by McCarty Farms)	\$371.82
09/15/2022	35344	Sysco Lincoln	Yogurt (Reimb'd by McCarty Farms)	\$417.74
09/15/2022	35344	Sysco Lincoln	Yogurt (Reimb'd by McCarty Farms)	\$329.40
09/15/2022	35344	Sysco Lincoln	Yogurt (Reimb'd by McCarty Farms)	\$588.63
09/15/2022	35344	Sysco Lincoln	Yogurt (Reimb'd by McCarty Farms)	\$428.72
09/15/2022	35345	Teacher Synergy, LLC	Ellis-3rd Grade Wonders Spelling Activities	\$13.65
09/15/2022	35345	Teacher Synergy, LLC	Ellis-The Ultimate 3rd Grade Math Bundle	\$74.90
09/15/2022	35345	Teacher Synergy, LLC	Huxoll, A-Life Skills Daily Warm Up Worksheets, Budget Worksheets, Doing Laundry Task Analysis, Touch Number Addition & Subtraction	\$110.59
09/15/2022	35345	Teacher Synergy, LLC	Snyder-Ecological Succession Graphic Organizer	\$4.75
09/15/2022	35345	Teacher Synergy, LLC	Snyder-Properties of Matter Scavenger Hunt Activity	\$4.10
09/15/2022	35346	Tornado Alley	Drews, B-Pizza-Meeting w/ Gentry & Berkley (Student Board Reps)	\$14.97
09/15/2022	ACH	U.S. Bank	Drews-Cunninghams Journal-(2) Meals-Budget Review Meeting	\$32.88
09/15/2022	ACH	U.S. Bank	Klein-Amazon-Spanish Library Books	\$89.65
09/15/2022	ACH	U.S. Bank	Leising, V-NE Music Educators-Annual Membership	\$135.00
09/15/2022	ACH	U.S. Bank	Perez-Amazon-(4) Cell Phone Wall Holders (Spaulding-PE, DL Room, Gardner, Extra)	\$87.07
09/15/2022	ACH	U.S. Bank	Sisson-mycoughdrop.com-Monthly Subscription-Austin, S	\$6.00
09/15/2022	ACH	U.S. Bank	Spaulding-Amazon-(2) Health Textbooks	\$185.02
09/15/2022	ACH	U.S. Bank	Stagemeyer, R-Amazon-HDMI Splitters	\$27.98

09/15/2022	ACH	U.S. Bank	Stagemeyer, R-Amazon-Laser Engraver	\$5,449.99
09/15/2022	ACH	U.S. Bank	Woodsley-NAEA-Annual Membership	\$85.00
09/15/2022	35347	Union Bank & Trust Company	DCA (2); FSA (6) - Aug	\$32.00
09/15/2022	35347	Union Bank & Trust Company	HSA (17) - Aug	\$34.00
09/15/2022	35348	UNITED STATES POSTAL SERVICE	Newsletter postage	\$120.33
09/15/2022	35349	US Foods	Food	\$1,751.97
09/15/2022	35349	US Foods	Food / Supplies	\$2,176.83
09/15/2022	35349	US Foods	Food / Supplies	\$2,186.89
09/15/2022	35349	US Foods	Food / Supplies	\$2,106.62
09/15/2022	35349	US Foods	Food / Supplies	\$1,949.02
09/15/2022	35350	Village Uniform	Aprons / Bar Towels / Mats	\$84.53
09/15/2022	35350	Village Uniform	Aprons / Bar Towels / Mats	\$84.53
09/15/2022	35350	Village Uniform	Mops / Mats	\$144.66
09/15/2022	35350	Village Uniform	Mops / Mats	\$144.66
09/15/2022	35351	VVS, Inc.	Coffee	\$158.48
09/15/2022	35352	Wagner's Supermarket, Inc.	Clorox	\$5.59
09/15/2022	35352	Wagner's Supermarket, Inc.	Crosley-Meat & Cheese Tray (EHA)	\$50.00
09/15/2022	35352	Wagner's Supermarket, Inc.	Cups	\$35.94
09/15/2022	35352	Wagner's Supermarket, Inc.	Food	\$5.78
09/15/2022	35352	Wagner's Supermarket, Inc.	Food	\$21.92
09/15/2022	35352	Wagner's Supermarket, Inc.	Food	\$26.86
09/15/2022	35352	Wagner's Supermarket, Inc.	Food	\$73.83
09/15/2022	35352	Wagner's Supermarket, Inc.	Pop-Transportation Class	\$6.00
09/15/2022	35352	Wagner's Supermarket, Inc.	Schutz, J-Cook Group Food / Supplies	\$31.61
09/15/2022	35353	WOODWARD'S DISPOSAL SERVICE, INC.	Shredding	\$35.00
Sub Total				\$431,668.45

Arapahoe Public School District #18

Check Payments By Fund Report 09/15/2022

Sorted By	Description				
Fund	General Fund				
Check Number	Check Date	Payee	Account Code	Reason	Amount
ACH	9/15/2022	403b	01-941-000	Liability Payment	\$5,019.45
35283	9/15/2022	AFLAC	01-941-000	Liability Payment	\$3,030.01
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-001-0000	Diesel	\$69.03
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-002-0000	Diesel	\$84.37
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02630-626-001-0000	Fuel for Custodial/Maintenance	\$32.28
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02630-626-002-0000	Fuel for Custodial/Maintenance	\$39.46
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-001-0000	Gas	\$559.05
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-002-0000	Gas	\$683.29
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-001-0000	Propane	\$267.83
35305	9/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-002-0000	Propane	\$327.34
35306	9/15/2022	Albireo Energy LLC	01-2-02640-431-001-0000	8/11 Weight Room Unit overheating; Remote check shows controller dropping in & out, requires on-site check; 8/15 Found fuse blown in unit; Replaced it, unit would run, kick fan on, call for compressor, trip; Compressor contactor showed almost direct short	\$873.00
35306	9/15/2022	Albireo Energy LLC	01-2-02640-431-002-0000	8/11 Weight Room Unit overheating; Remote check shows controller dropping in & out, requires on-site check; 8/15 Found fuse blown in unit; Replaced it, unit would run, kick fan on, call for compressor, trip; Compressor contactor showed almost direct short	\$1,067.00
35307	9/15/2022	Applied Communications Technology	01-2-02610-352-001-0000	8/8/22 Programming (VM Changes, Extension Remapping); Train Office Staff on PBX	\$94.50
35307	9/15/2022	Applied Communications Technology	01-2-02610-352-002-0000	8/8/22 Programming (VM Changes, Extension Remapping); Train Office Staff on PBX	\$115.50
35308	9/15/2022	Arapahoe Rehab & Fitness	01-2-02173-320-002-0000	PT-June/July	\$120.00
35309	9/15/2022	Arapahoe Utilities	01-2-02610-621-001-0000	Electricity	\$4,384.07
35309	9/15/2022	Arapahoe Utilities	01-2-02610-621-002-0000	Electricity	\$5,358.54
35309	9/15/2022	Arapahoe Utilities	01-2-02610-420-001-0000	Trash	\$212.26
35309	9/15/2022	Arapahoe Utilities	01-2-02610-420-002-0000	Trash	\$259.44
35309	9/15/2022	Arapahoe Utilities	01-2-02610-410-001-0000	Water & Sewer	\$934.93
35309	9/15/2022	Arapahoe Utilities	01-2-02610-410-002-0000	Water & Sewer	\$1,142.75
35310	9/15/2022	AT& T	01-2-02580-530-001-0000	Long Distance	\$64.26
35310	9/15/2022	AT& T	01-2-02580-530-002-0000	Long Distance	\$78.54
35311	9/15/2022	ATC Communications	01-2-02580-530-001-0000	Local Phone	\$161.81
35311	9/15/2022	ATC Communications	01-2-02580-530-002-0000	Local Phone	\$197.76
ACH	9/15/2022	Banner Capital Bank	01-941-000	Liability Payment	\$363.28
35312	9/15/2022	Black Hills Energy	01-2-02610-621-001-0000	Gas Service	\$132.94
35312	9/15/2022	Black Hills Energy	01-2-02610-621-002-0000	Gas Service	\$162.48
35284	9/15/2022	Blue Cross Blue Shield of Nebraska	01-941-000	Liability Payment	\$53,429.71
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	2022 Back to School Full Page Ad 8/4	\$179.71
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	2022 Back to School Full Page Ad 8/4	\$220.29
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	8/23 Meeting Notice	\$3.72
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	8/23 Meeting Notice	\$4.56
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	8/8 Claims	\$36.01
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	8/8 Claims	\$44.15
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	8/8 Meeting Notice	\$3.38
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	8/8 Meeting Notice	\$4.14
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	8/8 Minutes	\$50.72
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	8/8 Minutes	\$62.19
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	Budget Hearing Notice	\$54.00
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	Budget Hearing Notice	\$66.00
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	Tax Request Hearing Notice	\$54.00
35313	9/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	Tax Request Hearing Notice	\$66.00
35315	9/15/2022	Casie Helms	01-2-02560-531-002-0000	Reimb Helms, C-Postage-Certified Mail-Attendance Letter (K-6 student)	\$4.60
35286	9/15/2022	CREDIT MANAGEMENT-BF	01-941-000	Liability Payment	\$463.12
35288	9/15/2022	CREDIT MANAGEMENT-CM	01-941-000	Liability Payment	\$237.28
35285	9/15/2022	CREDIT MANAGEMENT-DO	01-941-000	Liability Payment	\$336.25
35287	9/15/2022	CREDIT MANAGEMENT-JL	01-941-000	Liability Payment	\$218.57
35316	9/15/2022	D & D Service	01-2-02730-431-001-0000	'06 Chevy Express Van-Service	\$43.76
35316	9/15/2022	D & D Service	01-2-02730-431-002-0000	'06 Chevy Express Van-Service	\$53.48
35316	9/15/2022	D & D Service	01-2-02730-431-001-0000	'20D Bus-Service, Check over, Grease Front End	\$71.18

35316	9/15/2022	D & D Service	01-2-02730-431-002-0000	'20D Bus-Service, Check over, Grease Front End	\$87.00
35317	9/15/2022	D & N	01-2-02640-431-001-0000	8/11 No call for A/C from control system, advised Buck to call system guys; 8/16 Changed contactor	\$94.05
35317	9/15/2022	D & N	01-2-02640-431-002-0000	8/11 No call for A/C from control system, advised Buck to call system guys; 8/16 Changed contactor	\$114.95
35317	9/15/2022	D & N	01-2-02640-431-001-0000	8/25 Inspected water heater failure code; 8/26 Installed ignitor & tested	\$133.88
35317	9/15/2022	D & N	01-2-02640-431-002-0000	8/25 Inspected water heater failure code; 8/26 Installed ignitor & tested	\$163.62
ACH	9/15/2022	Department Of Revenue	01-941-000	Liability Payment	\$7,944.98
35318	9/15/2022	Diamond Vogel, Inc	01-2-02630-610-001-0000	Franssen-White Field Paint	\$139.62
35318	9/15/2022	Diamond Vogel, Inc	01-2-02630-610-002-0000	Franssen-White Field Paint	\$170.64
35318	9/15/2022	Diamond Vogel, Inc	01-2-02630-610-001-0000	Franssen-White Paint	\$80.95
35318	9/15/2022	Diamond Vogel, Inc	01-2-02630-610-002-0000	Franssen-White Paint	\$98.95
35319	9/15/2022	DICK BLICK ART MATERIALS	01-2-01100-610-001-0113	Woosley-Art Supplies (Paint, Pencils, Sketch Boards, Rulers, Brushes, Masks, Paper)	\$610.64
35319	9/15/2022	DICK BLICK ART MATERIALS	01-2-01100-610-002-0113	Woosley-Art Supplies (Paint, Pencils, Sketch Boards, Rulers, Brushes, Masks, Paper)	\$746.34
35289	9/15/2022	District 18 General Fund Clearing	01-941-000	Liability Payment	\$34.49
35290	9/15/2022	District 18 Nutrition Fund	01-941-000	Liability Payment	\$46.75
ACH	9/15/2022	District 18 Section 125 Acct	01-941-000	Liability Payment	\$2,118.11
ACH	9/15/2022	EFTPS	01-941-000	Liability Payment	\$50,612.58
35320	9/15/2022	ESU #10	01-2-02151-591-001-0000	Deaf Ed	\$633.13
35320	9/15/2022	ESU #10	01-2-02410-643-001-0000	Powerschool MBA Alert Creator Plugin	\$210.42
35320	9/15/2022	ESU #10	01-2-02410-643-002-0000	Powerschool MBA Alert Creator Plugin	\$257.17
35321	9/15/2022	ESU #11	01-2-01100-810-001-0000	(4) Edgenuity Subscriptions	\$2,600.00
35321	9/15/2022	ESU #11	01-2-01100-810-001-0126	5/26 Mosyle Workday-Stagemeyer, R	\$11.25
35321	9/15/2022	ESU #11	01-2-01100-810-002-0126	5/26 Mosyle Workday-Stagemeyer, R	\$13.75
35321	9/15/2022	ESU #11	01-2-01100-810-002-0000	6/6 Wonders Training	\$631.63
35321	9/15/2022	ESU #11	01-2-01100-810-002-0105	8/3 Intro to APL-Henderson, D	\$25.00
35321	9/15/2022	ESU #11	01-2-01100-810-001-0114	8/3 Intro to APL-Snyder, C	\$25.00
35321	9/15/2022	ESU #11	01-2-02410-810-002-0000	8/5 Principal Meeting-Ellis, B	\$25.00
35321	9/15/2022	ESU #11	01-2-02410-810-001-0000	8/5 Principal Meeting-Perez, R	\$25.00
35321	9/15/2022	ESU #11	01-2-02151-591-001-0000	Calibrate Audiometers	\$14.40
35321	9/15/2022	ESU #11	01-2-02151-591-002-0000	Calibrate Audiometers	\$17.60
35322	9/15/2022	First Central Bank	01-2-02510-351-001-0000	8/11/22 Payroll CD	\$3.24
35322	9/15/2022	First Central Bank	01-2-02510-351-002-0000	8/11/22 Payroll CD	\$3.96
ACH	9/15/2022	First State Bank-Holdrege KGardner	01-941-000	Liability Payment	\$111.11
ACH	9/15/2022	First State Bank-Holdrege RDrews	01-941-000	Liability Payment	\$613.28
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Chambers, C-Covers, Hooks, Rings, Anchors, Command Strips	\$19.80
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Chambers, C-Covers, Hooks, Rings, Anchors, Command Strips	\$24.19
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Brackets, Screws, Shelves, Command Hooks, Gorilla Tape, Caulk Gun, Caulk, Blue Tape, Lightbulbs	\$91.25
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Brackets, Screws, Shelves, Command Hooks, Gorilla Tape, Caulk Gun, Caulk, Blue Tape, Lightbulbs	\$111.55
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Extension Cords, Fuses	\$18.52
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Extension Cords, Fuses	\$22.64
35323	9/15/2022	Hemelstrand's Inc.	01-2-02630-610-001-0000	Franssen-Field Paint	\$127.31
35323	9/15/2022	Hemelstrand's Inc.	01-2-02630-610-002-0000	Franssen-Field Paint	\$155.62
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Hose, Splitter, Sprinkler, Latches	\$44.60
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Hose, Splitter, Sprinkler, Latches	\$54.51
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Lightbulbs	\$12.88
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Lightbulbs	\$15.75
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Rope	\$2.70
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Rope	\$3.30
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Screwdrivers	\$3.14
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Screwdrivers	\$3.84
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Screws, Bits, Nuts, Bolts	\$5.82
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Screws, Bits, Nuts, Bolts	\$7.11
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Zipties, String	\$13.88
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Zipties, String	\$16.97
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Huxoll, S-Batteries	\$2.69
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Huxoll, S-Batteries	\$3.29
35323	9/15/2022	Hemelstrand's Inc.	01-2-02630-610-001-0000	Huxoll, S-Roundup	\$12.15
35323	9/15/2022	Hemelstrand's Inc.	01-2-02630-610-002-0000	Huxoll, S-Roundup	\$14.84
35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Huxoll, S-Window Strip, Command Strips, Small Bucket	\$6.09

35323	9/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Huxoll, S-Window Strip, Command Strips, Small Bucket	\$7.44
35324	9/15/2022	Hometown Leasing	01-2-02230-443-001-0000	Copier Lease Pmt 027	\$764.25
35324	9/15/2022	Hometown Leasing	01-2-02230-443-002-0000	Copier Lease Pmt 027	\$934.09
35325	9/15/2022	HTMC	01-2-02560-540-001-0000	Fall Academic Booster Radio Ad-KODY 1240 AM	\$192.00
35325	9/15/2022	HTMC	01-2-02560-540-001-0000	Fall Sports Booster Radio Ad-KODY 1240 AM	\$192.00
35326	9/15/2022	J.W. PEPPER & SON, INC	01-2-01100-610-001-0111	Gardner-Pep Music/Pops Music	\$122.99
ACH	9/15/2022	Katharine E Sisson	01-2-02151-610-001-0130	Reimb Sisson-Testing Materials (Pearson-QGlobal)	\$132.35
ACH	9/15/2022	Katharine E Sisson	01-2-02151-610-002-0130	Reimb Sisson-Testing Materials (Pearson-QGlobal)	\$161.75
ACH	9/15/2022	Katharine E Sisson	01-2-02151-320-001-0000	Speech-Aug	\$877.69
ACH	9/15/2022	Katharine E Sisson	01-2-02151-320-002-0000	Speech-Aug	\$4,882.73
ACH	9/15/2022	Katharine E Sisson	01-2-02152-320-002-0000	Speech-Aug	\$1,659.00
ACH	9/15/2022	Katharine E Sisson	01-2-02153-320-002-0000	Speech-Aug	\$79.00
ACH	9/15/2022	Katharine E Sisson	01-2-02150-320-002-0000	Speech-Aug (RTI, Non-SPED Students)	\$6.58
35327	9/15/2022	Lexia Learning Systems LLC	01-2-01150-810-002-0000	Foley-(8) Subscription Renewals 9/1/22-8/31/23	\$800.00
35329	9/15/2022	Matheson Tri-Gas, Inc.	01-2-01100-610-001-0118	Hambidge, C-Oxygen Gas, Acetylene Gas, C-25 Gas, Argon Gas, Tungsten Electrodes, Mig Wire	\$467.91
ACH	9/15/2022	MCCOOK JS	01-941-000	Liability Payment	\$698.01
35330	9/15/2022	Mid-American Research Chemical Corp.	01-2-02610-610-001-0000	Cleaning Supplies-Dazzle, Glass Cleaner, Safeguard, Pure Power	\$365.82
35330	9/15/2022	Mid-American Research Chemical Corp.	01-2-02610-610-002-0000	Cleaning Supplies-Dazzle, Glass Cleaner, Safeguard, Pure Power	\$447.12
35331	9/15/2022	NE Safety Center & UNK	01-2-02710-810-001-0000	Level 1 Pupil Transportation Course (11-hours) 8/13 & 8/14-Reid Stagemeyer, Brandon Mues, Cassidy Snyder, Katrina Helms, John Koller, Preston Blackmore, Sonya Sitorius	\$1,483.23
35331	9/15/2022	NE Safety Center & UNK	01-2-02710-810-001-0000	Level 1 Pupil Transportation Course (3-hours) 8/13 & 8/14-Amy Watson, Christina Maaske	\$95.35
35331	9/15/2022	NE Safety Center & UNK	01-2-02710-810-002-0000	Level 1 Pupil Transportation Course (3-hours) 8/13 & 8/14-Amy Watson, Christina Maaske	\$116.54
35332	9/15/2022	Nebraska Art Teachers Association (NATA)	01-2-01100-810-001-0113	Woosley-2022 NATA Fall Conference Registration	\$27.00
35332	9/15/2022	Nebraska Art Teachers Association (NATA)	01-2-01100-810-002-0113	Woosley-2022 NATA Fall Conference Registration	\$33.00
35333	9/15/2022	Nebraska Association of School Boards (NASB)	01-2-02510-810-001-0000	NAEP Membership Dues-Hilker, C	\$15.75
35333	9/15/2022	Nebraska Association of School Boards (NASB)	01-2-02510-810-002-0000	NAEP Membership Dues-Hilker, C	\$19.25
35334	9/15/2022	Nebraska Council of School Administrators	01-2-02410-810-002-0000	2022 Nebraska MTSS Summit Registration-Ellis, B	\$125.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-01100-810-002-0000	2022 Nebraska MTSS Summit Registration-Ellis, K	\$125.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-01100-810-002-0000	2022 Nebraska MTSS Summit Registration-Klein	\$125.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-02410-810-001-0000	2022 Nebraska MTSS Summit Registration-Perez	\$125.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-01100-810-001-0000	2022 Nebraska MTSS Summit Registration-Spaulding	\$125.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-01100-810-001-0000	2022 Nebraska MTSS Summit Registration-Strand	\$125.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-02410-810-002-0000	2022 School Law Update Workshop-Ellis, B	\$140.00
35334	9/15/2022	Nebraska Council of School Administrators	01-2-02410-810-001-0000	2022 School Law Update Workshop-Perez	\$140.00
ACH	9/15/2022	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	01-941-000	Liability Payment	\$42,208.27
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Checks-Aug-Kreutzer, E	\$14.18
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Checks-Aug-Kreutzer, E	\$17.32
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Checks-Aug-McInturf, L	\$11.93
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Checks-Aug-McInturf, L	\$14.57
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Checks-Aug-Shearer, W	\$2.25
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Checks-Aug-Shearer, W	\$2.75
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Checks-Aug-Sitorius, S	\$18.68
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Checks-Aug-Sitorius, S	\$22.82
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Checks-Aug-Spaulding, J	\$14.18
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Checks-Aug-Spaulding, J	\$17.32
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Checks-Aug-Taylor, A	\$16.43
35335	9/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Checks-Aug-Taylor, A	\$20.07
35336	9/15/2022	Pioneer Athletics	01-2-02630-610-001-0000	Huxoll, S-(72) Royal Blue Aerosol; (12) Pink Aerosol; (72) Black Aerosol	\$557.19
35336	9/15/2022	Pioneer Athletics	01-2-02630-610-002-0000	Huxoll, S-(72) Royal Blue Aerosol; (12) Pink Aerosol; (72) Black Aerosol	\$681.01
35337	9/15/2022	Plum Creek Medical Group PC	01-2-02710-810-001-0000	DOT Physical-Shearer, Bill	\$81.00
35337	9/15/2022	Plum Creek Medical Group PC	01-2-02710-810-002-0000	DOT Physical-Shearer, Bill	\$99.00
ACH	9/15/2022	PR Dir Deposit	01-941-000	Liability Payment	\$156,526.33
35291	9/15/2022	Principal Life Insurance Company	01-941-000	Liability Payment	\$1,197.49
35338	9/15/2022	ROSETTA STONE	01-2-01150-810-001-0000	(4) Licenses	\$480.00
35339	9/15/2022	S & W Auto Parts	01-2-02640-610-001-0000	Franssen-Fuse	\$1.35
35339	9/15/2022	S & W Auto Parts	01-2-02640-610-002-0000	Franssen-Fuse	\$1.64
35340	9/15/2022	Schaben Sanitation	01-2-02610-420-001-0000	(10) Container Rental-Sep	\$22.50
35340	9/15/2022	Schaben Sanitation	01-2-02610-420-002-0000	(10) Container Rental-Sep	\$27.50
35341	9/15/2022	School Specialty, LLC	01-2-01100-610-001-0000	(3) 3-Hole Punch	\$186.19
35341	9/15/2022	School Specialty, LLC	01-2-01100-610-002-0000	(3) 3-Hole Punch	\$227.57

ACH	9/15/2022	Schutz Jennifer A OTR-L	01-2-02161-320-001-0000	OT-Aug	\$774.99
ACH	9/15/2022	Schutz Jennifer A OTR-L	01-2-02161-320-002-0000	OT-Aug	\$3,239.79
ACH	9/15/2022	Schutz Jennifer A OTR-L	01-2-02162-320-002-0000	OT-Aug	\$383.94
ACH	9/15/2022	Schutz Jennifer A OTR-L	01-2-02163-320-002-0000	OT-Aug	\$106.25
35342	9/15/2022	Staples Advantage	01-2-01100-610-001-0000	Deisley-Lamination	\$65.59
35342	9/15/2022	Staples Advantage	01-2-01100-610-002-0000	Deisley-Lamination	\$80.17
35343	9/15/2022	Subway	01-2-02710-580-001-0000	Meal-Transportation Class	\$31.30
35343	9/15/2022	Subway	01-2-02710-580-002-0000	Meal-Transportation Class	\$38.26
35344	9/15/2022	Sysco Lincoln	01-2-02610-610-001-0000	Huxoll, S-Gloves	\$78.70
35344	9/15/2022	Sysco Lincoln	01-2-02610-610-002-0000	Huxoll, S-Gloves	\$96.20
35344	9/15/2022	Sysco Lincoln	01-2-01190-610-002-0100	Monie-PK Snacks	\$60.14
35345	9/15/2022	Teacher Synergy, LLC	01-2-01100-610-002-0104	Ellis-3rd Grade Wonders Spelling Activities	\$13.65
35345	9/15/2022	Teacher Synergy, LLC	01-2-01100-610-002-0104	Ellis-The Ultimate 3rd Grade Math Bundle	\$74.90
35345	9/15/2022	Teacher Synergy, LLC	01-2-01200-610-001-0119	Huxoll, A-Life Skills Daily Warm Up Worksheets, Budget Worksheets, Doing Laundry Task Analysis, Touch Number Addition & Subtraction	\$110.59
35345	9/15/2022	Teacher Synergy, LLC	01-2-01100-610-001-0114	Snyder-Ecological Succession Graphic Organizer	\$4.75
35345	9/15/2022	Teacher Synergy, LLC	01-2-01100-610-001-0114	Snyder-Properties of Matter Scavenger Hunt Activity	\$4.10
35346	9/15/2022	Tornado Alley	01-2-02320-890-001-0000	Drews, B-Pizza-Meeting w/ Gentry & Berkley (Student Board Reps)	\$14.97
ACH	9/15/2022	U.S. Bank	01-2-02320-580-001-0000	Drews-Cunninghams Journal-(2) Meals-Budget Review Meeting	\$14.80
ACH	9/15/2022	U.S. Bank	01-2-02320-580-002-0000	Drews-Cunninghams Journal-(2) Meals-Budget Review Meeting	\$18.08
ACH	9/15/2022	U.S. Bank	01-2-02220-640-001-0128	Klein-Amazon-Spanish Library Books	\$89.65
ACH	9/15/2022	U.S. Bank	01-2-01100-810-001-0112	Leising, V-NE Music Educators-Annual Membership	\$60.75
ACH	9/15/2022	U.S. Bank	01-2-01100-810-002-0112	Leising, V-NE Music Educators-Annual Membership	\$74.25
ACH	9/15/2022	U.S. Bank	01-2-01100-610-001-0000	Perez-Amazon-(4) Cell Phone Wall Holders (Spaulding-PE, DL Room, Gardner, Extra)	\$87.07
ACH	9/15/2022	U.S. Bank	01-2-01200-890-002-0130	Sisson-mycoughdrop.com-Monthly Subscription-Austin, S	\$6.00
ACH	9/15/2022	U.S. Bank	01-2-01100-640-001-0125	Spaulding-Amazon-(2) Health Textbooks	\$185.02
ACH	9/15/2022	U.S. Bank	01-2-02230-650-001-0126	Stagemeyer, R-Amazon-HDMI Splitters	\$12.59
ACH	9/15/2022	U.S. Bank	01-2-02230-650-002-0126	Stagemeyer, R-Amazon-HDMI Splitters	\$15.39
ACH	9/15/2022	U.S. Bank	01-2-06969-650-002-0000	Stagemeyer, R-Amazon-Laser Engraver	\$5,449.99
ACH	9/15/2022	U.S. Bank	01-2-01100-810-001-0113	Woosley-NAEA-Annual Membership	\$38.25
ACH	9/15/2022	U.S. Bank	01-2-01100-810-002-0113	Woosley-NAEA-Annual Membership	\$46.75
ACH	9/15/2022	UB&T AHuxoll	01-941-000	Liability Payment	\$413.28
ACH	9/15/2022	UB&T BMues	01-941-000	Liability Payment	\$313.28
ACH	9/15/2022	UB&T CHAMBIDGE	01-941-000	Liability Payment	\$173.61
ACH	9/15/2022	UB&T CHelms	01-941-000	Liability Payment	\$136.11
ACH	9/15/2022	UB&T CHilker	01-941-000	Liability Payment	\$313.28
ACH	9/15/2022	UB&T DKronhofman	01-941-000	Liability Payment	\$186.11
ACH	9/15/2022	UB&T HThomas	01-941-000	Liability Payment	\$703.74
ACH	9/15/2022	UB&T JStrand	01-941-000	Liability Payment	\$363.28
ACH	9/15/2022	UB&T KDelsley	01-941-000	Liability Payment	\$111.11
ACH	9/15/2022	UB&T KHelms	01-941-000	Liability Payment	\$313.28
ACH	9/15/2022	UB&T KSpaulding	01-941-000	Liability Payment	\$313.28
ACH	9/15/2022	UB&T LCrosley	01-941-000	Liability Payment	\$313.28
ACH	9/15/2022	UB&T LSchutz	01-941-000	Liability Payment	\$233.31
ACH	9/15/2022	UB&T LWeatherwax	01-941-000	Liability Payment	\$111.11
ACH	9/15/2022	UB&T LyWeatherwax	01-941-000	Liability Payment	\$111.11
ACH	9/15/2022	UB&T MRawson	01-941-000	Liability Payment	\$463.28
ACH	9/15/2022	UB&T PBlackmore	01-941-000	Liability Payment	\$111.11
ACH	9/15/2022	UB&T RStagemeyer	01-941-000	Liability Payment	\$111.11
35347	9/15/2022	Union Bank & Trust Company	01-2-02510-351-001-0000	DCA (2); FSA (6) - Aug	\$14.40
35347	9/15/2022	Union Bank & Trust Company	01-2-02510-351-002-0000	DCA (2); FSA (6) - Aug	\$17.60
35347	9/15/2022	Union Bank & Trust Company	01-2-02510-351-001-0000	HSA (17) - Aug	\$15.30
35347	9/15/2022	Union Bank & Trust Company	01-2-02510-351-002-0000	HSA (17) - Aug	\$18.70
35348	9/15/2022	UNITED STATES POSTAL SERVICE	01-2-02560-531-001-0000	Newsletter postage	\$54.15
35348	9/15/2022	UNITED STATES POSTAL SERVICE	01-2-02560-531-002-0000	Newsletter postage	\$66.18
35350	9/15/2022	Village Uniform	01-2-02610-420-001-0000	Mops / Mats	\$130.20
35350	9/15/2022	Village Uniform	01-2-02610-420-002-0000	Mops / Mats	\$159.12
35351	9/15/2022	VVS, Inc.	01-2-02320-890-001-0000	Coffee	\$71.32
35351	9/15/2022	VVS, Inc.	01-2-02320-890-002-0000	Coffee	\$87.16
35352	9/15/2022	Wagner's Supermarket, Inc.	01-2-03400-890-001-0000	Crosley-Meat & Cheese Tray (EHA)	\$22.50
35352	9/15/2022	Wagner's Supermarket, Inc.	01-2-03400-890-002-0000	Crosley-Meat & Cheese Tray (EHA)	\$27.50
35352	9/15/2022	Wagner's Supermarket, Inc.	01-2-02710-580-001-0000	Pop-Transportation Class	\$2.70

35352	9/15/2022	Wagner's Supermarket, Inc.	01-2-02710-580-002-0000	Pop-Transportation Class	\$3.30
35352	9/15/2022	Wagner's Supermarket, Inc.	01-2-01200-610-001-0129	Schutz, J-Cook Group Food / Supplies	\$31.61
35353	9/15/2022	WOODWARD'S DISPOSAL SERVICE, INC.	01-2-02610-420-001-0000	Shredding	\$15.75
35353	9/15/2022	WOODWARD'S DISPOSAL SERVICE, INC.	01-2-02610-420-002-0000	Shredding	\$19.25
Sub Total					\$385,663.60

Sorted By	Description				
Fund	School Nutrition Fund				
Check Number	Check Date	Payee	Account Code	Reason	Amount
35283	9/15/2022	AFLAC	06-941-000	Liability Payment	\$57.64
35284	9/15/2022	Blue Cross Blue Shield of Nebraska	06-941-000	Liability Payment	\$777.88
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Aluminum Foil	\$71.84
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Aluminum Foil	\$87.76
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-001-0000	Credit	(\$36.42)
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-002-0000	Credit	(\$44.52)
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Dish Rinse, Plastic Spoons, Plastic Forks	\$156.92
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Dish Rinse, Plastic Spoons, Plastic Forks	\$191.79
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-001-0000	Food	\$1,943.68
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-002-0000	Food	\$2,375.59
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-001-0002	Milk (Supply Chain Assistance)	\$113.50
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-002-0002	Milk (Supply Chain Assistance)	\$138.70
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Papertowels, Dish Detergent	\$129.98
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Papertowels, Dish Detergent	\$158.80
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Spoons	\$7.90
35314	9/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Spoons	\$9.65
ACH	9/15/2022	Department Of Revenue	06-941-000	Liability Payment	\$94.55
35290	9/15/2022	District 18 Nutrition Fund	06-941-000	Liability Payment	\$8.50
ACH	9/15/2022	EFTPS	06-941-000	Liability Payment	\$1,319.46
ACH	9/15/2022	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	06-941-000	Liability Payment	\$1,290.98
ACH	9/15/2022	PR Dir Deposit	06-941-000	Liability Payment	\$5,963.84
35291	9/15/2022	Principal Life Insurance Company	06-941-000	Liability Payment	\$51.45
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-001-0000	Aprons	\$18.09
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-002-0000	Aprons	\$22.11
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-001-0000	Bowls / Gloves	\$27.15
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-002-0000	Bowls / Gloves	\$33.17
35344	9/15/2022	Sysco Lincoln	06-2-03100-630-001-0000	Food	\$2,801.96
35344	9/15/2022	Sysco Lincoln	06-2-03100-630-002-0000	Food	\$3,424.59
35344	9/15/2022	Sysco Lincoln	06-2-03100-890-001-0000	Food (EE reimb APS)	\$52.16
35344	9/15/2022	Sysco Lincoln	06-2-03100-890-002-0000	Food (EE reimb APS)	\$63.76
35344	9/15/2022	Sysco Lincoln	06-2-03100-630-001-0002	Milk (Supply Chain Assistance)	\$1,325.44
35344	9/15/2022	Sysco Lincoln	06-2-03100-630-002-0002	Milk (Supply Chain Assistance)	\$1,619.83
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-001-0000	Napkins	\$20.43
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-002-0000	Napkins	\$24.96
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-001-0000	Papertowels, Plastic Forks & Spoons	\$92.32
35344	9/15/2022	Sysco Lincoln	06-2-03100-610-002-0000	Papertowels, Plastic Forks & Spoons	\$112.79
35344	9/15/2022	Sysco Lincoln	06-2-03100-630-001-0000	Yogurt (Reimb'd by McCarty Farms)	\$961.33
35344	9/15/2022	Sysco Lincoln	06-2-03100-630-002-0000	Yogurt (Reimb'd by McCarty Farms)	\$1,174.98
35349	9/15/2022	US Foods	06-2-03100-610-001-0000	Bowls	\$40.49
35349	9/15/2022	US Foods	06-2-03100-610-002-0000	Bowls	\$49.49
35349	9/15/2022	US Foods	06-2-03100-630-001-0000	Food	\$4,392.88
35349	9/15/2022	US Foods	06-2-03100-630-002-0000	Food	\$5,369.20
35349	9/15/2022	US Foods	06-2-03100-610-001-0000	Food Trays, Plastic Spoons	\$24.43
35349	9/15/2022	US Foods	06-2-03100-610-002-0000	Food Trays, Plastic Spoons	\$29.86
35349	9/15/2022	US Foods	06-2-03100-610-001-0000	Napkins	\$28.45
35349	9/15/2022	US Foods	06-2-03100-610-002-0000	Napkins	\$34.77
35349	9/15/2022	US Foods	06-2-03100-610-001-0000	Plastic Forks & Spoons	\$90.79
35349	9/15/2022	US Foods	06-2-03100-610-002-0000	Plastic Forks & Spoons	\$110.97
35350	9/15/2022	Village Uniform	06-2-03100-610-001-0000	Aprons / Bar Towels / Mats	\$76.08
35350	9/15/2022	Village Uniform	06-2-03100-610-002-0000	Aprons / Bar Towels / Mats	\$92.98
35352	9/15/2022	Wagner's Supermarket, Inc.	06-2-03100-610-001-0000	Clorox	\$2.52
35352	9/15/2022	Wagner's Supermarket, Inc.	06-2-03100-610-002-0000	Clorox	\$3.07
35352	9/15/2022	Wagner's Supermarket, Inc.	06-2-03100-610-001-0000	Cups	\$16.17
35352	9/15/2022	Wagner's Supermarket, Inc.	06-2-03100-610-002-0000	Cups	\$19.77
35352	9/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-001-0000	Food	\$57.75
35352	9/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-002-0000	Food	\$70.64

Sub Total \$37,154.85

Sorted By Description
Fund Special Building Fund

Check Number	Check Date	Payee	Account Code	Reason	Amount
35317	9/15/2022	D & N	08-2-04700-450-001-0000	Install New Rheem Water Heater (Model #G100-200)	\$8,850.00
Sub Total					\$8,850.00
Grand Total					\$431,668.45

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Arapahoe Public School (33-0018) in Furnas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 12 day of September, 2022 at 06:30 o'clock, P.M., at Arapahoe Public School, 610 Walnut St, Arapahoe, NE. 68922 for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2020-2021 (1)	2021-2022 (2)	2022-2023 (3)			
General	\$ 4,791,586.00	\$ 4,713,795.00	\$ 6,618,423.00	-	\$ 3,206,210.00	\$ 3,446,680.00
Depreciation	\$ 7,586.00	\$ 11,482.00	\$ 457,939.00		\$ 457,939.00	
Employee Benefit	\$ 2,250.00	\$ 2,175.00	\$ 5,465.00	-	\$ 5,465.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 148,539.00	\$ 235,826.00	\$ 346,031.00	-	\$ 346,031.00	
School Nutrition	\$ 260,757.00	\$ 311,123.00	\$ 403,501.00	-	\$ 403,501.00	
Bond	\$ 530,800.00	\$ 737,726.00	\$ 1,705,177.00	-	\$ 894,027.00	\$ 819,343.00
Special Building	\$ 501,522.00	\$ 37,714.00	\$ 377,109.00		\$ 177,109.00	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ 56.00	-	\$ 56.00	\$ -
Cooperative	\$ -	\$ -	\$ -	-	\$ -	
Student Fee	\$ 2,880.00	\$ 15,626.00	\$ 24,007.00	-	\$ 24,007.00	
	\$ -	\$ -	\$ -	-	\$ -	
TOTALS	\$ 6,245,920.00	\$ 6,065,467.00	\$ 9,937,708.00	\$ -	\$ 5,514,345.00	\$ 4,468,043.00

Notice of Special Hearing To Set Final Tax Request

Arapahoe Public School (33-0018) in Furnas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the 12 day of, September 2022 at 06:45 o'clock P.M., at Arapahoe Public School, 610 Walnut St, Arapahoe, NE. 68922 for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2021-2022	2022-2023	Change
Property Valuations	467,926,262	485,445,719	4%

2021-2022 Budget Information

2022-2023 Budget Information

Fund	2021-2022 Operating Budget	2021-2022 Property Tax Request	2021 Tax Rate	Property Tax Rate (2021-2022 Request Divided By 2022 Valuation)	2022-2023 Operating Budget	2022-2023 Proposed Property Tax Request	Proposed 2022 Tax Rate	Change in Tax Rate	Change in Operating Budget
General Fund	6,457,660.00	3,528,903.00	0.754158	0.726941	6,618,423.00	3,446,680.00	0.710003	-6%	2%
Bond Fund(s) K - 12	1,710,800.00	839,505.00	0.179410	0.172935	1,705,177.00	819,343.00	0.168782	-6%	0%
Bond Fund(s) K - 8			0.000000	0.000000			0.000000	#DIV/0!	0
Bond Fund(s) 9 - 12			0.000000	0.000000			0.000000	#DIV/0!	0
Bond Fund			0.000000	0.000000			0.000000	#DIV/0!	0
Special Building Fund	215,784.00	-	0.000000	0.000000	377,109.00	202,020.00	0.041615	#DIV/0!	75%
Qualified Capital Purpose Undertaking Fund K - 12	55.00	-	0.000000	0.000000	56.00	-	0.000000	#DIV/0!	2%
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	0.000000			0.000000	#DIV/0!	0
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	0.000000			0.000000	#DIV/0!	0
Total	8,384,299.00	4,368,408.00	0.933568	0.899876	8,700,765.00	4,468,043.00	0.920400	-1%	4%

Arapahoe Public School
Schedule B - Levies

Levy Limit Compliance

NOTE: *The Schedule portion below is to determine if the School District has met the levy limitations.*

Line No.		General Fund (Column A)	Bond Funds (Column B)	Special Building Funds (Column C)	Qualified Capital Purpose Undertaking Funds (Column D)
1	Total Personal and Real Property Taxes -Cover Page	3,446,680.00	819,343.00	202,020.00	-
2	Exclusions:				
3	Bonded indebtedness secured by a levy on property (Includes Co. Treasurer Comm.)	-	819,343.00		-
4	Judgments not paid by liability insurance	-			
5	Voluntary termination agreements with certificated staff / employees occurring prior to 9/1/17	-			
6	Voluntary termination agreements with certificated Teachers 9/1/17 and after	-			
7					
8					
9					
10					
11					
12	Total Exclusions (Line 3 + Line 11)	-	819,343.00	-	-
13	Total Personal and Real Property Tax Requirement Subject to the Levy Limitation (Line 1 minus Line 12)	3,446,680.00	-	202,020.00	-
14	Assessed Valuation	485,445,719	485,445,719	485,445,719	485,445,719
15	Levy Subject to Limitation ((Line 13 / Line 14) x 100)	0.710003	0.000000	0.041615	0.000000
16	Total Levy for Compliance	0.751618			

If the **total** levy on Line 16 is \$1.05, or less, the levy limitation per State Statute Section 77-3442 has been met.

Levies Expected to be Set by County

NOTE: *The Schedule portion below is to assist with the Levy setting process.*

Fund	Property Taxes	Valuation	Expected Levy
General Fund	\$ 3,446,680.00	\$ 485,445,719	0.710003
Special Building Fund	\$ 202,020.00	\$ 485,445,719	0.041615
Bond Fund	\$ 819,343.00	\$ 485,445,719	0.168782
Bond Fund	\$ -	\$ 485,445,719	0.000000
Bond Fund	\$ -	\$ 485,445,719	0.000000
QCPUF Fund	\$ -	\$ 485,445,719	0.000000
QCPUF Fund	\$ -	\$ 485,445,719	0.000000
	\$ -	\$ 485,445,719	0.000000
	\$ -	\$ 485,445,719	0.000000
	\$ -	\$ 485,445,719	0.000000
	\$ -	\$ 485,445,719	0.000000
	\$ -	\$ 485,445,719	0.000000
	\$ -	\$ 485,445,719	0.000000
Total	\$ 4,468,043.00		\$ 0.920400

Must agree to Cover

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. _____

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of Arapahoe Public School passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of Arapahoe Public School resolves that:

- 1. The 2022-2023 property tax request be set at:

General Fund:	\$	3,446,680.00
Bond Fund:	\$	819,343.00
Special Building Fund:	\$	202,020.00
Qualified Capital Purpose	\$	-
Undertaking Fund:		

- 2. The total assessed value of property differs from last year’s total assessed value by 3.74 percent.
- 3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.899876 per \$100 of assessed value.
- 4. Arapahoe Public School proposes to adopt a property tax request that will cause its tax rate to be 0.9204 per \$100 of assessed value.
- 5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Arapahoe Public School will increase (or decrease) last year’s budget by 3.77 percent.
- 6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2022.

Motion by _____, seconded by _____ to adopt Resolution #_____.

Voting yes were:

Voting no were:

Dated this _____ day of _____, 2022

3001 Budget and Property Tax Request

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

BUDGET PROCEDURES

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

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

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

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

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

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

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

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

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

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

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

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

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

decrease in the total operating budget from the prior year to the current year.

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

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

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

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

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

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

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement.

Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

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

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

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

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

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 \$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: _____

Revised on: _____

Reviewed on: _____

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

I. Applicability of the Policy

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

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

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

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

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

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

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

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

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

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method
1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
 4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
 5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
 6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

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

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 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, and labor surplus area firms are used when possible and consistent with state law.

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

C. Full and Open Competition

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

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

II(1) and 2 C.F.R. §§ 180.220 and 180.300.

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects

for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

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

VII. Financial Management

A. Identification.

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

B. Financial Reporting

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

C. Accounting Records

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

assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

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

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

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale

for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

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

D. Privacy

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3007
Review of Bills

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3009
Audit

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3010
Insurance

The board or education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids or quotes for insurance coverage.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3013
Emergency Closings

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3015
Time Away From School Activities

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3017
Press Releases

Only individuals who have prior administrative approval may issue press releases regarding school-related activities and events. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3018
Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property or to the property of any student or school employee;
6. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
7. Uses vulgar, profane, or demeaning language; or
8. Uses fighting words;
9. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3019
Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3020 Copyright Compliance

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media (“works”) may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

Distribution of Copyright Compliance Materials. The district will make information available to staff and students which describes and promotes compliance with copyright laws.

Course Materials Subject to Copyright Protection. The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district’s

paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

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

3022 Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
5. Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3023

Record Management and Retention

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

Special Rules Related to Electronic Forms of Communication.

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

Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

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.

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

3025

Returned and Outstanding Checks

Returned Checks. Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus up to \$30.00 of costs incurred by the district. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3026
Handbooks

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

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

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

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

3027

Resolution of Conflicts Between Parents Over School Issues

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

1) Obtaining Records and Confering with Teachers.

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3028
Notification of Sex Offenders

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

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

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

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

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

3029
Distribution of Fliers Advertising Non-School Organization
Activities

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3030 Automatic External Defibrillator (AED) Program

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

1. Equipment

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

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

2. Program Coordinator

a. The School District's AED Program Coordinator is the superintendent of schools.

b. The Program Coordinator shall:

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

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

3. Medical Oversight

a. The medical advisor of the AED program is _____, MD.

b. The medical advisor has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation
- Evaluation of post-event review forms and digital files downloaded from the AED

4. Volunteer Responders

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3031

Students Electing to Attend School in Adjoining State

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3032

Copying Fees for School District Records

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

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

- Black and white letter or legal-sized photocopies: No charge for the first 40 copies; 10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 40 pages; 10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

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

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

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

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

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

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- The actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first four hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first four hours.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 20 copies; 10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 20 pages; 10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3033

Lending Textbooks to Children Enrolled in Private Schools

The school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of

school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

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

3035

Chain of Command – District Administration

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

Student Discipline:	<ol style="list-style-type: none">1. Classroom Teacher2. Principal/Assistant Principal3. Superintendent
Instruction or Curriculum:	<ol style="list-style-type: none">1. Teacher2. Principal/Curriculum Director3. Superintendent
Transportation:	<ol style="list-style-type: none">1. Bus Driver2. Principal/Assistant Principal3. Superintendent
Facilities, Grounds, or Maintenance:	<ol style="list-style-type: none">1. Custodial staff2. Head custodian3. Principal4. Superintendent
Policy or Handbook:	<ol style="list-style-type: none">1. Principal2. Superintendent
Athletics:	<ol style="list-style-type: none">1. Coach2. Athletic/Activities Director3. Principal4. Superintendent
Personnel:	<ol style="list-style-type: none">1. Employee in question2. Principal3. Superintendent
All Other Matters	<ol style="list-style-type: none">1. Building Principal2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.arapahoewarriors.org.

Adopted on: _____

Revised on: _____

Reviewed on: _____

APS Policy Update List

3001	Budgets	9/12/22	Standard wording that district will follow State/NDE budget rules
3003	Bidding for Construction, Remodeling, Repair, or Site Improvements	9/12/22	References State laws on bids - \$109,000 and above must have bids - Quotes, Estimates, Bids allowed at any price
3003.1	Bidding for Construction, Remodeling, Repair or Related Projects Financed with Federal Funds	9/12/22	Statements on following rules for Federal funds with building projects
3007	Review of Bills	9/12/22	Procedures covered w/ Finance Comm mtg each month
3009	Audits	9/12/22	Specifies that law will be followed w/ annual audit and allows schools not to comply with GAAP (few districts big enough)
3010	Insurance	9/12/22	Board reviews insurance package as need dictates
3013	Emergency Closings	9/12/22	Authority to close provided to Supt
3015	Time Away from School Activities	9/12/22	No Wed. nights or Sundays without Supt. approval
3017	Press Releases	9/12/22	Prior admin approval required from Supt. (ad hoc basis allowed)
3018	Denial of Access to School Premises	9/12/22	Ability to ban people from school property
3019	Sale or Disposal of School Property	9/12/22	2/3 majority vote required
3020	Copyright Compliance	9/12/22	Annual Notice to staff & students
3022	Volunteers	9/12/22	Treated as employees (agreement) - background check allowed - no property right to position
3023	Record Management and Retention	9/12/22	Transitory electronic communication kept 30 days, then subject to deletion or overwriting (but follow state or federal law)
3025	Returned and Outstanding Checks	9/12/22	Charge up to \$30 for returned checks
3026	Handbooks	9/12/22	Handbooks not contracts, but convey info - May be changed during year if consistent w/ Bd Policy
3027	Resolution of Conflicts Between Parents Over School Issues	9/12/22	Court orders required to restrict access to records or student contact
3028	Notification of Sex Offenders	9/12/22	Notification of those registered in district along w info on State Patrol website
3029	Distribution of Flyers Advertising Non-School Issues	9/12/22	Can reject inappropriate - Advance notice required - AHPS doesn't make copies
3030	Automatic External Defibrillator Program	9/12/22	Name school coordinator & medical advisor
3031	Students Electing to Attend School in Adjoining State	9/12/22	Procedure to request permission
3032	Copyrighting Fees for School District Records	9/12/22	Records for parents 40pg free - 10cents after / Public Record Request 20 free - 10cents after (4 hours labor free)
3033	Lending Textbooks to Children Enrolled in Private Schools	9/12/22	District will comply with Rule 4 from NDE
3035	Chain of Command	9/12/22	Chart for reference - issues to be addressed at "level the initial action occurred."

Reproduction of Copyrighted Works by Educators and Librarians

Many educators and librarians ask about the fair use and photocopying provisions of the copyright law. The Copyright Office cannot give legal advice or offer opinions on what is permitted or prohibited. However, we have published in this circular basic information on some of the most important legislative provisions and other documents dealing with reproduction by librarians and educators.

Also available is the 1983 Report of the Register of Copyrights on Library Reproduction of Copyrighted Works (17 U.S.C. 108). The Report, seven appendices, and other related materials can be purchased from the National Technical Information Service (NTIS), U.S. Department of Commerce, 5301 Shawnee Rd., Alexandria, VA 22312. Go to the NTIS website at www.ntis.gov. For further information, call NTIS at 1-800-553-6847 or (703) 605-6000.

The 1988 five-year Report of the Register of Copyrights on Library Reproduction of Copyrighted Works is also available from NTIS.

A. Introductory Note

The Subjects Covered in This Booklet

The documentary materials collected in this circular deal with reproduction of copyrighted works by educators, librarians, and archivists for a variety of uses, including:

- Reproduction for teaching in educational institutions at all levels and
- Reproduction by libraries and archives for purposes of study, research, interlibrary exchanges, and archival preservation.

The documents reprinted here are limited to materials dealing with reproduction. Under the copyright law, reproduction can take either of two forms:

- The making of *copies*: by photocopying, making microform reproductions, videotaping, or any other method of duplicating visually-perceptible material and
- The making of *phonorecords*: by duplicating sound recordings, taping off the air, or any other method of recapturing sounds.

The copyright law also contains various provisions dealing with importations, performances, and displays of copyrighted works for educational and other noncommercial purposes, but they are outside the scope of this circular. You can view and download the statute from the Copyright Office website at

www.loc.gov. To purchase a copy, go to *http://bookstore.gpo.gov* and search for Circular 92. For information about specific provisions, write to:

Library of Congress
Copyright Office-COPUBS
101 Independence Avenue SE
Washington, DC 20559-6304

A Note on the Documents Reprinted

The documentary materials in this booklet are reprints or excerpts from six sources:

- 1 **The Copyright Act of October 19, 1976.** This is the copyright law of the United States, effective January 1, 1978 (title 17 of the *United States Code*, Public Law 94-553, 90 Stat. 2541).
 - 2 **The Senate Report.** This is the 1975 report of the Senate Judiciary Committee on S. 22, the Senate version of the bill that became the Copyright Act of 1976 (S. Rep. No. 94-473, 94th Cong., 1st Sess., November 20 (legislative day November 18, 1975)).
 - 3 **The House Report.** This is the 1976 report of the House of Representatives Judiciary Committee on the House amendments to the bill that became the Copyright Act of 1976 (H.R. Rep. No. 94-1476, 94th Cong., 2d Sess., September 3, 1976).
 - 4 **The Conference Report.** This is the 1976 report of the “committee of conference on the disagreeing votes of the two Houses on the amendments of the House to the bill (S. 22) for the general revision of the Copyright Law” (H.R. Rep. No. 94-1733, 94th Cong., 2d Sess., September 29, 1976).
 - 5 **The Congressional Debates.** This booklet contains excerpts from the *Congressional Record* of September 22, 1976, reflecting statements on the floor of Congress at the time the bill was passed by the House of Representatives (122 *Cong. Rec.* H 10874-76, daily edition, September 22, 1976).
 - 6 **Copyright Office Regulations.** These are regulations issued by the Copyright Office under section 108 dealing with warnings of copyright for use by libraries and archives (37 *Code of Federal Regulations* §201.14).
- Items 2 and 3 on this list—the 1975 Senate Report and the 1976 House Report—present special problems. On many points the language of these two reports is identical or closely similar. However, the two reports were written at different times, by committees of different Houses of Congress, on

somewhat different bills. As a result, the discussions on some provisions of the bills vary widely, and on certain points they disagree.

The disagreements between the Senate and House versions of the bill itself were resolved when the Act of 1976 was finally passed. However, many of the disagreements as to matters of interpretation between statements in the 1975 Senate Report and in the 1976 House Report were left partly or wholly unresolved. It is therefore difficult in compiling a booklet such as this to decide in some cases what to include and what to leave out.

The House Report was written later than the Senate Report, and in many cases it adopted the language of the Senate Report, updating it and conforming it to the version of the bill that was finally enacted into law. Thus, where the differences between the two Reports are relatively minor, or where the discussion in the House Report appears to have superseded the discussion of the same point in the Senate Report, we have used the House Report as the source of our documentation. In other cases we have included excerpts from both discussions in an effort to present the legislative history as fully and fairly as possible. Anyone making a thorough study of the Act of 1976 as it affects librarians and educators should not rely exclusively on the excerpts reprinted here but should go back to the primary documentary sources.

B. Exclusive Rights in Copyrighted Works

1. Text of Section 106

NOTE: The following is a reprint of the entire text of section 106 of title 17, *United States Code*, as amended in 1995 and 2002.

§ 106 · Exclusive rights in copyrighted works

Subject to sections 107 through 122, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:

- (1) to reproduce the copyrighted work in copies or phonorecords;
- (2) to prepare derivative works based upon the copyrighted work;
- (3) to distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- (4) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and

other audiovisual works, to perform the copyrighted work publicly;

- (5) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
- (6) in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

2. Excerpts from House Report on Section 106

NOTE: The following excerpts are reprinted from the House Report on the new copyright law (H.R. Rep. No. 94-1476, pages 61–62). The text of the corresponding Senate Report (S. Rep. No. 94-473, pages 57–58) is substantially the same.

Section 106. Exclusive Rights in Copyrighted Works

General scope of copyright

The five fundamental rights that the bill gives to copyright owners—the exclusive rights of reproduction, adaptation, publication, performance, and display—are stated generally in section 106. These exclusive rights, which comprise the so-called “bundle of rights” that is a copyright, are cumulative and may overlap in some cases. Each of the five enumerated rights may be subdivided indefinitely and, as discussed below in connection with section 201, each subdivision of an exclusive right may be owned and enforced separately.

The approach of the bill is to set forth the copyright owner’s exclusive rights in broad terms in section 106, and then to provide various limitations, qualifications, or exemptions in the 12 sections that follow. Thus, everything in section 106 is made “subject to sections 107 through 118,” and must be read in conjunction with those provisions.

Rights of reproduction, adaptation, and publication

The first three clauses of section 106, which cover all rights under a copyright except those of performance and display, extend to every kind of copyrighted work. The exclusive rights encompassed by these clauses, though closely related, are independent; they can generally be characterized as rights of copying, recording, adaptation, and publishing. A single act of infringement may violate all of these rights

at once, as where a publisher reproduces, adapts, and sells copies of a person’s copyrighted work as part of a publishing venture. Infringement takes place when any one of the rights is violated: where, for example, a printer reproduces copies without selling them or a retailer sells copies without having anything to do with their reproduction. The references to “copies or phonorecords,” although in the plural, are intended here and throughout the bill to include the singular (1 U.S.C. §1).

Reproduction.—Read together with the relevant definitions in section 101, the right “to reproduce the copyrighted work in copies or phonorecords” means the right to produce a material object in which the work is duplicated, transcribed, imitated, or simulated in a fixed form from which it can be “perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.” As under the present law, a copyrighted work would be infringed by reproducing it in whole or in any substantial part, and by duplicating it exactly or by imitation or simulation. Wide departures or variations from the copyrighted work would still be an infringement as long as the author’s “expression” rather than merely the author’s “ideas” are taken. An exception to this general principle, applicable to the reproduction of copyrighted sound recordings, is specified in section 114.

“Reproduction” under clause (1) of section 106 is to be distinguished from “display” under clause (5). For a work to be “reproduced,” its fixation in tangible form must be “sufficiently permanent or stable to permit it to be perceived, reproduced, or otherwise communicated for a period of more than transitory duration.” Thus, the showing of images on a screen or tube would not be a violation of clause (1), although it might come within the scope of clause (5).

C. Fair Use

1. Text of Section 107

NOTE: The following is a reprint of the entire text of section 107 of title 17, *United States Code* as amended in 1990 and 1992.

§ 107 · Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use

made of a work in any particular case is a fair use the factors to be considered shall include —

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

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

2. Excerpts from House Report on Section 107

NOTE: The following excerpts are reprinted from the House Report on the new copyright law (H.R. Rep. No. 94-1476, pages 65–74). The discussion of section 107 appears at pages 61–67 of the Senate Report (S. Rep. No. 94-473). The text of this section of the Senate Report is not reprinted in this booklet, but similarities and differences between the House and Senate Reports on particular points will be noted below.

a. House Report: Introductory Discussion on Section 107

NOTE: The first two paragraphs in this portion of the House Report are closely similar to the Senate Report. The remainder of the passage differs substantially in the two Reports.

Section 107. Fair Use

General background of the problem

The judicial doctrine of fair use, one of the most important and well-established limitations on the exclusive right of copyright owners, would be given express statutory recognition for the first time in section 107. The claim that a defendant's acts constituted a fair use rather than an infringement has been raised as a defense in innumerable copyright actions over the years, and there is ample case law recognizing the existence of the doctrine and applying it. The examples enumerated at page 24 of the Register's 1961 Report, while by no means exhaustive, give some idea of the sort of activities the courts might regard as fair use under the circumstances: "quotation of excerpts in a review or criticism

for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Although the courts have considered and ruled upon the fair use doctrine over and over again, no real definition of the concept has ever emerged. Indeed, since the doctrine is an equitable rule of reason, no generally applicable definition is possible, and each case raising the question must be decided on its own facts. On the other hand, the courts have evolved a set of criteria which, though in no case definitive or determinative, provide some gauge for balancing the equities. These criteria have been stated in various ways, but essentially they can all be reduced to the four standards which have been adopted in section 107: "(1) the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work."

These criteria are relevant in determining whether the basic doctrine of fair use, as stated in the first sentence of section 107, applies in a particular case: "Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright."

The specific wording of section 107 as it now stands is the result of a process of accretion, resulting from the long controversy over the related problems of fair use and the reproduction (mostly by photocopying) of copyrighted material for educational and scholarly purposes. For example, the reference to fair use "by reproduction in copies or phonorecords or by any other means" is mainly intended to make clear that the doctrine has as much application to photocopying and taping as to older forms of use; it is not intended to give these kinds of reproduction any special status under the fair use provision or to sanction any reproduction beyond the normal and reasonable limits of fair use.

Similarly, the newly-added reference to “multiple copies for classroom use” is a recognition that, under the proper circumstances of fairness, the doctrine can be applied to reproductions of multiple copies for the members of a class.

The Committee has amended the first of the criteria to be considered — “the purpose and character of the use” — to state explicitly that this factor includes a consideration of “whether such use is of a commercial nature or is for non-profit educational purposes.” This amendment is not intended to be interpreted as any sort of not-for-profit limitation on educational uses of copyrighted works. It is an express recognition that, as under the present law, the commercial or non-profit character of an activity, while not conclusive with respect to fair use, can and should be weighed along with other factors in fair use decisions.

General intention behind the provision

The statement of the fair use doctrine in section 107 offers some guidance to users in determining when the principles of the doctrine apply. However, the endless variety of situations and combinations of circumstances that can rise in particular cases precludes the formulation of exact rules in the statute. The bill endorses the purpose and general scope of the judicial doctrine of fair use, but there is no disposition to freeze the doctrine in the statute, especially during a period of rapid technological change. Beyond a very broad statutory explanation of what fair use is and some of the criteria applicable to it, the courts must be free to adapt the doctrine to particular situations on a case-by-case basis. Section 107 is intended to restate the present judicial doctrine of fair use, not to change, narrow, or enlarge it in any way.

b. House Report: Statement of Intention as to Classroom Reproduction

NOTE: The House Report differs substantially from the Senate Report on this point.

(i) Introductory Statement

Intention as to classroom reproduction

Although the works and uses to which the doctrine of fair use is applicable are as broad as the copyright law itself, most of the discussion of section 107 has centered around questions of classroom reproduction, particularly photocopying. The arguments on the question are summarized at pp. 30–31 of this Committee’s 1967 report (H.R. Rep. No. 83, 90th Cong., 1st Sess.), and have not changed materially in the intervening years.

The Committee also adheres to its earlier conclusion, that “a specific exemption freeing certain reproductions of copyrighted works for educational and scholarly purposes from copyright control is not justified.” At the same time the Committee recognizes, as it did in 1967, that there is a “need for greater certainty and protection for teachers.” In an effort to meet this need the Committee has not only adopted further amendments to section 107, but has also amended section 504(c) to provide innocent teachers and other non-profit users of copyrighted material with broad insulation against unwarranted liability for infringement. The latter amendments are discussed below in connection with Chapter 5 of the bill.

In 1967 the Committee also sought to approach this problem by including, in its report, a very thorough discussion of “the considerations lying behind the four criteria listed in the amended section 107, in the context of typical classroom situations arising today.” This discussion appeared on pp. 32–35 of the 1967 report, and with some changes has been retained in the Senate report on S. 22 (S. Rep. No. 94-473, pp. 63–65). The Committee has reviewed this discussion, and considers that it still has value as an analysis of various aspects of the problem.

At the Judiciary Subcommittee hearings in June 1975, Chairman Kastenmeier and other members urged the parties to meet together independently in an effort to achieve a meeting of the minds as to permissible educational uses of copyrighted material. The response to these suggestions was positive, and a number of meetings of three groups, dealing respectively with classroom, reproduction of printed material, music, and audio-visual material, were held beginning in September 1975.

(ii) Guidelines with Respect to Books and Periodicals

In a joint letter to Chairman Kastenmeier, dated March 19, 1976, the representatives of the Ad Hoc Committee of Educational Institutions and Organizations on Copyright Law Revision, and of the Authors League of America, Inc., and the Association of American Publishers, Inc., stated:

You may remember that in our letter of March 8, 1976 we told you that the negotiating teams representing authors and publishers and the Ad Hoc Group had reached tentative agreement on guidelines to insert in the Committee Report covering educational copying from books and periodicals under Section 107 of H.R. 2223 and S. 22, and that as part of that tentative agreement each side would accept the amendments to Sections 107 and 504 which were adopted by your Subcommittee on March 3, 1976.

We are now happy to tell you that the agreement has been approved by the principals and we enclose a copy herewith. We had originally intended to translate the agreement into language suitable for inclusion in the legislative report dealing with Section 107, but we have since been advised by committee staff that this will not be necessary.

As stated above, the agreement refers only to copying from books and periodicals, and it is not intended to apply to musical or audiovisual works.

The full text of the agreement is as follows:

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A A chapter from a book
- B An article from a periodical or newspaper
- C A short story, short essay or short poem, whether or not from a collective work
- D A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A The copying meets the tests of brevity and spontaneity as defined below and,
- B Meets the cumulative effect test as defined below and,
- C Each copy includes a notice of copyright

Definitions

Brevity

- i Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- ii Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
[Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
- iii Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

Spontaneity

- i The copying is at the instance and inspiration of the individual teacher, and
- ii The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- i The copying of the material is for only one course in the school in which the copies are made.
- ii Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii There shall not be more than nine instances of such multiple copying for one course during one class term.
[The limitations stated in “ii” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C Copying shall not:
 - a substitute for the purchase of books, publishers’ reprints or periodicals;
 - b be directed by higher authority;
 - c be repeated with respect to the same item by the same teacher from term to term.
- D No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976.

Ad Hoc Committee on Copyright Law Revision:

By Sheldon Elliott Steinbach.

Author-Publisher Group:

Authors League of America:

By Irwin Karp, Counsel.

Association of American Publishers, Inc.:

By Alexander C. Hoffman,

Chairman, Copyright Committee.

(iii) Guidelines with Respect to Music

In a joint letter dated April 30, 1976, representatives of the Music Publishers’ Association of the United States, Inc., the National Music Publishers’ Association, Inc., the Music Teachers National Association, the Music Educators National Conference, the National Association of Schools of Music, and the Ad Hoc Committee on Copyright Law Revision, wrote to Chairman Kastenmeier as follows:

During the hearings on H.R. 2223 in June 1975, you and several of your subcommittee members suggested that concerned groups should work together in developing guidelines which would be helpful to clarify Section 107 of the bill.

Representatives of music educators and music publishers delayed their meetings until guidelines had been developed relative to books and periodicals. Shortly after that work was completed and those guidelines were forwarded to your subcommittee, representatives of the undersigned music organizations met together with representatives of the Ad Hoc Committee on Copyright Law Revision to draft guidelines relative to music.

We are very pleased to inform you that the discussions thus have been fruitful on the guidelines which have been developed. Since private music teachers are an important factor in music education, due consideration has been given to the concerns of that group.

We trust that this will be helpful in the report on the bill to clarify Fair Use as it applies to music.

The text of the guidelines accompanying this letter is as follows:

Guidelines for Educational Uses of Music

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future, and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

A Permissible Uses

- 1 Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
- 2 For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section¹, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.²
- 3 Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- 4 A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
- 5 A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

B Prohibitions

- 1 Copying to create or replace or substitute for anthologies, compilations or collective works.
- 2 Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
- 3 Copying for the purpose of performance, except as in A(1) above.
- 4 Copying for the purpose of substituting for the purchase of music, except as in A(1) and A(2) above.
- 5 Copying without inclusion of the copyright notice which appears on the printed copy.

(iv) Discussion of Guidelines

The Committee appreciates and commends the efforts and the cooperative and reasonable spirit of the parties who achieved the agreed guidelines on books and periodicals and on music. Representatives of the American Association of University Professors and of the Association of American Law Schools have written to the Committee strongly criticizing the guidelines, particularly with respect to multiple copying, as being too restrictive with respect to classroom situations at the university and graduate level. However, the Committee notes that the Ad Hoc group did include representatives of higher education, that the stated “purpose of the ... guidelines is to state the minimum and not the maximum standards of educational fair use” and that the agreement acknowledges “there may be instances in which copying which does not fall within the guidelines ... may nonetheless be permitted under the criteria of fair use.”

The Committee believes the guidelines are a reasonable interpretation of the minimum standards of fair use. Teachers will know that copying within the guidelines is fair use. Thus, the guidelines serve the purpose of fulfilling the need for greater certainty and protection for teachers. The Committee expresses the hope that if there are areas where standards other than these guidelines may be appropriate, the parties will continue their efforts to provide additional specific guidelines in the same spirit of good will and give and take that has marked the discussion of this subject in recent months.

c. House Report: Additional Excerpts

NOTE: Under the heading “Reproduction and uses for other purposes,” the House Report, at pages 72–74, parallels much of the material appearing at pages 65–67 of the Senate Report under the same heading, but with some differences.

The concentrated attention given the fair use provision in the context of classroom teaching activities should not obscure its application in other areas. It must be emphasized again that the same general standards of fair use are applicable to all kinds of uses of copyrighted material, although the relative weight to be given them will differ from case to case.

A problem of particular urgency is that of preserving for posterity prints of motion pictures made before 1942. Aside from the deplorable fact that in a great many cases the only existing copy of a film has been deliberately destroyed, those

that remain are in immediate danger of disintegration; they were printed on film stock with a nitrate base that will inevitably decompose in time. The efforts of the Library of Congress, the American Film Institute, and other organizations to rescue and preserve this irreplaceable contribution to our cultural life are to be applauded, and the making of duplicate copies for purposes of archival preservation certainly falls within the scope of “fair use.”

During the consideration of the revision bill in the 94th Congress it was proposed that independent newsletters, as distinguished from house organs and publicity or advertising publications, be given separate treatment. It is argued that newsletters are particularly vulnerable to mass photocopying, and that most newsletters have fairly modest circulations. Whether the copying of portions of a newsletter is an act of infringement or a fair use will necessarily turn on the facts of the individual case. However, as a general principle, it seems clear that the scope of the fair use doctrine should be considerably narrower in the case of newsletters than in that of either mass-circulation periodicals or scientific journals. The commercial nature of the user is a significant factor in such cases: Copying by a profit-making user of even a small portion of a newsletter may have a significant impact on the commercial market for the work.

The Committee has examined the use of excerpts from copyrighted works in the art work of calligraphers. The committee believes that a single copy reproduction of an excerpt from a copyrighted work by a calligrapher for a single client does not represent an infringement of copyright. Likewise, a single reproduction of excerpts from a copyrighted work by a student calligrapher or teacher in a learning situation would be a fair use of the copyrighted work.

The Register of Copyrights has recommended that the committee report describe the relationship between this section and the provisions of section 108 relating to reproduction by libraries and archives. The doctrine of fair use applies to library photocopying, and nothing contained in section 108 “in any way affects the right of fair use.” No provision of section 108 is intended to take away any rights existing under the fair use doctrine. To the contrary, section 108 authorizes certain photocopying practices which may not qualify as a fair use.

The criteria of fair use are necessarily set forth in general terms. In the application of the criteria of fair use to specific photocopying practices of libraries, it is the intent of this legislation to provide an appropriate balancing of the rights of creators, and the needs of users.

3. Excerpts from Conference Report on Section 107

NOTE: The following excerpt is reprinted from the Report of the Conference Committee on the new copyright law (H.R. Rep. No. 94-1733, page 70).

Fair Use

Senate bill

The Senate bill, in section 107, embodied express statutory recognition of the judicial doctrine that the fair use of a copyrighted work is not an infringement of copyright. It set forth the fair use doctrine, including four criteria for determining its applicability in particular cases, in general terms.

House bill

The House bill amended section 107 in two respects: in the general statement of the fair use doctrine it added a specific reference to multiple copies for classroom use, and it amplified the statement of the first of the criteria to be used in judging fair use (the purpose and character of the use) by referring to the commercial nature or nonprofit educational purpose of the use.

Conference substitute

The conference substitute adopts the House amendments. The conferees accept as part of their understanding of fair use the “Guidelines for Classroom Copying in Not-for-Profit Educational Institutions” with respect to books and periodicals appearing at pp. 68–70 of the House Report (H. Rept. No. 94-1476, as corrected at p. H 10727 of the *Congressional Record* for September 21, 1976), and for educational uses of music appearing at pp. 70–71 of the House report, as amended in the statement appearing at p. H 10875 of the *Congressional Record* of September 22, 1976. The conferees also endorse the statement concerning the meaning of the word “teacher” in the guidelines for books and periodicals, and the application of fair use in the case of use of television programs within the confines of a nonprofit educational institution for the deaf and hearing impaired, both of which appear on p. H 10875 of the *Congressional Record* of September 22, 1976.

4. Excerpts from Congressional Debates

NOTE: The following excerpts are reprinted from the *Congressional Record* of September 22, 1976, including statements by Mr. Kastenmeier (Chairman of the House Judiciary Subco

mittee responsible for the bill) on the floor of the House of Representatives.

Mr. KASTENMEIER ... Mr. Chairman, before concluding my remarks I would like to discuss several questions which have been raised concerning the meaning of several provisions of S. 22 as reported by the House Judiciary Committee and of statements in the committee's report, No. 94-1476.

Another question involves the reference to "teacher" in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" reproduced at pages 68-70 of the committee's report No. 94-1476 in connection with section 107. It has been pointed out that, in planning his or her teaching on a day-to-day basis in a variety of educational situations, an individual teacher will commonly consult with instructional specialists on the staff of the school, such as reading specialists, curriculum specialists, audiovisual directors, guidance counselors, and the like. As long as the copying meets all of the other criteria laid out in the guidelines, including the requirements for spontaneity and the prohibition against the copying being directed by higher authority, the committee regards the concept of "teacher" as broad enough to include instructional specialists working in consultation with actual instructors.

Also in consultation with section 107, the committee's attention has been directed to the unique educational needs and problems of the approximately 50,000 deaf and hearing-impaired students in the United States, and the inadequacy of both public and commercial television to serve their educational needs. It has been suggested that, as long as clear-cut constraints are imposed and enforced, the doctrine of fair use is broad enough to permit the making of an off-the-air fixation of a television program within a nonprofit educational institution for the deaf and hearing impaired, the reproduction of a master and a work copy of a captioned version of the original fixation, and the performance of the program from the work copy within the confines of the institution. In identifying the constraints that would have to be imposed within an institution in order for these activities to be considered as fair use, it has been suggested that the purpose of the use would have to be noncommercial in every respect, and educational in the sense that it serves as part of a deaf or hearing-impaired student's learning environment within the institution, and that the institution would have to insure that the master and work copy would remain in the hands of a limited number of authorized personnel within the institution, would be responsible for assuring against

its unauthorized reproduction or distribution, or its performance or retention for other than educational purposes within the institution. Work copies of captioned programs could be shared among institutions for the deaf abiding by the constraints specified. Assuming that these constraints are both imposed and enforced, and that no other factors intervene to render the use unfair, the committee believes that the activities described could reasonably be considered fair use under section 107.

Mr. Chairman, because of the complexity of this bill and the delicate balances which it creates among competing economic interests, the committee will resist extensive amendment of this bill. On behalf of the committee I would urge all of my colleagues to vote favorably on S. 22.

Mr. SKUBITZ. Mr. Chairman, will the gentleman yield?

Mr. KASTENMEIER. I am happy to yield to my friend, the gentleman from Kansas.

Mr. SKUBITZ. Mr. Chairman, I thank my friend, the gentleman from Wisconsin, for yielding.

Mr. Chairman, I have received a great deal of mail from the schoolteachers in my district who are particularly concerned about section 107—fair use—the fair use of copyrighted material. Having been a former schoolteacher myself, I believe they make a good point and there is a sincere fear on their part that, because of the vagueness or ambiguity in the bill's treatment of the doctrine of fair use, they may subject themselves to liability for an unintentional infringement of copyright when all they were trying to do was the job for which they were trained.

The vast majority of teachers in this country would not knowingly infringe upon a person's copyright, but, as any teacher can appreciate, there are times when information is needed and is available, but it may be literally impossible to locate the right person to approve the use of that material and the purchase of such would not be feasible and, in the meantime, the teacher may have lost that "teachable moment."

Did the subcommittee take these problems into consideration and did they do anything to try and help the teachers to better understand section 107?

Have the teachers been protected by this section 107?

Mr. KASTENMEIER. Mr. Chairman, in response to the gentleman's question and his observations preceding the question, I would say, indeed they have.

Over the years this has been one of the most difficult questions. It is a problem that I believe has been very successfully resolved.

Section 107 on “Fair Use” has, of course, restated four standards, and these standards are, namely: The purpose and character of the use of the material; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work.

These are the four “Fair Use” criteria. These alone were not adequate to guide teachers, and I am sure the gentleman from Kansas (Mr. Skubitz) understands that as a school-teacher himself.

Therefore, the educators, the proprietors, and the publishers of educational materials did, at the committee’s long insistence, get together. While there were many fruitless meetings, they did finally get together.

Mr. Chairman, I will draw the gentleman’s attention to pages 65 through 74 in the report which contain extensive guidelines for teachers. I am very happy to say that there was an agreement reached between teachers and publishers of educational material, and that today the National Education Association supports the bill, and it has, in fact, sent a telegram which at the appropriate time I will make a part of the Record and which requests support for the bill in its present form, believing that it has satisfied the needs of the teachers:

NATIONAL EDUCATION ASSOCIATION
Washington, D.C., September 10, 1976.

National Education Association urgently requests your support of the Copyright Revision bill, H.R. 2223, as reported by the Judiciary Committee. This compromise effort represents a major breakthrough in establishing equitable legal guidelines for the use of copyright materials for instructional and research purposes. We ask your support of the committee bill without amendments.

JAMES W. GREEN
Assistant Director for Legislation.

Mr. SKUBITZ. Mr. Chairman, if the gentleman will yield further, then the NEA is satisfied with the language in the bill as it now stands; is that correct?

Mr. KASTENMEIER. The gentleman is correct.

Mr. SKUBITZ. Mr. Chairman, I thank the gentleman.

D. Reproduction by Libraries and Archives

1. Text of Section 108

NOTE: The following is a reprint of the entire text of section 108 of title 17, *United States Code* as amended in 1992, 1998, and 2005.

§ 108 · Limitations on exclusive rights: Reproduction by libraries and archives

- (a) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if —
- (1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;
 - (2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and
 - (3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.
- (b) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if —
- (1) the copy or phonorecord reproduced is currently in the collections of the library or archives; and
 - (2) any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.
- (c) The right of reproduction under this section applies to three copies or phonorecords of a published work

duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if —

- (1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and
- (2) any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

- (d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if —
 - (1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and
 - (2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.
- (e) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phonorecord of the copyrighted work cannot be obtained at a fair price, if —
 - (1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

- (2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(f) Nothing in this section —

- (1) shall be construed to impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of reproducing equipment located on its premises: Provided, That such equipment displays a notice that the making of a copy may be subject to the copyright law;
- (2) excuses a person who uses such reproducing equipment or who requests a copy or phonorecord under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107;
- (3) shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or
- (4) in any way affects the right of fair use as provided by section 107, or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phonorecord of a work in its collections.

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee —

- (1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or
- (2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for

distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

- (h)(1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.
- (2) No reproduction, distribution, display, or performance is authorized under this subsection if —
- (A) the work is subject to normal commercial exploitation;
 - (B) a copy or phonorecord of the work can be obtained at a reasonable price; or
 - (C) the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.
- (3) The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.
- (i) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b), (c), and (h), or with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e).

2. Excerpts from Senate Report on Section 108

NOTE: The following excerpts are reprinted from the 1975 Senate Report on the new copyright law (S. Rep. No. 94-473, pages 67–71). Where the discussions of particular points are generally similar in the two Reports, the passages from the later House Report are reprinted in this booklet. Where the discussion of particular points is substantially different, passages from both Reports are reprinted.

a. Senate Report: Discussion of Libraries and Archives in Profit-Making Institutions

The limitation of section 108 to reproduction and distribution by libraries and archives “without any purpose of direct or indirect commercial advantage” is intended to preclude a library or archives in a profit-making organization from providing photocopies of copyrighted materials to employees engaged in furtherance of the organization’s commercial enterprise, unless such copying qualifies as a fair use, or the organization has obtained the necessary copyright licenses. A commercial organization should purchase the number of copies of a work that it requires, or obtain the consent of the copyright owner to the making of the photocopies.

b. Senate Report: Discussion of Multiple Copies and Systematic Reproduction

Multiple copies and systematic reproduction

Subsection (g) provides that the rights granted by this section extend only to the “isolated and unrelated reproduction of a single copy,” but this section does not authorize the related or concerted reproduction of multiple copies of the same material whether made on one occasion or over a period of time, and whether intended for aggregate use by one individual or for separate use by the individual members of a group. For example, if a college professor instructs his class to read an article from a copyrighted journal, the school library would not be permitted, under subsection (g), to reproduce copies of the article for the members of the class.

Subsection (g) also provides that section 108 does not authorize the systematic reproduction or distribution of copies or phonorecords of articles or other contributions to copyrighted collections or periodicals or of small parts of other copyrighted works whether or not multiple copies are reproduced or distributed. Systematic reproduction or distribution occurs when a library makes copies of such materials available to other libraries or to groups of users under formal or informal arrangements whose purpose or effect is to have the reproducing library serve as their source of such material. Such systematic reproduction and distribution, as distinguished from isolated and unrelated reproduction or distribution, may substitute the copies reproduced by the source library for subscriptions or reprints or other copies which the receiving libraries or users might otherwise have purchased for themselves, from the publisher or the licensed reproducing agencies.

While it is not possible to formulate specific definitions of “systematic copying,” the following examples serve to illustrate some of the copying prohibited by subsection (g).

- 1 A library with a collection of journals in biology informs other libraries with similar collections that it will maintain and build its own collection and will make copies of articles from these journals available to them and their patrons on request. Accordingly, the other libraries discontinue or refrain from purchasing subscriptions to these journals and fulfill their patrons' requests for articles by obtaining photocopies from the source library.
- 2 A research center employing a number of scientists and technicians subscribes to one or two copies of needed periodicals. By reproducing photocopies of articles the center is able to make the material in these periodicals available to its staff in the same manner which otherwise would have required multiple subscriptions.
- 3 Several branches of a library system agree that one branch will subscribe to particular journals in lieu of each branch purchasing its own subscriptions, and the one subscribing branch will reproduce copies of articles from the publication for users of the other branches.

The committee believes that section 108 provides an appropriate statutory balancing of the rights of creators and the needs of users. However, neither a statute nor legislative history can specify precisely which library photocopying practices constitute the making of "single copies" as distinguished from "systematic reproduction." Isolated single spontaneous requests must be distinguished from "systematic reproduction." The photocopying needs of such operations as multi-county regional systems must be met. The committee therefore recommends that representatives of authors, book and periodical publishers and other owners of copyrighted material meet with the library community to formulate photocopying guidelines to assist library patrons and employees. Concerning library photocopying practices not authorized by this legislation, the committee recommends that workable clearance and licensing procedures be developed.

It is still uncertain how far a library may go under the Copyright Act of 1909 in supplying a photocopy of copyrighted material in its collection. The recent case of *The Williams and Wilkins Company v. The United States* failed to significantly illuminate the application of the fair use doctrine to library photocopying practices. Indeed, the opinion of the Court of Claims said the Court was engaged in "a 'holding operation' in the interim period before Congress enacted its preferred solution."

While the several opinions in the *Wilkins* case have given the Congress little guidance as to the current state of the law on fair use, these opinions provide additional support for

the balanced resolution of the photocopying issue adopted by the Senate last year in S. 1361 and preserved in section 108 of this legislation. As the Court of Claims opinion succinctly stated "there is much to be said on all sides."

In adopting these provisions on library photocopying, the committee is aware that through such programs as those of the National Commission on Libraries and Information Science there will be a significant evolution in the functioning and services of libraries. To consider the possible need for changes in copyright law and procedures as a result of new technology, a National Commission on New Technological Uses of Copyrighted Works (CONTU) has been established (Public Law 93-573).

3. Excerpts from House Report on Section 108

NOTE: The following excerpts are reprinted from the House Report on the new copyright law (H.R. Rep. No. 94-1476, pages 74-79). All of the House Report's discussion of section 108 is reprinted here; similarities and differences between the House and Senate Reports on particular points will be noted below.

a. House Report: Introductory Statement

NOTE: This paragraph is substantially the same in the Senate and House Reports.

Notwithstanding the exclusive rights of the owners of copyright, section 108 provides that under certain conditions it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce or distribute not more than one copy or phonorecord of a work, provided (1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage and (2) the collections of the library or archives are open to the public or available not only to researchers affiliated with the library or archives, but also to other persons doing research in a specialized field, and (3) the reproduction or distribution of the work includes a notice of copyright.

b. House Report: Discussion of Libraries and Archives in Profit-Making Institutions

NOTE: The Senate and House Reports differ substantially on this point. The Senate Report's discussion is reprinted at page 13.

Under this provision, a purely commercial enterprise could not establish a collection of copyrighted works, call itself

a library or archive, and engage in for-profit reproduction and distribution of photocopies. Similarly, it would not be possible for a nonprofit institution, by means of contractual arrangements with a commercial copying enterprise, to authorize the enterprise to carry out copying and distribution functions that would be exempt if conducted by the non-profit institution itself.

The reference to “indirect commercial advantage” has raised questions as to the status of photocopying done by or for libraries or archival collections within industrial, profit-making, or proprietary institutions (such as the research and development departments of chemical, pharmaceutical, automobile, and oil corporations, the library of a proprietary hospital, the collections owned by a law or medical partnership, etc.).

There is a direct interrelationship between this problem and the prohibitions against “multiple” and “systematic” photocopying in section 108(g)(1) and (2). Under section 108, a library in a profit-making organization would not be authorized to:

- A use a single subscription or copy to supply its employees with multiple copies of material relevant to their work; or
- B use a single subscription or copy to supply its employees, on request, with single copies of material relevant to their work, where the arrangement is “systematic” in the sense of deliberately substituting photocopying for subscription or purchase; or
- C use “interlibrary loan” arrangements for obtaining photocopies in such aggregate quantities as to substitute for subscriptions or purchase of material needed by employees in their work.

Moreover, a library in a profit-making organization could not evade these obligations by installing reproducing equipment on its premises for unsupervised use by the organization’s staff.

Isolated, spontaneous making of single photocopies by a library in a for-profit organization, without any systematic effort to substitute photocopying for subscriptions or purchases, would be covered by section 108, even though the copies are furnished to the employees of the organization for use in their work. Similarly, for-profit libraries could participate in interlibrary arrangements for exchange of photocopies, as long as the reproduction or distribution was not “systematic.” These activities, by themselves, would ordinarily not be considered “for direct or indirect commercial advantage,” since the “advantage” referred to in this clause must attach to the immediate commercial motivation behind the reproduction or distribution itself, rather than to the

ultimate profit-making motivation behind the enterprise in which the library is located. On the other hand, section 108 would not excuse reproduction or distribution if there were a commercial motive behind the actual making or distributing of the copies, if multiple copies were made or distributed, or if the photocopying activities were “systematic” in the sense that their aim was to substitute for subscriptions or purchases.

c. House Report: Rights of Reproduction and Distribution Under Section 108

NOTE: The following paragraphs are closely similar in the Senate and House Reports.

The rights of reproduction and distribution under section 108 apply in the following circumstances:

Archival reproductions

Subsection (b) authorizes the reproduction and distribution of a copy or phonorecord of an unpublished work duplicated in facsimile form solely for purposes of preservation and security, or for deposit for research use in another library or archives, if the copy or phonorecord reproduced is currently in the collections of the first library or archives. Only unpublished works could be reproduced under this exemption, but the right would extend to any type of work, including photographs, motion pictures and sound recordings. Under this exemption, for example, a repository could make photocopies of manuscripts by microfilm or electrostatic process, but could not reproduce the work in “machine-readable” language for storage in an information system.

Replacement of damaged copy

Subsection (c) authorizes the reproduction of a published work duplicated in facsimile form solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost or stolen, if the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price. The scope and nature of a reasonable investigation to determine that an unused replacement cannot be obtained will vary according to the circumstances of a particular situation. It will always require recourse to commonly-known trade sources in the United States, and in the normal situation also to the publisher or other copyright owner (if such owner can be located at the address listed in the copyright registration), or an authorized reproducing service.

Articles and small excerpts

Subsection (d) authorizes the reproduction and distribution of a copy of not more than one article or other contribution to a copyrighted collection or periodical issue, or of a copy or phonorecord of a small part of any other copyrighted work. The copy or phonorecord may be made by the library where the user makes his request or by another library pursuant to an interlibrary loan. It is further required that the copy become the property of the user, that the library or archives have no notice that the copy would be used for any purposes other than private study, scholarship or research, and that the library or archives display prominently at the place where reproduction requests are accepted, and includes in its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

Out-of-print works

Subsection (e) authorizes the reproduction and distribution of a copy or phonorecord of an entire work under certain circumstances, if it has been established that a copy cannot be obtained at a fair price. The copy may be made by the library where the user makes his request or by another library pursuant to an interlibrary loan. The scope and nature of a reasonable investigation to determine that an unused copy cannot be obtained will vary according to the circumstances of a particular situation. It will always require recourse to commonly-known trade sources in the United States, and in the normal situation also to the publisher or other copyright owner (if the owner can be located at the address listed in the copyright registration), or an authorized reproducing service. It is further required that the copy become the property of the user, that the library or archives have no notice that the copy would be used for any purpose other than private study, scholarship, or research, and that the library or archives display prominently at the place where reproduction requests are accepted, and include on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

d. House Report: General Exemptions for Libraries and Archives

NOTE: Parts of the following paragraphs are substantially similar in the Senate and House Reports. Differences in the House Report on certain points reflect certain amendments in section 108(f) and elsewhere in the Copyright Act.

General exemptions

Clause (1) of subsection (f) specifically exempts a library or archives or its employees from liability for the unsupervised use of reproducing equipment located on its premises, provided that the reproducing equipment displays a notice that the making of a copy may be subject to the copyright law. Clause (2) of subsection (f) makes clear that this exemption of the library or archives does not extend to the person using such equipment or requesting such copy if the use exceeds fair use. Insofar as such person is concerned the copy or phonorecord made is not considered “lawfully” made for purposes of sections 109, 110 or other provisions of the title.

Clause (3) provides that nothing in section 108 is intended to limit the reproduction and distribution by lending of a limited number of copies and excerpts of an audiovisual news program. This exemption is intended to apply to the daily newscasts of the national television networks, which report the major events of the day. It does not apply to documentary (except documentary programs involving news reporting as that term is used in section 107), magazine-format or other public affairs broadcasts dealing with subjects of general interest to the viewing public.

The clause was first added to the revision bill in 1974 by the adoption of an amendment proposed by Senator Baker. It is intended to permit libraries and archives, subject to the general conditions of this section, to make off-the-air videotape recordings of daily network newscasts for limited distribution to scholars and researchers for use in research purposes. As such, it is an adjunct to the American Television and Radio Archive established in Section 113 of the Act which will be the principal repository for television broadcast material, including news broadcasts. The inclusion of language indicating that such material may only be distributed by lending by the library or archive is intended to preclude performance, copying, or sale, whether or not for profit, by the recipient of a copy of a television broadcast taped off-the-air pursuant to this clause.

Clause (4), in addition to asserting that nothing contained in section 108 “affects the right of fair use as provided by section 107,” also provides that the right of reproduction granted by this section does not override any contractual arrangements assumed by a library or archives when it obtained a work for its collections. For example, if there is an express contractual prohibition against reproduction for any purpose, this legislation shall not be construed as justifying a violation of the contract. This clause is intended to encompass the situation where an individual makes papers, manuscripts or other works available to a library with the understanding that they will not be reproduced.

It is the intent of this legislation that a subsequent unlawful use by a user of a copy or phonorecord of a work lawfully made by a library, shall not make the library liable for such improper use.

e. House Report: Discussion of Multiple Copies and Systematic Reproduction

NOTE: The Senate and House Reports differ substantially on this point. The Senate Report's discussion is reprinted at page 13.

Multiple copies and systematic reproduction

Subsection (g) provides that the rights granted by this section extend only to the "isolated and unrelated reproduction of a single copy or phonorecord of the same material on separate occasions." However, this section does not authorize the related or concerted reproduction of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one individual or for separate use by the individual members of a group.

With respect to material described in subsection (d)—articles or other contributions to periodicals or collections, and small parts of other copyrighted works—subsection (g) (2) provides that the exemptions of section 108 do not apply if the library or archive engages in "systematic reproduction or distribution of single or multiple copies or phonorecords." This provision in S.22 provoked a storm of controversy, centering around the extent to which the restrictions on "systematic" activities would prevent the continuation and development of interlibrary networks and other arrangements involving the exchange of photocopies. After thorough consideration, the Committee amended section 108(g)(2) to add the following proviso: Provided, that nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

In addition, the Committee added a new subsection (i) to section 108, requiring the Register of Copyrights, five years from the effective date of the new Act and at five year intervals thereafter, to report to Congress upon "the extent to which this section has achieved the intended statutory balancing of the rights of creators, and the needs of users," and to make appropriate legislative or other recommendations. As noted in connection with section 107, the Committee also

amended section 504(c) in a way that would insulate librarians from unwarranted liability for copyright infringement; this amendment is discussed below.

The key phrases in the Committee's amendment of section 108(g)(2) are "aggregate quantities" and "substitute for a subscription to or purchase of" a work. To be implemented effectively in practice, these provisions will require the development and implementation of more-or-less specific guidelines establishing criteria to govern various situations.

The National Commission on New Technological Uses of Copyrighted Works (CONTU) offered to provide good offices in helping to develop these guidelines. This offer was accepted and, although the final text of guidelines has not yet been achieved, the Committee has reason to hope that, within the next month, some agreement can be reached on an initial set of guidelines covering practices under section 108(g)(2).

f. House Report: Discussion of Works Excluded

NOTE: The House Report's discussion of section 108(h) is longer than the corresponding paragraph in the Senate Report, and reflects certain amendments in the subsection.

Works excluded

Subsection (h) provides that the rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than "an audiovisual work dealing with news." The latter term is intended as the equivalent in meaning of the phrase "audiovisual news program" in section 108(f)(3). The exclusions under subsection (h) do not apply to archival reproduction under subsection (b), to replacement of damaged or lost copies or phonorecords under subsection (c), or to "pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e)."

Although subsection (h) generally removes musical, graphic, and audiovisual works from the specific exemptions of section 108, it is important to recognize that the doctrine of fair use under section 107 remains fully applicable to the photocopying or other reproduction of such works. In the case of music, for example, it would be fair use for a scholar doing musicological research to have a library supply a copy of a portion of a score or to reproduce portions of a phonorecord of a work. Nothing in section 108 impairs the applicability of the fair use doctrine to a wide variety of situations involving photocopying or other reproduction by a

library of copyrighted material in its collections, where the user requests the reproduction for legitimate scholarly or research purposes.

4. Excerpts from Conference Report

NOTE: The following excerpt is reprinted from the Report of the Conference Committee on the new copyright law (H.R. Rep. No. 94-1733, pages 70–74).

a. Conference Report: Introductory Discussion of Section 108

Reproduction by Libraries and Archives

Senate bill

Section 108 of the Senate bill dealt with a variety of situations involving photocopying and other forms of reproduction by libraries and archives. It specified the conditions under which single copies of copyrighted material can be noncommercially reproduced and distributed, but made clear that the privileges of a library or archives under the section do not apply where the reproduction or distribution is of multiple copies or is “systematic.” Under subsection (f), the section was not to be construed as limiting the reproduction and distribution, by a library or archive meeting the basic criteria of the section, of a limited number of copies and excerpts of an audiovisual news program.

House bill

The House bill amended section 108 to make clear that, in cases involving interlibrary arrangements for the exchange of photocopies, the activity would not be considered “systematic” as long as the library or archives receiving the reproductions for distribution does not do so in such aggregate quantities as to substitute for a subscription to or purchase of the work. A new subsection (i) directed the Register of Copyrights, by the end of 1982 and at five-year intervals thereafter, to report on the practical success of the section in balancing the various interests, and to make recommendations for any needed changes. With respect to audiovisual news programs, the House bill limited the scope of the distribution privilege confirmed by section 108(f)(3) to cases where the distribution takes the form of a loan.

b. Conference Report: Conference Committee Discussion of CONTU Guidelines on Photocopying and Interlibrary Arrangements

Conference substitute

The conference substitute adopts the provisions of section 108 as amended by the House bill. In doing so, the conferees have noted two letters dated September 22, 1976, sent respectively to John L. McClellan, Chairman of the Senate Judiciary Subcommittee on Patents, Trademarks, and Copyrights, and to Robert W. Kastenmeier, Chairman of the House Judiciary Subcommittee on Courts, Civil Liberties, and the Administration of Justice. The letters, from the Chairman of the National Commission on New Technological Uses of Copyrighted Works (CONTU), Stanley H. Fuld, transmitted a document consisting of “guidelines interpreting the provision in subsection 108(g)(2) of S. 22, as approved by the House Committee on the Judiciary.” Chairman Fuld’s letters explain that, following lengthy consultations with the parties concerned, the Commission adopted these guidelines as fair and workable and with the hope that the conferees on S. 22 may find that they merit inclusion in the conference report. The letters add that, although time did not permit securing signatures of the representatives of the principal library organizations or of the organizations representing publishers and authors on these guidelines, the Commission had received oral assurances from these representatives that the guidelines are acceptable to their organizations,

The conference committee understands that the guidelines are not intended as, and cannot be considered, explicit rules or directions governing any and all cases, now or in the future. It is recognized that their purpose is to provide guidance in the most commonly-encountered interlibrary photocopying situations, that they are not intended to be limiting or determinative in themselves or with respect to other situations, and that they deal with an evolving situation that will undoubtedly require their continuous reevaluation and adjustment. With these qualifications, the conference committee agrees that the guidelines are a reasonable interpretation of the proviso of section 108(g)(2) in the most common situations to which they apply today.

c. Conference Report: Reprint of CONTU Guidelines on Photocopying and Interlibrary Arrangements

The text of the guidelines follows:

Photocopying—Interlibrary Arrangements Introduction

Subsection 108(g)(2) of the bill deals, among other things, with limits on interlibrary arrangements for photocopying.

It prohibits systematic photocopying of copyrighted materials but permits interlibrary arrangements “that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.”

The National Commission on New Technological Uses of Copyrighted Works offered its good offices to the House and Senate subcommittees in bringing the interested parties together to see if agreement could be reached on what a realistic definition would be of “such aggregate quantities.” The Commission consulted with the parties and suggested the interpretation which follows, on which there has been substantial agreement by the principal library, publisher, and author organizations. The Commission considers the guidelines which follow to be a workable and fair interpretation of the intent of the proviso portion of subsection 108(g)(2).

These guidelines are intended to provide guidance in the application of section 108 to the most frequently encountered interlibrary case: a library’s obtaining from another library, in lieu of interlibrary loan, copies of articles from relatively recent issues of periodicals—those published within five years prior to the date of the request. The guidelines do not specify what aggregate quantity of copies of an article or articles published in a periodical, the issue date of which is more than five years prior to the date when the request for the copy thereof is made, constitutes a substitute for a subscription to such periodical. The meaning of the proviso to subsection 108(g)(2) in such case is left to future interpretation.

The point has been made that the present practice on interlibrary loans and use of photocopies in lieu of loans may be supplemented or even largely replaced by a system in which one or more agencies or institutions, public or private, exist for the specific purpose of providing a central source for photocopies. Of course, these guidelines would not apply to such a situation.

Guidelines for the Proviso of Subsection 108(g)(2)

- 1 As used in the proviso of subsection 108(g)(2), the words “... such aggregate quantities as to substitute for a subscription to or purchase of such work” shall mean:
 - A with respect to any given periodical (as opposed to any given issue of a periodical), filled requests of a library or archives (a “requesting entity”) within any calendar year for a total of six or more copies of an article or articles published in such periodical within five years prior to the date of the request. These guidelines specifically shall not apply, directly or indirectly, to any request of a requesting entity for a copy or copies of an article or articles published in any issue of a periodical, the publication date of which is more than five years prior to the date when the request is made. These guidelines do not define the meaning, with respect to such a request, of “... such aggregate quantities as to substitute for a subscription to [such periodical]”.
 - B With respect to any other material described in subsection 108(d), (including fiction and poetry), filled requests of a requesting entity within any calendar year for a total of six or more copies or phonorecords of or from any given work (including a collective work) during the entire period when such material shall be protected by copyright.
- 2 In the event that a requesting entity—
 - A shall have in force or shall have entered an order for a subscription to a periodical, or
 - B has within its collection, or shall have entered an order for, a copy or phonorecord of any other copyrighted work, material from either category of which it desires to obtain by copy from another library or archives (the “supplying entity”), because the material to be copied is not reasonably available for use by the requesting entity itself, then the fulfillment of such request shall be treated as though the requesting entity made such copy from its own collection. A library or archives may request a copy or phonorecord from a supplying entity only under those circumstances where the requesting entity would have been able, under the other provisions of section 108, to supply such copy from materials in its own collection.
- 3 No request for a copy or phonorecord of any material to which these guidelines apply may be fulfilled by the supplying entity unless such request is accompanied by a representation by the requesting entity that the request was made in conformity with these guidelines.
- 4 The requesting entity shall maintain records of all requests made by it for copies or phonorecords of any materials to which these guidelines apply and shall maintain records of the fulfillment of such requests, which records shall be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request shall have been made.
- 5 As part of the review provided for in subsection 108(i), these guidelines shall be reviewed not later than five years from the effective date of this bill.

d. Conference Report: Discussion of “Audiovisual News Program”

The conference committee is aware that an issue has arisen as to the meaning of the phrase “audiovisual news program” in section 108(f)(3). The conferees believe that, under the provision as adopted in the conference substitute, a library or archives qualifying under section 108(a) would be free, without regard to the archival activities of the Library of Congress or any other organization, to reproduce, on videotape or any other medium of fixation or reproduction, local, regional, or network newscasts, interviews concerning current news events, and on-the-spot coverage of news events, and to distribute a limited number of reproductions of such a program on a loan basis.

e. Conference Report: Discussion of Libraries and Archives in Profit-Making Institutions

Another point of interpretation involves the meaning of “indirect commercial advantage,” as used in section 108(a)(1), in the case of libraries or archival collections within industrial, profit-making, or proprietary institutions. As long as the library or archives meets the criteria in section 108(a) and the other requirements of the section, including the prohibitions against multiple and systematic copying in subsection (g), the conferees consider that the isolated, spontaneous making of single photocopies by a library or archives in a for-profit organization without any commercial motivation, or participation by such a library or archives in interlibrary arrangements, would come within the scope of section 108.

5. Copyright Office Regulations Under Section 108

NOTE: The following is the text of regulations adopted by the Copyright Office to implement sections 108(d)(2) and 108(e) of the new copyright law (37 *Code of Federal Regulations* §201.14).

§ 201.14 · Warnings of copyright for use by certain libraries and archives.

(a) Definitions.

- (1) A *Display Warning of Copyright* is a notice under paragraphs (d)(2) and (e)(2) of section 108 of title 17 of the United States Code as amended by Pub. L. 94-553. As required by those sections the “Display Warning of Copyright” is to be displayed at the place where orders for copies or phonorecords are accepted by certain libraries and archives.

- (2) An *Order Warning of Copyright* is a notice under paragraphs (d)(2) and (e)(2) of section 108 of title 17 of the United States Code as amended by Pub. L. 94-553. As required by those sections the “Order Warning of Copyright” is to be included on printed forms supplied by certain libraries and archives and used by their patrons for ordering copies or phonorecords.

- (b) *Contents.* A Display Warning of Copyright and an Order Warning of Copyright shall consist of a verbatim reproduction of the following notice, printed in such size and form and displayed in such manner as to comply with paragraph (c) of this section:

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

(c) *Form and Manner of Use.*

- (1) A Display Warning of Copyright shall be printed on heavy paper or other durable material in type at least 18 points in size, and shall be displayed prominently, in such manner and location as to be clearly visible, legible, and comprehensible to a casual observer within the immediate vicinity of the place where orders are accepted.
- (2) An Order Warning of Copyright shall be printed within a box located prominently on the order form itself, either on the front side of the form or immediately adjacent to the space calling for the name or signature of the person using the form. The notice shall be printed in type size no smaller than that used predominantly throughout the form, and in no case shall the type size be smaller than 8 points. The notice shall be printed in such manner as to be clearly legible, comprehensible, and readily apparent to a casual reader of the form.

E. Liability for Infringement

1. Text of Section 504

NOTE: The following is a reprint of the entire text of section 504 of title 17, *United States Code*, as amended in 1982, 1988, 1990, 1997, 1998, 1999, 2002, 2004, and 2005. The special provisions affecting librarians and educators are in subsection (c)(2).

§ 504 · Remedies for infringement: Damages and profits.

- (a) **IN GENERAL.**— Except as otherwise provided by this title, an infringer of copyright is liable for either—
- (1) the copyright owner's actual damages and any additional profits of the infringer, as provided by subsection (b); or
 - (2) statutory damages, as provided by subsection (c).
- (b) **ACTUAL DAMAGES AND PROFITS.**— The copyright owner is entitled to recover the actual damages suffered by him or her as a result of the infringement, and any profits of the infringer that are attributable to the infringement and are not taken into account in computing the actual damages. In establishing the infringer's profits, the copyright owner is required to present proof only of the infringer's gross revenue, and the infringer is required to prove his or her deductible expenses and the elements of profit attributable to factors other than the copyrighted work.
- (c) **STATUTORY DAMAGES.**—
- (1) Except as provided by clause (2) of this subsection, the copyright owner may elect, at any time before final judgment is rendered, to recover, instead of actual damages and profits, an award of statutory damages for all infringements involved in the action, with respect to any one work, for which any one infringer is liable individually, or for which any two or more infringers are liable jointly and severally, in a sum of not less than \$750 or more than \$30,000 as the court considers just. For the purposes of this subsection, all the parts of a compilation or derivative work constitute one work.
 - (2) In a case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed willfully, the court in its discretion may increase the award of statutory damages to a sum of not more than \$150,000. In a case where the infringer sustains the burden of proving, and

the court finds, that such infringer was not aware and had no reason to believe that his or her acts constituted an infringement of copyright, the court in its discretion may reduce the award of statutory damages to a sum of not less than \$200. The court shall remit statutory damages in any case where an infringer believed and had reasonable grounds for believing that his or her use of the copyrighted work was a fair use under section 107, if the infringer was:

- (i) an employee or agent of a nonprofit educational institution, library, or archives acting within the scope of his or her employment who, or such institution, library, or archives itself, which infringed by reproducing the work in copies or phonorecords; or
- (ii) a public broadcasting entity which or a person who, as a regular part of the nonprofit activities of a public broadcasting entity (as defined in subsection (g) of section 118) infringed by performing a published nondramatic literary work or by reproducing a transmission program embodying a performance of such a work.

- (3)(A) In a case of infringement, it shall be a rebuttable presumption that the infringement was committed willfully for purposes of determining relief if the violator, or a person acting in concert with the violator, knowingly provided or knowingly caused to be provided materially false contact information to a domain name registrar, domain name registry, or other domain name registration authority in registering, maintaining, or renewing a domain name used in connection with the infringement.
- (B) Nothing in this paragraph limits what may be considered willful infringement under this subsection.
- (C) For purposes of this paragraph, the term "domain name" has the meaning given that term in section 45 of the Act entitled "An Act to provide for the registration and protection of trademarks used in commerce, to carry out the provisions of certain international conventions, and for other purposes" approved July 5, 1946 (commonly referred to as the "Trademark Act of 1946"; 15 U.S.C. 1127).
- (d) **ADDITIONAL DAMAGES IN CERTAIN CASES.**— In any case in which the court finds that a defendant

proprietor of an establishment who claims as a defense that its activities were exempt under section 110(5) did not have reasonable grounds to believe that its use of a copyrighted work was exempt under such section, the plaintiff shall be entitled to, in addition to any award of damages under this section, an additional award of two times the amount of the license fee that the proprietor of the establishment concerned should have paid the plaintiff for such use during the preceding period of up to 3 years.

2. Excerpts from House Report on Section 504

NOTE: The following excerpts are reprinted from the House Report on the new copyright law (H.R. Rep. No. 94-1476, pages 161–163). Material not of immediate interest to librarians and educators has been omitted. Much of the corresponding discussion in the Senate Report (S. Rep. No. 94-473, pages 143–145) is substantially the same; the House Report’s discussion of statutory damages applicable to librarians and educators is new.

In general

A cornerstone of the remedies sections and of the bill as a whole is section 504, the provision dealing with recovery of actual damages, profits, and statutory damages. The two basic aims of this section are reciprocal and correlative:

- 1 to give the courts specific unambiguous directions concerning monetary awards, thus avoiding the confusion and uncertainty that have marked the present law on the subject, and, at the same time,
- 2 to provide the courts with reasonable latitude to adjust recovery to the circumstances of the case, thus avoiding some of the artificial or overly technical awards resulting from the language of the existing statute.

Subsection (a) lays the groundwork for the more detailed provisions of the section by establishing the liability of a copyright infringer for either “the copyright owner’s actual damages and any additional profits of the infringer,” or statutory damages. Recovery of actual damages and profits under section 504(b) or of statutory damages under section 504(c) is alternative and for the copyright owner to elect; as under the present law, the plaintiff in an infringement suit is not obliged to submit proof of damages and profits and may choose to rely on the provision for minimum statutory damages. However, there is nothing in section 504 to prevent a court from taking account of evidence concerning actual

damages and profits in making an award of statutory damages within the range set out in subsection (c).

Actual damages and profits

In allowing the plaintiff to recover “the actual damages suffered by him or her as a result of the infringement,” plus any of the infringer’s profits “that are attributable to the infringement and are not taken into account in computing the actual damages,” section 504(b) recognizes the different purposes served by awards of damages and profits. Damages are awarded to compensate the copyright owner for losses from the infringement, and profits are awarded to prevent the infringer from unfairly benefiting from a wrongful act.⁴

Statutory damages

Subsection (c) of section 504 makes clear that the plaintiff’s election to recover statutory damages may take place at any time during the trial before the court has rendered its final judgment. The remainder of clause (1) of the subsection represents a statement of the general rates applicable to awards of statutory damages.

Clause (2) of section 504(c) provides for exceptional cases in which the maximum award of statutory damages could be raised from \$10,000 to \$50,000, and in which the minimum recovery could be reduced from \$250 to \$100. The basic principle underlying this provision is that the courts should be given discretion to increase statutory damages in cases of willful infringement and to lower the minimum where the infringer is innocent. The language of the clause makes clear that in these situations the burden of proving willfulness rests on the copyright owner and that of proving innocence rests on the infringer, and that the court must make a finding of either willfulness or innocence in order to award the exceptional amounts.

The “innocent infringer” provision of section 504(c)(2) has been the subject of extensive discussion. The exception, which would allow reduction of minimum statutory damages to \$100 where the infringer “was not aware and had no reason to believe that his or her acts constituted an infringement of copyright,” is sufficient to protect against unwarranted liability in cases of occasional or isolated innocent infringement, and it offers adequate insulation to users, such as broadcasters and newspaper publishers, who are particularly vulnerable to this type of infringement suit. On the other hand, by establishing a realistic floor for liability, the provision preserves its intended deterrent effect; and it would not allow an infringer to escape simply because the plaintiff failed to disprove the defendant’s claim of innocence.

In addition to the general “innocent infringer” provision clause (2) deals with the special situation of teachers, librarians, archivists, and public broadcasters, and the nonprofit institutions of which they are a part. Section 504(c)(2) provides that, where such a person or institution infringes copyrighted material in the honest belief that what they were doing constituted fair use, the court is precluded from awarding any statutory damages. It is intended that, in cases involving this provision, the burden of proof with respect to the defendant’s good faith should rest on the plaintiff.

3. Excerpts from Conference Report on Section 504

NOTE: The following excerpts are reprinted from the Report of the Conference Committee on the new copyright law (H.R. Rep. No. 94-1733, pages 79–80).

Remedies for Copyright Infringement

Senate bill

Chapter 5 of the Senate bill dealt with civil and criminal infringement of copyright and the remedies for both. Subsection (c) of section 504 allowed statutory damages within a stated dollar range, and clause (2) of that subsection provided for situations in which the maximum could be exceeded and the minimum lowered; the court was given discretion to reduce or remit statutory damages entirely where a teacher, librarian, or archivist believed that the infringing activity constituted fair use.⁵

House bill

Section 504(c)(2) of the House bill required the court to remit statutory damages entirely in cases where a teacher, librarian, archivist, or public broadcaster, or the institution to which they belong, infringed in the honest belief that what they were doing constituted fair use.⁶

Conference substitute

The conference substitute adopts the House amendments with respect to statutory damages in section 504(c)(2).⁷

F. Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

NOTE: The following excerpts are reprinted from the House Report on piracy and counterfeiting amendments (H.R. 97-495, pages 8–9).

In March 1979, Congressman Robert Kastenmeier, Chairman of the House Subcommittee on Courts, Civil Liberties and Administration of Justice, appointed a Negotiating Committee consisting of representatives of educational organizations, copyright proprietors, and creative guilds and unions. The following guidelines reflect the Negotiating Committee’s consensus as to the application of “fair use” to the recording, retention, and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction and for homebound instruction. The purpose of establishing these guidelines is to provide standards for both owners and users of copyrighted television programs.

- 1 The guidelines were developed to apply only to off-air recording by non-profit educational institutions.
- 2 A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.
- 3 Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. “School days” are school session days — not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions — within the forty-five (45) calendar day retention period.
- 4 Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- 5 A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

- 6 After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
- 7 Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- 8 All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- 9 Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

For Further Information

By Internet

Circulars, announcements, regulations, other related materials, and certain copyright application forms are available from the Copyright Office website at www.copyright.gov. To send an email communication, click on *Contact Us* at the bottom of the homepage.

By Telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, Monday through Friday, eastern time, except federal holidays. Recorded information is available 24 hours a day. Or, if you know which application forms and circulars you want, request them from the Forms and Publications Hotline at (202) 707-9100 24 hours a day. Leave a recorded message.

By Regular Mail

Write to:

*Library of Congress
Copyright Office-COPUBS
101 Independence Avenue SE
Washington, DC 20559*

Endnotes

- 1 Corrected from *Congressional Record*.
- 2 As reprinted in the House Report, subsection A.2 of the Music Guidelines had consisted of two separate paragraphs, one dealing with multiple copies and a second dealing with single copies. In his introductory remarks during the House debates on S.22, the Chairman of the House Judiciary Subcommittee, Mr. Kastenmeier, announced that “the report, as printed, does not reflect a subsequent change in the joint guidelines which was described in a subsequent letter to me from a representative of [the signatory organizations],” and provided the revised text of subsection A.2. (122 Cong. Rec. H 10875, Sept. 22, 1976). The text reprinted here is the revised text.
- 3–7 Section 504 was amended by the Act of October 31, 1988, Pub. L. 100-568, 102 Stat. 2853, 2860; by the Act of 1999, Pub. L. 106-160, 113 Stat. 1774; and by the Act of December 23, 2004, Pub. L. 108-482, 118 Stat. 3912, 3916.

RECORDS DISPOSITION REPORT

AGENCY
DIVISION
SUB-DIVISION

TO: SECRETARY OF STATE
 RECORDS MANAGEMENT DIVISION
 440 S. 8TH STREET, SUITE 210
 Lincoln, NE 68508-2294

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standard for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this 12th day of September, 2022

ARAPAHOE PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	25	29	0
First	25	20	5
Second	25	17	8
Third	25	19	6
Fourth	25	22	3
Fifth	25	23	2
Sixth	25	26	0
Building Capacity, Elementary Attendance Center	175	156	
Level I Special Education	24	24	0
Level II & III Elementary Special Education	1	1	0
Seventh	25	26	0
Eighth	25	25	0
Ninth	25	30	0
Tenth	25	30	0
Eleventh	25	17	8
Twelfth	25	23	2
Building Capacity, Jr. & Sr. High School Attendance Center	150	151	
Level I - 7 th to 12 th Special Education Program	10	10	0
Level II and III – 7 th to 12 th Special Education Program	2	3	0

Arapahoe-Holbrook Public School District #18

Superintendent Evaluation Form

Please assess the Superintendent's performance by scoring each item and returning this form to the board president.

Superintendent's Name: _____

Date of Evaluation: _____

Please rate the following areas of competencies and goal measurements on the following scale:

Not Using	Beginning	Developing	Applying	Innovating
The superintendent abandons attempts or makes no attempt to incorporate or execute this set of expectations or goal progression.	The superintendent attempts to perform this set of expectations or goal completion but does not actually complete or follow through with these attempts.	The superintendent is implementing this expectation and/or goal execution, but it is not yet done consistently or effectively.	The superintendent is implementing board expectations and is advancing the components of the set goals with good consistency and results.	The superintendent is exceeding in this area and is the leading edge of innovation, process improvement and has positive, solid, measurable results for both his expectations and board goals.

AREAS OF RESPONSIBILITY

- Relationship with the Board:

- Keeps the board informed on issues, needs, and operation of the school district.

Not Using	Beginning	Developing	Applying	Innovating

- Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.

Not Using	Beginning	Developing	Applying	Innovating

- Interprets and executes the intent of board policy.

Not Using	Beginning	Developing	Applying	Innovating

- Seeks and accepts constructive criticism of his work.

Not Using	Beginning	Developing	Applying	Innovating

- Supports board policy and actions to the public and staff.

Not Using	Beginning	Developing	Applying	Innovating

- Has a harmonious working relationship with the board.

Not Using	Beginning	Developing	Applying	Innovating

- Offers appropriate recommendations and solutions for staffing needs.

Not Using	Beginning	Developing	Applying	Innovating

- Accepts responsibility for maintaining liaison between the board and personnel, working toward understanding and respect between the staff and board and the board and staff.

Not Using	Beginning	Developing	Applying	Innovating

- Works with the board to promote branding and improve district appeal.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section A:

- Community Relationships:

- Gains respect and support of the community on the conduct of the school operation.

Not Using	Beginning	Developing	Applying	Innovating

- Solicits and gives attention to problems and opinions of groups and individuals.

Not Using	Beginning	Developing	Applying	Innovating

- Actively seeks out feedback from the community through meetings, surveys, and other media.

Not Using	Beginning	Developing	Applying	Innovating

- Participates actively in community life and affairs.

Not Using	Beginning	Developing	Applying	Innovating

- Achieves status as a community leader in public education.

Not Using	Beginning	Developing	Applying	Innovating

- Works to promote the work of the district and staff to show how it benefits the students and community.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section B:

C. Staff and Personnel Relationships:

- Develops and executes sound personnel policies and procedures.

Not Using	Beginning	Developing	Applying	Innovating

- Develops good staff morale and loyalty to the organization.

Not Using	Beginning	Developing	Applying	Innovating

- Treats certificated personnel fairly, without favoritism or discrimination while still maintaining accountability and job expectations.

Not Using	Beginning	Developing	Applying	Innovating

- Treats classified staff fairly, without favoritism or discrimination while still maintaining accountability and job expectations.

Not Using	Beginning	Developing	Applying	Innovating

- Delegates authority to staff members appropriate to the position each holds.

Not Using	Beginning	Developing	Applying	Innovating

- Encourages participation of appropriate staff members and groups in goal setting, execution and follow-up in district projects and procedures.

Not Using	Beginning	Developing	Applying	Innovating

- Actively seeks out feedback from district staff through meetings, one on ones, and surveys.

Not Using	Beginning	Developing	Applying	Innovating

- Assists the Board and Education Association in contract negotiations.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section C:

D. Educational Leadership:

23. Keeps informed regarding aspects of the instructional program.

Not Using	Beginning	Developing	Applying	Innovating

- Implements the district’s philosophy of education.

Not Using	Beginning	Developing	Applying	Innovating

- Participates with staff, board, and community in curriculum development.

Not Using	Beginning	Developing	Applying	Innovating

- Organizes a planned program of staff evaluation and improvement.

Not Using	Beginning	Developing	Applying	Innovating

- Inspires others to high professional standards.

Not Using	Beginning	Developing	Applying	Innovating

- Develops administration level direct reports through trainings, professional memberships, one on one coaching, conferences, and evaluations.

Not Using	Beginning	Developing	Applying	Innovating

- Actively seeks out feedback from the student body as allowed through policy for environmental improvement, relationship building and increased branding awareness.

Not Using	Beginning	Developing	Applying	Innovating

- Establishes Semester/Yearly Goals with district principals.

Not Using	Beginning	Developing	Applying	Innovating

- Attends professional improvement courses: NRCSA, NASB, NASA, etc.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section D:

E. Business and Finance:

- Keeps the board informed on future and current needs and costs of the district -- building, facilities, equipment, and supplies.

Not Using	Beginning	Developing	Applying	Innovating

- Supervises district operations, insisting on competent and efficient performance.

Not Using	Beginning	Developing	Applying	Innovating

- Determines that funds are spent wisely, and adequate financial controls and records retention are maintained.

Not Using	Beginning	Developing	Applying	Innovating

- Builds Cash Reserves for the district.

Not Using	Beginning	Developing	Applying	Innovating

- Builds Reserves for the special building fund and depreciation fund.

Not Using	Beginning	Developing	Applying	Innovating

- Oversees the district budget, its preparation and presentation to the board for adoption.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section E:

F. Personal Qualities:

30. Maintaining high standards of ethics, honesty, and integrity in all personal and professional matters.

Not Using	Beginning	Developing	Applying	Innovating

- Devotes his time and energy effectively to his job.

Not Using	Beginning	Developing	Applying	Innovating

- Demonstrates his ability to work with individuals and groups.

Not Using	Beginning	Developing	Applying	Innovating

- Maintains poise and emotional stability in the full range of his professional activities.

Not Using	Beginning	Developing	Applying	Innovating

- Is suitably attired and well groomed.

Not Using	Beginning	Developing	Applying	Innovating

- Uses language effectively in dealing with staff members, the board, and the public.

Not Using	Beginning	Developing	Applying	Innovating

- Speaks well in front of large and small groups, expressing his ideas in a logical and forthright manner.

Not Using	Beginning	Developing	Applying	Innovating

- Thinks well on his feet when faced with an unexpected or disturbing turn of events.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section F:

G. Miscellaneous Board and Superintendent Specific Goals.

- Creates a detailed and aggressive plan for district branding and promotion. This includes marketing for district pride, increase talent attraction and reduce talent attrition.

Not Using	Beginning	Developing	Applying	Innovating

- Executes the use of technology and social media to increase district communication, presents and promote the district brand.

Not Using	Beginning	Developing	Applying	Innovating

- Creates a plan to present all school property in a positive, professional, and clean condition: transportation fleet, grounds, building and Signage.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section G:

Superintendent Response:

Signature of Superintendent

Date

Signature of Board President

Date