

**WEEPING WATER SCHOOL  
DISTRICT #13-0022-CASS COUNTY, NEBRASKA  
BOARD OF EDUCATION MEETING  
WEEPING WATER PUBLIC SCHOOLS BUSINESS ROOM**

NOTICE for this meeting was posted in the identified locations as per district policy.

1. AGENDA
  - a. Call the meeting to order
  - b. Roll Call
  - c. Acknowledgement of Nebraska Open Meetings Act posted
  - d. Excuse absent board members
  - e. Verify meeting publication
  - f. Approval of consent agenda
    - a. Approval of previous meetings minutes
    - b. Financial Reports
    - c. Payment of Bills
    - d. Next regular meeting date - April 20, 2020
2. Communications
3. Visitors/Open Forum and staff and program presentations
4. Action Items
  - a. Offer teaching contract
  - b. School Picture contract
  - c. Approve cross country co-op with Elmwood-Murdock
  - d. Classified Staff raises for 2020/21
  - e. Administrative Professional Day
  - f. Paraprofessional proclamation
  - g. School Library Month
  - h. First round policy reviews
  - i. First round policy revisions
  - j. Final round policy reviews
  - k. Final round policy revisions
  - l. COVID-19 response
5. Reports
  - a. Athletic Director's Report
  - b. Principals' Report
  - c. Superintendent's Report
6. Discussion Items
  - a. COVID-19
7. Board Reports
8. Executive Session
9. Adjournment

\*\* Members of the board of education may move to enter "closed" session or adjust the order of the agenda at any point during the regular meeting.



SELECTED Data

# Cash Summary Report

Arranged by:

Date Range: 02/01/2020 thru 02/29/2020

Fund ID

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
<b>01</b>	<b>GENERAL FUND</b>							
	714,285.69	521,644.70	-464,149.63	0.00	771,780.76	0.00	1,223.20	773,003.96
<b>02</b>	<b>DEPRECIATION ACCOUNT</b>							
	667,894.46	0.00	0.00	0.00	667,894.46	0.00	0.00	667,894.46
<b>03</b>	<b>EMPLOYEE BENEFIT</b>							
	32,279.76	50,920.30	-50,411.05	0.00	32,789.01	0.00	0.00	32,789.01
<b>05</b>	<b>ACTIVITY FUND</b>							
	123,129.06	27,470.75	-28,987.95	0.00	121,611.86	0.00	0.00	121,611.86
<b>06</b>	<b>FOOD SERVICES FUND</b>							
	18,420.93	20,150.36	-19,157.84	0.00	19,413.45	0.00	0.00	19,413.45
<b>07</b>	<b>BOND FUND</b>							
	556,987.61	83,108.15	0.00	0.00	640,095.76	0.00	0.00	640,095.76
<b>08</b>	<b>BUILDING FUND</b>							
	321,026.60	10,102.39	0.00	0.00	331,128.99	0.00	0.00	331,128.99
<b>09</b>	<b>QUALIFIED CAPITL PURP UNDERTKG</b>							
	123,746.41	7,804.62	0.00	0.00	131,551.03	0.00	0.00	131,551.03
<b>10</b>	<b>COOPERATIVE</b>							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>11</b>	<b>PERSONAL PROP TAX REIM FU</b>							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>12</b>	<b>STUDENT FEES FUND</b>							
	11,971.40	0.00	-169.22	0.00	11,802.18	0.00	0.00	11,802.18
<b>13</b>	<b>STUDT FEES FD (Dont Use This O</b>							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>14</b>	<b>BOND FUND #2</b>							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Report Totals:</b>	<b>2,569,741.92</b>	<b>721,201.27</b>	<b>-562,875.69</b>	<b>0.00</b>	<b>2,728,067.50</b>	<b>0.00</b>	<b>1,223.20</b>	<b>2,729,290.70</b>

## FISCAL BUDGET USE PER MONTH

MONTH END	FISCAL 18 \$ USED	FISCAL 18 % USED	FISCAL 19 % USED	FISCAL 19 \$ USED	FISCAL 20 % USED	FISCAL 20 \$ USED
	<b>18 Budget =</b>	<b>\$5,641,160.00</b>	<b>19 Budget=</b>			<b>20 Budget =</b>
September	6.16%	\$347,914.55	6.61%	\$382,439.25	8.63%	\$509,636.00
October	6.47%	\$363,162.60	6.75%	\$386,813.85	8.10%	\$475,019.13
November	6.61%	\$372,634.16	6.91%	\$397,916.12	8.21%	\$484,224.73
December	6.27%	\$353,114.04	6.86%	\$396,306.16	7.82%	\$461,218.51
January	6.23%	\$351,201.04	6.36%	\$365,874.23	9.20%	\$542,851.08
February	6.81%	\$383,274.46	7.22%	\$415,992.95	8.24%	\$464,052.86
March	6.69%	\$377,264.10	7.16%	\$414,109.63		
April	6.37%	\$358,298.92	7.67%	\$437,834.07		
May	6.73%	\$376,169.30	7.72%	\$446,475.75		
June	6.84%	\$385,108.35	8.09%	\$467,499.35		
July	6.54%	\$368,981.05	6.93%	\$400,703.04		
August	11.84%	\$667,117.35	12.00%	\$691,092.75		
Cumulative	83.56%	\$4,704,239.92	90.28%	\$5,203,057.15	50.20%	\$2,937,002.31

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
01-2-01100-110-000	FS Payroll	0.00	25,116.62	6,651.80	-25,116.62	0.00
01-2-01100-111-002	Elementary Teacher	551,242.00	308,771.40	44,353.39	242,470.60	56.01
01-2-01100-111-001	Secondary Teacher	1,071,189.00	475,596.12	79,240.46	595,592.88	44.40
01-2-01100-112-002	Elementary Para	0.00	378.75	192.50	-378.75	0.00
01-2-01100-112-001	Secondary Para Salaries	12,455.00	8,345.62	1,442.41	4,109.38	67.01
01-2-01100-113-002	Elementary	25,358.00	8,445.50	1,957.50	16,912.50	33.31
01-2-01100-113-001	Secondary Substitute	33,550.00	23,557.14	3,795.16	9,992.86	70.22
01-2-01100-132-002	Overtime Salaries	515.00	1.25	1.25	513.75	0.24
01-2-01100-132-001	Overtime Salaries	515.00	0.00	0.00	515.00	0.00
01-2-01100-220-000	FS Retirement	0.00	1,921.38	508.84	-1,921.38	0.00
01-2-01100-221-002	Elementary Teachers	47,689.00	23,102.20	3,388.94	24,586.80	48.44
01-2-01100-221-001	Secondary Teachers	84,460.00	36,392.83	6,064.30	48,067.17	43.09
01-2-01100-222-001	Secondary Para Social	1,339.00	638.48	110.36	700.52	47.68
01-2-01100-222-002	Elementary Para Social	0.00	29.09	14.83	-29.09	0.00
01-2-01100-223-001	Secondary Subs Social	2,781.00	1,803.13	290.54	977.87	64.84
01-2-01100-223-002	Elementary Subs Social	2,523.00	1,528.31	149.76	994.69	60.58
01-2-01100-230-000	FSHealth Insurance	0.00	2,458.01	644.71	-2,458.01	0.00
01-2-01100-231-002	Elementary Teacher	59,508.00	28,260.50	4,381.14	31,247.50	47.49
01-2-01100-231-001	Secondary Teacher	108,614.00	46,742.96	7,787.95	61,871.04	43.04
01-2-01100-232-001	Secondary Para	1,597.00	824.38	142.48	772.62	51.62
01-2-01100-232-002	Elementary Para	0.00	0.12	0.12	-0.12	0.00
01-2-01100-233-001	Secondary Subs	0.00	147.54	28.98	-147.54	0.00
01-2-01100-233-002	Elementary Subs	0.00	0.79	0.00	-0.79	0.00
01-2-01100-281-002	Elementary Teacher	159,650.00	113,691.19	17,991.91	45,958.81	71.21
01-2-01100-281-001	Secondary Teacher	301,172.00	115,355.33	18,762.22	185,816.67	38.30
01-2-01100-282-000	FS Health Insurance	0.00	4,011.04	1,002.76	-4,011.04	0.00
01-2-01100-282-001	Secondary Para Health	5,769.00	0.00	0.00	5,769.00	0.00
01-2-01100-291-000	Dist Cafeteria Plan Sec	2,781.00	260.00	65.00	2,521.00	9.35
01-2-01100-292-001	Secondary Teacher	1,545.00	0.00	0.00	1,545.00	0.00
01-2-01100-292-002	Elementary Teachers	1,545.00	0.00	0.00	1,545.00	0.00
01-2-01100-320-002	Elementary Professional	773.00	127.50	127.50	645.50	16.49
01-2-01100-320-001	Secondary Professional	1,030.00	127.50	127.50	902.50	12.38
01-2-01100-320-000	District Professional	59,740.00	0.00	0.00	59,740.00	0.00
01-2-01100-340-002	Elementary Other Prof	1,030.00	405.00	0.00	625.00	39.32
01-2-01100-340-001	Secondary Other Prof	1,030.00	540.00	0.00	490.00	52.43
01-2-01100-382-000	Distance Education &	0.00	166.20	41.55	-166.20	0.00
01-2-01100-441-000	Leases	206.00	0.00	0.00	206.00	0.00
01-2-01100-490-002	Elementary Other	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01100-490-001	Secondary Other	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01100-530-000	District	11,330.00	2,326.80	373.95	9,003.20	20.54
01-2-01100-561-001	Secondary Tuition	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-561-000	District Tuition Pd/Reg	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-561-002	Elementary Tuition	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01100-580-002	Elementary Travel	515.00	934.17	0.00	-419.17	181.39
01-2-01100-580-001	Secondary Travel	515.00	599.36	0.00	-84.36	116.38
01-2-01100-610-002	Elementary Supplies	18,540.00	7,620.70	382.83	10,919.30	41.10
01-2-01100-610-001	Secondary Supplies	24,720.00	11,934.82	580.40	12,785.18	48.28
01-2-01100-640-002	Elementary Text	31,415.00	1,285.40	0.00	30,129.60	4.09
01-2-01100-640-001	Secondary	31,415.00	24.44	0.00	31,390.56	0.08
01-2-01100-733-001	Furniture & Equipment	1,030.00	2,802.01	56.99	-1,772.01	272.04
01-2-01100-733-002	Furniture & Equipment	2,060.00	3,991.52	56.99	-1,931.52	193.76
01-2-01100-734-002	Elementary Computer	5,665.00	5,775.00	0.00	-110.00	101.94
01-2-01100-734-001	Secondary Computer	2,060.00	4,715.00	0.00	-2,655.00	228.88
01-2-01100-810-002	Elementary Dues &	3,090.00	2,941.38	622.03	148.62	95.19
01-2-01100-810-001	Secondary Dues & Fees	4,120.00	3,686.20	567.02	433.80	89.47
01-2-01100-890-002	Elementary Misc.	773.00	437.76	437.76	335.24	56.63
01-2-01100-890-001	Secondary Other Misc	773.00	743.75	527.75	29.25	96.22

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
<b>PROGRAM: 01100</b>		<b>2,683,189.00</b>	<b>1,278,564.19</b>	<b>202,869.58</b>	<b>1,404,624.81</b>	<b>47.65</b>
01-2-01150-110-001	LE Proficiency Salaries	0.00	3,378.78	1,377.03	-3,378.78	0.00
01-2-01150-220-001	LE Proficiency Social	0.00	258.47	105.35	-258.47	0.00
01-2-01150-230-001	LE Proficiency	0.00	136.02	136.02	-136.02	0.00
01-2-01150-320-001	LE Contracted Services	0.00	150.00	150.00	-150.00	0.00
01-2-01150-610-001	LE Proficiency Supplies	0.00	45.98	0.00	-45.98	0.00
<b>PROGRAM: 01150</b>		<b>0.00</b>	<b>3,969.25</b>	<b>1,768.40</b>	<b>-3,969.25</b>	<b>0.00</b>
01-2-01160-111-002	Poverty Elementary	36,050.00	41,608.52	9,656.87	-5,558.52	115.42
01-2-01160-211-002	Poverty Health Benefits	11,330.00	5,655.06	942.51	5,674.94	49.91
01-2-01160-221-002	Poverty Social Security	2,781.00	3,519.09	731.46	-738.09	126.54
01-2-01160-231-002	Poverty Retirement	3,580.00	4,608.25	953.90	-1,028.25	128.72
<b>PROGRAM: 01160</b>		<b>53,741.00</b>	<b>55,390.92</b>	<b>12,284.74</b>	<b>-1,649.92</b>	<b>103.07</b>
01-2-01190-110-002	Early Childhood	6,180.00	0.00	0.00	6,180.00	0.00
01-2-01190-111-002	Early Childhood -	25,493.00	22,660.99	3,776.83	2,832.01	88.89
01-2-01190-112-002	Early Childhood - Para	12,360.00	6,113.98	1,067.72	6,246.02	49.47
01-2-01190-113-002	*Elem Sub Salaries	412.00	0.00	0.00	412.00	0.00
01-2-01190-211-002	Early Childhood - Health	1,030.00	0.00	0.00	1,030.00	0.00
01-2-01190-220-001	Early Childhood	474.00	0.00	0.00	474.00	0.00
01-2-01190-221-002	Early Childhood - Social	1,930.00	1,733.52	288.92	196.48	89.82
01-2-01190-222-002	Early Childhood -Para	958.00	467.72	81.68	490.28	48.82
01-2-01190-223-002	*Substitute Soc Sec	36.00	0.00	0.00	36.00	0.00
01-2-01190-231-002	Early Childhood-	2,833.00	2,238.42	373.07	594.58	79.01
01-2-01190-232-002	Early Childhood-	1,596.00	603.92	105.47	992.08	37.84
01-2-01190-340-002	Early Childhood -	515.00	0.00	0.00	515.00	0.00
01-2-01190-580-002	Early Childhood -	566.00	0.00	0.00	566.00	0.00
01-2-01190-610-002	Early Childhood -	2,060.00	0.00	0.00	2,060.00	0.00
01-2-01190-626-002	Early Childhood -	773.00	0.00	0.00	773.00	0.00
01-2-01190-670-002	Travel Or Mileage	566.00	0.00	0.00	566.00	0.00
01-2-01190-734-002	Early Childhood -	515.00	0.00	0.00	515.00	0.00
01-2-01190-810-002	Early Childhood - Dues	0.00	60.00	0.00	-60.00	0.00
<b>PROGRAM: 01190</b>		<b>58,297.00</b>	<b>33,878.55</b>	<b>5,693.69</b>	<b>24,418.45</b>	<b>58.11</b>
01-2-01200-111-001	SPED/ Secondary	92,700.00	54,141.74	9,059.83	38,558.26	58.41
01-2-01200-111-002	SPED ES Director	111,240.00	30,702.00	5,117.00	80,538.00	27.80
01-2-01200-112-002	SPED/ Elementary Para	65,920.00	25,720.09	4,333.80	40,199.91	39.02
01-2-01200-112-001	SPED/ Secondary Para	0.00	7,618.49	2,042.50	-7,618.49	0.00
01-2-01200-113-002	SPED/ Elementary Subs	1,545.00	1,417.50	0.00	127.50	91.75
01-2-01200-113-001	SPED/HS Subs	1,545.00	135.00	0.00	1,410.00	8.74
01-2-01200-132-002	Overtime Salaries	309.00	79.07	0.00	229.93	25.59
01-2-01200-221-002	SPED Elementary	8,755.00	2,348.70	391.45	6,406.30	26.83
01-2-01200-221-001	SPED Secondary	7,236.00	4,141.84	693.08	3,094.16	57.24
01-2-01200-222-001	SPED Secondary Para	0.00	582.82	156.24	-582.82	0.00
01-2-01200-222-002	SPED Elementary Para	5,047.00	1,973.63	331.55	3,073.37	39.11
01-2-01200-223-001	SPED Secondary Sub	0.00	10.33	0.00	-10.33	0.00
01-2-01200-223-002	SPED Elementary Sub	103.00	108.44	0.00	-5.44	105.28
01-2-01200-231-002	SPED Elementary	11,124.00	3,032.70	505.45	8,091.30	27.26
01-2-01200-231-001	SPED Secondary	9,373.00	2,021.76	336.96	7,351.24	21.57
01-2-01200-232-001	SPED Secondary Para	0.00	752.54	201.76	-752.54	0.00
01-2-01200-232-002	SPED Elementary Para	6,412.00	2,548.40	428.09	3,863.60	39.74
01-2-01200-281-002	SPED Elementary	33,990.00	14,492.16	2,415.36	19,497.84	42.64
01-2-01200-281-001	SPED Secondary	33,990.00	3,837.24	639.54	30,152.76	11.29
01-2-01200-282-001	SPED Secondary Para	0.00	173.76	28.96	-173.76	0.00
01-2-01200-282-002	SPED Elementary Para	6,180.00	0.00	0.00	6,180.00	0.00
01-2-01200-291-002	SPED Elementary	260.00	0.00	0.00	260.00	0.00
01-2-01200-291-001	SPED Secondary	260.00	0.00	0.00	260.00	0.00

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
01-2-01200-320-001	SPED Secondary	0.00	40,533.74	7,837.32	-40,533.74	0.00
01-2-01200-320-002	SPED Elementary	1,803.00	0.00	0.00	1,803.00	0.00
01-2-01200-340-001	SPED Secondary	515.00	0.00	0.00	515.00	0.00
01-2-01200-340-002	SPED Elementary Pupil	515.00	0.00	0.00	515.00	0.00
01-2-01200-569-002	SPED Elementary	61,800.00	0.00	0.00	61,800.00	0.00
01-2-01200-569-001	SPED Secondary	309,000.00	0.00	0.00	309,000.00	0.00
01-2-01200-580-002	SPED Elementary	206.00	0.00	0.00	206.00	0.00
01-2-01200-580-001	SPED Secondary	206.00	0.00	0.00	206.00	0.00
01-2-01200-591-002	SPED Elementary Other	773.00	0.00	0.00	773.00	0.00
01-2-01200-591-001	SPED Secondary Other	773.00	0.00	0.00	773.00	0.00
01-2-01200-610-002	SPED Elementary	1,545.00	1,110.12	299.99	434.88	71.85
01-2-01200-610-001	SPED Secondary	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01200-640-001	SPED Secondary	1,236.00	0.00	0.00	1,236.00	0.00
01-2-01200-640-002	SPED Elementary	1,236.00	3,623.16	0.00	-2,387.16	293.14
01-2-01200-650-001	Computer Equipment	515.00	0.00	0.00	515.00	0.00
01-2-01200-650-002	Computer Hardware ES	515.00	0.00	0.00	515.00	0.00
01-2-01200-730-002	Furn & Equipment ES	309.00	0.00	0.00	309.00	0.00
01-2-01200-730-001	Furn & Equipment HS	284.00	0.00	0.00	284.00	0.00
01-2-01200-810-001	SPED Secondary Dues	567.00	0.00	0.00	567.00	0.00
01-2-01200-810-002	SPED Elementary Dues	567.00	0.00	0.00	567.00	0.00
01-2-01200-890-002	SPED Elementary Misc.	206.00	0.00	0.00	206.00	0.00
01-2-01200-890-001	SPED Secondary Misc.	206.00	0.00	0.00	206.00	0.00
<b>PROGRAM: 01200</b>		<b>780,002.00</b>	<b>201,105.23</b>	<b>34,818.88</b>	<b>578,896.77</b>	<b>25.78</b>
01-2-02120-111-002	Guidance Elementary	36,050.00	8,860.90	1,476.82	27,189.10	24.58
01-2-02120-111-001	Guidance Secondary	36,050.00	8,860.89	1,476.81	27,189.11	24.58
01-2-02120-221-002	Guidance Elementary	2,781.00	656.31	109.33	2,124.69	23.60
01-2-02120-221-001	Guidance Secondary	2,781.00	656.31	109.33	2,124.69	23.60
01-2-02120-231-002	Guidance Elementary	3,605.00	875.28	145.88	2,729.72	24.28
01-2-02120-231-001	Guidance Secondary	3,605.00	875.28	145.88	2,729.72	24.28
01-2-02120-281-002	Guidance Elementary	11,330.00	5,655.06	942.51	5,674.94	49.91
01-2-02120-281-001	Guidance Secondary	11,330.00	5,655.06	942.51	5,674.94	49.91
01-2-02120-320-001	Guidance Secondary	6,995.00	2,360.00	0.00	4,635.00	33.74
01-2-02120-320-002	Guidance Elementary	4,120.00	0.00	0.00	4,120.00	0.00
01-2-02120-333-001	GUIDANCE MILEAGE	0.00	31.40	31.40	-31.40	0.00
01-2-02120-340-002	Guidance Elementary	1,545.00	0.00	0.00	1,545.00	0.00
01-2-02120-340-001	Guidance Secondary	1,545.00	0.00	0.00	1,545.00	0.00
01-2-02120-580-002	Guidance Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02120-580-001	Guidance Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02120-610-002	Guidance Elementary	1,030.00	33.93	0.00	996.07	3.29
01-2-02120-610-001	Guidance Secondary	1,030.00	160.08	0.00	869.92	15.54
01-2-02120-650-002	Guidance Elementary	515.00	0.00	0.00	515.00	0.00
01-2-02120-650-001	Guidance Secondary	515.00	0.00	0.00	515.00	0.00
01-2-02120-733-002	Guidance Elementary	257.00	0.00	0.00	257.00	0.00
01-2-02120-733-001	Guidance Secondary	257.00	329.01	0.00	-72.01	128.02
01-2-02120-810-002	Guidance Elementary	1,236.00	0.00	0.00	1,236.00	0.00
01-2-02120-810-001	Guidance Secondary	1,236.00	10.00	0.00	1,226.00	0.81
01-2-02120-890-002	Guidance Elementary	155.00	0.00	0.00	155.00	0.00
01-2-02120-890-001	Guidance Secondary	155.00	166.78	0.00	-11.78	107.60
<b>PROGRAM: 02120</b>		<b>128,535.00</b>	<b>35,186.29</b>	<b>5,380.47</b>	<b>93,348.71</b>	<b>27.37</b>
01-2-02130-116-001	Nurse Secondary	9,991.00	10,701.21	1,872.98	-710.21	107.11
01-2-02130-116-002	Nurse Elementary	9,991.00	10,701.18	1,872.97	-710.18	107.11
01-2-02130-226-002	Nurse Elementary Social	773.00	818.61	143.28	-45.61	105.90
01-2-02130-226-001	Nurse Secondary Social	773.00	818.64	143.28	-45.64	105.90
01-2-02130-236-002	Nurse Elementary	978.00	1,057.00	185.00	-79.00	108.08
01-2-02130-236-001	Nurse Secondary	978.00	1,057.07	185.01	-79.07	108.08
01-2-02130-320-002	Nurse Elementary	206.00	0.00	0.00	206.00	0.00

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
01-2-02130-320-001	Nurse Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02130-610-002	Nurse Elementary	360.00	40.79	0.00	319.21	11.33
01-2-02130-610-001	Nurse Secondary	360.00	22.88	0.00	337.12	6.36
01-2-02130-650-002	Nurse Elementary Other	257.00	0.00	0.00	257.00	0.00
01-2-02130-650-001	Nurse Secondary Other	257.00	0.00	0.00	257.00	0.00
01-2-02130-733-002	Nurse Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02130-733-001	Nurse Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02130-739-002	Nurse Elementary Other	155.00	0.00	0.00	155.00	0.00
01-2-02130-739-001	Nurse Secondary Other	155.00	0.00	0.00	155.00	0.00
<b>PROGRAM: 02130</b>		<b>25,852.00</b>	<b>25,217.38</b>	<b>4,402.52</b>	<b>634.62</b>	<b>97.54</b>
01-2-02150-111-002	Speech Elementary	15,141.00	21,752.76	3,950.87	-6,811.76	143.67
01-2-02150-111-001	Speech Secondary	5,098.00	0.00	0.00	5,098.00	0.00
01-2-02150-221-001	Speech Secondary	412.00	0.00	0.00	412.00	0.00
01-2-02150-221-002	Speech Elementary	1,184.00	1,664.10	302.25	-480.10	140.55
01-2-02150-231-002	Speech Elementary	1,519.00	2,148.66	390.25	-629.66	141.45
01-2-02150-231-001	Speech Secondary	515.00	0.00	0.00	515.00	0.00
01-2-02150-281-001	Speech Secondary	798.00	0.00	0.00	798.00	0.00
01-2-02150-281-002	Speech Elementary	2,369.00	4,011.00	668.50	-1,642.00	169.31
01-2-02150-320-001	Speech Secondary	257.00	0.00	0.00	257.00	0.00
01-2-02150-320-002	Speech Elementary	515.00	0.00	0.00	515.00	0.00
01-2-02150-580-001	Speech Secondary	103.00	0.00	0.00	103.00	0.00
01-2-02150-580-002	Speech Elementary	103.00	0.00	0.00	103.00	0.00
01-2-02150-610-002	Speech Elementary	515.00	0.00	0.00	515.00	0.00
01-2-02150-610-001	Speech Secondary	257.00	0.00	0.00	257.00	0.00
01-2-02150-810-002	Speech Elementary	0.00	20.35	0.00	-20.35	0.00
<b>PROGRAM: 02150</b>		<b>28,786.00</b>	<b>29,596.87</b>	<b>5,311.87</b>	<b>-810.87</b>	<b>102.81</b>
01-2-02160-340-001	OT Secondary Pupil	1,030.00	320.00	224.00	710.00	31.07
01-2-02160-340-002	OT Elementary Pupil	3,605.00	1,296.00	352.00	2,309.00	35.95
<b>PROGRAM: 02160</b>		<b>4,635.00</b>	<b>1,616.00</b>	<b>576.00</b>	<b>3,019.00</b>	<b>34.86</b>
01-2-02170-340-001	PT Secondary Pupil	515.00	0.00	0.00	515.00	0.00
01-2-02170-340-002	PT Elementary Pupil	5,150.00	928.00	0.00	4,222.00	18.02
<b>PROGRAM: 02170</b>		<b>5,665.00</b>	<b>928.00</b>	<b>0.00</b>	<b>4,737.00</b>	<b>16.38</b>
01-2-02190-340-001	BD Secondary Services	257.00	0.00	0.00	257.00	0.00
01-2-02190-340-002	BD Elementary Services	257.00	0.00	0.00	257.00	0.00
01-2-02190-565-002	BD Elementary Tuition	515.00	0.00	0.00	515.00	0.00
01-2-02190-565-001	BD Secondary Tuition	515.00	0.00	0.00	515.00	0.00
<b>PROGRAM: 02190</b>		<b>1,544.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,544.00</b>	<b>0.00</b>
01-2-02220-111-002	Library Elementary	36,050.00	17,267.40	2,877.90	18,782.60	47.90
01-2-02220-111-001	Library Secondary	36,050.00	17,267.40	2,877.90	18,782.60	47.90
01-2-02220-221-002	Library Elementary	2,755.00	1,320.96	220.16	1,434.04	47.95
01-2-02220-221-001	Library Secondary Social	2,755.00	1,320.96	220.16	1,434.04	47.95
01-2-02220-231-002	Library Elementary	3,554.00	1,705.63	284.27	1,848.37	47.99
01-2-02220-231-001	Library Secondary	3,554.00	1,705.63	284.27	1,848.37	47.99
01-2-02220-281-002	Library Elementary	11,330.00	5,655.06	942.51	5,674.94	49.91
01-2-02220-281-001	Library Secondary	11,330.00	5,655.06	942.51	5,674.94	49.91
01-2-02220-440-002	Periodicals	0.00	206.10	206.10	-206.10	0.00
01-2-02220-610-002	Library Elementary	309.00	0.00	0.00	309.00	0.00
01-2-02220-610-001	Library Secondary	309.00	35.56	0.00	273.44	11.51
01-2-02220-640-002	Library Elementary	3,914.00	1,849.34	0.00	2,064.66	47.25
01-2-02220-640-001	Library Secondary	4,377.00	2,044.88	0.00	2,332.12	46.72
01-2-02220-650-002	Library Elementary	4,532.00	0.00	0.00	4,532.00	0.00
01-2-02220-650-001	Library Secondary	2,575.00	781.77	0.00	1,793.23	30.36
01-2-02220-730-002	Library Elementary	257.00	0.00	0.00	257.00	0.00

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
01-2-02220-730-001	Library Secondary	257.00	0.00	0.00	257.00	0.00
01-2-02220-810-002	Library Elementary	309.00	0.00	0.00	309.00	0.00
01-2-02220-810-001	Library Secondary	309.00	0.00	0.00	309.00	0.00
<b>PROGRAM: 02220</b>		<b>124,526.00</b>	<b>56,815.75</b>	<b>8,855.78</b>	<b>67,710.25</b>	<b>45.62</b>
01-2-02230-111-000	Technology Salaries	33,990.00	23,693.25	3,948.87	10,296.75	69.71
01-2-02230-211-000	Technology Health	11,330.00	8,482.60	1,413.76	2,847.40	74.87
01-2-02230-221-000	Technology Social	2,678.00	1,812.54	302.09	865.46	67.68
01-2-02230-231-000	Technology Retirement	3,502.00	2,340.36	390.06	1,161.64	66.83
01-2-02230-241-000	Technology Other	257.00	0.00	0.00	257.00	0.00
01-2-02230-320-001	Technology Professional	4,532.00	0.00	0.00	4,532.00	0.00
01-2-02230-320-002	Technology Professional	773.00	0.00	0.00	773.00	0.00
01-2-02230-340-002	Technology Elementary	6,901.00	6,175.00	0.00	726.00	89.48
01-2-02230-340-001	Technology Secondary	6,901.00	6,175.00	0.00	726.00	89.48
01-2-02230-580-001	Technology Secondary	206.00	0.00	0.00	206.00	0.00
01-2-02230-580-002	Technology Elementary	206.00	0.00	0.00	206.00	0.00
01-2-02230-610-001	Technology Secondary	2,060.00	1,129.40	0.00	930.60	54.83
01-2-02230-610-002	Technology Elementary	1,030.00	1,129.40	0.00	-99.40	109.65
01-2-02230-650-001	Technology Secondary	2,317.00	0.00	0.00	2,317.00	0.00
01-2-02230-650-000	Technology District	53,817.00	470.40	0.00	53,346.60	0.87
01-2-02230-650-002	Technology Elementary	1,287.00	0.00	0.00	1,287.00	0.00
01-2-02230-730-001	Technology Secondary	412.00	0.00	0.00	412.00	0.00
01-2-02230-730-002	Technology Elementary	412.00	0.00	0.00	412.00	0.00
01-2-02230-734-000	Computer Equip	0.00	960.73	0.00	-960.73	0.00
01-2-02230-810-001	Technology Secondary	1,854.00	30.00	0.00	1,824.00	1.62
01-2-02230-810-002	Technology Elementary	1,854.00	0.00	0.00	1,854.00	0.00
01-2-02230-810-000	Technology District	257.00	0.00	0.00	257.00	0.00
01-2-02230-890-001	Technology Secondary	206.00	252.00	0.00	-46.00	122.33
01-2-02230-890-002	Technology Elementary	206.00	0.00	0.00	206.00	0.00
<b>PROGRAM: 02230</b>		<b>136,988.00</b>	<b>52,650.68</b>	<b>6,054.78</b>	<b>84,337.32</b>	<b>38.43</b>
01-2-02310-315-000	BOE Accounting &	5,665.00	1,190.00	0.00	4,475.00	21.01
01-2-02310-317-000	BOE Legal Services	8,240.00	108.64	0.00	8,131.36	1.32
01-2-02310-340-000	BOE Other Professional	2,060.00	5,214.00	0.00	-3,154.00	253.11
01-2-02310-520-000	BOE Liability Insurance	2,060.00	0.00	0.00	2,060.00	0.00
01-2-02310-540-000	BOE Advertising &	7,725.00	3,508.94	2,805.30	4,216.06	45.42
01-2-02310-580-000	BOE Trave/Mileage	773.00	0.00	0.00	773.00	0.00
01-2-02310-610-000	BOE Supplies	3,090.00	308.58	199.95	2,781.42	9.99
01-2-02310-810-000	BOE Dues/Fees	6,695.00	4,301.46	3,833.00	2,393.54	64.25
01-2-02310-890-000	BOE Misc.	2,163.00	6,312.08	55.00	-4,149.08	291.82
<b>PROGRAM: 02310</b>		<b>38,471.00</b>	<b>20,943.70</b>	<b>6,893.25</b>	<b>17,527.30</b>	<b>54.44</b>
01-2-02320-105-000	Superintendent Salary	0.00	135,000.00	11,250.00	-135,000.00	0.00
01-2-02320-110-000	Superintendent	10,557.00	5,288.81	871.26	5,268.19	50.10
01-2-02320-111-000	Superintendent Salaries	162,740.00	22,500.00	0.00	140,240.00	13.83
01-2-02320-130-000	Superintendent	1,802.00	999.44	133.64	802.56	55.46
01-2-02320-220-000	Superintendent	978.00	455.24	72.58	522.76	46.55
01-2-02320-221-000	Social Security	0.00	1,721.26	0.00	-1,721.26	0.00
01-2-02320-225-000	Superintendent Social	12,463.00	10,327.52	860.63	2,135.48	82.87
01-2-02320-230-000	Superintendent	1,236.00	2,624.13	99.27	-1,388.13	212.31
01-2-02320-235-000	Superintendent	16,274.00	4,858.48	1,111.25	11,615.52	28.63
01-2-02320-280-000	Superintendent	4,120.00	0.00	0.00	4,120.00	0.00
01-2-02320-285-000	Superintendent Health	23,690.00	18,447.88	2,359.16	5,242.12	77.87
01-2-02320-295-000	Superintendent Other	360.00	0.00	0.00	360.00	0.00
01-2-02320-580-000	Superintendent	2,266.00	0.00	0.00	2,266.00	0.00
01-2-02320-610-000	Superintendent Supplies	515.00	7,275.37	0.00	-6,760.37	1,412.69
01-2-02320-650-000	Superintendent	1,030.00	991.77	0.00	38.23	96.29
01-2-02320-733-000	Superintendent	360.00	1,071.72	0.00	-711.72	297.70

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
01-2-02320-810-000	Superintendent	1,854.00	185.00	0.00	1,669.00	9.98
<b>PROGRAM: 02320</b>		<b>240,245.00</b>	<b>211,546.62</b>	<b>16,757.79</b>	<b>28,698.38</b>	<b>88.05</b>
01-2-02330-317-000	Gen Admin -Legal	0.00	50,187.70	15,269.06	-50,187.70	0.00
<b>PROGRAM: 02330</b>		<b>0.00</b>	<b>50,187.70</b>	<b>15,269.06</b>	<b>-50,187.70</b>	<b>0.00</b>
01-2-02410-110-002	Principal Secretary	50,470.00	20,114.66	3,352.44	30,355.34	39.85
01-2-02410-110-001	Principal Secretary	31,930.00	15,682.68	2,613.78	16,247.32	49.12
01-2-02410-111-002	Principal Elementary	48,410.00	38,250.00	6,375.00	10,160.00	79.01
01-2-02410-111-001	Principal Secretary	51,242.00	47,289.99	7,791.66	3,952.01	92.29
01-2-02410-130-002	Principal Secretary	1,751.00	757.15	0.00	993.85	43.24
01-2-02410-130-001	Principal Secretary	5,407.00	2,996.60	400.85	2,410.40	55.42
01-2-02410-220-001	Principal Secretary	2,910.00	1,351.50	217.70	1,558.50	46.44
01-2-02410-220-002	Principal Secretary	4,120.00	1,596.69	256.46	2,523.31	38.75
01-2-02410-221-002	Principal Elementary	3,811.00	2,926.14	487.69	884.86	76.78
01-2-02410-221-001	Principal Secondary	3,991.00	3,617.67	596.06	373.33	90.65
01-2-02410-230-001	Principal Secretary	3,734.00	1,845.09	297.77	1,888.91	49.41
01-2-02410-230-002	Principal Secretary	5,227.00	2,061.69	331.15	3,165.31	39.44
01-2-02410-231-002	Principal Elementary	4,815.00	3,778.26	629.71	1,036.74	78.47
01-2-02410-231-001	Principal Secondary	5,121.00	4,617.88	769.64	503.12	90.18
01-2-02410-280-001	Principal Secretary	12,618.00	0.00	0.00	12,618.00	0.00
01-2-02410-280-002	Principal Secretary	8,498.00	0.00	0.00	8,498.00	0.00
01-2-02410-281-002	Principal Elementary	8,498.00	18,247.42	2,325.75	-9,749.42	214.73
01-2-02410-281-001	Principal Secondary	11,845.00	10,594.12	1,324.44	1,250.88	89.44
01-2-02410-333-002	MILEAGE TO STAFF	0.00	653.66	0.00	-653.66	0.00
01-2-02410-580-002	Principal Elementary	1,030.00	862.00	0.00	168.00	83.69
01-2-02410-580-001	Principal Secondary	1,030.00	33.70	0.00	996.30	3.27
01-2-02410-610-002	Principal Elementary	515.00	219.58	0.00	295.42	42.64
01-2-02410-610-001	Principal Secondary	515.00	489.68	36.63	25.32	95.08
01-2-02410-650-002	Principal Elementary	773.00	0.00	0.00	773.00	0.00
01-2-02410-650-001	Principal Secondary	773.00	0.00	0.00	773.00	0.00
01-2-02410-733-002	Principal Elementary	258.00	94.63	0.00	163.37	36.68
01-2-02410-733-001	Principal Secondary	258.00	661.17	0.00	-403.17	256.27
01-2-02410-810-002	Principal Elementary	2,163.00	504.64	0.00	1,658.36	23.33
01-2-02410-810-001	Principal Secondary	2,163.00	984.47	0.00	1,178.53	45.51
01-2-02410-890-002	Principal Elementary	515.00	435.12	86.96	79.88	84.49
01-2-02410-890-001	Principal Secondary	515.00	235.84	80.00	279.16	45.79
<b>PROGRAM: 02410</b>		<b>274,906.00</b>	<b>180,902.03</b>	<b>27,973.69</b>	<b>94,003.97</b>	<b>65.80</b>
01-2-02490-110-001	Extra Duty Salary	29,355.00	6,530.14	1,218.33	22,824.86	22.25
01-2-02490-111-001	Extra Duty Secondary	10,300.00	67,078.32	10,243.83	-56,778.32	651.25
01-2-02490-112-001	Extra Duty Secondary	0.00	3,368.04	494.82	-3,368.04	0.00
01-2-02490-220-001	Extra Duty Social	0.00	499.57	93.21	-499.57	0.00
01-2-02490-221-001	Extra Duty Secondary	1,571.00	5,103.14	779.57	-3,532.14	324.83
01-2-02490-222-001	Extra Duty Secondary	0.00	258.41	37.85	-258.41	0.00
01-2-02490-231-001	Extra Duty Secondary	3,090.00	5,649.53	918.35	-2,559.53	182.83
01-2-02490-232-001	Retirement	0.00	332.66	48.88	-332.66	0.00
01-2-02490-340-001	Extra Duty Secondary	412.00	0.00	0.00	412.00	0.00
01-2-02490-520-001	Catastrophic Student Ins	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02490-580-001	Extra Duty Secondary	258.00	0.00	0.00	258.00	0.00
01-2-02490-610-002	Extra Duty Elementary	309.00	0.00	0.00	309.00	0.00
01-2-02490-610-001	Extra Duty Secondary	1,854.00	317.29	0.00	1,536.71	17.11
01-2-02490-730-001	Extra Duty Secondary	515.00	0.00	0.00	515.00	0.00
01-2-02490-810-001	Extra Duty Secondary	4,120.00	1,225.00	0.00	2,895.00	29.73
01-2-02490-810-002	Extra Duty Elementary	258.00	0.00	0.00	258.00	0.00
01-2-02490-890-002	Extra Duty Elementary	155.00	0.00	0.00	155.00	0.00
01-2-02490-890-001	Extra Duty Secondary	309.00	0.00	0.00	309.00	0.00

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
<b>PROGRAM: 02490</b>		53,536.00	90,362.10	13,834.84	-36,826.10	168.78
01-2-02510-116-000	Gen Business Support	47,380.00	23,108.80	3,851.46	24,271.20	48.77
01-2-02510-226-000	Gen Business Social	3,657.00	1,767.84	294.64	1,889.16	48.34
01-2-02510-236-000	Gen Business	4,687.00	2,282.64	380.44	2,404.36	48.70
01-2-02510-270-000	Gen Business-Acct.	24,076.00	44,208.00	0.00	-20,132.00	183.62
01-2-02510-286-000	Gen Business Health	14,935.00	4,011.00	668.50	10,924.00	26.86
01-2-02510-320-000	Gen Business	1,545.00	0.00	0.00	1,545.00	0.00
01-2-02510-340-000	Gen Business Contract/	773.00	98.57	98.57	674.43	12.75
01-2-02510-351-000	Gen Business Data	6,180.00	5,957.05	0.00	222.95	96.39
01-2-02510-440-000	Gen Business	17,510.00	11,817.79	3,097.17	5,692.21	67.49
01-2-02510-521-000	Fidelity Bond Insurance	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02510-530-000	Gen Business	6,180.00	3,136.18	501.76	3,043.82	50.75
01-2-02510-531-000	Gen Business Postage	3,914.00	1,487.46	0.00	2,426.54	38.00
01-2-02510-580-000	Gen Business	206.00	0.00	0.00	206.00	0.00
01-2-02510-610-000	Gen Business Supplies	3,605.00	2,420.06	73.75	1,184.94	67.13
01-2-02510-650-000	Gen Business Computer	515.00	0.00	0.00	515.00	0.00
01-2-02510-730-000	Gen Business	258.00	0.00	0.00	258.00	0.00
01-2-02510-890-000	Gen Business Misc.	206.00	250.00	0.00	-44.00	121.36
<b>PROGRAM: 02510</b>		136,657.00	100,545.39	8,966.29	36,111.61	73.57
01-2-02610-110-000	Operation of Plant	192,095.00	85,349.65	14,783.77	106,745.35	44.43
01-2-02610-130-000	Overtime Salaries	0.00	1,608.78	513.53	-1,608.78	0.00
01-2-02610-220-000	Operation of Plant	15,244.00	6,652.34	1,170.24	8,591.66	43.64
01-2-02610-230-000	Operation of Plant	19,313.00	7,892.80	1,406.45	11,420.20	40.87
01-2-02610-280-000	Operation of Plant-	35,020.00	19,118.92	2,740.82	15,901.08	54.59
01-2-02610-340-000	Operation of Plant	1,545.00	1,542.48	0.00	2.52	99.84
01-2-02610-610-000	Operation of	30,900.00	24,792.49	2,665.47	6,107.51	80.23
01-2-02610-621-000	Operation of Plant -Fuel	16,480.00	2,800.56	1,264.28	13,679.44	16.99
01-2-02610-622-000	Operation of Plant-	103,000.00	52,137.66	9,511.03	50,862.34	50.62
01-2-02610-626-000	Operation of Plant-	1,030.00	143.01	0.00	886.99	13.88
01-2-02610-629-000	Operation of	11,330.00	5,560.80	906.55	5,769.20	49.08
01-2-02610-733-000	Operation of Plant-	3,090.00	19,264.41	0.00	-16,174.41	623.44
01-2-02610-890-000	Operation of Plant-Misc	773.00	0.00	0.00	773.00	0.00
<b>PROGRAM: 02610</b>		429,820.00	226,863.90	34,962.14	202,956.10	52.78
01-2-02620-340-000	Maintenance of	56,650.00	101,756.75	26,641.19	-45,106.75	179.62
01-2-02620-490-000	Other Property Services	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02620-520-000	Maintenance of	51,500.00	23,861.00	0.00	27,639.00	46.33
01-2-02620-733-000	Maintenance of	2,060.00	381.44	0.00	1,678.56	18.52
01-2-02620-890-000	Maintenance of	1,545.00	88.69	0.00	1,456.31	5.74
<b>PROGRAM: 02620</b>		112,785.00	126,087.88	26,641.19	-13,302.88	111.79
01-2-02650-430-000	Vehicle	6,592.00	3,771.25	675.66	2,820.75	57.21
01-2-02650-626-000	Vehicle	3,605.00	3,099.56	474.45	505.44	85.98
01-2-02650-732-000	Vehicle	25,750.00	0.00	0.00	25,750.00	0.00
01-2-02650-890-000	Vehicle Acquisitions-	515.00	300.00	0.00	215.00	58.25
<b>PROGRAM: 02650</b>		36,462.00	7,170.81	1,150.11	29,291.19	19.66
01-2-02670-340-000	Safety/Security Dist.	1,545.00	1,582.95	35.00	-37.95	102.46
01-2-02670-610-000	Safety/Security Dist	515.00	4,284.60	0.00	-3,769.60	831.96
<b>PROGRAM: 02670</b>		2,060.00	5,867.55	35.00	-3,807.55	284.83
01-2-02710-110-000	Transportation - Salaries	71,070.00	25,115.94	4,712.12	45,954.06	35.34
01-2-02710-220-000	Transportation - Social	5,459.00	1,576.49	302.20	3,882.51	28.88
01-2-02710-230-000	Transportation-	7,056.00	1,162.42	266.93	5,893.58	16.47
01-2-02710-332-000	Transportation - Mileage	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02710-430-000	Transportation-Tires/Par	31,930.00	20,002.25	204.32	11,927.75	62.64

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
01-2-02710-510-000	Transportation -Contract	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02710-826-000	Transportation - Gas/Oil	18,540.00	11,317.65	2,156.81	7,222.35	61.04
01-2-02710-732-000	Transportation - Bus	46,350.00	0.00	0.00	46,350.00	0.00
01-2-02710-733-000	Transportation-	773.00	1,295.89	0.00	-522.89	167.64
01-2-02710-810-000	Transportation -	2,369.00	1,261.86	0.00	1,107.14	53.27
01-2-02710-890-000	Transportation - Misc.	515.00	455.15	0.00	59.85	88.38
<b>PROGRAM: 02710</b>		<b>186,122.00</b>	<b>62,187.65</b>	<b>7,642.38</b>	<b>123,934.35</b>	<b>33.41</b>
01-2-02712-110-000	SPED/Transportation -	14,420.00	15,298.94	2,906.10	-878.94	106.10
01-2-02712-220-000	SPED/Transportation -	1,133.00	1,170.76	222.33	-37.76	103.33
01-2-02712-230-000	SPED/Transportation-R	1,442.00	360.80	71.55	1,081.20	25.02
01-2-02712-332-000	SPED/Transportation-Mi	5,665.00	2,530.61	458.85	3,134.39	44.67
01-2-02712-430-000	SPED/Transportation -	1,236.00	0.00	0.00	1,236.00	0.00
01-2-02712-510-000	SPED/Transportation -	1,030.00	0.00	0.00	1,030.00	0.00
01-2-02712-826-000	SPED/Transportation -	206.00	1,524.91	251.56	-1,318.91	740.25
<b>PROGRAM: 02712</b>		<b>25,132.00</b>	<b>20,886.02</b>	<b>3,910.39</b>	<b>4,245.98</b>	<b>83.10</b>
01-2-03535-111-001	HAL - Secondary	1,288.00	624.99	104.16	663.01	48.52
01-2-03535-111-002	HAL - Elementary	1,288.00	625.00	104.17	663.00	48.52
01-2-03535-221-002	HAL -Elementary Social	103.00	47.82	7.97	55.18	46.43
01-2-03535-221-001	HAL - Secondary Social	103.00	47.82	7.97	55.18	46.43
01-2-03535-231-002	HAL - Elementary	129.00	61.74	10.29	67.26	47.86
01-2-03535-231-001	HAL - Secondary	129.00	61.74	10.29	67.26	47.86
01-2-03535-320-002	HAL -Elementary	155.00	0.00	0.00	155.00	0.00
01-2-03535-320-001	HAL - Secondary	155.00	0.00	0.00	155.00	0.00
01-2-03535-580-001	HAL - Secondary	51.00	0.00	0.00	51.00	0.00
01-2-03535-580-002	HAL - Elementary	51.00	0.00	0.00	51.00	0.00
01-2-03535-610-001	HAL - Secondary	206.00	200.00	0.00	6.00	97.09
01-2-03535-610-002	HAL - Elementary	206.00	0.00	0.00	206.00	0.00
01-2-03535-650-001	HAL Secondary	201.00	0.00	0.00	201.00	0.00
01-2-03535-650-002	HAL - Elementary	201.00	0.00	0.00	201.00	0.00
01-2-03535-810-002	HAL - Elementary	309.00	225.00	0.00	84.00	72.82
01-2-03535-810-001	HAL - Secondary	1,133.00	680.00	0.00	453.00	60.02
01-2-03535-890-002	HAL - Elementary Misc	51.00	0.00	0.00	51.00	0.00
01-2-03535-890-001	HAL - Secondary Misc	51.00	179.80	0.00	-128.80	352.55
<b>PROGRAM: 03535</b>		<b>5,810.00</b>	<b>2,753.91</b>	<b>244.85</b>	<b>3,056.09</b>	<b>47.39</b>
01-2-06200-111-002	Title 1 - Salaries	36,050.00	22,492.54	5,290.89	13,557.46	62.39
01-2-06200-221-002	Title 1 - Social Security	2,781.00	2,022.04	404.75	758.96	72.71
01-2-06200-231-002	Title 1 - Retirement	3,579.00	2,287.90	190.87	1,291.10	63.93
01-2-06200-281-002	Title 1 Health Insurance	11,330.00	5,655.06	942.51	5,674.94	49.91
<b>PROGRAM: 06200</b>		<b>53,740.00</b>	<b>32,457.54</b>	<b>6,829.02</b>	<b>21,282.46</b>	<b>60.39</b>
01-2-06215-112-002	Title I Accountability-	0.00	3,867.33	675.37	-3,867.33	0.00
01-2-06215-222-002	Title I Accountability-	0.00	295.84	51.66	-295.84	0.00
01-2-06215-232-002	Title I Accountability	0.00	382.00	66.71	-382.00	0.00
<b>PROGRAM: 06215</b>		<b>0.00</b>	<b>4,545.17</b>	<b>793.74</b>	<b>-4,545.17</b>	<b>0.00</b>
01-2-06310-111-000	Title II - Salaries	11,021.00	20,137.03	999.03	-9,116.03	182.72
01-2-06310-221-000	Title II - Social Security	845.00	458.58	76.43	386.42	54.27
01-2-06310-231-000	Title II - Retirement	1,092.00	592.09	98.68	499.91	54.22
<b>PROGRAM: 06310</b>		<b>12,958.00</b>	<b>21,187.70</b>	<b>1,174.14</b>	<b>-8,229.70</b>	<b>163.51</b>
01-2-06401-111-002	Title IV - Pre-K Sped	10,300.00	0.00	0.00	10,300.00	0.00
01-2-06401-221-002	Title IV - Pre-K Sped	798.00	0.00	0.00	798.00	0.00
01-2-06401-231-002	Title IV - Pre-K Sped	1,030.00	0.00	0.00	1,030.00	0.00
01-2-06401-340-002	Title IV - Pre-K Sped	2,575.00	0.00	0.00	2,575.00	0.00

# MONTHLY EXPENSE SUMMARY

## FEBRUARY 2020

Account	Description	19-20 Budget	Expenditure to Date	FEBRUARY 2020 Expenses	Ending Balance	Percentage (%)
<b>PROGRAM: 06401</b>		14,703.00	0.00	0.00	14,703.00	0.00
01-2-06404-111-002	IDEA Part B - Salaries	25,338.00	0.00	0.00	25,338.00	0.00
01-2-06404-221-002	IDEA Part B - Social	1,906.00	0.00	0.00	1,906.00	0.00
01-2-06404-231-002	IDEA Part B -	2,523.00	0.00	0.00	2,523.00	0.00
01-2-06404-281-002	IDEA Part B - Health	3,935.00	86.74	14.48	3,848.26	2.20
<b>PROGRAM: 06404</b>		33,702.00	86.74	14.48	33,615.26	0.25
01-2-06406-340-000	IDEA Preschool Base -	8,240.00	2,400.00	288.00	5,840.00	29.13
<b>PROGRAM: 06406</b>		8,240.00	2,400.00	288.00	5,840.00	29.12
01-2-06407-110-002	IDEA Preschool	7,725.00	0.00	0.00	7,725.00	0.00
01-2-06407-220-002	IDEA Preschool	592.00	0.00	0.00	592.00	0.00
01-2-06407-230-002	IDEA Preschool	773.00	0.00	0.00	773.00	0.00
<b>PROGRAM: 06407</b>		9,090.00	0.00	0.00	9,090.00	0.00
01-2-06410-111-000	DIST IDEA - Salaries	21,370.00	12,510.30	2,184.16	8,859.70	58.54
01-2-06410-112-000	*IDEA Enr/Pov(611)*	5,091.00	0.00	0.00	5,091.00	0.00
01-2-06410-221-000	DIST IDEA - Social	397.00	957.04	167.09	-560.04	241.07
01-2-06410-222-000	*IDEA Enroll/Poverty*	1,638.00	0.00	0.00	1,638.00	0.00
01-2-06410-231-000	DIST IDEA - Retirement	2,217.00	1,235.75	215.75	981.25	55.74
01-2-06410-232-000	*IDEA Enroll/Poverty*	510.00	0.00	0.00	510.00	0.00
01-2-06410-282-000	IDEA Para Health Ins	5,974.00	0.00	0.00	5,974.00	0.00
01-2-06410-340-000	DIST IDEA - Contract	12,360.00	0.00	0.00	12,360.00	0.00
<b>PROGRAM: 06410</b>		49,557.00	14,703.09	2,567.00	34,853.91	29.66
01-2-06690-565-001	Secondary Education	0.00	538.97	0.00	-538.97	0.00
01-2-06690-569-001	Secondary Education	0.00	128.79	0.00	-128.79	0.00
<b>PROGRAM: 06690</b>		0.00	667.76	0.00	-667.76	0.00
01-2-06992-650-000	REAP - Computer	24,720.00	0.00	0.00	24,720.00	0.00
<b>PROGRAM: 06992</b>		24,720.00	0.00	0.00	24,720.00	0.00
01-2-08000-912-000	Fund Transfer to Lunch	5,150.00	0.00	0.00	5,150.00	0.00
01-2-08000-913-000	Fund Transfer to Activity	30,900.00	0.00	0.00	30,900.00	0.00
01-2-08000-914-000	Fund Transfer to	80,000.00	0.00	0.00	80,000.00	0.00
01-2-08000-915-000	Fund Transfer to EE	2,500.00	0.00	0.00	2,500.00	0.00
<b>PROGRAM: 08000</b>		118,550.00	0.00	0.00	118,550.00	0.00
01-2-09000-890-000	Non Programmed	0.00	4,487.54	88.79	-4,487.54	0.00
<b>PROGRAM: 09000</b>		0.00	4,487.54	88.79	-4,487.54	0.00
		5,899,026.00	2,961,759.91	464,052.86	2,937,266.09	50.20

**Weeping Water Public School MARCH 2020 Claims For Payment**

<b>Vendor Name</b>	<b>Check Description (Detail)</b>	<b>Check Amount</b>	<b>Account #</b>
Advanced Office Automations	Rizo Copies	\$ 96.40	02510-440-000
Academic Hallmarks	Quiz Bowl Fee	\$ 61.80	03535-810-000
AAA Roofing	Contract Service	\$ 296.00	02620-340-000
Best Care Employee Assistance Program	Contract Service	\$ 870.00	01100-292-001
Best Care Employee Assistance Program	Contract Service	\$ 870.00	01100-292-002
Boystown	Pupil Contract Services	\$ 6,931.26	01200-320-001
Bristol Wenzl	Cell Phone Reimbursement	\$ 81.24	02410-890-002
Bristol Wenzl	Mileage	\$ 207.00	02410-333-002
Carol's Flowers	Memorials- Weber , Elseman	\$ 110.00	02310-810-000
Cengage Learning	LE Supplies	\$ 760.05	01150-610-001
CenterPoint Energy	Main Building Fuel	\$ 1,513.48	02610-621-000
Conestoga Public Schools	Quiz Bowl Meal Reimburse	\$ 84.00	03535-610-001
Dana Cole & Co.	Sec. 125	\$ 65.00	01100-291-000
Egan Supply	Supplies	\$ 958.74	02610-610-000
ESU#3	PLD Wksp- Robinett, Strong	\$ 28.00	01100-810-001
ESU#3	Strength Wksp- D Bickford	\$ 13.25	02120-810-001
ESU#3	Strength Wksp-L Dierberger	\$ 13.25	01200-810-001
ESU#3	Strength Wksp- T Welte	\$ 13.25	02410-810-001
ESU#3	Strength Wksp- Weber, Cover, Mozena	\$ 39.75	01100-810-001
ESU#3	Navigating Wksp - Mozena-Cover	\$ 12.75	01100-810-001
Express Lane	Pizza	\$ 83.40	01100-610-001
Futuramic Products	Supplies	\$ 28.50	01100-610-002
Futuramic Products	Supplies	\$ 28.50	01100-610-001
Grainger	Supplies	\$ 941.22	02610-733-000
Harris School Solutions	DeMike Electronic Signature	\$ 50.00	02310-810-000
Hayes Mechanical	Contract Service	\$ 9,648.02	02620-340-000
Heartland Academic	Quiz Bowl Fee	\$ 200.00	03535-810-000
Josten's	Diploma	\$ 13.17	02490-610-001
Just for Kids Therapy	Pupil contract services-preschool	\$ 720.00	06406-320-000
Just for Kids Therapy	Pupil contract services	\$ 64.00	02160-320-002
Just for Kids Therapy	Pupil contract services	\$ 256.00	02170-320-002
JW Pepper	Supplies	\$ 108.99	01100-610-001
KSB Law	Legal Service	\$ 94.50	02330-317-000
Kevin White	Reimburse Instrument Purchase	\$ 400.09	01100-733-001
Lincoln Journal Star	Advertisement	\$ 172.52	02310-540-000
Linda Twomey	Parent Mileage Reimbursement		02712-332-000
Madonna School	Pupil Contract Service Feb	\$ 2,093.04	01200-320-001
Marthy Bailey	Reimbursement-CDL	\$ 18.50	02710-810-000
Matheson Tri-Gas	Supplies	\$ 208.71	01100-610-001
Meeske Auto	Maintenance	\$ 176.99	02610-610-000
Meeske Auto	Transportation	\$ 155.98	02710-430-000
Meeske Hardware	Transportation	\$ 19.79	02710-890-000
Meeske Hardware	Supplies	\$ 121.44	02610-610-000
Meyer Laboratory, Inc.	Supplies	\$ 695.13	02610-610-000
Mid-America Pest Control	Contract Service	\$ 86.96	02620-340-000
Nebraska Iowa Supply Co. Inc.	Transportation	\$ 2,007.00	02710-626-000
O'Keefe	Elevator Maintenance and repair	\$ 377.04	02620-340-000
OPPD	Electric Service	\$ 10,918.73	02610-622-000
Paintin Place Ceramics	Supplies	\$ 170.10	01100-610-001
Peru State College	Math Competition Fee	\$ 113.00	01100-810-001
PSAT/NMSQT	TESTING MATERIAL	\$ 425.00	02120-610-001
SCIP- Michaela Emmons	Registration - DBickford	\$ 65.00	02120-810-002
SCIP- Michaela Emmons	Registration - Tanderson	\$ 65.00	02130-810-002
Schmidt Music	Repairs	\$ 120.00	01100-610-001
Scholastic	Supplies	\$ 288.17	01100-610-002
Stop N Shop	Sped Transportation	\$ 199.85	02712-626-000
Teaching Strategies	Supplies	\$ 2,453.41	01190-610-002
Teacher Innovations	Annual Membership Renewal	\$ 263.25	01100-610-001
Teacher Innovations	Annual Membership Renewal	\$ 263.25	01100-610-002



# PICTURE DAY IS:

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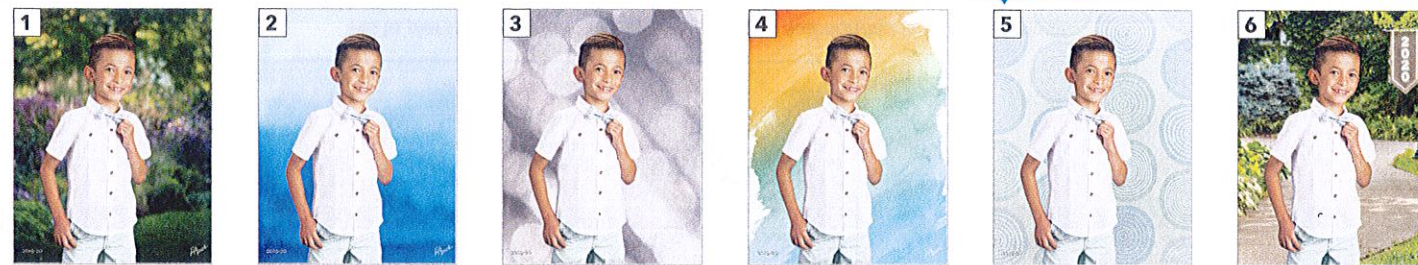
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## 1 Choose a Package

<p><b>A Deluxe</b> <b>\$27</b> Shutterfly eligible package 1 - 8x10 2 - 5x7 4 - 3x5 8 - 2x3 1 - Fun Pack</p>	<p><b>C Premium</b> <b>\$37</b> Shutterfly eligible package 2 - 8x10 4 - 5x7 4 - 3x5 12 - 2x3 1 - Fun Pack 1 - Variety Magnet</p>	<p><b>E. Value</b> <b>\$21</b> 2 - 5x7 4 - 3x5 8 - 2x3</p>
<p><b>B Deluxe Plus</b> <b>\$31</b> Shutterfly eligible package</p> <p>Bundle + Save 8 - Variety 2x3 added to your Deluxe Plus package</p>	<p><b>D Premium Plus</b> <b>\$41</b> Shutterfly eligible package</p> <p>Bundle + Save 8 - Variety 2x3 added to your Premium Plus package</p>	<p><b>F. Value Plus</b> <b>\$25</b></p> <p>Bundle + Save 8 - Variety 2x3 added to your Value Plus package</p>
<p><b>G Ultimate</b> <b>\$41</b> Shutterfly eligible package</p> <p><b>BEST VALUE!</b></p> <p>Bundle + Save 8 - Variety 2x3 added to your Ultimate package</p>	<p><b>H Family</b> <b>\$32</b> Shutterfly eligible package 1 - 8x10 3 - 5x7 4 - 3x5 12 - 2x3 1 - Fun Pack 1 - Variety Magnet</p>	
	<p><b>I. Basic</b> <b>\$16</b> 4 - 3x5 8 - 2x3</p>	

Or customize your package and see more choices at [mylifetouch.com](http://mylifetouch.com)

## 2 Choose your Image



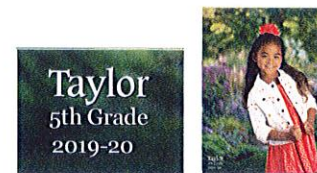
Poses will vary by student.

## 3 Select your Add-Ons

<p><b>Fun Pack</b> <b>\$14</b> 1 - Luggage Tag 5 - Key Tags 1 - Bookmark 1 - Door Hanger</p>	<p><b>Variety Magnets</b> <b>\$14</b> 2 - 3x5 magnets 4 - 2x3 magnets</p>
--	---

## 4 Name & Grade Enhancements

Add to All Portraits **\$9**  
- OR -  
Add to Wallets Only (2x3) **\$6**



Order on [mylifetouch.com](http://mylifetouch.com)

Picture Day ID: **BN219018Q0**

No need to return this form for online orders—see you at Picture Day!

If you do not order online, complete this form, enclose exact payment and return on Picture Day. Make money orders/checks payable to Lifetouch.

Student First & Last Name \_\_\_\_\_

Teacher Last Name \_\_\_\_\_ Student Grade \_\_\_\_\_

Parent First & Last Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Mobile Phone Number  
( ) - -

Your signature constitutes your written consent to use automated technology to call and/or text you at this cell phone number for any reason, including promotional purposes, for Lifetouch + Shutterfly. You are not required to provide this consent to make a purchase from us.

Email Address  
-@

	Qty	Price	Total	Image Code
<b>Packages</b>	A. Deluxe	\$27		
	B. Deluxe Plus	\$31		
	C. Premium	\$37		
	D. Premium Plus	\$41		
	E. Value	\$21		
	F. Value Plus	\$25		
	G. Ultimate	\$41		
	H. Family	\$32		
	I. Basic	\$16		
<b>Add-Ons</b>	J. (8) 2x3 Wallets	\$14		
	K. (2) 5x7	\$14		
	L. (1) 8x10	\$14		
	M. (4) 3x5	\$14		
	N. Fun Pack	\$14		N/A
	O. Variety Magnet Sheet	\$14		N/A

<b>Enhancements</b>	Premium Retouching <small>Basic plus whitens teeth and evens skin tone</small>	\$12
	Basic Retouching <small>Removes blemishes</small>	\$7
	Name & Grade On All Portraits*	\$9
	Name & Grade On Wallets (2x3)*	\$6
	<b>SUBTOTAL</b>	
Add sales tax.	7%	
<b>TOTAL</b>		

\*Name & Grade  
Please print first name exactly how it should appear on portraits.

Weeping Water Public School BN219018Q0 BN01XP903363 73935

Proposal  
For  
School Portraits

Presented  
To  
Weeping Water Public Schools

By  
Martin Photography



Martin Photography is excited for the opportunity to present the Weeping Water Public Schools with our proposal for school portraits. With over 45 years of trusted experience, Martin Photography is a locally owned, family business dedicated to partnering with over 100 schools to create memories that last a lifetime. Our company is very honored to have received the National Association of Elementary School Principals (NAESP) Region 2, Friends of Education Award for our contributions to educators and education in the state of Nebraska. You can feel secure that our permanent, full-time photographers are trained to work with school age children and are recognized by students and faculty year after year. The professionalism and expertise of our photographers is reflected in the quality of our school portraits. Our company is committed to providing the Weeping Water Public Schools with personal touches by offering the following quality products and services **FREE OF CHARGE**:

- **School Administration Software CD** - CD with images of all students and staff. CDs will be formatted accordingly to operate with your school administrative system.
- **Student Service Photo Stickers** - Color sticker photos of students with adhesive backing. Ideal for student cumulative files, yearbooks, records and projects.
- **Student Photo Directory** - 5 directories of student and staff photographs complete with names and grades.
- **Student & Staff ID Cards** - Available with barcodes and designed with school colors. Grades 5-12.
- **School Day Portraits** - Remember the school years. The authentic school day individual portrait. Capture the memories that last a lifetime.
- **Add-On Products** – The Add-On Options may be purchased separately – you **do not** need to order a package to purchase one of these products!
- **Yearbook CD** - CD formatted to the PSPA guidelines required by yearbook companies.
- **Yearbook Kits** - Complete Color yearbook kits are available.
- **All School Wall Composite** - Each individual student and staff member will be featured on this wall composite. Display this proudly on your school wall.
- **Digital Portrait Enhancements and Items** - Professional digital cameras and lighting are used to capture the images which allow us to view each student image and to offer special enhancements and products.
- **Yearbook Photographs** - Photographs of special groups and clubs.
- **Complimentary Faculty and their Children Portraits** - As a token of appreciation for their help, all faculty and their children will receive a complimentary portrait package F. In addition, all classroom teachers will receive a class composite.
- **Satisfaction Guarantee** - As always, retakes and refunds available upon request.

# Weeping Water Public Schools

2020-2023

## School Picture Package Pricing

<b>Package A</b>	<b>\$35.00</b>	<b>Package B</b>	<b>\$29.00</b>	<b>Package C</b>	<b>\$25.00</b>
1 – Class Composite 2 – 8x10 2 – 5x7 2 – 3x5 4 – Wallets 16 – Exchange 1 – My Photo Cd		1 – Class Composite 1 – 8x10 2 – 5x7 2 – 3x5 4 – Wallets 16 – Exchange		1 – Class Composite 1 – 8x10 2 – 3x5 4 – Wallets 16 – Exchange	

<b>Package D</b>	<b>\$22.00</b>	<b>Package E</b>	<b>\$18.00</b>	<b>Package F</b>	<b>\$13.00</b>
1 – Class Composite 1 – 5x7 2 – 3x5 4 – Wallets 8 – Exchange		1 – Class Composite 2 – 3x5 2 – Wallets 12 – Exchange		1 – Class Composite 2 – 3x5 8 – Exchange	

**Class Composite Program — Every student will receive a Class Composite whether ordering pictures or not.**

### Add-On Items

Items may be purchased separately

1-8x10 - \$9.00	Metal Desk Print - \$15.00
2-5x7 - \$9.00	Dog Tag - \$13.00
8-Wallets - \$9.00	Reflections Print - \$12.00
16-Exchanges - \$9.00	Key Fobs - \$8.00
4-3x5 - \$9.00	My Photo CD - \$15.00/\$25.00
2-5x7 Black & White - \$10.00	Magnets - \$12.00
Message Center - \$12.00	Personalization - \$7.00
Fun Pack - \$10.00	Retouching - \$8.00

# SCHOOL PICTURE AGREEMENT

**MARTIN PHOTOGRAPHY**  
9819 South 168<sup>th</sup> Avenue - Suite 6C  
Omaha, NE 68136  
(402) 333-3393  
Toll Free (866) 837-5023  
[martinschoolpics@aol.com](mailto:martinschoolpics@aol.com)  
[www.martinschoolphotography.com](http://www.martinschoolphotography.com)

## Weeping Water Public Schools

School: Weeping Water Public Schools

Phone: 402-267-2445

Address: 204 West O Street, PO Box 206

City: Weeping Water

State: NE

Zip Code: 68463

\*\*\*\*\*  
MARTIN PHOTOGRAPHY is granted the privilege to photograph the students of the above school for the year of 2020—2023.  
It is agreed that all pictures taken will merit the approval of the school administrators or sponsoring group.  
\*\*\*\*\*

PACKAGES	A	B	C	D	E	F
8 X 10	2	1	1			
5 X 7	2	2		1	1	
3 X 5	2	2	2	2	2	2
Wallets	4	4	4	4		
Exchange	16	16	16	8	8	8
Photo Cd	1					
Composite	1	1	1	1	1	1
Selling Price	\$35.00	\$29.00	\$25.00	\$22.00	\$18.00	\$13.00

All Elementary grade students will receive a Class Composite.

*AS ALWAYS, SATISFACTION GUARANTEED!*

Approved By: \_\_\_\_\_

Representative: Tod Martin

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

Servicing Nebraska schools for over 47 years!



January 30, 2020

Weeping Water Public Schools,

Thank you for this opportunity to bid on the 2020-2023 student photography services. The enclosed packet has been designed to provide you with an overview of what School Expressions can offer Weeping Water Public Schools.

You will see that our parent pleasing products, pricing and local customer service will all be a huge benefit for Weeping Water Public Schools. School Expressions is committed to your satisfaction, and our work is guaranteed to please you, your students and parents.

Again, I appreciate the opportunity to show you how School Expressions can form a partnership with Weeping Water Schools. Let me prove to you just how good your student photography program can be!

Please do not hesitate to reach out to me if you have any additional questions. By phone at 402-274-7236 or email at [mandyhallphotography@gmail.com](mailto:mandyhallphotography@gmail.com).

Sincerely,

A handwritten signature in black ink that reads "Mandy Hall". The signature is written in a cursive, flowing style.

Mandy Hall  
Owner/Professional Photographer

# School Photography Proposal for Weeping Water Public Schools



Presented By:



Mandy Hall - Owner/Professional Photographer  
1720 O. Street - Auburn, NE 68305  
402-274-7236

[schoolexpressions@gmail.com](mailto:schoolexpressions@gmail.com)  
[schoolexpressions.com](http://schoolexpressions.com) - [mandyhallphotography.com](http://mandyhallphotography.com)

# School Photo Proposed Dates

2020/2021, 2021/2022 & 2023/2024 school years

-4 Photo days

-Dates to be decided upon by school & photographer

-1 Photographer & 1 assistant, provided by School Expressions will be working in tandem to minimize out of classroom time and speed the photo taking process

## School Expressions will provide at NO CHARGE the following:

### All forms & envelopes

-Your school will be provided with Picture Day Notice Fliers, Prepay packets & delivery envelopes for all students and teachers.

### Student & Faculty ID Cards with bar code

-Produced for all students grade 5-11 for the following school year.

-See sample of what this potentially would look like below

-Plastic, Laminated ID Card.

### Electronic Download of Images

-All student & faculty photos will be given to the school in digital form for their use.

### School Pride Poster

-Poster of all students in School - poster will be ready for framing.

### Principles Albums

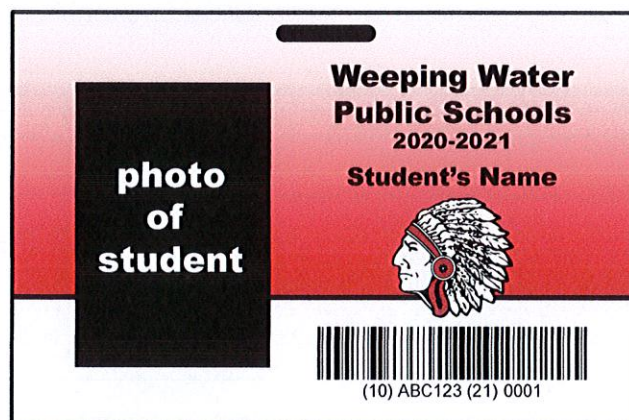
-Printed album of all students including names.

### Peel-and-Stick Permanent Record Photos

-One sheet of 6 stickers per student. Will include name, class & teacher.

### All certified employees & dependents will receive at no charge to them Package D.

-Teachers may upgrade packages - Cost difference will be due.



## In addition to the previous outlined items School Expressions will also offer Weeping Water the following:

### Safety Card plus Photo Book Mark

-Each student of Weeping Water will receive 2 free safety cards plus a photo book mark, compliments of School Expressions. No order necessary to receive this item. (see sample in packet)

### School Board Photography & Image CD.

- Professional images of each school board member, plus group photo if desired. Retouched selected images of each member and group provided to you for your use.
- Date & time to be decided.

### Rebate of Net Sales from School Photo Packages Sold

- In appreciation of the opportunity to serve Weeping Water Public Schools we will provide your school a 5% rebate on the net sales of all photo packets sold.

### Goodwill Packages

-We will provide a limited number of complimentary Gift Cards which can be distributed by the Principal or Guidance Counselor to families of needy students who would not otherwise be able to afford to buy portraits.

### Sports Photos

-I would be happy to come to Weeping Water 3 times a year and offer your student athletes sport photos. Please see sample price sheet & photos in your packet.

### Yearbook Production

-I am happy to produce and print your yearbooks for you. Please contact me for a quote or with questions.

#### Package A

1-10x13, 2-8x10  
4-5x7, 4-3.5x5  
14-2x3 Jumbo Wallets  
16-Exchange Wallets  
Free Digital Download

**\$50**

#### Package B

1-8x10, 3-5x7  
4-3.5x5  
14- 2x3 Jumbo Wallets  
8 Exchange Wallets

**\$39**

#### Package C

1-8x10, 2-5x7  
4-3.5x5  
14-2x3 Jumbo Wallets

**\$30**

#### Package D

1-8x10  
2-3.5x5  
4-2x3 Jumbo Wallets

**\$19**

#### Package E

2-3x5x5  
4-2x3 Jumbo Wallets

**\$12**

#### ADDITIONAL OPTIONS

Add to a package or Build your Own Package

F. 1-10x13	\$20
G. 1-8x10	\$12
H. 1-5x7 & 4 Jumbo Wallets	\$12
I. 4-3.5x5	\$12
J. 12-2x3 Jumbo Wallets	\$12
K. 16-Exchange Wallets	\$12
L. Digital Download	\$30
M. 4x5 Magnet	\$12
N. Metal Photo Keychain	\$15
O. 8x10 Class Composite	\$15

## Package & Print Pricing

(see sample order form in packet)

# Seven Great Reasons to Select School Expressions as your School Portrait Provider!

**1. Get the job done RIGHT!** School Expressions will go above and beyond to be sure the job is done right the first time and done one time! We will spend a bit more time per student and pay more attention to detail when portraits are taken. This includes attention to details such as hair placement, straightened collars and necklaces, and the “little” things that can make a real difference. In addition we will provide mirrors, tissues and free combs for use by students for preparation of their photo. We want parents and students to be happy with their school photos. This begins with our efforts to make Picture Day a fun and pleasurable experience for students. We want students to feel “at ease”. School Expressions will keep in mind the time line and schedule of the day and get students back to class in a timely manner.

**2. VALUE!** We provide parents with packages that they desire and options to create their own packages. Our packages are priced competitively and will suit all budgets and desires.

**3. 100% LOCAL customer service!** Our office is located in Auburn, NE and we are right here to answer questions or help a customer before and after photos are taken. We will have the ability to take care of customer service needs quickly and efficiently.

**4. Experience.** I have been running my portrait business, Mandy Hall Photography for 20+ years.. I specialize in photographing families, children, weddings, seniors, sports photography, event photography, preschools, and more! I expanded to add a school division three years ago and School Expressions has been going strong since. With a wide range of experience and expertise you can trust that we have the knowledge and experience to handle any situation. School Expressions has the professional equipment and lighting needed to have the best well-lit school photos for your students and staff.

**5. 100% Guarantee of Satisfaction!** School Expressions will stand behind the work. We offer free retakes or will gladly remake the product if the customer is unsatisfied. Ultimately, we'll offer a complete refund if the customer is not otherwise satisfied.

**6. Economic Impact!** Keeping your school photography contract with a business in Southeast Nebraska will keep your dollars LOCAL! As an added bonus, my processing partner, Marathon Press, Inc. is a Nebraska company based out of Norfolk, NE.

**7. Environmental Impact!** Our process is more GREEN! Through our photo processing partner, Marathon Press, Inc., we offer a more environmentally friendly printing process than our competitors. Marathon's advanced digital printing system discharges none of the harmful effluent chemicals into the drain that conventional photo processes do. Plus, our photo paper and production waste is 100% recyclable.

# **WEeping WATER PUBLIC SCHOOLS**

204 WEST O STREET, PO BOX 206  
WEeping WATER NE 68463  
PHONE: 402-267-2445 FAX: 402-267-5217

## **ADMINISTRATIVE PROFESSIONAL DAY PROCLAMATION**

**Whereas, Administrative Professionals contribute greatly to the education vitality of the State of Nebraska with their talent, discipline, and skill, which provide a strong base for the smooth operation of any office; and**

**Whereas, Administrative Professionals perform not only clerical tasks, but are often responsible for administrative and public relations duties as well; and**

**Whereas, Without their wealth of knowledge and keen awareness of procedure in the workplace, efficiency and effectiveness would drop dramatically; and**

**Whereas, The annual observance of Administrative Professionals' Day is an excellent opportunity for employers and fellow employees in all office settings to recognize the countless contributions made by administrative professionals throughout the year;**

**Now, therefore, be it resolved that Weeping Water Public Schools, Board of Education and Superintendent of Schools declare April 22, 2020 as "Administrative Professionals' Day".**

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**Adam DeMike, President**

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**Kevin Reiman, Superintendent**

# **WEEPING WATER PUBLIC SCHOOLS**

204 WEST O STREET, PO BOX 206  
WEEPING WATER NE 68463  
PHONE: 402-267-2445 FAX: 402-267-5217

## **PARAPROFESSIONAL DAY PROCLAMATION**

**Whereas, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and**

**Whereas, Paraprofessionals are integral to the education process; and**

**Whereas, Paraprofessionals provide a safe and healthy learning environment for students; and**

**Whereas, Paraprofessionals work tirelessly to serve our children and communities with care and professionalism;**

**Now, therefore, be it resolved that Weeping Water Public Schools Board of Education and Superintendent of Schools declare April 1, 2020 as "Auburn Paraprofessional Day" .**

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**Adam DeMike, President**

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**Kevin Reiman, Superintendent**

# **WEeping WATER PUBLIC SCHOOLS**

**204 WEST O STREET, PO BOX 206  
WEeping WATER NE 68463  
PHONE: 402-267-2445 FAX: 402-267-5217**

## **SCHOOL LIBRARY PROCLAMATION**

**WHEREAS, the school library is to ensure that students and staff are effective users of ideas and information; and**

**WHEREAS, the school librarian's role is to provide the leadership and expertise necessary to ensure that the school library is an integral part or the instructional program of the school; and**

**WHEREAS, the Board of Education has entrusted the school librarian in each school to teach the skills of locating and using information through traditional resources and new technologies, to provide literature appreciation activities, and to guide and encourage content and recreational reading to every student; and**

**WHEREAS, lifelong learning begins and is systematically developed through the school library curriculum of the elementary and secondary schools; and**

**WHEREAS, the school library contributes to the individual growth and development of all students, while fostering both excellence and equity in education; and**

**WHEREAS, the school librarian of Weeping Water Public Schools has dedicated themselves to work for quality school libraries for all students;**

**NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Weeping Water Public Schools does hereby proclaim April 2020 as School Library Month calls upon school administrators, teachers, students and citizens of Weeping Water to recognize and support this action and to participate throughout the month of April in the celebration of School Library Month.**

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**Adam DeMike, President**

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**Kevin Reiman, Superintendent**

## **Board Policy 4006**

### **Insurance**

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a collective bargaining agreement.

Adopted on: May 14, 2014

## **4005**

### **Communication Between the Board and District Employees**

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: May 14, 2014

Revised on: \_\_\_\_\_

## **4008 Outside Employment**

1. An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
  - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
  - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
  - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
  - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
  - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
  - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
  9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
  10. Staff may not exploit their professional relationships for personal gain.

Adopted on: May 14, 2014

Revised on: \_\_\_\_\_

**4009**  
**Restrictions on Employees Receiving Gratuities**

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$ 50.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: May 14, 2014

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **Board Policy 4010**

### **Inclement Weather**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

Adopted on: May 14, 2014

Revised on: \_\_\_\_\_

**Data Breach Response**

**I. Preparation**

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

**A. Data Governance**

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

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Staff members with access to district devices,
4. Staff members with active usernames and passwords for any district software.

**B. New Devices and Software**

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

**II. Incident Response Plan**

**A. Assessment and Investigation**

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.
2. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that

personal information has been or will be used for an unauthorized purpose.

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

**B. Notification of Affected Individuals**

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

**C. Notification of Law Enforcement and Outside Organizations**

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

Adopted on: July 9, 2018

**Technology in the Classroom**

**I. In General**

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

**II. Devices**

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

B. Any classroom recordings made by a staff member will be made pursuant to district policy.

**III. Applications**

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.
  
- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.
  
- C. Staff-Selected Applications.
  - 1. Staff are permitted to select applications for use in the classroom.
  
  - 2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: July 9, 2018

## Board Policy 4003

### Drug Policy Regarding Drivers

**Policy Statement.** Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Types of Testing.** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

**Refusal to Submit to Testing.** The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment.

**Disqualification.** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing.** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing.** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing.** All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random

selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure.** All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive.

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day.

**Confidentiality.** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release. Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting.** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: May 14, 2014

## **Board Policy 4004**

### **Employment of Relatives, Domestic Partners and Significant Others**

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule. The superintendent and/or board may make exceptions to this general rule.

Adopted on: May 14, 2014

## **3048 Communicable Disease**

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

**Communicable Diseases.** Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

**School Attendance and Participation in School Sponsored Activities.** A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

**Infection and Exposure Control Procedures/Universal Precautions.** The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

**Confidentiality.** The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's

communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

**Staff Training.** Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

**Reporting.** School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Adopted on: May 14, 2014

## **4002 Drug Free Workplace**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Adopted on: May 14, 2014