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Cheyenne County School District #17-0003
Leyton Public Schools Board of Education
Regular Meeting - May 8, 2023
7:00 PM

</div>

1. Call to Order
   1.1. Announcement of Open Meetings Act Posting
   1.2. Roll Call
   1.3. Communications; Pledge of Allegiance
   1.4. Approval of Agenda
2. Hearings and Persons to Address the Board
3. Special Presentations to the Board
4. Reports
   4.1. Student Board Member's Report
   4.2. Board Reports:
      1. Technology Committee: Mr. Borges

      2. Negotiations Committee: Mr. Benish

      3. Workshops and Board Training: Mr. Wiedeman: Legislative Advocacy Day Presentation
   4.3. Principal's Report
   4.4. Superintendent's Report
5. Regular Agenda
   5.1. Excusing a Board Member(s);
   5.2. Special Recognition;
   5.3. Review, consider, and take action regarding Minutes of the Regular Board Meeting, April 13, 2023
   5.4. Review, consider, and take action regarding claims, warrants, and transfers
   5.5. Review and consider regarding Policy review and/or updates for policies 6000-6018
   5.6. Review, consider, and take action regarding updating policy #4040 (Classified Staff Terms)
   5.7. Review, consider, and take action regarding the potential addition to policy #6028 The Extracurricular Activities Program
   5.8. Review, consider, and take action regarding setting breakfast and lunch prices for the 2023-2024 school year
   5.9. Review, consider, and take action regarding a quote to paint the high school gym
   5.10. Review, consider, and take action regarding a quote for flooring at both sites.
   5.11. Review, consider, and take action regarding the purchase of a new Student information system
   5.12. Review, consider, and take action regarding purchasing technology for the 2023-2024 school year to continue our implementation of the technology plan.
   5.13. Discuss, consider and take action on a proposal to add to our existing Hudl subscription to include live streaming utilizing ESSER II funding
   5.14. Review, consider, and take action regarding partnering with NASB to complete a strategic planning process.

6. Informational Items
    6.1. Next Regular Meeting; June 12, 2023 at 7:00 p.m.
7. Adjournment

Should anyone be present and wish to address the Board, the Board Chairman will read the following guidelines:

1) Leyton Board of Education recognizes the importance of citizen participation in school district matters;
2) Only those speakers recognized by the Board President shall be allowed to speak;
3) A time limit of five minutes per speaker is allowed and no more than twenty minutes will be divided among those who wish to address the Board;
4) Defamatory or abusive remarks are out of order and a speaker will lose his/her privilege of address if such conduct or remarks occur;
5) A speaker at a Board meeting shall NOT orally initiate charges or complaints against District employees OR challenge instructional materials used in the District but shall use the appropriate Board policy to process such complaints;
6) The Superintendent and Board are not subject to questioning by the speaker(s);
7) To speak to an agenda item an individual must:
   a. Stand and be recognized by the Board President;
   b. State your name and address;
   c. State the agenda item to which you wish to speak;
   d. Your name will be placed under that agenda item and you will be called upon to speak when that topic is up for discussion;

8) If the speaker has written or printed materials to be circulated during a board meeting, he/she must have submitted this information to the Superintendent not later than the Friday immediately preceding the Monday Board meeting. Written materials not submitted by the deadline will not be reviewed or considered by the board at the meeting.

Key Points to Remember:
   1) The Board takes no action on items brought up during this time;
   2) Board members or the Superintendent may question a speaker or make comments in response to a speaker. However, the Board and Superintendent are not subject to questioning by speakers.

School Board Report

Date: 5/8/23

Time and Location of meeting:

- 7 pm, Leyton Multi-purpose room

Review of current events

Thank you for having us. I'm Cort Rummel, President of the Student Council. We are in the planning phase of future projects and Warrior period competitions.

Current events

- We have held 2 meetings since the last report.
- In conjunction with Ms. Primm, Student Council has been planning Warrior Period competitions to increase school spirit.
  - The Warrior Period Lip Sync Contest was held Wednesday, April 19th. Congratulations to Mrs. Ivie's Warrior Period on winning the competition.
  - The Warrior Period Scavenger Hunt will take place in May.
- The Cornhole Tournament was canceled due to lack of participation and conflicting community events.

Treasurer's Report

As of 3/31/2023

- StuCo checking account balance: $3866.51
- No expenses coming out

Fundraising: none at this time

Open issues

- There are no open issues at this time.

Communications

- Ask the board for questions or communications to take back to the StuCo

Ask to be excused

- May we be excused from the meeting?

Technology Committee Meeting
April 27, 2023; 3:45 pm
Agenda

Committee Members: Matt McLaughlin, Alison Haley, Ryan Borges , Amy Neumann , Natasha Haupt
In attendance: Mr. McLaughlin, Alison Haley, Ryan Borges, Amy Neumann, Natasha Haupt

1. Reports:
    a. Technology Director - Alison: 10 proposed freshman ipads
    b. Change in the ask this year was to do chromebooks 4-8th grade (20,849.50 with case) this is for 50 devices
    c. K-3 Ipads we will have covered zero cost
    d. Teacher's indicated a need for 4 new ipads $2,341.80
    e. Teacher laptop updated 6 new devices $9,088.266
    f. Interactive displays mimio boards are no longer being produced, 5 of these are asked, $11,874.25 which is one more than planned but a savings of $1,200 from mimeo to these type of devices.
    g. Fire tablets maybe a possibility

2. Next school year:
    a. Incoming freshman device purchases - We have around $7,000.00 in this account

    b. Buyback of iPads around $6,500

    c. REAP funds : $18, 290.00
    d. Classroom Interactive Boards: 4th, science, hs math, business &

    e. Chromebooks for 4-8th Grade

    f. Teacher laptop replacement

    g. Teacher iPad replacement

    h. Amazon kindle fires for library - checkout - start with a few at each building for online book options

    i. Upgrading all access points to improve wifi - waiting on eRate funding approval: This won't cost the district, but will be covered by the ERate through the ESU

    j. Hudl live streaming: We currently spend 2,500 per year on Hudl for our sports teams this year. The proposal would be to add a camera to the facility to do our games. If we went to another hudl tv, we would be able to have all our games linked to one site if the other school is Hudl. First year cost would be $6,000, it is 8,000 each year. ESSER 2 Funds might be able to be used for these funds.

3. Technology Plan
https://docs.google.com/spreadsheets/d/1_usVz2bUBef-o8iGdwqVcEknOOn4seZ8zD9ZopILVIE/edit#gid=651893495

4. Other
    a. Budget discussion on where funding will come from, and how we have it planned.

YEAR 7 2023-2024

Elementary School

- [ ] Mimio Training (ongoing)
- [ ] Goedustar Training for new teachers
- [ ] Professional development: Staff receive training in expanding their understanding and use of technology in their curriculum area.
- [ ]   - Staff attend technology conferences and in-house training
- [ ] Replace any teacher equipment that has unexpected failure
- [ ] Replace White boards as needed
- [ ] SOCS website training for WebMaster-Technology Director as needed
- [ ] GoEdustar and NSSRS training and workshops for Technology director during the year
- [ ] Application purchases
- [ ] Replace 2 projectors
- [ ] K-3 iPad Gen 5 recycle/purchase
- [ ] Look into new SIS
- [ ] Look into replacing iPads with Chromebooks 4-8
- [ ] Possible AP replacement with eRate funds

High School

- [ ] The purchase of 1:1 laptops for incoming freshmen.
- [ ] Mimio Training (ongoing)
- [ ] Goedustar Training for new teachers
- [ ] Professional development: Staff receive training in expanding their understanding and use of technology in their curriculum area.
- [ ]   - Staff attend technology conferences and in-house training
- [ ] Replace any teacher equipment that has unexpected failure
- [ ] Replace White boards as needed
- [ ] SOCS website training for WebMaster-Technology Director as needed
- [ ] GoEdustar and NSSRS training and workshops for Technology director during the year
- [ ] Application purchases
- [ ] Replace 2 projectors - -Music & Ag
- [ ] Look into new SIS

LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #4040

Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms stated.

Head of Maintenance, Custodians, Technology Coordinator, Office Manager, Secretaries, Groundskeeper and Nurse:
- o Full-Time, up to 40 hours per week, 12 months per year. Office Manager, Secretaries, Nurse, and Technology Coordinator may have reduced hours during the summer and holiday breaks.
- o District will provide full family health care plan and a single (employee) dental plan, vision insurance single (employee). Employees are allowed to purchase family dental and/or supplemental insurance for AFLAC and Disability as members of the district pool.
- o Eligible for vacation time: after 1st anniversary – 40 hours; after 2nd anniversary – 80 hours; 3rd anniversary 120 hours non-cumulative. Hours are available on September 1st, following the anniversary date. (**currently employed custodians are grandfathered in with 120 hours)
- o 48 hours of PTO ~~40 hours of paid sick leave~~ per year, unused hours can cumulate to 120 hours of sick leave.
- o ~~8 hours of paid personal leave per year, non-cumulative.~~
- o 40 hours of paid bereavement leave per year, non-cumulative.
- o Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day
- o Up to 5 Weather related school closure days can be paid per year, non-cumulative
- o Paid Leave for when school is closed unexpectantly (non-weather related)

Head Cooks, Kitchen Aides and Para educators:
- o Full-Time, not more than 40 hours per week, during the school term.
- o Kitchen Staff will be paid from the Nutrition ~~Hot Lunch~~ Fund.
- o 45 Hours of PTO ~~37.50 hours of paid sick leave~~ per year, unused hours can cumulate to 112.50 hours of sick leave.
- o ~~7.50 hours of paid personal leave per year, non-cumulative.~~
- o 37.50 hours of paid bereavement leave per year, non-cumulative.

- o Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- o Up to 5 Weather related school closure days can be paid per year, non-cumulative
- o Paid Leave for when school is closed unexpectantly (non-weather related)
- o

Route Bus Drivers
- o Employed during the school term only.
- o Paid accordingly to the classified salary schedule ~~as approved at the August 10, 2020 Board meeting:~~
    - ~~- Base pay of $17.50 per hour~~
    - ~~- Annual increase of $0.50 per hour~~
    - ~~- Max salary of $35.00 per hour~~
- o 15 hours of paid sick leave per year, cumulative to 45 hours.
- o 3 hours of paid personal leave per year, non-cumulative.
- o 15 hours of paid bereavement leave per year, non-cumulative.
- o Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- o Up to 5 Weather related school closure days can be paid per year, non-cumulative
- o Paid Leave for when school is closed unexpectantly (non-weather related)
- o
- o Physical Exams
    - Required physical exams will be paid for by the district.
    - The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

Activity Bus Drivers
- o No benefits
- o Rate of pay will be determined by the Classified Salary Schedule ~~each year by Board approval.~~
- o ~~Trips will be assigned on a rotation.~~

Other Provisions Applicable to Classified Staff
Rate of Pay
- o Head of Maintenance is an "Exempt Employee" and is paid a salary, not an hourly wage.

- Hourly classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked. If an employee has two different rates of pay, overtime will be determined by a weighted average.
- A "Year" for purposes of this policy is defined as August 1st through July 31st.

Adopted on:	October 11, 2010
Revised on:	December 13, 2017
Reviewed on:	December 9, 2019
Revised on:	January 13, 2020
Revised on:	September 14, 2020
Reviewed on:	May 9, 2022

May 2023 Board Report

1. The ACT and Pre-ACT test were taken on April 5. The results are; ACT composite score of 18.4 and Pre-ACT composite score of 17.9 missed our goal of a score of 20.

2. Suggestions for next year:

    a. Adopt a drug testing program for high school activities
    b. Revise the eligibility from the third Friday of each quarter to the first Friday of each quarter.

3. Students/Staff to recognize this month.
    a. Congrats to the Boys' and Girls' State representatives from LHS. Jon Kruse, Kaleb Borges and Alisha Wells
    b. Academic All-State this semester.
        i. Justin, Chance, Dawson, Axi, Zaili, Shawnee, Damyn, Trenton, Kaleb B.

4. Upcoming Activities:

5-9 Honor's Night & Golf @ Bayard, Senior's Last Day ☺
5-10 District Track@ Creek Valley
5-11 Leyton Golf Invite @ Sidney
5-13 Graduation @ 1:00
5-15 District Golf @ B'Port
5-19&20 State Track Omaha
5-23&24 State Golf @ North Platte

Presented to the
Board of Education at Leyton Public Schools
May 8, 2023

Vision, Culture, and Instructional Leadership

The superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate, and demonstrating best practices in instructional programs and staff professional development.

- NSCAS assessments are being completed this month, I hope to have results ready to share with the board next month.
- We are going to be having Mrs. Kastens back next year to support our elementary math programming.
- Our staff has done an excellent job with getting our curriculum up to date and lessons taught, our next step is going to be to update our pacing guides and year at a glances so that we are up to date across the board.

Operations, Resources, and Personnel Management

The superintendent demonstrates the knowledge, skills, and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensure the fiscal health of the district, and implement sound personnel practices.

- Alan Gross completed his report and we will review that this month and present it to the board in June. That means that the safety committee will need to meet this month.
- I met with Carl Dietz last week and we made a lot of progress toward next years budget. The line item budget that will hopefully guide our overall budget will be completed hopefully this month. I'm thinking this will make decision making within our committees easier as we move forward.

Board Governance and Policy

The superintendent works effectively with the board of education, exhibits a shared understanding of board and superintendent roles, leads and manages the district consistent with board policies, and demonstrates the skills to work effectively with the board.

- The Legislative sessions continues, I would encourage everyone to keep an eye on the session as it pertains to our community. The Governors school funding plan is a hot topic, we should know more in a month.
- The next superintendent evaluation is in May.

Communication & Community Relations

The superintendent establishes effective communication with students, parents, staff and community and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs that support the success of all students.
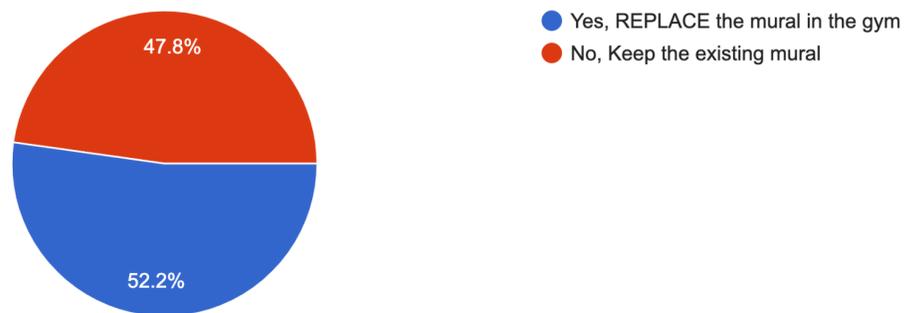
- We have graduation coming up and a variety of other exciting activities as we look at finishing the year strong. The Facebook page should be buzzing with excitement over the next couple of week.
- The Survey from the Mural results are still coming in, we can discuss this at the next meeting.   Below my leave log are the responses so far.

Leave Log

- For the 2022-23 School Year, My Leave is as follows: July 13, July 14, October: 13, 14, 25, 27, 28, February: 3, March 6, April 24, 25, 26, May: 3

Should the mural in the Dalton gym be REPLACED?
90 responses

47.8%

52.2%

- Yes, REPLACE the mural in the gym
- No, Keep the existing mural

If the mural is to be REPLACED what would you like to see in its place?
90 responses

31.1%

21.1%

47.8%

- Replace with the current logo for Leyton: Warrior Head
- Replace with a design that our students come up with
- Leave the area blank

No

no

Nope

.

NA

I want Dan McConnell on the wall

Please keep the mural it is original to the consolidation

It's time for a change.

Put another picture in the yearbook.

Lots of history with that mural, it has always been the pop out image of our gym that people talk about. I look at it as the first logo that brought the Dalton/Gurley communities together. It may be the last thing that hasn't changed about our schools from the start to now.

It's part of the history of the school.

It is nice to keep somethings traditional in a constantly revamped world.

Leave it alone, it's part of who Leyton is. And we need more original Leyton spirit. Still don't know when we went to black as our school colors. Don't fix what isn't broke.

If you replace it, replace it with one that is not stupid looking!

Its an iconic symbol of warrior pride. Leave it!!!

Have it repainted but left all the same.

Keep it as long as you can because Leyton may have to change its mascot in the next few years in response to political pressure regarding Native American mascots. The NSAA may eventually ban schools with such mascots from postseason play until they are changed. Enjoy it while we still can.

Students in the past spent a lot of time on this designe, and the dedication to complete it. They didn't have computers to assist them, and, they didn't have the computers at home to play on instead of dedicating their time to this project. Leave it alone.

Na

It's outdated and does not reflect well on the school

Leave it ALONE! You have already ruined our school colors!!

N/A

$$

Why change it..it is our mascot leave it! Should be Proud and remember the Art teacher that painted it! The questions counteract each other...Should the mural be replaced..
No keep the exsisting mural!

If the mural is to be replaced? Answered the question before that! Shouldn't have to answer this question as i told you in the 1st question!

No.

If a new unique design is the popular vote, I feel there should be a few options to then have the public vote on.

Daniel McConnell splashing 3s for days

None

That mural is ugly!!

This was designed from the beginning of the Warriors, why change it

We could have a brand new gym (needed) to have a brand new mural painted in. Too bad we spent all of our funds on a track. Haha Go paint the trees.

The final mural design (if designed by students) should be voted on by the community.

Before you do a poll, give us some options to vote on. And what are the replacements?

I understand updating, I don't see getting rid of that history, could it not be painted around…

Current controversy with Indian Tribes

.

Make a tribute to it in the newsletter.

Leave it alone!

just leave it

I believe that our gym is a huge focal point for our school and needs to be updated.

No

There is no reason why we should paint over that mural.

Honor and respect the history of the mural in a designated location but we also need to keep growing and improving. Time for a change.

Keeping the mural is something us warriors should be proud of!

Good time for an update/refresh. I've always found the headdress area strange. It looks like floating dreads, could never unsee it.

It's Leyton history, part of generations since leyton was formed.

N A

I want to see Dan McConnell draining 3's on the wall

This is a symbol of the beginning of our consolidation!!

Ask the students as well.

I am thinking much of the community is not considering the harm caused by using Native Americans as a mascot. They are a group of people, not something to be caricatured. Images like this enforce harmful stereotypes and encourage disrespectful behavior. It's not honoring to them and it's not respectful of them. I would encourage you to leave the area blank or find a different way to celebrate the school community free of the "warrior head" or any other image depicting Native Americans as a mascot.

Dan McConnell

Dan McConnell

The importance of preserving history and remembering where we started. This shouldn't even be a discussion.

Replacing history is wrong

Leave old mural where it is, add new school logo to other side

Do not paint over the old mural

The fact that every "Leyton" graduate has received their diploma under that mural!

I'm sure an artist could touch up the mural if necessary or recreate it in its exact form if painting the wall is needed.

School history!

Proceedings of the
Leyton Public Schools
Cheyenne County School District #03
Board of Education Meeting
April 13, 2023 – 7:00 p.m.
High School Library in Dalton, NE

CALL TO ORDER:

President Ryan Borges called the regular school board meeting to order at 7:00 p.m. The public was informed of the Open Meetings Act posted on the wall of the library. Publicized notice of the meeting was posted in the Sidney Sun-Telegraph, Leyton High School, Leyton Elementary/JH, at various businesses in the community, and on the www.leytonwarriors.org website on or before Thursday, April 6, 2023.

Members present: Shad Benish, Ryan Borges, Suzy Ernest, Rol Rushman, Sam Schumacher and Dave Wiedeman. Members absent: None. Also present were Superintendent Matt McLaughlin and HS Principal Kevin Thomas. In addition, there were eight visitors.

There was no communication. The Pledge of Allegiance was recited.

Moved by Wiedeman, seconded by Ernest to approve the agenda as presented. Roll call vote: Yes: Benish, Borges, Ernest, Rushman, Schumacher, and Wiedeman. No: None. Motion carried 6-0.

REPORTS:

Chris Lind's presentation to the Board included many "thank yous" to the people who have helped her during her years of service.

Cort Rummel, Senior Class Representative, presented to the Board an itinerary of the Senior Class Trip set for May 1st.

Cort Rummel, STUCO President, presented the STUCO report.

Mr. Wiedeman presented the American Civics Committee report from their meeting earlier tonight.

Mr. Thomas presented the Secondary Principal's report.

Mr. McLaughlin presented the Superintendent's Report.

Cody Gamble, Activities Director, presented special duty assignments for the 2023-2024 school year and noted areas that were vacant.

REGULAR AGENDA:

Moved by Schumacher, seconded by Benish to recognize the Basketball All-Conference teams (Dillon Juelfs, Justin Ernest, Zaili Benish, and Shawnee Gamble-1st Team; Cort Rummel and Sydney Fortune-2nd Team; Jonathan Kruse-Honorable Mention); the Academic All-State members (Justin Ernest, Cort Rummel, Zaili Benish, Shawnee Gamble, and Lila McLaughlin); to Tim Melton for all the work he has done on the stage installing light switches; to Suzy Ernest for baking cookies for the 3rd quarter honor roll and attendance students; to Rylee Blomenkamp for going above and beyond to keep our SPED department running; to the FFA organization for hosting a successful dinner and auction; and to Lane and Megan Rathman on their new family addition. Roll Call Vote: Yes: Borges, Ernest, Rushman, Schumacher, Wiedeman, and Benish. No: None. Motion carried 6-0.

Moved by Benish, seconded by Ernest to approve the minutes of the regular Board Meeting on March 16, 2023. Roll call vote: Yes: Ernest, Rushman, Schumacher, Wiedeman, Benish, and Borges. No: None. Motion carried 6-0.

Moved by Ernest, seconded by Rushman to approve bills and financial reports from all funds as presented. Roll call vote: Yes: Rushman, Schumacher, Wiedeman, Benish, Borges, and Ernest. No: None. Motion carried 6-0.

The Board reviewed Policies #5052-5067. No further action was necessary.

Moved by Schumacher, seconded by Ernest to amend Policy #6005 (Academic Credits and Graduation) as presented. Roll call vote: Yes: Schumacher, Wiedeman, Benish, Borges, Ernest, and Rushman. No: None. Motion carried 6-0.

Moved by Ernest, seconded by Benish to approve the Return to Safe Instruction and Learning Continuity Plan as presented and to update the new vision statement. Roll call vote: Yes: Wiedeman, Benish, Borges, Ernest, Rushman, and Schumacher. No: None. Motion carried 6-0.

Moved by Schumacher, seconded by Ernest to approve a 2nd year contract with First National Capital for services. Roll call vote: Yes: Benish, Borges, Ernest, Rushman, Schumacher, and Wiedeman. No: None. Motion carried 6-0.

Moved by Borges, seconded by Benish to accept, with regret, the resignation of Mackenzie Ivie (High School English teacher) and to thank her for her service and dedication to our students. Roll call vote: Yes: Borges, Ernest, Rushman, Schumacher, Wiedeman, and Benish. No: None. Motion carried 6-0.

Moved by Wiedeman, seconded by Schumacher to hire certified staff, Jessica Hanks, as the High School English teacher. Roll call vote: Yes: Ernest, Rushman, Schumacher, Wiedeman, Benish, and Borges. No: None. Motion carried 6-0.

Moved by Rushman, seconded by Benish to hire certified staff, Melissa Fesmire, as the 5th grade teacher. Roll call vote: Yes: Rushman, Schumacher, Wiedeman, Benish, Borges, and Ernest. No: None. Motion carried 6-0.

Moved by Benish, seconded by Ernest to hire certified staff, Vali McDaniel, as the 6-8 ELA teacher. Roll call vote: Yes: Schumacher, Wiedeman, Benish, Borges, Ernest, and Rushman. No: None. Motion carried 6-0.

Moved by Ernest, seconded by Benish to hire certified staff, Natasha Haupt, as the High School Business Teacher. Roll call vote: Yes: Wiedeman, Benish, Borges, Ernest, Rushman, and Schumacher. No: None. Motion carried 6-0.

There was no action taken on special duty assignments.

Moved by Borges, seconded by Schumacher to approve the transfer of $90,000.00 from the General Fund to the Nutrition Fund. Roll call vote: Yes: Benish, Borges, Ernest, Rushman, Schumacher, and Wiedeman. No: None. Motion carried 6-0.

Moved by Rushman to table motion, for one year, on the bid to paint the high school gym. There was no second. Motion died.

Moved by Wiedeman, seconded by Schumacher to table motion, for one month, on the bid to paint the high school gym. Roll call vote: Yes: Borges, Ernest, Schumacher, Wiedeman, and Benish. No: Rushman. Motion carried 5-1.

Moved by Rushman, seconded by Benish to approve vacation dates for Mr. McLaughlin as required by his contract. Roll call vote: Yes: Ernest, Rushman, Schumacher, Wiedeman, Benish, and Borges. No: None. Motion carried 6-0.

Moved by Ernest, seconded by Borges to approve special education curriculum as presented. Roll call vote: Yes: Rushman, Schumacher, Wiedeman, Benish, Borges, and Ernest. No: None. Motion carried 6-0.

Moved by Schumacher, seconded by Ernest to table motion, for one month, on the bid of a new student information platform. Roll call vote: Yes: Schumacher, Wiedeman, Benish, Borges, Ernest, and Rushman. No: None. Motion carried 6-0.

Moved by Ernest, seconded by Benish to accept, with regret, the resignation of Chris Morgan (High School Boys' Basketball Coach) and thank him for his years of service. Roll call vote: Yes: Wiedeman, Benish, Borges, Ernest, Rushman, and Schumacher. No: None. Motion carried 6-0.

Moved by Rushman, seconded by Wiedeman, to table motion, for one month, on the bid to replace carpet and flooring at both attendance sites. Roll call vote: Benish, Borges, Ernest, Rushman, Schumacher, and Wiedeman. No: None. Motion carried 6-0.

INFORMATIONAL ITEMS:
    1. Next Regular Meeting: Monday, May 8, 2023 at 7:00 p.m. in the High School Library

ADJOURNMENT:
    Moved by Benish, seconded by Schumacher to adjourn the meeting at 9:07 p.m. Roll call vote: Yes: Borges, Ernest, Rushman, Schumacher, Wiedeman, and Benish. No: None. Motion carried 6-0.

Approved by
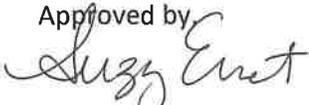
Suzy Ernest, Secretary
Leyton Board of Education

Respectfully submitted,

Janella Kruse,
Recording Secretary

Payable Journal

Vendor ID	Vendor Name						
Inv Number		Inv Date	PO Number	PO Date	Description	Accrued	
Line	Account Number			Description		Encumber	Payable

Journal Number: 317   May Vendor Payables   Posted: 05/04/2023

8TOGREAT   8 to Great

990		04/24/2023		04/25/2023	Training - Matt Haley		
1	01-2-01100-330-001				Training & Development - Instructio	0.00	997.00
					Total Invoice:	0.00	997.00
					Total Vendor:	0.00	997.00

AMERINK   America's Ink and Toner

24634		03/15/2023		04/28/2023	Ink cartridges		
1	01-2-01100-650-001				Supplies - Technology Related - Ins	0.00	382.00
					Total Invoice:	0.00	382.00
					Total Vendor:	0.00	382.00

BLACK   Black Hills Energy

05042023		05/04/2023		05/04/2023	Utilities		
1	01-2-02610-621-001				Utility Energy Services - Bldg Op	0.00	1,189.74
2	01-2-02610-621-003				Utility Energy Services - Bldg Op	0.00	1,222.40
					Total Invoice:	0.00	2,412.14
					Total Vendor:	0.00	2,412.14

BLOMENKAM Rylee Blomenkamp

04132023		04/13/2023		04/13/2023	Mileage - March		
1	01-2-01200-333-001				Mileage Paid to Staff - SPED	0.00	27.51
2	01-2-01200-333-003				Mileage Paid to Staff - SPED	0.00	27.51
					Total Invoice:	0.00	55.02
05032023		05/03/2023		05/03/2023	Mileage - April		
1	01-2-01200-333-001				Mileage Paid to Staff - SPED	0.00	15.72
2	01-2-01200-333-003				Mileage Paid to Staff - SPED	0.00	15.72
					Total Invoice:	0.00	31.44
					Total Vendor:	0.00	86.46

BOMGAARS   Bomgaars

56714618		04/11/2023		04/13/2023	Supplies		
1	01-2-02320-610-000				Supplies - Superintendent	0.00	322.86
					Total Invoice:	0.00	322.86
52551824		04/25/2023		04/28/2023	Supplies		
1	01-2-02630-731-001				Machinery-Grounds Keeper	0.00	197.51
					Total Invoice:	0.00	197.51

Vendor ID	Vendor Name					
Inv Number		Inv Date	PO Number	PO Date	Description	Accrued
Line	Account Number			Description	Encumber	Payable
					Total Vendor:	0.00	520.37

						Accrued	
						Encumber	Payable

CHEYCOSHE Cheyenne County

April-SRO		05/01/2023		05/04/2023	SRO Services		
1	01-2-02660-340-001			Security - Other Prof Services		0.00	375.00
2	01-2-02660-340-003			Security - Other Prof Services		0.00	375.00
					Total Invoice:	0.00	750.00
					Total Vendor:	0.00	750.00

CNNELECT   CNN Electrical Services

05022023		05/02/2023		05/02/2023	Concessions Stand		
1	01-2-02620-431-001			Repairs & Maintenance - Building Ma		0.00	2,598.00
					Total Invoice:	0.00	2,598.00
					Total Vendor:	0.00	2,598.00

COGNIA   COGNIA INC.

00156443		04/15/2023		04/20/2023	23-24 Membership		
1	01-2-02211-890-000			School Improvement		0.00	1,200.00
2	01-2-02211-890-001			School Improvement		0.00	1,200.00
3	01-2-02211-890-003			School Improvement		0.00	1,200.00
					Total Invoice:	0.00	3,600.00
					Total Vendor:	0.00	3,600.00

CRANCALI   Calin D. Cranmore

22316,22817,23296		04/19/2023		05/02/2023	Services		
1	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	60.00
2	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	60.00
3	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	60.00
					Total Invoice:	0.00	180.00
22317, 22818, 23297		04/19/2023		05/02/2023	Services		
1	01-2-02620-431-001			Repairs & Maintenance - Building Ma		0.00	60.00
2	01-2-02620-431-001			Repairs & Maintenance - Building Ma		0.00	60.00
3	01-2-02620-431-001			Repairs & Maintenance - Building Ma		0.00	60.00
					Total Invoice:	0.00	180.00
					Total Vendor:	0.00	360.00

DALTPHON   Dalton Telephone c/o

05032023		05/03/2023		05/03/2023	Telephone		
1	01-2-02410-530-001			Communications - School Administrat		0.00	340.05
2	01-2-02410-530-003			Communications - School Administrat		0.00	226.74

Vendor ID	Vendor Name					
Inv Number	Inv Date	PO Number	PO Date	Description		Accrued
Line	Account Number		Description		Encumber	Payable
				Total Invoice:	0.00	566.79
				Total Vendor:	0.00	566.79
DASSTATE	**DAS State Accounting -**					
1365592	04/12/2023		04/18/2023	Network Service		
1	01-2-02230-382-001			Distance Education & Telecommunicat	0.00	238.13
				Total Invoice:	0.00	238.13
				Total Vendor:	0.00	238.13
DPELECT	**DP Electronics LLC**					
10142315	04/20/2023		04/21/2023	Security TV; Service		
1	01-2-02620-431-001			Repairs & Maintenance - Building Ma	0.00	399.00
2	01-2-02620-431-001			Repairs & Maintenance - Building Ma	0.00	75.00
				Total Invoice:	0.00	474.00
				Total Vendor:	0.00	474.00
ESU13	**E S U 13**					
05032023	05/03/2023		05/03/2023	Services		
1	01-2-02120-591-001			Counseling Services - ESU	0.00	660.00
2	01-2-02190-591-001			Support Services - ESU	0.00	209.00
3	01-2-02190-591-003			Support Services - ESU	0.00	209.00
4	01-2-02190-591-003			Support Services - ESU	0.00	35.00
5	01-2-02224-382-001			Educational TV Services - Distance	0.00	770.00
6	01-2-02224-382-001			Educational TV Services - Distance	0.00	350.00
7	01-2-02224-382-001			Educational TV Services - Distance	0.00	708.33
8	01-2-01292-591-003			SPED Instruction (0-2); ESU	0.00	262.50
9	01-2-01292-591-003			SPED Instruction (0-2); ESU	0.00	21.00
10	01-2-02152-591-003			SPED Speech Services-ESU-Age 3-5	0.00	375.68
11	01-2-01200-330-001			Training & Development - SPED	0.00	48.30
12	01-2-01200-591-003			SPED Profess Services-ESU	0.00	341.11
13	01-2-01200-591-001			SPED Profess Services-ESU	0.00	650.00
14	01-2-01200-591-003			SPED Profess Services-ESU	0.00	650.00
15	01-2-01200-591-003			SPED Profess Services-ESU	0.00	676.90
16	01-2-01200-591-003			SPED Profess Services-ESU	0.00	54.15
17	01-2-01200-591-003			SPED Profess Services-ESU	0.00	14.58
18	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	30.05
19	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	116.90
20	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	9.35
21	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	2,895.55
22	01-2-02141-591-001			SPED Psych Services-ESU-School	0.00	160.00
23	01-2-02141-591-003			SPED Psych Services-ESU-School	0.00	1,160.00
24	01-2-02181-591-003			SPED Vision Services-ESU-School	0.00	182.25

Vendor ID	Vendor Name					
Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	
Line	Account Number		Description		Encumber	Payable
				Total Invoice:	0.00	10,589.65
				Total Vendor:	0.00	10,589.65
FIRSTNAT	**First National Capital**					
04172023	04/17/2023		04/17/2023	Year 2 Services		
1	01-2-02310-340-000			Other Prof Services - Board	0.00	10,000.00
				Total Invoice:	0.00	10,000.00
				Total Vendor:	0.00	10,000.00
FRENCHVAL	**Frenchman Valley Coop**					
05022023	05/02/2023		05/02/2023	Fuel		
1	01-2-02710-626-000			Fuel - Student Transportation	0.00	3,423.83
				Total Invoice:	0.00	3,423.83
				Total Vendor:	0.00	3,423.83
GROSSALLE	**Allen D. Gross**					
04212023	04/21/2023		04/21/2023	Annual Safety Review		
1	01-2-02310-890-000			Misc. Expenses - Board of Education	0.00	356.00
				Total Invoice:	0.00	356.00
				Total Vendor:	0.00	356.00
GURLDIES	**Gurley Diesel / Auto**					
99233	04/27/2023		04/28/2023	Suburban Service		
1	01-2-02730-431-000			Repairs & Maintenance - Student Tra	0.00	189.00
2	01-2-02730-431-000			Repairs & Maintenance - Student Tra	0.00	138.92
3	01-2-02730-431-000			Repairs & Maintenance - Student Tra	0.00	11.34
				Total Invoice:	0.00	339.26
				Total Vendor:	0.00	339.26
H&LCATTLE	**H & L Cattle Company**					
04252023	04/25/2023		04/25/2023	Other		
1	01-2-02310-890-000			Misc. Expenses - Board of Education	0.00	260.00
				Total Invoice:	0.00	260.00
				Total Vendor:	0.00	260.00
JWPEPPER	**J W Pepper & Son Inc.**					
365233702	03/28/2023		05/01/2023	Music Supplies		
1	01-2-01100-610-001			Supplies - Regular Instruction	0.00	12.98
				Total Invoice:	0.00	12.98
365236464	03/29/2023		05/01/2023	Music Supplies		

Vendor ID	Vendor Name				Accrued	
Inv Number	Inv Date	PO Number	PO Date	Description		
Line	Account Number			Description	Encumber	Payable
1	01-2-01100-610-001			Supplies - Regular Instruction	0.00	7.99
				Total Invoice:	0.00	7.99
				Total Vendor:	0.00	20.97

KEVINCUSTO	**Kevin's Custom Electric**					
0300	04/11/2023		04/14/2023	Water Heater		
1	01-2-02620-431-001			Repairs & Maintenance - Building Ma	0.00	109.00
				Total Invoice:	0.00	109.00
				Total Vendor:	0.00	109.00

LAKEVIEW	**Lakeview Books**					
ARU0353077	04/11/2023		04/12/2023	Library Books		
1	01-2-02220-640-003			Books and Periodicals - Library/Med	0.00	135.94
				Total Invoice:	0.00	135.94
ARU0353078	04/11/2023		04/18/2023	Library Books		
1	01-2-02220-640-001			Books and Periodicals - Library/Med	0.00	87.97
				Total Invoice:	0.00	87.97
				Total Vendor:	0.00	223.91

LEYTPUB2	**Leyton Public School**					
04172023	04/17/2023		04/17/2023	Transfer		
1	01-2-08000-912-000			Fund Transfers to School Nutrition	0.00	90,000.00
				Total Invoice:	0.00	90,000.00
				Total Vendor:	0.00	90,000.00

MARICKS	**Marick's Waste Disposal,**					
05032023	05/03/2023		05/03/2023	Trash		
1	01-2-02610-410-003			Utilitiy Services - Building Operat	0.00	137.00
				Total Invoice:	0.00	137.00
				Total Vendor:	0.00	137.00

MATHESON	**Matheson Tri-Gas, Inc**					
0052163958	04/30/2023		05/01/2023	Shop Supplies		
1	01-2-01100-610-001			Supplies - Regular Instruction	0.00	71.35
				Total Invoice:	0.00	71.35
				Total Vendor:	0.00	71.35

MCGRHILL	**McGraw-Hill Education,**					
127849664001	04/13/2023		04/21/2023	Supplies		
1	01-2-06997-640-003			ESSER II Books and Periodicals	0.00	1,477.14

Vendor ID	Vendor Name					
Inv Number		Inv Date	PO Number	PO Date	Description	Accrued
Line	Account Number			Description	Encumber	Payable
					Total Invoice:	0.00	1,477.14

127919610001		04/18/2023		05/04/2023	Reading Mastery Curriculum		
1	01-2-01200-640-003			Books & Periodicals - SPED		0.00	3,219.75
2	01-2-01200-640-003			Books & Periodicals - SPED		0.00	207.77
3	01-2-01200-610-003			Supplies - SPED		0.00	4,456.59
4	01-2-01200-610-003			Supplies - SPED		0.00	286.90
				Total Invoice:		0.00	8,171.01
				Total Vendor:		0.00	9,648.15

MCLAUGHLIN Matt McLaughlin

05022023		05/02/2023		05/02/2023	Telephone		
1	01-2-02320-890-000			Misc. Expenses - Superintendent		0.00	50.00
				Total Invoice:		0.00	50.00
				Total Vendor:		0.00	50.00

NASB   Nebraska Association Of

INV-12291-K8F1L8		04/11/2023		05/04/2023	Legislative Advocacy Day - DW		
1	01-2-02310-330-000			Training & Development - Board		0.00	95.00
				Total Invoice:		0.00	95.00
				Total Vendor:		0.00	95.00

NECOUNC2   NE Council of School

23-24Kruse		04/28/2023		04/28/2023	Membership-Kruse		
1	01-2-02510-810-000			Dues and Fees - Bookkeeper		0.00	385.00
				Total Invoice:		0.00	385.00
23-24McLaughlin		05/03/2023		05/03/2023	Membership - McLaughlin		
1	01-2-02320-810-000			Dues and Fees - Superintendent		0.00	385.00
				Total Invoice:		0.00	385.00
23-24Jones		05/04/2023		05/04/2023	Membership-Jones		
1	01-2-02410-810-001			Dues and Fees - School Administrati		0.00	192.50
2	01-2-02410-810-003			Dues and Fees - School Administrati		0.00	192.50
				Total Invoice:		0.00	385.00
				Total Vendor:		0.00	1,155.00

NESAFETY   Nebraska Safety & Fire

62679		04/10/2023		04/28/2023	Heat Detector		
1	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	150.00
2	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	17.00
				Total Invoice:		0.00	167.00

Vendor ID	Vendor Name						
Inv Number		Inv Date	PO Number	PO Date	Description	Accrued	
Line	Account Number			Description		Encumber	Payable
					Total Vendor:	0.00	167.00

NEUMANN   Amy Neumann

05042023		05/04/2023		05/04/2023	Tuition Credit		
1	01-2-01100-251-003			Tuition Reimbursement - Teachers		0.00	700.00
					Total Invoice:	0.00	700.00
					Total Vendor:	0.00	700.00

ONESOURCE   One Source

2236-20230430		04/30/2023		05/02/2023	Service		
1	01-2-02310-890-000			Misc. Expenses - Board of Education		0.00	140.00
					Total Invoice:	0.00	140.00
					Total Vendor:	0.00	140.00

PAPER101   The Paper Corporation

235205-00		04/10/2023		04/14/2023	Paper Order		
1	01-2-01100-610-001			Supplies - Regular Instruction		0.00	508.03
					Total Invoice:	0.00	508.03
235156-00		04/10/2023		04/14/2023	Paper Order		
1	01-2-01100-610-003			Supplies - Regular Instruction		0.00	480.82
					Total Invoice:	0.00	480.82
237455-00		04/28/2023		05/03/2023	Credit on Freight		
1	01-2-01100-610-003			Supplies - Regular Instruction		0.00	-125.00
					Total Invoice:	0.00	-125.00
237465-00		04/28/2023		05/03/2023	Credit on Freight		
1	01-2-01100-610-001			Supplies - Regular Instruction		0.00	-125.00
					Total Invoice:	0.00	-125.00
					Total Vendor:	0.00	738.85

PASCHKE   Joe Paschke

579809		04/25/2023		05/03/2023	Sprinkler Pump		
1	01-2-02630-431-001			Repairs & Maintenance - Grounds Car		0.00	417.00
					Total Invoice:	0.00	417.00
					Total Vendor:	0.00	417.00

REGIONAL   Regional Care, Inc.

0000068285		05/01/2023		04/28/2023	Service		
1	01-2-01100-292-001			Other Employee Benefits - Employee		0.00	12.50
2	01-2-01100-292-003			Other Employee Benefits - Employee		0.00	12.50

Vendor ID	Vendor Name						
Inv Number		Inv Date	PO Number	PO Date	Description	Accrued	
Line		Account Number		Description		Encumber	Payable
					Total Invoice:	0.00	25.00
					Total Vendor:	0.00	25.00
SCHOINC	**Scholastic Inc**						
M7248108A		01/12/2023		04/18/2023	Supplies		
1		01-2-01100-610-003			Supplies - Regular Instruction	0.00	10.99
					Total Invoice:	0.00	10.99
					Total Vendor:	0.00	10.99
SCOTTIES	**Scotties Potties**						
847762S		04/27/2023		05/04/2023	Service		
1		01-2-02620-431-001			Repairs & Maintenance - Building Ma	0.00	500.00
					Total Invoice:	0.00	500.00
					Total Vendor:	0.00	500.00
SIDNGLAS	**Kurt & Judy Adden**						
536670		04/04/2023		05/03/2023	Door Repair		
1		01-2-02620-431-001			Repairs & Maintenance - Building Ma	0.00	60.00
					Total Invoice:	0.00	60.00
					Total Vendor:	0.00	60.00
SIDSUN	**Sidney Sun-Telegraph**						
157996		04/20/2023		04/28/2023	Legal Notice - Minutes		
1		01-2-02310-540-000			Advertising - Board of Education	0.00	128.75
					Total Invoice:	0.00	128.75
157997		04/20/2023		04/28/2023	Legal Notice - Payables		
1		01-2-02310-540-000			Advertising - Board of Education	0.00	23.37
					Total Invoice:	0.00	23.37
					Total Vendor:	0.00	152.12
SOAR	**Michelle L. Weimer**						
2032		04/10/2023		04/18/2023	PT Services		
1		01-2-02171-340-003			Physical Therapy - SPED - School Ag	0.00	1,731.42
2		01-2-02171-340-003			Physical Therapy - SPED - School Ag	0.00	82.53
					Total Invoice:	0.00	1,813.95
					Total Vendor:	0.00	1,813.95
THEDOCK	**The Dock**						
05022023		05/02/2023		05/02/2023	Other		
1		01-2-02310-890-000			Misc. Expenses - Board of Education	0.00	140.00

Vendor ID	Vendor Name					
Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	
Line	Account Number		Description		Encumber	Payable
				Total Invoice:	0.00	140.00
				Total Vendor:	0.00	140.00
USBANK	**US Bank**					
05032023	05/03/2023		05/03/2023	Miscellaneous		
1	01-2-02710-626-000			Fuel - Student Transportation	0.00	75.00
2	01-2-01100-890-001			Misc. Expenses - Instruction	0.00	177.95
3	01-2-01100-610-001			Supplies - Regular Instruction	0.00	39.03
4	01-2-01100-610-003			Supplies - Regular Instruction	0.00	39.03
5	01-2-01100-890-001			Misc. Expenses - Instruction	0.00	275.50
6	01-2-01100-610-001			Supplies - Regular Instruction	0.00	83.29
7	01-2-01100-610-003			Supplies - Regular Instruction	0.00	83.29
8	01-2-01100-610-001			Supplies - Regular Instruction	0.00	166.63
9	01-2-01100-610-003			Supplies - Regular Instruction	0.00	166.62
10	01-2-02620-610-001			Supplies - Building Operations	0.00	61.39
11	01-2-01200-610-001			Supplies - SPED	0.00	49.90
12	01-2-01100-650-001			Supplies - Technology Related - Ins	0.00	335.69
13	01-2-02620-610-001			Supplies - Building Operations	0.00	20.00
14	01-2-02230-610-001			Supplies - Technology	0.00	39.96
15	01-2-02410-610-001			Supplies - School Administration	0.00	49.97
16	01-2-02230-735-001			Technology Software - Technology	0.00	830.50
17	01-2-01100-610-001			Supplies - Regular Instruction	0.00	86.21
18	01-2-02620-610-001			Supplies - Building Operations	0.00	59.88
19	01-2-01100-610-001			Supplies - Regular Instruction	0.00	15.99
20	01-2-01100-610-001			Supplies - Regular Instruction	0.00	171.85
21	01-2-02410-610-001			Supplies - School Administration	0.00	38.16
22	01-2-02410-610-001			Supplies - School Administration	0.00	76.20
23	01-2-02620-610-001			Supplies - Building Operations	0.00	27.84
24	01-2-02230-610-001			Supplies - Technology	0.00	11.38
25	01-2-02410-890-001			Misc. Expenses - School Administrat	0.00	36.93
26	01-2-02410-890-003			Misc. Expenses - School Administrat	0.00	36.92
27	01-2-02710-626-000			Fuel - Student Transportation	0.00	89.50
28	01-2-02620-610-001			Supplies - Building Operations	0.00	27.90
29	01-2-02710-626-000			Fuel - Student Transportation	0.00	42.39
30	01-2-02710-626-000			Fuel - Student Transportation	0.00	45.01
31	01-2-02710-626-000			Fuel - Student Transportation	0.00	85.32
				Total Invoice:	0.00	3,345.23
				Total Vendor:	0.00	3,345.23
VILLDALT	**Village Of Dalton**					
04252023	04/25/2023		04/25/2023	Utilities		
1	01-2-02610-410-001			Utilitiy Services - Building Operat	0.00	34.00
2	01-2-02610-410-001			Utilitiy Services - Building Operat	0.00	34.00

Vendor ID	Vendor Name						
Inv Number		Inv Date	PO Number	PO Date	Description	Accrued	
Line	Account Number			Description		Encumber	Payable
3	01-2-02610-410-001				Utilitiy Services - Building Operat	0.00	420.17
					Total Invoice:	0.00	488.17
					Total Vendor:	0.00	488.17
VILLGURL	**Village Of Gurley**						
050120203		05/01/2023		05/01/2023	Utilities		
1	01-2-02610-410-003				Utilitiy Services - Building Operat	0.00	689.13
					Total Invoice:	0.00	689.13
					Total Vendor:	0.00	689.13
WHEAPUBL	**Wheat Belt PPD**						
05042023		05/04/2023		05/04/2023	Utilities		
1	01-2-02610-621-001				Utility Energy Services - Bldg Op	0.00	1,615.93
2	01-2-02610-621-001				Utility Energy Services - Bldg Op	0.00	239.77
3	01-2-02610-621-001				Utility Energy Services - Bldg Op	0.00	282.05
4	01-2-02610-621-003				Utility Energy Services - Bldg Op	0.00	50.03
5	01-2-02610-621-003				Utility Energy Services - Bldg Op	0.00	1,333.38
					Total Invoice:	0.00	3,521.16
					Total Vendor:	0.00	3,521.16
WIEDEDAV	**Dave Wiedeman**						
04192023		04/19/2023		04/19/2023	Travel Expense (Motel)		
1	01-2-02310-580-000				Travel Expenses - Board of Educatio	0.00	185.62
					Total Invoice:	0.00	185.62
					Total Vendor:	0.00	185.62
YOUNGSP	**Young's Plumbing And**						
4134		04/13/2023		04/19/2023	Roof Top Units		
1	01-2-02620-431-003				Repairs & Maintenance - Building Ma	0.00	421.00
2	01-2-02620-431-003				Repairs & Maintenance - Building Ma	0.00	200.00
					Total Invoice:	0.00	621.00
					Total Vendor:	0.00	621.00
						0.00	153,179.23
					Journal Total:	**0.00**	**153,179.23**

Fund Summary
01 - General Fund

		0.00	153,179.23

Payable Journal

Fiscal Year: 2023

Payroll Summary

Accrued Fund Summary

TREASURER'S REPORT
May 8, 2023

Beginning Bank Statement Balance (4-1-2023)			$ 1,314,959.41
Receipts:			
Cheyenne Co. taxes.	$ 191,321.51		
Morrill Co. taxes	$ 51,152.87		
SPED SA FFR Reimb 21-22	$ 7,114.00		
Receipts	$ 2,650.00		
Medicaid	$ 522.83		
Lunch Expenses (September - November	$ 39,918.54		
State Aid	$ 17,994.00		
NOW Interest on Checking	$ 1,274.91		
	$ 311,948.66	$ 1,626,908.07	
Expenses: Debits Clearing the Bank in April		$ 308,311.44	
Ending Bank Statement Balance (4-30-2023)		$ 1,318,596.63	
Outstanding Checks		$ 1,247.23	
Reconciliation Book Balance		$ 1,317,349.40	
Outstanding Expenses:			
May Payroll		$ 130,369.75	
May Payroll Withholding		$ 131,559.18	
May Vendor Payable Journal		$ 153,179.23	
		$ 415,108.16	
Book Balance:		$ 902,241.24	

DEPRECIATION FUND: (CHECKING)		
Beginning bank balance.	$ 170,335.56	
Interest Earned	$ 112.00	
Closing Bank Balance	$ 170,447.56	

TIME CERTIFICATES:		
General Fund CD		
Beginning Bank Balance	$ 118,688.03	
Interest Earned	$ -	
Closing Bank Balance	$ 118,688.03	

BUILDING FUND: (CHECKING)		
Beginning bank balance	$ 315,310.57	
Cheyenne County	$ 3,538.36	
Morrill County	$ 974.46	
Interest earned	$ 319.81	
Closing Bank Balance	$ 320,143.20	

Monthly Receipt for Board

Through April

Account	Description	22-23 Budgeted	Monthly Receipts	YTD Receipts	Remaining budget	% Spent YTD	% Remaining budget
01-1100	Property Tax	3,775,090.00	227,505.79	2,446,265.36	1,328,824.64	64.80	35.20
01-1115	Carline Tax	15,000.00	0.00	1,940.63	13,059.37	12.94	87.06
01-1125	Motor Vehicle Tax	110,000.00	9,140.37	79,348.51	30,651.49	72.14	27.86
01-1510	Interest	1,500.00	1,274.91	7,162.98	-5,662.98	477.53	-377.53
01-1990	Other Local Receipts	200.00	2,650.00	19,342.45	-19,142.45	9,671.23	-9,571.23
01-2110	Fines and License Fees	10,000.00	800.06	8,514.32	1,485.68	85.14	14.86
01-2130	Other County Sources	500.00	0.00	0.00	500.00	0.00	100.00
01-3110	State Aid	179,947.00	17,994.00	143,956.00	35,991.00	80.00	20.00
01-3120	SPED Programs	75,000.00	7,114.00	56,345.00	18,655.00	75.13	24.87
01-3125	SPED Transportation	7,000.00	0.00	0.00	7,000.00	0.00	100.00
01-3180	Pro Rate Motor Vehicle	8,000.00	4,053.70	6,345.51	1,654.49	79.32	20.68
01-3400	State Apportionment	10,000.00	0.00	20,325.31	-10,325.31	203.25	-103.25
01-3500	State Categorical	8,000.00	0.00	8,614.80	-614.80	107.69	-7.69
01-3535	High Abilility Learners	3,000.00	0.00	3,371.00	-371.00	112.37	-12.37
01-4500	Title 1	40,000.00	0.00	0.00	40,000.00	0.00	100.00
01-4512	IDEA Programs	30,500.00	0.00	39,045.00	-8,545.00	128.02	-28.02
01-4530	Other Federal Receipts	46,000.00	0.00	96,178.00	-50,178.00	209.08	-109.08
01-4708	Medicaid in Public	5,000.00	522.83	5,653.77	-653.77	113.08	-13.08
01-4709	Medicaid Administrative	6,000.00	0.00	3,176.03	2,823.97	52.93	47.07
		4,330,737.00	271,055.66	2,945,584.67	1,385,152.33	68.01	31.98

Monthly Expense for Board

Account	Description	22-23 Budgeted	Month Expenses	YTD Expenses	Remaining Budget	%Spent YTD	% Remaining Budget
01-1000	All Instruction Programs	2,400,000.00	142,603.03	1,145,906.17	1,254,093.83	47.75	52.25
01-1200	SPED Instructional	250,000.00	14,266.96	129,103.76	120,896.24	51.64	48.36
01-2100	Supp Services - Pupils	230,000.00	-18,792.75	139,454.61	90,545.39	60.63	39.37
01-2140	SPED Services	50,000.00	6,673.41	55,685.66	-5,685.66	111.37	-11.37
01-2200	Supp Services - Staff	250,000.00	17,082.36	128,989.86	121,010.14	51.60	48.40
01-2310	Board of Education	25,000.00	637.91	19,464.78	5,535.22	77.86	22.14
01-2320	Executive Administration	230,000.00	7,646.99	75,486.63	154,513.37	32.82	67.18
01-2330	District Legal Services	50,000.00	0.00	3,435.00	46,565.00	6.87	93.13
01-2410	Office of the Principal	400,000.00	28,004.67	212,098.13	187,901.87	53.02	46.98
01-2500	Gen Admin - Business	137,000.00	8,670.07	97,288.89	39,711.11	71.01	28.99
01-2600	Bldg Maint/Operation	450,000.00	38,646.76	227,528.62	222,471.38	50.56	49.44
01-2710	Pupil Transportation	250,000.00	21,803.65	170,757.38	79,242.62	68.30	31.70
01-2712	SPED Pupil Trans	40,000.00	0.00	1,650.60	38,349.40	4.13	95.87
01-2900	Activity Supplies	1,000.00	0.00	0.00	1,000.00	0.00	100.00
01-3535	High Ability Learners	5,000.00	0.00	720.00	4,280.00	14.40	85.60
01-4300	Architect/Engineering	125,000.00	0.00	0.00	125,000.00	0.00	100.00
01-6000	Federal Programs	210,000.00	98.95	105,690.05	104,309.95	50.33	49.67
01-8000	Transfers	50,000.00	0.00	0.00	50,000.00	0.00	100.00
01-9000	Budget Authority	180,682.00	0.00	0.00	180,682.00	0.00	100.00
		5,333,682.00	267,342.01	2,513,260.14	2,820,421.86	47.12	52.87

through May

Monthly Expense for Board

Account	Description	22-23 Budgeted	Month Expenses	YTD Expenses	Remaining Budget	%Spent YTD	% Remaining Budget
01-1000	All Instruction Programs	2,400,000.00	152,628.98	1,298,535.15	1,101,464.85	54.11	45.89
01-1200	SPED Instructional	250,000.00	25,449.37	154,553.13	95,446.87	61.82	38.18
01-2100	Supp Services - Pupils	230,000.00	22,899.80	162,354.41	67,645.59	70.59	29.41
01-2140	SPED Services	50,000.00	3,691.88	59,377.54	-9,377.54	118.76	-18.76
01-2200	Supp Services - Staff	250,000.00	20,095.99	149,085.85	100,914.15	59.63	40.37
01-2310	Board of Education	25,000.00	11,328.74	30,793.52	-5,793.52	123.17	-23.17
01-2320	Executive Administration	230,000.00	8,357.41	83,844.04	146,155.96	36.45	63.55
01-2330	District Legal Services	50,000.00	0.00	3,435.00	46,565.00	6.87	93.13
01-2410	Office of the Principal	400,000.00	24,694.94	236,793.07	163,206.93	59.20	40.80
01-2500	Gen Admin - Business	137,000.00	9,279.68	106,568.57	30,431.43	77.79	22.21
01-2600	Bldg Maint/Operation	450,000.00	27,444.69	254,973.31	195,026.69	56.66	43.34
01-2710	Pupil Transportation	250,000.00	17,759.54	188,516.92	61,483.08	75.41	24.59
01-2712	SPED Pupil Trans	40,000.00	0.00	1,650.60	38,349.40	4.13	95.87
01-2900	Activity Supplies	1,000.00	0.00	0.00	1,000.00	0.00	100.00
01-3535	High Ability Learners	5,000.00	0.00	720.00	4,280.00	14.40	85.60
01-4300	Architect/Engineering	125,000.00	0.00	0.00	125,000.00	0.00	100.00
01-6000	Federal Programs	210,000.00	1,477.14	107,167.19	102,832.81	51.03	48.97
01-8000	Transfers	50,000.00	90,000.00	90,000.00	-40,000.00	180.00	-80.00
01-9000	Budget Authority	180,682.00	0.00	0.00	180,682.00	0.00	100.00
		5,333,682.00	415,108.16	2,928,368.30	2,405,313.70	54.90	45.09

Current Unencumbered Summary Report

Activity Number and Name	Beginning Balance	Current Receipts	Current Disbursements	Current Adjustments	P/Os	Unencumbered Balance
H High School						
101 Extra Curril	9,265.16	2,000.00	6,685.21	0.00	0.00	4,579.95
102 Girls Volleyball	833.51	5.66	0.00	0.00	0.00	839.17
104 Wrestling	5,201.02	0.00	0.00	0.00	0.00	5,201.02
105 Football	1,385.82	0.00	0.00	0.00	0.00	1,385.82
106 Boys Basketball	805.81	0.00	0.00	0.00	0.00	805.81
107 Girls Basketball	1,003.74	0.00	0.00	0.00	0.00	1,003.74
108 Golf	1,186.23	0.00	89.86	0.00	0.00	1,096.37
109 Track	305.00	0.00	0.00	0.00	0.00	305.00
201 L Club	131.38	0.00	0.00	0.00	0.00	131.38
202 HS Cheerleaders	26.21	0.00	0.00	0.00	0.00	26.21
203 STUCO	3,866.51	54.31	54.31	0.00	0.00	3,866.51
205 Band/Choir	2,595.16	0.00	0.00	0.00	0.00	2,595.16
206 NHS	7,943.23	33.00	175.00	0.00	0.00	7,801.23
209 Speech	1,405.65	0.00	0.00	0.00	0.00	1,405.65
210 One-Acts	1,490.62	0.00	102.05	0.00	0.00	1,388.57
322 2022	0.00	0.00	0.00	0.00	0.00	0.00
323 2023	4,119.72	0.00	940.92	0.00	0.00	3,178.80
324 2024	3,542.37	0.00	76.96	0.00	0.00	3,465.41
325 2025	2,827.66	0.00	0.00	0.00	0.00	2,827.66
326 2026	646.84	965.00	544.90	0.00	0.00	1,066.94
401 Yearbook	1,659.28	180.00	0.00	0.00	0.00	1,839.28
403 FFA	59,852.77	700.00	534.53	0.00	0.00	60,018.24
404 Doors	1,373.46	0.00	0.00	0.00	0.00	1,373.46
408 Shop	219.99	0.00	0.00	0.00	0.00	219.99
409 1:1 Purchase	10,076.01	0.00	0.00	0.00	0.00	10,076.01
410 Entrepreneurship	2,525.04	0.00	0.00	0.00	0.00	2,525.04
411 Fine Arts Club	1,435.66	0.00	0.00	0.00	0.00	1,435.66
H High School Totals:	125,723.85	3,937.97	9,203.74	0.00	0.00	120,458.08
J Jr High / Elem						
601 JH/Elem Activities	666.72	582.00	1,398.00	0.00	0.00	-149.28
602 JH STUCO	902.25	0.00	0.00	0.00	0.00	902.25
603 Music/band	1,802.20	0.00	0.00	0.00	0.00	1,802.20
604 Yell Club	968.46	0.00	0.00	0.00	0.00	968.46
609 Needy Students	1,802.49	0.00	4.25	0.00	0.00	1,798.24
611 Book Fair	664.89	39.00	0.00	0.00	0.00	703.89
612 Quiz Bowl	790.79	0.00	0.00	0.00	0.00	790.79
J Jr High / Elem Totals:	7,597.80	621.00	1,402.25	0.00	0.00	6,816.55
Report Totals:	133,321.65	4,558.97	10,605.99	0.00	0.00	127,274.63

BEGINNING BANK BALANCE	$ 133,321.65
April Receipts	$ 4,558.97
April Expenses	$ 8,960.99
Online payments	$ 1,645.00
ENDING BANK BALANCE	$ 127,274.63

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total Amount	Sales Tax	Amount Less Tax
Line	Activity	Name				

Journal Number: 282   **April Revenue**   **Posted: 05/03/2023 01:57:11 PM**

	04/05/2023	**Sales**	**Sales**			
1	611 Book Fair			39.00	0.00	39.00
			Receipt Totals:	39.00	0.00	39.00
	04/13/2023	**Donation**	**Platte Valley Bank**			
1	403 FFA			700.00	0.00	700.00
			Receipt Totals:	700.00	0.00	700.00
	04/13/2023	**Sales**	**Sales**			
1	206 NHS			13.00	0.00	13.00
			Receipt Totals:	13.00	0.00	13.00
	04/18/2023	**Floor Sponsorship**	**Pepsi-Cola**			
1	101 Extra Curril			1050.00	0.00	1050.00
			Receipt Totals:	1050.00	0.00	1050.00
	04/25/2023	**Refund on Royalty**	**Pioneer Drama**			
1	101 Extra Curril			50.00	0.00	50.00
			Receipt Totals:	50.00	0.00	50.00
	04/25/2023	**JH Track Meet**	**PD; Caliche, Peetz,**			
1	601 JH/Elem Activities			110.00	0.00	110.00
2	601 JH/Elem Activities			110.00	0.00	110.00
3	601 JH/Elem Activities			110.00	0.00	110.00
4	601 JH/Elem Activities			110.00	0.00	110.00
5	601 JH/Elem Activities			110.00	0.00	110.00
			Receipt Totals:	550.00	0.00	550.00
	04/25/2023	**STUCO Gift**	**Leyton GFR**			
1	203 STUCO			54.31	0.00	54.31
			Receipt Totals:	54.31	0.00	54.31
	04/25/2023	**Concessions Stand**	**Fundraiser**			
1	326 2026			965.00	0.00	965.00
			Receipt Totals:	965.00	0.00	965.00
	04/28/2023	**Kinder Caps/Gowns**	**Parents**			
1	601 JH/Elem Activities			32.00	0.00	32.00
			Receipt Totals:	32.00	0.00	32.00
	04/28/2023	**Receipts**	**Receipts**			
1	401 Yearbook			180.00	0.00	180.00
2	206 NHS			20.00	0.00	20.00
3	102 Girls Volleyball			5.66	0.00	5.66
			Receipt Totals:	205.66	0.00	205.66
	04/28/2023	**Online Payments**	**Credit Card**			
1	101 Extra Curril			350.00	0.00	350.00
2	101 Extra Curril			50.00	0.00	50.00

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total Amount	Sales Tax	Amount Less Tax
Line	Activity	Name				
3	101	Extra Curril		50.00	0.00	50.00
4	101	Extra Curril		100.00	0.00	100.00
5	101	Extra Curril		50.00	0.00	50.00
6	101	Extra Curril		100.00	0.00	100.00
7	101	Extra Curril		200.00	0.00	200.00
			Receipt Totals:	**900.00**	**0.00**	**900.00**
			Journal Totals:	**4558.97**	**0.00**	**4558.97**

Check Journal

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total
Journal Number:	321	April Credit Card Payments		Posted: 05/03/2023 02:08:29 PM		
042823	04/28/2023	Leyton Lunch		Online Credit Card		1645.00

Invoice	Line	Activity		Name		Amount
	1	101		Extra Curril		300.00
	2	101		Extra Curril		795.00
	3	101		Extra Curril		550.00
				Total Distribution:		1645.00
				Journal Total:		1645.00

Check Journal

Journal Number: 320   May Expenses   Posted: 05/03/2023 01:36:44 PM

017878   04/03/2023 Faith Jones   One Acts Supplies   102.05

Invoice	Line	Activity		Name		Amount
	1	210		One-Acts		102.05

017879   04/05/2023 Bayard Public Schools   Track Meet   150.00

Invoice	Line	Activity		Name		Amount
	1	101		Extra Curril		150.00

017880   04/05/2023 Creek Valley Public   Twilight Meet   170.00

Invoice	Line	Activity		Name		Amount
	1	101		Extra Curril		170.00

017881   04/05/2023 Creek Valley Public   Tri State Meet   170.00

Invoice	Line	Activity		Name		Amount
	1	101		Extra Curril		170.00

017882   04/05/2023 Bridgeport Public   Golf Meet   50.00

Invoice	Line	Activity		Name		Amount
	1	101		Extra Curril		50.00

017883   04/06/2023 Bridgeport Newsblade   Advertising   50.00

Invoice	Line	Activity		Name		Amount
202306 21	1	403		FFA		50.00

017884   04/11/2023 Clever Tees LLC   Elementary Field Trip   1288.00

Invoice	Line	Activity		Name		Amount
	1	601		JH/Elem Activities		1288.00

017885   04/14/2023 US Bank   Miscellaneous   2720.14

Invoice	Line	Activity		Name		Amount
	1	101		Extra Curril		2067.73
	2	403		FFA		484.53
	3	323		2023		90.92
	4	324		2024		76.96
				Total Distribution:		2720.14

017887   04/17/2023 Morrill Public Schools   Golf Meet Fee   30.00

Check Journal

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total

Invoice	Line	Activity		Name				Amount
	1		101	Extra Curril				30.00

017889 04/17/2023 Leyton Lunch Help with Lunches 4.25

Invoice	Line	Activity		Name				Amount
	1		609	Needy Students				4.25

017890 04/18/2023 Creek Valley Public JH Track Fee 110.00

Invoice	Line	Activity		Name				Amount
	1		601	JH/Elem Activities				110.00

017891 04/18/2023 Eli Weyerts Helium 175.00

Invoice	Line	Activity		Name				Amount
	1		206	NHS				175.00

017892 04/24/2023 Craig Erdman Starter 250.00

Invoice	Line	Activity		Name				Amount
	1		101	Extra Curril				250.00

017893 04/24/2023 Joelle Keith Accompanist 392.48

Invoice	Line	Activity		Name				Amount
	1		101	Extra Curril				392.48

017894 04/24/2023 Matt Haley Meal after meet 89.86

Invoice	Line	Activity		Name				Amount
	1		108	Golf				89.86

017895 04/25/2023 Mackenzie Ivie Supplies for Gift 54.31

Invoice	Line	Activity		Name				Amount
	1		203	STUCO				54.31

017896 04/25/2023 Booster Club Concessions 544.90

Invoice	Line	Activity		Name				Amount
	1		326	2026				544.90

017897 04/27/2023 Central City Public Coaches Clinic - 50.00

Invoice	Line	Activity		Name				Amount

Check Journal

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total
1		101 Extra Curril			50.00	
017898	04/27/2023	Points West Community		Senior Trip		850.00

Invoice	Line	Activity	Name		Amount
	1	323	2023		850.00

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total
017899	04/28/2023	Points West Community		Money Boxes		1000.00

Invoice	Line	Activity	Name		Amount
	1	101	Extra Curril		1000.00

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total
017900	04/28/2023	Mike Lecher		Track Starter		560.00

Invoice	Line	Activity	Name		Amount
	1	101	Extra Curril		560.00

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total
017901	04/28/2023	Wes Gamble		Meet Official		150.00

Invoice	Line	Activity	Name		Amount
	1	101	Extra Curril		150.00

Journal Total: 8960.99

EMPLOYEE BENEFITS
SCHOOL: LEYTON PUBLIC SCHOOLS

For the Period: April 1, 2023 – April 30, 2023

Dated: May 8, 2023

ACTIVITY	BALANCE LAST REPORT	RECEIPTS	EXPENSES	BALANCE ON HAND
Beginning Bank Balance	$ 16,824.42			
Receipts				
Section 125		$ 939.00		
Interest		$ 1.94		
Miscellaneous		$ 0		
Transfer		$ 0		
Expenses:				
Section 125		$	$ 521.75	
Other			$	
			$	
TOTALS	$ 16,824.42	$ 940.94	$ 521.75	$ 17,243.61

SUMMARY OF ALL ACTIVITY ACCOUNTS

Bank Balance	$ 16,824.42		
Receipts	$ 940.94		
Minus Checks Paid	$ 521.75		
Balance	$ 17,243.61		

Signed_____Matt M_____

Title_____Supt_____

SCHOOL LUNCH PROGRAM REPORT

LEYTON PUBLIC SCHOOLS

For the period: April 1, 2023 – April 30, 2023

May 8, 2023

ACCOUNT	BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	BALANCE ON HAND
BALANCE	$ 48,661.90			
RECEIPTS:				
Federal		$		
State		$		
Adult		$ 1,246.30	$	
Student		$ 3,192.05	$	
Vending		$		
Transfer		$		
Other		$		
EXPENDITURES:				
Food/Supplies		$ 33.00	$ 6,155.27	
Training			$	
Expenses (Sept - Nov)			$ 39,918.54	
TOTALS	$ 48,661.90	$ 4,471.35	$ 46,073.81	$ 7,059.44
Bank Balance	$ 48,661.90			
Deposits	$ 4,471.35			
Minus checks paid	$ 46,073.81			
Balance	$ 7,059.44			

Signed _Matt M___

Title _Supt___

GENERAL FUND REIMBURSABLE
SCHOOL: LEYTON PUBLIC SCHOOL

For the Period: April 1, 2023 – April 30, 2023

Dated: May 8, 2023

ACTIVITY	BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	BALANCE ON HAND
General fund reimbursement	$ 5,000.00	$ 338.82	$ 338.82	$ 5,000.00
TOTALS	$ 5,000.00	$ 338.82	$ 338.82	$ 5,000.00

SUMMARY OF ALL ACTIVITY ACCOUNTS

Bank Balance	$ 5,000.00		
Deposits	$ 388.82		
Minus Checks Paid	$ 338.82		
Balance	$ 5,000.00		

Signed _____

Title _____

LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #4040

Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms stated.

Head of Maintenance, Custodians, Technology Coordinator, Office Manager, Secretaries, and Nurse:
- o Full-Time, up to 40 hours per week, 12 months per year. Office Manager, Secretaries, Nurse, and Technology Coordinator may have reduced hours during the summer and holiday breaks.
- o District will provide full family health care plan and a single (employee) dental plan. Employees are allowed to purchase family dental and/or supplemental insurance for AFLAC and Disability as members of the district pool.
- o Eligible for vacation time: after 1st anniversary – 40 hours; after 2nd anniversary – 80 hours; non-cumulative. Hours are available on September 1st, following the anniversary date. (**currently employed custodians are grandfathered in with 120 hours)
- o 40 hours of paid sick leave per year, cumulative to 120 hours.
- o 8 hours of paid personal leave per year, non-cumulative.
- o 40 hours of paid bereavement leave per year, non-cumulative.
- o Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Head Cooks, Kitchen Aides and Para educators:
- o Full-Time, not more than 40 hours per week, during the school term.
- o Kitchen Staff will be paid from the Hot Lunch Fund.
- o 37.50 hours of paid sick leave per year, cumulative to 112.50 hours.
- o 7.50 hours of paid personal leave per year, non-cumulative.
- o 37.50 hours of paid bereavement leave per year, non-cumulative.
- o Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.

Route Bus Drivers
- Employed during the school term only.
- Paid accordingly as approved at the August 10, 2020 Board meeting:
  - Base pay of $17.50 per hour
  - Annual increase of $0.50 per hour
  - Max salary of $35.00 per hour
- 15 hours of paid sick leave per year, cumulative to 45 hours.
- 3 hours of paid personal leave per year, non-cumulative.
- 15 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- Physical Exams
  - Required physical exams will be paid for by the district.
  - The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

Activity Bus Drivers
- No benefits
- Rate of pay will be determined each year by Board approval.
- Trips will be assigned on a rotation.

Other Provisions Applicable to Classified Staff
Rate of Pay
- Head of Maintenance is an "Exempt Employee" and is paid a salary, not an hourly wage.
- Hourly classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked. If an employee has two different rates of pay, overtime will be determined by a weighted average.
- A "Year" for purposes of this policy is defined as August 1st through July 31st.

Adopted on: October 11, 2010
Revised on: December 13, 2017
Reviewed on: December 9, 2019
Revised on: January 13, 2020
Revised on: September 14, 2020
Reviewed on: May 9, 2022

LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #4040

Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms stated.

<u>Head of Maintenance, Custodians, Technology Coordinator, Office Manager, Secretaries, Groundskeeper and Nurse:</u>

- o Full-Time, up to 40 hours per week, 12 months per year. Office Manager, Secretaries, Nurse, and Technology Coordinator may have reduced hours during the summer and holiday breaks.
- o District will provide full family health care plan and a single (employee) dental plan, vision insurance single (employee). Employees are allowed to purchase family dental, family vision and/or supplemental insurance for AFLAC and Disability as members of the district pool.
- o Eligible for vacation time: after 1st anniversary – 40 hours; after 2nd anniversary – 80 hours; 7th anniversary-120 hours non-cumulative. Hours are available on September 1st, following the anniversary date. (~~**currently employed custodians are grandfathered in with 120 hours**~~)
- o 48 hours of PTO ~~40 hours of paid sick leave~~ per year, unused hours can cumulate to 120 hours of sick leave.
- o ~~8 hours of paid personal leave per year, non-cumulative.~~
- o 40 hours of paid bereavement leave per year, non-cumulative.
- o Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day
- o Up to 5 Weather related school closure days can be paid per year, non-cumulative
- o Paid Leave for when school is closed unexpectantly (non-weather related)

<u>Food Services Director, Head Cooks, Kitchen Aides and Para educators:</u>

- o Full-Time, not more than 40 hours per week, during the school term.
- o Kitchen Staff will be paid from the Nutrition ~~Hot Lunch~~ Fund.
- o 45 Hours of PTO ~~37.50 hours of paid sick leave~~ per year, unused hours can cumulate to 112.50 hours of sick leave.
- o ~~7.50 hours of paid personal leave per year, non-cumulative.~~

- 37.50 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- Up to 5 Weather related school closure days can be paid per year, non-cumulative
- Paid Leave for when school is closed unexpectantly (non-weather related)
-

Route Bus Drivers
- Employed during the school term only.
- Paid accordingly to the classified salary schedule ~~as approved at the August 10, 2020 Board meeting:~~
  - ~~- Base pay of $17.50 per hour~~
  - ~~- Annual increase of $0.50 per hour~~
  - ~~- Max salary of $35.00 per hour~~
- 18 hours of PTO, unused hours can accumulate to 45 hours of sick leave.
- ~~15 hours of paid sick leave per year, cumulative to 45 hours.~~
- ~~3 hours of paid personal leave per year, non-cumulative.~~
- 15 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- Up to 5 Weather related school closure days can be paid per year, non-cumulative
- Paid Leave for when school is closed unexpectantly (non-weather related)
-
- Physical Exams
  - Required physical exams will be paid for by the district.
  - The physical from a doctor may be specified by the board on a proper form to be provided by the mattsuperintendent.

Activity Bus Drivers
- No benefits
- Rate of pay will be determined by the Classified Salary Schedule ~~each year by Board approval.~~
- ~~Trips will be assigned on a rotation.~~

Other Provisions Applicable to Classified Staff

Rate of Pay

- o Head of Maintenance is an "Exempt Employee" and is paid a salary, not an hourly wage.
- o Hourly classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked. If an employee has two different rates of pay, overtime will be determined by a weighted average.
- o A "Year" for purposes of this policy is defined as August 1st through July 31st.

Adopted on:	October 11, 2010
Revised on:	December 13, 2017
Reviewed on:	December 9, 2019
Revised on:	January 13, 2020
Revised on:	September 14, 2020
Reviewed on:	May 9, 2022

The Extracurricular Activities Program

1.   **General Purpose**

   a.   The extracurricular program includes noncurricular activities which are sponsored by the school district. These actives include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.

   b.   Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.

   c.   Extracurricular activities ***do not*** include:

      i.   co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

      ii.   student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

2.   **Governance**

   a.   All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.

   b.   Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

3. **Student Eligibility**

    a. Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.

    b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.

    c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.

    d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.

    e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.

    f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

4. **Sponsors**

    a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.

    b. The Athletic Director will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the superintendent's sole discretion.

c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

5. **Fundraising Activities**

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

Adopted on: February 9, 2009
Revised on: February 12, 2018
Reviewed on: February 10, 2020

Lunch Prices
2022-2023 Current; 2023-2024 Proposed

	Actual 2022-2023	Proposed 2023-2024	Last Increase
Adult – Lunch Price	4.00	4.00	2021-2022
High School Student	2.85	**2.95**	2017-2018
HS 2nd Entrée	1.30	1.30	2019-2020
6th – 8th grade Student	2.75	**2.85**	2018-2019
K – 5th grade Student	2.60	**2.70**	2018-2019
Elem/JH 2nd Entrée	.75	.75	2018-2019
Adult – Breakfast Price	2.25	2.25	2019-2020
Breakfast – High School	1.60	**1.75**	2019-2020
Breakfast – HS Second	1.00	1.00	2019-2020
Breakfast – Elem/JH	1.50	1.50	2018-2019
Breakfast –Elem/JH Second	FREE	FREE	—
Milk	.40	**.45**	2019-2020
Substitute Teachers (or) Other Helpers	No Charge to Guest -- Pay out of General Fund Reimbursable	No Charge to Guest -- Pay out of General Fund Reimbursable	
Kitchen helpers	No Charge	No Charge	
Principal Invited Guests	No Charge to Guest -- Pay out of General Fund Reimbursable	No Charge to Guest – Pay out of General Fund Reimbursable	

Activity Prices

	Actual 2022-2023	Proposed 2023-2024
Gate Price: Student	4.00	4.00
Gate Price: Adult	5.00	5.00
Student (K-8) Activity	20.00	20.00
Adult Activity	30.00	30.00
Family Pass	90.00	90.00
Golden Age Pass (*60+ & Must Show Card*)	FREE	FREE
Fob Facility Use	150.00	150.00

USDA
United States Department of Agriculture

Braddock
Place

1320
Braddock
Place
Alexandria
VA 22302

DATE: April 5, 2023

MEMO CODE: SP 11-2023

SUBJECT: Paid Lunch Equity: Guidance for School Year 2023-2024

TO: Regional Directors
               Special Nutrition Programs
               All Regions

               State Directors
               Child Nutrition Programs
               All States

Issuing Agency/Office:	Food and Nutrition Service/Child Nutrition Programs
Title of Document:	Paid Lunch Equity: Guidance for School Year 2023-2024
Document ID:	
Z-RIN:	
Date of Issuance:	April 5, 2023
Replaces:	Not Applicable
Summary:	(1) This guidance applies to State agencies and school food authorities administering the National School Lunch Program. (2) This guidance provides information regarding the paid lunch equity requirements for school year 2023-2024.

Purpose

The purpose of this memorandum is to provide guidance to State agencies and school food authorities (SFAs) on the paid lunch equity (PLE) requirements for school year (SY) 2023-2024. This memorandum explains the PLE exemption provided in the Consolidated Appropriations Act, 2023 (Public Law 117-328) (the Appropriations Act). This memorandum also provides guidance for SFAs that do not qualify for the exemption, including those who may be returning to PLE requirements for the first time in a few years.

Guidance for Paid Lunch Pricing for SY 2023-2024

SP 06-2023, CACFP 05-2023, SFSP 02-2023, Consolidated Appropriations Act, 2023: Effect on Child Nutrition Programs, published on March 3, 2023, announced that in Section 752 of Division A of the Appropriations Act, enacted on December 29, 2022, Congress provides an exception to the PLE requirements for SY 2023-2024. It stated that only SFAs that had a negative balance in the nonprofit school food service account as of

June 30, 2022, shall be required to establish prices for paid lunches according to the PLE provisions in Section 12(p) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(p) and implemented in National School Lunch Program regulations at 7 CFR 210.14(e). Therefore, the guidance that follows is separated into two categories: SFAs that qualify for the exemption and SFAs that do not qualify for the exemption.

SFAs Qualifying for the SY 2023-2024 PLE Exemption
For SY 2023-2024, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2022, are exempt from PLE pricing requirements found at 7 CFR 210.14(e). $51,802.10 Reconciled Bank Statement

Because the Appropriations Act affects one school year only, FNS recommends that State agencies maintain documentation that includes which SFAs are using the PLE exemption for SY 2023-2024 in order to demonstrate State agency oversight of this provision. This documentation should include a record that each SFA implementing the exemption had a positive or zero balance in the nonprofit school food service account as of June 30, 2022. This record could include documents such as a financial ledger or an attestation provided by the SFA. This documentation may be reviewed by FNS upon request.

While not required, exempt SFAs may still use the PLE tool to complete the steps necessary to determine their target SY 2023-2024 paid lunch price, consistent with Program regulations at 7 CFR 210.14(e), and adjust their paid lunch prices accordingly. Please note, the SY 2023-2024 PLE tool and instructions will be provided in a separate communication.

SFAs Not Qualifying for the SY 2023-2024 PLE Exemption
SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2022, must follow PLE requirements according to 7 CFR 210.14(e) when establishing their paid lunch prices for SY 2023-2024. SFAs may use the forthcoming SY 2023-2024 PLE tool, or an equivalent procedure, to determine their required paid lunch prices.

In the PLE tool, or via the equivalent procedure, SFAs may use the prices they last charged students as the basis for their SY 2023-2024 paid lunch price calculation, even if those prices were charged during a year the SFA was not required to comply with PLE requirements. For example, SFAs that received flexibility under the PLE waiver during SY 2022-2023[1] or that were exempt based on the FY 2022 Appropriations Act[2] may uses prices charged during SY 2022-2023 to determine their PLE requirement for SY 2023-2024.

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[1] To ease the transition from operating under COVID-19 nationwide waivers, State agencies were able to request a waiver of PLE requirements during SY 2022-2023 to provide schools with the flexibility to not raise their paid lunch prices.

[2] On April 4, 2022, FNS issued SP 08-2022, CACFP 07-2022, SFSP03-2022 - Consolidated Appropriations Act, 2022: Effect on Child Nutrition Programs, notifying States that as required by the 2022 Appropriations Act, any SFA with a positive or zero balance in its nonprofit school food service account as of December 31, 2021, was exempt from PLE pricing requirements found at 7 CFR 210.14(e) for SY 2022-2023. Consolidated Appropriations Act, 2022: Effect on Child Nutrition Programs | Food and Nutrition Service (usda.gov)

If an SFA did not charge for meals during SY 2022-2023, such as an SFA that operated the Community Eligibility Provision, Provisions 2 or 3, or a State funded non-pricing option and is returning to standard counting and claiming in SY 2023-2024, it may use the most recent paid lunch price data as the basis for its SY 2023-2024 paid lunch calculation. If an SFA is unable to find documentation of the last paid meal price charged to students, then it must follow FNS guidance for new schools found in *Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods | Food and Nutrition Service (usda.gov)*.

Consistent with 7 CFR 210.14(e)(4)(i), **SFAs are not required to raise their paid lunch price by more than 10 cents for SY 2023-2024 from the last year they charged for paid lunches.** SFAs can still choose to raise the price by more than 10 cents.

Reporting

As a reminder, while SFAs that meet the Appropriations Act's criteria are exempt from the PLE pricing requirements, all State agencies and SFAs must continue to report paid lunch prices as required in regulations at 7 CFR 210.14(e)(7) for SY 2023-2024.

State agencies are reminded to distribute this memorandum to Program operators. Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

TINA NAMIAN
Digitally signed by TINA NAMIAN
Date: 2023.04.05 15:45:57 -04'00'

Tina Namian
Director
School Meals Policy Division

Setting Meal Prices

Student Meals:

- The goal of every school should be to have a financially sound School Meals Program. To achieve this goal, it is important to ensure the income from all student meals (free, reduced and paid) covers the cost of producing these meals.

- The USDA reimbursement provided for a free lunch plus the value of USDA donated foods (commodities) plus the certified menu reimbursement is intended to cover the average cost of providing a student lunch. The value of donated foods is determined annually and is the same for all students, whether receiving free, reduced or paid meals. Using these rates for the 2022-23 school year, ($4.33 + $0.30+ $0.08), the average cost of a student lunch is approximately $4.71.

  For a reduced-price student lunch, the USDA reimbursement is $0.40 less than the reimbursement received for a free lunch. Schools may charge a maximum price of $0.40 for a reduced-price lunch ($4.33 - $3.93 = $0.40).

  The price to charge for a paid student lunch in SY2022-23 is not subject to the Paid Lunch Equity requirements. The NDE understand that school districts consider many factors when setting a paid meal price for SY2022-23. One method to determine the paid meal price is subtracting the USDA reimbursement received for a paid lunch from the reimbursement received for a free lunch ($4.33 - $0.77 = $3.56).

- Using another approach, the price of a paid student lunch can be determined by calculating the average cost of providing a breakfast and/or lunch and subtracting the USDA reimbursement received for a paid meal. For example:
  1. The school calculates the actual costs for a lunch. Total expenses are divided by the meal count including the total number of students and adults served. The costs for food, supplies, and labor per lunch is $4.70.
  2. USDA's total reimbursement for a paid student lunch is $0.85 (a combination of the regular reimbursement of $0.77 plus the menu certification of $0.08).
  3. The price to charge for a paid student lunch ($4.70 - $0.85) is $3.85.

- The value of donated foods does not apply to breakfast, though donated foods may be used at breakfast. The 2022-23 USDA reimbursement rate for a free breakfast is $2.26. The reimbursement rate for a reduced-price breakfast is $1.96 which is $0.30 less than the free rate of reimbursement for breakfast. Schools may charge a maximum price of $0.30 for a reduced-price breakfast. The price to charge for a paid student breakfast can be calculated by subtracting the USDA reimbursement received for a paid breakfast from the reimbursement received for a free breakfast ($2.26 - $0.50 = $1.76).

- The USDA reimbursement rates are adjusted annually to reflect changes in the Consumer Price Index. Additionally, in SY2022-23, the Keep Kids Fed Act (KKFA) allowed an additional $0.15 per breakfast at all reimbursement levels and an additional $0.40 per lunch at all reimbursement levels. Each school district must examine their paid meal prices on an annual basis. All districts with pricing programs are required to complete USDA's Paid Lunch Equity (PLE) Tool on an annual basis. Increasing meal prices a small amount each year is recommended. A significant increase in meal prices may result in a drop in participation.

Can Schools Set Meal Prices Too High?

- Meal prices for students paying the full price for breakfast and lunch should not be set so high that students do not participate. School lunch and breakfast contribute significantly to academic achievement for all students.
- School districts are required to demonstrate a nonprofit food service operation by limiting net cash resources to an amount that does not exceed three months operating costs for the food service program. For example, if the amount spent on food, labor and other costs associated with the food service program averages $20,000 per month, the food service account balance must not exceed $60,000. If the district has unusually high balance, begin working on a purchasing plan for the future. Contact NDE for more information.

Adult Meals:

- USDA requires schools to ensure that reimbursement, student payments and the value of donated foods are not used to subsidize meals served to adults. In order to meet this requirement, schools are required to sign an agreement that contains the following statement:

  "Each School Food Authority shall, with respect to participating schools under its jurisdiction, charge adults, at a minimum, an amount equal to the total reimbursement received for a free lunch under Section 4 and 11 of the National School Lunch Act plus the per-meal value of donated foods plus the certified menu reimbursement. For breakfast, adults should be charged the rate established for free breakfasts under Section 4 of the Child Nutrition Act. No reimbursement or donated food is provided for adult meals."

- School districts do not receive reimbursement nor do they get donated foods for the adult meals served. Therefore, the adult meal price is based on portion sizes equivalent to a student tray. Although portion sizes are left up to the discretion of the school district, to serve "extras" or even "double portions" to an adult adds to the cost of the meal.

- For the 2022-23 school year, the adult meal prices should be set as follows:

Lunch:		
	Free reimbursement:	$3.93 (does not include KKFA $0.40)
	Donated food value:	0.30
	Certified menu reimbursement:	+ 0.08
	Adult lunch price:	$4.31 (price set at $4.25)

Breakfast:		
	Severe Need Free reimbursement:	$2.52 (does not include KKFA $0.15)
	State reimbursement:	+ 0.05
	Adult breakfast price:	$2.57 (price set at $2.60)

- A school that does not set adult meal prices at or above the amount specified above or demonstrate that all costs of the adult meal have been covered must document each year that school district general funds are used to support the difference in what should be charged and what is actually charged.

What Price Should We Charge for A la Carte Items?

- A la carte prices should cover food and labor costs associated with each item, as well as a fair profit. Compare prices of similar items locally and consider setting school prices slightly lower. Prices can deliberately be set lower on items such as fresh fruit, bottled water, etc. to encourage the purchase of these items.
- A la carte menu items should be priced so that any combination under Offer Versus Serve would equal or exceed the cost of the reimbursable meal. The reimbursable meal should always be the best buy. You could market it as a "Super Value Meal."
  For example:
  - The price charged for a reimbursable student lunch is $3.25.
  - If the price charged for an a la carte sandwich, fruit and milk is $3.50 the reimbursable meal is the better deal.
  - However, if the price charged for this a la carte sandwich, fruit and milk is $3.00, the reimbursable meal is not the better deal. In this case, the school needs to increase their a la carte prices so that the meal is the better deal. All schools should evaluate a la carte prices on a regular basis

Revised 07/2022

Step 1

Enter the SY 2022-23 Unrounded Price Requirement in the box below	SY 2023-24 Weighted Average Price Requirement
This is found in Section 1: Box A of the SY 2022-23 REPORT from the SY 2022-23 tool or below (Price 2)	Requirement price to the nearest cent
	$ -

Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)

Complete if you do NOT know your SY 2022-23 Unrounded Price Requirement

Annual Unrounded Requirement Finder

Enter the **SY 2010-11** Weighted Average Price below
*** The weighted average price for SY 2010-11 is the weighted average of all paid lunch prices charged in the SFA*

SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2021-22 Requirement price to the nearest cent	Price 2: SY 2022-23 Requirement price to the nearest cent
$ 2.06	$ 3.18	$ 3.31
SY 20-21	$ 3.09	
SY 19-20	$ 3.00	
SY 18-19	$ 2.89	
SY 17-18	$ 2.77	
SY 16-17	$ 2.65	
SY 15-16	$ 2.52	
SY 14-15	$ 2.42	
SY 13-14	$ 2.32	
SY 12-13	$ 2.21	
SY 11-12	$ 2.12	

If you do not know your SY2010-2011 Weighted Average Price CLICK HERE

Note: The SY 2022-23 requirement is based on price increase requirements from SY 2011-12 through SY 2021-22.

Use the links below to go to the next step:

Click here to go to SY 2023-24 Price Calculator
Click here to go to SY 2023-24 Non-Federal Source Calculator
Click here to go to SY 2023-24 Split Calculator

Go to Instructions

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

SFA NAME:	Leyton Public Schools

SY 2023-24 Price Adjustment Calculator

Go to Instructions

SY 2023-24 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
$ 2.85	$ 2.85

Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)

SY 2022-23 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for **October 2022.**

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2022-23 Weighted Average Price
1.	514	$ 2.85	$ 1,464.90	
2.	215	$ 2.75	$ 591.25	
3.	323	$ 2.60	$ 839.80	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	1,052		$ 2,895.95	$ 2.75

Note: SY 2022-23 Weighted Average Price equal to or above the target price of $3.56 is compliant for SY 2023-24. $3.56 is the difference between the Free and Paid reimbursement rates for SY 2022-23.

Total Price Increase for SY 2023-24
$ 0.10

Required price increase for SY 2023-24 (with 10 cent cap)
$ 2.85

Remaining increase carried forward to SY 2024-25
$ -

Remaining credit carried forward to SY 2024-25
$ -

Go to SY 2023-24 Report

Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	514	$ 2.95	$ 1,516.30	
2.	215	$ 2.85	$ 612.75	
3.	323	$ 2.70	$ 872.10	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	1,052		$ 3,001.15	$ 2.85

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

April 2023

Rick's Painting & Design LLC

4/1/2023
Painting Bid
Leyton High School
504 Main Street
Dalton, NE 69131

Interior Gym
Paint all cinder block walls, paint brick along bottom section of gym walls, cabinets under stage front, doors,
door trim(one side) and wood panel walls by locker rooms and area that leads to ticket room.
Sand and refinish clear coat on wood bleachers.
Fill all holes and caulk where needed.

Labor: $10,654.00
Paint, primer and materials: $2,700.00
Total: $13,354.00

Payment of $8,027.00 for paint, materials and half of labor cost before start of the job.
Payment of $5,327.00 for remaining labor due upon completion of the job.

With over 35 years of experience, we have many satisfied clients.
We always use good quality products while paying attention to detail.
It would be a great opportunity to do business with you.
Rick's Painting is insured and we have references available upon request.

Rick's Painting & Design LLC
1345 12th Avenue
Sidney, NE 69162
308.254.6155

McGuire Custom Paint
PO Box 221
Dalton, NE 69131
308 250 1682

WORK PERFORMED AT:

LEYTON H.S.
504 MAIN
DALTON, NE 69131

TO:
MATT McLAUGLIN

DATE	YOUR WORK ORDER NO.	OUR BID NO.

DESCRIPTION OF WORK PERFORMED

PAINT GYMNASIUM -

1. EAST WALL - DOORS (5) SAND, PRIME, (2) FINISH COATS
CABINETS UNDER STAGE (2) COATS / WOOD FRAME
AROUND STAGE / CINDER BLOCK (2) COATS / BRICK -
SAND, OIL PRIME, (2) FINISH COATS

2. NORTH WALL - BRICK - SAND, OIL PRIME, (2) FINISH COATS
CINDER BLOCK (2) COATS / WOOD BASKET BOARD
FRAME MOUNTS (2) PRIME & PAINT
WILL NOT PAINT PENNANT BOXES OR LEYTON STRIPES

3. SOUTH WALL - SAME AS NORTH WALL BUT
WILL PAINT LEYTON STRIPES.

4. WEST WALL - ENTRANCES TO LOCKER ROOMS (2)
AND MAIN ENTRANCE TO GYM - PRIME CAULK
PUTTY (2) FINISH COATS / WALL ABOVE BLEACHERS
(2) COATS / BENCHES (6) HANDRAILS (6) SAND,
STAIN (2) CLEAR COATS.

※ MATERIALS INCLUDED

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____7,800_____

1/3 - 2/3 PAYMENT SCHEDULE Dollars ($ 7,800).

This is a ☐ Partial ☐ Full invoice due and payable by: _____
Month   Day   Year

in accordance with our ☐ Agreement ☐ Proposal   No. _____ Dated _____
Month   Day   Year

adams TC8122

11-12

BRAUER FLOORING

(dba Dick's Flooring)
308-254-3262
www.brauerflooring@yahoo.com
1800 Illinois Street – P.O. Box 415
Sidney, NE 69162

Proposal

Leyton Public Schools
Janella Kruse & Matt Mclaughlin
janella.knese@leytonwarriors.org
matt.mclaughlin@leytonwarriors.org
504 Main Street, POB 297
Dalton, NE 69131
308-377-2303

Date: **5/3/2023**

MIDDLE SCHOOL	**Stage – Mohawk, Scholarship ll, 965 Gravel Classroom – Mohawk, City Skylines – City Scope Carpet Tiles QA200. 978 Historical Row**	
BAND ROOM:	Remove Existing Flooring	335.28
	Carpet for Stage (Broadloom)	1,154.64
	Stage Labor	653.00
	Glue Stage	236.60
	Band Class Room Carpet Tile (6 cartons)	1,533.76
	Glue Classroom	227.91
	Band Room Labor	538.13
	Black Cove Base	171.75
	Cove Base Glue	18.00
	Cove Base Labor	115.00
	TOTAL	**$4,984.07**
OFFICE HALLWAY: BY BAND ROOM	Remove Existing Flooring	324.96
	Carpet Tile (11 cartons)	2,811.89
	Glue	393.55
	Labor	929.22
	Rubber Trim	10.00
	Black Cove Base	415.50
	Cove Base Glue	30.00
	Cove Base Labor	277.00
	TOTAL	**$5,192.12**

MIDDLE SCHOOL   **Planking: Aladdin Grass Valley AH016,**

ROOM 30:   Room Prep   100.00   Plankin
g (25 cartons)   2,816.93
                     Glue   338.10
                     Black Cove Base   177.00
                     Cove Base Glue   18.00
                     Cove Base Labor   120.00
                     Rubber Trim (door)   6.00
                     Labor   <u>1,690.50</u>
                     TOTAL   **$5,266.53**

ROOM 29:   Room Prep   100.00
                     Planking (22 cartons)   2,478.90
                     Glue   300.40
                     Black Cove Base   171.00
                     Cove Base Glue   18.00
                     Cove Base Labor   115.00
                     Door Rubber Trim   6.00
                     Labor   <u>1,502.00</u>
                     TOTAL   **$4,691.30**

                     MIDDLE SCHOOL TOTAL   **$20,134.02**

HIGH SCHOOL

ROOM 18:   Room Prep   100.00
                     Planking (24 cartons)   2,704.26
                     Glue   324.80
                     Black Cove Base   220.50
                     Cove Base Glue   18.00
                     Cove Base Labor   147.00
                     Door Rubber Trim   30.00
                     Labor   <u>1,624.00</u>
                     TOTAL   **$5,168.56**

ROOM 16:   Room Prep   100.00
                     Planking (36 cartons)   4,056.39
                     Glue   500.00
                     Black Cove Base   270.00
                     Cove Base Glue   18.00
                     Cove Base Labor   180.00
                     Door Rubber Trim   20.00
                     1 Floor Drain Cover   30.00
                     Labor   <u>2,495.00</u>
                     TOTAL   **$7,669.39**

| **HIGH SCHOOL** | **Mohawk, City Skylines – City Scope** |
| | **Carpet Tiles QA200. 978 Historical Row** |

ROOM 32:	Remove & Dispose Carpet	220.00
	Carpet Tile (8 cartons)	2,045.01
	Glue	268.77
	Rubber Door Trim	12.00
	Rubber Stair Nose	143.00
	Black Cove Base	108.75
	Cove Base Glue	10.00
	Cove Base Labor	75.00
	Labor	<u>634.61</u>
	TOTAL	**$3,517.14**

ROOM 31	Remove & Dispose Carpet	256.65
	Carpet Tile (9 cartons)	2,300.64
	Glue	307.98
	Rubber Door Trim	12.00
	Black Cove Base	123.00
	Cove Base Glue	10.00
	Cove Base Labor	82.00
	Labor	<u>727.17</u>
	TOTAL	**$3,819.44**

| | **HIGH SCHOOL TOTAL** | **$20,174.53** |

| | **TOTAL BID** | **$40,308.55** |

Note: Mileage will be determined at the end of the job, depending on the number of trips to complete installation.

Gurley will be $24.00 a day, and Dalton will be $36.00 a day

Thank You for This Opportunity!

FG
THE FLOORING GARAGE
flooring and design

The Flooring Garage
308-254-4142
1403 Illinois Street
Sidney, NE 69162

Proposal

BILL TO	SHIP TO
Leyton Public Schools Attn: Jacob 504 Main St Dalton, NE 69131	

SKU#/ITEM NO.	DESCRIPTION	QTY UNIT	PRICE	AMOUNT
Carpet Removal and Disposal		203.00 SY	$2.50	$507.50
Carpet Tile Allowance - Includes 10% waste		2,016.00 SF	$4.00	$8,064.00
Mohawk Enpress Pressure Sensitive Adhesive - Carpet Tile		2 EA	$175.00	$350.00
Carpet Tile Installation		1,827.00 SF	$1.25	$2,283.75
Legacy Silver Rustic Oak Glue Down LVP		1,876.00 SF	$3.75	$7,035.00
LVP Installation		1,706.00 SF	$2.75	$4,691.50
LVP Adhesive M99 - 4 gallon containers		3 EA	$175.00	$525.00
Stair Nose - Band Room		13 Piece	$25.00	$325.00
Baseboard Installation		167.05 LF	$1.25	$208.81
Baseboard and Baseboard Adhesive		167.05 LF	$1.50	$250.58

	Material	$18,833.33
	Labor	$5,407.81
	Tax 0.0%	$0.00
	Total	$24,241.14

INSTRUCTION

High School

CUSTOMER ACCEPTANCE AND APPROVAL

Print Name   **Signature**

Date   4/3/2023 5:06 PM

FG
THE FLOORING GARAGE
flooring and design

The Flooring Garage

308-254-4142

1403 Illinois Street
Sidney, NE 69162

Proposal

BILL TO	SHIP TO
Leyton Public Schools Attn: Jacob 504 Main St Dalton, NE 69131	

SKU#/ITEM NO.	DESCRIPTION	QTY UNIT	PRICE	AMOUNT
Carpet Removal and Disposal		149.33 SY	$3.50	$522.66
Carpet Tile Allowance		1,344.00 SF	$4.00	$5,376.00
Carpet Tile Installation		1.00 SF	$1.25	$1.25
Legacy Vision Silver Rustic Oak Commercial Grade Glue Down LVP		2,036.99 SF	$3.75	$7,638.71
AAT 420 Premium Vinyl Tile Adhesive - 4 gallon		3 EA	$145.00	$435.00
LVP Specialty Installation		1,851.00 SF	$2.75	$5,090.25
4" Vinyl Cove Base and Adhesive - Tudor Grey		479.16 LF	$1.75	$838.53
Mohawk M95 LVP Adhesive - 4 Gallon		3 EA	$175.00	$525.00
Baseboard Installation		479.16 LF	$1.25	$598.95
			Material	$20,503.69
			Labor	$522.66
			Total	$21,026.35

INSTRUCTION

Gurley School

CUSTOMER ACCEPTANCE AND APPROVAL

Print Name   **Signature**

Date   4/3/2023 5:23 PM

![PowerSchool - Powering Brighter Futures]

Sales Quote - This Is Not An Invoice

Prepared By:	Lucy Carter	Customer Contact:	Matt McLaughlin
Customer Name:	Leyton Public Schools	Title:	Superintendent
Enrollment:	150	Address:	504 Main Street
Contract Term:	36 Months	City:	Dalton
Start Date:	24-APR-2023	State/Province:	Nebraska
End Date:	23-APR-2026	Zip Code:	69131
		Country:	United States
		Phone #:	(308) 377-2301

Product Description	Quantity	Unit	Extended Price
Initial Term 24-APR-2023 - 23-APR-2024			
License and Subscription Fees			
PowerSchool Enrollment Express	150.00	Students	USD 3,500.00
Enrollment Express One Time Discount	1.00	Each	USD -700.00
PowerSchool Ecollect Forms	150.00	Students	USD 1,500.00
Ecollect One Time Discount	1.00	Each	USD -300.00
PowerSchool SIS Hosted Subscription	150.00	Students	USD 3,500.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00
PowerSchool SIS One Time Discount	1.00	Each	USD -1,517.00
PD+ Subscription	150.00	Students	USD 1,685.00
PowerPack Subscription SIS SaaS	150.00	Students	USD 2,000.00
Universal Rostering LMS Lite Integration	150.00	Students	USD 150.00
	License and Subscription Totals:	**USD 10,218.00**	
Professional Services and Setup Fees			
PowerSchool Enrollment Express Guided Implementation	1.00	Each	USD 6,080.00
PowerSchool Ecollect Basic Implementation	1.00	Each	USD 0.00
Enrollment Consultation Remote	4.00	Hours	USD 768.00
PowerSchool SIS Deployment - Basic	1.00	Each	USD 5,608.00
PowerSchool PowerPack App Implementation Basic	1.00	Each	USD 800.00
	Professional Services and Setup Fee Totals:	**USD 13,256.00**	
Training Services			
Enrollment Express Per Person Per Day Training Remote	1.00	Each	USD 304.00
Ecollect Per Person Per Day Training Remote	1.00	Each	USD 0.00

SIS Per Person Per Day Training/Certification Remote	9.00	Each	USD 2,736.00

Training Services Total: **USD 3,040.00**

Subscription Period Total

Total Discount	USD 11,731.00
Initial Term	**24-APR-2023 - 23-APR-2024**
Amount To Be Invoiced	USD 26,514.00

Annual Ongoing Fees as of 24-APR-2024 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool Enrollment Express	150.00	Students	USD 3,500.00
PowerSchool Ecollect Forms	150.00	Students	USD 1,500.00
PowerSchool SIS Hosted Subscription	150.00	Students	USD 3,500.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00
PD+ Subscription	150.00	Students	USD 1,685.00
PowerPack Subscription SIS SaaS	150.00	Students	USD 2,000.00
Universal Rostering LMS Lite Integration	150.00	Students	USD 150.00

Annual Ongoing Fees Total: **USD 12,735.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at:
https://www.powerschool.com/MSA_Feb2022/

Statement of Work

Purpose of Document

The purpose of this Statement of Work ("SOW") between PowerSchool Group LLC ("PowerSchool") and Customer ("You", "Your") is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.
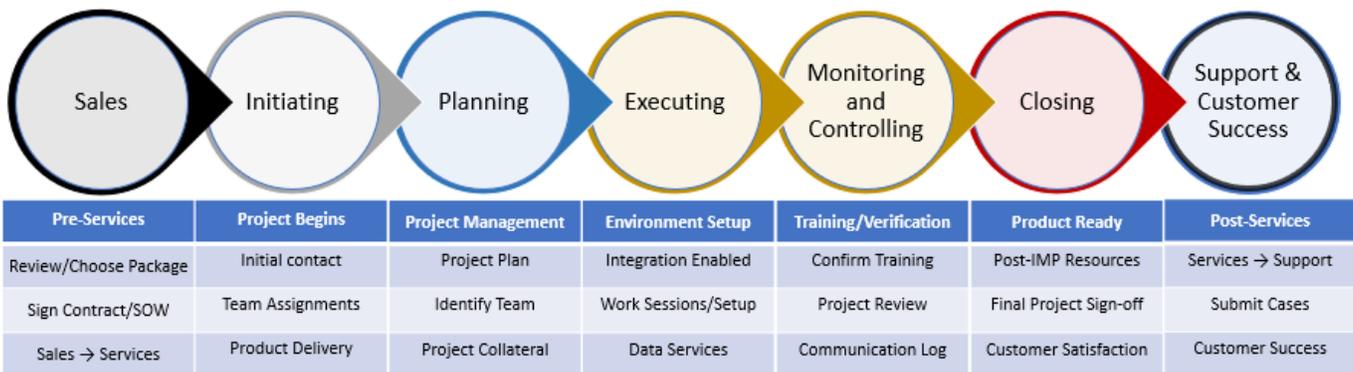
Sales	Initiating	Planning	Executing	Monitoring and Controlling	Closing	Support & Customer Success
Pre-Services	**Project Begins**	**Project Management**	**Environment Setup**	**Training/Verification**	**Product Ready**	**Post-Services**
Review/Choose Package	Initial contact	Project Plan	Integration Enabled	Confirm Training	Post-IMP Resources	Services → Support
Sign Contract/SOW	Team Assignments	Identify Team	Work Sessions/Setup	Project Review	Final Project Sign-off	Submit Cases
Sales → Services	Product Delivery	Project Collateral	Data Services	Communication Log	Customer Satisfaction	Customer Success

General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. "Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee's request."
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the "Customer Responsibilities" included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer's behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmoleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

Enrollment Express Guided Statement of Work

Initiating

PowerSchool Responsibilities

- Send welcome email
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Enrollment Express)
- Conduct provisioning and permission steps which includes installing and enabling product, automatically upon purchase, in the PS SIS (signature on this document constitutes Client agreement)
- Identify PowerSchool Project Team
  - o   Project Manager
  - o   Application Specialist
- Create supporting project collateral

Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access (signature on this document constitutes Client agreement)
- Enable Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Enrollment Express)
- Conduct script run, if self-hosted
- Identify Customer Project Team
  - o   Project Manager
  - o   Subject Matter Expert(s)
- Review Statement of Work

Completion Criteria

This activity will be considered complete when:
- Project Teams established and solution provisioned and permissioned
- Custom Web Page Management and Customizations enabled (Custom Web Page Management and Customizations must remain enabled to use Enrollment Express)

PowerSchool

Enrollment Express Guided Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a Kickoff Meeting
    - The Guided Model is fifty (50) calendar days from the date of the kick-off meeting
- Provide an overview of the implementation process
- Schedule implementation milestones and define project timeline
- Update Project Planner to include implementation timing and resources
- Schedule necessary project sessions as dictated in project plan

Customer Responsibilities

- Attend Kickoff Meeting and all necessary project sessions as dictated in project plan

- Confirm access to the online Project Planner
- Review and confirm configuration information pertinent to implementation within five (5) business days of completion of the Kickoff Meeting
- Manage customer business process change throughout the project
- Review training materials and training scheduling process
- Set up Vanco (payment) account (if applicable) *

Completion Criteria

This activity will be considered complete when:

- The Kickoff Meeting is completed
- The Project Planner is updated based on discussed timelines
- Customer provides forms to Project Manager and Application Specialist within five (5) business days of completion of the Kickoff Meeting
- Customer completes Vanco (payment) account setup (if applicable)

PowerSchool

Enrollment Express Guided Statement of Work

Executing

PowerSchool Responsibilities

- Provide Cloud Pre-Registration Portal survey to Customer (if PowerSchool SIS version is not 21.4.5+)
- Conduct an initial analysis of any pertinent existing solution materials to determine architecture of solution(s)
- Schedule and conduct Solution Deliverables Meeting
- Capture details to further build solution(s) to meet specifications
- Complete Pre-Registration setup
- Create one (1) test record within the PowerSchool SIS to ensure proper setup of solution
- Complete build of final solution materials
- Conduct Product Overview specific to product solution
- If Consulting is purchased, then this will be delivered accordingly.
- Provide overview and guidance on mapping of solution
- Enable Payment in PS SIS (for Vanco, if applicable) *

Enrollment Express Guided includes up to 10 hours of form configuration. Localization services are not included in this SOW. The integration of translated text provided by clients (localization) requires the purchase of Remote Consulting hours.

Customer Responsibilities

- Attend Solution Deliverables Meeting
- Coordinate with Project Manager and Application Specialist to communicate details to further build solution(s) to meet specifications.
- Failure of the client to complete client responsibilities within prescribed project timeline will result in PowerSchool proceeding with the deployment of a viable "best practices" solution to adhere to project timelines.
- Grant permission to create one (1) test record within the PowerSchool SIS (signature on this document constitutes Client agreement)
- Complete Pre-Registration Portal Survey (if PowerSchool SIS version is not 21.4.5+)
- Complete data mapping (Please note, every PowerSchool SIS instance is unique and requires deliberate mapping to ensure accurate data delivery)
- Confirm completion of solution build
- Determine a launch plan

Completion Criteria

This activity will be considered complete when:

- Solution build is confirmed completed
- The Solution Deliverables Meeting is completed
- Solution build is confirmed completed

Enrollment Express Guided Statement of Work

*PS completes basic components of Payment Setup: it is the customer's responsibility to complete Vanco account setup and provide PS additional setup information. This can occur during or post-implementation (via Support).

Monitoring & Controlling

PowerSchool Responsibilities

- Ensure solution is functional and adheres to best practices by performing standard quality assurance and testing procedures.

Enrollment Express Guided includes up to 1 hour of end-to-end testing

Customer Responsibilities

- Perform user acceptance testing on solution to ensure all elements are in place and ready for launch:
  - Form Content
  - Form and Field Structure
  - Form Field Requirements
  - Form Logic
  - Record Approval Process
  - Record Delivery to PowerSchool SIS fields
  - Successful Payment Submission through VANCO (if applicable)

Completion Criteria

This activity will be considered complete when:
- Requisite testing has been completed by PowerSchool
- The Customer has completed end-to-end user acceptance testing within five (5) business days of notification of readiness for testing

Enrollment Express Guided Statement of Work

Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce Customer to support contact methods
- Send final project sign off to Customer
- Provide Technical Contacts for Customer Confirmation

Customer Responsibilities

- Review completed project deliverables.
- Understand support contact methods
- Complete final project signoff
- Confirm/Provide Additional Technical Contacts
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:
- Customer provides final project signoff. The Implementation team will provide (3) attempts for project signoff. If no response is received after the third attempt, the project will be closed and transitioned to Support.
- Confirmation of Technical Contacts

PowerSchool

Ecollect Forms Basic Statement of Work

Initiating & Planning

PowerSchool Responsibilities

- Send welcome email and intake survey
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Ecollect Forms)
- Conduct provisioning and permission steps, which include installing and enabling products automatically upon purchase in the PS SIS (signature on this document constitutes Client agreement)
- Inform customer of provisioning completion
- Identify PowerSchool Project Team (Application Specialist)
- Schedule and conduct a Kickoff Meeting
- Provide an overview of the implementation process
- Schedule necessary project sessions
- Complete setup of additional Technical Contacts

Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access (signature on this document constitutes Client agreement)
- Grant permission to create one (1) test record within the PowerSchool SIS (signature on this document constitutes Client agreement)
- Enable Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Ecollect Forms)
- Conduct script run, if self-hosted
- Attend Kickoff Meeting and all necessary project sessions
- Review and confirm configuration information (i.e., current forms) pertinent to implementation within three (3) business days of completion of the Kickoff Meeting
  - Failure of the client to complete client responsibilities within prescribed project timeline will result in PowerSchool proceeding with the deployment of a viable "best practices" solution to adhere to project timelines.
- Review training materials and training scheduling process
- Set up Vanco (payment) account (if applicable) *

Completion Criteria

This activity will be considered complete when:

- Project Teams established
- Solution provisioned and permissioned
- Kickoff Meeting is completed
- Customer provides forms to Application Specialists within three (3) business days of completion of Kickoff Meeting
- Custom Web Page Management and Customizations enabled (Custom Web Page Management and Customizations must remain enabled to use Ecollect Forms)
- Customer completes Vanco (payment) account setup (if applicable)*

PowerSchool

Ecollect Forms Basic Statement of Work

Executing

PowerSchool Responsibilities

- Conduct an initial analysis of any pertinent existing solution materials to determine architecture of solution(s)
- Create one (1) test record within the PowerSchool SIS to ensure proper setup of solution
- Provide instructions for form template syncing and editing
- Schedule and conduct Solution Deliverables, Product Overview, and Testing Meeting
- Enable Payment in PS SIS (for Vanco, if applicable) *

Ecollect Basic includes up to 2 hours of form configuration

Customer Responsibilities

- Access and view training documentation and collateral
- Attend Solution Deliverables, Product Overview, and Testing Meeting
- Conduct synching steps
- Conduct form editing steps, as needed
- Complete data mapping (Please note, every PowerSchool SIS instance is unique and requires deliberate mapping to ensure accurate data delivery)
- Register for Remote Training

Completion Criteria
This activity will be considered complete when:
- Solution configuration completed
- Solution Deliverables, Product Overview, and Testing Meeting completed

Monitoring & Controlling

PowerSchool Responsibilities

- Ensure solution is functional and adheres to best practices by performing standard quality assurance and testing procedures

Customer Responsibilities

- Perform user acceptance testing on solution to ensure all elements are in place and ready for launch:
  - Form Content
  - Form and Field structure
  - Form Field Requirements
  - Form Logic
  - Record Approval Process
  - Record Delivery to PowerSchool SIS fields
  - Success Payment Submission through Vanco (if applicable)*
- Conduct end-to-end testing within (4) days of solution delivery

Ecollect Forms Basic Statement of Work

Completion Criteria

This activity will be considered complete when:

- Requisite testing has been completed by PowerSchool
- Customer has completed end-to-end acceptance testing within (4) days of solution delivery

Closing

PowerSchool Responsibilities

- Schedule and conduct final Check-in and Closure call
- Introduce customer to support contact methods
- Send final project sign off
- If Consulting is purchased, then this will be delivered accordingly.
- The Basic Deployment is estimated to last twenty-one (21) calendar days from the date of assignment of a specialist.

Customer Responsibilities

- Attend final Check-in and Closure call
- Complete final project signoff
- Complete customer satisfaction survey

Completion Criteria

This activity will be considered complete when:

- Following the completion of PowerSchool's deployment responsibilities, confirmation communication will be sent to the customer. Customer will be equipped with tools to conduct synching and form editing steps; PowerSchool Community and Support will be available to the customer for ongoing needs upon the completion of this deployment.
- Customer provides final project signoff. The Implementation team will provide (3) attempts for project signoff. If no response is received after the third attempt, the project will be closed and transitioned to Support.

*PS can complete basic components of Payment Setup: it is the customer's responsibility to complete Vanco account setup and provide PS additional setup information. This can occur during or post-implementation (via Support).

PowerPack – Basic Implementation
Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Deploy Document Cloud site
- Provide Login Credentials
- Send Welcome Email
- Enable access to PowerPack Service Manager
- Enable access to PowerPack Plugins via Service Manager
- Enable access to any applicable PowerPack database scripts
- Identify PowerSchool Project Team
  - Project Manager
  - Application Specialist(s)

Customer Responsibilities

- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Self-Hosted SIS Customers responsible for:
  - Installing PowerPack Service Manager
  - Installing PowerPack Plugins
  - Installing/Executing PowerPack database scripts (instructions provided by PowerSchool)
- Review Statement of Work

Completion Criteria

This activity will be considered complete when:

- Customer signs the Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
- Provide introduction to the Support site
- Review the deliverables in the SOW and explain the implementation process
- Schedule the PowerSchool implementation resources based on project timeline
- Discuss the role and responsibilities of a technical resource during the project (when applicable)
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings required
- Utilize the online Project Plan and trainings throughout the project to stay up to date

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines

Executing

PowerSchool Responsibilities

- Provide system configuration overview on the PowerPack Service Manager
- Share PowerPack Resources
- Configure PowerPack-related site SSO with SIS using SAML (if applicable)

Customer Responsibilities

- Provide PowerSchool with full access to their PowerSchool server(s) for the purpose of troubleshooting and resolving issues with the deliverables outlined herein.
- System Configuration
  - Review and verify configuration, complete signoff
- Identify and enable the PowerSchool SIS Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services

Completion Criteria

This activity will be considered complete when:

- The platform has been enabled
- Customer completes System Configuration Signoff
- Customer signs the final checklist that Authentication Services are complete

Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods and accessing Community
- Submit Services to Support Survey
- Provide final project sign off to customer

Customer Responsibilities

- Complete Deliverable checklist
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff

Student Information System Basic Statement of Work

Initiating (Pre-requisites before Planning)
PowerSchool Responsibilities
- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
  - Project Manager
  - Implementation Specialist(s)
- Send Customer access to the following:
  - Project Plan

Completion Criteria
This activity will be considered complete when:
- Customer reviews Statement of Work

Planning
PowerSchool Responsibilities
- Schedule and conduct a kick-off meeting
  - Basic Model is forty-five (45) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Responsibilities
- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and Training Plan throughout the project to stay up to date
- Complete the PowerSchool Intake Survey based on information gathered from key stakeholders, and delivery the following:
  - Supporting documents as required (i.e. location, staff and student count, district info, etc.)
  - Extract and convert required data from Customer legacy system to PowerSchool provided templates and format (Data conversion services are available for additional purchase)
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed
- Manage customer business process change throughout the project
- Notify designated PS point of contact when the Intake Survey is complete.

Student Information System Basic Statement of Work

Completion Criteria
This activity will be considered complete when:
- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines

Authentication Services
As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities
- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities
- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria
- Customer signs the final checklist that Authentication Services are complete

Executing

Configuration Collection: Customer Critical Responsibilities

- Consult with customer stakeholders and provide answers to follow-up questions regarding configuration elements.
- Extract data from legacy system into PowerSchool provided templates
- Complete IPT Training
- Complete PD+ SIS implementation learning paths

Student Information System Basic Statement of Work

Completion Criteria

This activity will be considered complete when:
- Configuration collection, associated documentation and data templates are complete and provided to PowerSchool.

System Settings

PowerSchool Configures System Settings:

System-Level Settings		
	Basic	**Comment/Resources**
Email Setup (video available)	Best Practice	Hosted Customer: The system will be set up to enable the automatic sending of system-generated emails. The customer will be responsible for setting up the specific From and Reply-to email addresses on the Email Setup screen. Non-Hosted Customers: The customer will be responsible for setting up their email service on the Email Setup screen. https://docs.powerschool.com/PSHSA/20.4/system-admin/system-settings/email-setup
Password Rules Management	Best Practice	By default, PowerSchool best practices will be set up. The customer can edit these rules on the Password Rules Management screen. **Best Practice:** - 8 characters minimum - Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character, and 1 numeric character - Passwords expire every 60 days - Passwords can be reused every 5 cycles - Accounts will be locked after 5 incorrect attempts https://docs.powerschool.com/PSHSA/20.4/security/password-rules-management

Student Information System Basic Statement of Work

District Configuration

PowerSchool Configures District Settings

District-Level Settings		
	Basic	**Comment/Resources**
District Info	Best Practice	The district name, address, and ID will be set up for each school based on the information provided by the customer. Additional settings can be configured by the customer on the District Info screen. https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/district-information
Districts of Residence	State or System Defaults Only	If districts of residences are defined by state reporting, they will be set up by default, otherwise they will be left blank, per best practice. Additional entries can be made by the customer on the Districts of Residence screen if they choose to use this feature. https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/districts-of-residence
Years & Terms	Best Practice (Online Guide)	As best practice, the current school year will be set up using default start and end dates **Default Year:** 20XX-20XX (7/1/20XX - 6/31/20XX) The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen. https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms
Calendar Membership Types	State or System Defaults Only	If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Calendar Membership Types screen. **Default Values:** - Holiday - In Session - Teacher in Services / Professional Development - Vacation - Weather https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar-membership-types
Entry Codes (from state guidelines or config survey)	Best Practice Or	If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted

Student Information System Basic Statement of Work

	State Defaults Only	by the customer on the Entry Codes screen. **Default Values:** - OE | Original Entry - P | Promoted - R| Retained - RT | Returning Student - G | Graduated https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/entry-codes
Exit Codes (from state guidelines or config survey)	State or System Defaults Only	If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Exit Codes screen. **Default Values:** - EX | Expulsion - EG | Early Graduate - TD | Transfer in District - TO | Transfer Out of State - TS | Transfer in State - GR | Graduated - PR | Promoted - RE | Retained - DE | Death https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/exit-codes
Scheduling/Reporting Ethnicity Codes or Federal Ethnicity and Race Settings	State or System Defaults Only	If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Scheduling/Reporting Ethnicity Codes screen. **Default Values:** - A | Asian - B | African-American - C | Caucasian - H | Hispanic - I | American Indian - O | Other - P | Pacific Islander https://docs.powerschool.com/PSHSA/20.4/federal-ethnicity-and-race-management/federal-ethnicity-and-race-management-setup/scheduling-reporting-ethnicity-codes

Student Information System Basic Statement of Work

State Special Programs (core module only)	State or System Defaults Only	If required for state compliance, the required values will be entered by default. If not required, the customer can set up their own programs on the Special Programs screen. https://docs.powerschool.com/PSHSA/20.4/special-programs/special-program-setup
Grade Scales	Best Practice	The system will be configured with several grade scales to choose from. Customers can edit the default grade scales or create their own on the Grade Scales screen. **Default Grade Scales:** - 100 Point Scale - A, B, C, D, F - Default (A, A-, B+, B, B, B-, C+, C, C-, D+, D, D-, F) https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/grade-scales
GPA Calculations (system defaults)	Best Practice	The system will be configured with several GPA Calculations to choose from. Customers can edit the default calculations or create their own on the GPA Calculations screen. **Default GPA Calculations:** - Added Value - Simple - Simple Percent - Weighted - Weighted Percent https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-calculations
Schools/School Info (config survey)	Best Practice	School names, school numbers (ID's), and addresses will be set up based on the information provided during the sales process. School numbers (ID's) cannot be changed, so it is very important that these are correct prior to beginning the implementation process. Additional information (principal names, phone numbers, state-required fields, etc.) can be entered by the customer on the Schools/School Info screen. https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/school-information
Log Types/SubTypes (state codes only)	State or System Defaults Only	If required by state compliance, the required log types will be set up. Otherwise, default log types will be set up and can be adjusted by the customer on the Log Types screen.

Student Information System Basic Statement of Work

		Default Log Types: - Discipline - Health - Counselor - Attendance - Parent Contact - Grade Change https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-types
Log Entry Fields	State or System Defaults Only	If required by state compliance, the required fields will be set up. Otherwise, log entry fields and codes can be adjusted by the customer on the Log Entry Fields screen. https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-entry-fields
Test Scores (ACT, SAT, PSAT defaults only)	Best Practice	The following tests and subscores will be set up by default. These tests can be deleted by the customer if they do not apply and additional tests and subscores can be configured by the customer on the Tests screen. **Default Tests:** ACT (Subscores: Composite, Math, Reading, Science, Social Studies, Writing) SAT (Subscores: Total, EBRW, Math) PSAT (Subscores: Total, Math, Reading, Writing) https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/tests
Standards Configuration	N/A	Advanced Tier Only: The process for creating and configuring standards will be reviewed during a configuration session. After the session, the customer will be required to enter and configure their standards.
Graduation Planner	N/A	Advanced Tier Only: The process for configuration the graduation planner tool will be reviewed during a configuration session. After the session, the customer will be required to complete the set up based on their specific graduation requirements.
Immunizations (state immunizations/vaccines only)	State Defaults Only	If required by state compliance, the required state immunizations will be set up by default. All other immunizations can be configured by the customer on the Health -> Immunizations screen. https://docs.powerschool.com/PSHSA/20.4/health-management/health-setup/vaccines
Incident Management (only if required by state	State Defaults Only	Incident Management is only included if the module is required for state compliance, in which case, the state defaults will be set up.

reporting)		If not required by state compliance, the customer can configure this module post-implementation, but it is not considered in-scope for basic or standard tiered implementations. https://docs.powerschool.com/PSHSA/20.4/incident-management

School Configuration

PowerSchool Configures School Settings Years and Terms

School-Level Settings Must be setup after server is installed		
	Basic	**Comment/Resources**
Years & Terms (from config template)	Best Practice (Online Guide)	The current school year will be set up by default using default start and end dates **Default Year:** 20XX-20XX (8/1/20XX - 6/31/20XX) The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen. The customer is also responsible for configuring additional scheduling terms (examples: semesters, quarters, trimesters) on the Years and Terms screen. https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms
Days (from config template)	Best Practice (Online Guide)	By default, 1 cycle day will be set up for each school (Day A). **Default Day:** Day A (A) If additional cycle days are required, the customer can add additional days on the Years and Terms screen and configure/name the days on the Days screen. https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/school-parameters#id-.SchoolParametersv19.0.0-EditDays
Periods (from config template)	Best Practice (Online Guide)	By default, the following periods will be set up for each school. The customer can rename, delete, and add additional periods using the Periods screen. **Default Periods:** ATT (Attendance)

Student Information System Basic Statement of Work

		E (Elementary) P1 (Period 1) P2 (Period 2) P3 (Period 3) P4 (Period 4) P5 (Period 5) P6 (Period 6) P7 (Period 7) https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/periods
Final Grade Setup (from config template)	Best Practice (Online Guide)	By default, the folllowing grading terms will be set up for each school. The customer can then adjust the terms and dates using the Final Grade/Reporting Terms screen. **Default Terms:** Y1 (8/1/20XX - 6/31/20XX) S1 (8/1/20XX - 12/31/20XX) S2 (1/1/20XX - 6/31/20XX) Q1 (8/1/20XX - 9/30/20XX) Q2 (10/1/20XX - 12/31/20XX) Q3 (1/1/20XX - 3/31/20XX) Q4 (4/1/20XX - 6/31/20XX) https://docs.powerschool.com/PSHSA/20.4/summer-school-setup/summer-school-setup/final-grade-reporting-term-setup
Attendance Conversion (video available)	Best Practice (Online Guide)	By default, the following attendance conversions will be set up for each school. If a different conversion is required, the customer can adjust these on the Attendance Conversions screen. **Default Attendance Conversions:** Elementary Schools = Code-to-Day conversion - Day Value of 0 for the codes: UA, EA, OSS - Day Value of 1 for the codes: Present, UT, ET, ISS, FT Middle/High Schools = Period-to-Day conversion (change to percent-to-time) - 0% -> 0 - 25% -> .25 - 50% -> .5 - 75% -> 1 https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-conversions

PowerSchool

Student Information System Basic Statement of Work

Bell Schedules (from config template)	Best Practice (Online Guide)	By default, the following bell schedule will be created for each school. The customer can then adjust the periods and start/end times to match their operations. The customer can also create additional bell schedules, as needed (ex. late start, early dismissal, etc.). **Default Bell Schedule:** Name: Regular Day ATT: 7:45 AM - 8:00 AM E: 8:00 AM - 3:00 PM P1: 8:00 AM - 9:00 AM P2: 9:00 AM - 10:00 AM P3: 10:00 AM - 11:00 AM P4: 11:00 AM - 12:00 PM P5: 12:00 PM - 1:00 PM P6: 1:00 PM - 2:00 PM P7: 2:00 PM - 3:00 PM https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar#id-.Calendarv19.0.0-SetUpBellSchedules
Calendar Setup (customer sets holidays, etc.)	Best Practice (Online Guide)	By default, the calendar for each school will be set so Monday-Friday are in-session. The customer will be responsible for adjusting the calendars for holidays, in-service days, etc. https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar
Current Grade Display (first term from final grade setup)	Best Practice (Online Guide)	By default, the Q1 (quarter 1) term will be set. The customer can change this setting on the Current Grade Display screen. https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/current-grade-display
Attendance Preferences	Best Practice (Online Guide)	By default, Meeting Attendance will be enabled for each school (eg. period attendance - allowing teachers to take attendance). Daily attendance and other attendance settings can be configured by the customer on the Preferences screen. https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-preferences
Attendance Code Categories (Unexcused, Excused, Tardy)	Best Practice (Online Guide)	By default, the following attendance code categories will be set up for each school. These are required for system reports to function, but the customer can add additional categories using the Attendance Code Categories screen. **Default Attendance Code Categories:** Unexcused Excused Tardy

Student Information System Basic Statement of Work

		https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-code-categories
Attendance Codes (from config template)	Best Practice (Online Guide)	By default, the following attendance codes will be set up for each school. These codes can be adjusted by the customer and additional codes can be added (with the exception of Present (Blank), which is required for the system to function). **Default Attendance Codes:** Code | Name Blank | Present UA | Unexcused Absent EA | Excused Absent UT | Unexcused Tardy ET | Excused Tardy FT | Field Trip OSS | Out of School Suspension ISS | In School Suspension https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-codes
Full-Time Equivalencies (FTE) (video for editing default)	Best Practice (Online Guide)	By default, the following FTE will be set up for all schools. The customer can edit this FTE or add additional FTE's as needed (ex. Part Time) on the Full-Time Equivalencies screen. **Default FTE:** FTE Name: Full Time Conversion Method: Code-to-Day (for elementary schools) Conversion Method: Percent Time-to-Day (for middle/high/combination schools) https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/full-time-equivalencies
Sub Sign-In Settings (implementation setup page)	Best Practice (Online Guide)	By default, the Sub Sign-in Password for all schools will be set to: subattendance (with current date enabled) **Default Sub Sign-In Password:** ##subattendance (Example password for a sub signing in on October 11 to take attendance: 11subattendance) The customer can then edit this setting on the Sub Sign-In screen. https://docs.powerschool.com/PSHSA/20.4/security/security-setup/substitute-sign-in-settings

Student Information System Basic Statement of Work

Class Rank (implementation setup page)	N/A	Advanced Tier Only: The set up of Class Rank will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
Honor Roll (implementation setup page)	N/A	Advanced Tier Only: The set up of Honor Roll will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
GPA Student Screens (implementation setup page)	N/A	Advanced Tier Only: Defaults will be set up for each school based on PowerSchool best practices. Then, during a configuration session, the set up of GPA Student Screens will be reviewed. After the session, the customer will be responsible for completing the set up based on their requirements. **Default:** Weighted GPA Simple GPA Total Credit Hours Earned https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-student-screens

This activity will be considered complete when:
- The standard PowerSchool configuration elements have been configured and reviewed for system, district, and school setup.
- Customer sign off on configuration phase.

Student Information System Basic Statement of Work

Data Migration

PowerSchool Reviews and Consults Customer How to Import Files

During PowerSchool implementation, PowerSchool will work with the customer on the following initial data items:

Data Imports Templates and instructions will be provided to customers. They will own the process of collecting, importing, and validating their data.		
	Basic	**Comment/Resources**
Student Demographics (active students only)	Demonstration Session	During the import template overview, an implementation specialist will review the import templates with the customer and demonstrate how to perform the imports using Quick Import (core data) and Data Import Manager (contact data). After the session, it is the customer's responsibility to generate import files with their data, to the exact specifications outlined in the import templates, import the data into PowerSchool, and resolve any errors they encounter due to the condition of their data. Additional import support can be purchased in the form of KTO hours. Import Templates: https://support.powerschool.com/dir/8625 Import/Export Guide: https://support.powerschool.com/article/74793
Student Compliance Tables	Documentation Only	
Staff (active staff/teachers)	Demonstration Session	
Staff Compliance Tables	Documentation Only	
Courses (active courses)	Demonstration Session	
Course Compliance Tables	Documentation Only	
Rooms	Documentation Only	
Sections (active school year only)	Demonstration Session	

PowerSchool

Student Information System Basic Statement of Work

Section Compliance Tables	Documentation Only	
Section Enrollments (active school year only)	Demonstration Session	
Section Enrollment Compliance Tables	Documentation Only	
Historical Grades (up to five years for active students)	Demonstration Session	
Historical Grades Compliance Tables	Documentation Only	
Re-enrollments (active students)	Demonstration Session	
Re-enrollments Compliance Tables	Documentation Only	
Additional Compliance Tables	Documentation Only	
Test Scores (ACT/SAT/PSAT only)	Documentation Only	
District Learning Standards/Outcomes	Documentation Only	
Historical Logs (up to five log types)	Documentation Only	
Comment Bank	Documentation Only	
Incidents (active students) (only if required by state compliance)	Documentation Only	
Immunization (active students) (only if required by state compliance)	Documentation Only	
Student Contacts	Demonstration Session	See import templates for a list of required and recommended fields: https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Student-Contacts-Import-Template-v12-1-1/ta-p/83916

Customer Critical Responsibilities

- Extract and convert required data from customer legacy system to PowerSchool provided templates and format *(Data conversion services are available for additional purchase.)*

- Customer imports data into PowerSchool using PowerSchool import tools

- **Data Validation** - Once data is imported into PowerSchool, the PowerSchool implementation specialist will provide documentation and best practice for validating data in PowerSchool using reporting and visual methods. The customer will have final responsibility for the validation, confirmation of accuracy of their data and importing of data into PowerSchool SIS.

- Validate data in PowerSchool and obtain concurrence from key school stakeholders.

Completion Criteria

This activity will be considered complete upon:
- Customer validated and has imported all provided data.
- Customer validates new data in PowerSchool.
- Customer signs off on data phase.

Monitoring

Security Setup: PowerSchool Implementation Responsibilities

- Conduct a security functionality and review meeting
- Make best practice recommendations on common security group usage
- Provide an overview of page permission functionality
- Review how to manage User Access and Co-Teaching roles
- Review field level security
- Review Data Validation Rule Status

Customer Responsibilities

- Attend knowledge transfer meeting of security functionality.
- Review security user guides and training.
- Evaluate the hierarchy and functional roles for administrative staff.
    - Align administrative staff to the correct security group and role utilizing best practice recommendations and security documentation.

Completion Criteria

This activity will be considered complete when:
- The security functionality and options review meeting are complete.

Closing

PowerSchool Implementation Responsibilities:

Customer Session		
	Basic	**Comment/Resources**
Pre-Configuration Consultation	1	
Gap Analysis (Business Process Review – BPR)	Not Included	
System & District Configuration Consultation	1	
School-Level Configuration Consultation - Elementary (template schools)	1	
School-Level Configuration Consultation - Middle School (template schools)	1	
School-Level Configuration Consultation - High School	Not Included	
Graduation Planner Consultation	Not Included	
School-Level Configuration Copy (copy to other schools & how to adjust configuration exceptions)	Not Included	
Security Configuration Consultation	1	
Import Template Consultation	1	
Import Session #1 (review quick import tool & validation)	1	
Import Session #2 (review data import manager & validation)	1	
Reports Consultation (review existing report templates available)	Not Included	
Additional Consultation Hours (can be purchased)	Not Included	Can be used for additional consultation on district-level or school-level configuration or data import verification and validation.

PowerSchool Implementation Responsibilities

- Review and track project deliverables.
- Introduce customer to support contact methods.
- Provide final project sign off to customer.

Customer Responsibilities

- Review completed project deliverables prior to implementation completion.
- Understand that support will become primary contact for customer.

Completion Criteria

This activity will be considered complete when PowerSchool:

- Delivers documented final PowerSchool project deliverables.
- Delivery of final deliverable signoff documentation.

Technology Committee Meeting
April 27, 2023; 3:45 pm
Agenda

Committee Members: Matt McLaughlin, Alison Haley, Ryan Borges , Amy Neumann , Natasha Haupt
In attendance: Mr. McLaughlin, Alison Haley, Ryan Borges, Amy Neumann, Natasha Haupt

1. Reports:
   a. Technology Director - Alison: 10 proposed freshman ipads
   b. Change in the ask this year was to do chromebooks 4-8th grade (20,849.50 with case) this is for 50 devices
   c. K-3 Ipads we will have covered zero cost
   d. Teacher's indicated a need for 4 new ipads $2,341.80
   e. Teacher laptop updated 6 new devices $9,088.266
   f. Interactive displays mimio boards are no longer being produced, 5 of these are asked, $11,874.25 which is one more than planned but a savings of $1,200 from mimeo to these type of devices.
   g. Fire tablets maybe a possibility

2. Next school year:
   a. Incoming freshman device purchases - We have around $7,000.00 in this account

   b. Buyback of iPads around $6,500

   c. REAP funds : $18, 290.00
   d. Classroom Interactive Boards: 4th, science, hs math, business &

   e. Chromebooks for 4-8th Grade

   f. Teacher laptop replacement

   g. Teacher iPad replacement

   h. Amazon kindle fires for library - checkout - start with a few at each building for online book options

   i. Upgrading all access points to improve wifi - waiting on eRate funding approval: This won't cost the district, but will be covered by the ERate through the ESU

   j. Hudl live streaming: We currently spend 2,500 per year on Hudl for our sports teams this year. The proposal would be to add a camera to the facility to do our games. If we went to another hudl tv, we would be able to have all our games linked to one site if the other school is Hudl. First year cost would be $6,000, it is 8,000 each year. ESSER 2 Funds might be able to be used for these funds.

3. Technology Plan
https://docs.google.com/spreadsheets/d/1_usVz2bUBef-o8iGdwqVcEknOOn4seZ8zD9ZopILVIE/edit#gid=651893495

4. Other
   a. Budget discussion on where funding will come from, and how we have it planned.

YEAR 7   2023-2024

Elementary School

- [ ] Mimio Training (ongoing)
- [ ] Goedustar Training for new teachers
- [ ] Professional development: Staff receive training in expanding their understanding and use of technology in their curriculum area.
- [ ]   - Staff attend technology conferences and in-house training
- [ ] Replace any teacher equipment that has unexpected failure
- [ ] Replace White boards as needed
- [ ] SOCS website training for WebMaster-Technology Director as needed
- [ ] GoEdustar and NSSRS training and workshops for Technology director during the year
- [ ] Application purchases
- [ ] Replace 2 projectors
- [ ] K-3 iPad Gen 5 recycle/purchase
- [ ] Look into new SIS
- [ ] Look into replacing iPads with Chromebooks 4-8
- [ ] Possible AP replacement with eRate funds

High School

- [ ] The purchase of 1:1 laptops for incoming freshmen.
- [ ] Mimio Training (ongoing)
- [ ] Goedustar Training for new teachers
- [ ] Professional development: Staff receive training in expanding their understanding and use of technology in their curriculum area.
- [ ]   - Staff attend technology conferences and in-house training
- [ ] Replace any teacher equipment that has unexpected failure
- [ ] Replace White boards as needed
- [ ] SOCS website training for WebMaster-Technology Director as needed
- [ ] GoEdustar and NSSRS training and workshops for Technology director during the year
- [ ] Application purchases
- [ ] Replace 2 projectors - -Music & Ag
- [ ] Look into new SIS

Freshman Laptops	10	Dell Latitude 5430	$1,054.02	$10,540.20	
4-8th Grade Chromebooks	50	Vivacity Tech	$416.99	$20,849.50	
K-3 iPads w/ cases 256 gb	40	already have	$0.00	$0.00	
Teacher iPad Replacement	4	Apple	$585.45	$2,341.80	
Teacher Laptop Replacement	6	Dell Latitude 7530	$1,514.71	$9,088.26	
Classroom Interactive Displays	5	ViewSonic	$2,273.00	$11,874.25	
Amazon Fire HD Tablets	4	Amazon	$69.99		279.96
Total				**$54,694.01**	
HIGH SCHOOL DEVICE ACCOUNT				**$7,000.00**	10k balance - need to keep $3k in reserve
iPAD BUYBACK ESTIMATE				**$6,702.00**	estimate
REAP FUNDS				**$18,290.00**	
activity fund				$10,076.01	
Total Expense				**$22,702.01**	

Order

Order Number	91189
Created Date	5/3/2023
Expiration Date	6/2/2023

Agile Sports Technologies, Inc. dba Hudl
600 P Street, Suite 400
Lincoln, NE 68508

Address Information

Bill To Name	Leyton High School	Ship To	United States
Bill To Email	alison.haley@leytonwarriors.org		
Bill To	Po Box 297		
	Dalton, Nebraska 69131-7705		
	United States		

Terms

Contract Value	USD 18,000.00	Billing Frequency	Annual
Est. Start Date	8/2/2023	Charging Viewers	No
Est. End Date	8/1/2026		

Type of Package	Essential Package
Product List	

Hudl Subscriptions

- 1 - American Football (Mens) Hudl Silver
- 1 - Basketball (Mens) Hudl Silver
- 1 - Basketball (Womens) Hudl Silver
- 1 - Volleyball (Womens) Hudl Silver
- 1 - Performing Arts (Coed) Hudl Silver
- 1 - Track & Field (Coed) Hudl Silver
- 1 - Golf (Mens) Hudl Silver
- 1 - Other (Coed) Hudl Silver

Hudl Assist

- 1 - Mens Basketball Unlimited Game 24 hr
- 1 - Womens Basketball Unlimited Game 24 hr
- 1 - Mens Football Unlimited Game Only 24 hr
- 1 - Womens Volleyball Unlimited Game 24 hr

Additional Products and Services

- 1 - Football Hudl Focus Outdoor
- 1 - Football Focus Exchange Network
- 1 - Basketball Hudl Focus Indoor
- 1 - Football Hudl Sideline Standard
- 1 - Football Playtools
- 1 - Football Hudl Streaming 60% Customer Rev Share
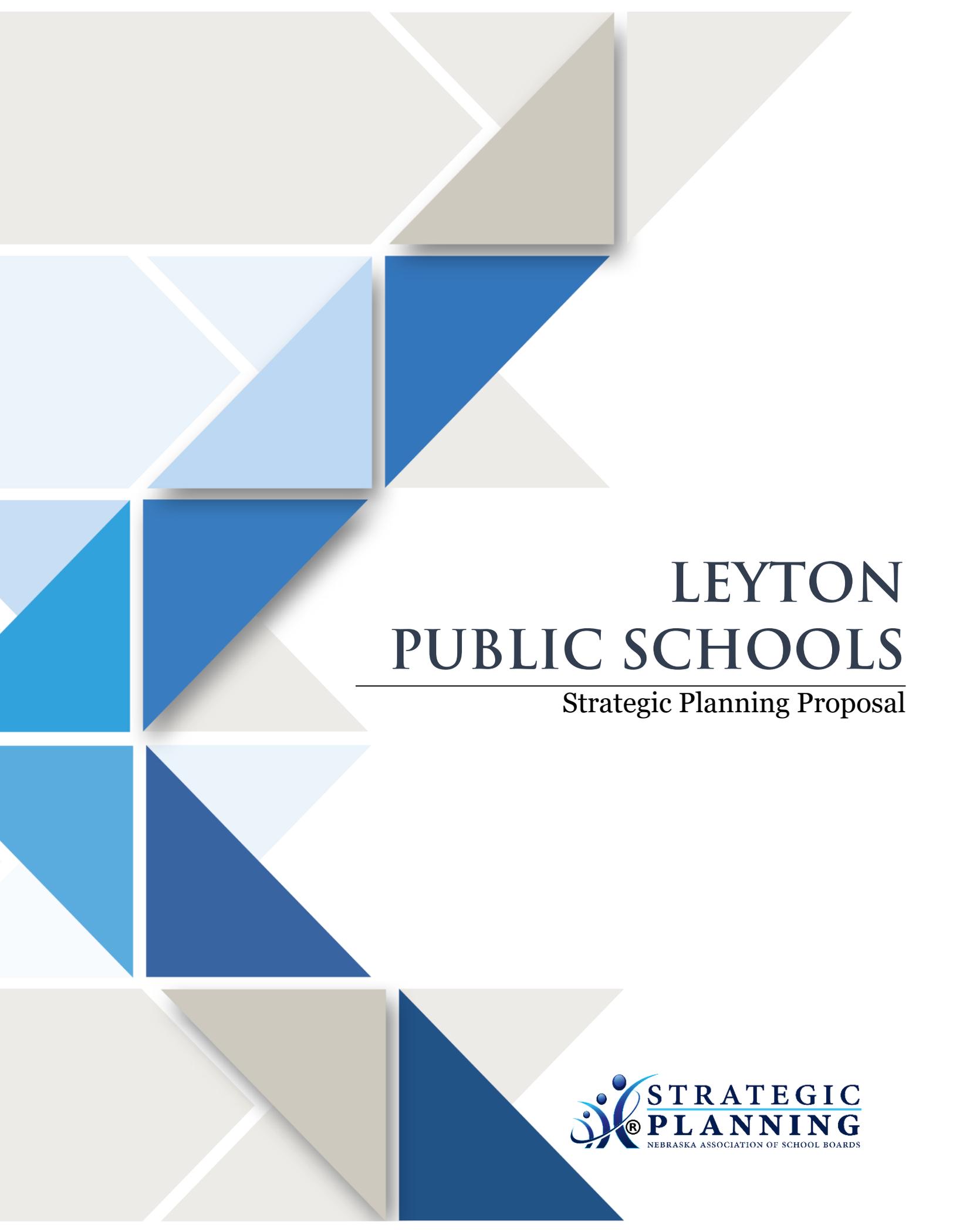
LEYTON
PUBLIC SCHOOLS

Strategic Planning Proposal

STRATEGIC PLANNING
NEBRASKA ASSOCIATION OF SCHOOL BOARDS

LEYTON PUBLIC SCHOOLS

Leyton Public Schools

SUPERINTENDENT OF SCHOOLS

Matt McLaughlin

MEMBERS OF THE BOARD OF EDUCATION

Ryan Borges, President

Samuel Schumacher

Suzy Ernest

Dave Wiedeman

Shad Benish

Rol Rushman

MISSION STATEMENT

The mission of Leyton Public Schools is to cultivate lifelong learners as they successfully transition into our diverse world.

Strategic Planning Proposal

Strategic Planning
Consulting Services

Presented by the

Nebraska Association of School Boards

John Spatz, NASB Executive Director

Marcia Herring, NASB Director of Board Leadership

Kari Stephens, Board Leadership Associate

Katie Coble, Board Leadership Associate

Caden Frank, Board Leadership Associate

Mission Statement

The Nebraska Association of School Boards provides programs,
services, and advocacy to strengthen public education for all Nebraskans.

LEYTON PUBLIC SCHOOLS

April 17, 2023

Superintendent McLaughlin and members of the Leyton Board of Education,

It is a privilege to share the NASB Strategic Plan Proposal with the Leyton Public Schools Administrators and Board of Education. The NASB Board Leadership Department is pleased to provide a multitude of programs and services to our members, including the following strategic planning process.

The Association adopted protocol and procedures are characteristic of a comprehensive planning process. The proposal outlines the scope and sequence that includes engagement of both internal and external stakeholders through online surveys, and purposeful focus group discussion. Our unique process ensures open and continuous communication with our staff, and a personalized strategic plan design that will meet the vision and expectations of administration and the board of education.

The NASB Board Leadership team represents a collective commitment to the time, resources, and values necessary to provide the optimum service needed to meet the defined timeline and to support the creation of a purposeful three-five-year plan to guide the district, align resources, and improve instruction and learning.

It would be our honor to partner with Leyton Public Schools on this most important endeavor. I look forward to the opportunity to address questions and points of clarification as needed. Please feel free to contact me at 402-817-0296 at your convenience.

Respectfully submitted,

Marcia R. Herring

Marcia R. Herring
NASB Director of Board Leadership

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PROPOSED FEE

The following is a description of Services to be provided by NASB:

Engagement & SOC Meetings
NASB will engage the Client in stakeholder engagement and Strategic Overview Committee meetings as needed and mutually agreed upon, to be conducted by the NASB Board Leadership Department. Reasonable travel expenses will be assessed.

Stakeholder Engagement & Data Analysis
NASB will provide engagement via online surveys. The charge associated with the collection and analysis of data is based on school district enrollment, projected survey response rates, and the administrative management of survey responses.

Needs Analysis & Strategic Plan
NASB will provide analysis, drafting, and planning work including the construction and presentation of a comprehensive Needs Analysis and necessary support for the district to write the final Strategic Plan document, as well as the following:

- o Define a timeline to support the board/district's intended outcome of Strategic Planning.
- o Work collaboratively with the board/superintendent/district representative to define the internal/external stakeholders engagement process and procedures to meet the vision and expectations for Strategic Planning.
- o Design communications for district approval.
- o Provide administrative support and leadership through the planning process as requested by the board and/or superintendent.
- o Prepare outcomes from the meetings for district web posting and distribution as directed.
- o Compile and analyze the needs assessment stakeholder data and summarize the needs and priorities for the District Needs Analysis.
- o Develop the Strategic plan and administer the Prioritization Matrix.

Leyton Public Schools Enrollment: 132
Total Estimated Cost: $3,500-$5,000

*Note: The estimated cost does not include reasonable travel expenses.

APPENDIX I: DETAILED PROSPECTIVE TIMELINE

The draft timeline provides a general scope of the project and the optimum timeline for strategic planning. The timeline for a district will vary based upon the ability to schedule stakeholder engagement meetings.

Phase One		
Organize and Plan the Process	Target Date	Date Complete
Timeline Phone Call with Kari Stephens Create a proposed timeline to support: ▪ Identify district point person ▪ Distribute the District Profile ▪ Strategic Overview Committee meetings I and II ▪ Stakeholder Engagement Surveys ▪ Community engagement meetings ▪ Business Leader Surveys		
District will complete the District Profile		
District/board will: ▪ Identify members of the Strategic Overview Committee (e.g., superintendent, administrators, 2 to 4 teachers, 2 classified staff, board members, secondary students, 2 to 4 parents, community members, and business leaders) ▪ Identify members of the community and business leaders		
Distribute the District Communications Packet		
Meeting preparation		
Send invites, press release, social media promo community mtg.		
Verify attendance		
Phase Two		
District Needs Assessment	Target Date	Date Complete
NASB will administer the: ▪ Administrator Surveys ▪ Comprehensive Needs Index (CNI) ▪ Program-Service Overview Survey ▪ Board Member Surveys		
NASB will facilitate the Strategic Overview Committee Meetings: ▪ Meeting I – NASB facilitates review of Mission, Vision, Beliefs/Values, conduct SWOT ▪ Meeting II – NASB facilitates review SWOT results and Mission, Vision, discussion		
NASB will administer the Stakeholder engagement surveys: ▪ Certified Staff *(Identify a Professional Development/In-Service date.)* ▪ Classified Staff		

▪ Parents (Lottery System) ▪ Students (Grades 5, 8, 10, 12) (*Identify a class or homeroom block.*)		

NASB will facilitate the Community meeting and Business Leader Focus Group Survey
    ▪   Community Focus Group Meeting
    ▪ Business Leader – Online Survey		

NASB will compile and code all stakeholder data		
NASB will develop the School District Needs Analysis		
Phase Three		
Review the Strategic Plan and Finalize	Target Date	Date Complete
Develop Strategic Plan Framework		
NASB Present Strategic Plan Needs Analysis and Framework to Board and Administration		
Board and Administration Review of compiled data and Needs Analysis with Strategic Overview Committee		
Administration make Modifications/Edits to Framework		
Phase Four		
Implement and Monitor	Target Date	Date Complete
Administer the Strategy Prioritization Assessment		
Align Strategic Plan Strategies (e.g., AQuESTT, School Improvement, NE Framework/COGNIA, other*		
Promote plan internally and externally		
NASB and Superintendent Strategic Implementation Team (SIT) Video Call		
Establish Strategic Implementation Team to monitor progress and success at regular intervals		
Board Adopts Strategic Plan		
Present final plan to all SOC – Meeting III (*Board and Superintendent*)		
Integrate Strategic Plan into SPARQ Meetings*		
Phase Five		
Support and Evaluation	Target Date	Date Complete
Establish superintendent evaluation aligned to strategic plan		
Administer Board Self-Assessment Annually and Review Goals		
Contact, schedule, and conduct Progress Analysis Annually (Year 1, 2, 3, and 4)		
Re-engage community Year 2 and 4		
Schedule Phase II – Strategic Planning at end of Year 4		

* Indicates optional components of the NASB Strategic Planning Process.

APPENDIX II: IDENTIFICATION OF STAKEHOLDERS

Below contains an unexclusive list of potential stakeholders to consider in the engagement process:

External Stakeholders

a. Community
- Parents (e.g., households with school-age and non-school age children)
- Residents
- Community groups
- Neighborhood leaders

b. Business and Industry Representatives
- Chamber of Commerce
- Community Economic Development
- Developers
- Business owners/leaders
- Realtors
- Banking
- Preschool providers
- Daycare providers
- Post-Secondary Institutions
- News media

c. Community and Youth Service Organization Representatives
- Ministerial leaders
- YMCA, Teammates, other
- Civic Club Youth Programs (Optimist, Rotary, Kiwanis, Legion, Lions, etc.)
- Veteran organizations (United Way)
- Community Based Programs
- Family/Student resource systems and organizations

d. Social and Mental Health Service Representatives
- Comprehensive care centers, drug prevention programs
- Social Services
- Health and Human Services

e. Local and State Government Representatives
- Mayor and/or City Council Members
- County Board
- Sheriff and Chief of Police
- Legislators
- Commissions
- Minority Advocacy groups

Internal Stakeholders

- Board
- Superintendent
- Assistant Superintendents
- District Level Administration
- Building Level Administrators
- Certificated/Classified Staff
- Students (Middle and High School)
- Advisory Councils
- Booster Club Officers/Members
- PTO/PTA Groups
- Organized Parental Support Groups
- Foundation
- Alumni

APPENDIX III: THE NASB STRATEGIC PLANNING TEAM

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has collaborated with school boards and their superintendents in more narrowly focused goal setting exercises. However, in 2014 district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for Nebraska school districts ranging in size from Class A to D. As demand has grown, our Strategic Planning Team has grown to include four facilitators:

Marcia Herring – NASB Director of Board Leadership

Marcia began her service to public education as a school board member on the Waverly School District Board of Education, completing 12 years of service. During her tenure as a local board member, she was elected by her peers to serve on the Nebraska Association of School Boards—Board of Directors completing three terms as Director. She began her work as a superintendent search consultant more than 20 years ago. Marcia served as Director of NASB Search Services for 8 years.

As the Director of Board Leadership, Marcia has expanded the programs and services to meet the ever-changing needs of our members. We currently support our members through Strategic Planning, Community Engagement, Board Development Learning Retreats and Workshops, and Online Board Self-Assessment and Superintendent Evaluation. The growth of the Department and scope of services has enabled our team to provide impactful and purposeful leadership for school districts across the state and ranging in enrollment from 125 students to more than 10,000.

Kari Stephens – NASB Board Leadership Associate

Kari has been involved in education over the past 26 years as an instructor at all levels from Kindergarten through Twelfth grade. She has a BS in Elementary Education and continues to be passionate about literacy, inclusion, diversity, and equality for all students. The perspective she brings to the NASB Strategic Planning process will be unique as she will offer an educator's lens to ensure that our stakeholder engagement tools, and processes are valid, dependable, and effective through the engagement of all internal and external stakeholder groups in the district. Kari provides support to board members primarily through Strategic Planning, Community Engagement, and Superintendent Evaluation. She also serves as the NASB facilitator for the NASB Equity Collaborative and Board Leadership representative for the Nebraska Public Leadership Foundation (NPLF).
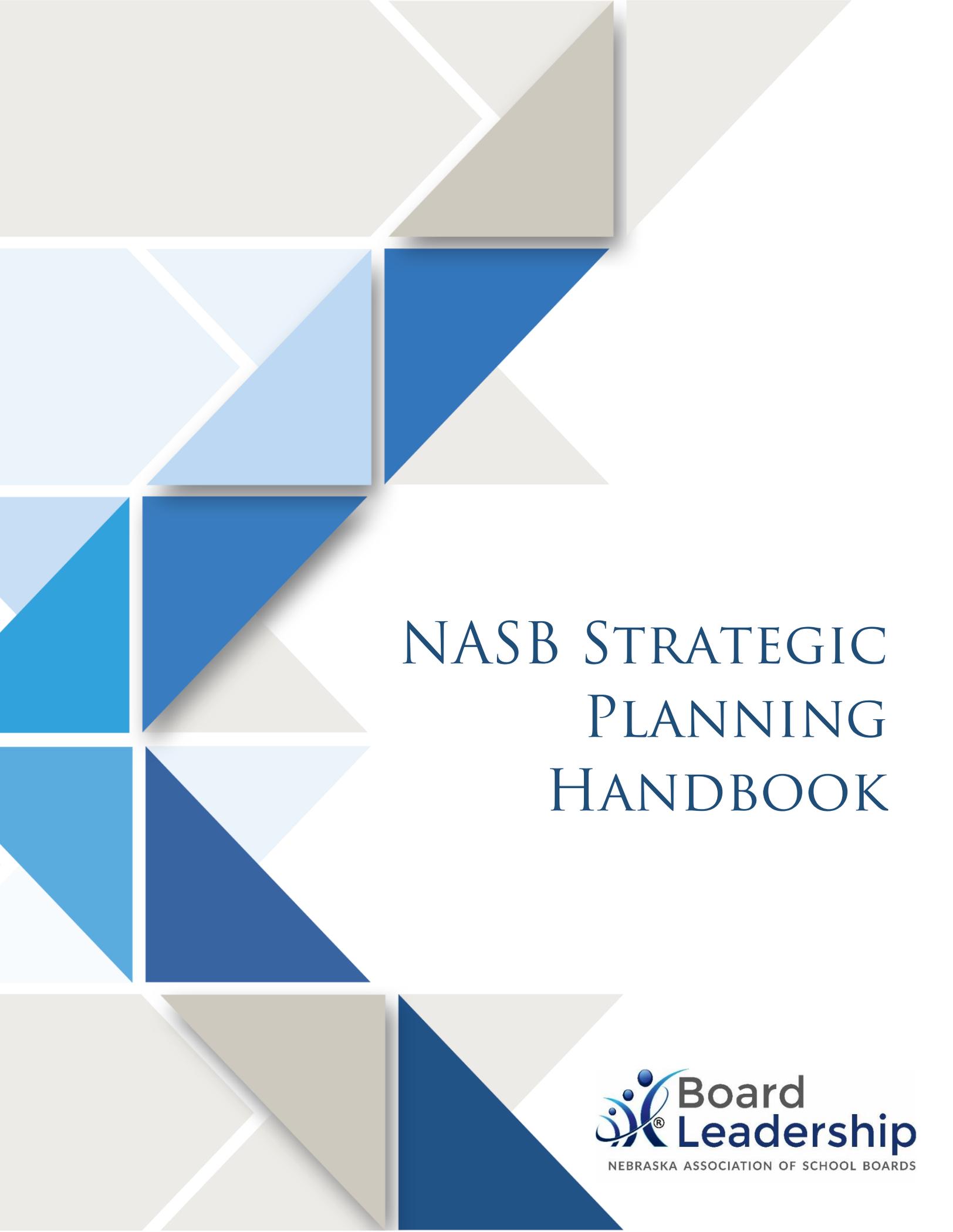
Katie Coble – NASB Board Leadership Associate

Being from rural-Nebraska and always having an interest and love for public education, Katie is passionate about serving school boards across Nebraska to best support their efforts of providing a positive impact on student learning and achievement. Katie graduated with a BA in Psychology and Sociology and since joining the Association has enjoyed the opportunity to pursue a career path that has a significant impact on education. As a Board Leadership Associate, Katie provides support to board members through the NASB Online Survey Service, primarily Superintendent Evaluation, Board Self-Assessment, and Leadership Encompass 360. She also provides leadership and support to the members of the Nebraska Administrative Education Professionals (NAEP) group.

Caden Frank – NASB Board Leadership Associate

Caden comes to the Board Leadership team from a community engagement and higher education background. Earning his BS in Organizational Leadership and MSE in Higher Education and Student Affairs from Fort Hays State University, Caden's greatest passion lies in grassroots community engagement and creating new learning opportunities for students through their public education. In addition to his work community engagement, Caden is responsible for facilitating stakeholder engagement meetings, administers online stakeholder surveys, and assists with data collection, analysis, coding, and reporting.

NASB Strategic Planning Handbook

Board Leadership

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

THE NASB MISSION STATEMENT

THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS
PROVIDES PROGRAMS, SERVICES, AND ADVOCACY TO
STRENGTHEN PUBLIC EDUCATION FOR ALL NEBRASKANS.

NASB BOARD LEADERSHIP TEAM MISSION

TO PROMOTE AND ADVANCE EFFECTIVE BOARD
GOVERNANCE AND LEADERSHIP TO SUPPORT
LEARNING FOR ALL STUDENTS.

Marcia R. Herring, NASB Director of Board Leadership

mherring@NASBonline.org

Kari Stephens, NASB Board Leadership Associate

kstephens@NASBonline.org

1.800.422.4572

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Need for Strategic Planning

For many school districts, the purpose for engaging in strategic planning begins with the belief that a school district's primary mission is the education of students and all actions and decisions are dedicated to improving educational outcomes. Experienced educators also understand that, although the district is accomplished, the bar must be raised to ensure improvement and growth of learning for all students. This commendable goal is quite often tempered by the certainty that most school districts are challenged with needs that exceed access to adequate resources and meeting the expectations of stakeholders to be more efficient and accountable with the investment of resources.

NASB Strategic Planning

NASB Strategic Planning ensures that common purpose and values are established for the school through a strategic vision for the forthcoming three to five years. The strategic plan is expressed through guiding principles, objectives, strategies, and performance indicators. These critical components validate for stakeholders the district is operating strategically and planning for the future and success of students.

The NASB Strategic Planning process:

- Validates the mission, vision, and beliefs of the district
- Informs through internal and external stakeholder engagement
- Produces qualitative and quantitative data to validate the identified needs
- Empowers the district leadership team to prioritize and focus on target areas
- Enables the district to allocate and align resources to address priorities
- Provides a mechanism for the board to monitor and assess the progress/success of instruction and learning

As the district changes internally or is impacted by changes externally, it is essential to revisit and reevaluate the strategic plan to ensure its effectiveness and ability to address the needs and priorities of the school district. Revisiting the strategic plan empowers administration and staff to align the day-to-day instruction to meet the ever-changing landscape of education. A strategic plan is never "finished." It is important to look back at the original objectives and strategies within the plan to assess how best to leverage continuous improvement and progress. The following process is a glimpse of how NASB assists the district by reflecting on the past, understanding the present state of the district, and planning strategically for the future.

NASB Strategic Planning Evaluation Model

The NASB approach to strategic planning utilizes tested methods for guiding schools through this important process. We modify our methodology to align to the vision and expectations of the process as defined by the District Leadership Team and Board of Education. The process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders' perspective, ideas, and suggestions for growing education.

Step I: Who are we?

Organize and Plan the Process:

Prospective Timeline
Strategic Overview Committee
Mission, Vision, Beliefs

Step V: How will we know when we have arrived?

Support and Evaluation:

Progress Analysis

Monitor Progress/Success of the Strategic Plan through Board Meetings, Board Self-Assessment and Superintendent Evaluation

Step II: Where are we now?

District Needs Assessment:

Stakeholder Engagement
Comprehensive Needs Index
Program / Service Overview
Extant Data
Needs Analysis

Step IV: How do we plan to get there?

Implement and Monitor:

Strategic Implementation Team
Implementing Strategies

Step III: Where do we want to go?

Define and Build the Plan:

Guiding Principles
Objectives
Strategies
Performance Indicators
Alignment
Prioritization

Who are we?

Organize and Plan the Process:

Prospective Timeline | Strategic Overview Committee | Mission, Vision, Beliefs

Embarking on an effective strategic plan begins with organizing a timeline to establish a unified vision and expectations amongst stakeholders regarding how the process will unfold. This phase provides the district an opportunity to identify internal and external stakeholders that contribute to the community and district's identity. Once identified, the stakeholders are extended an invitation take part in the strategic planning process.

Prospective Timeline

The NASB Strategic Planning process is comprehensive and will be facilitated with reliability and competence; therefore, to ensure we embark upon this most important endeavor with certainty of a positive and effective outcome, it is essential for the NASB Board Leadership Team to initiate contact with the leadership of the district. The priority will be to discuss the development of the timeline including dates for reports, meetings, and touchpoint targets to support identified deadlines. Identifying these details prior to beginning, streamlines the efforts of the Association and the district and coordinates a highly effective, efficient process. To ensure the structure is provided at the outset, a NASB Strategic Planning Consultant will initiate communication with the District Contact to embark upon the discussion and development of a formal timeline inclusive of each step and the associated actions to guarantee a mutual understanding of the task at hand.

NASB Strategic Overview Committee (SOC)

The most diverse and instrumental group to the creation of a purposeful and effective strategic plan is the development of the Strategic Overview Committee (SOC). The committee represents a cross-section of both internal and external stakeholders. This committee will be tasked with:

- Reviewing and providing feedback regarding the district mission, vision, and beliefs.
- Engaging in a SWOT analysis discussion pertaining to the:
  - Strengths of the district
  - Needs of the district
  - Opportunities for growth in the district

o   Barriers that may potentially prevent achievement of goals in the district

Membership on the SOC will require participation in two meetings and encompasses two responsibilities: discussing a S.W.O.T. Analysis pertaining to the committee members will compile an exhaustive list of the characteristics identified in each of the four areas of the S.W.O.T. Analysis. The SOC will also review and provide feedback pertaining to the qualities of the current District Mission and Vision Statements. Meeting II will enlist the review of the S.W.O.T. Analysis Summary and Mission and Vision Statement feedback.

Most important will be to place an emphasis on the importance of timely and accurate communication of the dates and times of stakeholder engagement opportunities. The NASB Board Leadership staff will engage with the Superintendent to identify and establish a Strategic Overview Committee (SOC). The SOC is designed to provide representation of all identified stakeholder groups. It is not unusual for this representative group to exceed 30 to 40+ inclusive stakeholders.

Identification of the SOC Members

The creation of the SOC shall be initiated by the board and administration. In accordance with the guidelines defined throughout this proposal, the Association recommends that the committee encompasses the following essential stakeholders including, but not limited to:

- Superintendent
- Members of the Board of Education
- District Level Directors
- Building Level Administrators
- Staff Leaders
- Parents
- Business Leaders
- Students
- City Leaders
- Other

The membership of this committee will ensure greater participation, provide a diversity of perspectives, lessen the workload of individual team members, and contributes to the success of the strategic plan process.

Mission, Vision, Beliefs

NASB engages the SOC committee on a review of mission, vision, and beliefs. By revisiting the core of "who we are" and "where we are going" at the outset of the process the SOC will provide a formal recommendation for updating or readopting the current Mission and Vision Statements.

All data collected will be included in the district's Strategic Planning Comprehensive Needs Analysis Summary.

📍

Where are we now?

District Needs Assessment:

Stakeholder Engagement | Comprehensive Needs Index

Program/Service Overview | Extant Data | Needs Analysis

District Needs Assessment and Data Collection

The core of a good strategic plan rests on the collection of accurate and relevant data. The **Needs Assessment** is the period of collecting and assessing district needs and challenges, as well as the expectations for the future of the district structured to collaboratively engage internal and external stakeholders while remaining focused on student learning.

The conglomeration of the various data provides qualitative and quantitative evidence to validate the emergent and common district identified needs and priorities as a result of the stakeholder feedback received throughout the strategic planning process.

Internal and External Stakeholder Engagement

Engagement of District Internal and Community External Stakeholders

Stakeholder engagement serves a critical role in supporting the identification of the needs and priorities of the school district. Shaping and strengthening the public image of the school district and building a positive working relationship with stakeholders both internally and externally is important in this era of accountability. Stakeholders are those who may be affected by or influence the mission, vision, goals, and/or policies of the school district. Engaging stakeholders in the Strategic Planning process aids in:

- Creating transparency
- Demonstrating why key stakeholders should trust and value the school district
- Conveying what is being done to improve and grow student learning
- Providing evidence of how resources are properly invested in education
- Expressing to stakeholders that their input is relevant
- Establishing open lines of communication with stakeholders enables the school district to foster positive relations and interactions moving forward

Engagement of Diverse District Stakeholders and Underrepresented Groups

The Association utilizes two methods of stakeholder engagement: online surveys and in-person focus group meetings. The online surveys are provided through multilingual support which ensures that stakeholders who do not speak English and/or relate to an underrepresented group are provided equitable access to modified surveys [i.e., surveys translated in an alternative language] when contributing their perspective through the strategic planning engagement. The Association will ensure that the stakeholder surveys are translated to engage a diverse student population. To ensure equitable access for in-person focus group meetings and/or discussion, the district will be responsible for identifying the appropriate on-site translation service.

NASB Online Surveys

This primary method of engagement enables the Association to gather both qualitative and quantitative data to inform the Strategic Planning process. The distribution of uniquely designed online stakeholder surveys is accomplished through the listservs we acquire from the school district. NASB staff will manage each component of this process by:

- Distributing the online survey link through email
- Managing bounce back email issues
- Forwarding reminders to stakeholders to complete the survey by the defined deadline
- Analyzing data collected
- Reporting the assessment findings and summaries

The Association utilizes the Qualtrics XM® survey system. All surveys during the Strategic Planning process are distributed using this system. All stakeholder groups, with exception of the community members, will receive an email to access the online engagement survey. Community members will provide feedback through community engagement meetings or through a link and/or a QR code provided on the school district website.

On average most all surveys may be completed in a span of 20 to 30 minutes. However, the time needed to complete some surveys is dependent upon the unique stakeholder group involved. The NASB District-Level and Building-Level Administrator and Certified staff surveys will require the most time.

An overview of the stakeholder groups and topics is provided in the diagram on the following page and titled Stakeholder Survey Topics.

NASB Stakeholder Engagement via Online Survey

- Superintendent
- Assistant Superintendents

- District- Level Administrators
- Building-Level Administrators
- Board Members
- Certified Staff
- Classified Staff
- Students (Grades 5-12)
- Parents
- Business Leaders (Identified by district.)
- Community Members (QR Code posted to the school district website following the Community Engagement Meeting/Discussion)

Please reference the diagram below for survey distribution estimates for each identified stakeholder group.

Stakeholder Group	# Of Surveys	Climate/Culture	DEI	District Strengths	Student Achievement	District Resources	Student Centered Learning	Personnel Effectiveness	Mission & Vision	Advocacy	Policy Governance	Board Operations	Board & Superintendent Relations	Professional Development	Community	Accountability
Administrators	4	√	√	√	√	√	√	√	√				√	√	√	
Board of Education	6	√	√	√	√	√			√	√	√	√	√	√	√	√
Certified Staff	30	√	√	√	√	√	√	√								
Classified Staff	15	√	√	√		√	√	√								
Parents	353	√	√	√	√	√	√	√								
Students (Grade 5-12)	179	√	√	√	√		√	√								
Business Leaders*	?															
Community*	?															

Stakeholder Survey Topics

* Ditrict will select the survey questions for the Business Leader and Community stakeholder groups.

Due to the robust nature of the data received through the surveys and engagement meetings NASB Board Leadership staff are equipped to provide data analysis to identify common themes among each stakeholder group validating the overarching needs and priorities of the school district.

NASB Community Focus Group Discussion

The NASB Strategic Plan Consultants use a qualitative discussion setting also known as the NASB Community Focus Group discussion. This setting is designed to bring together individuals to discuss a common topic of interest and allows everyone to share their individual experiences, perceptions, opinions,

and ideas in response to a short questionnaire consisting of three - four questions. This form of community engagement creates a safe setting that ensures each member of the group the ability to share with an appointed scribe recording the information each member contributes to the discussion. The benefit of a focus group allows individuals to discover that they are more alike than they are different from others in the focus group who are collectively gathered for this purpose.

Through this purposefully designed discussion, the NASB Strategic Plan Consultant upholds the structure to provide a protective measure to safeguard the discussion. When communicating the purpose for the community meeting and the topics that will be discussed, this enables stakeholders to arrive prepared to participate in purposeful discussion and reduces the potential of disruption that may compromise the benefit and positive outcome of the process. The Community Focus Group questions are to be selected by the District Administration and Board of Education, however, once they have done so, the questions will be distributed to patrons to assist them in preparing for the meeting. The meetings will be advertised by the school district encouraging all who wish to participate to attend one meeting. The Community Focus Group meeting/discussion will be limited to a 90-minute timeframe.

The Association provides a list of suggested groups and leaders throughout the community the board may wish to consider when identifying key stakeholders to involve in the engagement.

Comprehensive Needs Index

The Comprehensive Needs Index (CNI) is a secondary mechanism by which district-level and building administrators assess a department or learning center identifying needs that for distinct reasons did not surface in the feedback received from the Administrator Strategic Planning Survey. This provides an additional lens to confirm, compare, and contrast the identified stakeholder needs in the Needs Analysis by building level and across the district.

The design and structure of the (CNI) is a rubric analysis. To ensure the context of the rubric aligns to common and effective practice and trends within the educational industry, NASB staff considered the value of the Charlotte Danielson Instructional Framework, Marzano Instructional Framework, as well as the value of the accreditation standards of NE Framework and COGNIA. The (CNI) is categorized as follows:

1. Climate and Culture
2. Diversity, Equity, and Inclusion
3. Educational Opportunities and Access
4. Student Centered Learning
5. Social-Emotional and Mental Health Well-being
6. Academic Achievement

7. Personnel Effectiveness
8. Family and Community Partnerships
9. District Resources
10. Building Board Governance

Program/Service Overview

In addition to the engagement survey, administrators will also have the choice to contribute through the NASB Program-Service Overview Survey. This additional survey equips administrators with the opportunity to provide, more detailed context related to specific programs and services the district may or may not offer. Example, a High Ability Learners (HAL) program. This program may be provided to students at specific learning centers; however, HAL may be considered an identified need by a building administrator at s different site. The Program- Service Overview survey enables the administrator to recommend unique programs and services to expand and/or support learning opportunities within the building or department they represent. The input received from administrators will enhance the unique data necessary to make informed decisions relating to the continuation or addition of programs and services when examining opportunities to improve and grow learning for students.

Needs Analysis

The Association will develop the District' s Comprehensive Needs Analysis by compiling the results of the Program Service Overview, Comprehensive Needs Index (CNI) results, stakeholder engagement data collected through the online surveys, Community Engagement Focus-Group Meetings discussion, the Strategic Overview Committee meetings, business leader feedback through surveys, district-specific extant data, etc. to create the District Strategic Plan Comprehensive Needs Analysis. This document is a multifaceted reflection of the district as it includes significant and emergent themes from all engagement methods.

The NASB Strategic Planning process provides a direct connection between the administration, board, and a vast number of district and community stakeholders. The engagement of stakeholders provides the opportunity to voice thoughts and ideas prior to the administration and board setting goals. The board fosters a positive working relationship with stakeholders when they model transparency prior to setting goals. The Comprehensive Needs Analysis serves as the primary instrument when designing the strategic plan framework.

The Needs Analysis data will:
▪ Provide direction for programs and services that support the system's mission and vision

- Allow staff to determine priorities and allocate limited resources to activities that will have the greatest impact
- Create cohesion through the alignment of goals, strategies, professional development, and desired outcomes
- Enable benchmarking and monitoring of implementation and impact
- Assist with continuous improvement by helping staff identify change, which instructional and other practices are working, and the strategies associated with the greatest success

<table>
<tr><td>Step III</td><td>🎯

Where do we want to go?
Define and Build the Plan:

Guiding Principles | Objectives | Strategies | Performance Indicators
Strategy Prioritization | Alignment Matrix</td></tr>
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Building the Strategic Plan

Using the results from the Comprehensive Needs Analysis, the NASB Board Leadership team will create a preliminary draft of the strategic plan. Known as the strategic plan framework, this draft is the base for the final strategic plan and will be presented to the Administrators and the Board of Education. The NASB Board Leadership team will design the district's Strategic Plan Framework; however, the district will be afforded the liberty to modify the Framework as they deem appropriate. The modifications will be updated within the Framework.

Strategy Prioritization

To ensure the strategic plan is implemented with fidelity, the NASB Strategic Planning service provides a unique process to empower each administrator the opportunity to rank the strategies throughout the plan. The process is administered through an online survey distributed by Association staff. Prioritization empowers each district and building-level administrator the opportunity to rank the guiding principles and strategies in the plan by greatest urgency and largest impact. In doing so, administration identifies the most important areas of need in their plan, and the most pressing actions to address them. All administrator feedback from this survey is compiled to provide a comprehensive prioritization report to be presented to the district as the final measurement of progress in the Strategic Planning process.

In addition to administration, the board of education will also complete a prioritization process pertaining solely to the strategies identified in the Board Governance guiding principle. A similar prioritization report

will be provided the board so they may identify the first steps in creating an increasingly effective and functional team to support the district by creating board goals.

*Additional fees will be charged if more than 5 administrators are participating in the prioritization process.

Alignment Matrix*

The NASB Strategic Planning process is meant to provide a comprehensive framework for the improvement of the school district. To ensure the process is truly comprehensive, the final step in the creation of the strategic plan is to align each strategy to the district's accreditation framework, AQuESTT, School Improvement Goals, and other relevant documents. This step enables district leadership to coordinate the many efforts of school improvement within one working document efficiency and effective measurement of growth and progress of the school district.

**This is an optional component*

Step IV

How do we plan to get there?

Implement and Monitor:

Strategic Implementation Team | Implementing Strategies

Implement and Monitor

A strategic plan, no matter how good it is on paper, is of little value if it is not implemented well. NASB Board Leadership staff will work closely with District Leadership to put mechanisms in place to ensure the strategic plan is implemented in a realistic and meaningful way; often this means creating action plans inclusive of specific tasks and goals at the building or classroom-level.

Strategic Implementation Team

The NASB Strategic Planning supports the administration and board after the strategic plan is adopted. Implementation and evaluation ensure the plan does not die on paper. Implementing the strategic plan in a meaningful way involves assigning responsibility of specific strategies and performance indicators as appropriate. To ensure progress is made towards the assigned obligations, the district will identify and appoint a Strategic Implementation Team (SIT) comprised of administrators and staff. The SIT serves as a

measure of accountability for the district and is the primary source of progress assessment after implementation of the strategic plan. Through the NASB Strategic Planning SIT process, Board Leadership staff will equip the SIT with a problem-solving matrix to determine barriers preventing progress or success of the assigned responsibilities. This matrix includes a series of questions to identify obstacles, assess resource allocation, and create actionable steps to make the outlined strategies and performance indicators achievable.

Step V

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How do we know when we have arrived?
Support and Evaluation:
Superintendent Evaluation | Board Self-Assessment | Progress Analysis

SUPPORT, PROGRESS ANALYSIS, AND EVALUATION

The NASB Strategic Planning process is facilitated as a cycle. After the adoption and implementation of the final strategic plan, a Progress Analysis is administered on an annual basis for the next four years. This yearly review provides the opportunity to recognize success and identify remaining areas of need. The NASB Board Leadership team will also provide necessary services to support the coordination of district efforts in accomplishing the strategies and performance indicators. This may include but is not limited to establishing a superintendent evaluation aligned to the strategic plan, establishing a board self-assessment to measure progressive governance, editing the existing plan to reflect modifications made by the SIT, reprioritizing the plan to the most current, and most urgent needs, or re-engaging stakeholders through any of the aforementioned methods.

Ensuring fidelity – ensuring all staff and administrators responsible for implementing the strategic plan are carrying it out with fidelity requires tremendous communication and coordination. If the district fails to track progress, the district will fail to reach the plan's desired result.   Progress of implementation must be monitored regularly and on a scheduled basis to ensure staff remains on track. Therefore, the plan must be prioritized in order for the cabinet, directors, and principals to establish action steps that are specific, measurable, and timely.

Reporting to the Board – the Board will expect the superintendent to regularly report the status of implementation, including progress toward each of the overall strategic goals. In turn, the superintendent will expect regular status reports from the Strategic Implementation Team regarding the status toward achieving the goals and objectives.

Celebrate Success – too often we fail to acknowledge and/or celebrate success. Celebration is as important as accomplishing objectives – maybe more important! In the absence of closure and acknowledgement, it may be difficult to generate the support and enthusiasm of staff to embark upon the next challenge.

Phase II of Strategic Planning

Following the implementation of the District's Strategic Plan, the Association will reengage with the district through the NASB Phase II Strategic Planning process. This involves the multi-year Progress Analysis summaries and embark upon the re-engagement of all internal and external stakeholders including SOC and Community focus groups, for the purpose of updating the original District Strategic Plan. Note: The proposed budget includes the annual Progress Analysis; however, Phase II will require a new contract.

Testimonials

"Our Board and Superintendent engaged the leadership services of Marcia and the NASB team to facilitate our district's development and adoption of our strategic plan. Marcia provided instrumental assistance in guiding and eliciting stakeholder input to identify key strategic plan goals. The strategic plan developed through the assistance of Marcia and NASB has been crucial in district decision-making to help our Board maintain strong governance to support our students." - Superintendent and Board President

"The NASB team did an excellent job guiding us through the process. The community engagement is what I liked most about the process." -Superintendent

"I like how they collected an immense amount of data from a variety of stakeholders. Good feedback from the individuals that were surveyed." -Superintendent

"Comprehensive and detailed. I really like the community engagement process and the work with the Strategic Overview Committee." -Superintendent

"Every school needs a road map to move forward from where they currently are to where they want to be in the future. NASB was instrumental in assisting us collaborate with district stakeholders through a guided process that has helped accomplish this. Together, we were able to identify our district's Vision, Mission, Values and Core Beliefs which has defined who we are, and who we want to be."   -Superintendent

"I really appreciated that we had the time to discuss real issues and the possibility to solve them." -District Administrator

"I learned that it takes oversight and effort from all to have a lasting impact in our schools." -Business Leader

"I liked the opportunity to hear multiple viewpoints from such knowledgeable people."
-Business Leader

"The NASB process is a powerful experience for school and community! It is an opportunity for school administration and board of education members to hear patron perception, and in turn provide stakeholders with information pertaining to the school. Deficit areas are discussed which aids in the strategic planning and school improvement processes of the district, but the strengths of the district will dominate the discussion. It is awesome! The process truly helps a school district to move forward for the betterment of kids!" -Superintendent

"I really liked the prioritization summary and the fact that we are able to revise the plan to fit our needs." -Superintendent