

May Regular Meeting  
Monday, May 8, 2023 6:00 PM  
Plattsmouth High School Gallery (Enter through  
door #62)

1. Call Meeting to Order - This regular meeting of the Plattsmouth Community Schools Board of Education is called to order on May 8, 2023 at 6:00 PM in the Plattsmouth Community Schools High School Gallery at 1916 Old Hwy. 34, Plattsmouth, NE.
2. Acknowledge Open Meetings Law posted on the wall in the boardroom.
3. Publication of Meeting - Notice of the meeting was published in the May 3, 2023 edition of The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at [www.pcsd.org](http://www.pcsd.org).
4. Pledge of Allegiance
5. Roll Call: Cunningham-Swanson, Foster, Glup, Harvey, Muller, Shuey, Siemonsma, Tesarek-Parsons, Winters
  - 5.1. Motion to excuse absences
6. Motion to suspend the rules in Policy 9300 Regular Meetings for this meeting and subsequent meetings until approval of a revised Policy 9300.
7. Consent Agenda
  - 7.1. Agenda
  - 7.2. Minutes
    - 7.2.1. Minutes of the Dec 12, 2022 Workshop
    - 7.2.2. Minutes of the Jan. 9, 2023 Workshop
    - 7.2.3. Minutes of the Feb. 13, 2023 Workshop
    - 7.2.4. Minutes of the Mar. 13, 2023 Workshop
    - 7.2.5. Minutes of the Apr. 10, 2023 Workshop
    - 7.2.6. Minutes of the April 10, 2023 Regular Meeting

- 7.3. Treasurer's Report
- 7.4. Review of the Control Budget
- 7.5. Claim and transfers in the amount of \$323,769.83  
Prepays \$2,656.20
- 7.6. The administration recommends that high school media center specialist (librarian)/English teacher Christine Knust be released from her contract effective at the end of the 2022-2023 school year.
- 7.7. The administration recommends the hiring of Bob Dzuris on a one-year contract as a middle school science teacher only for the 2023-2024 school year.
8. Thank you from our foreign exchange students.
  1. Jette Auch-Schwenk from Germany
  2. Noemi Giannell from Italy
  3. Miyako Katowice from Japan
  4. Lena Perez from Spain
9. Public Forum: Reception of Delegates-A time limit of three minutes will be set for individual speakers on a given topic. A total time limit of thirty minutes will be set for all speakers on a given topic, with an effort to provide equal time for pros, cons, and neutral opinions. While the public forum is an opportunity for members of the public to speak during the meeting, there will not be back-and-forth discussions between members of the public and Board of Education members.
10. Operations Committee Report
11. Finance Committee Report
12. Committee on American Civics Report
13. Negotiations Committee Report
14. Head Start Report
15. PCS Strategic Plan Timeline
16. Recess (approximately 5-10 minutes) at the discretion of the President

## 17. Celebrations of Excellence

### 17.1. Journalism results for 2022-2023:

Brock Endorf - 2nd at the University of Nebraska-Omaha

Madison Quimby - 3rd and Honorable Mention at the Nebraska Press Association

Yearbook Staff - 5th at State Journalism

### 17.2. District Music:

- Samantha McKnight earned Outstanding Soloist

- Bella Voce earned a 1+

- Nacho Voce and Chorale earned a 2

- Plattsmouth Band earned a 2

### 17.3. Nebraska Chiropractic Physicians Association and Nebraska School Activities

Association Spring 2023 Academic All-State:

- Baseball - Gage Olsen, Gabe Villamonte

- Journalism - Natalie Briggs, Carlee Petereit

- Music - Samantha McKnight, Gertrude Yoder

- Boys Soccer - Logan Ksiazek

- Girls Soccer - Sara Konkler, Ireland Todd

- Track and Field - Stella Campin, Louis Ingram, Liam LaSure, Holly Wilson

17.4. District Baseball: PHS earned the C-2 District Championship and will compete at State.

17.5. District Boys Soccer: The Platte was the B-1 runner-up.

## 18. Administrative Reports

18.1. Superintendent's Report

18.2. High School Principal's Report

18.3. Middle School Principal's Report

18.4. Elementary Principal's Report

18.5. Early Childhood/Head Start Report

18.6. Instructional Services Report

18.7. Special Education Report

## 19. Action Items

- 19.1. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Adam Alldredge.
- 19.2. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Ayden Babcock.
- 19.3. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Leanne Beutler.
- 19.4. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Cameron Chatterson.
- 19.5. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Tristan Estrada-Cruse.
- 19.6. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Kennedy Ludwig.
- 19.7. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Monica Marquez.
- 19.8. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Phoenix Morgan.
- 19.9. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Ciara Richardson.
- 19.10. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Raylee Salinas.
- 19.11. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Josh Schreiber.
- 19.12. Discuss, consider, and take all action to approve a 2023-2024 early graduation request for Rylee Warner.
- 19.13. Discuss, consider, and take all action to approve the first reading of Policy Series 9000 By-laws of the Board (Committee on American Civics)
- 19.14. Discuss, consider, and take all action to approve the final reading of Policy Series 5000 Students (Committee on American Civics)
- 19.15. Discuss, consider, and take all action to approve the second reading of Policy Series 3000 Business Operations (Finance Committee)

- 19.16. Discuss, consider, and take all action to approve the final reading of Policy 1100 and related attachments.
- 19.17. Discuss, consider, and take all action to approve the final reading of Policy 6281 Activity Funds Management.
- 19.18. Discuss, consider, and take all action to approve the first reading of Policy 6300 Selection and Review of Instructional and Media Materials.
- 19.19. Discuss, consider, and take all action to approve the 2023-2024 Driver Education Contract with ESU #3.
- 19.20. Discuss, consider, and take all action to approve a Title I lease agreement with St. John the Baptist School.
- 19.21. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Gage Gillott (11th grade) to option into PCS for the 2023-2024 school year.
- 19.22. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Mena Murphy (11th grade) to option into PCS for the 2023-2024 school year.
- 19.23. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Jude Murphy (8th grade) to option into PCS for the 2023-2024 school year.
- 19.24. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Owen Murphy (8th grade) to option into PCS for the 2023-2024 school year.
- 19.25. Discuss, consider, and take all action to approve the Plattsmouth Blue Devils 13U Baseball team to use the high school turf baseball field for home games (June 7, June 11, June 21, June 24, and June 27), as long as these games do not conflict with previously-approved Legion baseball games.
- 19.26. Discuss, consider, and take all action to approve ten additional contract days from May 1, 2023 to July 31, 2023 for Randy Schroeder, prior to his regular contract, to prepare for the auto/diesel program. This is a one-time approval that is not recurring for subsequent years.
- 19.27. Discuss, consider, and take all action to approve the 2023-2024 Support Staff Handbook and contract provisions.

19.28. Discuss, consider, and take all action to approve an agreement for COBRA Administration Services with Omnify COBRA.

19.29. Discuss, consider, and take all action authorizing the superintendent to sell/dispose of curriculum materials.

19.30. Discuss, consider, and take all action to approve Application and Certification of Payment #20 for Lund Ross Constructors in the amount of \$35,116.87 with a remaining balance of \$0.00 and authorize the Board President and/or Superintendent to sign the related pay app.

19.31. Discuss, consider, and take all action to approve the adoption and purchase of Into Reading (HMH) for K-5 and My Perspective (SAVVAS) for 6-12 English Language Arts programs with an estimated cost of \$\_\_\_\_\_.

19.32. Discuss, consider, and take all action to approve a request from the Plattsmouth Bible Church to host a soccer camp on the PHS turf field on May 27, 2023.

20. Announcements

20.1. May 6-12, 2023 - National Nurses Week

20.2. May 8-12, 2023 - National Teacher Appreciation Week

20.3. Next meeting: Monday, June 12, 2023 6 PM Regular Meeting

21. ADJOURNMENT. Time \_\_\_\_\_

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

23. \*Sequence of Agenda: The sequence of the agenda topics is subject to change at the discretion of the board.

December Board Workshop Minutes  
Monday, December 12, 2022 6:30 PM  
PCS Administration Center  
1912 Old Hwy. 34  
Plattsmouth, NE 68048

Subject to  
approval at the  
next regularly  
scheduled Board  
meeting.

1. Call Meeting to Order-Acknowledge Open Meetings Law  
President Barr called the meeting to order and acknowledged the Open Meetings Law at 6:30 PM.
2. Roll Call: Barr, Fuller, Glup, Harvey, Muller, Siemonsma, Tesarek-Parsons, Wehrbein, Winters  
Fuller and Siemonsma were absent. All others were present.
3. Operations Committee Report  
Chair Winters provided an update regarding the recent committee meeting.
4. Finance Committee Report  
Member Muller provided an update regarding the recent committee meeting.
5. Committee on American Civics Report  
Chair Glup provided an update regarding the recent committee meeting.
6. Negotiations Committee Report  
Chair Tesarek-Parsons provided an update regarding the recent committee meeting.
7. Nebraska Association of School Boards (NASB) State Education Conference Update  
Board Members Brian Harvey and Ken Winters, as well as Superintendent Dr. Richard E. Hasty, provided an update from the State Education Conference.
8. Head Start Report – No report. See the early childhood/Head Start director’s report on the regular agenda.
9. Adjournment.  
President Barr adjourned the meeting at 7:08 PM.

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Chairperson

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Superintendent

January Board Workshop Minutes  
Monday, January 9, 2023 6:30 PM  
PCS Administration Center  
1912 Old Hwy. 34  
Plattsmouth, NE 68048

Subject to  
approval at the  
next regularly  
scheduled Board  
meeting.

1. Call Meeting to Order

Vice President Muller called the meeting to order at 6:30 PM.

2. Acknowledge Open Meetings Law posted on the wall in the boardroom.

Vice President Muller acknowledged the Open Meetings Law.

3. Publication of Meeting - Notice of the meeting was published in the Jan. 5, 2023 Plattsmouth Journal and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at [www.pcsd.org](http://www.pcsd.org).

4. Pledge of Allegiance

Vice President Muller led the Pledge of Allegiance.

5. Installation of Newly Elected Board Members - Oath of Office

Vice President Muller led the oath of office and installation of newly elected Board members.

6. Roll Call: Cunningham-Swanson, Foster, Glup, Harvey, Muller, Shuey, Siemonsma, Tesarek-Parsons, Winters - All were present.

7. Election of Officers

7.1. Appointment of Election Steward

Vice President Muller appointed Supt. Hasty as the election steward for nominations and voting for President.

7.2. Nominations, voting, and designation of President

Ken Winters and Brian Harvey were nominated for President. Harvey received five votes and Winters received four votes. Harvey was installed as President for 2023.

7.3. Nominations, voting, and designation of Vice President

President Harvey served as the election steward for the remaining officer positions. Max Muller was nominated for Vice President. Muller was installed as Vice President for 2023 on a 9-0 vote.

7.4. Nominations, voting, and designation of Secretary

Nolan Siemonsma was nominated as Secretary. Siemonsma was installed as Secretary for 2023 on a 9-0 vote.

7.5. Nominations, voting, and designation of Treasurer

Matt Glup was nominated as Treasurer. Glup was installed as Treasurer for 2023 on a 9-0 vote.

8. Operations Committee Report

Chair Winters provided an update regarding the recent committee meeting.

9. Finance Committee Report

Chair Siemonsma provided an update regarding the recent committee meeting.

10. Committee on American Civics Report

Chair Glup provided an update regarding the recent committee meeting.

11. Negotiations Committee Report

Chair Tesarek-Parsons provided an update regarding the recent committee meeting.

12. Head Start Report

Representative Siemonsma provided an update. See also the early childhood/Head Start director's report on the regular agenda.

13. Adjournment.

President Harvey adjourned the meeting at 7:28 PM.

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Chairperson

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Superintendent

February Board Workshop Minutes  
Monday, February 13, 2023 6:30 PM  
PCS Administration Center  
1912 Old Hwy. 34  
Plattsmouth, NE 68048

Subject to  
approval at the  
next regularly  
scheduled Board  
meeting.

1. Call Meeting to Order

President Harvey called the meeting to order at 6:36 PM.

2. Acknowledge Open Meetings Law posted on the wall in the boardroom.

President Harvey acknowledged the Open Meetings Law.

3. Publication of Meeting - Notice of the meeting was published in the Feb. 7, 2023 The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at [www.pcsd.org](http://www.pcsd.org).

4. Pledge of Allegiance

President Harvey led the Pledge of Allegiance.

5. Roll Call: Cunningham-Swanson, Foster, Glup, Harvey, Muller, Siemonsma, Tesarek-Parsons, Shuey, Winters – Foster and Glup were absent. All others were present.

6. Early Childhood Report

Early Childhood/Head Start Director Juli Beck provide a report about early childhood programs.

7. Operations Committee Report

Chair Winters provided an update regarding the recent committee meeting.

8. Finance Committee Report

Chair Glup provided an update regarding the recent committee meeting.

9. Committee on American Civics Report

Chair Shuey provided an update regarding the recent committee meeting.

10. Negotiations Committee Report

Chair Tesarek-Parsons provided an update regarding the recent committee meeting.

11. Head Start Report

Representative Siemonsma provided an update. See also the early childhood/Head Start director's report on the regular agenda.

12. Adjournment.

President Harvey adjourned the meeting at 7:21 PM.

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Chairperson

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Superintendent

March Board Workshop Minutes  
Monday, March 13, 2023 6:30 PM  
PCS Administration Center  
1912 Old Hwy. 34  
Plattsmouth, NE 68048

Subject to  
approval at the  
next regularly  
scheduled Board  
meeting.

1. Call Meeting to Order

President Harvey called the meeting to order at 6:30 PM.

2. Acknowledge Open Meetings Law posted on the wall in the boardroom.

President Harvey acknowledged the Open Meetings Law.

3. Publication of Meeting - Notice of the meeting was published in the Mar. 7, 2023 The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at [www.pcsd.org](http://www.pcsd.org).

4. Pledge of Allegiance

President Harvey led the Pledge of Allegiance.

5. Roll Call: Cunningham-Swanson, Foster, Glup, Harvey, Muller, Shuey, Siemonsma, Tesarek-Parsons, Winters – Glup was absent. All others were present.

6. Strategic Planning

Kari Stephens - Nebraska Association of School Boards (NASB) Board Leadership Associate provide an overview of the strategic planning process.

7. Operations Committee Report

Chair Winters provided an update regarding the recent committee meeting.

8. Finance Committee Report

Chair Glup provided an update regarding the recent committee meeting. The Board went into closed session at 7:13 PM on an 8-0 vote for protection of the public interest relative to negotiations. The Board exited closed session and returned to open session at 7:40 PM.

9. Committee on American Civics Report

Chair Shuey provided an update regarding the recent committee meeting.

10. Negotiations Committee Report

Chair Winters provided an update regarding the Negotiated Agreement that is on the regular meeting agenda.

11. Head Start Report

Representative Siemonsma provided an update. See also the early childhood/Head Start director's report on the regular agenda.

12. Adjournment. Time \_\_\_\_

President Harvey

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

14. \*Sequence of Agenda: The sequence of the agenda topics is subject to change at the discretion of the board.

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Chairperson

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Superintendent

April Board Workshop Minutes  
Monday, April 10, 2023 6:30 PM  
PCS Administration Center  
1912 Old Hwy. 34  
Plattsmouth, NE 68048

Subject to  
approval at the  
next regularly  
scheduled Board  
meeting.

1. Call Meeting to Order

President Harvey called the meeting to order at 6:38 PM.

2. Acknowledge Open Meetings Law posted on the wall in the boardroom.

President Harvey acknowledged the Open Meetings Law.

3. Publication of Meeting - Notice of the meeting was published in the April 3, 2023 The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at [www.pcsd.org](http://www.pcsd.org).

4. Pledge of Allegiance

President Harvey led the Pledge of Allegiance.

5. Roll Call: Cunningham-Swanson, Foster, Glup, Harvey, Muller, Shuey, Siemonsma, Tesarek-Parsons, Winters - Glup was absent. All others were present.

6. Elementary School Report

Dr. Amber Johnson provided a report about our elementary school.

7. Operations Committee Report

Chair Winters provided an update regarding the recent committee meeting.

8. Finance Committee Report

Chair Glup provided an update regarding the recent committee meeting.

9. Committee on American Civics Report

Chair Shuey provided an update regarding the recent committee meeting. The Board went into closed session at 7:24 PM on an 8-0 vote for protection of the public interest. The Board exited closed session and returned to open session at 8:02 PM.

10. Negotiations Committee Report

No report, due to no meetings and negotiations being settled for 2023-2024.

11. Head Start Report

Representative Siemonsma provided an update. See also the early childhood/Head Start director's report on the regular agenda.

12. Adjournment.

President Harvey adjourned the meeting at 8:03 PM.

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Chairperson

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Superintendent

**April Regular Meeting  
Monday, April 10, 2023 7:00 PM  
Plattsmouth Administration Center  
1912 Old Highway 34  
Plattsmouth, NE 68048**

**Subject to approval  
at the next regularly  
scheduled Board Meeting**

**1. Call Meeting to Order- Acknowledge Open Meeting Law and Public Notice. Notice of the meeting was published on April 3, 2023 in The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at [www.pcsd.org](http://www.pcsd.org).**

The meeting was called to order at 8:06 PM.

**1.1. Acknowledge Open Meetings Law posted on the wall in the boardroom.**

**2. Roll Call: Cunningham-Swanson, Foster, Glup, Harvey, Muller, Shuey, Siemonsma, Tesarek-Parsons, Winters**

Glup was absent. All other Board members were present.

**2.1. Motion to excuse absences**

Motion to approve absences **passed 8-0** with a motion by Winters and a second by Muller.

**3. Public Forum: Reception of Delegates-A time limit of three minutes will be set for individual speakers on a given topic. A total time limit of thirty minutes will be set for all speakers on a given topic, with an effort to provide equal time for pros, cons, and neutral opinions. While the public forum is an opportunity for members of the public to speak during the meeting, there will not be back-and-forth discussions between members of the public and Board of Education members.**

Karla Higgins and Jarod Cunningham addressed the board relative to book banning.  
Leigh LaRosa spoke on class sizes at the elementary building.

**4. Celebrations of Excellence**

**4.1. Winter 2022-2023 Nebraska School Activities Association (NSAA) and Nebraska Chiropractic Physicians Association (NCPA) Academic All-State Awards**

**Wrestling - Caleb Adkins, Mathew Zitek  
Girls Wrestling - Riley Pletka  
Speech - Samantha McKnight, Kaia Shotkoski  
Boys Basketball - Gage Olsen, Kevin Sohl  
Girls Basketball - Natalie Briggs, Jolie Dix**

#### **4.2. Family Career and Community Leaders of America (FCCLA) State Leadership Conference**

- Wyatt Cook - Gold Medalist and State Champion in Career Investigation**
- Malie Todd - Gold Medalist and State Champion in Culinary Arts**
- Tucker Volwiler - Silver Medalist and State Runner-Up in Baking and Pastry**
- Lauren Albers - Silver Medalist and 4th in National Programs in Action**

#### **4.3. Lincoln Journal Star All-State Honorable Mention**

- Boys Basketball - Drew Iverson and Gage Olsen**

#### **4.4. Omaha World-Herald All-State Honorable Mention**

- Girls Basketball - Jolie Dix, Ashleigh Widick, and Averi Winters**
- Boys Basketball - Drew Iverson, Gage Olsen**

### **5. Consent Agenda**

**Motion passed 8-0** to approve the Consent Agenda with a motion Winters and a second by Muller.

#### **5.1. Agenda**

#### **5.2. Minutes of the March 13, 2023 meeting**

#### **5.3. Treasurer's Report**

#### **5.4. Review of the Control Budget**

#### **5.5. Claim and transfers in the amount of \$343,517.92**

**Prepays \$3,111.63**

**5.6. The administration recommends that speech-language pathologist Kris Vrtiska be released from her contract effective at the end of the 2022-2023 school year.**

**5.7. The administration recommends that elementary reading interventionist Rhonda Heim be released from her contract effective at the end of the 2022-2023 school year.**

**5.8. The administration recommends the hiring of Melissa Haswell as a high school special education resource teacher for the 2023-2024 school year.**

**5.9. The administration recommends that elementary special education teacher Nichole Null be released from her contract effective at the end of the 2022-2023 school year.**

**5.10. The administration recommends that early childhood school social worker Bri Renninger be released from her contract effective at the end of the 2022-2023 school year.**

**5.11. The administration recommends the hiring of Carrie Goshorn as an early childhood/Head Start teacher for the 2023-2024 school year.**

### **6. Administrative Reports**

#### **6.1. Superintendent's Report**

#### **6.2. High School Principal's Report**

- 6.3. Middle School Principal's Report**
- 6.4. Elementary Principal's Report**
- 6.5. Early Childhood Report**
- 6.6. Special Education Report**

## **7. Action Items**

**7.1. Discuss, consider, and take all action to approve the first reading of Policy Series 3000 Business Operations (Finance Committee)**

**Motion passed 8-0** with a motion by Foster and a second by Muller.

**7.2. Discuss, consider, and take all action to approve the first reading of 5417 School Wellness Policy and 5417AR School Wellness Policy (Committee on American Civics)**

**Motion passed 8-0** with a motion by Shuey and a second by Foster.

**7.3. Discuss, consider, and take all action to approve the second reading of Policy Series 5000 Students (Committee on American Civics)**

**Motion passed 8-0** with a motion by Shuey and a second by Muller.

**7.4. Discuss, consider, and take all action to approve the final reading of the Policy Series 8000 Internal Board Policies (Operations Committee)**

**Motion passed 8-0** with a motion by Winters and a second by Foster.

**7.5. Discuss, consider, and take all action to approve the second reading of Policy 1100 and related attachments.**

**Motion passed 8-0** with a motion by Foster and a second by Winters.

**7.6. Discuss, consider, and take all action to approve the second reading of Policy 6281 Activity Funds Management.**

**Motion passed 8-0** with a motion by Winters and a second by Foster.

**7.7. Discuss, consider, and take all action authorizing the superintendent to sell/dispose of old laptop carts and overhead projector carts.**

**Motion passed 8-0** with a motion by Muller and a second by Foster.

**7.8. Discuss, consider, and take all action to approve a contract with Just for Kids Therapy to provide occupational therapy and physical therapy services during the 2023-2024 school year at a rate of \$66 per hour.**

**Motion passed 8-0** with a motion by Foster and a second by Winters.

**7.9. Discuss, consider, and take all action to approve a one-year addendum to the athletic training services contract for 2023-2024 with Witte Physical Therapy, PC at a cost of \$28,500.**

**Motion passed 8-0** with a motion by Winters and a second by Shuey.

**7.10. Discuss, consider, and take all action to approve the Head Start/Early Head Start Non-Federal Share Waiver.**

**Motion passed 8-0** with a motion by Winters and a second by Siemonsma.

**7.11. Discuss, consider, and take all action to approve the landscape/outdoor classroom renovation proposal from Greenlife Gardens for our Early Childhood Center to be paid with one-time Head Start American Rescue Plan funds.**

**Motion passed 8-0** with a motion by Foster and a second by Winters.

**7.12. Discuss, consider, and take all action to approve the purchase of 2019 Ford truck for our maintenance department from Henry/Hobscheidt Motors in the amount of \$44,000.**

**Motion passed 8-0** with a motion by Winters and a second by Foster.

**7.13. Discuss, consider, and take all action to approve a proposal from Prime Communications for network switches and related equipment in the amount of \$30,099.03.**

**Motion passed 8-0** with a motion by Foster and a second by Winters.

**7.14. Discuss, consider, and take all action to approve a letter of commitment relative to the One World Community Health Centers application to the Health Resources and Services Administration for Health Center Program School-Based Service Expansion Funding Opportunity HRSA-23-097.**

**Motion passed 7-1** with a motion by Winters and a second by Muller. Cunningham-Swanson voted no.

**7.15. Discuss, consider, and take all action to approve a 3.0% salary increase (effective July 1, 2023) for each salaried staff member not covered by the negotiated agreement or the superintendent's contract.**

**Motion passed 5-2-1** with a motion by Siemonsma and a second by Tesarek-Parsons. Cunningham-Swanson and Shuey voted no. Harvey Abstain (With Conflict)

**7.16. Discuss, consider, and take all action to approve the 2023-2024 Support Staff Salary Schedule effective July 1, 2023.**

**Motion passed 7-1** with a motion by Foster and a second by Tesarek-Parsons. Cunningham-Swanson voted no.

**7.17. Discuss, consider, and take all action to approve the 2023-2024 PCS Budget Efficiency Plan.**

**Motion passed 8-0** with a motion by Winters and a second by Tesarek-Parsons.

**7.18. Discuss, consider, and take all action to approve a change order for Lund Ross, DLR, and PCS.**

Motion by Winter and a second by Muller. Winters amended his motion to include approval pending DLR approval. Muller seconded. **Motion passed 8-0.**

## **8. Announcements**

**8.1. Next meeting: Monday, May 8, 2023 6:00 PM Workshop 7 PM Regular Meeting**

## **9. ADJOURNMENT.**

Motion to adjourn at 9:04 PM **passed 8-0** with a motion by Shuey and a second by Muller.

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

**11. \*Sequence of Agenda: The sequence of the agenda topics is subject to change at the discretion of the board.**

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Chairperson

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Superintendent

CASS COUNTY SCHOOL DISTRICT #1  
1710 PHEASANT  
PLATTSMOUTH NE 68048-5682

## Portfolio Summary

Total Portfolio Value	
<b>\$1,171,692.58</b>	
1 Month Ago	\$1,161,286.31
1 Year Ago	\$1,231,892.83
3 Years Ago	\$1,142,218.24
5 Years Ago	\$1,230,231.44

### Helping keep you secure

The relationship between you and Edward Jones is built on trust. We have several security measures in place, from security and scam detection training for employees to real-time analysis of cyberthreat intelligence from the FBI and Secret Service, to help protect your accounts and personal information. Online Access offers additional features to further protect your information and financial transactions. Your local team can provide additional details.

### Stay connected with Online Access

You're more likely to reach any goal when you track your progress. Online Access and our app make that easy. Sign up now to view account performance and goals, connect accounts you hold outside of Edward Jones, quickly message us, schedule appointments and more. Visit [edwardjones.com/access](http://edwardjones.com/access) to learn more and sign up.

Overview of Accounts				
Accounts	Account Holder	Account Number	Value 1 Year Ago	Current Value
Association Account Select	Cass County School District #1	693-12506-1-4	\$43,455.77	\$44,369.43
Association Account Advisory Solutions Fund Model	Cass County School District #1	693-19740-1-5	\$1,188,437.06	\$1,127,323.15
<b>Total Accounts</b>			<b>\$1,231,892.83</b>	<b>\$1,171,692.58</b>

Although account information is provided on this page, it does not guarantee an actual statement was produced. Refer to your account statement for the exact registration and more specific details regarding each account.

Important disclosures; such as Statement of Financial Condition, Conditions that Govern Your Account, Account Safety, Errors, Complaints, Withholding, Free Credit Balance, Fair Market Value or Terminology; relating to your account(s) are available on the last page of this package or at [www.edwardjones.com/statementdisclosures](http://www.edwardjones.com/statementdisclosures).

Cass County School District #1

**Our perspective, delivered to you**

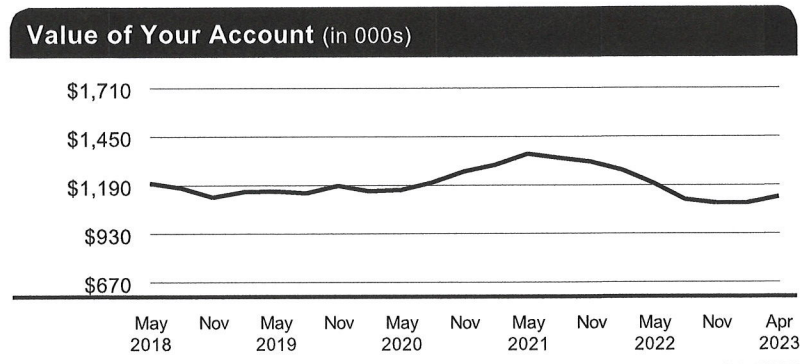
Would you like to receive market commentary, investing guidance and educational content right to your inbox? Check out the latest edition of the Edward Jones Perspective newsletter at [edwardjones.com/newsletter](http://edwardjones.com/newsletter) and ask your financial advisor to sign you up.

**Association - Advisory Solutions Fund Model**

Portfolio Objective - Account: Balanced Growth and Income

For more information about the Advisory Solutions program go to [www.edwardjones.com/advisorybrochures](http://www.edwardjones.com/advisorybrochures).

Account Value	
<b>\$1,127,323.15</b>	
1 Month Ago	\$1,117,513.42
1 Year Ago	\$1,188,437.06
3 Years Ago	\$1,106,345.54
5 Years Ago	\$1,195,295.20



Value Summary		
	This Period	This Year
Beginning Value	\$1,117,513.42	\$1,070,460.96
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	-899.65	-3,523.91
Change In Value	10,709.38	60,386.10
<b>Ending Value</b>	<b>\$1,127,323.15</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://www.edwardjones.com/mystatementguide).

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	0.88%	5.31%	-1.61%	5.58%	3.88%

**Performance Benchmarks**

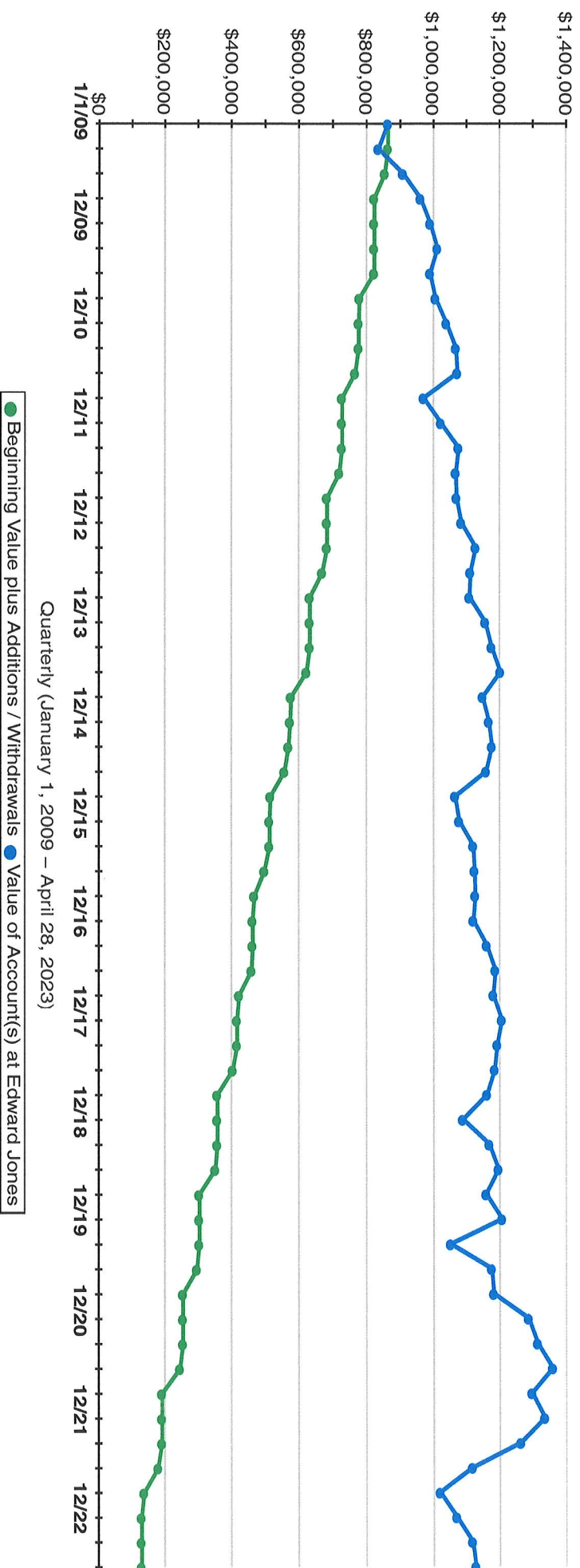
## Performance Summary

Portfolio Objective: **Balanced Growth & Income**

Michael A. Schuidt  
Financial Advisor

Prepared for: **WILEY SCHOLARSHIP FUND - COMBINED ACCTS**  
Saving for SCHOLARSHIPS

This summary details the value of your account(s) at Edward Jones. It excludes information about assets held by a vendor outside of Edward Jones.



Value of Account(s) at Edward Jones	2020	2021	2022	2023	Since 01-Jan-2009
Beginning Value	\$1,207,286.46	\$1,286,910.79	\$1,335,333.57	\$1,070,466.76	\$864,350.66
Amount Added / Withdrawn	(\$49,000.00)	(\$63,000.00)	(\$62,400.00)	\$0.00	(\$734,980.93)
Return in \$	\$128,624.33	\$111,422.78	(\$202,466.81)	\$56,856.38	\$997,953.42
<b>Ending Value</b>	<b>\$1,286,910.79</b>	<b>\$1,335,333.57</b>	<b>\$1,070,466.76</b>	<b>\$1,127,323.15</b>	<b>\$1,127,323.15</b>
Your Personal Rate of Return as of Apr 28, 2023	10.85%	8.86%	-15.48%	5.31%	Annualized Return 7.29%

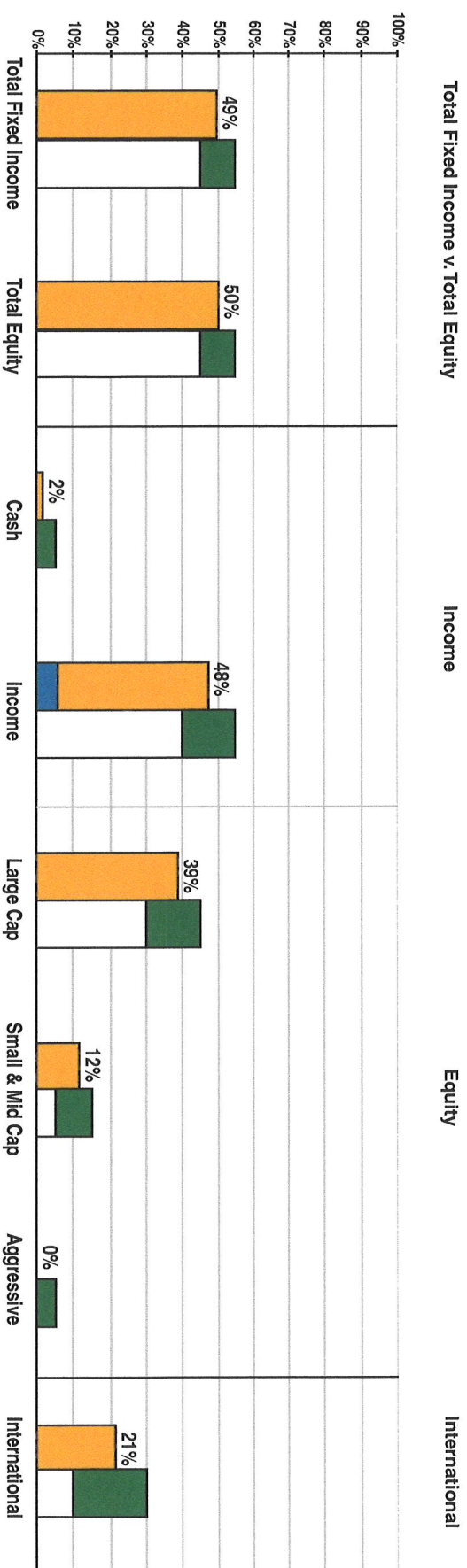
Please refer to "Putting Your Performance into Perspective" for Important Information.

## Diversification by Investment Category

Michael A Schuidt  
Financial Advisor

Prepared for: WILEY SCHOLARSHIP FUND – COMBINED ACCTS  
Saving for SCHOLARSHIPS

April 29, 2023



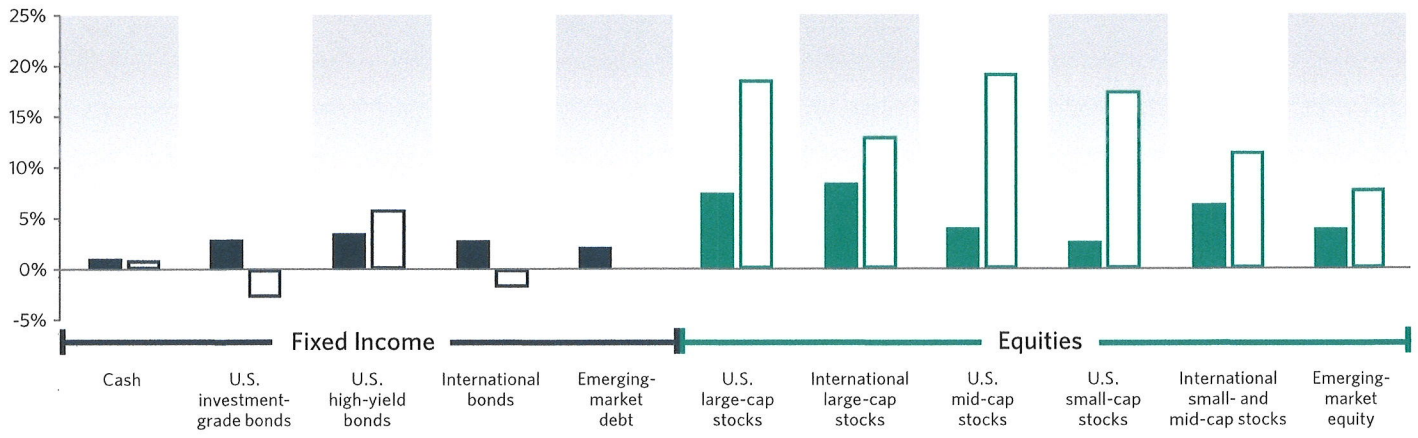
Investment Category	Value	Actual	Suggested Range	Recommended Target
<b>Fixed Income</b>				
Cash	\$21,803	1.93%	0-5%	Middle
Income	\$536,319	47.57%	40-55%	Middle
<b>Total Fixed Income</b>	<b>\$558,122</b>	<b>49.50%</b>	<b>45-55%</b>	<b>Middle</b>
<b>Equity</b>				
Large Cap	\$436,259	38.70%	30-45%	Middle
Small & Mid Cap	\$132,942	11.79%	5-15%	Low
Aggressive	\$0	0.00%	0-5%	High
<b>Total Equity</b>	<b>\$569,201</b>	<b>50.49%</b>	<b>45-55%</b>	<b>Middle</b>
<b>Portfolio Total</b>	<b>\$1,127,323</b>			
International	\$240,244	21.31%	10-30%	High
Aggressive Income (included in Income)	\$67,995	6.03%	0-15%	Middle

The Suggested Range reflects the Edward Jones Investment Policy Committee's recommended weightings for each investment category based on your Portfolio Objective. To take advantage of timely market opportunities and risks, we also recommend specific Targets within those Suggested Ranges.

Quarterly market outlook: **Second quarter 2023**

**Asset class performance**

■ 1<sup>st</sup> quarter 2023    □ 3-year annualized return



Source: Morningstar Direct, 03/31/2023. Cash represented by the Bloomberg US Treasury Bellwethers 3-Month index. U.S. investment-grade bonds represented by the Bloomberg US Aggregate index. U.S. high-yield bonds represented by the Bloomberg US HY 2% issuer cap index. International bonds represented by the Bloomberg Global Aggregate Ex USD hedged index. Emerging-market debt represented by the Bloomberg Emerging Market USD Aggregate Index. U.S. large-cap stocks represented by the S&P 500 Index. Developed international large-cap stocks represented by the MSCI EAFE index. U.S. mid-cap stocks represented by the Russell Mid-cap index. U.S. small-cap stocks represented by the Russell 2000 Index. International small- and mid-cap stocks represented by the MSCI EAFE SMID index. Emerging-market equity represented by the MSCI EM index. Past performance does not guarantee future results. An index is unmanaged and is not available for direct investment.

# Looking back at the 1<sup>st</sup> quarter

2023 started strong on signs the pressure to global growth might not be as bad as previously feared. But market volatility reappeared as investors weighed the potential economic impact of higher inflation and financial sector concerns, highlighting the value of portfolio diversification.\*

**A rate-hiking pause draws nearer** — Inflation concerns initially flared on signals prices may be trending downward more slowly than expected. The Federal Reserve hiked interest rates two more times in the quarter to help prevent elevated inflation from becoming a long-term drag on growth. Price pressures continued easing, and interest rates finished Q1 lower. We may not have seen the final rate hike, but updated Fed projections indicate a pause has drawn nearer, which could provide stronger footing for portfolios.

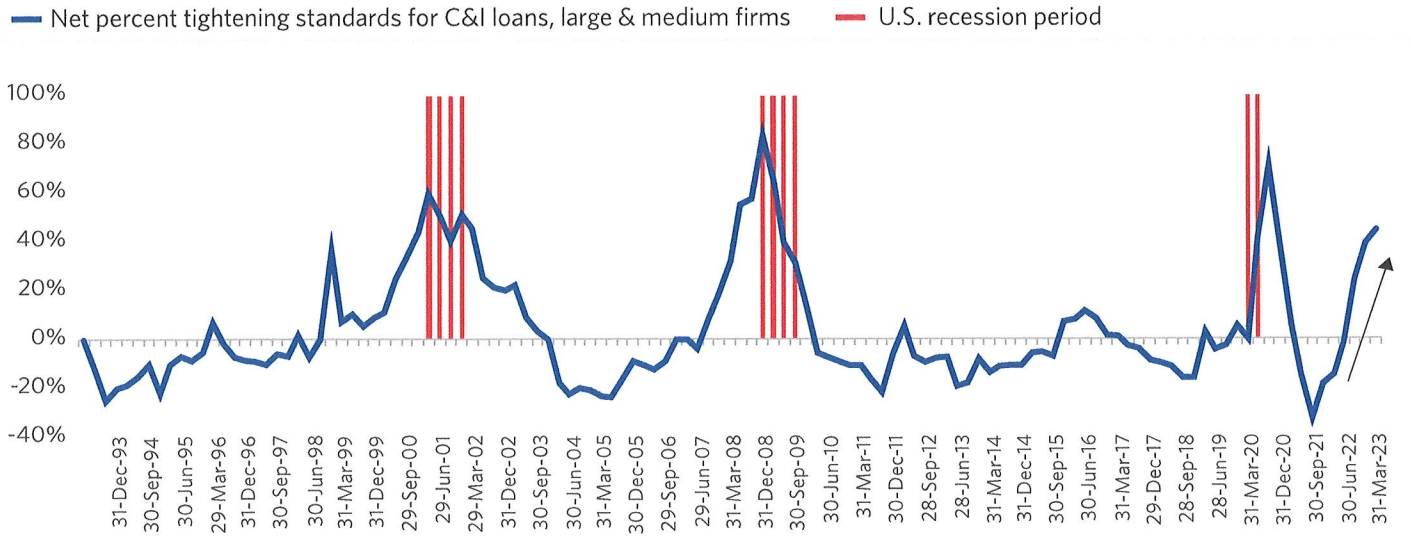
**Financial sector concerns weigh on growth expectations** — Turmoil surrounding U.S. regional banks, such as Silicon Valley Bank, and some larger, more global peers triggered uncertainty about the health of the banking industry. While lending conditions are likely to tighten, it may take time before the full impact of the recent banking-related crisis is known. But swift action from key authorities to provide stability, as well as the strength of banks more broadly, boosted confidence and reduced concerns as Q1 ended.

**Leadership rotates, but markets remain resilient** — Brighter growth expectations supported more economically sensitive segments of the market in Q1 until inflation- and bank-related concerns rotated markets into a more defensive tone. All recommended asset classes ended the quarter higher. Large-cap stocks led equities, while U.S. small-cap stocks lagged. Strong returns from growth-oriented equities, such as technology stocks, helped overcome weakness within financials and energy. Bond values rose as yields fell, offering a buffer against stock market volatility.

## ► Action for investors

Markets are likely to be sensitive to additional news about the banking system, the path of inflation and monetary policy expectations. Work with your financial advisor to identify opportunities to add quality investments at lower prices, potentially enhancing your portfolio's diversification.

\*Diversification doesn't ensure a profit or protect against loss in a declining market.

Quarterly market outlook: **Second quarter 2023****U.S. senior loan officers survey indicates tightening lending standards**

Source: FactSet.

## Economic outlook

While the economy remained resilient in Q1 and the labor market showed ongoing strength, there may be signs of softening in the quarter ahead.

**Higher interest rates and inflation weigh on households and corporate earnings —** The Federal Reserve raised interest rates twice in Q1, bringing the federal funds rate to around 5%, its highest level since 2007. These higher interest rates increase the cost of borrowing for consumers and corporations, putting downward pressure on demand broadly. As a result, consumer confidence has moderated, and corporate earnings growth has been revised lower. For 2023, S&P 500 earnings growth is now expected to be around 1%, well below the 10% growth estimate expected mid-2022.

**Banking sector turmoil may have ripple effects —** While the recent volatility in the banking sector has stabilized, there may be longer-term impacts to economic activity. These may come in the form of banks tightening their lending standards and an increase in regulations focused on regional banks. As banks pull back on potential loans, corporate and consumer spending may moderate as well. Perhaps the silver lining is that tighter credit availability may also move inflation marginally lower, which could support a pause in the Fed's interest rate-hiking campaign.

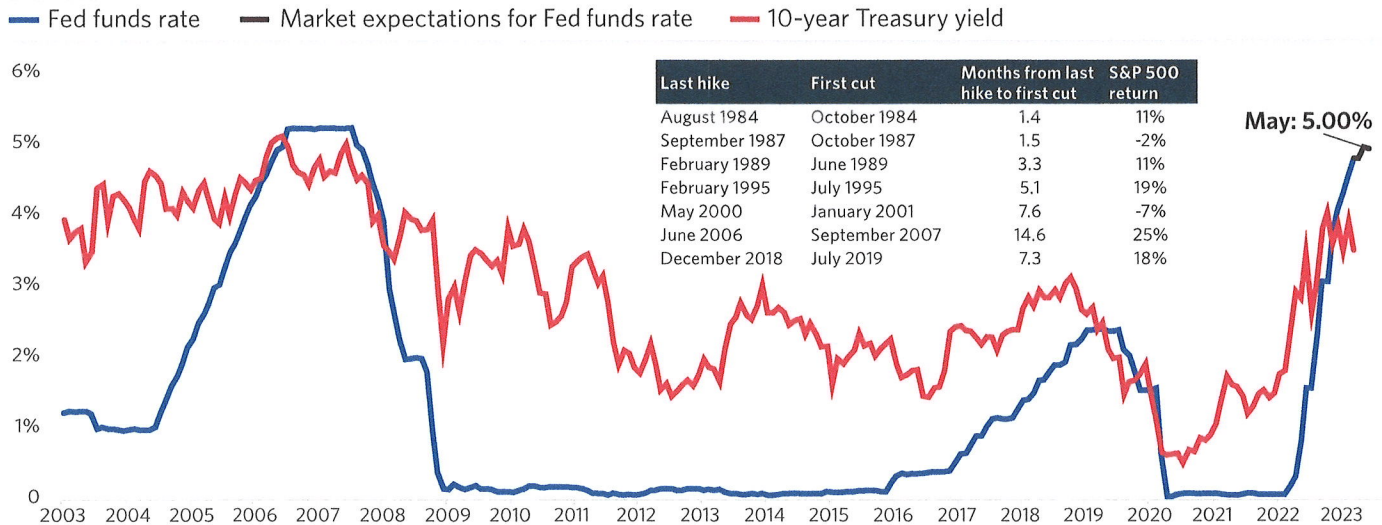
**We still anticipate a mild recession in 2023 —** In our view, a mild economic downturn remains likely and may begin sometime in the second half of 2023. We would expect to see consumption fall and the labor market to soften, although more modestly than in past recessions, with the unemployment rate perhaps remaining below 5%. We continue to see inflation moderating, with core inflation heading toward 3% by year-end. With this backdrop, the Fed is likely to pause hiking interest rates by mid-2023, which historically has been beneficial for both stock and bond markets. Past performance is not a guarantee of what will happen in the future.

### ► **Action for investors**

While volatility may increase as an economic downturn emerges, markets are also forward-looking and can start to recover months ahead of a recession's end. We recommend investors use pullbacks to diversify, rebalance and add quality investments to portfolios, according to their personal financial goals, ahead of a potentially more sustainable recovery.

Quarterly market outlook: **Second quarter 2023**

**The upcoming end of the Fed's rate hikes can help yields and valuations stabilize**



The graph shows the effective Fed funds rates along with market projections for a near 5% peak in May 2023.

Source: Bloomberg, Edward Jones.

# Equity outlook

Markets wrapped up a volatile but positive quarter as strength in tech offset weakness in banks, but the path to recovery could be bumpy in the short term. We think further moderation in inflation and a likely Federal Reserve interest rate pause by early summer can support a positive outlook for the remainder of 2023.

**Volatility to stay elevated as growth slows** — The economy started Q1 on solid footing, but we expect some softness ahead as the effects of monetary tightening filter through. While we anticipate a modest recession, we don't expect a deep or prolonged downturn given the solid consumer finances and labor market dynamics. We believe a rebound could materialize in the second half of the year.

**Stocks can start looking through the valley** — As the economy slows, earnings will likely continue to be under some pressure. But last year's decline in valuations potentially discounts some of the challenges. Though emerging bull markets don't follow a timetable, stocks tend to move ahead of the economy and can bottom before economic data and headlines improve.

**3 reasons mid-October could have marked the bottom** — 1. Even with lingering price pressures, we're seeing a trend of disinflation. The path lower is unlikely to be a straight line, but even with historic low unemployment, wage pressures have started to moderate. 2. After hiking rates aggressively over the past 12 months, the Fed is nearing the end of its tightening campaign. A Fed pause has historically been a catalyst for improved equity performance.\* 3. S&P 500 earnings estimates have been cut to about 1% from about 10% a year ago. In our view, this better reflects the expected growth slowdown.

## ► Action for investors

We recommend a neutral allocation to U.S. large caps, with an overweight position in emerging markets and an underweight to small caps. We favor increased allocations within health care and consumer discretionary and reduced allocations to utilities and communication services. Consider dollar-cost averaging to take advantage of the volatility and position portfolios for a more sustainable rebound.

\*Past performance is not a guarantee of future results. Investing in equities involves risks. The value of your shares will fluctuate and you may lose principal. Special risks are inherent to emerging market investing, including those related to currency fluctuations and foreign political and economic events.

Dollar cost averaging does not guarantee a profit or protect against loss. Investors should consider their willingness to keep investing when share prices are declining.

Quarterly market outlook: **Second quarter 2023****A Fed pause has been positive for bond returns**

Last hike	First cut	Months from last hike to first cut	Investment-grade bonds return
August 1984	October 1984	1.4	4%
September 1987	October 1987	1.5	-2%
February 1989	June 1989	3.3	7%
February 1995	July 1995	5.1	10%
May 2000	January 2001	7.6	11%
June 2006	September 2007	14.6	10%
December 2018	July 2019	7.3	7%
<b>Average</b>		<b>5.8</b>	<b>7%</b>

The table shows that returns for U.S. stocks and investment-grade bonds have been positive after the Fed pauses.

Source: Bloomberg, Edward Jones. Past performance is not a guarantee of future results.

**Fixed-income outlook**

Government bond yields moved sharply lower in Q1 as the banking crisis unfolded, and investors flocked to safe-haven assets such as Treasury bonds. We would expect yields to stabilize and move somewhat higher in Q2, although the peak in yields for this cycle may be behind us.

**A Fed pause is likely on the horizon** — We expect the Federal Reserve to pause raising interest rates in mid-2023, especially as economic growth softens and inflation continues to moderate. This would also likely cap an upward move in Treasury yields. Although markets are forecasting multiple rate cuts in 2023, we would not expect the Fed to pivot to lower rates unless inflation was closer to its 2% target or the economy was materially weaker. Inflation is still elevated, and the economy and labor market continue to show signs of resilience. However, the Fed could signal rate cuts toward year-end, as inflation potentially heads toward 3%.

**A pause in rate hikes has favored bond returns** — Since 1984, the average return for investment-grade bonds from a Fed pause to its first rate cut is about 7%. Notably, in Q1, investment-grade bonds were up about 4%, as yields moved lower late in the quarter and investors sought safe-haven assets during the banking uncertainty. We would expect bonds to continue to offer this diversification benefit in the months ahead, especially during periods of equity market volatility.

**Opportunities may be forming for longer-duration bonds** — In Q1, investors continued to seek higher-yielding investments in liquid assets, including CDs, money market funds and short-term Treasury bonds. But we see opportunities forming to complement these potentially with longer-duration bonds, particularly in the investment-grade space. These bonds not only lock in yields for longer, but also have the opportunity for price appreciation, especially if the Fed does pause and, over time, move interest rates lower.

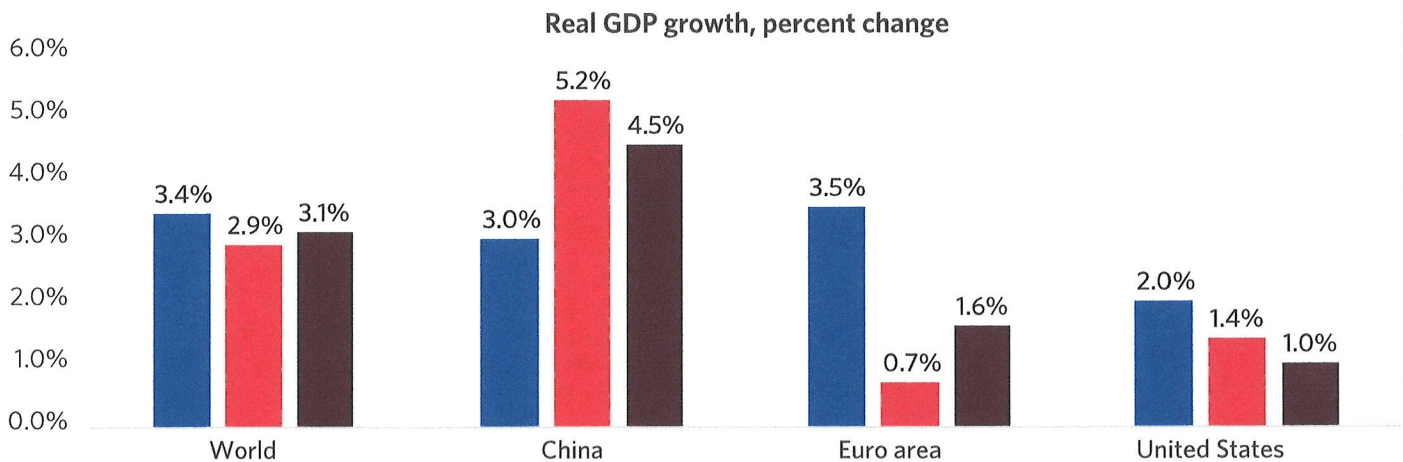
**► Action for investors**

We see opportunities forming to complement shorter-duration bonds and CDs with longer-duration bonds, especially in the investment-grade space. We recommend working with a financial advisor to ensure your portfolio has adequate fixed income diversification to meet your financial goals.

Before investing in bonds, you should understand the risks involved, including credit risk and market risk. Bond investments are also subject to interest rate risk such that when interest rates rise, the prices of bonds can decrease, and the investor can lose principal value if the investment is sold prior to maturity.

Quarterly market outlook: **Second quarter 2023****Global growth expected to slow before rebounding in 2024**

■ 2022 ■ 2023 ■ 2024



Source: IMF January projections

**International outlook**

Global growth could stay lackluster this year. But China's reopening, a potentially softening U.S. dollar and still-attractive valuations suggest international diversification could benefit portfolios again this year.

**Europe dodges recession, but risks remain** — Confidence in Europe has started to recover as a warm winter helped avert a much-feared energy crisis. Natural gas prices have now returned to where they were before the Ukraine invasion. With the help of a strong labor market, the economy grew in Q4 despite expectations for a contraction. Downside risks remain as the rise in borrowing costs likely pressures demand.

**China's reopening provides a boost** — After battling a COVID-19 resurgence, China pivoted away from its zero-COVID policy in Q1. This has led to a pickup in factory activity and should release pent-up consumer demand in the coming months. At the same time, the government continues to support growth. As a result, China is the only major country where growth is expected to accelerate from last year.

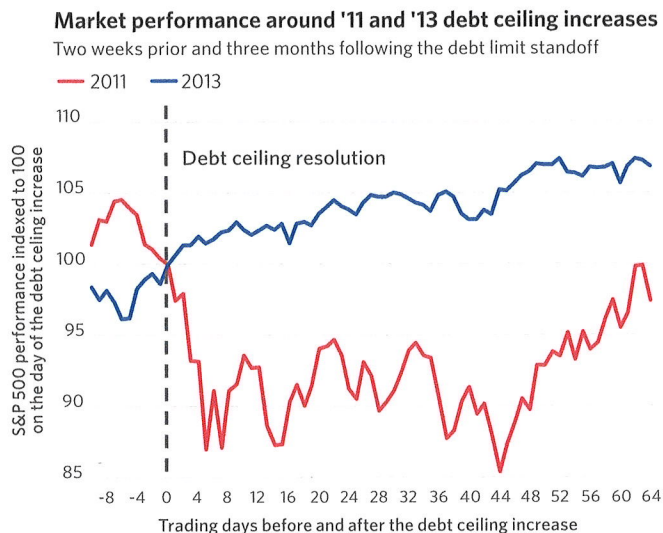
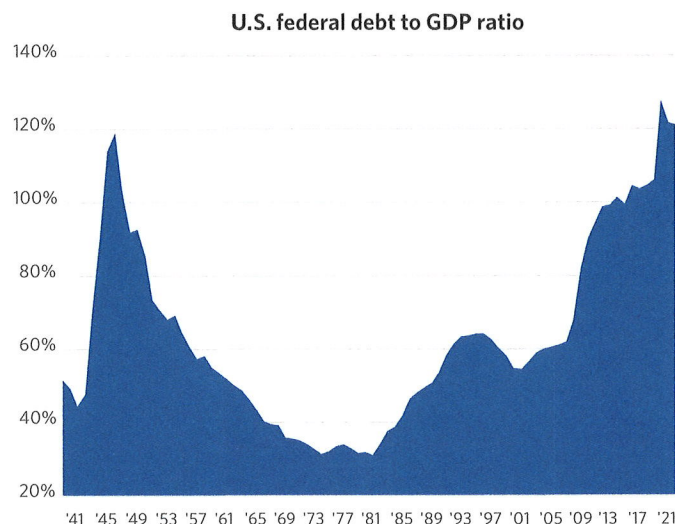
**The global fight against inflation continues** — Eurozone inflation appears to have peaked, but core inflation — which excludes food and energy — remains sticky and is higher than in the U.S. Because of this, the European central bank might stop hiking rates after the Federal Reserve does. With the difference between U.S. and European policy rates likely to narrow, the U.S. dollar could weaken, boosting international returns.

**International valuations are not stretched, despite recent rally** — International equities have outperformed U.S. equities over the past six months and one year. But despite the rally, international equities still trade at a near-record discount relative to U.S. equities. This suggests there is more room for global indexes to make up some ground lost over the past decade.

**► Action for investors**

We recommend an overweight position in emerging-market equities that could benefit from China's reopening and the potential for a softer U.S. dollar.

Investing in equities involves risks. The value of your shares will fluctuate and you may lose principal. Special risks are inherent to international investing, including those related to currency fluctuations and foreign political and economic events.

Quarterly market outlook: **Second quarter 2023****Despite high debt, markets have quickly moved past debt ceiling drama****Debt ceiling showdown: A temporary risk**

With the recent financial shock from the bank crisis, we suspect policymakers will want to avoid a government default. Political standoffs may add anxiety for markets, but we believe that will prove temporary, with sights turning back toward the economy and corporate fundamentals.

**Drama, not default** — This year, likely sometime this summer, lawmakers will need to raise the U.S. debt ceiling. Despite deep party divides, we believe a deal will ultimately be reached as both sides recognize that a default on U.S. government debt is unacceptable. We suspect a compromise to raise the debt ceiling will be accompanied by a modest cut to future discretionary spending as well as potentially small, targeted increases on certain taxes.

While this debt limit increase simply kicks the can down the road, we expect this outcome because: 1) it's the most viable move for now because larger budget issues cannot be solved this year, and 2) lawmakers should want to avoid adding a fiscal crisis to an already softening economy. The resiliency and vibrancy of the U.S. economy will enable the U.S. government to carry an elevated debt load with manageable financing costs (interest rates) for some time to come — but not forever. Eventually, more difficult budget decisions will be required, including a combination of taxes and adjustments to both discretionary and nondiscretionary (including Medicare, Medicaid, Social Security) spending.

**Markets tend to move on quickly** — This frequency means Markets largely look past routine debt limit changes, though contentious political standoffs have spurred temporary adverse reactions. Brinkmanship tactics do pose a risk, but we think the more likely outcome will be some short-term volatility in stocks and bonds as any potential deadline draws closer in the absence of a deal, with markets quickly shifting back to focus on fundamentals, not Washington.

**► Action for investors**

Market volatility in response to debt ceiling showdowns has been short-lived in the past. Even following the 2011 episode, equities rebounded shortly after and Treasury bonds rallied.\* We would view any debt-ceiling weakness as temporary, and we'd recommend adding to long-term positions on any such Washington-driven pullbacks.

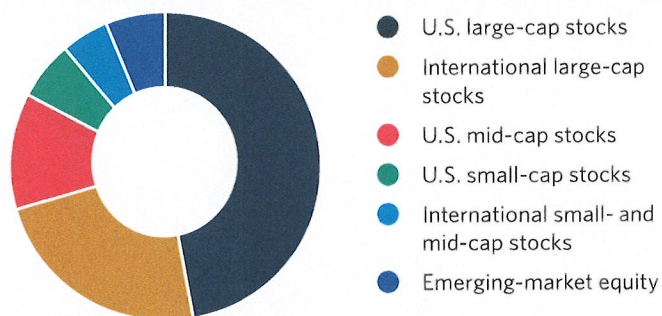
\*Past performance is not a guarantee of what will happen in the future.

Quarterly market outlook: **Second quarter 2023**

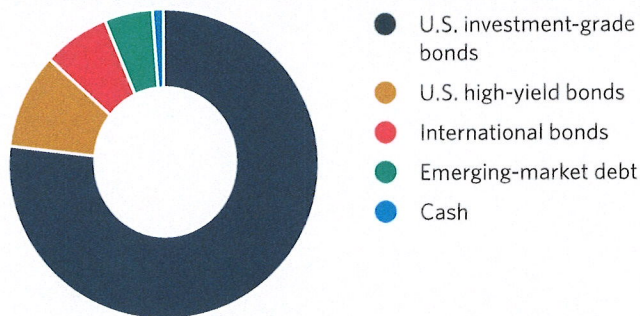
# Strategic asset allocation guidance

Our **strategic asset allocation** represents our view of balanced diversification for the fixed-income and equity portions of a well-diversified portfolio, based on our outlook for the economy and markets over the next 30 years. The exact weightings (neutral weights) to each asset class depend on the broad allocation to equity and fixed-income investments that most closely aligns with your comfort with risk and financial goals.

### Equity diversification



### Fixed-income diversification



# Opportunistic asset allocation guidance

Our **opportunistic asset allocation** represents our timely investment advice based on current market conditions and our outlook over the next one to three years. We believe incorporating this guidance into your portfolio may enhance your potential for greater returns without taking on unintentional risk.

	Underweight	Neutral	Overweight
<b>Equity</b>	•	●	•
U.S. large-cap stocks	•	●	•
International large-cap stocks	•	●	•
U.S. mid-cap stocks	•	●	•
U.S. small-cap stocks	●	•	•
International small- and mid-cap stocks	•	●	•
Emerging-market equity	•	•	●
<b>Fixed income</b>	•	●	•
U.S. investment-grade bonds	•	●	•
U.S. high-yield bonds	•	●	•
International bonds	•	●	•
Emerging-market debt	•	●	•
Cash	•	●	•

Diversification does not ensure a profit or protect against loss in a declining market.



Do Not Use For Account Transactions  
PO BOX 3009  
MONROE, WI 53566-8309

PLATTSMOUTH COMMUNITY SCHOOL  
1912 OLD HIGHWAY 34  
PLATTSMOUTH NE 68048-5676

April 30, 2023, monthly transaction statement

View your statements online at [vanguard.com](https://vanguard.com).

Client Services: 800-662-2739

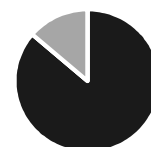
This statement shows only transactions that occurred on your brokerage account during the past month. A comprehensive statement, which includes detail pages for each fund, will continue to be mailed following the close of each quarter.

Assets listed in this statement are held by Vanguard Brokerage Services® (VBS), a division of Vanguard Marketing Corporation (VMC), member FINRA and SIPC. Summary data are provided solely as a service and are for informational purposes only.

Statement overview **\$876,337.93**  
Total value of all accounts as of April 30, 2023

Accounts	Value on 03/31/2023	Value on 04/30/2023
Plattsmouth Community School		
<b>Organization brokerage account</b>	<b>\$875,586.36</b>	<b>\$876,337.93</b>

Asset mix



	Value on 04/30/2023
86.3% Stocks	\$756,149.56
0.0% Bonds	0.00
13.7% Short-term reserves	120,188.37
0.0% Other	0.00

**\$876,337.93**

Your percentages are based on your holdings as of the prior month-end. Recalculated values are included. See Disclosures for more information.

Organization brokerage account—81306980  
 Plattsmouth Community School

Client Services: 800-662-2739

Account overview

**\$876,337.93**

Total account value as of April 30, 2023

**Year-to-date income**

Taxable income	\$9,119.59
Nontaxable income	0.00
<b>Total</b>	<b>\$9,119.59</b>

**Balances and holdings for Vanguard Brokerage Account—81306980**

Your securities are held in your cash account, unless otherwise noted. This section only shows securities that were held in the account at the end of the time period indicated.

**Sweep program**

Name	Quantity	Price on 04/30/2023	Balance on 03/31/2023	Balance on 04/30/2023
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 4.78%	120,188.3700	\$1.00	\$119,719.62	\$120,188.37
<b>Total Sweep Balance</b>			<b>\$119,719.62</b>	<b>\$120,188.37</b>

**ETFs**

Symbol	Name	Total cost	Quantity	Price on 04/30/2023	Balance on 03/31/2023	Balance on 04/30/2023
AMPLP	ALPS ALERIAN MLP ETF NEW Est. annual income: \$9,578.45; Est. yield: 7.62%	\$106,323.51	3,203.4964	\$39.2500	\$123,815.13	\$125,737.23

Organization brokerage account—81306980  
 Plattsmouth Community School

Client Services: 800-662-2739

**Balances and holdings for Vanguard Brokerage Account—81306980** continued

**ETFs** continued

Symbol	Name	Total cost	Quantity	Price on 04/30/2023	Balance on 03/31/2023	Balance on 04/30/2023
SDY	SPDR SERIES TRUST S&P DIVIDEND ETF Est. annual income: \$2,614.59; Est. yield: 2.51%	82,658.76	834.0030	124.9700	103,174.51	104,225.35
<b>Total Est. annual income: \$12,193.04; Est. yield: 5.30%</b>					<b>\$226,989.64</b>	<b>\$229,962.58</b>

**Stocks**

Symbol	Name	Total cost	Quantity	Price on 04/30/2023	Balance on 03/31/2023	Balance on 04/30/2023
ASML	ASML HOLDING NV NY REGISTRY SHS NEW 2012 Est. annual income: \$2,028.46; Est. yield: 1.56%	\$44,944.98	203.9790	\$636.8600	\$138,850.54	\$129,906.06
BX	BLACKSTONE INC Est. annual income: \$15,623.47; Est. yield: 4.37%	201,770.94	4,006.0180	89.3300	351,888.62	357,857.58
RHP	RYMAN HOSPITALITY PPTYS INC Est. annual income: \$628.67; Est. yield: 1.64%	33,411.12	428.5450	89.6600	38,137.94	38,423.34
<b>Total Est. annual income: \$18,280.60; Est. yield: 3.47%</b>					<b>\$528,877.10</b>	<b>\$526,186.98</b>

Organization brokerage account—81306980

Client Services: 800-662-2739

Plattsmouth Community School

**Account activity for Vanguard Brokerage Account – 81306980**

This section shows transactions that have settled by April 28, 2023.

**Income summary**

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
April	\$787.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	9,119.59	0.00	0.00	0.00	0.00	0.00

**Completed transactions**

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
04/17	04/17	RHP	RYMAN HOSPITALITY PPTYS INC	Dividend	-	-	-	-	\$318.77
04/17	04/17	RHP	RYMAN HOSPITALITY PPTYS INC	Reinvestment	Cash	3.5150	\$90.6920	-	-318.77
04/28	04/28	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	468.75
04/28	04/28	-	VANGUARD FEDERAL MONEY MARKET FUND	Reinvestment	-	-	-	-	-468.75

If you had an adjustment to a dividend or interest payment from a previous month, the monthly amount shown under the Income Summary section of your brokerage statement may be overstated.

## Disclosures

### Cost basis information

Vanguard is required to report cost basis information to the IRS for sales of covered securities in taxable (nonretirement) accounts. Covered securities are generally stock or mutual funds acquired on or after January 1, 2011 and 2012, respectively. Unless you select another method, we'll use the "first in, first out" (FIFO) accounting method for sales of stocks and exchange-traded funds (ETFs) and the "average cost" method for sales of mutual funds. For more cost basis information go to [investor.vanguard.com/taxes/cost-basis](https://investor.vanguard.com/taxes/cost-basis)

**Gain or loss.** The gain or loss realized by the sale or redemption, calculated by subtracting the cost from the proceeds. Gains and losses are generally short-term if the security was held a year or less, and long-term if held more than a year.

### For our brokerage clients

Your brokerage cash and/or securities are held in custody by Vanguard Brokerage Services, a division of Vanguard Marketing Corporation, member FINRA and SIPC. Vanguard funds not held through your Vanguard Brokerage Services (VBS) account are held by The Vanguard Group, Inc., and are not protected by SIPC.

### I. General information and key terms

**Advice.** Vanguard Brokerage Services doesn't provide tax, investment, or legal advisory services, and no one associated with Vanguard Brokerage Services is authorized to render such advice.

**Direct Participation Program (DPP) and Real Estate Investment Trust (REIT).** DPP and REIT securities are generally illiquid. The value of the security will be different than its purchase price. Any estimated value on your statement may not be realized when you seek to liquidate the security.

**Financial statement.** A Vanguard Brokerage financial statement is available for your inspection at any time upon request to Vanguard Brokerage Services.

**Free credit balance.** Any free credit balance carried for your account represents funds payable on demand, which, although properly accounted for on Vanguard Brokerage's books of record, aren't segregated and may be used in the conduct of its business to the extent permitted by law. Your settlement fund may be liquidated upon your request and the proceeds remitted to you.

**Dividend reinvestment.** When reinvesting dividends of eligible stocks, ETFs, and closed-end funds, Vanguard Brokerage Services combines cash distributions from the accounts of all clients who have April 30, 2023, monthly transaction statement

requested reinvestment in the same security, and then uses that combined total to purchase additional shares of the security in the open market. The new shares are divided proportionately among the clients' accounts, in whole and fractional shares rounded to four decimal places. If the total purchase can't be completed in one trade, clients will receive shares purchased at the weighted average price paid by Vanguard Brokerage Services. Participants in our free dividend reinvestment program should refer to the "Completed transactions" area of the "Account activity for Vanguard Brokerage Account" section of their Vanguard statements for details of transaction history and dates.

For dividend reinvestment of mutual funds held in your brokerage account, the instructions are provided to the fund and the "settlement date" and "trade date" on your statement will generally represent the day the transaction is entered in your account record. Call Vanguard Brokerage Services with any questions.

**Reporting brokerage account discrepancies.** Promptly report in writing any inaccuracies or discrepancies in your Vanguard Brokerage account (including unauthorized trading) to Vanguard Brokerage Services. Any oral communication must be confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.

**Margin accounts.** If you maintain a margin account, this is a combined statement of your general account and a special memorandum account maintained for you under Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection upon request to Vanguard Brokerage Services. All securities must be held in your margin account. Note that purchases of open-end mutual funds and Vanguard ETFs® will settle in your cash account and after 30 days be moved into your margin account.

**Money market fund transactions.** Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed pursuant to a periodic plan or an investment company plan, or executed in shares of any open-end registered money market mutual fund.

**Orphaned fractional share transactions.** Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed to liquidate orphaned fractional share positions. Orphaned fractional share positions are fractional share positions held without a corresponding whole share position. Liquidations of these positions are executed by Vanguard Brokerage Services on a principal basis at the previous day's closing price, and the proceeds are credited to your account. No transaction fee is charged.

**Open orders.** A good-till-canceled (GTC) order will remain in effect for 60 calendar days after the business day on which the order was placed. If the 60th day falls during a weekend or on a holiday, the order will be canceled on the next business day before the markets open. GTC orders are automatically entered on a “do not reduce” (DNR) basis. The limit price won’t be adjusted when a stock goes “ex-dividend.” Orders for securities undergoing corporate actions such as, but not limited to, stock splits, stock dividends, special cash dividends, and spin-offs may be canceled before the market opening on the ex-dividend date of the corporate action. You must maintain records of all open orders. Be sure to review your open GTC orders periodically.

**Option accounts.** Information regarding commissions and charges related to the execution of an options transaction is provided in the transaction confirmation sent to you at the time of the transaction. These are also available upon request. You should advise us promptly of any changes in your investment objectives or financial situation.

**Tax information.** After year-end, Vanguard Brokerage Services is required to provide tax information to the IRS and other governmental authorities. At that time, you’ll receive necessary information on the annual tax information statement; use that statement to prepare your tax filings. Note that certain types of assets typically need corrected tax forms.

**Trade execution.** Vanguard Brokerage Services may have acted as principal, agent, or both in the placement of trades for your account. Details are provided upon request to Vanguard Brokerage Services.

**Average pricing.** If average price transaction is indicated on this statement, details regarding the actual execution prices are available upon request to Vanguard Brokerage Services.

**When issued.** A short form of “when, as, and if issued.” The term indicates a conditional transaction in a security authorized for issuance but not as yet actually issued. All “when issued” transactions are on an “if” basis, to be settled if and when the actual security is issued.

## II. Portfolio holdings

The net market value of the securities in your account, including short positions, is reflected in this statement on a trade-date basis at the close of the statement period. The market prices have been obtained from quotation services that we believe to be reliable; however, we can’t guarantee their accuracy. Securities for which a price isn’t available are marked “—” and are omitted from the total. Prices listed reflect quotations on the statement date. Current prices are listed to help you track your account and aren’t suitable for tax purposes. Account balances provided on the statement are displayed in short-form using only two decimal places. Please log on to your account at Vanguard.com to review your account balances. Accrued interest represents interest earned but not yet received.

Fund data on Vanguard.com is generally updated mid-month. Depending on when you log on, there may be a difference between the asset mix shown on your statement and the data shown online.

April 30, 2023, monthly transaction statement

There also may be a difference between your fund’s actual asset allocation and its target allocation. For more information about your fund’s target allocation, go to Vanguard.com.

**Estimated values on statements.** Vanguard Brokerage Services relies on external vendors to provide estimated, periodic valuation and market-price information for securities listed in your account statement. From time to time, this information isn’t available or isn’t received in time for posting to your account statement. In this case, the valuation or market price on your statement is marked “-” and the security hasn’t been valued for purposes of calculating account totals. For owners of auction-rate securities: If an estimated valuation is provided on your account statement for auction-rate securities, please note that due to market illiquidity, you may not be able to sell the security at or near the estimated valuation listed on your account statement.

The estimated annual income (EAI) and estimated yield (EY) figures are estimates and are for informational purposes only. EAI represents estimated income to be distributed by a specific position. EAI may be negative on short positions. EY represents the estimated yield of a specific position based on its EAI and current price. EY reflects only the income generated by an investment. It does not reflect changes in the investment’s price, which may fluctuate. EAI and EY for certain types of securities includes return of principal or capital gains, in which case the EAI and EY is not limited to realizable income. Actual income and yield may be higher or lower than the estimated amounts. These figures should not be considered a forecast or guarantee of future results. They are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. The money market settlement fund 7 day SEC yield is calculated by annualizing its daily income distributions for the previous 7 days, which is not the same methodology for calculating EY for other positions held in your account (s). Calculation methodologies differ by security type. Certain security types estimate the annual yield based on historical actual income paid while others estimate future yield based on existing conditions. Please contact Vanguard Brokerage Services for current information regarding your investments and the current estimated valuations of your holdings.

**Asset mix for some funds recalculated by Vanguard.** If the “Asset mix” section of your “Statement overview” page has a footnote that reads “Recalculated values are included,” the asset allocation breakdown of particular funds within your portfolio among stocks, bonds, and short-term reserves has been calculated using long positions, margin credit or debit balances; short positions have been excluded. Certain funds employ trading strategies, such as risk hedging, short selling, and use of leverage and derivatives, that could result in significant short positions that can’t be displayed using a standard asset allocation pie chart. Exclusion of these short positions may have a significant impact on the “Asset mix” pie chart. For more information about the strategies or holdings of a particular fund, see the fund’s prospectus.

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**Cash Flow Report - April**

Fund	Cash Flow Beginning Cash	Cash Flow Revenue During Month	Cash Flow Expenses During Month	Cash Flow Ending Cash
01 GENERAL	1,370,851.91	1,777,352.51	(1,655,439.74)	1,492,950.60
02 DEPRECIATION FUND	1,025,410.75	1.70	0.00	1,025,412.45
03 EMPLOYEE BENEFITS FUND	27,046.64	3,985.58	(3,161.20)	27,871.02
06 CAFETERIA	548,218.34	68,943.17	(72,620.48)	544,541.03
07 BOND FUND	159,395.20	110,056.43	0.00	269,451.63
08 SPECIAL BLDG FUND	284,176.64	638.95	(1,152.00)	283,663.59
09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	135,295.66	39,862.27	0.00	175,157.93
<b>Grand Total:</b>	<b>3,550,395.14</b>	<b>2,000,840.61</b>	<b>(1,732,373.42)</b>	<b>3,819,048.25</b>

General Fund	APRIL
<b>Petty Cash</b>	\$ 4,803.25
<b>Accounts Payable</b>	\$ 1,450,145.88
<b>Payroll</b>	\$ 1,474,197.83
<b>Total of bank accounts balances</b>	\$ 2,929,146.96
<b>Plus</b>	
Head Start bank balance	\$ 5,153.37
NLAF	\$ 99,562.67
OUTSTANDING TRANSFER FRM SF	\$ 3,128.63
<b>Total</b>	\$ 3,036,991.63
<b>Less</b>	
Line of Credit	
Cafeteria Fund	\$ 544,541.03
Loan from Depreciation	\$ 999,500.00
<b>End of Month Fund Total</b>	\$ 1,492,950.60

**EXPENDITURE BY FUNCTION SUMMARY**  
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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>01</b>	<b>GENERAL</b>						
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$7,556,750.00	\$599,418.29	\$4,821,152.62	63.91	\$2,735,597.38	\$2,727,092.22
1125	SA FLEX FUNDING	\$178,300.00	\$13,877.05	\$124,185.71	69.65	\$54,114.29	\$54,114.29
1150	LIMITED ENGLISH PROFICIENCY	\$78,250.00	\$7,843.52	\$61,707.44	78.86	\$16,542.56	\$16,542.56
1160	POVERTY PROGRAMS	\$895,450.00	\$88,744.19	\$565,019.52	63.10	\$330,430.48	\$330,430.48
1190	EARLY CHILDHOOD EDUC PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
1195	BAF FLEX FUNDING	\$24,300.00	\$2,138.42	\$19,708.58	81.11	\$4,591.42	\$4,591.42
1200	SPECIAL EDUCATION PROGRAMS	\$3,087,900.00	\$246,914.77	\$2,106,508.49	68.22	\$981,391.51	\$981,184.70
1291	SPED INSTRUCTIONAL PROGRAMS 3-5	\$383,110.00	\$27,489.14	\$216,898.16	57.01	\$166,211.84	\$164,691.17
1300	SUMMER SCHOOL	\$36,270.00	\$0.00	\$0.00	0.00	\$36,270.00	\$36,270.00
2110	SOCIAL WORK SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2120	GUIDANCE SERVICES	\$304,100.00	\$24,762.55	\$198,100.40	65.14	\$105,999.60	\$105,999.60
2130	HEALTH SERVICES	\$100,900.00	\$11,944.81	\$102,038.70	101.20	(\$1,138.70)	(\$1,207.47)
2141	SCHOOL PSYCHOLOGY SERVICES	\$187,200.00	\$15,297.04	\$127,506.60	68.11	\$59,693.40	\$59,693.40
2151	SA SPEECH PATHOLOGY	\$200,000.00	\$26,839.65	\$114,248.79	57.12	\$85,751.21	\$85,751.21
2152	PK 3-5 SPEECH PATHOLOGY	\$120,000.00	\$0.00	\$0.00	0.00	\$120,000.00	\$120,000.00
2161	SA OCCUPATIONAL THERAPY	\$35,000.00	\$2,394.00	\$19,183.50	54.81	\$15,816.50	\$15,816.50
2162	PK OCCUPATIONAL THERAPY	\$35,000.00	\$3,449.25	\$26,838.00	76.68	\$8,162.00	\$8,162.00
2171	SA PHYSICAL THERAPY	\$20,000.00	\$1,464.75	\$10,048.50	50.24	\$9,951.50	\$9,951.50
2172	PK PHYSICAL THERAPY	\$18,000.00	\$1,748.25	\$13,686.75	76.04	\$4,313.25	\$4,313.25
2181	SA VISION	\$23,200.00	\$6,345.17	\$38,071.06	164.10	(\$14,871.06)	(\$14,871.06)
2212	INSTR AND CURRICULUM DEVELOPMENT	\$121,700.00	\$704.26	\$32,435.06	27.35	\$89,264.94	\$88,419.94
2213	INSTRUCTIONAL STAFF TRAINING	\$4,200.00	\$300.00	\$4,039.35	96.18	\$160.65	\$160.65
2214	IMPLEMENTATION OF STANDARDS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2220	LIBRARY/MEDIA SERVICES	\$177,308.00	\$12,801.28	\$98,153.41	55.56	\$79,154.59	\$78,793.65

**EXPENDITURE BY FUNCTION SUMMARY**  
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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
2230	INSTRUCTION RELATED TECHNOLOGY	\$23,500.00	\$0.00	\$1,627.92	30.42	\$21,872.08	\$16,352.08
2310	BOARD OF EDUCATION	\$297,300.00	\$528.32	\$254,310.72	85.54	\$42,989.28	\$42,989.28
2320	EXECUTIVE ADMIN. SERVICES	\$244,000.00	\$16,663.44	\$151,652.73	62.21	\$92,347.27	\$92,204.28
2330	DISTRICT LEGAL SERVICES	\$10,000.00	\$531.35	\$2,135.45	21.35	\$7,864.55	\$7,864.55
2410	OFFICE OF THE PRINCIPAL SERV.	\$1,353,750.00	\$119,916.58	\$961,873.46	71.05	\$391,876.54	\$391,876.54
2510	GENERAL BUSINESS SUPPORT	\$447,115.00	\$17,309.52	\$347,141.72	77.64	\$99,973.28	\$99,973.28
2530	DUPLICATNG SERVICES	\$88,000.00	\$5,830.44	\$84,154.23	96.30	\$3,845.77	\$3,256.36
2540	EVALUATION SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2580	ADMIN TECHNOLOGY SERVICES	\$332,350.00	\$22,305.76	\$302,179.38	95.05	\$30,170.62	\$16,446.63
2610	OPERATION OF PLANT	\$923,350.00	\$72,566.47	\$594,996.49	64.44	\$328,353.51	\$328,353.51
2620	MAINTENANCE OF PLANT	\$545,000.00	\$88,943.04	\$451,676.57	84.41	\$93,323.43	\$84,975.43
2630	UPKEEP OF GROUNDS	\$51,000.00	\$25,000.00	\$97,998.22	192.16	(\$46,998.22)	(\$47,000.98)
2650	VEHICLE OPERATION/MAINTENANCE	\$14,000.00	\$660.20	\$11,181.90	79.87	\$2,818.10	\$2,818.10
2660	SECURITY SERVICES	\$70,000.00	\$0.00	\$50,924.63	72.75	\$19,075.37	\$19,075.37
2670	SAFETY SERVICES	\$6,000.00	\$3,020.00	\$5,459.00	90.98	\$541.00	\$541.00
2710	REGULAR STUDENT TRANSPORTATION	\$431,300.00	\$4,465.79	\$199,430.25	46.24	\$231,869.75	\$231,869.75
2712	SA SPED VEHICLE OPERATION	\$203,500.00	\$26,461.71	\$202,449.67	99.48	\$1,050.33	\$1,050.33
2713	PK VEHICLE OPERATION	\$20,000.00	\$0.00	\$2,298.86	11.49	\$17,701.14	\$17,701.14
3300	COMMUNITY SERVICE OPERATIONS	\$41,550.00	\$920.62	\$13,630.40	32.80	\$27,919.60	\$27,919.60
3400	GRANTS FR PRIVATE INTERESTS/EDQUEST	\$2,650.00	\$201.22	\$1,023.69	98.82	\$1,626.31	\$31.31
3500	STATE CATEGORICAL PROGRAMS/RULE 82	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3535	HIGH ABILITY LEARNERS	\$9,500.00	\$254.04	\$7,713.59	84.58	\$1,786.41	\$1,464.74
3541	BIRTH TO 3 ENDOWMENT	\$85,150.00	\$5,555.72	\$60,727.79	71.55	\$24,422.21	\$24,222.22
3550	OTHER STATE CATEGORICAL/RULE 4	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3575	NEBR INNOVATION GRANT PROGRAM	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00

**EXPENDITURE BY FUNCTION SUMMARY**  
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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
3599	OTHER STATE CATEGORICAL PROGRAMS	\$10,000.00	\$0.00	\$0.00	0.00	\$10,000.00	\$10,000.00
6200	TITLE I PART A	\$304,900.00	\$14,072.92	\$158,798.14	52.08	\$146,101.86	\$146,101.86
6210	TITLE I PART A ACCOUNTABILITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6310	TITLE II PART A	\$57,000.00	\$2,181.87	\$26,483.98	46.46	\$30,516.02	\$30,516.02
6406	IDEA PRESCHOOL (619) BASE	\$13,220.00	\$1,229.81	\$8,867.84	67.08	\$4,352.16	\$4,352.16
6408	IDEA BASE/EP	\$432,000.00	\$27,030.28	\$287,752.68	66.61	\$144,247.32	\$144,247.32
6412	IDEA PART B PROPORTIONATE SHARE	\$31,800.00	\$1,175.56	\$9,404.48	29.57	\$22,395.52	\$22,395.52
6421	IDEA 611 ARP	\$60,000.00	\$0.00	\$61,261.00	102.10	(\$1,261.00)	(\$1,261.00)
6422	IDEA NON PUBLIC ARP	\$5,000.00	\$1,149.43	\$5,747.15	114.94	(\$747.15)	(\$747.15)
6423	IDEA 619 ARP	\$6,000.00	\$0.00	\$0.00	0.00	\$6,000.00	\$6,000.00
6690	OTHER NON CATEGORICAL EXP/MEDICAID	\$200.00	\$50.00	\$425.00	212.50	(\$225.00)	(\$225.00)
6700	PERKINS REVISION GRANT	\$35,430.00	\$0.00	\$17,810.64	50.27	\$17,619.36	\$17,619.36
6940	HEAD START	\$1,432,850.00	\$101,351.06	\$777,987.19	54.87	\$654,862.81	\$646,641.36
6968	TITLE IV PART B 21ST CENTURY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6969	TITLE IVA STU SUPPORT & ACADEMIC ENRICH	\$10,000.00	\$0.00	\$8,759.85	87.60	\$1,240.15	\$1,240.15
6980	ADULT BASIC EDUCATION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6990	OTHER FED CATEGORICAL SOURCES	\$190,000.00	\$0.00	\$0.00	0.00	\$190,000.00	\$190,000.00
6993	AMERICAN RESCUE PLAN HOMELESS HCY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6996	ESSERS (EMERGENCY RELIEF)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6997	ESSERS II	\$405,000.00	\$0.00	\$0.00	0.00	\$405,000.00	\$405,000.00
6998	ESSERS III	\$1,225,576.00	\$972.38	\$326,290.12	26.62	\$899,285.88	\$899,285.88
8000	TRANSFERS	\$26,000.00	\$0.00	\$0.00	0.00	\$26,000.00	\$26,000.00
9000	NON PROGRAM EXPENDITURES	\$1,112,981.00	\$615.82	\$9,584.03	0.86	\$1,103,396.97	\$1,103,396.97
01	GENERAL	\$24,143,910.00	\$1,655,439.74	\$14,203,289.41	59.04	\$9,940,620.59	\$9,890,447.98

**EXPENDITURE BY FUNCTION SUMMARY**  
04/2023

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>02</b>	<b>DEPRECIATION FUND</b>						
2900	OTHER SUPPORT SERVICES	\$1,075,379.00	\$0.00	\$0.00	0.00	\$1,075,379.00	\$1,075,379.00
8000	TRANSFERS	\$1,000.00	\$0.00	\$0.00	0.00	\$1,000.00	\$1,000.00
02	DEPRECIATION FUND	<u>\$1,076,379.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$1,076,379.00</u>	<u>\$1,076,379.00</u>

**EXPENDITURE BY FUNCTION SUMMARY**  
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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>03</b>	<b>EMPLOYEE BENEFITS FUND</b>						
2900	OTHER SUPPORT SERVICES	\$75,359.00	\$3,161.20	\$35,670.63	47.33	\$39,688.37	\$39,688.37
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
03	EMPLOYEE BENEFITS FUND	<u>\$75,359.00</u>	<u>\$3,161.20</u>	<u>\$35,670.63</u>	<u>47.33</u>	<u>\$39,688.37</u>	<u>\$39,688.37</u>

**EXPENDITURE BY FUNCTION SUMMARY**  
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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>06</b>	<b>CAFETERIA</b>						
3100	FOOD SERVICE OPERATIONS	\$945,977.00	\$72,620.48	\$500,983.13	53.46	\$444,993.87	\$440,293.87
06	CAFETERIA	\$945,977.00	\$72,620.48	\$500,983.13	53.46	\$444,993.87	\$440,293.87

**EXPENDITURE BY FUNCTION SUMMARY**  
04/2023

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>07</b>	<b>BOND FUND</b>						
5000	DEBT SERVICES	\$1,418,705.00	\$0.00	\$481,348.13	33.93	\$937,356.87	\$937,356.87
07	BOND FUND	\$1,418,705.00	\$0.00	\$481,348.13	33.93	\$937,356.87	\$937,356.87

**EXPENDITURE BY FUNCTION SUMMARY**  
04/2023

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>08</b>	<b>SPECIAL BLDG FUND</b>						
2610	OPERATION OF PLANT	\$11,135.00	\$0.00	\$9,628.27	86.47	\$1,506.73	\$1,506.73
2660	SECURITY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2670	SAFETY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4100	BOND RELATED EXPENDITURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4300	FACILITY ACQ/ARCHITEC AND ENGINEERING	\$100,000.00	\$0.00	\$213.17	0.21	\$99,786.83	\$99,786.83
4500	BUILDING CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4700	BUILDING IMPROVEMENTS	\$200,000.00	\$1,152.00	\$152,430.09	76.22	\$47,569.91	\$47,569.91
5000	DEBT SERVICES	\$0.00	\$0.00	\$205,000.00	0.00	(\$205,000.00)	(\$205,000.00)
<b>08</b>	<b>SPECIAL BLDG FUND</b>	<b>\$311,135.00</b>	<b>\$1,152.00</b>	<b>\$367,271.53</b>	<b>118.04</b>	<b>(\$56,136.53)</b>	<b>(\$56,136.53)</b>

**EXPENDITURE BY FUNCTION SUMMARY**  
04/2023

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>09</b>	<b>QUALIFIED CAPITAL PURPOSE UNDERTAKING FU</b>						
2515	CENTRAL SERVICES/BLDGS AND SITES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2610	OPERATION OF PLANT	\$400,000.00	\$0.00	\$0.00	0.00	\$400,000.00	\$400,000.00
5000	DEBT SERVICES	\$453,480.00	\$0.00	\$428,208.75	94.43	\$25,271.25	\$25,271.25
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	\$853,480.00	\$0.00	\$428,208.75	50.17	\$425,271.25	\$425,271.25

**EXPENDITURE BY FUNCTION SUMMARY**  
04/2023

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
<b>12</b>	<b>STUDENT FEES</b>						
2190	OTHER PUPIL SUPPORT SERVICES	\$132,908.00	\$3,581.55	\$14,413.30	12.06	\$118,494.70	\$116,872.87
12	STUDENT FEES	\$132,908.00	\$3,581.55	\$14,413.30	12.06	\$118,494.70	\$116,872.87

Fund: 01 GENERAL

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	TAXED LEVIED BY SCHOOL DISTRICT	9,200,000.00	498,229.93	5,346,051.54	58.11	3,853,948.46
01 1115	CARLINE TAXES	9,000.00	0.00	1,136.62	12.63	7,863.38
01 1120	PUBLIC POWER DIST SALES TAX	160,000.00	175,608.49	175,608.49	109.76	(15,608.49)
01 1125	MOTOR VEHICLE TAX	900,000.00	97,768.17	485,961.58	54.00	414,038.42
01 1370	PRESCHOOL TUITION	60,000.00	6,869.00	59,479.30	99.13	520.70
01 1510	INTEREST ON INVESTMENTS	1,200.00	4,948.75	24,143.90	2,011.99	(22,943.90)
01 1510 0003	INTEREST ON INVESTMENTS/HD ST	0.00	0.00	0.57	0.00	(0.57)
01 1510 0004	INTEREST ON INVESTMENTS/HD ST	0.00	0.00	1.93	0.00	(1.93)
01 1800	REVENUE FR COMM SERVICE/GED/BDA	4,000.00	0.00	179.88	4.50	3,820.12
01 1910	RENTAL OF SCHOOL FACILITIES/PROPERTY	1,000.00	240.00	690.00	69.00	310.00
01 1911	LOCAL LICENSE FEES	5,000.00	0.00	3,925.00	78.50	1,075.00
01 1920	CONTRIB FR PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
01 1921	CITY POLICE COURT FINES	5,000.00	12,390.11	81,729.90	1,634.60	(76,729.90)
01 1990	MISCELLANEOUS LOCAL REVENUE	23,000.00	0.00	30,978.92	134.69	(7,978.92)
01 1990 0003	MISC LOCAL REVENUE/HD ST	5,000.00	0.00	0.00	0.00	5,000.00
01 1990 0004	MISCELLANEOUS LOCAL REVENUE/HD ST	0.00	0.00	0.00	0.00	0.00
Subtotal: 1000		10,373,200.00	796,054.45	6,209,887.63	59.86	4,163,312.37
01 2110	COUNTY FINE & LICENSE FEES	90,000.00	0.00	10,947.54	12.16	79,052.46
01 2210	ESU RECEIPTS	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal: 2000		94,500.00	0.00	10,947.54	11.58	83,552.46
01 3110	STATE AID TO DISTRICTS	4,661,377.00	466,138.00	3,729,104.00	80.00	932,273.00
01 3120	SPECIAL ED PROGRAMS	1,400,000.00	124,318.00	930,501.00	66.46	469,499.00
01 3125	SPECIAL ED TRANSPORTATION	100,000.00	0.00	0.00	0.00	100,000.00
01 3130	HOMESTEAD EXEMPTION	400,000.00	76,761.27	162,681.30	40.67	237,318.70
01 3131	RELIEF TO PROPERTY TAXPAYERS	410,000.00	0.00	0.00	0.00	410,000.00
01 3132	PERSONAL PROPERTY TAX CREDIT	200,000.00	275,847.77	275,847.77	137.92	(75,847.77)
01 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	7,500.00	0.00	0.00	0.00	7,500.00
01 3155	RULE 4 TEXTBOOK LOAN	0.00	0.00	0.00	0.00	0.00
01 3165	PRESCHOOL FLEX FUNDING	4,000.00	0.00	0.00	0.00	4,000.00
01 3166	SCHOOL AGE FLEX	85,000.00	0.00	0.00	0.00	85,000.00
01 3175	ABE/STATE GRANT	1,500.00	0.00	0.00	0.00	1,500.00
01 3180	PRO-RATA MOTOR VEHICLE	21,000.00	13,835.06	19,246.46	91.65	1,753.54
01 3400	STATE APPORTIONMENT	205,000.00	0.00	279,707.51	136.44	(74,707.51)
01 3535	HIGH ABILITY LEARNERS	12,100.00	0.00	11,533.00	95.31	567.00
01 3541	BIRTH TO 3 ENDOWMENT	75,000.00	0.00	63,916.00	85.22	11,084.00
01 3575	NEBR INNOVATION GRANT	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE SOURCES	10,000.00	0.00	5,000.00	50.00	5,000.00
Subtotal: 3000		7,592,477.00	956,900.10	5,477,537.04	72.14	2,114,939.96
01 4105	USF - E RATE	0.00	0.00	0.00	0.00	0.00
01 4305	IMPACT AID PL 874	0.00	0.00	0.00	0.00	0.00
01 4307	AMERICAN INDIAN EDUCATION	0.00	0.00	0.00	0.00	0.00
01 4309 0003	HEAD START	500,000.00	0.00	303,256.88	60.65	196,743.12
01 4309 0004	HEAD START	500,000.00	0.00	462,891.16	92.58	37,108.84
01 4505	TITLE I ESEA	220,000.00	0.00	149,524.00	67.97	70,476.00
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II PART A	50,000.00	0.00	20,799.00	41.60	29,201.00
01 4512	IDEA POVERTY/BASE	5,000.00	0.00	0.00	0.00	5,000.00
01 4515	IDEA PART B SUPPLEMENTAL	0.00	0.00	61,261.00	0.00	(61,261.00)
01 4516	IDEA PART B (619) PRESCHOOL	14,000.00	0.00	8,341.00	59.58	5,659.00
01 4518	IDEA BASE AND E/P	419,000.00	0.00	376,095.00	89.76	42,905.00
01 4519	IDEA PART B E/POVERTY	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA NON PUBLIC	20,000.00	0.00	9,211.00	46.06	10,789.00
01 4524	ROTC REIMBURSEMENT FROM DOD	75,000.00	8,163.91	66,001.92	88.00	8,998.08
01 4529	ADULT BASIC EDUCATION	500.00	0.00	0.00	0.00	500.00

**Fund: 01 GENERAL**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4530	OTHER FEDERAL RECEIPTS	100,000.00	0.00	0.00	0.00	100,000.00
01 4531	21ST CENTURY LEARNING GRANT/MS	10,000.00	0.00	0.00	0.00	10,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	10,000.00	15,154.63	16,102.29	161.02	(6,102.29)
01 4709	MEDICAID ADM ACTIVITIES	20,000.00	0.00	20,861.52	104.31	(861.52)
01 4969	TITLE IV STUDENT SUPPORT	20,000.00	0.00	11,919.00	59.60	8,081.00
01 4995	PRESIDENTIAL DISASTER AID/ESSERS	0.00	0.00	0.00	0.00	0.00
01 4997	ESSER II	300,000.00	0.00	0.00	0.00	300,000.00
01 4998	ESSERS III	100,000.00	0.00	876,882.00	876.88	(776,882.00)
Subtotal: 4000		2,363,500.00	23,318.54	2,383,145.77	100.83	(19,645.77)
01 5150	TAX ANTICIPATION NOTES	0.00	0.00	4,840,450.00	0.00	(4,840,450.00)
01 5200	FUND TRANSFERS IN	100,000.00	0.00	0.00	0.00	100,000.00
01 5300	SALE OF PROPERTY	1,000.00	0.00	34,952.63	3,495.26	(33,952.63)
01 5690	OTHER NON-REVENUE RECEIPTS	1,000.00	1,079.42	18,057.73	1,805.77	(17,057.73)
Subtotal: 5000		102,000.00	1,079.42	4,893,460.36	4,797.51	(4,791,460.36)
Fund Total:		20,525,677.00	1,777,352.51	18,974,978.34	92.45	1,550,698.66

**Fund: 02 DEPRECIATION FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INVESTMENT INCOME	1,000.00	1.70	13.68	1.37	986.32
	Subtotal: 1000	1,000.00	1.70	13.68	1.37	986.32
02 5200	FUND TRANFERS IN	50,000.00	0.00	0.00	0.00	50,000.00
	Subtotal: 5000	50,000.00	0.00	0.00	0.00	50,000.00
	Fund Total:	51,000.00	1.70	13.68	0.03	50,986.32

**Fund: 03      EMPLOYEE BENEFITS FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 5200	FUND TRANSFERS IN	43,000.00	3,985.58	33,165.45	77.13	9,834.55
	Subtotal: 5000	43,000.00	3,985.58	33,165.45	77.13	9,834.55
	Fund Total:	43,000.00	3,985.58	33,165.45	77.13	9,834.55

**Fund: 06 CAFETERIA**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	DAILY SALES	45,000.00	20,953.06	187,076.43	415.73	(142,076.43)
06 1650	SUMMER MEAL PROGRAM	0.00	0.00	0.00	0.00	0.00
06 1990 0005	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00
	Subtotal: 1000	45,000.00	20,953.06	187,076.43	415.73	(142,076.43)
06 3150	STATE REIMBURSEMENT	5,000.00	0.00	33,304.72	666.09	(28,304.72)
	Subtotal: 3000	5,000.00	0.00	33,304.72	666.09	(28,304.72)
06 4210	FEDERAL REIMBURSEMENT	900,000.00	38,592.96	332,069.07	36.90	567,930.93
06 4211 0005	FED REIMB/CACFP	0.00	9,397.15	66,073.20	0.00	(66,073.20)
	Subtotal: 4000	900,000.00	47,990.11	398,142.27	44.24	501,857.73
06 5200	FUND TRANSFERS	35,000.00	0.00	0.00	0.00	35,000.00
	Subtotal: 5000	35,000.00	0.00	0.00	0.00	35,000.00
	Fund Total:	985,000.00	68,943.17	618,523.42	62.79	366,476.58

**Fund: 07 BOND FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL TAXES	900,000.00	52,783.09	555,193.97	61.69	344,806.03
07 1115	CARLINE TAXES	1,500.00	0.00	131.65	8.78	1,368.35
07 1120	PUBLIC POWER DIST SALES TAX	20,000.00	18,691.26	18,691.26	93.46	1,308.74
07 1510	INVESTMENT INCOME	100.00	13.43	118.74	118.74	(18.74)
Subtotal: 1000		921,600.00	71,487.78	574,135.62	62.30	347,464.38
07 3130	HOMESTEAD EXEMPTION	50,000.00	8,076.78	17,117.73	34.24	32,882.27
07 3131	RELIEF TO PROPERTY TAXPAYERS	30,000.00	0.00	0.00	0.00	30,000.00
07 3132	PERSONAL PROPERTY TAX CREDIT	20,000.00	29,024.60	58,049.20	290.25	(38,049.20)
07 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	0.00	0.00	0.00	0.00	0.00
07 3180	PRO-RATA MOTOR VEHICLE	3,000.00	1,467.27	2,094.05	69.80	905.95
Subtotal: 3000		103,000.00	38,568.65	77,260.98	75.01	25,739.02
Fund Total:		1,024,600.00	110,056.43	651,396.60	63.58	373,203.40

**Fund: 08 SPECIAL BLDG FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL TAXES	0.00	0.00	3.41	0.00	(3.41)
08 1115	CARLINE TAXES	0.00	0.00	0.00	0.00	0.00
08 1510	INTEREST ON LOCAL RECEIPTS	0.00	638.95	5,448.13	0.00	(5,448.13)
08 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 1000		0.00	638.95	5,451.54	0.00	(5,451.54)
08 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
08 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	0.00	0.00	0.00
08 3180	PRO-RATA MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
Subtotal: 3000		0.00	0.00	0.00	0.00	0.00
08 5100	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
08 5120	PREMIUM ON ISSUANCE OF BONDS	0.00	0.00	0.00	0.00	0.00
08 5300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
08 5690	OTHER NON REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		0.00	638.95	5,451.54	0.00	(5,451.54)

**Fund: 09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	TAXES LEVIED BY SCHOOL DISTRICT	300,000.00	29,674.44	207,208.87	69.07	92,791.13
09 1115	CARLINE TAXES	500.00	0.00	46.17	9.23	453.83
09 1120	PUBLIC POWER DIST SALES TAX	5,000.00	6,718.95	6,718.95	134.38	(1,718.95)
09 1510	INVESTMENT INCOME	100.00	0.00	101.85	101.85	(1.85)
09 1990	OTHER LOCAL RECEIPTS	100.00	0.00	0.00	0.00	100.00
Subtotal: 1000		305,700.00	36,393.39	214,075.84	70.03	91,624.16
09 3130	HOMESTEAD EXEMPTION	15,000.00	2,936.96	6,221.21	41.47	8,778.79
09 3131	RELIEF TO PROPERTY TAXPAYERS	10,000.00	0.00	0.00	0.00	10,000.00
09 3132	PERSONAL PROPERTY TAX CREDIT	500.00	0.00	10,554.20	2,110.84	(10,054.20)
09 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	500.00	0.00	0.00	0.00	500.00
09 3180	PRO-RATA MOTOR VEHICLE	1,000.00	531.92	751.73	75.17	248.27
Subtotal: 3000		27,000.00	3,468.88	17,527.14	64.92	9,472.86
09 5100	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
09 5103	QUALIFIED SCHOOL CONSTRUCTION BONDS	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		332,700.00	39,862.27	231,602.98	69.61	101,097.02

**Fund: 12      STUDENT FEES**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1741 1696	H.S. PARTICIPATION FEES	0.00	595.00	6,385.00	0.00	(6,385.00)
12 1741 1697	M.S. PARTICIPATION FEES	0.00	0.00	2,600.00	0.00	(2,600.00)
12 1741 1698	H.S. BAND RENTALS	0.00	0.00	575.00	0.00	(575.00)
12 1741 1706	M.S. BAND RENTALS	0.00	0.00	450.00	0.00	(450.00)
12 1741 1708	HEALTH FEES	0.00	25.00	705.00	0.00	(705.00)
12 1741 1710	H.S. ART FEES	0.00	5.00	455.00	0.00	(455.00)
12 1741 1723	HS LAPTOP INS FEE	0.00	109.99	1,629.97	0.00	(1,629.97)
Subtotal: 1000		0.00	734.99	12,799.97	0.00	(12,799.97)
Fund Total:		0.00	734.99	12,799.97	0.00	(12,799.97)

**Revenue Summary Report**

Processing Month: 04/2023

User ID: JSERKIZ

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	22,961,977.00	2,001,575.60	20,527,931.98	89.40	2,434,045.02

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>				1
<b>Checking</b>	1	<b>Fund: 01 GENERAL</b>		
HENRY MOTORS, INC		SALES/SERVICE	44,000.00	
			<b>Fund Total:</b>	<b>44,000.00</b>
			<b>Checking Account Total:</b>	<b>44,000.00</b>

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
<b>Checking</b>	<b>1</b>	<b>Fund: 01 GENERAL</b>	
3 ARE ONE, INC		ADVERTIZING	401.19
A A CAFETERIA		MEALS/SNACKS	80.00
AGRIVISION GROUP LLC		SERVICE/SUPPLIES	167.23
ALL COVERED		SERVICES	3,117.71
BLACKWELL, KATHRYN		MILEAGE REIMBURSEMENT	825.30
BOMGAARS		SUPPLIES	247.51
CANON FINANCIAL SERVICES, INC		COPIER LEASES	4,491.37
CAPITAL BUSINESS SYSTEMS INC		COPIER SUPPLIES/SERVICE	1,236.99
CITY OF PLATTSMOUTH		WATER & SEWER	1,996.87
COUNCIL BLUFFS WINNELSON		SUPPLIES	500.00
CRICK, RYAN		MUSIC ACCOMPANIST SERVICES	580.00
DATA DOCUMENTS LLC		SUPPLIES	379.85
DEMCO INC		SUPPLIES	92.59
DIGGINS, JUSTIN		MILEAGE REIMBURSEMENT	844.95
DUECHTING, CYNTHIA		LEP SERVICES	3,208.97
EDUCATIONAL SERVICE UNIT #3		SERVICE	1,745.17
FASTENAL COMPANY		SUPPLIES	6,049.95
FIBER PLATFORM LLC		EDUC VIDEO BUNDLE	625.27
FIREGUARD INC		SUPPLIES/SERVICE	789.00
FIRST STUDENT INC		TRANSPORTATION	66,826.21
GOODWILL INDUSTRIES INC		WORK EXPERIENCE TUITION	4,386.00
GREGG YOUNG CHEVROLET OF PLATTSMOUTH LLC		SUPPLIES/SERVICE	716.25
HEARTLAND FAMILY SERVICE		TUITION	5,480.00
HEARTLAND FOUNDATION		TUITION	10,716.00
HENRY MOTORS, INC		SALES/SERVICE	1,121.43
HY-VEE STORES		FUEL/SUPPLIES	1,193.98
INDUSTRIAL ARTS SUPPLY CO		SUPPLIES	493.51

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
J.W. PEPPER & SON INC	SUPPLIES	29.99
JOHN'S APPLIANCE SERVICE	SERVICE	2,449.80
JOHNSON, AMBER	REIMBURSEMENT	55.69
JONES SCHOOL SUPPLY CO INC	CERTIFICATES	187.25
JUST FOR KIDS THERAPY INC	SERVICES	10,347.75
KERNS EXCAVATING	SERVICE/SUPPLIES	260.00
LANGFELDT OVERHEAD DOOR INC	SERVICE	875.00
MASCHMANN, BRIAN	HEARING OFFICIAL	400.00
MATHESON TRI-GAS INC	SUPPLIES	108.75
MENARDS BELLEVUE	SUPPLIES	145.20
MIDWEST SPECIAL INSTRUMENTS CORP	SERVICE/SUPPLIES	730.00
MOSS, DONNA	SPEECH LANGUAGE SERVICES	12,221.25
MULLENAX AUTO SUPPLY	SUPPLIES	90.82
NAT'L ASSOC OF SCHOOL RESOURCE OFFICERS	CONFERENCE	1,200.00
NCECBVI	VISION SERVICES	4,600.00
NCSA	REGISTRATIONS/DUES	720.00
NEBR ASSOC OF SCHOOL BOARDS	INSERVICE/FEES	6,034.00
NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	30,009.93
NEBRASKA WESLEYAN UNIVERSITY	TUITION	2,107.90
NEW DIRECTIONS SOLUTIONS LLC	SERVICES	24,632.07
OMAHA PUBLIC POWER DISTRICT	UPS/SERVICE	45.80
ONE SOURCE THE BACKGROUND CHECK COMPANY	SERVICE	471.00
PERMITE LLC	SERVICE	500.00
PERRY, GUTHERY, HAASE & GESSFORD PC LLO	SERVICES	2,184.14
PRIME COMMUNICATIONS	REPAIRS	21,877.76
PRIME HOME DEVELOPMENTAL DISABILITIES SERVICES INC	SERVICES	7,960.00
PRO-ED	SUPPLIES	305.80
PROFESSIONAL HEATING AND AIR	SERVICE	1,255.00

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
PROFESSIONAL LOCK AND SAFE LLC	SERVICES	180.00
QUALITY SIGNS	SIGNS	580.00
REGION V SERVICES	SERVICES	128.86
RGS REPAIR INC	SERVICES	777.66
ROBERT BROOKE & ASSOCIATES	SUPPLIES	140.45
SCHAEFFER MANUFACTURING COMPANY	SUPPLIES	404.48
SHRED IT US JV LLC	SHREDDING	609.20
SOUTHPAW VETERINARY CLINIC	VET	1,093.27
STAUB - MULLER, LACEY	MILEAGE REIMBURSEMENT	1,734.44
TCF NATIONAL BANK	MOWER LEASE	1,376.53
TIME MANAGEMENT SYSTEMS	TIMEKEEPING SYSTEM SERVICE	331.00
TOTAL TOOL SUPPLY, INC.	SUPPLIER	145.83
TURFWERKS	SUPPLIES/EQUIPMENT	833.74
UNL EXTENSION	REGISTRATION	140.00
US BANK NA	FUEL PURCHASES	1,304.29
VERIZON WIRELESS	CELL SERVICE	525.31
WARGA, KIMBER	MILEAGE REIMBURSEMENT	55.02
WARGA, STEVE	ADVERTISING	85.00
WASTE MANAGEMENT OF NEBRASKA INC	TRASH SERVICE	3,176.46
WHEELHOUSE SOLUTIONS LLC	SUPPLIER	27.67
WINDSTREAM	TELEPHONE SERVICE	5,499.80
WITTE PHYSICAL THERAPY	SERVICES/SUPPLIES	2,291.67
WOODHOUSE FORD SOUTH INC	SUPPLIES/SERVICE	106.00
WOODRIVER ENERGY LLC	FUEL	9,805.71
<b>Fund Total:</b>		<b>281,470.59</b>
<b>Checking</b>	<b>1 Fund: 06 CAFETERIA</b>	
HILAND DAIRY FOODS COMPANY LLC	DAIRY PRODUCTS	4,901.65
HY-VEE STORES	FUEL/SUPPLIES	19.27
PAN-O-GOLD BAKING CO.	BREAD SUPPLIER	904.05

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
PERFORMANCE FOOD GROUP, INC	FOOD SUPPLIER	36,218.27

**Fund Total: 42,043.24**

<u>Checking</u>	<u>1</u>	<u>Fund: 08</u>	<u>SPECIAL BLDG FUND</u>	<u>Amount</u>
PERRY, GUTHERY, HAASE & GESSFORD PC LLO			SERVICES	256.00

**Fund Total: 256.00**

**Checking Account Total: 323,769.83**

<u>Checking</u>	<u>3</u>	<u>Fund: 05</u>	<u>ACTIVITY FUND</u>	<u>Amount</u>
DIETZE MUSIC HOUSE			SUPPLIES	332.00
FIRST STUDENT INC			TRANSPORTATION	693.20
HY-VEE STORES			FUEL/SUPPLIES	299.66
RODWAY INN COZAD			HOTEL ACCOMMODATIONS	413.00
SCHROEDER, ZACH			REIMBURSEMENT	44.12
WARGA, STEVE			ADVERTISING	26.00

**Fund Total: 1,807.98**

**Checking Account Total: 1,807.98**



# PLATTSMOUTH COMMUNITY SCHOOLS STRATEGIC PLANNING TIMELINE

## Detailed Prospective Timeline – Phase II

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.

Step One		
Organize and Plan the Process	Target Date	Date Complete
Timeline Phone Call with Kari Stephens Create a proposed timeline to support: <ul style="list-style-type: none"> <li>▪ Identify district point person</li> <li>▪ Distribute the District Profile</li> <li>▪ Strategic Overview Committee Meeting</li> <li>▪ Stakeholder Engagement Surveys</li> <li>▪ Community engagement meeting</li> <li>▪ EL Engagement meeting (as needed)</li> <li>▪ Business Leader Surveys</li> </ul>		April 19, 2023
District Provides the Current Strategic Plan being Followed		May 2022
Administer Progress Analysis of All Strategies to Administrators	May 31, 2023	
District Profile Email/Phone Call from Caden Frank <ul style="list-style-type: none"> <li>▪ District will Complete Profile</li> <li>▪ Caden will send District Email with All Survey Dates</li> </ul>	May 1 – July 11 May	
District/board will: <ul style="list-style-type: none"> <li>▪ Reengage members of the Phase I Strategic Overview Committee and identify potential new SOC members (e.g., superintendent, administrators, 2 to 4 teachers, 2 classified staff, board members, secondary students, 2 to 4 parents, community members, and business leaders)</li> <li>▪ Identify members of the community and business leaders</li> </ul>	Aug/Sept	
Distribute the District Communications Packet	April 19	
District Completes the District Profile	May 1-July 11	
Meeting preparation: send invites, press release, social media promo	Sept	
Verify attendance		
Step Two		
Conduct District Needs Assessment	Target Date	Date Complete
NASB will administer the: <ul style="list-style-type: none"> <li>▪ Administrator Surveys</li> <li>▪ Comprehensive Needs Index (CNI)</li> <li>▪ Program-Service Overview Survey</li> <li>▪ Board Member Surveys</li> </ul>	July 11 July 25 July 25 July 11	
NASB will administer the Stakeholder reengagement surveys: <ul style="list-style-type: none"> <li>▪ Certified Staff (<i>Identify a Professional Development/In-Service date.</i>)</li> <li>▪ Classified Staff</li> <li>▪ Parents (all)</li> </ul>	Aug 14 <sup>th</sup> Aug 14 <sup>th</sup> Sept 13 <sup>th</sup>	

<ul style="list-style-type: none"> <li>Students (Elem. Student Council &amp; Grades 5 through 12) (Identify a class or homeroom block.) Middle &amp; High School</li> </ul>	Sept 13 <sup>th</sup>	
NASB will facilitate the Strategic Overview Committee Meeting: <ul style="list-style-type: none"> <li>Review of Mission, Vision, Beliefs/Values, conduct SWOT Analysis</li> </ul>	Oct 4 6:00-7:30	
NASB will facilitate the Community meeting and Business Leader Focus Group Survey <ul style="list-style-type: none"> <li>Community Focus Group Meeting</li> <li>Business Leader – Online Survey</li> </ul>	Oct 4 7:30-9:00 Sept 13 <sup>th</sup> Oct 4 Noon?	
NASB will compile and code all stakeholder data	Sept/Oct	
NASB facilitator drafts strategic Needs Analysis utilizing CNI and other engagement data	Oct	
<b>Step Three</b>		
<b>Consider Community Needs and Priorities</b>	<b>Target Date</b>	<b>Date Complete</b>
Design Strategic Plan Framework	Oct/Nov	
NASB Present Needs Analysis and Framework to Board/Administration	Nov 13 6:00	
Board and Administration Review of compiled data and Needs Analysis with Strategic Overview Committee		
Administration make Modifications/Edits to Framework	Nov/Dec	
<b>Step Four</b>		
<b>Implement and Monitor</b>	<b>Target Date</b>	<b>Date Complete</b>
Administrators complete Prioritization Process	Dec	
NASB Board Leadership align strategic plan strategies to: AQuESTT Tenets, School Improvement Plan, and NE Framework/COGNIA Standards, other	Dec	
NASB Prioritizes Strategic Plan and Returns the Plan to District	Dec	
NASB and Superintendent Strategic Implementation Team (SIT) Video Call, Establish Progress Analysis Annual Date	Jan/Feb	
Establish Strategic Implementation Team to monitor progress and success at regular intervals		
Board Adopts Strategic Plan	Jan '24	
Integrate Strategic Plan into SPARQ Meetings	Feb/Mar	
Promote plan internally and externally		
Board-Administration present final plan to SOC/Stakeholders		

<b>Step Five</b>		
<b>Support and Evaluation</b>	<b>Target Date</b>	<b>Date Complete</b>

Establish superintendent evaluation aligned to strategic plan		
Establish/Administer board self-assessment aligned to strategic plan annually and review goals		
Conduct Progress Analysis Annually (Year 1, 2, 3, and 4) with NASB		
Sustain engagement of stakeholders through updates/success of plan		
Reengage SOC and Community Annually of Progress/Success of Strategic Plan		



*From the  
Superintendent's desk*

**Superintendent Dr. Richard E. Hasty**

*Working together to achieve **Academic success**, respectful **Behavior**,  
and **Career readiness** in a **Safe environment**.*

### **PCS Superintendent Weekly Update**

**May 5, 2023**



**Congratulations to our PHS baseball team for winning the C-2 District Championship and advancing to compete at State!**



**There are many student accomplishments to share with you as we approach the end of the school year. Please go to**

<https://meeting.sparqdata.com/Public/Organization/56>. Select the Board of Education agenda for May 8, 2023. Scroll down to item 17. *Celebrations of Excellence*. There is a lot to celebrate for our students in our school district.



The district has made the determination that it is in our best interest to continue with the self-operation of our food service. Thank you to everyone for your patience as we considered this very important decision.



## Board Meeting

For the past several years, our Board of Education has typically held two Board meetings on the second Monday of each month. The first meeting was called our *Workshop*. The second meeting was called our *Regular Meeting*.

Starting on May 8, 2023, our Board of Education plans to only have one meeting, which is scheduled to start at 6:00 PM. We plan to have the meeting in the Plattsmouth High School gallery. Enter door #62 and turn right to get into the gallery. The meeting will be televised on Blue Devil Television (BDTV) at <https://www.pcsd.org/bdtv>.



PCS Board of Education members and administrators have received questions and concerns relative to media materials (i.e. books) that are available in our school libraries. There has also been various communication about [Policy 6300 Selection and Review of Instructional and Media Materials.](#)

Per feedback from our Board of Education, as well as consultation with our school attorney, I recommended that all school-age building principals that have libraries with materials for checkout by students create *ad hoc committees* to review library materials. The ad hoc review committee could include the director of instructional services, the building principal, the media specialist, and a teacher/dept. head of English/Language Arts (ELA). The establishment of ad hoc committees for this purpose is allowable per the last sentence of the first paragraph of Policy 6300 which states, “The Superintendent may establish committees consisting of teachers and media staff to assist with these responsibilities.”

Some materials that have been brought to the attention of building principals that they deem might contain unacceptable material in the libraries that they supervise are being removed from circulation for review. Since we are near the end of the school year, various materials are going to be reviewed, and our Board of Education might be revising Policy 6300, it seems reasonable to remove books with potentially unacceptable material from our libraries until a thorough review can be completed after there is clarity relative to the Board of Education policy. I have been in communication with our school attorney, who has deemed this a reasonable approach at this time for our school district.

If you have questions, compliments, comments, or concerns relative to instructional materials, media materials, or Policy 6300, please utilize *Let's Talk* at the link below. Scroll down to *District*

**Topics and select *Instructional Services*.** I believe this will be an efficient format for the district to collect feedback on the topic and allow the person that works directly with reviewing instructional and media materials in buildings throughout the district to provide a timely response.

<https://www.k12insight.com/Lets-Talk/embed.aspx?k=WY6F7YIT>

At 6:00 PM on Mon., May 8, 2023, watch our Board meeting on Blue Devil Television (BDTV) at <https://www.pcsd.org/bdtv> for more information.



Join us for Honors Night at 6:30 PM on Wed., May 17, 2023. We will be in the PHS Auditorium. Many scholarships will be awarded to our students.



Have you seen the inside of our career and technical education (CTE) building? Click [HERE](#) and go to our career academies website. Scroll down the page to view a one-minute video tour from inside the CTE building.



## **New English Language Arts (Reading) Programs**

**Plattsmouth teachers have worked hard to select a great English Language Arts program for our students. They are proposing the following programs:**

**K-5: [Intro Reading](#) (HMH)**

**6-12: [My Perspective](#) (SAVVAS)**

**Copies of the books can be found at each building. For more information, contact Dr. Cherie Larson ([clarson@pcsd.org](mailto:clarson@pcsd.org)).**



**As of March 1, 2023, the Nebraska Department of Health and Human Services (DHHS) has begun reviews of Medicaid eligibility. More information is available at <https://sarpycasshealthdepartment.org/programs-services/medicaid.html>.**

# COACHING UPDATE

Congratulations to our new head high school coaches. Thank you to Kevin Tilson and Rick Titus for their commitment to our boys and girls basketball programs, Rick Titus for his commitment to our softball program, and Ashley Classen for her commitment to our volleyball program.

Head Boys Basketball - Connor Dukes

Head Girls Basketball - Justin Widick

Head Softball - Katie Bashus (Zimmerer)

Head Volleyball - Katie Serkiz

Head Cheer - Taylar Balfour



PCS is hiring! Click [HERE](#) to view our open positions.



**The Plattsmouth Community School District will use program-based budgeting to plan for the 2023-2024 fiscal year. The process provides a mechanism for establishing and funding the highest priorities for our district. Click [HERE](#) for more information about how to provide input into our budget**

**Our Board of Education held some special meetings related to the budget in December 2022 and January 2023. Here is an update on those items.**

**PCS had a pre-existing \$2.5 mil. line of credit. If you are wondering why PCS is experiencing challenges with our revenues, please click [HERE](#) to read a document that I prepared in Sept. 2022.**

**Dec. 17, 2022 - Our Board approved borrowing an additional \$1,000,000 to meet payroll and expense obligations due to pending revenues. Ultimately, the First State Bank approved loaning PCS an additional \$800,000 and not \$1,000,000.**

**Jan. 21, 2023 - Our Board approved issuing \$4.9 mil. in tax anticipation notes (TANs).**

**Feb. 10, 2023 -PCS used ESSER III reimbursement funds to pay back the \$800,000 loan and interest related to the Board action on Dec. 17, 2022. PCS used TANs funds to pay back \$1.5 mil. on our \$2.5 mil. line of credit plus interest.**

**The Finance Committee and Board will continue exploring ways for reducing our debt including program-based budgeting and ongoing efforts to fund payroll and expenses with TANs funds that are at a much lower interest rate than our line of credit.**

# FOOD RESOURCES

for Nebraskans and Iowans

Food Bank for the Heartland works with 544 Network Partners, including pantries, schools, churches, emergency shelters and other non-profit organizations to ensure consistent access to healthy foods.

**USE THE RESOURCES BELOW TO GET CONNECTED WITH FOOD IN YOUR COMMUNITY:**

## VISIT THE FOOD BANK WEBSITE

Scan the QR code or go to [www.FoodBankHeartland.org](http://www.FoodBankHeartland.org) and click on "FIND FOOD" for an interactive map showing our partner food providers and mobile pantries.

Scan me!



## CALL THE SNAP/FOOD RESOURCE HOTLINE

Food Bank for the Heartland's SNAP Outreach team can help you find a pantry, walk you through the SNAP (formerly Food Stamps) application process, and access additional community resources. Se habla español.

NEBRASKA

**1-855-444-5556**

Mon-Fri: 8am-6pm

IOWA

**1-855-944-3663**

Mon-Fri: 8am-5pm

11.14.22

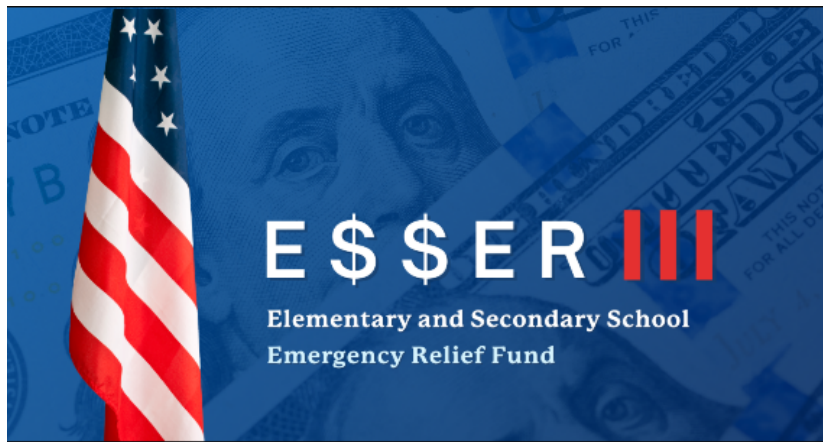
For additional support, including non-food resources, please call 211.



Please check out the flyer from the Food Bank for the Heartland that includes information about food resources. A website and QR code are available to find food using an interactive map that shows partner food providers and mobile pantries. Click [HERE](#) for a PDF version of the document.

## Board Meeting Minutes

Draft minutes from our Board of Education meeting on Apr. 10, 2023 are available by clicking [HERE](#).



On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021. The ARP Act includes nearly \$122 billion for the Elementary and Secondary School Emergency Relief (ESSER) III Fund that allows state and local education agencies (LEAs) to take additional steps for continued safe in-person instruction and to address unfinished teaching and learning to mitigate the pandemic. The ESSER III funding enables Nebraska school districts to promote safe school operations and equity-driven, sustainable, evidence-based programs to serve students – especially those who are the furthest from opportunity – and to continue to strengthen teaching and learning. PCS was eligible for \$1,505,865 of ESSER III funds.

In order to be eligible for ESSER III funding, Nebraska school districts had to submit an amendment to our ARP application by Sept. 15, 2021. Prior to submitting the application, we requested your input relative to the potential uses of the funds.

Thank you to everyone that provided input regarding the potential uses of ESSER III funds at PCS. I am pleased to inform you that we were able to incorporate many of the items in our amendment including updated curriculum materials, professional development for staff members, Clifton Strengths training and support for staff members, bleachers on the east side of the high school stadium, new activity buses and sport utility vehicles, staff dependent care, staff COVID-19 emergency leave (many districts no longer offer this to employees), renovation of the outdoor middle school concession stand to include restrooms, personal protective equipment, interactive technological devices, furniture and equipment, music risers, and musical instruments. If you do not see a specific item, it might be included in one of these broad categories or it might be obtained through other available funding sources

Business manager Jenni Serkiz and I will continue meeting with the Board of Education's Finance Committee to develop a plan and timeline for spending the funds. Unfortunately, we must pay for the items and wait for reimbursement to arrive later. With other ARP funds, it has taken up to eight months for NDE to process the reimbursement request and transfer funding to our district.

Since we are already accessing a line of credit for our usual general fund expenses, we will have to be very strategic about spreading our ESSER III expenditures over the next two fiscal years. For instance, we plan to expend approximately \$1 mil. in the 2021-2022 fiscal year from Sept. 1 to Aug. 31, with the additional amount of about \$505,865 being spent in the 2022-2023 fiscal year.

Our plan for the expenditure of ESSER III funds is available by clicking [HERE](#). There were other requests submitted for ESSER III that are not included here, but many of them are being addressed with other funding sources available in the district.

Thank you, again, for providing your input for our amendment.



***THANK YOU***  
***WE APPRECIATE YOUR INPUT***

Thank you to everyone that provided input relative to our 2020-2021 COVID-19 protocols and items for consideration in the development of our *2021-2022 PCS Plan for Safe Return to School* which is available by clicking the link below. As part of our ESSER funding, we are required to post and periodically review our plan. Our plan is included below.

### **[PCS Plan for Safe Return to School](#)**

Our safety team includes certified and non-certified staff members from our early childhood center, elementary school, middle school, and high school, including administrators, nurses, school social workers/licensed mental health practitioners, school psychologists, Plattsmouth Education Association representatives, before and after school program directors,

our nutrition services director, our transportation location manager, maintenance, and our school resource officer(s).



At this time, our safety team plans to resume quarterly meetings in the 2022-2023 school year. If there is a significant change in COVID-19 or related guidance, we might return to monthly meetings.

Click [HERE](#) to provide feedback relative to our 2022-2023 PCS Plan for Safe Return to School. Thank you for your support of the Plattsburgh Community Schools!



Thank you for your support of the Plattsburgh Community Schools. **#PLATTSBROUGHSTRONG**

Best regards,

Superintendent Dr. Richard E. Hasty

**Plattsmouth High School  
Principal's Report  
Todd Halvorsen  
May 8, 2023**

Helping students find their path in a **Positive Respectful Intentional Determined and Engaged** learning environment.

**Plattsmouth High School Enrollment**

Freshman- 136  
Sophomores-118  
Juniors- 119  
Seniors- 101  
Other- 11  
Total- 485

**High Academic Achievement and Professional Learning Communities (PLC)**

Senior Finals will be May 15 and 16. Senior grades will be due into the office on May 17.

Honors night is scheduled for May 17, 2023 at 6:30 in the PHS Auditorium. Please come and see our students get rewarded for all of their hard work.

Commencement will be held, Sunday, May 21 at 2:00 PM in the PHS Gym. I would like to invite all of you to the largest event in our district.

Finals for Freshman, Sophomores, and Juniors will be May 23rd, 24th, and 25th.

We were honored to have Senator Fischer tour our Career and Technical Education building. Senator Fischer also held a short roundtable discussion with three of our students, who also helped lead the tour. Senator Fischer told the students that they were fortunate to have the opportunities that PHS provides them.

Congratulations to Natalie Briggs. Natalie won the Marie Curry Scholarship from College of St. Mary.

**We had three art students do very well at they Trail Blazer Art Show.**

Peyton Blankman Outstanding Art  
Sydney Barnes 2nd Place Pencil  
Alex Lehmer 3rd Place Black and White

SKILLS USA had a team that placed second in the state contest.

**TeamWorks (Construction) - 2nd Place**

Ryder DeCalongne  
Chase Briggs  
Levi Quinn  
Mathew Zitek

**Sam McKnight** for being awarded **Outstanding Soloist** at the District Music Contest!

The Plattsmouth Education Foundation Honored our Top 10% Senior Students in the Class of 2023. The following students were honored: AlyssaCarney, Mathew Zitek, Kevin Sohl, Natalie Briggs, Carter Moss, Evan Schreiber, Peyton Blankman, Ameila Field, Ava Morehead, and Sarah Bunnell

The Yearbook students have participated in several competitions this spring. Some of their awards include:

Brock Endorf - 2nd at UNO

Maddy Quimby - 3rd and Honorable Mention at Nebraska Press Association

Yearbook Staff - editors are credited, but it is a staff effort - 5th at State Journalism

### **Students and Staff of The Week:**

#### **Staff -**

Dan Oatman - 4.10.23

Barb Morehead - 4.17.23

Kyle Graves - 4.24.23

Lane Kelley - 5.1.23

#### **9th Grade -**

Lauren Albers - 4.10.23

Dallas Pilgrim - 4.17.23

JD Meisinger - 4.24.23

Natalya Reinartz-Muller - 5.1.23

#### **10th Grade -**

Lucy Aldredge - 4.10.23

Presley Wilson - 4.17.23

Hunter Mazzulla - 4.24.23

Henry Loontjer - 5.1.23

#### **11th Grade -**

Austin Sherer - 4.10.23

Skyla Miller - 4.17.23

Gertie Yoder - 4.24.23

Ivy Schmidt - 5.1.23

#### **12th Grade -**

Tuker Coulon - 4.10.23

Natalie Briggs - 4.17.23

Amelia Field - 4.24.23

Clayton Mayfield - 5.1.23

## **Guidance Counselor Report**

We offered another Apply4Scholarships day for our seniors on April 20th. It was an opportunity for them to work on scholarships during the school day and get help with any questions they had. We had about 25 students participate again throughout the day.

We have 33 students take the AP Government exam and 3 take the AP Computer Science exam. We plan to have 3 take the AP Computer Programming exam and 5 take the AP Calculus exam next week.

We will have our Senior Signing Day on Wed May 10th at 9:30 am. This is an all school assembly to recognize those seniors who have committed to go to college, apply for a trade / apprenticeship or enlist in the military after high school. They will be called on stage to "sign" their college board and will receive a small gift for their dedication.

Honors Night will be held on Wed, May 17th at 6:30pm in the auditorium. Seniors will receive awards and scholarships. We also recognize other students for their academics and leadership.

Graduation practice is on Fri, May 19th and graduation is on Sun, May 21st at 2pm.

Career Speakers have been presenting information to grades 9-12 starting the week of April 10th and finishing the week of May 1st. These speakers were arranged by Academies and they presented during our Intervention and Advisory time.

Speakers for ATEAM were Transportation - Nebraska Department of Transportation (Todd Ludwig), Manufacturing - Amazon (Amber McKim), Architecture & Construction - Roloff Construction (C.J. Snodgrass) and Architecture & Construction - Turner Construction (Gabe Kuhnert).

Speakers for BEACH were Communications - WOWT (Brian Mastre), Human Services - Halo Counseling (John Czapenski) and Human Services - the City Administer for Plattsmouth (Emily Bausch). Unfortunately, one speaker had to cancel.

Speakers for STEAM were Science - Witte Physical Therapy (Dan Witte), Science - Clarkson Nursing (Jen Renken, Dawn Fictor), Engineering - Lamp Rynearson (Brendan Findall), and Aeronautics - Rev Aviation (Josh Wordekemper).

## **Academy Report**

The new Academy Core Leaders Officers and Members have been selected for the '23-'24 school year. New Officers are: Kaia Shotkoski - President, Kayla Briggs - Vice President; Stella Campin & Gracie Konkler - Co-Secretaries; Jolie Dix - Communications; Victoria Molkenbur - Recruiting; Quintin Ramsey - ATEAM Rep; Mila Wehrbein - BEACH Rep; Addie Shelton - STEAM Rep. They are already at work on their first big event, Freshman Day.

The Career Academies, through the Plattsmouth Education Foundation, received a \$3000 grant from the Plattsmouth Community Foundation Fund to provide for our Academy Kick Off Event. This grant was awarded at the PCFF Annual Meeting on April 20, 2023.

With the end of the year quickly approaching, seniors are completing their Capstone projects and presentations in all Academies. Our seven students participating in Internships in the community are finishing up and Career Mentors have one visit remaining. Plans are underway for next school year as we also reflect on the many successes we experienced during the '22-'23 school year.

### **Activities Report**

Spring sports are winding down. Girls soccer finished their season at 5-11 with a Sub-District final loss to Conestoga in a overtime shootout that went to 10 kicks. Boys soccer (The Platte), will be playing in a district final vs Bennington on May 6th. Golf and track will each be competing in districts in the next week. Baseball is currently sitting at the #3 seed in Class C and will host District C-2 on May 4th and 5th. The final band concert of the year is being held on May 4th at 7pm and the final choir concert will be held on May 22nd at 6pm.

### **The 2022-2023 school year will focus on the following points:**

1. Continuing the growth of Wall to Wall Academies and expanding internship opportunities
2. Continue to develop a culture of respect, inclusion, encouragement, and celebration of students and staff.
3. Advancing civic engagement.

Plattsmouth High School staff continually seek to improve upon the processes of our curriculum and academy teams. That effort is focused upon data interpretation, identifying student needs, and responding with collective efficacy.

Educationally yours,  
Todd Halvorsen

Middle School Board Report  
John Campin-Principal  
May 8, 2023  
Current Enrollment Numbers for 2022-23

5th-96  
6th-97  
7th-94  
8th-97  
Total-384

I want to recognize Matt Timm this month. Mr. Timm is in his third year teaching 8th grade math. It has been a challenge over the past couple years, but Mr. Timm is always thinking, learning and implementing. Mr. Timm is always positive! He enjoys teaching every student. Mr. Timm brings a lot to each meeting he is a part of. I appreciate his willingness to learn on his own to make him a better teacher. Thank you, Mr. Timm!!

A shout out to Mallory Robbins for breaking the mile run record. Mallory ran the mile in 5:25. The record was held by Lauren Mitties.

Check out our school Facebook page. You will see our weekly newsletter where we share students of the week in each grade and extra curricular updates.

# Plattsmouth Elementary School

Board of Education Report  
Dr. Amber Johnson, Elementary Principal  
May 8, 2023

**1. 2022-2023 Student Enrollment:** \*As of May 1, 2023\*

Grade	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
<b>Kdg.</b>	85	73	80	80	78	79	82	81	79	79	80
<b>1st</b>	100	98	98	96	96	96	95	94	93	92	92
<b>2nd</b>	95	98	94	94	95	95	96	95	95	93	94
<b>3rd</b>	94	91	96	96	96	96	96	96	95	96	95
<b>4th</b>	85	80	81	82	81	81	79	80	80	79	77
<b>Total</b>	459	441	449	448	446	447	448	446	442	439	438

**2. WE DID IT - 3rd & 4th Grade Nebraska Student Center Assessment System (NSCAS) and K-4 2023 Spring MAP:**

Our 3rd and 4th graders successfully finished taking the Nebraska Student Center Assessment System (NSCAS) in the area of Reading and Math. We are so proud of their hard work and efforts! As a reminder, NSCAS results will be embargoed until further notice from the Nebraska Department of Education.

Beginning this week and over the next couple of weeks in May, K-4 students will take the Spring MAP Assessment (Reading and Math). We anticipate that we will see great growth from Fall-Spring. Results will be shared in the PES June BOE Principal report.

**3. One School, One Book:**

On April 20, 2023, PES held a family fun event - "One School, One Book"! We had an excellent turn-out and received many positive comments from our staff, students, and families. We are looking forward to continuing this wonderful tradition for the years to come.

**4. PES April Blue Devils of the Month:**

Congratulations to our April 2023 PES Blue Devils of the Month:

Kindergarten - Lucy Westring, Wren Powell, Cyrus Cowan, Boston Thomasson, Nolan Merrill

1st - TK Landon, Eberly Sylvester, Clayton White, Temperance Goodman, James Peck

2nd - Harbor Smith, Carson Johnson, Anthony Cicirello, Camilla Kalkwarf

3rd - Jocelyn Meyer, Zander Hall, Fynless Robinson, Lilly Vincent

4th - Emily Adkins, Jordan Thomasson, Miah Dasovic, Hunter Damron



**CASS COUNTY HEAD START & EARLY HEAD START  
PLATTSMOUTH EARLY CHILDHOOD CENTER**

Main office: 902 Main Street, Plattsmouth, NE 68048 Mailing address: 1912  
Old Highway 34 Plattsmouth, Nebraska 68048 402-296-5250



**Head Start Director's Report  
May 2023**

**Early Childhood Numbers as of: 05/01/2023**

**Enrollment:**

**Accepted for Tuition/Head Start for 2022-2023:**

PECC	70
Conestoga Head Start	16
<b>Total for Head Start</b>	<b>86 out of 100</b>
Tuition at PECC	28
<i>Total Enrollment for PECC/Conestoga</i>	<i>114</i>

**Birth to Three Program Enrollment Report:**

Sixpence	13
Birth to 5 Special Education Home/Community Based/Speech	51
<b>Early Head Start</b>	<b>9 out of 10</b>

**Attendance (2022-2023)**

Week Of:	Head Start Only	Tuition Only	Combined
April 3rd	93.9%	89.29%	92.73%
April 10th	84.78%	91.43%	86.46%
April 17th	86.47%	95%	88.63%
April 24th	89.86%	92.14%	90.43%

**Head Start Grant Information:**

The Fiscal Year (FY) 2023 continuation grant application was due on Oct. 1st, 2022. The grant was submitted on 9/29/2022. The chart below outlines the funding amounts for the grant for fiscal year 2023.

Funding Type	Projected Funding	Funded Federal Enrollment
Head Start Program Operations & Training and Technical Assistance	\$1,026,018	100
Early Head Start program Operations & Trainings and Technical Assistance	\$161,172	10

<b>Total Grand Funding</b>	<b>\$1,187,190</b>	<b>110</b>
In-Kind (non-federal share) for HS & EHS	\$296,948	
<b>Total Grant Amount</b>	<b>\$1,484,738</b>	

The following table reflects the COLA and Quality Improvement increases available for FY 2023

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$58,390	\$9,150
Quality Improvement (QI)	\$28,302	\$4,217
<b>Total Funding</b>		<b>\$100,059</b>

**Office of Head Start Communications:**

- ACF-IM-HS-23-01 The Role of Head Start Programs in Addressing Lead in Water

**Personnel:**

- We are looking to fill 2 paraeducator positions and 1-2 ECSE teachers.

**Policy Council:**

At the regular meeting on Monday, April 3rd at 6pm and conducted the following business:

- Reviewed reports: Directors, Health, Education, and Family
- American Rescue Plan Revision Grant, revised budget (action item)
- Children with Disabilities Coordinated Approach Revisions (action item)
- Dual Language Learners Coordinated Approach Revisions (action item)
- Non-Federal Share Waiver (action item)
- Head start COLA/QI grant
- Self Assessment

Next meeting is scheduled for Monday, May 22nd 2023 - zoom only

Respectfully submitted,

Mrs. Juli Beck, Cass County Head Start Director



# The Role of Head Start Programs in Addressing Lead in Water

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 [eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-23-01](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-23-01)

[Find a Head Start job near you or anywhere in the U.S.](#)

## The Role of Head Start Programs in Addressing Lead in Water ACF-IM-HS-23-01

U.S. (United States) Department  
of Health and Human Services

ACF  
Administration for Children and Families

- 1. Log Number:** ACF-IM-HS-23-01
- 2. Issuance Date:** 03/28/2023
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Lead Poisoning Prevention; Drinking Water; Testing and Screening for Lead; Effects of Lead Exposure; Funding Support

### Information Memorandum

**To:** All Head Start and Early Head Start Grant Recipients

**Subject:** The Role of Head Start Programs in Addressing Lead in Water

#### Information:

Lead is a toxic metal and there is no safe blood lead level for children.<sup>[1]</sup> Because their bodies are still developing, children under the age of 6 are at greatest risk for significant and potentially lifelong health problems as a result of exposure. They are more likely to come into contact with lead through paint or dust since young children often put their hands or objects in their mouths. However, lead in drinking water can also be a significant contributor to overall exposure to lead. This is particularly true for infants whose diet consists of food and liquids made with water, such as baby food or formula. The adverse health effects of lead exposure can be both physical and behavioral. Even low levels of lead in children can lead to anemia, behavior and learning problems, and other concerns.

Head Start programs have a critical role to play in [preventing lead poisoning in children](#). Programs are required to maintain a facility that is free from pollutants, hazards, and toxins that are accessible to children and could endanger their safety — and that includes lead in water and paint. As part of Head Start monitoring, programs can expect to be asked about their processes to identify lead hazards and mitigate them. This Information Memorandum highlights available resources for programs to address lead in water specifically.

## Testing for and Addressing Lead in Water

The [U.S. Environmental Protection Agency \(EPA\)](#) has developed a number of resources to guide programs to test and remediate for lead in water.

There are no specific funds designated for the purpose of lead assessments in Head Start programs. However, grant recipients may budget program funds to address lead in water, including necessary minor renovations to facilities. Allowable uses of program funds may include:

- Testing for lead in water
- Remediation actions such as purchasing, installing, and maintaining point-of-use devices for lead removal, such as water filters
- Replacing water fixtures and plumbing, including lead service lines<sup>(iii)</sup>

As programs consider their needs related to addressing lead in water in Head Start facilities, the Administration for Children and Families encourages grant recipients to submit one-time funding applications for facility needs not supported by operations funding. Note these one-time requests are addressed by priority and subject to availability of funds.

## Other Federal Funding Sources

Head Start programs may be able to leverage [EPA funding](#) to eliminate lead in their facilities. The Bipartisan Infrastructure Law, 2022, authorized increased funding of \$700 million over 5-years across two grant programs:

- [Voluntary School and Child Care Lead Testing and Reduction Grant Program](#)
- [Reducing Lead in Drinking Water Grant Program](#)

These programs aim to address lead in water through testing, remediation, and infrastructure improvements, including in child care and school settings. Grant recipients should reach out to their respective [state agency](#) to learn more about the EPA programs and other available resources.

## Partnering with Families to Promote Children's Healthy Development

Head Start programs are already working closely with families and health care providers to make sure children are [screened](#) for lead poisoning ([45 CFR §1302.46](#)). These screenings align with the Centers for Medicare and Medicaid Services' (CMS) universal blood lead screening requirement for all Medicaid-eligible children, under their states' [Early and Periodic Screening, Diagnostic and Testing](#) schedule.<sup>[iii]</sup> The Office of Head Start (OHS) applauds programs' ongoing efforts to partner with [parents and caregivers](#) to make sure all enrolled children receive required blood screening.

OHS (Office of Head Start) continues to encourage programs to leverage [available resources](#) in discussing with families how to prevent and address lead exposure in the home, such as through:

- Testing for lead in paint hazards and in water
- Minimizing children and pregnant persons' exposure to paint hazards, especially in homes built before 1978
- Creating barriers between living or play areas and possible lead hazards
- Cleaning and hygiene practices, such as regularly mopping and washing hands and toys

To learn more about the role Head Start programs play in keeping children safe and supporting families to prevent lead poisoning, visit the [Early Childhood Learning and Knowledge Center](#) and [Office of Early Childhood Development](#) websites.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start

See PDF Version of Information Memorandum:

[The Role of Head Start Programs in Addressing Lead in Water](#) [PDF, 0.0KB]

<sup>i</sup> The Centers for Disease Control and Prevention has established a blood lead "reference value" that serves as a screening tool to identify children with higher levels of lead in their blood compared with most children. However, no safe blood lead level in children has been identified: <https://www.cdc.gov/nceh/features/leadpoisoning/index.html>

<sup>ii</sup> As long as total costs for any proposed plumbing improvements, such as replacing water fixtures and lead service lines, are less than \$250,000, they would be considered minor renovations and allowable expenditures with program funds. If costs are anticipated to

exceed \$250,000, programs should contact their regional office to determine appropriate next steps.

iii Arizona is currently the only state approved by CMS to implement a targeted lead screening program.

Historical Document

## Plattsmouth Director of Instructional Services

### *Board of Education Report*

Cherie Larson May 08, 2023

*Plattsmouth Community Schools*

*Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment.*

### **Academic Success**

#### *Assessments*

- The ELPA21 assessment results will be available starting on May 8<sup>th</sup>.
  - All PCSD English Learners have been tested.
- The Nebraska NSCAS assessment window is closing on May 12<sup>th</sup>.
  - Grades 3-8 took NSCAS English Language Arts (ELA) and Math.
  - Grades 5 and 8 took NSCAS Science.
  - Alternate versions of the NSCAS ELA, Math, and Science assessments are given to high needs students.
  - The ACT test was given to 11<sup>th</sup> graders on April 4<sup>th</sup>.
  - At this time, all but 1 middle school and 4 high school students took the state assessments.
  - Data is being reviewed as it becomes available. So far, there are many successes!
- Teachers are also giving the NWEA assessment this spring and will be looking at student growth and achievement data.

#### *Curriculum Work*

- The Reading/English Language Arts Curriculum committee is proposing programs for adoption.
  - Two highly rated programs per grade band were piloted.
    - The names of these programs were on the Curriculum website and were shared with families over social media and through classroom communications. Books were on display in each building.
  - Data from the pilot, a skills trace, a survey based on the science of reading and best practices, and a review of strengths and weaknesses, staff are proposing the district adopt these programs:
    - K-5 Into Reading
    - 6-12 My Perspectives
  - This information was shared on the website and on social media. Parents were encouraged to review books, ask questions, and contact the Director of Instructional Services.
- K-1 Staff are implementing the Really Great Reading curriculum.
- Second grade was trained on March 10<sup>th</sup> so they can prepare to implement the Really Great Reading program in 23-24.

- Really Great Reading will be used in Summer School as well.

### *Professional Development/Professional Learning Communities*

- Summer professional development is being scheduled. It includes:
  - Science of Reading support (2 workshops, a book study, and one class)
  - ELA Adoption support with a focus on Science of Reading (a standards review training day, a higher-level questioning workshop)
  - Math Implementation Support (an assessment alignment workshop, a workshop on using manipulatives in the classroom)
- Summer Curriculum Work Proposals are being turned in. These proposals are developed by staff and are targeted on curriculum and instruction related to their field of study (math, science, Industrial Technology, etc.)

### *Continuous Improvement*

- NWEA and NSCAS data will be collected and shared after spring testing. Continuous Improvement Plans will be reviewed and potentially changed after this review. The formal CIP data and plan review takes place in September each year.
- The District Leadership Team will be meeting to review and update the district plan. Typically, this review takes place in the fall of each year.
- All work will be aligned to the Board Strategic Plan (once it is complete).

### **Respectful Behavior**

- BIST training and support continues at the elementary.

### **Career Readiness**

- Grant funds are being used to:
  - Provide staff time and support for collaborating with local businesses and reviewing plans.
  - Providing materials for school-based businesses.

### *Grants*

- The Early Childhood Expansion grant was submitted to NDE (Nebraska Department of Education).
- A reVISION grant for high school career academies was submitted to NDE.
- Work has started on the 2023-2024 Head Start grant.
- A proposal has been sent to EUS#3 for the use of Perkins Grant funds.
- The ESSA (Every Student Succeeds Act) monitoring review was held and went well.

**Plattsmouth Community Schools**  
**Board of Education Report**  
**Amanda Wright**  
**Special Education Administrator**  
**May 8th, 2023**

**Special Education Student Numbers**

- Elementary: 96
- Middle School: 68
- High School: 80
- Non-Public: 16
- Total K-12: 260

**Non Public Consultation Meeting**

Districts are required to hold a non-public consultation meeting annually. Information pertaining to the consultation meeting is part of the IDEA grant application process. We plan on holding our consultation meeting on June 7th at 11:00 a.m. at the Administration building. Per requirements, notification of the meeting will be posted for public access. The meeting agenda will cover allocation of federal funds for providing special education services that attend non-public schools within our district, how we will spend those dollars, and how and where services to those identified students will be provided.

**2023-24 IDEA Application**

The IDEA application for federal special education funds opens on May 16th and is due on June 30th.

**MTSS Refresher Training**

MTSS (Multi-Tiered System of Supports) district teams have been re-established and they will meet with ESU #3 on May 11th for a refresher training on MTSS. Prior to the COVID 19 closure, the district had 3 MTSS teams; Math, ELA, and SEL (Social Emotional Learning) that were working on developing systematic support for students in these areas. We are ready to move forward to continue our work in supporting students through the MTSS model.

**Submitted**

Targeted Improvement Plan (TIP)  
Maintenance of Effort Compliance Standard

Bylaws of the Board - MeetingsRegular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president ~~it with the approval of the Board~~. Such meetings shall begin at ~~6~~7:00 p.m. unless otherwise designated by the president.

All meetings shall be held in the Board room at the Plattsmouth Community Schools Administrative Center unless otherwise designated by the president. ~~with the approval of the Board.~~

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference:     §79-554  
                           §79-555  
                           §84-1401

Date of Adoption: June 13, 2005

Reviewed: Aug. 11, 2008, Aug. 10, 2009, Sept. 3, 2010, Sept. 12, 2011, June 10, 2013, June 10, 2014, June 8, 2015, June 6, 2016, June 12, 2017, June 25, 2018, July 8, 2019, July 13, 2020, July 12, 2021, July 11, 2022

Community RelationsCommunity Use of School Facilities, Equipment, and Supplies

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy. The Plattsmouth Community School District reserves the right to make available only those facilities as deemed appropriate by the Board of Education.

Likewise, equipment and supplies are intended for the District's educational and extracurricular activity programs. District equipment and supplies will not be available for off-campus use by outside groups, or any individuals, unless otherwise approved by the Board of Education. For example, district tables, chairs, etc. will not be available for personal use at graduation receptions, wedding receptions, or other similar events.

1. Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

It shall be noted that the synthetic turf football/soccer/marching band field and baseball/softball field may be available on a limited basis to outside organizations. The ~~high school principal and activities director~~ Board of Education, in consultation with the Superintendent, will determine the extent to which synthetic turf fields are made available to applicants from outside organizations. The request to use turf fields will be placed on the Board agenda at the next regularly scheduled Board meeting if the request is submitted to the superintendent at least five (5) days prior to the Board of Education meeting. Regular Board meetings are typically scheduled for the second Monday of each month.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

2. Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon. In order for ~~all~~indoor facilities to be used during times that a District employee is not scheduled to work in the identified ~~facilities~~building, an employee of the District ~~or an active Board member~~ must be present to supervise the activity or the organization applying for use must pay for the wages of a District employee to supervise the event.

Furthermore, if ~~indoor~~ indoor facilities use includes a ~~competition~~tournament where outside teams are invited to participate and/or an event for which the Applicant will charge an admission fee for participants or spectators, the applying organization must pay for the cost of a custodian to work during all hours of the competition that take place on Saturday, Sunday, and any other days when school is not in session and/or a custodian is not typically scheduled to work. A custodian would need to be on-site at all facilities being used. The elementary/middle school is

considered one site, and the high school is considered an additional site. Thus, if both sites (elementary/middle school and high school) are used, two custodians are required).

For days when school is not in session and an admission fee is not being charged for participants or spectators, organizations using the indoor facility will need to complete all items on the Custodial Checklist and ensure that, as needed, trash is emptied, floors are swept, etc. Organizations that plan to use the facility, when school is not in session, will be required to submit a \$100 custodial security deposit. If items on the Custodial Checklist are not completed, the organization risks forfeiture of the security deposit.

For use of the auditorium light and sound equipment, an audio and lighting technician is required. For use of the kitchen, a food service staff member is required, when equipment (i.e. dishwasher, oven, steamers, etc.) other than the serving line is used.

Leases of school facilities, including use of facilities by another school district, shall require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities for sports that are currently in-season (according to the Nebraska School Activities Association).
- b. Events or activities for sports related to the building/facility being used, unless approved by the Activities Director. For example, if an organization involving middle school students wants to reserve the elementary gym and another organization involving elementary school students wants to reserve the elementary gym at the same time, the organization involving elementary school students would be given priority to use the elementary gym.
- c. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- d. Tax-supported agencies such as educational entities or units of city, county or state government.
- e. Nonprofit community agencies such as private educational agencies.
- f. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application

that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.
- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
  - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.
  - ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
  - iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. The Applicant, subject to approval of the Superintendent or the Superintendent's designee, may withdraw an accepted application. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburses the District for any expense the District has incurred.

### 3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
- i. Comply with all local, state and federal laws, including health and fire codes.
  - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
  - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.
- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
- i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
  - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.
  - iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
  - iv. Possesses a firearm or a weapon.
  - v. Engages in disorderly, lewd, or lascivious conduct.
  - vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- d. Condition of Premises. Applicant agrees to:

- i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
  - ii. Not use or allow any school equipment to be used without express approval of school administration.
  - iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
  - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
  - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
  - vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
  - vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
  - viii. Not cause or allow others to cause damage to school facilities or equipment.
    1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
    2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
    3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
  - ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean up shall be promptly completed. In the event the District provides the cleanup service, Applicant agrees to reimburse the District for the cost of such clean up.
  - x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.
- e. Financial Responsibility. Applicant agrees to:
- i. Procure, at it's own expense, a \$5,000,000 Comprehensive General Liability insurance policy naming the District as an additional insured or provide evidence of comparable insurance for each individual participant. This policy shall be written with a minimum of \$1,000,000 Combined

Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

- ii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities, including waiver of subrogation in favor of the District.

\*The insurance requirement is subject to waiver from \$5,000,000 Comprehensive General Liability to a minimum of \$1,000,000 Comprehensive General Liability by the PCS Board of Education in circumstances where the intended use presents very little potential for injury or damage and the requestor intends to use the facilities on a limited basis. In order to obtain a waiver, the requestor must complete form 1100C and submit it to the superintendent. The superintendent will work with Board of Education officers to place the waiver request on the Board agenda at the next regularly scheduled Board meeting if the request is submitted at least five (5) days prior to the Board of Education meeting. Regular Board meetings are typically scheduled for the second Monday of each month.

#### 4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur annually.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use, monitoring of the facility during a tournament, and clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.

- f. Supervision/Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
  - ~~g.~~ Security. Cost of providing security services when deemed necessary for the activity or event.
  - ~~h.~~ All organizations that are requesting to use PCS facilities for the purpose of working with children agree to have all coaches/sponsors complete the District Volunteer Application Process, with the cost to be paid by the organization.
- ~~g.~~

The fee schedule shall be applied evenly to all Applicants, except out-of-District Applicants, with the following exceptions:

**Option 1.** Hourly Use Fees for Practice/Rehearsal may be waived, when the organization agrees to comply with the *District Conditions for Facilities Use Fee Waiver* (see form 1100B), as described below.

#### District Conditions for Facilities Use Fee Waiver

1. The organization agrees to implement the skill development and training program recommended by the District, in concert with the Head Coach/Sponsor of the same sport/activity.
2. The organization agrees to have all coaches/sponsors complete the District Volunteer Application Process, with the cost to be paid by the organization.
3. The organization agrees to ensure equitable participation of all registered youth, with the exception of an all-star/select team that is compiled from rosters of all registered youth.
4. The organization agrees to provide the District with written documentation of official non-profit status [501(c)(3) or equivalent], or evidence that the organization is in the process of obtaining such status, prior to use of facilities. Information about obtaining 501(c)(3) status is available from the Internal Revenue Service  
<http://www.irs.gov/charities/article/0%2C%2Cid=96109%2C00.html>.

**Option 2.** Hourly Use Fees for Practice/Rehearsal may be waived; when the organization receives approval from the Board of Education as a civic organization that is designed to support the District's mission of working in partnership to ensure civic engagement and the activity or event is designed to serve students of the District. Board approval must be obtained prior to facility use.

**Option 3.** If the youth organization believes it is not able to continue as a viable entity, even with the opportunities provided in Options 1 or 2, the District will consider taking on oversight of the youth organization.

5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

Date of Adoption: Jan. 9, 2006

Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009

Revised: Feb. 8, 2010

Reviewed: Mar. 8, 2010, Mar. 14, 2011

Revised: Dec. 12, 2011, Jan. 14, 2013, Sep. 9, 2013, Nov. 11, 2013

Reviewed: Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021

Revised: Sept. 13, 2021

Revised: July 11, 2022

Revised: September 12, 2022

Reviewed: Feb. 13, 2023

Revised: May 8, 2023

**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT APPLICATION  
FOR USE OF SCHOOL FACILITIES  
(Reviewed annually by the Board of Education)**

Name of Organization Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Organization and Type of Activity or Event**

- \_\_\_\_\_ Event or activity that is designed to serve students of the District. *Describe:* \_\_\_\_\_
- \_\_\_\_\_ Tax-supported agency such as educational entity or unit of city, county or state government. *Describe:* \_\_\_\_\_
- \_\_\_\_\_ Nonprofit community agency such as a private educational agency. *Describe:* \_\_\_\_\_
- \_\_\_\_\_ Group in which the majority of the members reside within the District. *Describe:* \_\_\_\_\_
- \_\_\_\_\_ Other. *Describe:* \_\_\_\_\_

Facilities Requested. Building: \_\_\_\_\_ Areas: \_\_\_\_\_

<b><u>Practice/Rehearsal:</u>Dates &amp; Times Requested (complete below or attach a separate sheet with the requested schedule):</b>				
<u>Dates</u>	<u>Days of the Week</u>	<u>Time(s)</u>	<u>Repeating (Yes/No)</u>	<u>Total # of Hours</u>
<b><u>Tournament or Event with admission fees for participants or spectators</u>Competitions: Dates &amp; Times Requested (complete below or attach a separate sheet with the requested schedule):</b>				
<u>Dates</u>	<u>Days of the Week</u>	<u>Time(s)</u>	<u>Repeating (Yes/No)</u>	<u>Total # of Hours</u>

**Details of Use (Attach an additional explanation if needed)**

Describe the Type of Activity or Event: \_\_\_\_\_

No. of Anticipated Users and Spectators: \_\_\_\_\_ Concessions/Food Served: Yes No Describe: \_\_\_\_\_

Set Up or Tear Down Required by District: \_\_\_\_\_

Type of Cleaning Required During and Afterwards: \_\_\_\_\_

Special Equipment to be Used (District & Organization): \_\_\_\_\_

**FEES (To Be Completed by Superintendent or Superintendent's Designee; see page 2)**

**Policy Compliance and Acceptance of Liability**

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured or provide evidence of comparable insurance for each individual participant. This policy shall be written with a minimum of \$5,000,000 Comprehensive General Liability insurance policy naming the District as an additional insured and \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use. This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Plattsmouth Community Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

\_\_\_\_\_  
Name, Position Signature Date

\_\_\_\_\_  
Name, Position Signature Date

Rev. Sep. 9, 2013, Jan. 13, 2014, Apr. 14, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021

Revised: Sept. 13, 2021, Feb. 14, 2022, July 11, 2022, Feb. 13, 2023

**SCHEDULE OF FEES**

**(To be completed by the Superintendent or the Superintendent’s Designee)**

**PLATTSMOUTH EARLY CHILDHOOD, ELEMENTARY, MIDDLE, AND HIGH SCHOOLS**

**FACILITIES HOURLY USE FEES SCHEDULE**

(does not include fees for custodial services, audio/lighting technician, food service, etc.)

*\*FEES ARE DOUBLE FOR GROUPS NOT RESIDING IN THE PLATTSMOUTH DISTRICT, except that they shall pay \$125/hr. for use of the synthetic turf football/soccer/marching band field or baseball/softball field. If lights are needed for these fields, there will be an additional fee of \$75 per hour.\**

<p><b>Practice/Rehearsal Hours</b> OR</p> <p>___ Fees are waived because the organization agrees to the <i>District Conditions for Fee Waivers</i> identified in Board Policy 1100 OR</p> <p>___ Fees are waived because this is deemed a civic organization that helps promote the District’s mission of working in partnership to ensure Civic Engagement and the activity is designed to serve students of the District (Requires Board of Education Approval)</p> <p style="text-align: right;">Date of BOE Approval _____, 20__</p>	<p><b>\$5 per hour</b></p>
<p><b><u>Tournament Competition Hours</u></b></p>	<p><b>\$105 per hour</b> <b><u>(effective Aug. 1, 2023)</u></b></p>

\*Supervision fees will be assessed when a District employee or Board member is not present to supervise the activity)

**Gym, Fitness Center/Wrestling Room, Commons, Lunchroom, or Media Center**

<b>Fee for facilities use (see schedule above)</b>	<b>Total hrs. requested</b> _____	<b>Item cost \$</b> _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____
Supervision @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____

**Auditorium**

<b>Fee for facilities use (see schedule above)</b>	<b>Total hrs. requested</b> _____	<b>Item cost \$</b> _____
Audio and lighting technician @ \$20 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____
Supervision @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____

**Kitchen**

<b>Fee for facilities use (see schedule above)</b>	<b>Total hrs. requested</b> _____	<b>Item cost \$</b> _____
Food service staff member @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____

**Athletic Fields**

<b>Fee for facilities use (see schedule above)</b>	<b>Total hrs. requested</b> _____	<b>Item cost \$</b> _____
Custodial Service @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____

**Classroom**

<b>Fee for facilities use (see schedule above)</b>	<b>Total hrs. requested</b> _____	<b>Item cost \$</b> _____
Supervision @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____

**Administration Center Board Room or Conference Room**

<b>Fee for facilities use (see schedule above)</b>	<b>Total hrs. requested</b> _____	<b>Item cost \$</b> _____
Supervision @ \$20.00 per hr. (\$40 min.)	<b>Total hrs. needed</b> _____	<b>Item cost \$</b> _____





**Plattsmouth Community School District Central Office**  
**1912 Old Highway 34**  
**Plattsmouth, NE 68048**

**Dr. Richard E. Hasty, Superintendent**  
**Dr. Cherie Larson, Director of Instructional Services**  
**Mrs. Amanda Wright, Special Education Administrator**

*Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment.*

**Phone: (402) 296-3361 Fax: (402) 296-2667**

**[www.pcsd.org](http://www.pcsd.org)**

**1100B Agreement to Comply with**  
**District Conditions for Facilities Use Fee Waiver**

I, \_\_\_\_\_, certify that I am the head of the \_\_\_\_\_ organization and the organization wishes to have Hourly Use Fees for Practice/Rehearsal waived, pursuant to Option 1, District Conditions for Fee Waivers, found in Board Policy 1100.

Initials

\_\_\_\_\_ 1. I agree that the organization, and any coaches from the organizations, will implement the skill development and training program recommended by the District, in concert with the Head Coach/Sponsor of the same sport/activity.

\_\_\_\_\_ 2. I agree to have all coaches/sponsors complete the District Volunteer Application Process, with the cost to be paid by the organization.

\_\_\_\_\_ 3. I agree to ensure that our organization provides equitable participation of all registered youth, with the exception of an all-star/select team that is compiled from rosters of all registered youth.

\_\_\_\_\_ 4. I agree to provide the District with written documentation of official non-profit status [501(c)(3) or equivalent], or evidence that the organization is in the process of obtaining such status, prior to use of facilities. I understand that information about obtaining 501(c)(3) status is available from the Internal Revenue Service <https://www.irs.gov/charities-and-nonprofits>.

I further agree that the request is being made of my own free will, based on the best interest of the organization, and I am not being unduly influenced by anyone from the District to meet the identified requirements. I understand that it is my responsibility to contact the Head Coach of the same sport to identify the skill development and conditioning program that is recommended by the District. I understand the District Volunteer Application Process may take anywhere from a few days to several weeks to complete, and any potential coach will not be allowed to use school facilities, until he/she is on the District's Approved Volunteer List. I understand fees for the District Volunteer Application Process must be paid at the time of application. Prior to the start of the season, I will inform all coaches of the requirement to provide equitable participation of all registered youth. I will ensure all items are completed in a timely manner.

\_\_\_\_\_  
Name, Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Attach to 1100A Application for Use of School Facilities**

Rev. Sep. 9, 2013, Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020,  
Reviewed: Feb. 8, 2021, Sept. 13, 2021, Feb. 14, 2022, July 11, 2022, Feb. 13, 2023, May 8, 2023



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**1100C Request for Waiver of \$5,000,000 Comprehensive General Liability Insurance to Require a Minimum of \$1,000,000 Comprehensive General Liability Insurance**

I, \_\_\_\_\_, certify that I am the head of the \_\_\_\_\_ organization and the organization wishes to have the \$5,000,000 Comprehensive General Liability Insurance requirement waived with the understanding that our organization will provide a minimum of \$1,000,000 Comprehensive General Liability Insurance with PCS listed as an additional insured on the policy.

**Initials**

\_\_\_\_\_ **1. I agree that our organization will utilize facilities in a low-risk manner on a limited basis (list the proposed dates of usage: \_\_\_\_\_) for the following purpose(s):**

\_\_\_\_\_.

\_\_\_\_\_ **2. I agree to provide the District with written documentation of official non-profit status [501(c)(3) or equivalent], or evidence that the organization is in the process of obtaining such status, prior to use of facilities. I understand that information about obtaining 501(c)(3) status is available from the Internal Revenue Service <https://www.irs.gov/charities-and-nonprofits>.**

I further agree that the request is being made of my own free will, based on the best interest of the organization, and I am not being unduly influenced by anyone from the District to meet the identified requirements. I understand that the fees for facilities use should be paid at the time of application. I will ensure all items are completed in a timely manner.

\_\_\_\_\_  
Name, Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

Name, Position

---

Signature

---

Date

This request will be placed on the Board agenda at the next regularly scheduled Board meeting if the request is submitted to the superintendent at least five (5) days prior to the Board of Education meeting. Regular Board meetings are typically scheduled for the second Monday of each month.

\*Attach to 1100A Application for Use of School Facilities

Rev. Sep. 9, 2013, Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020,  
Reviewed: Feb. 8, 2021, Sept. 13, 2021, Feb. 14, 2022, July 11, 2022, Sept. 12, 2022, Feb. 13, 2023, May 8, 2023

InstructionActivity Funds Management

School activity funds may be expended only for purposes which may benefit the student body of the school. All rules, regulations, and procedures for the conduct, operation and maintenance of extra-curricular accounts, and for the safe-guarding, accounting and auditing of all monies received and derived there from are to contribute to that objective.

The accounting system for managing student activity funds shall be designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine. The business manager shall manage the activities fund and serve as its treasurer. Funds in an activity's account after the activity ceases to exist (including graduating classes) shall be transferred to the general activities fund.

Date of Adoption: March 13, 2006

Reviewed: Nov. 12, 2007, Nov. 10, 2008, Nov. 9, 2009, Nov. 8, 2010, Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013, Nov. 10, 2014, Nov. 9, 2015, Nov. 14, 2016, Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020, Dec. 14, 2020, Jan. 10, 2022, Dec. 12, 2022

Revised: May 8, 2023



InstructionSelection and Review of Instructional and Media MaterialsA) Assignment of Responsibility

The Board of Education reserves responsibility for the final acquisition and removal of materials, but the responsibility for the selection and de-selection of ~~instructional~~ materials is delegated to the Superintendent, with the assistance of the Director of Instructional Services (DIS), and other instructional and media staff, to establish procedures and regulations for the selection ~~of instructional~~ and de-selection of media instructional and media materials, reviewing their effectiveness, and dealing with complaints concerning instructional and media materials. ~~The Superintendent may establish committees consisting of teachers and media staff to assist with these responsibilities.~~

B) Criteria for Instructional Materials

The selection of instructional materials shall be made in accordance with Board of Education policies, legal requirements, and reflect the following philosophy:

1. To provide materials that will stimulate growth in factual knowledge, practical skills, literary appreciation, aesthetic values, and ethical standards.
2. To provide a background of information which will enable students to make intelligent judgments in their daily life.
3. To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical thinking and analysis.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudices in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional materials.
7. Selection criteria shall also consider the criteria that could later lead to its de-selection, as set forth below.

C) Criteria for Media Materials

The selection of media materials shall be made in accordance with Board of Education

policies, legal requirements, and reflect the following philosophy:

To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interest, ability, socio-economic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American World Heritage and Culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide qualified professional personnel to serve teachers and students.

Selection criteria shall also consider the criteria that could later lead to its de-selection, as set forth below.

D) Criteria for De-Selection

The criteria for de-selection shall be centered on the criteria for selection of instructional and media materials as previously set forth. Specific criteria for de-selection shall further include:

1. physical condition of the material,
2. physical space availability for the material considering value of competing materials,
3. educational significance,
4. appropriateness for the targeted audience,
5. accuracy, superseded by more current materials, or subject matter no longer needed to support the curriculum,
6. translation integrity where applicable,
7. potential or past demand, and
8. obscene, excessively vulgar, or harmful to minors.

Those considering de-selection may also solicit any professional written reviews of the material, ratings of the material (such as the Motion Picture Association of America ratings for movies), and any comments by library experts and appropriate audiences.

E) Procedures for Reconsideration of Materials

Occasional objections to some materials may be voiced despite the care taken in selection and qualification of the personnel selecting materials. The following procedures apply equally to all complaints whether they be from students, parents, school personnel or district patrons.

1. Complaints should be presented to the Principal of the school where the material is used. In the event the person with the concern does not wish to make a formal complaint, the concern may be expressed to the Principal at the school at which the material was received. The Principal shall submit informal concerns to the Superintendent for the Superintendent's consideration.
2. **Formal complaints about instructional materials must be presented in writing on a form approved by the board of education.** In the absence of such a form, the complainant shall be required to submit a written complaint setting forth: complainant's identity, material challenged, detailed statement of reason(s) for challenging the material, action the complainant is requesting, and such other information as the Principal may reasonably request.
3. When a formal written complaint is completed and returned to the principal, the principal will discuss the issue and the procedures to be followed in resolving the issues with the person filing the complaint. The principal with whom the complaint was filed shall notify the other school administrators and also advise those faculty members who may use the instructional material, or the media staff in the case of media material, that a complaint has been filed. ~~The school administrators (principal and DIS) shall decide whether to appoint a building-level review committee or a district-level review committee to study the complaint. The principals will convene building-level review committees. These building-level committees shall consist of five or more committee members composed of staff and community patrons. The Director of Instructional Services superintendent of schools or his designee will convene district-level review committees. These district-level committees shall consist of five or more members composed of staff from the affected building(s) and at least two representatives that are taxpayers in our school district or parents of a currently-enrolled student in our school district.~~ community patrons.
4. The review committees shall consider the de-selection criteria, along with district philosophy, the professional judgment of teachers, reviews of the material by other competent authorities, compatibility with the school district's adopted curriculum, the teacher's stated goals, as well as the views of the complainant. The review committee's recommendation and all accompanying rationale shall be forwarded to the board of education for its review and final decision. The school board's decision may be to remove the material in question from district use, to modify the material for continued uses, or to reject the complaint and continue to use the material. The final decision shall be communicated to the person filing the complaint.
5. Any materials identified in a complaint may remain in use pending its review and its disposition by the board of education. Principals may, upon written request of parent(s), excuse students from using the material, or may direct teachers to use suitable substitutes, and in the case of challenged media material the Principal may place the material on a reserve shelf where it may be checked out by students

only with written parent permission. However, the school shall reserve the right to require students to use material or to engage in activities which are a part of regular and/or required curricular activities.

6. Where the same or essentially the same materials have been the subject of a challenge which has been decided by the board, and another complaint is made against the material by either the same or a different person, the complaint shall be considered by the Superintendent or designee, who may deny the complaint without **following the review** procedure. In considering the complaint, the ~~Director of Instructional Services~~ Superintendent or designee ~~Superintendent~~ shall consider whether the complaint raises any substantially different issue than that previously decided by the board.

Date of Adoption: [Insert Date]

Instruction

**CHALLENGE TO INSTRUCTIONAL MATERIALS FORM**

Type of Material: \_\_\_\_\_ Book \_\_\_\_\_ Magazine/Periodical \_\_\_\_\_ Film \_\_\_\_\_  
Other (Please specify) \_\_\_\_\_

Author (if known) \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Person making complaint: \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ Him/herself  
\_\_\_\_\_ Organization \_\_\_\_\_  
\_\_\_\_\_ Other group \_\_\_\_\_

1. To what portion of the material do you object? (Please be specific, cite pages, scenes, etc.)  
\_\_\_\_\_
2. What do you feel might be the negative result of reading/viewing/hearing this material?  
\_\_\_\_\_
3. For what age group would you recommend this material? \_\_\_\_\_
4. Is there anything good about this material? \_\_\_\_\_
5. Did you read/view/hear all of the material? \_\_\_\_\_ If not, what parts did you read/view/hear? \_\_\_\_\_
6. Are you aware of the professional reviews/judgment of this material? \_\_\_\_\_
7. What do you believe is the theme and/or intention of this material? \_\_\_\_\_
8. What would you like the school to do about this material?  
 \_\_\_\_\_ Do not assign it to my child.  
 \_\_\_\_\_ Do not assign it to my students.  
 \_\_\_\_\_ Withdraw it from the library and/or instructional program.  
 \_\_\_\_\_ Refer it for evaluation.
9. In its place, what material would you recommend? \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

## LEASE AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This Agreement, made and entered into this 17th day of August 2023, by and between St. John the Baptist (Private School) a non-profit corporation, located in Plattsmouth in Cass County, Nebraska, hereinafter designated as First Party, and Plattsmouth Community School District (Public School) No. 1, in Cass County, Nebraska, located in Plattsmouth, Nebraska, hereinafter designated as Second Party.

### WITNESSETH:

WHEREAS, Second Party has been approved as a local educational agency to carry on a project for educationally disadvantaged children under Title I of the No Child Left Behind Act, Public Law 107-110, Title I said project being courses/activities in St. John the Baptist to be offered during the 2023/2024 school year; and

WHEREAS, in the geographical area of Plattsmouth and contiguous areas in Cass County there are many children who would not participate in the necessary training in said courses/activities if the above-mentioned project were not to be undertaken by Second Party, and such educationally disadvantaged children are not only enrolled in the public school system but a substantial number are enrolled in private schools; and the Second Party desires to comply with Section 1120 of Public Law 107-110 which apply to the above program for said courses/activities; and

WHEREAS, the Second Party, as the local educational agency, is authorized by Nebraska Supreme Court to use the federal funds that are made available for the above-mentioned project for acquiring leasehold interests; and

WHEREAS, the above-described project for said courses/activities does not and will not duplicate or replace, either in whole or in part, any course/activity of study in the present curricula of either the public schools or the private schools in Plattsmouth and its environs, and the opportunity to participate in said project of private school children who reside in the area should be substantially comparable to that of public school children residing in the area, and

WHEREAS, it is explicitly agreed that the carrying on of this Title I project and the classes to be conducted as a part of said project will not directly or indirectly release, for religious or educational purposes, money that the First Party now has on hand or would have on hand. Further, First Party warrants and covenants that the carrying on of this project will not in any way free or make available to the First Party money for other uses, and further that if at any time during the project money for funds of the First Party are freed or made available for other uses by reason of this project then the First Party will promptly notify the Second Party.

NOW, THEREFORE, the parties do covenant and agree as follows:

1. First Party hereby leases to the Second Party one classroom at the rate of \$1.00 per year or an equivalent amount for partial usage together with reasonable ingress and agrees with said classroom being located in First Party's school building, located in St. John the Baptist and said classroom being more specifically identified as follows: the Title I room in the St. John the Baptist building located at 500 South 18<sup>th</sup> Street, Plattsmouth, Nebraska 68048.
2. The term of this lease shall be from this date to the August 16, 2024 on the days of Monday through Friday of each calendar week, and during the time when the Title I, Part A sponsored classes are in progress.
3. As consideration for the lease of the above premises the Second Party agrees to pay the First Party the sum of one dollar.
4. First Party in consideration for the payment by Second Party as set out in the preceding paragraph agrees to deliver possession of the above-described classroom to the Second Party during the times set out in paragraph 2 above, and

- (a) That said classroom, when possession is delivered to the Second Party, shall not contain objects, pictures or other articles having a religious meaning or connotation.
- (b) The Second Party, during the times set out in paragraph 2 above, shall have full and absolute control of said classroom during the periods of its possession.
- (c) That Second Party shall have complete and absolute control over the educational program that it offers during the periods of its possession of said classroom.
- (d) The First Party will exercise due care in protecting the Title I equipment and materials which might, from necessity, be stored in said classroom.

5. Second Party agrees that it will use said classroom for carrying on said educational projects under Title I of the No Child Left Behind Act of 2001, Public Law 107-110, and for no other purpose whatever; that it will not sublet or assign said classroom without the written consent of First Party; that it will use due care in protecting said classroom from damage; that it will pay the rental set out in paragraph 3 above except and unless said classroom cannot be used by reason of fire or any other reason; that, on or before the August 16, 2023, it will surrender possession of said classroom(s); and Second Party further specifically agrees:

That the program of said educational projects offered in said classroom shall be open to all otherwise eligible children without regard to religious affiliation, race, color, sex or school enrollment, and it is explicitly agreed that any project carried on by virtue of this lease will not allow classes which are separated by school enrollment or religious affiliation of the children.

6. The parties agree it is the intention of this lease agreement that the classrooms described in paragraph 1 above shall, during the periods of Second Party's possession as set out in paragraph 2 above, be for all intents and purposes public school premises, wholly subject to the control and regulation of the Second Party.

7. This lease shall be binding upon the parties hereto provided in the above mentioned project and the provisions of this lease are reviewed by the Nebraska Department of Education.

IN WITNESS WHEREOF, the parties have executed this lease agreement by their duly authorized representatives.

By Dr. Tina Deck April 14, 2023  
(Private School Official) (Date)

By \_\_\_\_\_  
(Public School Authorized Representative) (Date)

# PLATTSMOUTH COMMUNITY SCHOOLS



## SUPPORT STAFF HANDBOOK 2023-2024

PLATTSMOUTH COMMUNITY SCHOOLS  
2023-2024





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# **Welcome to Plattsmouth Community Schools 2023-2024**

**As support staff, you touch the hearts and minds of students every school day. Your interactions with staff and students will establish the climate for learning with the students with and without special needs.**

**Many times you will be the adult in the school building who connects with the student. You will be the one to motivate, to encourage, and to establish those high expectations.**

**You are needed-----every day-----by the students, the teachers, and the administration.**

**Never underestimate your importance to the effective operation of the school!**





# Plattsmouth Community School District

**The mission of the Plattsmouth Community School District is to work in partnership to ensure**

**Academic Success  
Respectful Behavior  
Career Readiness**

**All Means All: Inclusion is Essential**

*Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment.*

# Plattsmouth Community Schools 2023-2024 Calendar

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

- 7-9 PD New Teachers
- 10-15 PD All Staff/No Students
- 16 First Day of School 1st-9<sup>th</sup>; PM Kind.
- 17 First Day of School for AM Kind., 10<sup>th</sup>-12<sup>th</sup>
- 16-21 Early Childhood Home Visits
- 22 First Day for Early Childhood

September

- 4 No School - Staff & Students
- 8 No School - Teacher PD
- 13 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 11 End of 1<sup>st</sup> Qtr.=39 student days
- 11 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 12 No Students-PD for All Teachers
- 12 P/T Conferences: ES 4:30 PM-7:30 PM
- 13 No School for Staff & Students- Teacher Comp. Day

November

- 8 EC P-T Home Visits: 4:30 PM-7:30 PM
- 9 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 10 EC P-T Home Visits: 8 AM-4 PM, No classes
- 22 No School for Staff & Students
- 23-24 No School for Staff & Students
- 27 No Students - Teacher Planning

December

- 21 End of 2<sup>nd</sup> qtr.=45 student days, End of 1<sup>st</sup> semester  
Student days=84, Teacher days=91(Oct. 13 is a comp. day)
- 21-29 No School- Staff & Students

January

- 1-2 No School- Staff & Students
- 3 No Students-PD for All Teachers
- 4 First Day of Second Semester
- 15 No School for Staff & Students

February

- 7 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 19 No Students-PD for All Teachers
- 21 & 22 P-T Conferences: EC 4:30 PM-7:30 PM
- 23 P-T Conferences: EC All Day, No classes at EC

March

- 6 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 7 P/T Conferences: ES 4:30 PM-7:30 PM
- 7 End of 3<sup>rd</sup> Qtr.=44 student days
- 8 No Students - PD for All Teachers
- 11-15 No School-Spring Break (3/17 is a Teacher Comp. Day)
- 29 No School - Staff and Students

April

- 1 No School - Staff & Students

May

- 8 & 9 PT Conferences: EC 4:30 PM-7:30 PM
- 10 P-T Conferences: EC 8 AM-4 PM, No classes at EC
- 13 EC Comp. Day, No classes at EC
- 19 High School Graduation
- 23 Half Day for Students - End of 4<sup>th</sup> Qtr.=46.5 student days, End of 2<sup>nd</sup> Semester=90.5 student days
- 24 No Students-PD for All Teachers, Teacher days=95 (Mar. 15 is a comp. day)
- 23-24 Inclement weather make-up days, PD

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Parent/Teacher Conferences
	No School for Staff & Students
	Planning day - No students

**Plattsmouth Community Schools  
Classified Employees Semi-Monthly  
Pay Calendar  
2023-24 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
June/July	26	27	28	29	30	1	2	Thursday	
July	3	4	5	6	7	8	9	August 3, 2023	2
July	10	11	12	13	14	15	16	Friday	
July	17	18	19	20	21	22	23	August 18, 2023	2
July	24	25	26	27	28	29	30		
August	31	1	2	3	4	5	6	Friday	
August	7	8	9	10	11	12	13	September 1, 2023	3
August	14	15	16	17	18	19	20	Monday	
August	21	22	23	24	25	26	27	September 18, 2023	2
Aug/Sept	28	29	30	31	1	2	3	Tuesday	
Septembe	4	5	6	7	8	9	10	October 3, 2023	2
Septembe	11	12	13	14	15	16	17	Wednesday	
Septembe	18	19	20	21	22	23	24	October 18, 2023	2
Sept/Oct	25	26	27	28	29	30	1		
October	2	3	4	5	6	7	8	Friday	3
October	9	10	11	12	13	14	15	November 3, 2023	
October	16	17	18	19	20	21	22	Friday	
October	23	24	25	26	27	28	29	November 17, 2023	2
Oct/Nov	30	31	1	2	3	4	5	Friday	
November	6	7	8	9	10	11	12	December 1, 2023	2
November	13	14	15	16	17	18	19	Monday	
November	20	21	22	23	24	25	26	December 18, 2023	2
Nov/Dec	27	28	29	30	1	2	3	Wednesday	
December	4	5	6	7	8	9	10	January 3, 2024	2
December	11	12	13	14	15	16	17		
December	18	19	20	21	22	23	24	Thursday	
Dec/Jan	25	26	27	28	29	30	31	January 18, 2024	3
January	1	2	3	4	5	6	7	Friday	
January	8	9	10	11	12	13	14	February 2, 2024	2
January	15	16	17	18	19	20	21	Friday	
January	22	23	24	25	26	27	28	February 16, 2024	2
Jan/Feb	29	30	31	1	2	3	4	Friday	
February	5	6	7	8	9	10	11	March 1, 2024	2
February	12	13	14	15	16	17	18	Monday	
February	19	20	21	22	23	24	25	March 18, 2024	2
Feb/Mar	26	27	28	29	1	2	3	Wednesday	
March	4	5	6	7	8	9	10	April 3, 2024	2

**Plattsmouth Community Schools  
Classified Employees Semi-Monthly  
Pay Calendar  
2023-24 School Year**

March	11	12	13	14	15	16	17	Thursday	
March	18	19	20	21	22	23	24	April 18, 2024	2
Mar/Apr	25	26	27	28	29	30	31	Friday	
April	1	2	3	4	5	6	7	May 3, 2024	2
April	8	9	10	11	12	13	14	Friday	
April	15	16	17	18	19	20	21	May 17, 2024	2
April	22	23	24	25	26	27	28	Monday	
May	29	30	1	2	3	4	5	June 3, 2024	2
May	6	7	8	9	10	11	12	Tuesday	
May	13	14	15	16	17	18	19	June 18, 2024	2
May	20	21	22	23	24	25	26	Wednesday	
May/June	27	28	29	30	31	1	2	July 3, 2024	2
June	3	4	5	6	7	8	9		
June	10	11	12	13	14	15	16	Thursday	
June	17	18	19	20	21	22	23	July 18, 2024	3

**Plattsmouth Community Schools  
Classified Employees Monthly Pay  
Calendar  
2023-24 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
July	10	11	12	13	14	15	16	Friday August 18, 2023	4
July	17	18	19	20	21	22	23		
July	24	25	26	27	28	29	30		
July/Aug	31	1	2	3	4	5	6		
August	7	8	9	10	11	12	13	Monday September 18, 2023	5
August	14	15	16	17	18	19	20		
August	21	22	23	24	25	26	27		
Aug/Sept	28	29	30	31	1	2	3		
September	4	5	6	7	8	9	10		
September	11	12	13	14	15	16	17	Wednesday October 18, 2023	4
September	18	19	20	21	22	23	24		
Sept/Oct	25	26	27	28	29	30	1		
October	2	3	4	5	6	7	8		
October	9	10	11	12	13	14	15	Friday November 17, 2023	5
October	16	17	18	19	20	21	22		
October	23	24	25	26	27	28	29		
Oct/Nov	30	31	1	2	3	4	5		
November	6	7	8	9	10	11	12		
November	13	14	15	16	17	18	19	Monday 12/16/2023	4
November	20	21	22	23	24	25	26		
Nov/Dec	27	28	29	30	1	2	3		
December	4	5	6	7	8	9	10		
December	11	12	13	14	15	16	17	Thursday January 18, 2024	4
December	18	19	20	21	22	23	24		
December	25	26	27	28	29	30	31		
January	1	2	3	4	5	6	7		
January	8	9	10	11	12	13	14	Friday February 16, 2024	5
January	15	16	17	18	19	20	21		
January	22	23	24	25	26	27	28		
Jan/Feb	29	30	31	1	2	3	4		
February	5	6	7	8	9	10	11		

**Plattsmouth Community Schools  
Classified Employees Monthly  
Pay Calendar  
2023-24 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks
February	12	13	14	15	16	17	18	Monday 3/18/20234	4
February	19	20	21	22	23	24	25		
Feb/Mar	26	27	28	29	1	2	3		
March	4	5	6	7	8	9	10		
March	11	12	13	14	15	16	17	Thursday April 18, 2024	4
March	18	19	20	21	22	23	24		
March	25	26	27	28	29	30	31		
April	1	2	3	4	5	6	7		
April	8	9	10	11	12	13	14	Friday May 17, 2024	5
April	15	16	17	18	19	20	21		
April	22	23	24	25	26	27	28		
April/May	29	30	1	2	3	4	5		
May	6	7	8	9	10	11	12		
May	13	14	15	16	17	18	19	Tuesday June 18, 2024	4
May	20	21	22	23	24	25	26		
May/June	27	28	29	30	31	1	2		
June	3	4	5	6	7	8	9		
June	10	11	12	13	14	15	16	Thursday July 18, 2024	5
June	17	18	19	20	21	22	23		
June	24	25	26	27	28	29	30		
July	1	2	3	4	5	6	7		
July	8	9	10	11	12	13	14		
February	12	13	14	15	16	17	18	Monday 3/18/20234	4
February	19	20	21	22	23	24	25		
Feb/Mar	26	27	28	29	1	2	3		
March	4	5	6	7	8	9	10		
March	11	12	13	14	15	16	17	Thursday April 18, 2024	4
March	18	19	20	21	22	23	24		
March	25	26	27	28	29	30	31		
April	1	2	3	4	5	6	7		
April	8	9	10	11	12	13	14	Friday May 17, 2024	5
April	15	16	17	18	19	20	21		
April	22	23	24	25	26	27	28		
April/May	29	30	1	2	3	4	5		
May	6	7	8	9	10	11	12		
May	13	14	15	16	17	18	19	Tuesday June 18, 2024	4
May	20	21	22	23	24	25	26		
May/June	27	28	29	30	31	1	2		
June	3	4	5	6	7	8	9		
June	10	11	12	13	14	15	16	Thursday July 18, 2024	5
June	17	18	19	20	21	22	23		
June	24	25	26	27	28	29	30		
July	1	2	3	4	5	6	7		
July	8	9	10	11	12	13	14		



Our staff is encouraged to be consistent in their attendance. Relationships formed by daily interactions with students are an important part of their positions. When staff is absent, the disruption in a student's routine may affect both academics & behaviors. Sometimes being absent cannot be avoided, but if at all possible, we need everyone here to do the critical job of educating our youth.

## Plattsmouth Community School District

### SUPPORT STAFF EVALUATION FORM 2023-2024

EMPLOYEE NAME: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_

BUILDING: \_\_\_\_\_ JOB DESCRIPTION TITLE: \_\_\_\_\_

<b>WORK PERFORMANCE</b> <small>(any area(s) identified as "Does Not" meet District Expectations will require development of a performance plan)</small>	DISTRICT EXPECTATIONS		<b>SUPERVISOR COMMENTS</b> <b>Must make a comment for each area</b>
	Does	Does Not	
<b>Attendance/Punctuality:</b> Arrives on time, rarely absent. Follows proper reporting procedures when an absence is unavoidable.			
<b>Personal Appearance:</b> Cleanliness, grooming, appropriate apparel.			
<b>Attitude:</b> Enthusiasm for work, willing to meet job requirements, readily accepts suggestions, is loyal to job and employer.			
<b>Confidentiality:</b> Handles confidential information properly.			
<b>Public Relations:</b> Deals tactfully and courteously with members of the community, administrators, teachers, parents and students.			
<b>Initiative:</b> Sees things to do and does them, seeks ways of improving job performance.			
<b>Relationships With People:</b> Ability to get along with others, good relations with coworkers, good team worker.			
<b>Environmental Health/Safety:</b> Complies with district policies relative to safety and environmental programs, participates in training seminars, identifies and reports unsafe conditions promptly and uses equipment provided.			
<b>Overall Job Performance:</b> Meeting the overall expectations of the assignment			<b>Overall Job Performance Comments:</b>

The employee's signature on this report does not represent either acceptance or approval of the appraiser's evaluation. The employee may attach to this form any statements of clarification or rebuttal.

\_\_\_\_\_  
Supervisor/Director/Principal Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Goal for 2024-2025 School Year:**

**PLATTSMOUTH COMMUNITY SCHOOLS  
Performance Plan**

**Name:**

**Date:**

**Building:**

**Title:**

**List the specific job skills to be improved:**

1. Work Performance Area:

Improvement Goal:

2. Work Performance Area:

Improvement Goal:

**Strategies for Improvement:**

**Evaluation Timeline (when and how):**

The employee's signature on this report does not represent either acceptance or approval of the performance plan. The employee may attach to this form any statements of clarification or rebuttal.

**Employee's Comments (optional):**

\_\_\_\_\_  
Date                      Employee's Signature                      Teacher Supervisor Signature                      Bldg. Prin. Initials

Distribute copies to: Employee, Supervisor, Building Principal, Asst SpEd Director

**PLATTSMOUTH COMMUNITY SCHOOLS  
Performance Plan**

**Name:**

**Date:**

**Building:**

**Title:**

**List the specific job skill(s) to be improved:**

1. Work Performance Area: Attendance/Punctuality

*(refer to the work performance area from the evaluation form that is deficient)*

Improvement Goal: XXX will demonstrate reliable and dependable attendance.

*(describe the deficiency – what caused you to mark the area as not meeting district expectations – also list any formal or informal meetings that took place to address the issue)*

From the time school began in XXX until XXX, there have been a total of 53 work days. XXX has missed 12 of those 53 work days (22.6%). The concern with absences has been discussed with XXX many times by both the classroom teacher and the principal. A meeting was held on XXX with XXX, the classroom teacher and the principal to go over the concerns again and to discuss this plan.

2. Work Performance Area: Attendance/Punctuality

Improvement Goal: XXX will clock in and out appropriately, including taking a 30 minute lunch daily unless instructed otherwise or getting prior permission by her supervisor.

Concerns were expressed about XXX not clocking out for a full 30 minute lunch break even though she was not working with children during a 30 minute period daily. These concerns were discussed during a meeting held on XXX with XXX, classroom teacher, and principal.

**Strategies for Improvement:**

*(what exactly do you want the person to do – must be specific and measurable)*

XXX will show a pattern of acceptable attendance and will demonstrate appropriate time card management.

**Evaluation Timeline (when and how):**

A support staff evaluation will be completed by XXX. This evaluation will reflect XXX's performance on the specific job skills noted in this improvement plan. If XXX does not show continued progress towards consistent attendance during the course of this plan, other disciplinary action may be taken, up to, and including termination. If XXX needs assistance with any parts of this plan, she is encouraged to seek help from the classroom teacher or principal.

The employee's signature on this report does not represent either acceptance or approval of the performance plan. The employee may attach to this form any statements of clarification or rebuttal.

**Employee's Comments (optional):**

---

Date    Employee's Signature    Teacher Supervisor Signature    Bldg. Prin. Initials

Distribute copies to: Employee, Supervisor, Building Principal, Asst SpEd Director



**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT  
SUPPORT STAFF CONTRACT PROVISIONS, REGULATIONS, AND GUIDELINES  
July 1, 2023, to June 30, 2024**

The Board of Education of the Plattsouth Community School District feels that providing a quality education for students of the District is their goal. The Board recognizes that attainment of this goal is a joint responsibility of the Board, the administrators, the instructional staff, and the support staff. The provisions of this document shall be considered an addendum to each support staff employee's individual contract and part of the agreement between the Plattsouth Community School District and the support staff employee.

**I. SUPPORT STAFF EMPLOYEES DEFINED**

Support staff employees are employees who are not administrators or employees in positions that require a Nebraska Department of Education teaching license but are employed to fulfill their duties on an hourly basis. Support staff employees shall include, but not be limited to, hourly para educators, custodial employees, clerical/secretarial employees, van drivers, and temporary employees. Salaried employees are not covered by these provisions.

**II. LENGTH OF CONTRACT**

The District may enter into written agreements with support staff employees. The agreement will state the terms of employment.

Support staff employees' annual days and hours of employment shall be based on the amount of time the school district needs the services of the employee. Support staff employees shall not work hours and days beyond those contracted unless the Superintendent approves the additional days and hours.

Lunch period schedules for all employees shall be established in each operating unit. Lunch periods shall be a minimum of one-half hour per day for employees working in excess of **SIX** consecutive hours per day. Employees must clock out for their lunch break and clock back in when they return to work. Employees tend to be more productive when they are provided a duty-free break. Therefore, any lunch period less than thirty minutes must be approved by the employee's supervisor, in writing, by filling out a timecard adjustment form. Para educators assigned to the early childhood center working in excess of six consecutive hours per day who have the opportunity to eat lunch with the students in their assigned classroom will not be required to clock out for a 30-minute lunch break. These para educators will receive a 15-minute on the clock break scheduled by the classroom teacher. The para educator must follow the guidelines outlined below regarding breaks.

At the discretion of the employee's immediate supervisor, additional breaks may be given, but are not required. If an employee intends to remain on the clock for a break, he/she may not leave the campus where their work is performed. **When an employee leaves campus for a break, he/she must sign out at the office, clock out when they leave, and clock in when they return.**

**III. COMPENSATION**

The Board shall determine the compensation to be paid for the support staff employees' positions, keeping in mind the responsibilities and experience of the employee, the educational philosophy of the school district, the financial condition of the school district, and any other considerations as deemed relevant by the Board.

**A. Salary Schedule**

A salary schedule will be developed annually for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule. Initial placement on the salary schedule is at the discretion of the District.

**B. Pay Day**

Support staff employees will be paid semimonthly. Direct deposits are made on or about the third (3<sup>rd</sup>) and eighteenth (18<sup>th</sup>) day of each month. If the payday falls on a Saturday or Sunday direct deposits will be made on Friday.

**C. Electronic Deposit**

Employee checks will be direct-deposited into the employee's bank account. Direct deposit forms are available in the district office.

#### D. Nebraska School Retirement Fund

State law requires all new employees scheduled to work an average of twenty (20) or more hours per week for three (3) calendar months of the plan year to join the Nebraska Public Employees' Retirement System. A regular employee means an employee hired by the public school or under contract in a regular fulltime or parttime position who works a fulltime or parttime schedule on an ongoing basis for twenty (20) or more hours per week. An employee hired as described in this section to provide service for less than twenty (20) hours per week, but who provides service for an average of twenty hours or more per week in each calendar month of any three calendar months of a plan year shall, beginning with the next full payroll period, commence contributions and shall be deemed a regular employee for all future employment with the same employer. The retirement contribution rate is established by law. The district matches the amount of employee deduction plus an additional .1 percent.

#### E. Overtime Compensation

Support staff employees will be compensated on an hourly basis, whether full time or part time. If an employee is required to work over their daily hours for a specific project, the employee is required to reduce the remainder of their work week to account for the overage, within that specific work week (based on Monday-Sunday work week schedule) If that is not possible, and verified by the supervisor, the employee will be paid at the overtime rate. Overtime is **not permitted** without prior authorization of the superintendent. The work week for purposes of calculating hours is 12:01 a.m. Monday through midnight Sunday.

#### F. Time Cards

Each workday, support staff employees must clock in, unless prior approval is obtained from the superintendent. This can be accomplished by using badge readers, or a computer designated for clocking in and out in each building, along with the employee's key card. It is the responsibility of the employee to clock in when they begin work each day, clock out when they are not working, and to clock out and back in for a minimum half hour lunch each day, when they are scheduled to work a shift of six consecutive hours or more per day.

At the discretion of the employee's immediate supervisor, additional breaks may be given, but are not required. If an employee intends to remain on the clock for a break, he/she may not leave the campus where their work is performed. When an employee leaves campus for a break, he/she must sign out at the office, clock out when they leave, and clock in when they return. **Failure of the employee to maintain an accurate daily time record will result in disciplinary action. Falsification of a time record will be grounds for immediate termination.**

#### G. Missed Punches

If an employee forgets to punch in or out, they must fill out a timecard adjustment form as described below so that their timecard can be corrected. This must be done within **two** business days of the missed punch. **Under no circumstances should an employee quit clocking in and out because they missed a punch. The employee should continue to punch in or out as if they had not missed a punch.** Once the payroll clerk has received the timecard adjustment form and entered the missed punch, the timecard will be corrected.

#### H. Other Time card Adjustments

All support staff employees are given a schedule to work at the time of hire. The employee's supervisor must approve any deviation from the schedule (additional hours, no lunch, or a missed punch on the timecard), and a timecard adjustment form must be completed.

#### I. Timecard Adjustment Form Procedures

Timecard adjustment forms are available in the building offices or from the human resources page at pcsd.org. A timecard adjustment form must be filled out by the employee and signed by both the employee and his/her building administrator and received by the payroll clerk at the Administration Office **within two working days** of the date of correction. It is the employee's responsibility to view his/her timecard at the timekeeping website on a regular basis and let the payroll clerk know in writing with a timecard adjustment form if hours are incorrect. Employees who do not deliver their timecard adjustment forms to the payroll clerk within **two** working days of the correction are considered in neglect of duty and are subject to a reprimand and/or immediate dismissal. **Under no circumstances will an employee receive pay for hours not substantiated by a missed punch form and approved by their building administrator within the time noted in this paragraph.**

#### J. Attendance Incentive

Hourly support staff employees that are employed for an entire semester (either first or second semester) of a school year (first semester=first day required to report through December 31st, second semester=January 1st through last day of school required to report) and do not have more than five absences during that semester, excluding bereavement leave and snow/cold

days, or other days called off by the superintendent, shall receive a \$500 attendance incentive that will be paid at a pay period within a reasonable time after the last day of the semester in which the employee meets the identified criteria. Eligibility for the attendance incentive shall mirror Section V herein – minimum 15 hours per week, 215 days per year, or minimum 25 hours per week, 176 days per year. **Leaving early or arriving late (in excess of one hour) on any workday will count toward absent time off.**

**IV. PROBATIONARY PERIOD**

The first ninety (90) working days of a newly hired support staff employee shall be considered a probationary period. New employees, regardless of experience, shall be subject to this probationary period. During the probationary period, **the newly hired employee is not eligible to be paid for leave of absence or other benefits, including sick and personal leave and holiday pay.** Probationary employees are subject to immediate termination without prior notification any time during the first ninety (90) working days.

Background checks will be conducted on all newly hired employees to ensure that all public school students are provided an environment that is safe and all staff with whom students may come into contact are of highest integrity.

**V. LEAVES OF ABSENCE**

**For personal and other leaves, a request for leave form is to be submitted to the employee’s immediate supervisor at least five school days prior to the leave or such other advance notice as is practicable under the circumstances.**

**Personal leave will be charged in two-hour increments. Sick leave may be used in quarter hour increments. At no time, can sick or personal leave plus time clocked in and out be more than the employee’s scheduled hours per day, per their contract.**

**Staff must utilize paid leave options prior to requesting any unpaid leave.**

**A. Personal Leave**

Personal leave for support staff employees must be scheduled and approved by the employee's supervisor in advance. Under no circumstances will personal leave be awarded to an employee unless proper procedures have been followed.

Maximum personal leave available for 12-month employees shall be no greater than **40 days** in any agreement year. Maximum personal leave available for less than 12-month employees shall be no greater than **10 days** in any agreement year. One personal leave day shall mean the number of hours the employee is scheduled to work as noted in their employee contract.

All **permanent** hourly employees scheduled to work **five days a week and a minimum scheduled work day of three hours** per day or more shall have available personal leave based on length of service with the district (excluding substitute employees, seasonal employees, special projects, and volunteer time). The total days of leave described above are made available to employees as follows effective July 1, 2023:

Minimum 15 hours per week, 215 days per year	Years of Service*	Number of Personal Days
12 Month Employees	Years 1 - 5	5 Days
12 Month Employees	Years 6 - 10	10 Days
12 Month Employees	Years 11 - 15	15 Days
12 Month Employees	Years 16 - 20	20 Days
12 Month Employees	Years 21 - 25	25 Days
12 Month Employees	Years 26+	30 Days

Minimum 25 hours per week, 176 days per year	Years of Service*	Number of Personal Days
Less than 12 month Employees	Years 1 - 5	1 Day
Less than 12 month Employees	Years 6 - 10	2 Days
Less than 12 month Employees	Years 11 - 15	3 Days
Less than 12 month Employees	Years 16 - 20	4 Days
Less than 12 month Employees	Years 21 - 25	5 Days
Less than 12 month Employees	Years 26 - 30	6 Days
Less than 12 month Employees	Years 30+	7 Days

*\*Continuous years of service to the District, without a break in employment.*

**Length of service for Personal Time Off is based upon the anniversary date of each employee’s start date at the Plattsmouth Community Schools as evidenced by the payroll system. For example, on the sixth anniversary date of employment of November 1, the extra personal days will accumulate on that day. Likewise, the maximum number of sick or personal leave days (i.e. 40 days of PTO for 12-month employees) will cap on the anniversary date of employment.**

**Classified staff will be limited to the use of five (5) personal/vacation days in any given month.**

**B. Sick Leave**

Twelve-month employees will earn one sick leave day for each month that they work from July to June. Less than twelve-month employees will earn one sick leave day for each month that they work from August to May.

Sick leave shall be cumulative up to a maximum of **fifty (50) days**. Employees must call their supervisor as soon as possible before their scheduled work time, but not less than one hour prior to their scheduled work time, so that proper arrangements can be made. Failure to call the supervisor in a timely manner will be considered neglect of duty and may be grounds for immediate dismissal.

Sick leave is to be used for illness or a physical condition that prevents the employee from performing their duties. Sick leave may be used for self or for a member of the employee’s immediate family. Immediate family shall mean wife, husband, father, mother, brother, sister, son, daughter, or other minor child in custody.

Sick leave may also be used for the serious illness or injury of extended family members that require the care of a physician or hospitalization that requires the employee to be present. Extended family shall mean grandparent, grandchild, aunt or uncle.

One day shall mean the number of hours the employee is typically scheduled to work, or the average hours actually worked, whichever is less. All sick leave days used by an employee will to be counted toward the total days of leave provided to employees in compliance with the Family Medical Leave Act.

**Extended Leave – Sick leave of more than three (3) consecutive days shall be substantiated by a licensed physician's verification, and a Family Medical Leave Act (FMLA) Application must be completed by the employee and submitted to the payroll clerk within two business days of the date of the sick leave**

**days taken.** A support staff employee who is unable to work because of personal illness or disability and who has exhausted all leave available shall be granted a leave of absence without pay for the current semester not to extend beyond one subsequent semester. This leave is only granted when requested by the employee and proper communication about the leave is shared with the building supervisor.

C. Jury Duty

Any support staff employee called for jury duty during working hours shall be provided such time. Any fees or remuneration the support staff employee receives during such leave (exclusive of mileage) shall be paid to the Plattsmouth Community School District, not to exceed the employee's per diem salary for each day of jury duty.

D. Bereavement – Bereavement leave is available only for employees who work five days a week and a minimum scheduled workday of three (3) hours per day.

1. Leave of not more than three (3) days will be granted in each case of death in the family of a support staff employee. One day shall mean the number of hours the employee is typically scheduled to work or the average number of hours actually worked, whichever is less. Members of the family are defined to be: wife, husband, son, daughter, father, mother, father-in-law, mother-in-law, aunt, uncle, aunt-in-law, uncle-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, niece, nephew, grandchild, or anyone for whom the employee has financial responsibility.
2. Bereavement leave is available if the employee calls his/her supervisor prior to their absence and submits a leave form in a timely manner. An obituary notice and/or something similar will be required and must be sent up to the payroll clerk before bereavement leave can be approved as paid leave.

E. Professional Leave

Professional leave may be granted to support staff employees for the purpose of attending meetings and conferences directly related to their assignments. Professional leave is permitted at full pay if the conference or meeting attendance is approved by the support staff employee's supervisor and planned in the budget. If a support staff employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence shall be filed by the support staff employee at least five (5) days prior to the first day of the anticipated absence. Support staff employees are encouraged to attend professional meetings on days that students are not in school. Support staff employees granted permission to attend professional meetings will be reimbursed for actual expenses upon submission of a detailed log and original detailed receipts.

F. Leave Regulations

The leaves set forth in this section are subject to the District's Family Medical Leave Act Policy. Non-probationary employees will be permitted to use approved sick leave hours or personal days to adjust their total hours for the week to their normal total scheduled hours. At no time will sick leave or personal leave hours be used to inflate the employee's hours so that they exceed the normal scheduled workweek.

Nature of Paid Leaves. Paid leave is available to non-probationary employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions for such leave to be taken that are applicable to the type of paid leave that has been requested.

Except as expressly provided above, earned and unused personal leave will be paid in the support staff employee's final check upon resignation, retirement or termination. No other leave will be paid upon resignation, retirement, or termination unless the employee meets the requirements of the sick leave incentive policy.

Emergency closings due to inclement weather or other conditions shall not be included as paid days unless the principal/supervisor requires the employee (i.e. a maintenance employee that is responsible for snow removal on an emergency closing day) to work on that day, regardless of whether or not the employee had prior approval for leave on the identified day.

To be paid for absence from work, employees must complete the on-line leave form found at [www.pcsd.org](http://www.pcsd.org) – forms. Leave forms are due to the supervisor prior to planned absences or immediately upon returning from unplanned absences. **Under no circumstances will leave forms turned in after the payroll has been processed be approved for payment.** The employee and the supervisor must electronically sign the leave form. **Absence forms that are**

not submitted within two working days following an unplanned absence from work will be considered an inaccurate time card and will be subject to disciplinary action and/or immediate dismissal. It is the employee's responsibility to view his timecard at the timekeeping website and let the payroll clerk know if leave time has not been added correctly before the timecard is processed for payment. Leave issues not addressed prior to payment or leave forms turned in after a timecard has been processed for payment will not be paid.

## VI. RESIGNATION

Support staff employees who wish to resign during the school year shall give written notice of the intent to resign and shall state their intended final date of employment. Written notice of intent to resign shall be given to the Superintendent and payroll clerk. An exit interview survey will be mailed to a resigning employee after their last pay check, along with Nebraska Retirement System paperwork. All keys and school property will be turned in to the payroll clerk's office or the supervisor's office on the employee's last day of service. The replacement cost of any item of school property that is not turned in will be deducted from the employee's final paycheck.

## VII. HEALTH

### A. New Support Staff Employees

New support staff employees may be required to take a physical examination and drug screening to provide evidence of physical fitness to perform assigned duties. Such evidence shall be a statement from a licensed physician and/or licensed laboratory, submitted on or before the first working day of the contract year.

### B. Other Examinations

Subsequent physical examinations and drug screening may be required at the discretion of the superintendent. In such case, the superintendent will specify the type of examination, the physician, and the District will pay for the examination in full.

### C. Absence from Work

Regular, dependable attendance is an essential function of the Employee's position. When a support staff employee is unable to report to work because of health reasons or personal conflicts, the employee must notify his/her immediate supervisor or designee as soon as possible but no less than one hour prior to his/her scheduled work time so that adequate arrangements can be made. Excessive absences are disruptive to the work environment.

Failure to call the supervisor in a timely manner will be considered neglect of duty and may be grounds for immediate termination. Sick leave of more than three consecutive days shall be substantiated by a licensed physician's written verification and a Family Medical Leave Act (FMLA) application. A leave form must be completed by the employee and submitted to the payroll clerk **within two business days of the sick leave days requested. Leave issues not addressed prior to processing of the related payroll, or leave forms turned in after a timecard has been processed for payment, will not be paid.**

## VIII. HOLIDAYS

Specified holidays for twelve-month support staff employees are as follows: **Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and Independence Day.** A recognized holiday that falls on Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Specified holidays for less than 12-month support staff employees are as follows: **Labor Day, Thanksgiving and the day after, Christmas Day, New Year's Day, and the Friday of spring break.** A recognized holiday that falls on Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

**Support staff employees, including hourly para-educators, FSAs, custodial staff\*\*, and hourly administrative assistants, must work the regularly scheduled school-in-session day prior to the holiday and after the holiday to receive holiday pay unless approved by his/her supervising administrator. If an employee works less than the regularly scheduled school-in-session day before or after the holiday, their holiday pay will be prorated based on the hours worked on those two days. Sick leave (for a medical procedure that requires multiple consecutive days of absence and is accompanied by a doctor's note stating the same (FMLA paperwork must be submitted), and bereavement leave that qualifies under Section V (D), may be used the day prior or the day after a holiday – leave form required.**

**Holiday pay hours are based on the number of hours the employee is scheduled to work, per their individual employment contracts.**

## **IX. INSURANCE-**

### **Health, Major Medical, and Disability**

Support staff employees who work at least 30 hours per week and a minimum of 215 work days per year may be eligible for group health and medical insurance programs as determined by the Board, the insurance carrier, and required by law. These employees will receive either a stipend towards their health insurance premium, which meets the affordability factor of the Affordable Care Act, or \$200.00 per month in-lieu-of insurance compensation added to their monthly paycheck. Support staff employees new to the district shall have the option to elect the health plan or in- lieu-of insurance compensation within their first 30 days of employment.

#### **A. Group Term Life Insurance**

Support staff employees who work at least 35 hours per week and a minimum of 215 work days per year will be provided group term life insurance in the amount of \$10,000. The employee may choose an additional \$10,000 or \$20,000 of coverage at a cost of \$2.55 per month for each additional \$10,000 of coverage. Premiums will be paid through payroll deduction.

#### **B. Selection of Carriers**

The Board shall select all insurance program carriers. The Board and the insurance carrier shall jointly establish the open enrollment period. If a change of carrier is being considered, support staff employees will be asked for recommendations and information, but such change remains the prerogative of the Board.

#### **D. School Liability**

All support staff employees shall be covered by a school-financed liability insurance covering job-related performance of duties.

## **X. EVALUATIONS**

Evaluation of support staff employees on their skills, abilities, and competence shall be an ongoing process. The goal of the formal evaluation of support staff employees shall be to maintain employees who meet or exceed the District's standards of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the District, and to develop a working relationship between the supervisor and the employee.

At a minimum, newly hired employees shall be evaluated by their supervisor near the end of their 90-day probationary period and near the end of their work year. If the 90-day probationary period ends in March, April, or May, the probationary period evaluation will be combined with the end of the work year evaluation. Non-probationary employees shall be evaluated at least once per work year. If a staff member does not meet or exceed the District's standards of performance in all areas, a performance plan must be developed by the employee's direct supervisor (e.g. teacher supervisor). Failure to meet the performance plan may subject the employee to termination. Employees not meeting the expectations described above will be frozen from any vertical movement on the salary schedule and no pay increase will be granted until the performance plan has been successfully met. Successful completion of the performance plan will be evidenced by a performance evaluation in which the staff member meets or exceeds the District standards of performance in all areas.

## **XI. TRANSFER**

Determining the location where a support staff employee's assignment will be performed is the responsibility of the Superintendent and within the sole discretion of the District. In making position assignments, the Superintendent shall consider the qualifications of the employee and the needs of the District.

The employee, the employee's supervisor, or the Superintendent may initiate a transfer. The District will make every effort to provide notice to appropriate staff of vacancies occurring in the District by posting vacancy notices on the school district website. The posting vacancy notice will contain information regarding the job classification, location of work, starting date, hours to be worked, rate of pay, and minimum requirements. The website address is [www.pcsd.org](http://www.pcsd.org).

Any support staff employee may apply for a voluntary transfer to another assignment. The application shall be in writing to the Special Education Administrator. The District will consider all applicants for a vacancy, both internal and external.

It is possible an employee may be asked to move from his/her present position to another position. An involuntary transfer shall be made only after a meeting between the employee and his/her supervisor. If involuntarily transferred to a lesser-compensated position, the employee will continue to earn his/her current wage. The involuntarily transferred employee's wage will be frozen until the wage of the lesser-compensated position catches up to the wage of the employee.

## **XII. QUALIFICATIONS, RECRUITMENT, SELECTION**

Persons interested in a support staff employee position shall have an opportunity to apply and qualify for a support staff employee position in the school district without regard to age, race, creed, color, sex, national origin, religion, or disability. Job applicants for classified employee positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and possession of, or the ability to obtain, the state or other license or certificate that would be required for the position.

Announcement of the position shall be through means the Superintendent believes will inform potential applicants about the position. Applications for employment may be obtained on the District website.

## **XIII. EMPLOYEE DISMISSAL**

The District believes support staff employees should perform their jobs, respect Board policy, and obey the law. Support staff employees are at-will employees. Support employees may be terminated at any time with or without just cause. It shall be the responsibility of the Superintendent or Superintendent's designee to dismiss a support staff employee. A support staff employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, immoral or improper conduct, insubordination, reduction in force, willful violation of Board policy or administrative regulations, a violation of the law, and actions which are, in the opinion of the Board, harmful to the welfare of the District, staff, or students. The Superintendent is authorized to suspend an employee, with or without pay, pending action on a dismissal or during investigation of charges against the employee or for disciplinary purposes.

## **XIV. TRAVEL**

Reimbursement for authorized mileage will be paid to staff members that drive their own vehicles during their regularly scheduled working hours between two or more work sites, or for out-of-town travel, **only if** a district vehicle is not available. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy unless otherwise required by law. The district is not liable for physical damage to employee vehicles.

Staff members who drive school vehicles must have a valid driver's license and proof of insurance. They will be provided a driver's certification form to verify this information and shall be given instruction on emergency evacuation and first aid. Staff members must not transport students in their personal vehicles. They are responsible for following safe driving practices, including use of seat belts by all occupants and are responsible for any injury or accident. Cell phones and other handheld wireless communication devices shall not be used while the vehicle is in motion.

## **XV. TAX SHELTERED ANNUITY**

The Board, at the request of the support staff employee and in accordance with the Internal Revenue Code and the Code of Nebraska, shall withhold and transfer an amount of salary monthly, said amount to be determined by the support staff employee, permitting the support staff employee to participate in a tax-deferred annuity program of the support staff employee's choosing within the parameters of TSA Consulting Group, the district's service provider. It is the responsibility of the employee to set their withholding or transfer amount in accordance with the requirements of the law; the district is not responsible for assuring that the employee is within the guidelines of the law.

## **XVI. SUBSTITUTE SUPPORT STAFF COMPENSATION**

Employees who serve as substitutes workers for district support staff will be compensated at Step 1, the base hourly rate of the identified position. The substitute employee is not eligible for any benefits.

#### **XVII. CONFIDENTIALITY CLAUSE**

Employment with the Plattsmouth Community Schools is contingent upon the employee's agreement of total confidentiality regarding any school related matter. Any breach of confidentiality may result in immediate termination of employment.

#### **XVIII. ROLE MODEL**

Support staff serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are, in all respects, to conduct themselves in a professional manner. Cell phones are not to be used for personal calls, texting, or for other purposes when students are present. Cell phones must be kept off, or on silent, during work hours. Cell phone calls or text messages may be made before work hours, after work hours, or during lunch breaks. The office will take phone messages for staff when they are with children, in case there is a family emergency. In an emergency situation, you will be notified immediately.

#### **XIX. RELATIONSHIPS**

It is important for staff to maintain an effective working relationship with the administration and all colleagues, including other support staff and teachers. Support staff should also maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

#### **XX. CIVILITY**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Plattsmouth Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall, no later than the next business day, report the conduct to the employee's immediate supervisor and the Superintendent. There will be no retaliation against a person for making such a report.

However, any employee that is aware of another employee's uncivil behavior and fails to report the conduct to the employee's immediate supervisor and Superintendent by the next business day may be subject to disciplinary action up to and including termination. Prompt reporting of uncivil behavior is necessary for maintaining a safe and healthy learning environment for students and staff.

#### **XXI. NOTIFICATION OF ARREST, ETC.**

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months of incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or witness, or the crime involves alleged sexual misconduct
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of Plattsmouth Community Schools
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
    - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of

Plattsmouth Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify, as described herein, may subject the employee to disciplinary action, up to and including termination.

Background checks will be conducted at least once every five years on all employees to ensure that all public school students are provided an environment that is safe and all staff with whom students may come into contact are of highest integrity.

## **XXII. PROFESSIONAL ATTIRE**

It is important for staff to project a professional image to students, parents and co-workers. Appropriate attire and grooming project a professional image. Staff is expected to maintain conservative and professional attire and grooming when on duty. As professionals, staff is expected to be aware of the standard to be maintained. As a minimal guide, staff should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual staff should that be necessary.

\_\_\_\_\_  
Date Approved by the Board of Education

I have been offered a copy of the 2022-23 Support Staff Contract Provisions and understand that I can access the document under the human resources tab at [www.pcsd.org](http://www.pcsd.org).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

## Applicable Board of Education Policies/Procedures

A complete list of all Board of Education policies can be accessed at the following link, <https://www.pcsd.org/Page/19> , or they can be found by going to the Plattsmouth Community Schools website ([www.pcsd.org](http://www.pcsd.org)) and clicking on *About PCS*, scroll down and select *Board of Education* and then *Policies*. All of the most current policy updates can be found online.

### **POLICIES**

#### 1000 Community Relations

- 1100 Community Use of School Facilities and Equipment and Supplies

#### 2000 Administration

#### 3000 Business Operations

#### 4000 Personnel

- 4001 Recruitment and Selection
- 4002 Equal Opportunity Employment
- 4003 Employee Antidiscrimination
- 4009 Drug and Substance Use and Abuse
- 4010 Smoking Prohibition
- 4019 Fair Labor Standards Act (Minimum Wage & Overtime)
- 4020 Employee Conduct and Appearance
- 4200 Qualifications of Non-Certificated Support Staff
- 4201 At Will Employees
- 4205 Benefits for Non-Certificated Support Staff
- 4210 Hiring and Dismissal
- 4220 Employment Agreement
- 4230 Assignment and Transfer
- 4240 Complaint Procedure
- 4260 Standards of Performance for Non-Certified Staff
- 4270 Evaluation
- 4280 Initial Training Period
- 4290 Compensation

#### 5000 Students

- 5402 Child Abuse and Neglect
- 5419 Use of Restraints and Seclusion

#### 6000 Instruction

- 6800 Internet Safety and Acceptable Use

#### 8000 Internal Board Policies

#### 9000 By-laws of the Board

A. Internet Safety Policy

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has

successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
LB 512 (2017)

Date of Adoption: March 13, 2006

Reviewed: November 12, 2007

Revised: August 11, 2008

Reviewed: Nov. 9, 2009, Nov. 8, 2010, Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013,  
Nov. 10, 2014

Revised: Aug. 10, 2015

Reviewed: Nov. 9, 2015

Revised: Aug. 8, 2016

Reviewed: Nov. 14, 2016

Revised: July 10, 2017

Reviewed: Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020, Dec. 14, 2020, Jan. 10, 2022

**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT**  
**Para-Educator/Teacher Associate**  
**Job Description**

It is the policy of Plattsmouth Community Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Para-Educator – Teacher Associate
- B. Department:** Student Support
- C. FLSA Status:** Non-Exempt
- D. Essential Requirements:**
1. High School Diploma or equivalent (such as GED)
  2. Computer and business machines knowledge
  3. Organizational skills
  4. Work well with children
  5. First aid knowledge
  6. Skills in public relations
  7. 48 credit hours from an accredited college/university (preferred) or equivalency training provided by the district. Additional requirements for early childhood paraeducators to meet Rule 11 & Head Start requirements.
- E. Reports To:** Building administrators, special education administrators, and supervising teachers
- F. May Receive Guidance From:** Building administrators, special education administrators, and supervising teachers
- G. Essential Job Functions:**
1. Correct papers and record grades
  2. Assist in classroom activities
  3. Supervise students in all areas of the school and at lunch, activity periods and on playground to guide students to interact harmoniously with other students
  4. Assist students with personal needs such as toileting, diapering and other health needs
  5. Provide instructional support assistance to students and student groups
  6. Ability to handle confidential information with complete security
- H. Working Conditions:**
1. Inside and Outside
  2. Heated and air-conditioned building
  3. Stressful at times
  4. Potential risk of injury, due to aggressive student behavior or environmental conditions

**I. Job Tasks:**

1. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
3. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips. Follow the direction and guidance of certified staff to address behavior challenges.
6. Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
7. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
8. Distribute tests and homework assignments, and collect them when they are completed.
9. Enforce administration policies and rules governing students.
10. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
11. Assist students with activities of daily living such as walking, sitting, eating, drinking, toileting, etc.

**J. Knowledge:**

1. Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**K. Skills**

1. Instructing - Teaching others how to do something.

2. Speaking - Talking to others to convey information effectively.
3. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
6. Writing - Communicating effectively in writing as appropriate for the needs of the audience.
7. Service Orientation - Actively looking for ways to help people.
8. Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
9. Coordination - Adjusting actions in relation to others' actions.

**M. Work Activities:**

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and supporting the instruction of others.
2. Getting Information & Maintaining Confidentiality - Observing, receiving, and otherwise obtaining information from all relevant sources. Ensuring that confidential information is only shared with necessary staff.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.

8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

**N. Required Employee Abilities:**

1. Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
2. Written Expression - The ability to communicate information and ideas in writing so others will understand.
3. Speech Clarity - The ability to speak clearly so others can understand you.
4. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension - The ability to read and understand information and ideas presented in writing.
6. Near Vision - The ability to see details at close range (within a few feet of the observer).
7. Auditory Attention - The ability to focus on a single source of sound in the presence of other distracting sounds.
8. Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
9. Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**O. At Will Employment:** Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

**P. Essential Functions:** The essential functions of the paraeducator position include (1) regular, dependable attendance on the job to complete the duties in the job description; (2) the ability to perform the identified tasks and to possess and utilize the identified

knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>Essential Physical Requirements Para-Educator</b>	<b>Item is not a requirement of the job</b>	<b>Occasional -- up to 33% of time</b>	<b>Occasional/Essential -- up to 33% of time, absolutely essential to the job</b>	<b>Frequent -- between 34% - 66%</b>	<b>Continuous -- over 66% of time</b>
<b>Stamina</b>					
1. Sitting					X
2. Walking					X
3. Standing					X
4. Sprinting/Running		X			
<b>Flexibility</b>					
5. Bending or twisting at the neck more than the average person					
6. Bending or twisting at the trunk more than the average person					
7. Squatting/Stooping/Kneeling				X	
8. Reaching above the head		X			
9. Reaching forward					X
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
<b>Use of Arms and Hands</b>					
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X	
16. Finger dexterity (typing or putting a nut on a bolt)				X	
<b>Lifting Requirements</b>					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads? YES, usually					
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds				X	
24. 51 to 75 pounds				X	
25. 76 to 90 pounds				X	
26. Over 90 pounds		X			
<b>Carrying</b>					
27. 10 to 25 pounds				X	
28. 26 to 50 pounds				X	
29. 51 to 75 pounds				X	
30. 76 to 90 pounds		X			

<p style="text-align: center;"><b>Essential Physical Requirements</b></p> <p style="text-align: center;"><b>Para-Educator</b></p>	<p style="text-align: center;">Item is not a requirement of the job</p>	<p style="text-align: center;">Occasional -- up to 33% of time</p>	<p style="text-align: center;">Occasional/Essential -- up to 33% of time, absolutely essential to the job</p>	<p style="text-align: center;">Frequent -- between 34% - 66%</p>	<p style="text-align: center;">Continuous -- over 66% of time</p>
<p>31. Over 90 pounds</p>		X			

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_

Para-Educator/Teacher Associate Signature
Date

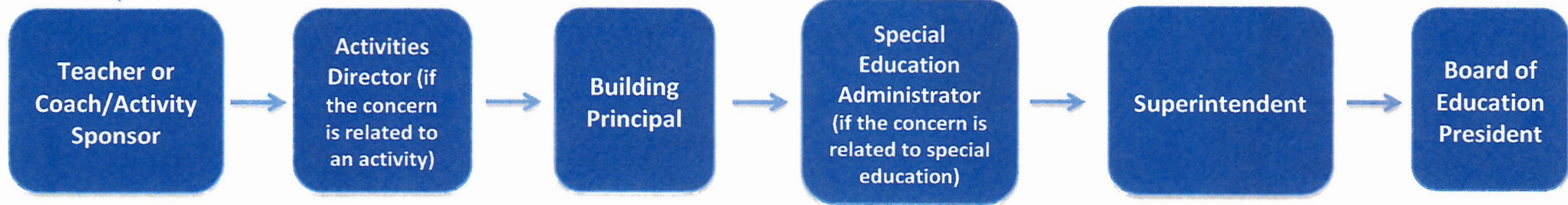
\_\_\_\_\_

Administrator Signature
Date

***Discrimination in the Plattsmouth Community School District is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing the legal, as well as social obligation to make equal employment opportunity a reality, the Plattsmouth Community School District hires and promotes without regard to race, color, gender, national origin, religion, sexual orientation, age, or mental or physical handicap unrelated to job performance. EOE.***

# PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)

Start here



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

\*Rev. July 11, 2021



Thank You

**THANK YOU FOR YOUR  
DEDICATION TO STUDENTS,  
THEIR FAMILIES, AND THE  
DISTRICT!**

**Plattsmouth Community School District**



### **Receipt of the 2023-2024 Support Staff Handbook**

My signature below acknowledges receipt of the 2023-2024 Support Staff Handbook of the Plattsmouth Community School District. I understand that I am expected to read and understand these provisions. If I do not understand the provisions, it is my responsibility to ask my supervisor, the human resources manager, or the superintendent for clarification.

### **Acceptable Use of Computers and Networks Administrator, Faculty, and Staff Agreement**

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the "Internet Safety and Acceptable Use Policy" adopted by the Plattsmouth Community Schools (BOE Policy No. 6800), and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools or any of its employees or any of the institutions for networks providing access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_ Building \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.



# EXHIBIT A

## COBRA ADMINISTRATION SERVICES, AS DESCRIBED IN PART 3

As an employer group of Omnify COBRA, we agree to certify the number of COBRA eligible employees, as of the beginning of the effective date and ongoing on a semi-annual basis, (April and October). Acceptable forms of documentation include:

- EAP invoice showing the number of EAP eligible participants
- Employer census count

The employer agrees to pay the following plan fees:

- ~~\$1.25 Per Benefit Eligible Employee Per Month~~<sup>1</sup> WAIVED
- ~~\$5.00 Per Actively Enrolled COBRA Participant Per Month~~ WAIVED
- ~~\$250 Initial Plan Setup Fee~~ WAIVED
- ~~\$150 Annual Renewal Fee~~ WAIVED

Optional Services, see Exhibit B for additional information

- \$2.25 Blanket General Notice Per Notice
- \$15 Customized open enrollment materials and non-COBRA documents per participant per mailing<sup>3</sup>

The amount of such debit/credit entry shall correspond with written explanation of the premiums being processed. You will receive the monthly invoice by the 10<sup>th</sup> business day of each month. Please notify the Omnify invoicing team at [invoice@omnifybenefits.com](mailto:invoice@omnifybenefits.com) if there is a discrepancy by the 19<sup>th</sup> of the month. On the 20<sup>th</sup> of each month (or the following business day if it falls on a weekend or federal holiday) an ACH debit will be initiated by Omnify to collect the prior month's fees.

Debit Description: Omnify COBRA Fee / Invoice number

It is the responsibility of the employer to update Omnify with a semi-annual census. If not received within 30 days of initial request, a 10% increase will automatically be included on the next billing cycle.

Please list the main contact for COBRA invoicing:

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Employer: Plattsmouth Community Schools  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

- 1 For billing purposes, a COBRA eligible participant includes any active employee eligible for one or more group health benefits that would be covered under COBRA continuation.
- 2 Customized open enrollment services include working with the employer and/or broker to obtain the customized material requested to be included in the open enrollment packet. This can include new plan information, newsletter, pricing, election periods, enrollment forms, etc.
- 3 It is the responsibility of the employer to provide all customized open enrollment materials and/or non-COBRA documents and notify Omnify 10 business days prior to the requested mailing date.



**Plattsmouth Community School District Central Office**  
**1912 Old Highway 34**  
**Plattsmouth, NE 68048**  
**Dr. Richard E. Hasty, Superintendent**  
**Dr. Cherie Larson, Director of Instructional Services**  
**Mrs. Amanda Wright, Special Education Administrator**  
**Phone: (402) 296-3361 Fax: (402) 296-2667**  
**[www.pcsd.org](http://www.pcsd.org)**

*Working together to achieve **A**cademic success, respectful **B**ehavior, and **C**areer readiness  
in a **S**afe environment.*

## Curriculum Materials Disposal Request

May 8, 2023

If the new ELA program is approved:

- K-4
  - Journeys (ELA program) teacher resources
  - Miscellaneous K-4 Journeys student books
- 5-6
  - Wonders (ELA program) teacher resource
  - Miscellaneous 5-6 Wonders student books
- 7-12
  - Collections (ELA program) teacher resource
  - Miscellaneous 7-12 Collections student books

\*Note: When possible, student small group reading books are given to families.



# AIA® Document G702® – 1992

## Application and Certificate for Payment

<b>TO OWNER:</b>	Plattsmouth Community Schools 1912 E. Highway 34 Plattsmouth, NE 68048	<b>PROJECT:</b>	Plattsmouth High School 1916 US-34 Plattsmouth, Nebraska	<b>APPLICATION NO:</b>	020	<b>Distribution to:</b>	OWNER: <input type="checkbox"/>
<b>FROM CONTRACTOR:</b>	Lund-Ross Constructors, Inc. 4601 F Street Omaha, NE 68117	<b>VIA ARCHITECT:</b>	DLR Group 400 Essex Court Omaha, NE 68114	<b>PERIOD TO:</b>	April 30, 2023	<b>ARCHITECT:</b>	<input type="checkbox"/>
				<b>CONTRACT FOR:</b>	General Construction	<b>CONTRACTOR:</b>	<input type="checkbox"/>
				<b>CONTRACT DATE:</b>	February 11, 2019	<b>FIELD:</b>	<input type="checkbox"/>
				<b>PROJECT NOS:</b>	/ 20009 /	<b>OTHER:</b>	<input type="checkbox"/>


### CONTRACTOR'S APPLICATION FOR PAYMENT

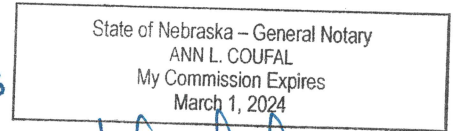
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	\$6,022,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$119,209.98
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$6,141,209.98
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$6,141,209.98
5. RETAINAGE:	
a. 0 % of Completed Work (Column D + E on G703) .....	\$0.00
b. 0 % of Stored Material (Column F on G703) .....	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$6,141,209.98
(Line 4 Less Line 5 Total)	\$6,106,093.11
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	<del>\$6,150,145.98</del>
(Line 6 from prior Certificate)	\$35,116.87
8. CURRENT PAYMENT DUE .....	<del>\$8,936.00</del>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) .....	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$274,442.20	\$146,296.22
Total approved this Month	\$0.00	\$8,936.00
TOTALS	\$274,442.20	\$155,232.22
NET CHANGES by Change Order		\$119,209.98

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR**   
By: \_\_\_\_\_ Date: May 03, 2023  
State of: Nebraska  
County of: Douglas  
Subscribed and sworn to before  
me this 3<sup>RD</sup> day of MAY, 2023  
Notary Public: Ann L Coufal  
My Commission expires: March 01, 2024



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** .....

**\$35,116.87** TK  
~~\$8,936.00~~

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**   
By: \_\_\_\_\_ Date: May 05, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET											PAGE 3 OF 3
PROJECT #: 20-009								APPLICATION NO.:		20	
PROJECT NAME: PLATTSMOUTH COMMUNITY SCHOOLS HIGH SCHOOL ADDITION & RENOVATION								APPLICATION DATE:		5/3/2023	
								PERIOD TO:		4/30/2023	
A	B	C	D	E	F	G	H	I	J	K	
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL SCHEDULED VALUE	CHANGE TO DATE	ADJUSTED SCHEDULED VALUE	WORK COMPLETED		MATERIAL PRESENTLY STORED	TOTAL COMPLETED & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
					FROM PREVIOUS APPLICATION	THIS PERIOD					
33	Ceramic Tile	3,620.00		3,620.00	3,620.00			3,620.00	100%	0.00	0.00
34	Drywall, FRP	227,671.00		227,671.00	227,671.00			227,671.00	100%	0.00	0.00
35	Resilient Flooring	12,035.00		12,035.00	12,035.00			12,035.00	100%	0.00	0.00
36	Epoxy Flooring	21,474.00		21,474.00	21,474.00			21,474.00	100%	0.00	0.00
37	Paint	75,450.00		75,450.00	75,450.00			75,450.00	100%	0.00	0.00
38	Specialties	31,213.00		31,213.00	31,213.00			31,213.00	100%	0.00	0.00
39	Install Vehicle Equipment	4,950.00		4,950.00	4,950.00			4,950.00	100%	0.00	0.00
40	Casework	48,472.00		48,472.00	48,472.00			48,472.00	100%	0.00	0.00
41	Pre-Engineered Building	594,855.00		594,855.00	594,855.00			594,855.00	100%	0.00	0.00
42	Fire Protection	55,280.00		55,280.00	55,280.00			55,280.00	100%	0.00	0.00
43	Plumbing	550,870.00		550,870.00	550,870.00			550,870.00	100%	0.00	0.00
44	HVAC	773,000.00		773,000.00	773,000.00			773,000.00	100%	0.00	0.00
45	Spray Booth Allowance for Booth Doors	2,500.00		2,500.00	2,500.00			2,500.00	100%	0.00	0.00
46	Electrical	938,186.00		938,186.00	938,186.00			938,186.00	100%	0.00	0.00
47	Fee	181,615.00		181,615.00	181,615.00			181,615.00	100%	0.00	0.00
48	Change Order #1	0.00	(61,230.00)	(61,230.00)	(61,230.00)			(61,230.00)	100%	0.00	0.00
49	Change Order #2	0.00	38,957.00	38,957.00	38,957.00			38,957.00	100%	0.00	0.00
50	Change Order #3	0.00	223,138.50	223,138.50	223,138.50			223,138.50	100%	0.00	0.00
51	Change Order #4	0.00	(49,437.82)	(49,437.82)	(49,437.82)			(49,437.82)	100%	0.00	0.00
52	Change Order #5	0.00	(3,000.00)	(3,000.00)	(3,000.00)			(3,000.00)	100%	0.00	0.00
53	Change Order #6	0.00	(1,267.20)	(1,267.20)	(1,267.20)			(1,267.20)	100%	0.00	0.00
54	Change Order #7	0.00	(21,000.00)	(21,000.00)	(21,000.00)			(21,000.00)	100%	0.00	0.00
55	Change Order #8	0.00	1,985.50	1,985.50	1,985.50			1,985.50	100%	0.00	0.00
56	Change Order #9	0.00	0.00	0.00				0.00	100%	0.00	0.00
57	Change Order #10	0.00	(8,936.00)	(8,936.00)		(8,936.00)		(8,936.00)	100%	0.00	0.00
58											
59											
60											
61											
62											
63											
64											
65											
		6,022,000.00	119,209.98	6,141,209.98	6,150,145.98	(8,936.00)	0.00	6,141,209.98	100%	0.00	0.00