

Board of Education Regular Meeting
Monday, March 11, 2019 8:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow: Family-Community-School
5. Approval of Agenda
6. Financial Report
7. Consent Agenda
 1. Discuss, consider, and take all necessary action to minutes
 2. Discuss, consider, and take all necessary action to bills
8. Request to Address the Board and Correspondence
9. Blue Jay Celebration of Success-Ms. Caley Greer & Ms. Abby Sorensen on Kindergarten Teacher's Use of Social Media to Keep Parents Informed
10. ABC Bluejay Staff Member of the Month-Mrs. Hilary Bolling

Hilary Bolling is an outstanding bookkeeper! She is very knowledgeable in her position because of her past business experience in accounting and auditing. The school recently when through an "administrative review" (audit) of its school nutrition program, conducted by the Nebraska Department of Education. There were no findings, which is almost unheard of. This success speaks to Hilary's high level of organization and competency. Hilary is always willing to help anyone out, even though she has a lot on her plate. She is always ready to volunteer and help make the school and community better. Congratulations to Hilary Bolling, Ravenna Public Schools ABC Bluejay Staff Member of the Month!

11. Information and Action Items

1. Discuss, consider, and take all action necessary to Policy #6035 "Special Education Procedures"
 2. Discuss, consider, and take all action necessary to bids for Phase 3 of Elementary HVAC Project
 3. Discuss, consider, and take all action necessary to bids for 20-Ton Condenser Unit Replacement Project
 4. Discuss, consider, and take all action necessary to "2019-20 Classified Handbook"
 5. Discuss, consider, and take all action necessary to "Staff Handbook" Draft
 6. Discuss, consider, and take all action necessary to Activity Director's compensation for the 2019-20 contract term
 7. Discuss, consider, and take all action necessary to superintendent's goals
12. Discussion Items
 13. Elementary Principal's Report
 14. Secondary Principal's Report
 15. Superintendent's Report (Possible Executive Session)
 16. Board Report
 17. Positive Comments
 18. Adjournment

Ravenna Public Schools
Fund Balance Report
February 28, 2019

Special Building

Last month ending balance	\$	243,076.53
Buffalo Co Taxes	\$	10,254.90
Sherman Co Taxes	\$	2,724.94
Interest	\$	162.35
Check(s)	\$	(2,040.26)
Bank Statement Balance	\$	254,178.46

Depreciation Fund

Last month ending balance	\$	154,299.90
Interest		\$35.05
Ins. Proceeds		\$0.00
Transfer		\$0.00
Check(s)		(\$6,190.00)
Bank Statement Balance	\$	148,144.95

Employee Benefit Fund

Last month ending balance	\$	14,841.13
Interest	\$	3.42
Bank Statement Balance	\$	14,844.55

Qualified Cap

Last month ending balance	\$	101,798.78
Buffalo Co Taxes	\$	2,771.14
Sherm Co Taxes	\$	688.53
US Treas.	\$	-
Interest	\$	67.51
check(s)	\$	-
Bank Statement Balance	\$	105,325.96

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General	
	9573	A-1REFRIGERATION	02/13/2019	378.35
01 2620 319 002 000		Other Purch Ser Elem		378.35
Total	A-1REFRIGERATION			378.35
	1819CS-abels	Abels, Jason	02/28/2019	170.00
01 1100 690 001 000		Other Misc Exp Secon		170.00
Total	Abels, Jason			170.00
	32110786	ACT	02/06/2019	559.00
01 2120 420 001 000		Resource Texts		559.00
Total	ACT			559.00
	2423	ALPHA REHABILITATION	02/28/2019	301.13
01 1238 318 001 000		SpEd LVL III OT/PT		301.13
Total	ALPHA REHABILITATION			301.13
	01391	BLACK HILLS ENERGY	02/19/2019	172.74
01 2610 321 001 000		Fuel Secon		86.37
01 2610 321 002 000		Fuel Elem		86.37
	01392	BLACK HILLS ENERGY	02/19/2019	5,700.28
01 2610 321 001 000		Fuel Secon		2,850.14
01 2610 321 002 000		Fuel Elem		2,850.14
Total	BLACK HILLS ENERGY			5,873.02
	3902	BUFFALO COUNTY SHERIFFS OFFICE	02/18/2019	180.00
01 2620 319 001 000		Other Pur Ser Secon		90.00
01 2620 319 002 000		Other Purch Ser Elem		90.00
Total	BUFFALO COUNTY SHERIFFS OFFICE			180.00
	0000310022419	CHARTER COMMUNICATIONS	02/24/2019	174.82
01 1100 381 000 000		INTERNET SERVICES		174.82
Total	CHARTER COMMUNICATIONS			174.82
	3423933	CHEMSEARCH	01/31/2019	1,865.50
01 2620 318 001 000		Con/ser Repair Secon		932.75
01 2620 318 002 000		Cont/ser Repair Elem		932.75
Total	CHEMSEARCH			1,865.50
	357.feb19	CITY OF RAVENNA	02/27/2019	554.58
01 2610 323 001 000		Water Sewer Secon		277.29
01 2610 323 002 000		Water Sewer Elem		277.29
	760.feb19	CITY OF RAVENNA	02/27/2019	71.67
01 2610 323 001 000		Water Sewer Secon		35.84
01 2610 323 002 000		Water Sewer Elem		35.83
Total	CITY OF RAVENNA			626.25
	26591.feb19	CULLIGAN OF KEARNEY	02/20/2019	97.50
01 2610 410 001 000		Supplies Secon		48.75
01 2610 410 002 000		Supplies Elem		48.75
Total	CULLIGAN OF KEARNEY			97.50
	1151213	DAS State Accounting - Central Finance	02/01/2019	229.49

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 381 000 000		INTERNET SERVICES		229.49
Total	DAS State Accounting - Central Finance			229.49
	7714320-0	EAKES OFFICE PLUS	02/12/2019	294.00
01 1100 410 001 000		Gen Supplies Secon		147.00
01 1100 410 002 000		Gen Supplies Elem		147.00
Total	EAKES OFFICE PLUS			294.00
	6426555	ECOLAB PEST ELIM DIV	02/22/2019	70.18
01 2620 318 001 000		Con/ser Repair Secon		35.09
01 2620 318 002 000		Cont/ser Repair Elem		35.09
Total	ECOLAB PEST ELIM DIV			70.18
	EM11822	Educational Service Unit #3	02/07/2019	366.25
01 2400 630 002 000		Dues And Fees Elem		73.25
01 2212 319 001 000		Purch Prof Ser Secon		146.50
01 2212 319 002 000		Purch Prof Ser Elem		146.50
Total	Educational Service Unit #3			366.25
	180300.feb19	ESU #10	03/01/2019	27,624.63
01 1213 313 001 000		Vocational		409.61
01 1229 313 002 000		Purch Prof Serv Elem		30.00
01 2400 630 001 000		Dues And Fees Secon		150.00
01 2212 319 001 000		Purch Prof Ser Secon		80.00
01 1214 313 001 000		Deaf		87.86
01 1292 313 000 000		Pre Deaf Ed Services (0-2)		87.86
01 1214 313 002 000		PT Therapy		406.90
01 1214 313 002 000		PT Therapy		406.90
01 1291 318 002 000		PRE PT Services (3-5)		255.76
01 1292 313 002 000		Pre Sped PT Services (0-2)		93.01
01 1212 313 001 000		Contracted Supervis		995.84
01 1212 313 002 000		SPED SUPERVISION		995.84
01 1291 313 000 000		PRE SPED Supervision (3-5)		748.53
01 1292 318 000 000		Pre Sped Services (0-2)		748.53
01 1214 318 002 000		OT Therapy		1,019.86
01 1214 318 002 000		OT Therapy		1,019.86
01 1291 313 001 000		PRE OT Services (3-5)		387.29
01 1292 313 001 000		Pre Sped OT Services (0-2)		154.92
01 1216 313 001 000		Speech Therapy		3,792.00
01 1216 313 002 000		Speech Therapy Elem		9,771.70
01 1290 313 000 000		PRE SCHL SPEECH (3-5)		875.08
01 1292 313 002 602		Pre Speech (0-2)		145.85
01 1214 318 001 000		Vision		243.03
01 1213 313 002 000		Diagnostic Testing (School Psych)		1,828.61
01 1213 313 002 000		Diagnostic Testing (School Psych)		1,828.61
01 1291 318 000 000		PRE D/E Psychologist Services (3-5)		457.15
01 1292 318 002 000		Pre D/E Psychological Services (0-2)		457.15
01 1215 313 001 000		Audiology Secon		58.75
01 1215 313 002 000		Audiology Elem		58.75
01 1291 318 001 000		PRE D/E Audiology (3-5)		14.69
01 1292 313 002 604		D/E Audiology Birth (0-2)		14.69
Total	ESU #10			27,624.63

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FARMERS CO-OPERATIVE ASSOC

02/25/2019

6,241.47

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2750 336 000 000		Gas And Oil		6,221.97
01 2750 337 000 000		Tires And Parts		19.50
Total	FARMERS CO-OPERATIVE ASSOC			6,241.47
	REISBE0002.2019	FIRST CARE MEDICAL, P.C. OF KEARNEY	02/21/2019	175.00
01 2750 319 000 000		Purch Ser(physicals)		175.00
Total	FIRST CARE MEDICAL, P.C. OF KEARNEY			175.00
	113	HASTINGS COLLEGE	03/06/2019	98.00
01 1100 630 001 000		FEES		98.00
Total	HASTINGS COLLEGE			98.00
	12792246.mar19	HOMETOWN LEASING	03/07/2019	1,063.00
01 1100 327 001 000		LEASED EQUIP		708.66
01 1100 327 002 000		LEASED EQUIP		354.34
Total	HOMETOWN LEASING			1,063.00
	198967	ISLAND SUPPLY WELDING CO	02/15/2019	265.29
01 1125 411 001 000		Instr Materials		265.29
Total	ISLAND SUPPLY WELDING CO			265.29
	1819-404	Jarzynka, Kelley	02/18/2019	61.91
01 1100 410 001 000		Gen Supplies Secon		21.89
01 2750 336 000 000		Gas And Oil		40.02
Total	Jarzynka, Kelley			61.91
	22340229	JOSTENS	01/10/2019	639.50
01 2310 410 000 000		Supplies		639.50
Total	JOSTENS			639.50
	2460.feb19	K & B PARTS	02/28/2019	138.28
01 2750 337 000 000		Tires And Parts		138.28
Total	K & B PARTS			138.28
	bkjarmiles.0219	Kjar, Bradley	02/18/2019	103.24
01 2400 670 001 000		Travel Secon		103.24
Total	Kjar, Bradley			103.24
	5901	KSB SCHOOL LAW, PC LLO	03/01/2019	2,562.50
01 2330 317 000 000		LEGAL SERVICES		2,562.50
Total	KSB SCHOOL LAW, PC LLO			2,562.50
	14459	LOUP RIVER PUMP CO	02/04/2019	1,495.30
01 2620 318 001 000		Con/ser Repair Secon		1,495.30
	14460	LOUP RIVER PUMP CO	02/04/2019	540.42
01 2620 318 002 000		Cont/ser Repair Elem		540.42
	14479	LOUP RIVER PUMP CO	02/23/2019	2,756.31
01 2620 319 001 000		Other Pur Ser Secon		1,378.16
01 2620 319 002 000		Other Purch Ser Elem		1,378.15
Total	LOUP RIVER PUMP CO			4,792.03
	348.feb19	LUNCH FUND	03/07/2019	68.00
01 1100 690 002 000		Other Misc Exp Elem		68.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	LUNCH FUND			68.00
	1819-379	MANRING, JILL	02/28/2019	100.47
01 2750 690 000 000		Other Exp		80.47
01 2750 336 000 000		Gas And Oil		20.00
Total	MANRING, JILL			100.47
	75307	MERNARDS - KEARNEY	02/14/2019	555.97
01 2620 318 001 000		Con/ser Repair Secon		278.48
01 2620 318 002 000		Cont/ser Repair Elem		277.49
	75816	MERNARDS - KEARNEY	02/22/2019	28.26
01 2620 318 001 000		Con/ser Repair Secon		14.13
01 2620 318 002 000		Cont/ser Repair Elem		14.13
Total	MERNARDS - KEARNEY			584.23
	AXT0219-9	MOSAIC	03/04/2019	2,990.40
01 1238 362 001 000		Sped Tuition LVL III		2,990.40
Total	MOSAIC			2,990.40
	112625	NE DOL/BOILER INSPECTION PROGRAM	02/14/2019	60.00
01 2620 690 001 000		Other Exp Secon		30.00
01 2620 690 002 000		Other Exp Elem		30.00
Total	NE DOL/BOILER INSPECTION PROGRAM			60.00
	52749.feb19	NE PUBLIC POWER DISTRICT	02/28/2019	51.05
01 2610 322 001 000		Electricity Secon		25.52
01 2610 322 002 000		Electricity Elem		25.53
	52754.feb19	NE PUBLIC POWER DISTRICT	02/28/2019	132.38
01 2610 322 001 000		Electricity Secon		66.19
01 2610 322 002 000		Electricity Elem		66.19
	52759.feb19	NE PUBLIC POWER DISTRICT	02/28/2019	3,314.53
01 2610 322 001 000		Electricity Secon		1,657.26
01 2610 322 002 000		Electricity Elem		1,657.27
	52765.feb19	NE PUBLIC POWER DISTRICT	02/28/2019	70.77
01 2610 322 001 000		Electricity Secon		35.38
01 2610 322 002 000		Electricity Elem		35.39
Total	NE PUBLIC POWER DISTRICT			3,568.73
	nasb.dues1920	NEBR ASSOC OF SCHOOL BOARDS	01/29/2019	4,103.00
01 2310 630 000 000		Dues And Fees		4,103.00
Total	NEBR ASSOC OF SCHOOL BOARDS			4,103.00
	20323585	NEBR CENTRAL TELEPHONE CO	02/16/2019	329.85
01 2510 342 001 000		Telephone Secon		164.92
01 2510 342 002 000		Telephone Elem		164.93
	20324622	NEBR CENTRAL TELEPHONE CO	02/16/2019	106.74
01 2510 342 001 000		Telephone Secon		53.37
01 2510 342 002 000		Telephone Elem		53.37
	20324896	NEBR CENTRAL TELEPHONE CO	02/16/2019	33.55
01 2510 342 001 000		Telephone Secon		16.78
01 2510 342 002 000		Telephone Elem		16.77
Total	NEBR CENTRAL TELEPHONE CO			470.14
	60582	Nebraska Department of Education	02/15/2019	20.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2212 319 002 000		Purch Prof Ser Elem		20.00
Total	Nebraska Department of Education			20.00
	772120	NETA	02/08/2019	973.00
01 2212 319 001 000		Purch Prof Ser Secon		556.00
01 2220 630 000 000		REGISTRATION		139.00
01 2212 319 002 000		Purch Prof Ser Elem		278.00
Total	NETA			973.00
	1882-20190228	ONE SOURCE	02/28/2019	21.00
01 2310 318 000 000		SERVICES		21.00
Total	ONE SOURCE			21.00
	21019-1250668	PAYFLEX SYSTEMS USA INC	02/01/2019	100.00
01 2310 630 000 000		Dues And Fees		100.00
Total	PAYFLEX SYSTEMS USA INC			100.00
	phw.mar19	PRAIRIE HILLS WIRELESS, LLC	03/01/2019	60.00
01 1100 381 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	1709	RAVENNA CHAMBER OF COMMERCE	02/05/2019	400.00
01 2310 630 000 000		Dues And Fees		400.00
Total	RAVENNA CHAMBER OF COMMERCE			400.00
	600.rdouglas	Ravenna Medical Clinic PC	02/07/2019	175.00
01 2750 319 000 000		Purch Ser(physicals)		175.00
	612.bkjar2019	Ravenna Medical Clinic PC	02/25/2019	175.00
01 2750 319 000 000		Purch Ser(physicals)		175.00
Total	Ravenna Medical Clinic PC			350.00
	trash.feb19	RAVENNA SANITATION	03/07/2019	472.80
01 2620 318 001 000		Con/ser Repair Secon		236.40
01 2620 318 002 000		Cont/ser Repair Elem		236.40
Total	RAVENNA SANITATION			472.80
	ADmileage.0219	REICKS, DOMINIC	02/28/2019	762.12
01 2212 670 001 000		Travel Secon		762.12
	mealsstatewrest.2019	REICKS, DOMINIC	02/18/2019	35.53
01 2212 670 001 000		Travel Secon		35.53
Total	REICKS, DOMINIC			797.65
	1819-394	SCHROEDER, KENNETH	03/07/2019	100.00
01 2320 690 000 000		Other Misc Exp		100.00
Total	SCHROEDER, KENNETH			100.00
	S55354	SKILLSUSANEBRASKA	02/22/2019	770.00
01 1131 630 001 000		Instru Registration		50.00
01 1131 631 001 000		Student Registration		720.00
Total	SKILLSUSANEBRASKA			770.00
	3405475362	STAPLES ADVANTAGE	02/16/2019	60.72

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 410 001 000		Gen Supplies Secon		60.72
Total	STAPLES ADVANTAGE			60.72
	265560	State Glass, Inc.	02/15/2019	442.00
01 2620 319 001 000		Other Pur Ser Secon		221.00
01 2620 319 002 000		Other Purch Ser Elem		221.00
	265719	State Glass, Inc.	03/06/2019	1,540.00
01 2620 319 001 000		Other Pur Ser Secon		770.00
01 2620 319 002 000		Other Purch Ser Elem		770.00
Total	State Glass, Inc.			1,982.00
	475284626	SUPPLYWORKS	01/28/2019	129.00
01 2620 318 001 000		Con/ser Repair Secon		64.50
01 2620 318 002 000		Cont/ser Repair Elem		64.50
	477772222	SUPPLYWORKS	02/12/2019	17.74
01 2620 319 001 000		Other Pur Ser Secon		8.87
01 2620 319 002 000		Other Purch Ser Elem		8.87
	477772230	SUPPLYWORKS	02/12/2019	150.48
01 2610 410 001 000		Supplies Secon		75.24
01 2610 410 002 000		Supplies Elem		75.24
	477989982	SUPPLYWORKS	02/13/2019	74.77
01 2620 319 001 000		Other Pur Ser Secon		37.39
01 2620 319 002 000		Other Purch Ser Elem		37.38
Total	SUPPLYWORKS			371.99
	usbank.feb2019	U.S. Bank	02/25/2019	3,070.46
01 2510 341 000 000		Postage		108.06
01 1222 670 001 000		Travel Secon		124.80
01 1229 670 002 000		Travel Elem		124.79
01 2400 670 002 000		Travel Elem		124.79
01 1100 410 001 000		Gen Supplies Secon		557.46
01 3135 410 000 000		High Abilt Learn Supplies		160.48
01 3135 630 000 000		High Abilt Learn Registration		300.00
01 1100 420 002 000		Textbooks Elem		689.94
01 2212 670 002 000		Travel Elem		424.31
01 2750 336 000 000		Gas And Oil		36.53
01 3135 410 000 000		High Abilt Learn Supplies		80.42
01 2320 670 000 000		Travel		59.99
01 1124 411 001 000		Computer Parts-etc		102.32
01 1124 411 002 000		Computer Parts-etc		65.33
01 2222 430 002 000		Library Books Elem		71.26
01 2620 319 001 000		Other Pur Ser Secon		39.98
Total	U.S. Bank			3,070.46
	2121738	US FOODS dba THE THOMPSON CO	01/28/2019	183.45
01 2610 410 001 000		Supplies Secon		91.73
01 2610 410 002 000		Supplies Elem		91.72
	2121739	US FOODS dba THE THOMPSON CO	01/28/2019	43.47
01 2610 410 001 000		Supplies Secon		21.74
01 2610 410 002 000		Supplies Elem		21.73
	2126189	US FOODS dba THE THOMPSON CO	02/07/2019	957.27
01 2610 410 001 000		Supplies Secon		478.64
01 2610 410 002 000		Supplies Elem		478.63
	2130386	US FOODS dba THE THOMPSON CO	02/21/2019	278.00
01 2610 410 001 000		Supplies Secon		139.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 410 002 000		Supplies Elem		139.00
Total		US FOODS dba THE THOMPSON CO		1,462.19
	04960080201902	Verizon Business	03/01/2019	193.51
01 2510 342 001 000		Telephone Secon		96.75
01 2510 342 002 000		Telephone Elem		96.76
Total		Verizon Business		193.51
	9824966985	VERIZON WIRELESS	02/25/2019	602.80
01 2510 342 001 000		Telephone Secon		301.40
01 2510 342 002 000		Telephone Elem		301.40
Total		VERIZON WIRELESS		602.80
	rps.feb19	WILKE'S TRUE VALUE	02/28/2019	86.61
01 2620 319 001 000		Other Pur Ser Secon		56.33
01 2620 319 002 000		Other Purch Ser Elem		30.28
Total		WILKE'S TRUE VALUE		86.61
	387818	YANDA'S MUSIC	02/15/2019	68.00
01 1128 318 002 000		Instrument Repair		68.00
Total		YANDA'S MUSIC		68.00
Fund Number	01			78,858.04
Checking Account ID	01			78,858.04

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01	General							
01 1100 110 001 000	Salaries Secon	918,500.00	74,391.35	530,373.80	57.74	388,126.20	0.00	388,126.20
01 1100 110 002 000	Salaries Elem	906,948.00	55,101.92	387,285.52	42.70	519,662.48	0.00	519,662.48
01 1100 111 001 000	Cash in lieu of BC Secon	17,200.00	1,432.35	10,026.45	58.29	7,173.55	0.00	7,173.55
01 1100 111 002 000	Cash in lieu of BC Elem	20,065.00	1,671.07	11,697.49	58.30	8,367.51	0.00	8,367.51
01 1100 120 001 000	Sub Salaries Secon	35,000.00	3,960.00	17,300.56	49.43	17,699.44	0.00	17,699.44
01 1100 120 002 000	Sub Salaries Elem	15,000.00	2,878.65	10,787.04	71.91	4,212.96	0.00	4,212.96
01 1100 140 001 000	Aides Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 210 001 000	Fica Secon	74,336.00	5,980.56	41,797.00	56.23	32,539.00	0.00	32,539.00
01 1100 210 002 000	Fica Elem	72,064.00	4,293.36	29,555.82	41.01	42,508.18	0.00	42,508.18
01 1100 220 001 000	Retirement Secon	90,827.00	7,348.23	51,978.49	57.23	38,848.51	0.00	38,848.51
01 1100 220 002 000	Retirement Elem	89,587.00	5,490.14	38,232.76	42.68	51,354.24	0.00	51,354.24
01 1100 230 001 000	Health Ins Secon	266,000.00	19,589.35	137,206.08	51.58	128,793.92	0.00	128,793.92
01 1100 230 002 000	Health Ins Elem	231,390.00	13,409.56	93,193.54	40.28	138,196.46	0.00	138,196.46
01 1100 290 001 000	Life Ins Secon	1,630.00	135.58	949.69	58.26	680.31	0.00	680.31
01 1100 290 002 000	Life Ins Elem	1,594.00	103.72	720.25	45.19	873.75	0.00	873.75
01 1100 310 001 000	ASSEMBLIES	1,000.00	0.00	1,849.50	184.95	(849.50)	0.00	(849.50)
01 1100 310 002 000	ASSEMBLIES	1,000.00	0.00	349.50	34.95	650.50	0.00	650.50
01 1100 318 001 000	Cont Repair Secon	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 318 002 000	Cont Repair Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 327 001 000	LEASED EQUIP	9,000.00	708.66	4,960.62	55.12	4,039.38	0.00	4,039.38
01 1100 327 002 000	LEASED EQUIP	8,500.00	354.34	2,480.38	29.18	6,019.62	0.00	6,019.62
01 1100 381 000 000	INTERNET SERVICES	10,000.00	464.31	2,943.71	29.44	7,056.29	0.00	7,056.29
01 1100 382 001 000	Distance Education	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 391 000 000	Mileage for Psyche Services	2,500.00	0.00	474.15	18.97	2,025.85	0.00	2,025.85
01 1100 410 001 000	Gen Supplies Secon	15,000.00	787.07	7,424.17	49.49	7,575.83	0.00	7,575.83
01 1100 410 002 000	Gen Supplies Elem	15,000.00	147.00	4,894.70	32.63	10,105.30	0.00	10,105.30
01 1100 420 001 000	Textbooks Secon	15,000.00	0.00	2,709.06	18.06	12,290.94	0.00	12,290.94
01 1100 420 002 000	Textbooks Elem	20,000.00	689.94	689.94	3.45	19,310.06	0.00	19,310.06
01 1100 460 001 000	Comp Software Secon	30,000.00	0.00	8,972.90	29.91	21,027.10	0.00	21,027.10
01 1100 460 002 000	Comp Software Elem	20,000.00	0.00	7,460.70	37.30	12,539.30	0.00	12,539.30
01 1100 530 001 000	Equipment Secon	5,000.00	0.00	5,252.00	105.04	(252.00)	0.00	(252.00)
01 1100 530 002 000	Equipment Elem	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 531 001 000	Furniture Secon	5,000.00	0.00	1,077.30	21.55	3,922.70	0.00	3,922.70
01 1100 531 002 000	Furniture Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 560 001 000	Comp Equip Secon	60,000.00	0.00	0.00	0.00	60,000.00	0.00	60,000.00
01 1100 560 002 000	Comp Equip Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 630 001 000	FEES	5,500.00	98.00	3,066.55	55.76	2,433.45	0.00	2,433.45
01 1100 630 002 000	FEES	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 670 001 000	Travel Secon	2,000.00	0.00	156.58	7.83	1,843.42	0.00	1,843.42
01 1100 670 002 000	Travel Elem	1,500.00	0.00	326.00	21.73	1,174.00	0.00	1,174.00
01 1100 690 001 000	Other Misc Exp Secon	2,500.00	170.00	3,497.75	139.91	(997.75)	0.00	(997.75)
01 1100 690 002 000	Other Misc Exp Elem	2,500.00	68.00	485.36	19.41	2,014.64	0.00	2,014.64
1100	SALARIES	2,996,641.00	199,273.16	1,420,175.36	47.39	1,576,465.64	0.00	1,576,465.64
01 1110 411 002 000	Kingrt Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1110 412 002 000	Classroom Periodical	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1110 413 002 000	Expendable Wrbk	600.00	0.00	0.00	0.00	600.00	0.00	600.00
1110	1110	1,100.00	0.00	0.00	0.00	1,100.00	0.00	1,100.00
01 1111 411 002 000	Grade 1 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1111 412 002 000	Classroom Periodical	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1111 413 002 000	Expendable Wrkbk	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1111	1111	2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
01 1112 411 002 000	Grade 2 Materials	400.00	0.00	26.80	6.70	373.20	0.00	373.20
01 1112 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1112 413 002 000	Expendable Wrkbk	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
1112 1112		2,150.00	0.00	26.80	1.25	2,123.20	0.00	2,123.20
01 1113 411 002 000	Grade 3 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1113 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1113 413 002 000	Expendable Wrkbk	1,400.00	0.00	0.00	0.00	1,400.00	0.00	1,400.00
1113 1113		1,950.00	0.00	0.00	0.00	1,950.00	0.00	1,950.00
01 1114 411 002 000	Grade 4 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1114 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1114 413 002 000	Expendable Wrkbk	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1114 1114		1,050.00	0.00	0.00	0.00	1,050.00	0.00	1,050.00
01 1115 411 002 000	Grade 5 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1115 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1115 413 002 000	Expendable Wrkbk	400.00	0.00	0.00	0.00	400.00	0.00	400.00
1115 Grade 5		950.00	0.00	0.00	0.00	950.00	0.00	950.00
01 1116 411 002 000	Grade 6 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1116 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1116 413 002 000	Expendable Wrkbk	150.00	0.00	0.00	0.00	150.00	0.00	150.00
1116 1116		700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 1117 411 002 000	Elem Art Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1117 MATERIALS & TEXTBOOKS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 411 001 000	Music Materials	1,000.00	0.00	676.86	67.69	323.14	0.00	323.14
01 1118 411 002 000	Music Materials	727.00	0.00	125.00	17.19	602.00	0.00	602.00
01 1118 530 001 000	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 530 002 000	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 600 001 000	Other (Band Uniforms)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 631 001 000	Choral Registration	831.00	0.00	40.00	4.81	791.00	0.00	791.00
1118 MUSIC		3,558.00	0.00	841.86	23.66	2,716.14	0.00	2,716.14
01 1119 411 002 000	Elem Pe Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1119 530 002 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1119 1119		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1120 411 001 000	Lang Arts Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1120 412 001 000	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1120 460 001 000	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1120 631 001 000	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1120 1120		2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
01 1121 411 001 000	Math Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
1121 1121		200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1122 318 001 000	Science Equip Repair	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1122 411 001 000	Materials	5,000.00	0.00	683.30	13.67	4,316.70	0.00	4,316.70
01 1122 412 001 000	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1122 460 001 000	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1122 530 001 000	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
1122 SCIENCE AND COMPUTER		9,350.00	0.00	683.30	7.31	8,666.70	0.00	8,666.70
01 1123 411 001 000	Soc Stud Materials	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1123 412 001 000	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1123 SOCIAL STUDIES		470.00	0.00	0.00	0.00	470.00	0.00	470.00
01 1124 318 001 000	Compu Repair Service	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1124 318 002 000	Compu Repair Service	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1124 411 001 000	Computer Parts-etc	5,000.00	102.32	1,055.70	21.11	3,944.30	0.00	3,944.30
01 1124 411 002 000	Computer Parts-etc	5,000.00	65.33	1,008.72	20.17	3,991.28	0.00	3,991.28

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1124	COMPUTER REPAIR & EQUIPMENT	14,000.00	167.65	2,064.42	14.75	11,935.58	0.00	11,935.58
01 1125 318 001 000	Ag Equip Repair Ser	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1125 319 001 000	Other Purchased Serv	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1125 411 001 000	Instr Materials	4,000.00	265.29	1,173.90	29.35	2,826.10	0.00	2,826.10
01 1125 413 001 000	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1125 460 001 000	Comp Software	500.00	0.00	295.00	59.00	205.00	0.00	205.00
01 1125 530 001 000	Equipment	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1125 630 001 000	Instr Registration	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 1125 631 001 000	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
01 1125 670 001 000	Instructor Travel	700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 1125 671 001 000	Student Travel	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1125	AGRICULTURE	8,940.00	265.29	1,468.90	16.43	7,471.10	0.00	7,471.10
01 1126 318 001 000	Business Repair Ser	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1126 411 001 000	Instr Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 413 001 000	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 460 001 000	Comp Software	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 530 001 000	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1126 630 001 000	Instru Registration	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1126 631 001 000	Student Registration	1,300.00	0.00	90.00	6.92	1,210.00	0.00	1,210.00
01 1126 670 001 000	Instructor Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1126 671 001 000	Student Travel	100.00	0.00	0.00	0.00	100.00	0.00	100.00
1126	BUSINESS	5,000.00	0.00	90.00	1.80	4,910.00	0.00	4,910.00
01 1127 411 001 000	Secon Art Materials	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
1127	SECON ART MATERIALS	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
01 1128 318 001 000	Instrument Repair Secon	2,000.00	0.00	245.88	12.29	1,754.12	0.00	1,754.12
01 1128 318 002 000	Instrument Repair	500.00	68.00	253.20	50.64	246.80	0.00	246.80
01 1128 319 001 000	Other Purchased Services	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1128 411 001 000	Instr Materials	1,000.00	0.00	62.36	6.24	937.64	0.00	937.64
01 1128 411 002 000	Instrument Materials	1,000.00	0.00	57.77	5.78	942.23	0.00	942.23
01 1128 530 001 000	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1128 530 002 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1128 631 001 000	Registration	500.00	0.00	53.00	10.60	447.00	0.00	447.00
01 1128 631 002 000	Student Registration	500.00	0.00	100.00	20.00	400.00	0.00	400.00
1128	BAND	10,000.00	68.00	772.21	7.72	9,227.79	0.00	9,227.79
01 1129 318 001 000	REPAIR	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1129 327 001 000	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1129 411 001 000	Instr Materials	800.00	0.00	0.00	0.00	800.00	0.00	800.00
01 1129 530 001 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1129	P.E.	8,800.00	0.00	0.00	0.00	8,800.00	0.00	8,800.00
01 1130 411 001 000	FCS Instr Materials	500.00	0.00	66.88	13.38	433.12	0.00	433.12
1130	HOME ECONOMICS	500.00	0.00	66.88	13.38	433.12	0.00	433.12
01 1131 318 001 000	Ind Art Equip Repair	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1131 411 001 000	Instruc Materials	2,000.00	0.00	201.71	10.09	1,798.29	0.00	1,798.29
01 1131 450 001 000	VIDEOS	0.00	0.00	361.38	0.00	(361.38)	0.00	(361.38)
01 1131 460 001 000	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1131 530 001 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1131 630 001 000	Instru Registration	80.00	50.00	50.00	62.50	30.00	0.00	30.00
01 1131 631 001 000	Student Registration	1,000.00	720.00	1,420.00	142.00	(420.00)	0.00	(420.00)
01 1131 670 001 000	Instructor Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1131 671 001 000	Student Travel	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1131	INDUSTRIAL ARTS	4,930.00	770.00	2,033.09	41.24	2,896.91	0.00	2,896.91
01 1132 411 001 000	Foreign Lang Mater	200.00	0.00	47.96	23.98	152.04	0.00	152.04

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Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1132 412 001 000	Classroom Period	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1132 631 001 000	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1132 FOREIGN LANGUAGE		400.00	0.00	47.96	11.99	352.04	0.00	352.04
01 1133 411 001 000	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1133 530 001 000	Journalism Equip	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1133 JOURNALISM		600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1160 110 002 000	Poverty Instructional Program	0.00	9,172.91	64,210.37	0.00	(64,210.37)	0.00	(64,210.37)
01 1160 210 002 000	Poverty Program FICA	0.00	642.20	4,495.63	0.00	(4,495.63)	0.00	(4,495.63)
01 1160 220 002 000	Poverty Program Retire	0.00	906.08	6,342.56	0.00	(6,342.56)	0.00	(6,342.56)
01 1160 230 002 000	Poverty Program Health Ins	0.00	1,902.75	13,312.71	0.00	(13,312.71)	0.00	(13,312.71)
01 1160 290 002 000	Life	0.00	12.65	88.47	0.00	(88.47)	0.00	(88.47)
1160 POVERTY		0.00	12,636.59	88,449.74	0.00	(88,449.74)	0.00	(88,449.74)
01 1190 110 002 000	PreK Salary	36,990.00	0.00	27.36	0.07	36,962.64	0.00	36,962.64
01 1190 120 002 000	PreK Subs	1,500.00	0.00	566.44	37.76	933.56	0.00	933.56
01 1190 140 002 000	PreK Para	40,100.00	1,525.96	9,470.88	23.62	30,629.12	0.00	30,629.12
01 1190 210 002 000	PreK Fica	6,012.00	80.13	403.64	6.71	5,608.36	0.00	5,608.36
01 1190 220 002 000	PreK Retire	7,615.00	80.71	796.01	10.45	6,818.99	0.00	6,818.99
01 1190 230 002 000	PreK Health	32,200.00	274.53	2,758.42	8.57	29,441.58	0.00	29,441.58
01 1190 290 002 000	PreK Life	192.00	2.29	23.03	11.99	168.97	0.00	168.97
01 1190 410 002 000	PreK Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1190 690 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		125,609.00	1,963.62	14,045.78	11.18	111,563.22	0.00	111,563.22
01 1212 313 001 000	Contracted Supervis	0.00	995.84	8,429.96	0.00	(8,429.96)	0.00	(8,429.96)
01 1212 313 002 000	SPED SUPERVISION	33,888.00	995.84	8,429.96	24.88	25,458.04	0.00	25,458.04
1212 SP ED		33,888.00	1,991.68	16,859.92	49.75	17,028.08	0.00	17,028.08
01 1213 313 001 000	Vocational	5,343.00	409.61	3,438.56	64.36	1,904.44	0.00	1,904.44
01 1213 313 002 000	Diagnostic Testing (School Psych)	46,700.00	3,657.22	29,061.08	62.23	17,638.92	0.00	17,638.92
1213 School Psych		52,043.00	4,066.83	32,499.64	62.45	19,543.36	0.00	19,543.36
01 1214 313 001 000	Deaf	862.00	87.86	689.50	79.99	172.50	0.00	172.50
01 1214 313 002 000	PT Therapy	12,070.00	813.80	6,126.60	50.76	5,943.40	0.00	5,943.40
01 1214 318 001 000	Vision	3,568.00	243.03	1,950.68	54.67	1,617.32	0.00	1,617.32
01 1214 318 002 000	OT Therapy	25,387.00	2,039.72	16,143.58	63.59	9,243.42	0.00	9,243.42
1214 DIAGNOSTIC TESTING		41,887.00	3,184.41	24,910.36	59.47	16,976.64	0.00	16,976.64
01 1215 313 001 000	Audiology Secon	0.00	58.75	477.41	0.00	(477.41)	0.00	(477.41)
01 1215 313 002 000	Audiology Elem	1,614.00	58.75	477.41	29.58	1,136.59	0.00	1,136.59
1215 DISTANCE LEARNING & AUDIOLOGY		1,614.00	117.50	954.82	59.16	659.18	0.00	659.18
01 1216 313 001 000	Speech Therapy	0.00	3,792.00	28,150.46	0.00	(28,150.46)	0.00	(28,150.46)
01 1216 313 002 000	Speech Therapy Elem	163,618.00	9,771.70	77,599.11	47.43	86,018.89	0.00	86,018.89
1216 SPEECH		163,618.00	13,563.70	105,749.57	64.63	57,868.43	0.00	57,868.43
01 1218 313 001 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1218 313 002 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1218 SPEC ED FLEX		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1220 110 001 000	Nurse Sp Ed Services	10,638.00	849.20	5,944.40	55.88	4,693.60	0.00	4,693.60
01 1220 110 002 000	Nurse Sp Ed Services	10,638.00	849.20	5,944.40	55.88	4,693.60	0.00	4,693.60
01 1220 210 001 000	Fica	813.00	64.82	453.77	55.81	359.23	0.00	359.23
01 1220 210 002 000	Fica	813.00	64.82	453.77	55.81	359.23	0.00	359.23
01 1220 220 001 000	Retire	1,051.00	83.88	587.16	55.87	463.84	0.00	463.84
01 1220 220 002 000	Retire	1,051.00	83.88	587.16	55.87	463.84	0.00	463.84
01 1220 230 001 000	Health Ins	1,681.00	140.06	980.34	58.32	700.66	0.00	700.66
01 1220 230 002 000	Health Ins	1,681.00	140.06	980.34	58.32	700.66	0.00	700.66
01 1220 290 001 000	Life Ins	22.00	1.76	12.32	56.00	9.68	0.00	9.68

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1220 290 002 000	Life Ins	22.00	1.76	12.32	56.00	9.68	0.00	9.68
1220 NURSE SP ED		28,410.00	2,279.44	15,955.98	56.16	12,454.02	0.00	12,454.02
01 1222 110 001 000	Sp Ed Lvl2 Secon	145,849.00	11,528.70	80,901.83	55.47	64,947.17	0.00	64,947.17
01 1222 111 001 000	Cash in lieu of BC	8,273.00	676.39	4,734.73	57.23	3,538.27	0.00	3,538.27
01 1222 120 001 000	Sub Secon	2,400.00	420.00	750.00	31.25	1,650.00	0.00	1,650.00
01 1222 140 001 000	Aide Secon	193,500.00	15,219.93	102,900.69	53.18	90,599.31	0.00	90,599.31
01 1222 210 001 000	Fica Secon	26,777.00	2,015.08	13,796.02	51.52	12,980.98	0.00	12,980.98
01 1222 220 001 000	Retire Secon	33,521.00	2,574.12	17,890.73	53.37	15,630.27	0.00	15,630.27
01 1222 230 001 000	Health Ins	58,000.00	4,107.62	29,782.08	51.35	28,217.92	0.00	28,217.92
01 1222 290 001 000	Life Ins Secon	672.00	53.67	387.63	57.68	284.37	0.00	284.37
01 1222 310 001 000	Inservice	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1222 313 001 000	Purch Prof Ser Secon	0.00	0.00	257.50	0.00	(257.50)	0.00	(257.50)
01 1222 318 001 000	Contracted Services	3,500.00	0.00	1,466.64	41.90	2,033.36	0.00	2,033.36
01 1222 327 001 000	RENTALS OR LEASES	0.00	0.00	331.00	0.00	(331.00)	0.00	(331.00)
01 1222 410 001 000	Gen Supplies	100.00	0.00	43.31	43.31	56.69	0.00	56.69
01 1222 411 001 000	Instruc Mater Secon	1,000.00	0.00	992.79	99.28	7.21	0.00	7.21
01 1222 413 001 000	Expendable Workbooks	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1222 420 001 000	Textbooks	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1222 440 001 000	Periodicals	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1222 450 001 000	Audio Visual Secon	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1222 460 001 000	Comp Software Secon	1,000.00	0.00	299.00	29.90	701.00	0.00	701.00
01 1222 530 001 000	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1222 560 001 000	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1222 630 001 000	Registration Secondary	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1222 641 001 000	Liability Insurance	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1222 670 001 000	Travel Secon	150.00	124.80	525.62	350.41	(375.62)	0.00	(375.62)
1222 SPECIAL ED SECONDARY		480,342.00	36,720.31	255,059.57	53.10	225,282.43	0.00	225,282.43
01 1229 110 002 000	Sp Ed Lvl2 Elem	216,129.00	17,128.58	119,875.99	55.47	96,253.01	0.00	96,253.01
01 1229 111 002 000	Cash in lieu of BC	634.00	39.79	278.53	43.93	355.47	0.00	355.47
01 1229 120 002 000	Sub Elem	9,300.00	909.26	4,471.27	48.08	4,828.73	0.00	4,828.73
01 1229 140 002 000	Aide Elem	93,000.00	6,784.31	46,219.98	49.70	46,780.02	0.00	46,780.02
01 1229 210 002 000	Fica Elem	24,409.00	1,816.23	12,514.26	51.27	11,894.74	0.00	11,894.74
01 1229 220 002 000	Retire Elem	30,536.00	2,334.94	16,287.57	53.34	14,248.43	0.00	14,248.43
01 1229 230 002 000	Health Ins Elem	92,700.00	6,613.37	46,534.51	50.20	46,165.49	0.00	46,165.49
01 1229 290 002 000	Life Ins Elem	540.00	44.26	311.63	57.71	228.37	0.00	228.37
01 1229 313 002 000	Purch Prof Serv Elem	0.00	30.00	287.50	0.00	(287.50)	0.00	(287.50)
01 1229 318 002 000	Contracted Services	8,000.00	0.00	1,073.31	13.42	6,926.69	0.00	6,926.69
01 1229 410 002 000	Gen Supplies Elem	750.00	0.00	43.31	5.77	706.69	0.00	706.69
01 1229 411 002 000	Instruc Mater Elem	1,500.00	0.00	78.58	5.24	1,421.42	0.00	1,421.42
01 1229 413 002 000	Expendable Wrbk Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1229 420 002 000	Textbooks Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1229 450 002 000	Audio Visual Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1229 460 002 000	Comp Software Elem	610.00	0.00	0.00	0.00	610.00	0.00	610.00
01 1229 530 002 000	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1229 560 002 000	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1229 630 002 000	Registration Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1229 670 002 000	Travel Elem	250.00	124.79	525.61	210.24	(275.61)	0.00	(275.61)
1229 SPECIAL ED ELEMENTARY		482,058.00	35,825.53	248,502.05	51.55	233,555.95	0.00	233,555.95
01 1238 318 001 000	SpEd LVL III OT/PT	35,000.00	301.13	1,797.05	5.13	33,202.95	0.00	33,202.95
01 1238 362 001 000	Sped Tuition LVL III	150,000.00	2,990.40	21,867.30	14.58	128,132.70	0.00	128,132.70
01 1238 362 002 000	Sped Tuition LVL III	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
1238 SPED OT/PT		224,536.00	3,291.53	23,664.35	10.54	200,871.65	0.00	200,871.65
01 1290 313 000 000	PRE SCHL SPEECH (3-5)	9,090.00	875.08	6,717.15	73.90	2,372.85	0.00	2,372.85

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1290	PRESCHOOL	9,090.00	875.08	6,717.15	73.90	2,372.85	0.00	2,372.85
01 1291 313 000 000	PRE SPED Supervision (3-5)	6,695.00	748.53	2,087.41	31.18	4,607.59	0.00	4,607.59
01 1291 313 001 000	PRE OT Services (3-5)	4,821.00	387.29	3,065.22	63.58	1,755.78	0.00	1,755.78
01 1291 313 002 000	PRE Deaf Ed Services (3-5)	862.00	0.00	104.65	12.14	757.35	0.00	757.35
01 1291 318 000 000	PRE D/E Psychologist Services (3-5)	5,838.00	457.15	3,632.63	62.22	2,205.37	0.00	2,205.37
01 1291 318 001 000	PRE D/E Audiology (3-5)	202.00	14.69	14.69	7.27	187.31	0.00	187.31
01 1291 318 002 000	PRE PT Services (3-5)	3,794.00	255.76	1,925.49	50.75	1,868.51	0.00	1,868.51
01 1291 410 000 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 412 000 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 530 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291	PRE SPED	27,112.00	1,863.42	10,830.09	39.95	16,281.91	0.00	16,281.91
01 1292 313 000 000	Pre Deaf Ed Services (0-2)	862.00	87.86	794.15	92.13	67.85	0.00	67.85
01 1292 313 001 000	Pre Sped OT Services (0-2)	1,929.00	154.92	1,226.10	63.56	702.90	0.00	702.90
01 1292 313 002 000	Pre Sped PT Services (0-2)	1,380.00	93.01	1,058.64	76.71	321.36	0.00	321.36
01 1292 318 000 000	Pre Sped Services (0-2)	5,000.00	748.53	2,087.41	41.75	2,912.59	0.00	2,912.59
01 1292 318 002 000	Pre D/E Psychological Services (0-2)	5,838.00	457.15	4,021.80	68.89	1,816.20	0.00	1,816.20
1292	PRE Sped	15,009.00	1,541.47	9,188.10	61.22	5,820.90	0.00	5,820.90
01 2120 110 001 000	Counselor Sal Secon	54,815.00	4,567.90	31,975.30	58.33	22,839.70	0.00	22,839.70
01 2120 110 002 000	Counselor Sal Elem	13,704.00	1,141.98	7,993.86	58.33	5,710.14	0.00	5,710.14
01 2120 140 001 000	Aide Secon	5,600.00	568.25	3,229.89	57.68	2,370.11	0.00	2,370.11
01 2120 210 001 000	Fica Secon	4,621.00	381.56	2,615.77	56.61	2,005.23	0.00	2,005.23
01 2120 210 002 000	Fica Elem	1,048.00	84.78	593.58	56.64	454.42	0.00	454.42
01 2120 220 001 000	Retirement Secon	5,968.00	507.35	3,477.53	58.27	2,490.47	0.00	2,490.47
01 2120 220 002 000	Retirement Elem	1,354.00	112.80	789.60	58.32	564.40	0.00	564.40
01 2120 230 001 000	Health Ins. Secon	12,200.00	1,014.31	6,921.20	56.73	5,278.80	0.00	5,278.80
01 2120 230 002 000	Health Ins. Elem	2,770.00	230.67	1,602.09	57.84	1,167.91	0.00	1,167.91
01 2120 290 001 000	Life Ins Secon	85.00	6.97	47.68	56.09	37.32	0.00	37.32
01 2120 290 002 000	Life Ins Elem	20.00	1.60	11.11	55.55	8.89	0.00	8.89
01 2120 313 001 000	Purch Prof Ser Secon	1,000.00	0.00	115.00	11.50	885.00	0.00	885.00
01 2120 313 002 000	Purch Prof Ser Elem	1,000.00	0.00	90.00	9.00	910.00	0.00	910.00
01 2120 410 001 000	Supplies Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 410 002 000	Supplies Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 420 001 000	Resource Texts	2,500.00	559.00	559.00	22.36	1,941.00	0.00	1,941.00
01 2120 420 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 460 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 670 001 000	Travel Secon	500.00	0.00	58.47	11.69	441.53	0.00	441.53
01 2120 670 002 000	Travel Elem	60.00	0.00	58.48	97.47	1.52	0.00	1.52
2120	COUNSELOR	109,495.00	9,177.17	60,138.56	54.92	49,356.44	0.00	49,356.44
01 2130 110 000 000	Nurse Salary	27,077.00	2,161.60	15,131.20	55.88	11,945.80	0.00	11,945.80
01 2130 210 000 000	Fica	2,071.00	165.02	1,155.08	55.77	915.92	0.00	915.92
01 2130 220 000 000	Retirement	2,675.00	213.52	1,494.64	55.87	1,180.36	0.00	1,180.36
01 2130 230 000 000	Health Ins	4,278.00	356.48	2,495.52	58.33	1,782.48	0.00	1,782.48
01 2130 290 000 000	Life Ins	54.00	4.48	31.36	58.07	22.64	0.00	22.64
01 2130 313 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 313 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 410 000 000	Health Supplies	2,500.00	0.00	199.71	7.99	2,300.29	0.00	2,300.29
01 2130 411 001 000	Instruc Mater Secon	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2130 411 002 000	Instruc Mater Elem	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 530 000 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 630 000 000	Dues And Fees	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2130 670 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
2130	NURSE	39,705.00	2,901.10	20,507.51	51.65	19,197.49	0.00	19,197.49
01 2190 140 001 000	Act Trans Sal Secon	11,500.00	1,488.83	8,753.11	76.11	2,746.89	0.00	2,746.89

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2190 140 002 000	Act Trans Sal Elem	1,000.00	0.00	253.36	25.34	746.64	0.00	746.64
01 2190 210 001 000	Fica Secon	1,000.00	113.90	669.63	66.96	330.37	0.00	330.37
01 2190 210 002 000	Fica Elem	77.00	0.00	19.39	25.18	57.61	0.00	57.61
01 2190 220 001 000	Retirement Secon	750.00	0.00	39.17	5.22	710.83	0.00	710.83
01 2190 220 002 000	Retirement Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2190 340 001 000	Testing	1,000.00	0.00	570.00	57.00	430.00	0.00	430.00
01 2190 670 001 000	Meals/travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 670 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		15,467.00	1,602.73	10,304.66	66.62	5,162.34	0.00	5,162.34
01 2212 110 002 000	Staff Dev Salaries	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 120 001 000	Staff Development	3,500.00	240.00	720.00	20.57	2,780.00	0.00	2,780.00
01 2212 120 002 000	Staff Development	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2212 210 001 000	Staff Dev Fica	268.00	18.36	55.08	20.55	212.92	0.00	212.92
01 2212 210 002 000	Staff Dev Fica	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 220 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 230 002 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 290 002 000	LIFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 319 001 000	Purch Prof Ser Secon	2,500.00	782.50	1,900.50	76.02	599.50	0.00	599.50
01 2212 319 002 000	Purch Prof Ser Elem	2,000.00	444.50	819.50	40.98	1,180.50	0.00	1,180.50
01 2212 410 001 000	Supplies Secon	1,500.00	0.00	169.30	11.29	1,330.70	0.00	1,330.70
01 2212 410 002 000	Supplies Elem	500.00	0.00	169.30	33.86	330.70	0.00	330.70
01 2212 630 001 000	Dues And Fees Secon	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 2212 630 002 000	Dues And Fees Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 670 001 000	Travel Secon	500.00	797.65	3,404.27	680.85	(2,904.27)	0.00	(2,904.27)
01 2212 670 002 000	Travel Elem	1,500.00	424.31	424.31	28.29	1,075.69	0.00	1,075.69
2212 STAFF		24,668.00	2,707.32	7,662.26	31.06	17,005.74	0.00	17,005.74
01 2215 110 000 000	Assessment	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
01 2215 210 002 000	Assessment Fica Elem	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2215 220 000 000	Assessment Retire	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2215 410 001 000	Assessment Supplies	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2215 410 002 000	Assessment Supplies	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2215 630 001 000	Assessment Dues/fees	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2215 630 002 000	Assessment Dues/fees	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2215 670 001 000	Assessment Travel	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2215 670 002 000	Assessment Travel	150.00	0.00	0.00	0.00	150.00	0.00	150.00
2215 ASSESSMENT		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 110 000 000	Tech Support Salary	60,000.00	5,000.00	35,000.00	58.33	25,000.00	0.00	25,000.00
01 2220 140 000 000	Tech Support Aides	3,000.00	0.00	594.18	19.81	2,405.82	0.00	2,405.82
01 2220 210 000 000	Tech Support Fica	4,819.00	361.46	2,530.22	52.51	2,288.78	0.00	2,288.78
01 2220 220 000 000	Tech Support Retir	6,223.00	493.89	3,457.23	55.56	2,765.77	0.00	2,765.77
01 2220 230 000 000	Tech Support Health Ins	20,915.00	1,742.89	12,200.23	58.33	8,714.77	0.00	8,714.77
01 2220 290 000 000	Tech Support Life Ins	96.00	8.00	56.00	58.33	40.00	0.00	40.00
01 2220 318 000 000	SUPPORT/NETWORK/BACKUP	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2220 630 000 000	REGISTRATION	500.00	139.00	164.00	32.80	336.00	0.00	336.00
01 2220 670 000 000	Tech Support Travel	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2220 TECH SUPPORT		98,553.00	7,745.24	54,001.86	54.79	44,551.14	0.00	44,551.14
01 2222 110 001 000	Librarian Sal Secon	24,489.00	2,040.73	14,285.11	58.33	10,203.89	0.00	10,203.89
01 2222 110 002 000	Librarian Sal Elem	24,489.00	2,040.73	14,285.11	58.33	10,203.89	0.00	10,203.89
01 2222 210 001 000	Fica Secon	1,873.00	154.97	1,084.79	57.92	788.21	0.00	788.21
01 2222 210 002 000	Fica Elem	1,873.00	154.99	1,084.93	57.92	788.07	0.00	788.07
01 2222 220 001 000	Retire Secon	2,419.00	201.58	1,411.06	58.33	1,007.94	0.00	1,007.94
01 2222 220 002 000	Retire Elem	2,419.00	201.58	1,411.06	58.33	1,007.94	0.00	1,007.94
01 2222 230 001 000	Health Ins Secon	10,458.00	0.00	0.00	0.00	10,458.00	0.00	10,458.00
01 2222 230 002 000	Health Ins Elem	10,458.00	0.00	0.00	0.00	10,458.00	0.00	10,458.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2222 290 001 000	Life Ins Secon	48.00	4.00	28.00	58.33	20.00	0.00	20.00
01 2222 290 002 000	Life Ins Elem	48.00	4.00	28.00	58.33	20.00	0.00	20.00
01 2222 313 001 000	Purchased Ser Secon	700.00	0.00	40.00	5.71	660.00	0.00	660.00
01 2222 313 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2222 318 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2222 318 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2222 410 001 000	Supplies Secon	500.00	0.00	496.49	99.30	3.51	0.00	3.51
01 2222 410 002 000	Supplies Elem	568.00	0.00	84.93	14.95	483.07	0.00	483.07
01 2222 425 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2222 430 001 000	Library Books Secon	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00
01 2222 430 002 000	Library Books Elem	1,500.00	71.26	307.08	20.47	1,192.92	0.00	1,192.92
01 2222 440 001 000	Magazines Secon	1,200.00	0.00	27.00	2.25	1,173.00	0.00	1,173.00
01 2222 440 002 000	Magazines Elem	750.00	0.00	27.00	3.60	723.00	0.00	723.00
01 2222 450 001 000	Av Mater Secon	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2222 450 002 000	Av Mater Elem	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2222 460 001 000	Computer Software	3,800.00	0.00	770.50	20.28	3,029.50	0.00	3,029.50
01 2222 460 002 000	Elem Software	2,500.00	0.00	770.50	30.82	1,729.50	0.00	1,729.50
01 2222 530 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2222 530 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2222 670 001 000	TRAVEL	0.00	0.00	37.06	0.00	(37.06)	0.00	(37.06)
01 2222 690 001 000	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2222 690 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2222 LIBRARY		96,482.00	4,873.84	36,178.62	37.50	60,303.38	0.00	60,303.38
01 2310 318 000 000	SERVICES	750.00	21.00	641.00	85.47	109.00	0.00	109.00
01 2310 319 000 000	Audit	6,500.00	0.00	6,500.00	100.00	0.00	0.00	0.00
01 2310 350 000 000	Advertising & Print	7,500.00	0.00	1,834.67	24.46	5,665.33	0.00	5,665.33
01 2310 410 000 000	Supplies	3,500.00	639.50	819.41	23.41	2,680.59	0.00	2,680.59
01 2310 467 000 000	Software (E-Meetings)	2,000.00	0.00	2,500.00	125.00	(500.00)	0.00	(500.00)
01 2310 630 000 000	Dues And Fees	12,500.00	4,603.00	7,771.30	62.17	4,728.70	0.00	4,728.70
01 2310 641 000 000	Liability Ins	15,000.00	0.00	14,077.67	93.85	922.33	0.00	922.33
01 2310 642 000 000	Fidelity Bond Prem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2310 670 000 000	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 690 000 000	Other Misc Exp	2,000.00	0.00	142.21	7.11	1,857.79	0.00	1,857.79
2310 TREASURER		52,250.00	5,263.50	34,286.26	65.62	17,963.74	0.00	17,963.74
01 2320 110 000 000	Supt Salary	131,170.00	10,889.24	76,224.68	58.11	54,945.32	0.00	54,945.32
01 2320 140 000 000	Clerical	17,974.00	1,439.24	10,559.09	58.75	7,414.91	0.00	7,414.91
01 2320 210 000 000	Fica	11,410.00	930.31	6,549.13	57.40	4,860.87	0.00	4,860.87
01 2320 220 000 000	Retirement	14,683.00	1,214.28	8,513.78	57.98	6,169.22	0.00	6,169.22
01 2320 230 000 000	Health Ins	28,120.00	2,317.94	16,225.58	57.70	11,894.42	0.00	11,894.42
01 2320 290 000 000	Life Ins	137.00	11.20	78.40	57.23	58.60	0.00	58.60
01 2320 410 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 467 000 000	Software (North Star)	2,500.00	0.00	1,300.00	52.00	1,200.00	0.00	1,200.00
01 2320 630 000 000	Dues And Fees	2,500.00	0.00	645.00	25.80	1,855.00	0.00	1,855.00
01 2320 670 000 000	Travel	4,000.00	59.99	501.49	12.54	3,498.51	0.00	3,498.51
01 2320 690 000 000	Other Misc Exp	1,500.00	100.00	600.00	40.00	900.00	0.00	900.00
2320 SUPERINTENDENT		214,494.00	16,962.20	121,197.15	56.50	93,296.85	0.00	93,296.85
01 2330 317 000 000	LEGAL SERVICES	15,000.00	2,562.50	10,765.50	71.77	4,234.50	0.00	4,234.50
2330 DISTRICT		15,000.00	2,562.50	10,765.50	71.77	4,234.50	0.00	4,234.50
01 2400 110 001 000	Princ Sal Secon	99,600.00	8,278.25	57,947.75	58.18	41,652.25	0.00	41,652.25
01 2400 110 002 000	Prin Sal Elem	94,000.00	7,776.25	54,433.75	57.91	39,566.25	0.00	39,566.25
01 2400 111 002 000	Cash in lieu	20,571.00	1,714.22	11,999.54	58.33	8,571.46	0.00	8,571.46
01 2400 120 001 000	Student Aide	2,000.00	115.43	1,060.48	53.02	939.52	0.00	939.52
01 2400 140 001 000	Clerical Sal Secon	42,360.00	3,470.26	25,514.84	60.23	16,845.16	0.00	16,845.16
01 2400 140 002 000	Clerical Sal Elem	33,000.00	2,468.10	16,785.98	50.87	16,214.02	0.00	16,214.02

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2400 210 001 000	Fica Secon	10,784.00	851.64	6,088.23	56.46	4,695.77	0.00	4,695.77
01 2400 210 002 000	Fica Elem	11,365.00	901.81	6,275.35	55.22	5,089.65	0.00	5,089.65
01 2400 220 001 000	Retirement Secon	13,924.00	1,160.49	8,131.53	58.40	5,792.47	0.00	5,792.47
01 2400 220 002 000	Retirement Elem	12,644.00	1,008.78	7,022.74	55.54	5,621.26	0.00	5,621.26
01 2400 230 001 000	Health Ins Secon	14,800.00	1,237.80	8,710.67	58.86	6,089.33	0.00	6,089.33
01 2400 230 002 000	Health Ins Elem	21,000.00	1,742.89	12,200.23	58.10	8,799.77	0.00	8,799.77
01 2400 290 001 000	Life Ins Secon	156.00	12.93	90.98	58.32	65.02	0.00	65.02
01 2400 290 002 000	Life Ins Elem	170.00	14.09	98.19	57.76	71.81	0.00	71.81
01 2400 410 001 000	Supplies Secon	1,150.00	0.00	57.12	4.97	1,092.88	0.00	1,092.88
01 2400 410 002 000	Supplies Elem	1,000.00	0.00	1.18	0.12	998.82	0.00	998.82
01 2400 530 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2400 530 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2400 560 002 000	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 630 001 000	Dues And Fees Secon	500.00	150.00	320.00	64.00	180.00	0.00	180.00
01 2400 630 002 000	Dues And Fees Elem	500.00	73.25	128.25	25.65	371.75	0.00	371.75
01 2400 670 001 000	Travel Secon	500.00	103.24	241.67	48.33	258.33	0.00	258.33
01 2400 670 002 000	Travel Elem	500.00	124.79	124.79	24.96	375.21	0.00	375.21
01 2400 690 001 000	Other Misc Exp Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2400 690 002 000	Other Misc Exp Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2400 PRINCIPAL		381,624.00	31,204.22	217,233.27	56.92	164,390.73	0.00	164,390.73
01 2510 111 000 000	Cash in lieu	9,549.00	795.75	5,570.25	58.33	3,978.75	0.00	3,978.75
01 2510 140 000 000	Clerical Salary	86,739.00	6,729.00	49,265.58	56.80	37,473.42	0.00	37,473.42
01 2510 210 000 000	Fica	7,366.00	567.67	4,136.34	56.15	3,229.66	0.00	3,229.66
01 2510 220 000 000	Retirement	8,568.00	664.68	4,866.36	56.80	3,701.64	0.00	3,701.64
01 2510 230 000 000	Health Ins	6,740.00	532.75	3,927.46	58.27	2,812.54	0.00	2,812.54
01 2510 290 000 000	Life Ins	90.00	7.10	51.74	57.49	38.26	0.00	38.26
01 2510 293 000 000	Workman's Comp	40,000.00	0.00	25,943.00	64.86	14,057.00	0.00	14,057.00
01 2510 318 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 327 000 000	Rental And Leases	1,500.00	0.00	1,260.00	84.00	240.00	0.00	240.00
01 2510 341 000 000	Postage	6,000.00	108.06	628.12	10.47	5,371.88	0.00	5,371.88
01 2510 342 001 000	Telephone Secon	6,000.00	633.22	3,102.41	51.71	2,897.59	0.00	2,897.59
01 2510 342 002 000	Telephone Elem	6,000.00	633.23	3,102.36	51.71	2,897.64	0.00	2,897.64
01 2510 410 000 000	Supplies	2,034.00	0.00	162.87	8.01	1,871.13	0.00	1,871.13
01 2510 460 000 000	Computer Software	6,500.00	0.00	568.23	8.74	5,931.77	0.00	5,931.77
01 2510 530 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 560 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 630 000 000	REGISTRATION	0.00	0.00	25.00	0.00	(25.00)	0.00	(25.00)
01 2510 670 000 000	Travel	547.00	0.00	0.00	0.00	547.00	0.00	547.00
01 2510 690 000 000	Other Misc Exp	429.00	0.00	189.78	44.24	239.22	0.00	239.22
2510 CLERICAL		191,203.00	10,671.46	102,799.50	53.76	88,403.50	0.00	88,403.50
01 2610 120 001 000	Sub/Summer Sal Secon	14,800.00	26.70	3,011.62	20.35	11,788.38	0.00	11,788.38
01 2610 120 002 000	Sub/Summer Sal Elem	14,400.00	26.69	2,891.90	20.08	11,508.10	0.00	11,508.10
01 2610 140 001 000	Cust Sal Secon	84,532.00	7,190.22	52,172.36	61.72	32,359.64	0.00	32,359.64
01 2610 140 002 000	Cust Sal Elem	42,742.00	3,602.49	23,541.80	55.08	19,200.20	0.00	19,200.20
01 2610 210 001 000	Fica Secon	7,445.00	545.64	4,138.86	55.59	3,306.14	0.00	3,306.14
01 2610 210 002 000	Fica Elem	4,524.00	270.08	1,933.24	42.73	2,590.76	0.00	2,590.76
01 2610 220 001 000	Retirement Secon	9,121.00	669.08	4,664.50	51.14	4,456.50	0.00	4,456.50
01 2610 220 002 000	Retirement Elem	5,349.00	314.69	2,228.52	41.66	3,120.48	0.00	3,120.48
01 2610 230 001 000	Health Ins Secon	24,100.00	1,878.91	13,717.51	56.92	10,382.49	0.00	10,382.49
01 2610 230 002 000	Health Ins Elem	25,700.00	1,894.89	13,764.89	53.56	11,935.11	0.00	11,935.11
01 2610 290 001 000	Life Ins	85.00	6.24	47.25	55.59	37.75	0.00	37.75
01 2610 290 002 000	Life Ins	77.00	4.96	38.15	49.55	38.85	0.00	38.85
01 2610 321 001 000	Fuel Secon	20,000.00	2,936.51	11,636.92	58.18	8,363.08	0.00	8,363.08
01 2610 321 002 000	Fuel Elem	20,000.00	2,936.51	11,636.89	58.18	8,363.11	0.00	8,363.11

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2760 641 000 000	Insurance	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
2760 SPED TRANSP		36,388.00	1,575.42	10,007.46	27.50	26,380.54	0.00	26,380.54
01 3135 110 000 000	High Ability Instr	3,000.00	250.00	1,750.00	58.33	1,250.00	0.00	1,250.00
01 3135 210 000 000	High Ability Fica	230.00	18.74	131.21	57.05	98.79	0.00	98.79
01 3135 220 000 000	High Ability Retirement	297.00	24.69	172.83	58.19	124.17	0.00	124.17
01 3135 230 000 000	High Ability Health	1,000.00	81.01	565.46	56.55	434.54	0.00	434.54
01 3135 290 000 000	Life Ins	8.00	0.56	3.92	49.00	4.08	0.00	4.08
01 3135 410 000 000	High Abilt Learn Supplies	2,820.00	240.90	2,074.48	73.56	745.52	0.00	745.52
01 3135 460 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3135 530 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3135 630 000 000	High Abilt Learn Registration	4,000.00	300.00	4,580.00	114.50	(580.00)	0.00	(580.00)
01 3135 670 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
3135 HIGH ABILITY		16,839.00	915.90	9,277.90	55.10	7,561.10	0.00	7,561.10
01 3137 140 000 000	Youth Center Wages	15,000.00	1,373.46	8,356.74	55.71	6,643.26	0.00	6,643.26
01 3137 210 000 000	Fica	1,148.00	105.08	639.29	55.69	508.71	0.00	508.71
01 3137 220 000 000	Retirement	741.00	61.02	384.94	51.95	356.06	0.00	356.06
3137 KEARNEY		16,889.00	1,539.56	9,380.97	55.54	7,508.03	0.00	7,508.03
01 3516 560 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 4200 110 000 000	REGULAR SALARIES	45,134.00	5,708.33	39,958.31	88.53	5,175.69	0.00	5,175.69
01 4200 210 000 000	FICA	3,345.00	404.07	2,904.97	86.85	440.03	0.00	440.03
01 4200 220 000 000	RETIREMENT	4,458.00	563.86	3,947.02	88.54	510.98	0.00	510.98
01 4200 230 000 000	HEALTH INSURANCE	13,943.00	1,742.89	12,200.23	87.50	1,742.77	0.00	1,742.77
01 4200 290 000 000	LIFE	64.00	8.00	56.00	87.50	8.00	0.00	8.00
01 4200 410 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
01 4200 670 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
4200 TITLE 1 CURRENT		67,314.00	8,427.15	59,066.53	87.75	8,247.47	0.00	8,247.47
01 4210 410 000 000	SUPPLIES	8,151.00	0.00	1,658.57	20.35	6,492.43	0.00	6,492.43
4210 TITLE 1 NCLB		8,151.00	0.00	1,658.57	20.35	6,492.43	0.00	6,492.43
01 4325 110 000 000	Title IIA Class Size Reduction	18,299.00	3,757.37	12,027.34	65.73	6,271.66	0.00	6,271.66
01 4325 210 000 000	TITLE IIA Fica	1,167.00	251.95	787.09	67.45	379.91	0.00	379.91
01 4325 220 000 000	TITLE IIA Retirement	1,808.00	371.14	1,188.01	65.71	619.99	0.00	619.99
01 4325 230 000 000	TITLE IIA Health	7,906.00	1,509.49	4,831.86	61.12	3,074.14	0.00	3,074.14
01 4325 290 000 000	TITLE IIA Life Ins	37.00	6.93	22.18	59.95	14.82	0.00	14.82
4325 TITLE IIA		29,217.00	5,896.88	18,856.48	64.54	10,360.52	0.00	10,360.52
01 4326 630 000 000	Title II Eishenhower & Techno	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
4326 TITLE II		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 4327 110 000 000	REAP Salary	15,253.00	580.97	18,243.90	119.61	(2,990.90)	0.00	(2,990.90)
01 4327 210 000 000	REAP Fica	973.00	38.96	1,181.88	121.47	(208.88)	0.00	(208.88)
01 4327 220 000 000	REAP Retirement	1,507.00	57.39	1,802.12	119.58	(295.12)	0.00	(295.12)
01 4327 230 000 000	REAP Health	6,591.00	233.40	7,329.37	111.20	(738.37)	0.00	(738.37)
01 4327 290 000 000	REAP Life	30.00	1.07	33.64	112.13	(3.64)	0.00	(3.64)
4327 REAP		24,354.00	911.79	28,590.91	117.40	(4,236.91)	0.00	(4,236.91)
01 4403 310 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
4403 IDEA		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 4404 110 000 000	SPED IDEA instr	22,566.00	2,798.29	19,087.06	84.58	3,478.94	0.00	3,478.94
01 4404 140 000 000	SPED IDEA PARA	11,895.00	1,726.00	12,082.00	101.57	(187.00)	0.00	(187.00)
01 4404 210 000 000	SPED IDEA FICA	1,938.00	260.78	1,787.32	92.22	150.68	0.00	150.68
01 4404 220 000 000	SPED IDEA RETIRE	3,404.00	446.90	3,078.80	90.45	325.20	0.00	325.20
01 4404 230 000 000	SPED IDEA HEALTH	13,385.00	1,663.76	11,912.94	89.00	1,472.06	0.00	1,472.06
01 4404 290 000 000	SPED IDEA LIFE	90.00	11.26	81.52	90.58	8.48	0.00	8.48

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
605	Vision	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4410 318 002 606	IDEA D/E Psychological Services Preschoo	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
4410	IDEA E-P	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606	D/E Psychological	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
01	General	7,302,850.00	504,163.04	3,572,829.75	48.92	3,730,020.25	0.00	3,730,020.25

**Ravenna Public Schools
GENERAL FUND
Ending February 28, 2019**

Beginning Balance: **\$3,447,463.85**

Receipts:

Tax Collection (Sherman)	\$35,314.77	
Tax Collection (Buffalo)	\$161,741.54	
State of NE Sped	\$74,233.00	
IDEA		
State Apportionment	\$56,595.78	
Universal Service Fund (E-Rate)		
ALICAP	\$1,792.00	
ESU 10		
Sale of Prop/Equip.		
Medicaid (MAC)		
State Aid	\$3,236.00	
State of NE DHHS (MIPS)		
Distance Learning		
Other		
Interest	\$880.60	
Total Receipts:		\$333,793.69

Disbursements:

Board Bills (Feb.)	\$516,507.57	
Total Disbursements:		\$516,507.57
Ending Balance:		\$3,264,749.97

Cash on Hand:	\$3,264,749.97	
Outstanding checks	\$66,056.62	
Bank Balance:	\$3,330,806.59	

Investments: **\$157,518.66**

Accounted for as Follows:

General Fund

General Fund Checking	\$3,264,749.97	
CD #42554	\$132,518.66	
CD # 70099 (9 mo)	\$25,000.00	
Total Available:	\$3,422,268.63	\$3,422,268.63

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	127,333.34	1,986,881.88
01 1100 1100	District Taxes - Sherman	0.00	30,823.15	563,380.08
01 1115 1000	Carline-Buffero	0.00	0.00	2,490.07
01 1115 1100	Carline - Sherman	0.00	0.00	715.81
01 1120 1000	Public Power Tax - Buffalo	0.00	0.00	0.00
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	0.00
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	32,185.13	101,434.10
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	4,243.29	18,433.90
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	0.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	0.00	880.60	5,479.79
01 1700	Other Local Receipts	0.00	0.00	2,100.00
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	0.00	276.50
01 1911	Local License Fees	0.00	119.00	301.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	0.00	2,104.07	12,931.64
01 2110 1100	Sherm Fines-license	0.00	248.33	1,504.11
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	0.00	0.00	348.15
01 2800 1000	In Lieu Of Tax - Buffalo	0.00	0.00	0.00
01 2800 1100	In Lieu Of Tax - Sherman	0.00	0.00	0.00
01 3110	State Aid	0.00	3,236.00	20,761.86
01 3120	Spec. Ed Programs	0.00	74,233.00	220,632.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	0.00	0.00
01 3130 1100	Sherm Homestead Ex	0.00	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh. Buffalo	0.00	0.00	3,854.54
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	959.03
01 3400	State Apportionment	0.00	56,595.78	56,595.78
01 3512	DIST ED INCENTIVE	0.00	0.00	23,001.92
01 3535	High Abilt Learners	0.00	0.00	4,799.00
01 3550	School Tech Fund	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	11,647.64
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 4516	IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	0.00	0.00	0.00
01 4709	Meccatech(MAAPS)	0.00	0.00	0.00
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	0.00	483.80
01 5301	Insurance Adjustment	0.00	1,792.00	1,792.00
01 5690	Other Non-revenue	0.00	0.00	3,516.89
01 9000	Non-program Receipts	0.00	0.00	0.00
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	0.00	333,793.69	3,044,321.49
8	Revenue	0.00	333,793.69	3,044,321.49

Invoice



Page	1/1
Invoice	NE00019402
Date	02/28/2019

Bill to:

Opaa! Food Mgt. of NE, LLC

PO Box 790379
St. Louis, MO 63179-0379

Ravenna Public Schools

41750 Carthage Road PO Box 8400
Ravenna, NE 68869-8869

Customer ID	Description	Payment Terms		
NE0007	FEBRUARY 2019 CONTRACT SERVICES	0%/NET30		
Quantity	Itemized	Meal Equivalent	Unit Price	Total
5203.00	Student Lunches		\$2.5475	\$13,254.64
969.00	Student Breakfasts		\$1.2737	\$1,234.22
541.00	A la Carte	\$1915.15 + 3.5400	\$2.5475	\$1,378.20
70.48	Vended Sales	\$249.50 + 3.5400	\$2.5475	\$179.55
167.66	Adult Lunches	\$593.50 + 3.5400	\$2.5475	\$427.10
.75	Adult Breakfasts	\$2.65 + 3.5400	\$2.5475	\$1.91
333.00	Preschool Snack		\$0.4000	\$133.20
1230.00	K-3 Milk		\$0.3500	\$430.50
270.00	Preschool Milk		\$0.2500	\$67.50
1.00	Actual Commodity Credit		(\$1934.4800)	(\$1,934.48)

NOTES:

Total	\$15,172.34
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Kenneth E. Schaefer
3-4-19

Please Remit Payment To: Opaa! Food Management, Inc. P.O. Box 790379 St. Louis, MO 63179 636-812-0777

03/07/2019 03:54 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06	NE00019402	Fund Number 06 Lunch Opaa! Food Mgt. of NE, LLC	02/28/2019	15,172.34
06 1100 390 000 000		OTHER PURCHASED SERVICES		15,172.34
Total Opaa! Food Mgt. of NE, LLC				15,172.34
Fund Number 06				15,172.34
Checking Account ID 06				15,172.34

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 1100 110 000 000	Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 120 000 000	Sub Salaries	2,000.00	169.44	1,055.85	52.79	944.15	0.00	944.15
06 1100 130 000 000	Overtime Salaries	0.00	0.00	120.28	0.00	(120.28)	0.00	(120.28)
06 1100 140 000 000	Salary	73,000.00	5,610.36	39,693.72	54.37	33,306.28	0.00	33,306.28
06 1100 210 000 000	Fica	8,000.00	298.83	2,096.05	26.20	5,903.95	0.00	5,903.95
06 1100 220 000 000	Retirement	8,000.00	554.18	3,932.73	49.16	4,067.27	0.00	4,067.27
06 1100 230 000 000	Health Insurance	18,500.00	1,594.18	10,522.66	56.88	7,977.34	0.00	7,977.34
06 1100 290 000 000	Life Ins	500.00	14.00	94.00	18.80	406.00	0.00	406.00
06 1100 390 000 000	OTHER PURCHASED SERVICES	239,000.00	15,172.34	113,046.48	47.30	125,953.52	0.00	125,953.52
06 1100 530 000 000	Equipment	0.00	0.00	447.88	0.00	(447.88)	0.00	(447.88)
06 1100 560 000 000	Computer Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 690 000 000	Other Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
06 1100 691 000 000	Other Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100	SALARIES	350,000.00	23,413.33	171,009.65	48.86	178,990.35	0.00	178,990.35
000	DISTRICT WIDE	350,000.00	23,413.33	171,009.65	48.86	178,990.35	0.00	178,990.35
06	Lunch	350,000.00	23,413.33	171,009.65	48.86	178,990.35	0.00	178,990.35

**Ravenna Public School
Lunch Fund Report
Ending February 28, 2019**

Beginning Balance: \$ 13,039.32

RECEIPTS:

Deposit \$ 22,974.46

Interest \$ 4.51

Total Receipts: \$ 22,978.97

DISBURSEMENTS:

Lunch Bills \$ 25,973.54

Outstanding Checks \$ (19,144.49)

Total Disbursements: \$ 6,829.05

Bank Balance: \$ 29,189.24

Book Balance: \$ 10,044.75

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	4.51	28.76
06 1610	Student Lunches	0.00	11,041.10	70,912.60
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	444.60	5,941.53
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3400	Adult Lunches	0.00	0.00	0.00
06 3800	State Lunch Reimb.	0.00	0.00	0.00
06 3900	State Breakfast Reimb.	0.00	0.00	0.00
06 4000	Federal Reimbursment	0.00	9,499.14	54,326.67
06 4001	Special Milk	0.00	86.66	506.22
06 4002	Breakfast	0.00	1,902.96	10,730.53
06 5000	Trans From Savings	0.00	0.00	0.00
06 5200	School Dist Contrib.	0.00	0.00	0.00
06 5690	Other Income	0.00	0.00	0.00
06 9000	Non Program Receipts	0.00	0.00	0.00
06	Lunch	0.00	22,978.97	142,446.31
8	Revenue	0.00	22,978.97	142,446.31



Ravenna Public Schools
 Dr. Ken Schroeder
 41750 Carthage Road
 Ravenna, NE 68869

Invoice number 14685
 Date 02/27/2019

Project **2018176 Ravenna Public Schools -
 Elem. HVAC (Phase III) & High School
 Condensing Unit**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Construction Documents	10,880.00	93.75	10,200.00	5,440.00	4,760.00
Bidding/Negotiation	680.00	0.00	0.00	0.00	0.00
Construction Administration	2,040.00	0.00	0.00	0.00	0.00
Total	13,600.00	75.00	10,200.00	5,440.00	4,760.00

Reimbursables

	Units	Rate	Billed Amount
Copies	51.00	0.132	6.73
Mileage - 2019	260.00	0.64	166.40
Reimbursables subtotal			173.13

Invoice total 4,933.13

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
14685	02/27/2019	4,933.13	4,933.13				
	Total	4,933.13	4,933.13	0.00	0.00	0.00	0.00

Approved by:

MK

Martin D. Kasl
 Principal

Kenneth E Schroeder
 3-4-19

Board of Education Regular Meeting

High School Library

P.O. Box 8400

Ravenna, NE 68869-8400

Monday, February 11, 2019 6:30 PM

Marilyn Bohn: Absent

Misti Fiddelke: Present

Ryan Osten: Present

Tara Schirmer: Present

Dawn Standage: Present

Marc Vacek: Present

1. Call to Order and Roll Call - Open Meeting Law

2. Excuse Absent Board Members

Motion to excuse absent board member Marilyn Bohn passed with a motion by Ryan Osten and a second by Marc Vacek.

3. The Pledge of Allegiance

4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow:
Family-Community-School

5. Approval of Agenda

Motion to approve the agenda passed with a motion by Ryan Osten and a second by Tara Schirmer.

6. Financial Report

7. Consent Agenda

Motion to approve the consent agenda passed with a motion by Ryan Osten and a second by Dawn Standage.

7.1. Discuss, consider, and take all necessary action to minutes

7.2. Discuss, consider, and take all necessary action to bills

7.3. Discuss, consider, and take all action necessary to job descriptions for school district employees

7.4. Discuss, consider, and take all action necessary to 2019-20 Special Education Service Contract with ESU 10

7.5. Discuss, consider, and take all action necessary to resignation of certificated staffmember, Ms. Traci Woodson

8. Request to Address the Board and Correspondence

9. Blue Jay Celebration of Success-Postponed Until March Board Meeting

10. ABC Bluejay Staff Member of the Month-Mrs. Cindy Habe

11. Information and Action Items

11.1. Discuss, consider, and take all necessary action to Board Member Appointments to the Ravenna Public Schools Foundation

Motion to appoint Misti Fiddelke & Tara Schirmer for a two-year term and to appoint Tiffany Drabek & Jill Hurt for a three-year term to the Ravenna Public Schools Foundation Board passed with a motion by Ryan Osten and a second by Marc Vacek.

11.2. Discuss, consider, and take all action necessary to 2019-20 Ravenna Public Schools Calendar

Motion to approve 2019-20 Ravenna Public Schools Calendar passed with a motion by Ryan Osten and a second by Tara Schirmer.

11.3. Discuss, consider, and take all action necessary to elementary principal's compensation for 2019-20 contract term

Motion to go into executive session at 9:53 PM for the purpose of preventing the needless injury to the reputation of a person who has not requested a public hearing to discuss administrative compensation for the elementary, secondary principal, and activities director for the 2019-20 term passed with a motion by Standage and a second by Schirmer. President Fiddelke repeated the reason for entering executive session prior to entering into executive session. The board came out of executive session at 10:26 PM.

Motion to adjust total compensation for elementary principal by 3% for the 2019-20 contract term passed with a motion by Ryan Osten and a second by Marc Vacek.

11.4. Discuss, consider, and take all action necessary to secondary principal's compensation for the 2019-20 contract term

Motion to increase total compensation for the secondary principal by 6% for the 2019-20 contract term passed with a motion by Ryan Osten and a second by Marc Vacek.

11.5. Discuss, consider, and take all action necessary to Activity Director's compensation for the 2019-20 contract term

No action taken on this item.

12. Discussion Items

12.1. Discuss, consider, and take all action necessary to "2019-20 Classified Handbook"

12.2. Discuss, consider, and take all action necessary to "Staff Handbook" Draft

12.3. After School Programming Options

12.4. Maker's Space-Guest Speakers-Shane Farritor & Roberto Gallardo @ 8:30

13. Elementary Principal's Report

14. Secondary Principal's Report

15. Superintendent's Report

Motion to go into executive session at 9:42 PM for the purpose of protecting the public interest passed with a motion by Standage and a second by Schrimmer. President Fiddelke repeated the reason for entering executive session prior to entering into executive session. The board came out of executive session at 9:52 PM.

16. Board Report

17. Board Strategic Planning Session-Guest Presenter @ 6:30-8:00 (Scott-Strengths Finder)

18. Positive Comments

A special thanks to Town & Country Bank for the generous donation of school supplies and office materials. Ravenna Public Schools appreciates your support. -Ravenna Board of Education

Mr. Huryta does a super job of keeping the content on the school website current and meaningful. Student, Aiden Cronin, has also done a great job of helping provide content and keep the website current. Thanks to Mr. Huryta and to Miss Aiden Cronin for their work on this. -Dawn Standage

Our staff has really stepped up to the plate to cover classes and to assist each other in any way necessary, during the recent rash of illness at the school. I appreciate their cooperative spirit and their willingness to help each other out for the benefit of our students. -Brad Kjar

Good luck to the five wrestlers that qualified to compete at State Wrestling Meet: **Alex Chapa, Jayden Treffer, Jesse Drahota, Quenten Ackley, and Tyler Wetzel.** Congratulations to the entire wrestling team on a very successful season! Go Bluejay Wrestlers! -Paul Anderson

A special thanks to all of the staff and community volunteers who helped to make the Ravenna Robotics Meet a huge success. This event was a wonderful experience for our school and robotics competitors. Thanks to everyone who made it possible. Good luck to the robotics competitors during the rest of the season! -Marc Vacek

Congratulations to the Ravenna High School Choir on being selected as one of eight schools from across the state to be chosen to perform in the State Capitol Rotunda on March 4 from 12:30-1:00. We are certain you will represent Ravenna well! -Ravenna School Board & Administration

A special thanks to Todd VanWinkle for his work with snow removal and maintaining the transportation fleet during the winter months. He does a great job of clearing snow and ice and of making sure all vehicles keep running. -Superintendent Schroeder

19. Adjournment

Motion to adjourn at 10:31 PM passed with a motion by Ryan Osten and a second by Dawn Standage.

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

6036 Special Education Procedures

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control. *Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.*

Suspension and Expulsion Reporting (Rule 51 § 004.06E)

The school district shall report the incidences, duration, and count of removals, suspensions, and expulsions, and other disciplinary information of children receiving special education services required by 92 NAC 004.06E to the State electronically through the NDE website by June 30th of each year. The report will be disaggregated by race/ethnicity, gender, LEP status, and disability category. If disciplinary discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities, the school district shall review its policies, procedures, and practices related to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards to ensure that they comply with IDEA.

District-Wide Assessments (Rule 51 § 004.05B, § 004.05C, and § 004.05D)

Each student who has been verified under Rule 51 will participate in district-wide assessments in a manner that is appropriate for the student. Each student's IEP team will determine how the student will participate in district-wide assessments. The method of assessment will be recorded on the student's IEP. Alternate assessments will be administered at the same time that state and district-wide assessments are administered to the student's grade level peers. The school district shall report assessment results to parents, the public, and the Department with the same frequency and in the same detail as they report on the assessment of nondisabled children and/or as required by Rule 51.

Child Find Process (Rule 51 § 006.01A and Rule 52 § 006.01)

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- a) announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- b) include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- c) accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

Student Assistance Teams (Rule 51 § 006.01B)

The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

Multidisciplinary Evaluation Team (Rule 51, § 006.03 and Rule 52 § 006.09)

The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria in Rule 51 of the Nebraska Department of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan

(IEP) if the MDT determines that the student qualifies for special education.

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

Review of Existing Evaluation Data (Rule 51, § 006.06)

For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- a) the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- b) a student with a disability needs or continues to need special education services; and
- c) a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

Independent Education Evaluation (Rule 51 § 006.07)

When a student's parent requests an independent education evaluation, the student's case manager or the district's special education director will respond in writing without unnecessary delay that (1) the school district will initiate a hearing under 92 NAC 55 to show that its evaluation is appropriate OR (2) an independent educational evaluation will be provided at public expense. The written response will (1) include a copy of the board's policy on IEEs and (2) if appropriate, identify at least one qualified individual who meets the policy's criteria within the geographic area.

Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan that meets the requirements of CFR 300.323, will be developed, reviewed and revised for each child with a disability.

IEP Meetings (Rule 51 § 007.09A–C, G–H)

Each student's IEP team will meet initially to develop the student's IEP within 30 calendar days of the determination that the student qualifies for special education. Thereafter, each IEP team will meet at least once annually to determine whether the annual goals of the student's IEP are being achieved. The student's IEP team will also ensure that the student's IEP is in effect at the beginning of each school year. The school district will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

Pre-Meeting Procedures. Staff members may engage in activities such as researching placements and service options, preparing draft IEP documents, writing reports, creating charts, and comparing student makeup of various program settings prior to and in preparation for IEP team meetings. Actual IEP and placement decisions, however, will not be made until concerns and input of parents and other members of the IEP team are received and considered at an IEP meeting. Although staff members may consider possible service and placement options and form opinions about them outside of an IEP meeting, no final decision will be made before full consideration of all data and input from all team members at an IEP team meeting. The school district has no policy of refusing to consider or use any particular service, program, or placement option.

IEP Distribution to Parents (Rule 51 § 007.09D, F)

A copy of the IEP will be provided to the parent at no cost. If the IEP is amended, the parent will be provided with a revised copy of the IEP with the amendments incorporated upon request.

IEP Modification by Written Amendment (Rule 51 § 007.09E)

The school district and the parent may agree to change a student's IEP after the annual IEP meeting without convening another IEP meeting by written amendment.

Distribution of IEP information to staff (Rule 51 § 007.02C, § 007.02D, and § 007.09E1)

The case manager for each student with an IEP will provide the staff assigned to work with that student with information about the student's disabling conditions, the modifications and accommodations called for in the student's IEP. The case manager will also inform relevant staff of any subsequent changes made to the student's IEP. This information may be provided by: giving staff members a copy of the student's IEP; giving staff members a copy of the accommodations page of the student's IEP;

or using any other method reasonably calculated to communicate relevant information to the responsible staff member(s).

Confidentiality of Personally Identifiable Information

Ravenna Public Schools shall comply with the requirements relating to the confidentiality of student records and information as specified in 34 CFR 300.123.

Early Intervention Transition (Rule 51 § 005.03, Rule 52 § 008)

The school district shall ensure that students participating in early intervention services experience a smooth and effective transition to preschool programs and/or services provided under Part B of IDEA by following the procedures described in 92 NAC 52-008.

Least Restrictive Environment (Rule 51 § 008.01A)

The school district will assure that, whenever possible, all students with disabilities are educated in the same manner and in the same environment as students without disabilities by using supplementary aids and services. A student with a disability or disabilities will be removed from the regular educational environment and given special services and classes *only* when the nature of the disability does not allow for the satisfactory education of the student in regular classes.

Referral Procedures for Infants and Toddlers (Rule 52 § 006.01-006.03)

The school district will make a referral for a child under the age of three to the agency responsible for providing services coordination in the Planning Region as soon as possible but in no case later than seven (7) days after becoming aware of the infant's or toddler's potential eligibility for early intervention services. A child under the age of three who is the subject of a substantiated case of child abuse or neglect; or is identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure must be referred to the Early Intervention Program (the agency responsible for providing services coordination in the Planning Region).

Except as otherwise allowed by law or regulation (see Rule 52 § 006.02B), the school district must complete the screening; complete the initial evaluation and assessments; and participate in the initial individualized family service plan (IFSP) within 45 calendar days from the date of referral.

Written Notice of Change (Rule 51 § 009.05A-D)

The school district will provide the parents of a student with a disability with prior written notice within a reasonable time before the school district either proposes or refuses to make a change to the student's identification, evaluation, or educational placement, or the provision of a free appropriate public education. The written notice will comply with sections 009.05B-D of Rule 51 of the Nebraska Department of Education.

Procedural Safeguard Notice (Rule 51 § 009.06A-D)

A copy of the procedural safeguards will be given by the school district one time per school year. A copy shall also be given to the parent upon: a) initial referral or parental request for evaluation, b) upon request by a parent, c) upon receipt by the school district of the first occurrence of the filing of a complaint under section 009.11 of Rule 51, d) the first occurrence of filing a special education due process case under Rule 55, and e) in accordance with the discipline procedures in section 016 of Rule 51. The notice shall include a full explanation of all procedural safeguards in compliance with section 009.06B of Rule 51. The notice shall be written in English and provided in the native language of the parent as required by sections 009.05C-D of Rule 51.

Informed Parental Consent (Rule 51 § 009.08)

The school district will obtain informed parental consent before: a) conducting an initial evaluation to determine if a child qualifies as a child with a disability, b) conducting a reevaluation, c) initial placement of a child with disabilities in a program providing special education and related services or early intervention services, d) accessing a child's or parent's public benefits or insurance for the first time (and after providing notification to the child's parents consistent with 92 NAC 51-009.90A2); and e) accessing a child's or parent's private insurance proceeds (each time).

Appointment of Surrogate For Student (Rule 51 § 009.10B)

The school district shall ensure that the rights of students with disabilities are protected by informing the members of the student's IEP team whenever (1) a parent cannot be identified, (2) a parent(s), legal guardian or individual acting *in loco parentis* for the student cannot be located, (3) the child is an unaccompanied homeless youth, or (4) the child is a ward of the State or court, The team will then hold a meeting to discuss and consider whether the school district must appoint a surrogate to participate on the IEP team and fulfill the role of the student's parent. The team will select a community member who qualifies according to the criteria provided in Rule 51.

Personnel Standards (Rule 51 § 010)

The school district shall ensure that all personnel are appropriately and adequately trained and prepared to provide special education and related services to children with disabilities as required by law including but not limited to Section 2122 of the Elementary and Secondary Education Act of 1965, Rule 51, and IDEA. The school district shall ensure that its recruits, hires, trains, and retains such personnel by doing the following:

- 1) Advertising for only qualified candidates.
- 2) Verifying that all personnel hold the required certificate, license, registration, or other credentials and training during the interview process or prior to employment.
- 3) Verifying that all personnel maintain the required certificate, license, registration, or other credentials and training during employment.
- 4) Providing continuing education opportunities and training programs.
- 5) Evaluating personnel performance for compliance with federal and state law and regulations and school district standards and policies.

Contracted Programs (Rule 51 § 013.02)

The school district shall be responsible for the development and maintenance of the IEP and the participation in all IEP meetings and shall assure that IEP meetings are arranged with the contracted program and the parents. Such arrangements may include meetings with the contracted program, the school district, and the parent. Meetings may occur within the district, at the contracted program site, or another site if more appropriate.

Transportation (Rule 51 § 014)

The school district shall provide transportation or transportation services to special education students who qualify for it under law as provided in NEB. REV. STAT. 79-1129, Rule 51, and IDEA. This may include paying mileage reimbursement to parents, transporting children with school district vehicles, contracting with a transportation company, or using any other method that is proper and necessary to transport students. Transportation eligibility will be determined by the student's IEP Team. The plan for transportation for the student shall be part of the IEP if required by law.

Children Placed In or Referred To a Nonpublic School or Facility by the School District or Approved Cooperative As a Means of Providing Special Education and Related Services (Rule 51 § 015.01)

A special education student may be placed in a nonpublic school or facility, if the student's IEP team develops an IEP for the child in accordance with Section 007 that places the student in the nonpublic school or facility. If a student's IEP team determines that the student will be placed in a nonpublic school or facility, the school district will ensure that the student is provided special education and related services in conformance with the provisions of Rule 51 at no cost to the student or parents. The school district will be responsible for initiating and conducting IEP meetings after the student has been placed in the nonpublic school or facility and will insure that both the parents and representatives from the nonpublic school or facility are involved in any decision about the child's IEP and agree to any proposed changes in the IEP before those changes are implemented.

Children Placed In a Nonpublic School by Parents As a Means of Obtaining Special Education and Related Services; FAPE is At Issue (Rule 51 § 015.02)

The school district will not pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the school made FAPE available to the child and the parents elected to place the child in a nonpublic school or facility as a means of obtaining special education and related services. However, the school district will include that child in the population whose needs are addressed consistent with Rule 51. Disagreements between a parent and the school district regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures of Rule 55 of the Nebraska Department of Education.

Working with Nonpublic Schools within the Boundaries of the District (Rule 51 § 015.03B and § 015.03D1a)

The school district will provide written information to each non-public school within its geographic boundaries that the public school will identify and verify children for possible disabilities at no charge. This communication will also inform the non-public school officials, staff and parents about the availability of equitable services for students with disabilities who attend non-public schools that are not within the geographic boundaries of the district.

A student who attends a nonpublic school may participate in the school district's special education program to receive FAPE provided that (1) the student has been verified pursuant to Rule 51 and (2) the student is a resident of the school district as defined by NEB REV. STAT. § 79-215. The student's IEP team will determine the physical location where the student

will receive services and will consider whether it is necessary for the student to be transported to the service location. A non-resident student who attends a nonpublic school within the geographic boundaries of the district may receive equitable services if the student has been verified pursuant to Rule 51.

Disagreement between parents and the school district over whether or not the school district has a program available to serve the needs of a special education student, including claims for tuition reimbursement by parents, are subject to the appeal procedures established in Rule 55.

Overidentification and Disproportionality (34 CFR 300.173)

The school district shall take affirmative steps to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. §300.8. These steps shall include, but not necessarily be limited to:

- Providing staff with technical assistance, professional development, and other educational opportunities;
- Collecting, examining, and reporting data;
- Monitoring, assessing, and providing continuous improvement activities;
- Reviewing school district policies, procedures, and practices.

The school district shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring with respect to:

- The identification of children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in 34 C.F.R. §300.8;
- The placement in particular educational settings of these children; and
- The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

The school district will review and analyze the data and any other applicable indicators or information that is needed to adequately measure overidentification and disproportionate representation. In the event that the available information demonstrates inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, the school district shall correct the matter as

soon as practicable, but in no case later than any time period required by law.

Prohibition on Mandatory Medication (34 CFR 300.174)

State and school district personnel shall not require parents to obtain a prescription for substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for a child as a condition of attending school, receiving an evaluation under sections 300.300 through 300.311, or receiving services authorized under IDEA.

Access to Instructional Materials (Rule 51 § 004.15)

The school district may contract with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials and/or assures the Nebraska Department of Education that it will provide such materials to children with blindness or other children with print disabilities at the same time as other children.

Full Education Opportunity Goal and Program Options (Rule 51 § 004.11A, 34 CFR 300.109, 34 CFR 300.110)

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;
- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review and/or offer appropriate course offerings and other educational opportunities;
- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child's IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking the above steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

Parent Refusal to Consent Under Rule 52 (Rule 52 § 009.02K3)

If a parent refuses to provide consent under Rule 52, the school district may:

- Hold a meeting with the parent(s) to explain how the parent's failure to consent affects the ability of their child to receive early intervention services;
- Provide the parents with written information regarding early intervention services;
- Provide referrals to other agencies, if appropriate; and
- Take other actions or make such other efforts as the school district deems appropriate.

Nothing in these procedures shall override a parent's right to refuse to consent under section 009.03A of Rule 52.

Surrogate Parents (Rule 51 § 009.10)

Surrogate parents shall be appointed when required or allowed by Rule 51 or IDEA. If the district identifies students who may be in need of a surrogate parent, the district will:

1. Attempt to identify and locate the parent;
2. Investigate the legal status of those student(s); and
3. If after a reasonable effort, the parents cannot be located, the school district shall ensure that the rights of students with disabilities are protected by appointing a surrogate.
4. Surrogates will be provided sufficient training to assure they are knowledgeable as to the legal rights and educational needs of the student they are to represent. Training will be conducted as needed.
5. Surrogates will be appointed by the director of special education following documentation that no conflict of interest exists and completion of appropriate training or assurance that the surrogate is knowledgeable in order to represent the student.
6. Surrogates will be monitored on a regular basis to ensure effective performance. Should a surrogate be unable or unwilling to discharge his or her duties, a new surrogate will be appointed by the director.
7. The surrogate parent shall continue to represent the student until one of the following occurs:

- a. The student is determined to no longer be eligible for, or in need of, special education or related services except when termination from such programs is being contested;
- b. The parent, who was previously unknown, or whose whereabouts were previously unknown or a guardian or person acting as the student's parents becomes known; and/or,
- c. It is determined that the appointed surrogate parent no longer adequately represents the student.
- d. The surrogate parent's term has expired.

Adopted on: March 11, 2019

Revised on: _____

Reviewed on: _____

Special Education Procedures (Updated May 2016)

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control. Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.

Suspension and Expulsion Reporting (Rule 51 § 004.06E)

The school district shall report the incidences, duration, and count of removals, suspensions, and expulsions, and other disciplinary information of children receiving special education services required by 92 NAC 004.06E to the State electronically through the NDE website by June 30th of each year. The report will be disaggregated by race/ethnicity, gender, LEP status, and disability category. If disciplinary discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities, the school district shall review its policies, procedures, and practices related to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards to ensure that they comply with IDEA.

District-Wide Assessments (Rule 51 § 004.05B, § 004.05C, and § 004.05D)

Each student who has been verified under Rule 51 will participate in district-wide assessments in a manner that is appropriate for the student. Each student's IEP team will determine how the student will participate in district-wide assessments. The method of assessment will be recorded on the student's IEP. Alternate assessments will be administered at the same time that state and district-wide assessments are administered to the student's grade level peers. The school district shall report assessment results to parents, the public, and the Department with the same frequency and in the same detail as they report on the assessment of nondisabled children and/or as required by Rule 51.

Child Find Process (Rule 51 § 006.01A and Rule 52 § 006.01)

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- a) announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- b) include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- c) accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

Student Assistance Teams (Rule 51 § 006.01B)

The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

Multidisciplinary Evaluation Team (Rule 51, § 006.03 and Rule 52 § 006.09)

The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria in Rule 51 of the Nebraska Department of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan

(IEP) if the MDT determines that the student qualifies for special education.

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

Review of Existing Evaluation Data (Rule 51, § 006.06)

For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- a) the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- b) a student with a disability needs or continues to need special education services; and
- c) a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

Independent Education Evaluation (Rule 51 § 006.07)

When a student's parent requests an independent education evaluation, the student's case manager or the district's special education director will respond in writing without unnecessary delay that (1) the school district will initiate a hearing under 92 NAC 55 to show that its evaluation is appropriate OR (2) an independent educational evaluation will be provided at public expense. The written response will (1) include a copy of the board's policy on IEEs and (2) if appropriate, identify at least one qualified individual who meets the policy's criteria within the geographic area.

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will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

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Except as otherwise allowed by law or regulation (see Rule 52 § 006.02B), the school district must complete the screening; complete the initial evaluation and assessments; and participate in the initial individualized family service plan (IFSP) within 45 calendar days from the date of referral.

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Working with Nonpublic Schools within the Boundaries of the District (Rule 51 § 015.03B and § 015.03D1a)

The school district will provide written information to each non-public school within its geographic boundaries that the public school will identify and verify children for possible disabilities at no charge. This communication will also inform the non-public school officials, staff and parents about the availability of equitable services for students with disabilities who attend non-public schools that are not within the geographic boundaries of the district.

A student who attends a nonpublic school may participate in the school district's special education program to receive FAPE provided that (1) the student has been verified pursuant to Rule 51 and (2) the student is a resident of the school district as defined by NEB REV. STAT. § 79-215. The student's IEP team will determine the physical location where the student will receive services and will consider whether it is necessary for the student to be transported to the service location. A non-resident student who attends a nonpublic school within the geographic boundaries of the district may receive equitable services if the student has been verified pursuant to Rule 51.

Disagreement between parents and the school district over whether or not the school district has a program available to serve the needs of a special education student, including claims for tuition reimbursement by parents, are subject to the appeal procedures established in Rule 55.

Overidentification and Disproportionality (34 CFR 300.173)

The school district shall take affirmative steps to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. §300.8. These steps shall include, but not necessarily be limited to:

- Providing staff with technical assistance, professional development, and other educational opportunities;
- Collecting, examining, and reporting data;
- Monitoring, assessing, and providing continuous improvement activities;
- Reviewing school district policies, procedures, and practices.

The school district shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring with respect to:

- The identification of children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in 34 C.F.R. §300.8;
- The placement in particular educational settings of these children; and
- The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

The school district will review and analyze the data and any other applicable indicators or information that is needed to adequately measure overidentification and disproportionate representation. In the event that the available information demonstrates inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, the school district shall correct the matter as soon as practicable, but in no case later than any time period required by law.

Prohibition on Mandatory Medication (34 CFR 300.174)

State and school district personnel shall not require parents to obtain a prescription for substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for a child as a condition of attending school, receiving an evaluation under sections 300.300 through 300.311, or receiving services authorized under IDEA.

Access to Instructional Materials (Rule 51 § 004.15)

The school district may contract with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials and/or assures the Nebraska Department of Education that it will provide such materials to children with blindness or other children with print disabilities at the same time as other children.

Full Education Opportunity Goal and Program Options (Rule 51 § 004.11A, 34 CFR 300.109, 34 CFR 300.110)

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;
- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review and/or offer appropriate course offerings and other educational opportunities;
- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child's IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking the above steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

Parent Refusal to Consent Under Rule 52 (Rule 52 § 009.02K3)

If a parent refuses to provide consent under Rule 52, the school district may:

- Hold a meeting with the parent(s) to explain how the parent's failure to consent affects the ability of their child to receive early intervention services;

- Provide the parents with written information regarding early intervention services;
- Provide referrals to other agencies, if appropriate; and
- Take other actions or make such other efforts as the school district deems appropriate.

Nothing in these procedures shall override a parent's right to refuse to consent under section 009.03A of Rule 52.

Surrogate Parents (Rule 51 § 009.10)

Surrogate parents shall be appointed when required or allowed by Rule 51 or IDEA. If the district identifies students who may be in need of a surrogate parent, the district will:

1. Attempt to identify and locate the parent;
2. Investigate the legal status of those student(s); and
3. If after a reasonable effort, the parents cannot be located, the school district shall ensure that the rights of students with disabilities are protected by appointing a surrogate.
4. Surrogates will be provided sufficient training to assure they are knowledgeable as to the legal rights and educational needs of the student they are to represent. Training will be conducted as needed.
5. Surrogates will be appointed by the director of special education following documentation that no conflict of interest exists and completion of appropriate training or assurance that the surrogate is knowledgeable in order to represent the student.
6. Surrogates will be monitored on a regular basis to ensure effective performance. Should a surrogate be unable or unwilling to discharge his or her duties, a new surrogate will be appointed by the director.
7. The surrogate parent shall continue to represent the student until one of the following occurs:
 - a. The student is determined to no longer be eligible for, or in need of, special education or related services except when termination from such programs is being contested;
 - b. The parent, who was previously unknown, or whose whereabouts were previously unknown or a guardian or person acting as the student's parents becomes known; and/or,
 - c. It is determined that the appointed surrogate parent no longer adequately represents the student.
 - d. The surrogate parent's term has expired.



March 11, 2019

Mr. Ken Schroeder
Superintendent
Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Re: Ravenna Public Schools - Elem. HVAC (Phase III) & High School Condensing Unit
Bid Results
ETI Project No. 2018-176

Dear Mr. Schroeder:

Engineering Technologies, Inc. has received and reviewed the March 6, 2019 contractor proposals, submitted per ETI's Project Manual and Specifications for the "Ravenna Public Schools - Elem. HVAC (Phase III) & High School Condensing Unit." Jerry's Sheetmetal Heating and Cooling, Inc. submitted an apparent low Base Bid amount of \$131,800.00.

Please have the board advise of the acceptance of this base bid. We recommend the contract be awarded to the apparent low bidder, Jerry's Sheetmetal Heating and Cooling, Inc. if the proposal is accepted.

We have had past experience working with Jerry's Sheetmetal Heating and Cooling, Inc. and believe them to be a reputable Contractor and capable of the work involved with this Project.

Please determine whether you are accepting Bid Alternate #2 or not. It would provide a deduct of \$9,100.00 and would change the high school condensing unit from a 12.3 EER Full Load efficiency/14.8 EER Part Load efficiency unit with 5% - 100% modulating capacity compressors and (2) refrigerant circuits to an 11.9 EER efficiency unit with 2-stage (50% / 100%) fixed compressors and (1) refrigerant circuit. An NPPD rebate of \$400 should be available with the base bid unit, so the total difference would actually be \$8,700.00

We will begin execution of the specified contract between the Owner and Contractor as outlined in our bid specifications, after the Ravenna Public School Board review and response to this recommendation. Please let us know if any of the Base Bid work has been rejected or if either of the Alternate Bids have been accepted.

If there are any questions, please contact me.

Sincerely,

Martin D. Kasl, P.E.

Page 1 of 1

PROJECT: Ravenna Elementary School – HVAC Phase III
 ETI PROJECT NO.: 2018-176
 BID DATE: March 6, 2019
 BID TIME: 2:00PM



Engineering Technologies Inc

<u>COMPANY</u>	<u>BID BOND</u> Acknowledged Y/N	<u>Addendum#1</u> Acknowledged Y/N	<u>BASE BID</u>	<u>ALT. #1</u> Description	<u>ALT. #2</u> Description
JERRYS SHEETMETAL GRAND ISLAND	✓	✓	① ELEM CO SYSTEMS ② HS COND UNIT ③ ALL WORK \$ 74,800 ① 58,800 ② 131,800	Deduct: \$ 2930	Deduct: \$ 9100
RUTTS HEATING & AIR HASTINGS	✓	✓	① 75500 ② 62750 ③ 138,250	Deduct: \$ 1000	Deduct: \$ 10,500
			① ② ③	Deduct: \$	Deduct: \$
			① ② ③	Deduct: \$	Deduct: \$
				Deduct: \$	Deduct: \$
				Deduct: \$	Deduct: \$

BID PROPOSAL FORM

Sealed Bid Number 001

TO

Ravenna Public Schools
Attention: Mr. Ken Schroeder - Superintendent
41750 Carthage Rd
Ravenna, NE 68869

FOR

Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement
41750 Carthage Rd
Ravenna, NE 68869

BIDDER INFORMATION

Bidders Legal Name: Jerry's Sheet Metal Heating-Cooling Inc. Dated 3/6/2019

(a Corporation organized and existing under the laws of the State of NEBRASKA)

or a partnership consisting of: _____ partners

or an individual hereinafter called the bidder.

Address 907 W. OKLAHOMA AVE

City, State, Zip GRAND ISLAND NE 68801

Phone No. 308-384-2881 Fax No. 308-384-6267

BID AMOUNT

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Date 2/28/19

Addendum # _____ Date _____

Addendum # _____ Date _____

The undersigned in compliance with your Invitation for Bids for the Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: Yes

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

BASE BID: Bidder shall provide a breakout cost for each school as well as a total.

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna Elementary School - HVAC Replacement (6 Split Systems)** for the Base Bid sum of:

Seventy Four Thousand Eight Hundred Dollars
(Amount written in words)

\$ 74,800⁰⁰
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna High School Condensing Unit and Coil Replacement** for the Base Bid sum of:

Fifty Eight Thousand Eight Hundred Dollars
(Amount written in words)

\$ 58,800⁰⁰
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for both buildings for the total Base Bid sum of:

One Hundred Thirty One Thousand Eight Hundred Dollars
(Amount written in words)

\$ 131,800⁰⁰
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

ALTERNATE BIDS:

1. **Alternate #1:** Provide a DEDUCT alternate price to keep the existing electrical conductors and disconnect switches to the condensing units being replaced in the elementary building. After the contract has been awarded, the contractor shall field verify that the existing branch circuits and disconnect switches are of adequate size to accept the new condensing units.

(Deduct) Two Thousand Nine Hundred Thirty Dollars
(Amount written in words)

(Deduct) \$ 2,930⁰⁰
(Amount written in figures)

2. **Alternate #2:** Provide a DEDUCT alternate price to change the High School condensing unit CU-4 to a single circuit unit with two fixed speed compressors as noted in the drawings.

(Deduct) Nine Thousand One Hundred Dollars
(Amount written in words)

(Deduct) \$ 9,100⁰⁰
(Amount written in figures)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) days from the bid closing date.

We understand that both Base Bids, or either Base Bid could or could not be accepted by the Owner and the Base Bids could be accepted individually as two separate projects.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 45 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this bid is accepted, we will:

1. Substantially complete all work by July 17, 2019.

BID FORM SIGNATURE

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: Jerry's Sheet Metal Heating-Cooling Inc.

was hereunto affixed in the presence of:

Authorized Officer, Title: Monte V Hehnke, Sect. of Corp.

Seal:

END OF SECTION



INLAND
INSURANCE COMPANY

UNIVERSAL
SURETY COMPANY

P.O. Box 80468 • Lincoln, Nebraska 68501-0468
PHONE • 1-800-755-2666
FAX • 402-435-3274

BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we,
Jerry's Sheet Metal Heating & Cooling Inc.

PO Box 484 Grand Island, NE 68802

as Principal, hereinafter called the principal, and Inland Insurance Company a corporation duly organized under the laws of the State of Nebraska, as Surety, hereinafter called the Surety, are held and firmly bound unto

Ravenna Public Schools
41750 Carthage Rd Ravenna, NE 68869

as Obligee, hereinafter called the Obligee, in the sum of Five percent of the amount of the bid

(\$ 5%) DOLLARS,
lawful money of the United States of America, for the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:
Ravenna Elementary School-HVAC Phase III & High School Condensing Unit Replacement Project
41750 Carthage Rd Ravenna, NE 68869

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed, Sealed and Dated, this 6 day of March, 2019.

Jerry's Sheet Metal Heating & Cooling Inc.
Principal (Seal)

By: Mate V. Heller
(Title)

Inland Insurance Company
Surety (Seal)

By: Jennifer J. Kennedy
Attorney-in-Fact

Witness

Kearney Lamb
Witness

INLAND INSURANCE COMPANY

Lincoln, Nebraska

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That the **INLAND INSURANCE COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT.** The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-In-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time." does hereby make, constitute and appoint

Jennifer J. Klanecky or Jay Kaspar or Laura K. Olson
or Jeffrey Vinson, Grand Island, Nebraska or Jeff Schultz or Kianne M. Lamb
or Jennifer England, Doniphan, Nebraska or Rosemary K. Johns, Phillips, Nebraska
or Brenda S. Rodocker or Marla Z. Hixon, Wood River, Nebraska

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **INLAND INSURANCE COMPANY**, held on July 23, 1981:
"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **INLAND INSURANCE COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 1st day of May, 20 18.

Carol J. Clark

Secretary/Treasurer

By

INLAND INSURANCE COMPANY

Curt L. Hartter

President

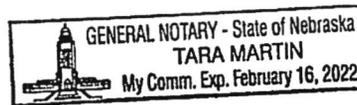


State of Nebraska }
County of } ss. Lancaster

On this 1st day of May, 20 18, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **INLAND INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

Tara Martin

Notary Public



My Commission Expires February 16, 2022.

I, Philip C. Abel, Director of **INLAND INSURANCE COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **INLAND INSURANCE COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 6th day of March, 20 19.

Philip C. Abel

Director



BID PROPOSAL FORM

Sealed Bid Number 001

TO

Ravenna Public Schools
Attention: Mr. Ken Schroeder - Superintendent
41750 Carthage Rd
Ravenna, NE 68869

FOR

Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement
41750 Carthage Rd
Ravenna, NE 68869

BIDDER INFORMATION

Bidders Legal Name: Ruths Heating and AC INC Dated 3-5-19

(a Corporation organized and existing under the laws of the State of Nebraska)

or a partnership consisting of: _____ partners

or an individual hereinafter called the bidder.

Address 1001 W 1st Street

City, State, Zip Hastings Nebraska 68901

Phone No. 402-463-4853 Fax No. 402-463-4859

BID AMOUNT

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Date 2-28-19

Addendum # _____ Date _____

Addendum # _____ Date _____

The undersigned in compliance with your Invitation for Bids for the Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: Yes

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

BASE BID: Bidder shall provide a breakout cost for each school as well as a total.

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna Elementary School - HVAC Replacement (6 Split Systems)** for the Base Bid sum of:

Seventy-Five Thousand Five Hundred Dollars
(Amount written in words)

\$ 75,500.00
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna High School Condensing Unit and Coil Replacement** for the Base Bid sum of:

Sixty-Two Thousand Seven Hundred Fifty Dollars
(Amount written in words)

\$ 62,750.00
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for both buildings for the total Base Bid sum of:

One Hundred and Thirty Eight Thousand Two Hundred Fifty Dollars
(Amount written in words)

\$ 138,250.00
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

ALTERNATE BIDS:

1. **Alternate #1:** Provide a DEDUCT alternate price to keep the existing electrical conductors and disconnect switches to the condensing units being replaced in the elementary building. After the contract has been awarded, the contractor shall field verify that the existing branch circuits and disconnect switches are of adequate size to accept the new condensing units.

(Deduct) One Thousand Dollars
(Amount written in words)

(Deduct) \$ 1,000.00
(Amount written in figures)

2. **Alternate #2:** Provide a DEDUCT alternate price to change the High School condensing unit CU-4 to a single circuit unit with two fixed speed compressors as noted in the drawings.

(Deduct) Ten Thousand Five Hundred Dollars
(Amount written in words)

(Deduct) \$ 10,500.00
(Amount written in figures)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) days from the bid closing date.

We understand that both Base Bids, or either Base Bid could or could not be accepted by the Owner and the Base Bids could be accepted individually as two separate projects.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 45 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this bid is accepted, we will:

1. Substantially complete all work by July 17, 2019.

BID FORM SIGNATURE

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: Ruths Heating & AC INC

was hereunto affixed in the presence of:

Authorized Officer, Title: Regg Ruth President
Seal:

END OF SECTION



**HEATING & A/C INC.
SHEET METAL**

1001 W 1st St, Hastings, NE 68901
2703 W Villa Dr. Kearney, NE 68845

Proposal

Phone #	Fax #	Date	Estimate #
402-463-4853	402-463-4859	3/5/2019	13506

Ravenna Public Schools 41750 Carthage Rd Ravenna, NE 68869
--

We hereby submit specifications for:

Project: Ravenna School Phase III

Includes Addendum: 1

Base Bid Highs School Condensing Unit and Coil Replacement

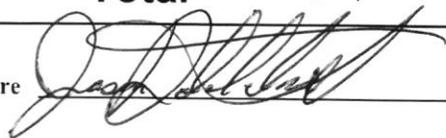
- Condensing Units (CU-4)
- AHU Direct Expansion Cooling Coil (DX-1)
- Refrigeration Piping
- Refrigeration Pipe Insulation
- New Concrete Pad
- Refrigerant
- Electrical Wiring
- Condensate Drain Piping
- Lift Rental
- Temperature Controls
- Bond
- Labor

Alternate #2 Deduct \$10,500 from the bid.

VE Items: Deduct \$4000 from the bid if the conduit size from the basement to CU-4 is large enough for the new conductor sized specified and conduit can be reused.

	Total	\$62,750.00
--	--------------	--------------------

Note: This proposal may be withdrawn by us if not accepted within 45 days. If payment made by credit card exceeds \$1000.00, add 2% to the total amount due.

Authorized Signature 

Acceptance of Proposal Signature _____



**HEATING & A/C INC.
SHEET METAL**

1001 W 1st St, Hastings, NE 68901
2703 W Villa Dr. Kearney, NE 68845

Proposal

Phone #	Fax #	Date	Estimate #
402-463-4853	402-463-4859	3/5/2019	13505

Ravenna Public Schools 41750 Carthage Rd Ravenna, NE 68869
--

We hereby submit specifications for:

Project: Ravenna School HVAC Phase III

Includes Addendum: 1

Base Bid Elementary School 6 split Systems

Furnaces (F-1,2,3)

Condensing Units (CU-1,2,3)

Zoning Panels with thermostat

Fresh Air Dampers

Refrigeration Piping

Lift Rental

Sheetmetal

Filter Racks

Drain Pans

Electrical Wiring

Temperature Controls

Venting Materials

Patching and Painting of Wall for new piping

Air Balancing

Labor

Performance and Payment Bond

Alternate 1: Deduct \$1000 from the bid.

	Total	\$75,500.00
--	--------------	--------------------

Note: This proposal may be withdrawn by us if not accepted within 45 days. If payment made by credit card exceeds \$1000.00, add 2% to the total amount due.

Authorized Signature

Acceptance of Proposal Signature _____

INLAND
INSURANCE COMPANY

UNIVERSAL
SURETY COMPANY

P.O. Box 80468 • Lincoln, Nebraska 68501-0468
PHONE • 1-800-755-2666
FAX • 402-435-3274

BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we,

RUTT'S HEATING AND AIR CONDITIONING, INC.
1001 W 1ST STREET
HASTINGS NE 68901

as Principal, hereinafter called the principal, and UNIVERSAL SURETY COMPANY a corporation duly organized under the laws of the State of Nebraska, as Surety, hereinafter called the Surety, are held and firmly bound unto

RAVENNA HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869

as Obligee, hereinafter called the Obligee, in the sum of 5% OF BID

(\$ 5% OF BID) DOLLARS, lawful money of the United States of America, for the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:

RAVENNA ELEMENTARY SCHOOL - HVAC (PHASE III)
& HIGH SCHOOL CONDENSING UNIT REPLACEMENT PROG.
41750 CARTHAGE RD.
RAVENNA NE 68869

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed, Sealed and Dated, this 5TH day of MARCH, 2019.

Bonnie Brown
Witness

Andrew W. Kutt
Witness

RUTT'S HEATING AND AIR CONDITIONING, INC.

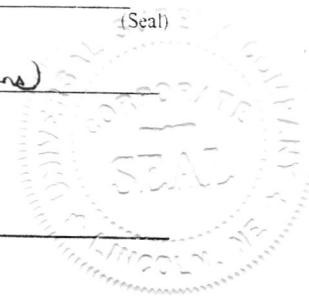
Principal _____ (Seal)

By: Regg Rutt President
(Title)

UNIVERSAL SURETY COMPANY

Surety _____ (Seal)

By: Debra Adams



UNIVERSAL SURETY COMPANY

Lincoln, Nebraska

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That the **UNIVERSAL SURETY COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT.** The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-in-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time." does hereby make, constitute and appoint

Kevin Dale Krull, Minden, Nebraska or Debra Jean Adams, Kenesaw, Nebraska

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **UNIVERSAL SURETY COMPANY**, held on July 23, 1981:

"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **UNIVERSAL SURETY COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 16th day of February, 20 18.

Carol J. Clark

UNIVERSAL SURETY COMPANY

Curt L. Hartter



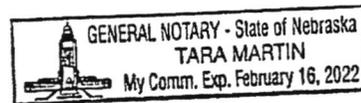
State of Nebraska } Secretary/Treasurer
County of } ss. Lancaster

By

President

On this 16th day of February, 20 18, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **UNIVERSAL SURETY COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

Tara Martin



My Commission Expires February 16, 2022.

Notary Public

I, Philip C. Abel, Director of **UNIVERSAL SURETY COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **UNIVERSAL SURETY COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 5TH day of MARCH, 20 19.

Philip C. Abel

Director



**RAVENNA PUBLIC SCHOOLS
INVITATION FOR BIDS**

Notice is hereby given that Ravenna Public Schools is soliciting bids for the Elementary School HVAC (Phase III) & High School Condensing Unit Replacement Project. Scope of work includes but is not limited to the following: This project consists of the replacement of six furnaces and condensing units, controls upgrades, and electrical connections to the equipment at the elementary school, and the replacement of the 20-ton condensing unit and evaporator coil serving the office/music areas at the high school building. Bidding documents and plans are available electronically through: Engineering Technologies, Inc. of Lincoln, NE, on February 15, 2019. Contractors may visit the school at the pre-bid meeting. **Bids are due on or before 2:00 p.m. local time, March 6, 2019, at the Ravenna Public School Superintendent's Office at Ravenna High School, 41750 Carthage Road, Ravenna, Nebraska 68869. Bids will be opened publicly and read aloud at that time. Bid Security will be required for this Bid. Cashier's checks or certified checks will not fulfill this requirement. A pre-bid meeting for the project will be held at Ravenna High School, 41750 Carthage Road, Ravenna, Nebraska 68869, on February 26, 2019, at 3:00 p.m. local time. Attendance by all prime bidders is advised.** Contact Lisa Lewis or Bryan Rahn (Engineering Technologies Inc.) at 402-476-1273 for bidding documents.

ZNEZ F14.t1

Lines 46 Times 1 Amount \$ 20.43

AFFIDAVIT OF PUBLICATION

The State of Nebraska }
The County of Buffalo } ss:

Shon Barenklau, being first duly sworn, says that he is Publisher of The KEARNEY HUB, a daily newspaper printed in whole and published in its entirety at its office maintained in Kearney, in said county and of general circulation therein and been published for more than 52 weeks in said county prior to the first publication of the annexed notice and has a bona fide circulation of more than 300 copies, and that the notice, a true copy of which is hereto annexed, was published in said paper as follows:

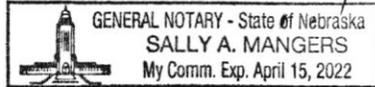
the first publication being on the 14 day of Feb., 2019,
and subsequent publication(s) on the

- _____ day of _____, 2019



Subscribed in my presence and sworn to before me this

14 day of February, 2019




Notary Public



March 11, 2019

Mr. Ken Schroeder
Superintendent
Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Re: Ravenna Public Schools - Elem. HVAC (Phase III) & High School Condensing Unit
Bid Results
ETI Project No. 2018-176

Dear Mr. Schroeder:

Engineering Technologies, Inc. has received and reviewed the March 6, 2019 contractor proposals, submitted per ETI's Project Manual and Specifications for the "Ravenna Public Schools - Elem. HVAC (Phase III) & High School Condensing Unit." Jerry's Sheetmetal Heating and Cooling, Inc. submitted an apparent low Base Bid amount of \$131,800.00.

Please have the board advise of the acceptance of this base bid. We recommend the contract be awarded to the apparent low bidder, Jerry's Sheetmetal Heating and Cooling, Inc. if the proposal is accepted.

We have had past experience working with Jerry's Sheetmetal Heating and Cooling, Inc. and believe them to be a reputable Contractor and capable of the work involved with this Project.

Please determine whether you are accepting Bid Alternate #2 or not. It would provide a deduct of \$9,100.00 and would change the high school condensing unit from a 12.3 EER Full Load efficiency/14.8 EER Part Load efficiency unit with 5% - 100% modulating capacity compressors and (2) refrigerant circuits to an 11.9 EER efficiency unit with 2-stage (50% / 100%) fixed compressors and (1) refrigerant circuit. An NPPD rebate of \$400 should be available with the base bid unit, so the total difference would actually be \$8,700.00

We will begin execution of the specified contract between the Owner and Contractor as outlined in our bid specifications, after the Ravenna Public School Board review and response to this recommendation. Please let us know if any of the Base Bid work has been rejected or if either of the Alternate Bids have been accepted.

If there are any questions, please contact me.

Sincerely,

Martin D. Kasl, P.E.

Page 1 of 1

PROJECT: Ravenna Elementary School – HVAC Phase III
 ETI PROJECT NO.: 2018-176
 BID DATE: March 6, 2019
 BID TIME: 2:00PM



Engineering Technologies Inc

<u>COMPANY</u>	<u>BID BOND</u> Acknowledged Y/N	<u>Addendum#1</u> Acknowledged Y/N	<u>BASE BID</u>	<u>ALT. #1</u> Description	<u>ALT. #2</u> Description
JERRYS SHEETMETAL GRAND ISLAND	✓	✓	① ELEM CO SYSTEMS ② HS COND UNIT ③ ALL WORK \$ 74,800 ① 58,800 ② 131,800	Deduct: \$ 2930	Deduct: \$ 9100
RUTTS HEATING & AIR HASTINGS	✓	✓	\$ 75,500 ① 62,750 ② 138,250	Deduct: \$ 1000	Deduct: \$ 10,500
			\$ ① ② ③	Deduct: \$	Deduct: \$
			\$ ① ② ③	Deduct: \$	Deduct: \$
			\$	Deduct: \$	Deduct: \$
			\$	Deduct: \$	Deduct: \$

BID PROPOSAL FORM

Sealed Bid Number 001

TO

Ravenna Public Schools
Attention: Mr. Ken Schroeder - Superintendent
41750 Carthage Rd
Ravenna, NE 68869

FOR

Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement
41750 Carthage Rd
Ravenna, NE 68869

BIDDER INFORMATION

Bidders Legal Name: Jerry's Sheet Metal Heating-Cooling Inc. Dated 3/6/2019

(a Corporation organized and existing under the laws of the State of NEBRASKA)

or a partnership consisting of: _____ partners

or an individual hereinafter called the bidder.

Address 907 W. OKLAHOMA AVE

City, State, Zip GRAND ISLAND NE 68801

Phone No. 308-384-2881 Fax No. 308-384-6267

BID AMOUNT

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Date 2/28/19

Addendum # _____ Date _____

Addendum # _____ Date _____

The undersigned in compliance with your Invitation for Bids for the Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: Yes

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

BASE BID: Bidder shall provide a breakout cost for each school as well as a total.

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna Elementary School - HVAC Replacement (6 Split Systems)** for the Base Bid sum of:

Seventy Four Thousand Eight Hundred Dollars
(Amount written in words)

\$ 74,800⁰⁰
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna High School Condensing Unit and Coil Replacement** for the Base Bid sum of:

Fifty Eight Thousand Eight Hundred Dollars
(Amount written in words)

\$ 58,800⁰⁰
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for both buildings for the total Base Bid sum of:

One Hundred Thirty One Thousand Eight Hundred Dollars
(Amount written in words)

\$ 131,800⁰⁰
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

ALTERNATE BIDS:

1. **Alternate #1:** Provide a DEDUCT alternate price to keep the existing electrical conductors and disconnect switches to the condensing units being replaced in the elementary building. After the contract has been awarded, the contractor shall field verify that the existing branch circuits and disconnect switches are of adequate size to accept the new condensing units.

(Deduct) Two Thousand Nine Hundred Thirty Dollars
(Amount written in words)

(Deduct) \$ 2,930⁰⁰
(Amount written in figures)

2. **Alternate #2:** Provide a DEDUCT alternate price to change the High School condensing unit CU-4 to a single circuit unit with two fixed speed compressors as noted in the drawings.

(Deduct) Nine Thousand One Hundred Dollars
(Amount written in words)

(Deduct) \$ 9,100⁰⁰
(Amount written in figures)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) days from the bid closing date.

We understand that both Base Bids, or either Base Bid could or could not be accepted by the Owner and the Base Bids could be accepted individually as two separate projects.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 45 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this bid is accepted, we will:

- 1. Substantially complete all work by July 17, 2019.

BID FORM SIGNATURE

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: Jerry's Sheet Metal Heating-Cooling Inc.

was hereunto affixed in the presence of:

Authorized Officer, Title: Monte V Hehnke, Sect. of Corp.

Seal:

END OF SECTION



INLAND
INSURANCE COMPANY

UNIVERSAL
SURETY COMPANY

P.O. Box 80468 • Lincoln, Nebraska 68501-0468
PHONE • 1-800-755-2666
FAX • 402-435-3274

BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we,
Jerry's Sheet Metal Heating & Cooling Inc.

PO Box 484 Grand Island, NE 68802

as Principal, hereinafter called the principal, and Inland Insurance Company a corporation duly organized under the laws of the State of Nebraska, as Surety, hereinafter called the Surety, are held and firmly bound unto

Ravenna Public Schools
41750 Carthage Rd Ravenna, NE 68869

as Obligee, hereinafter called the Obligee, in the sum of Five percent of the amount of the bid

(\$ 5%) DOLLARS,
lawful money of the United States of America, for the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:
Ravenna Elementary School-HVAC Phase III & High School Condensing Unit Replacement Project
41750 Carthage Rd Ravenna, NE 68869

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed, Sealed and Dated, this 6 day of March, 2019.

Jerry's Sheet Metal Heating & Cooling Inc.
Principal _____ (Seal)

By: Mate V. Heller _____ (Title)

Witness

Inland Insurance Company
Surety _____ (Seal)

By: Jennifer J. Kennedy _____ (Attorney-in-Fact)

Kearney Lamb
Witness

INLAND INSURANCE COMPANY

Lincoln, Nebraska

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That the **INLAND INSURANCE COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT.** The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-In-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time." does hereby make, constitute and appoint

Jennifer J. Klanecky or Jay Kaspar or Laura K. Olson
or Jeffrey Vinson, Grand Island, Nebraska or Jeff Schultz or Kianne M. Lamb
or Jennifer England, Doniphan, Nebraska or Rosemary K. Johns, Phillips, Nebraska
or Brenda S. Rodocker or Marla Z. Hixon, Wood River, Nebraska

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **INLAND INSURANCE COMPANY**, held on July 23, 1981:
"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **INLAND INSURANCE COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 1st day of May, 20 18.

Carol J. Clark

Secretary/Treasurer

By

INLAND INSURANCE COMPANY

Curt L. Hartter

President

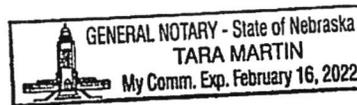


State of Nebraska }
County of } ss. Lancaster

On this 1st day of May, 20 18, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **INLAND INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

Tara Martin

Notary Public



My Commission Expires February 16, 2022.

I, Philip C. Abel, Director of **INLAND INSURANCE COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **INLAND INSURANCE COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 6th day of March, 20 19.

Philip C. Abel

Director



BID PROPOSAL FORM

Sealed Bid Number 001

TO

Ravenna Public Schools
Attention: Mr. Ken Schroeder - Superintendent
41750 Carthage Rd
Ravenna, NE 68869

FOR

Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement
41750 Carthage Rd
Ravenna, NE 68869

BIDDER INFORMATION

Bidders Legal Name: Ruths Heating and AC INC Dated 3-5-19

(a Corporation organized and existing under the laws of the State of Nebraska)

or a partnership consisting of: _____ partners

or an individual hereinafter called the bidder.

Address 1001 W 1st Street

City, State, Zip Hastings Nebraska 68901

Phone No. 402-463-4853 Fax No. 402-463-4859

BID AMOUNT

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Date 2-28-19

Addendum # _____ Date _____

Addendum # _____ Date _____

The undersigned in compliance with your Invitation for Bids for the Ravenna Elementary School - HVAC (Phase III) & High School Condensing Unit Replacement Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: Yes

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

BASE BID: Bidder shall provide a breakout cost for each school as well as a total.

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna Elementary School - HVAC Replacement (6 Split Systems)** for the Base Bid sum of:

Seventy-Five Thousand Five Hundred Dollars
(Amount written in words)

\$ 75,500.00
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna High School Condensing Unit and Coil Replacement** for the Base Bid sum of:

Sixty-Two Thousand Seven Hundred Fifty Dollars
(Amount written in words)

\$ 62,750.00
(Amount written in figures)

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for both buildings for the total Base Bid sum of:

One Hundred and Thirty Eight Thousand Two Hundred Fifty Dollars
(Amount written in words)

\$ 138,250.00
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

ALTERNATE BIDS:

1. **Alternate #1:** Provide a DEDUCT alternate price to keep the existing electrical conductors and disconnect switches to the condensing units being replaced in the elementary building. After the contract has been awarded, the contractor shall field verify that the existing branch circuits and disconnect switches are of adequate size to accept the new condensing units.

(Deduct) One Thousand Dollars
(Amount written in words)

(Deduct) \$ 1,000.00
(Amount written in figures)

2. **Alternate #2:** Provide a DEDUCT alternate price to change the High School condensing unit CU-4 to a single circuit unit with two fixed speed compressors as noted in the drawings.

(Deduct) Ten Thousand Five Hundred Dollars
(Amount written in words)

(Deduct) \$ 10,500.00
(Amount written in figures)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) days from the bid closing date.

We understand that both Base Bids, or either Base Bid could or could not be accepted by the Owner and the Base Bids could be accepted individually as two separate projects.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 45 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this bid is accepted, we will:

1. Substantially complete all work by July 17, 2019.

BID FORM SIGNATURE

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: Ruths Heating & AC INC

was hereunto affixed in the presence of:

Authorized Officer, Title: Regg Ruth President
Seal:

END OF SECTION



HEATING & A/C INC.
SHEET METAL

1001 W 1st St, Hastings, NE 68901
2703 W Villa Dr. Kearney, NE 68845

Proposal

Phone #	Fax #	Date	Estimate #
402-463-4853	402-463-4859	3/5/2019	13506

Ravenna Public Schools 41750 Carthage Rd Ravenna, NE 68869
--

We hereby submit specifications for:

Project: Ravenna School Phase III

Includes Addendum: 1

Base Bid Highs School Condensing Unit and Coil Replacement

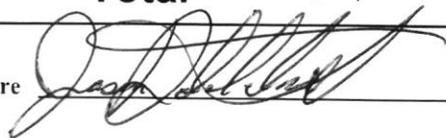
- Condensing Units (CU-4)
- AHU Direct Expansion Cooling Coil (DX-1)
- Refrigeration Piping
- Refrigeration Pipe Insulation
- New Concrete Pad
- Refrigerant
- Electrical Wiring
- Condensate Drain Piping
- Lift Rental
- Temperature Controls
- Bond
- Labor

Alternate #2 Deduct \$10,500 from the bid.

VE Items: Deduct \$4000 from the bid if the conduit size from the basement to CU-4 is large enough for the new conductor sized specified and conduit can be reused.

	Total \$62,750.00
--	--------------------------

Note: This proposal may be withdrawn by us if not accepted within 45 days. If payment made by credit card exceeds \$1000.00, add 2% to the total amount due.

Authorized Signature 

Acceptance of Proposal Signature _____



**HEATING & A/C INC.
SHEET METAL**

1001 W 1st St, Hastings, NE 68901
2703 W Villa Dr. Kearney, NE 68845

Proposal

Phone #	Fax #	Date	Estimate #
402-463-4853	402-463-4859	3/5/2019	13505

Ravenna Public Schools 41750 Carthage Rd Ravenna, NE 68869
--

We hereby submit specifications for:

Project: Ravenna School HVAC Phase III

Includes Addendum: 1

Base Bid Elementary School 6 split Systems

Furnaces (F-1,2,3)

Condensing Units (CU-1,2,3)

Zoning Panels with thermostat

Fresh Air Dampers

Refrigeration Piping

Lift Rental

Sheetmetal

Filter Racks

Drain Pans

Electrical Wiring

Temperature Controls

Venting Materials

Patching and Painting of Wall for new piping

Air Balancing

Labor

Performance and Payment Bond

Alternate 1: Deduct \$1000 from the bid.

	Total	\$75,500.00
--	--------------	--------------------

Note: This proposal may be withdrawn by us if not accepted within 45 days. If payment made by credit card exceeds \$1000.00, add 2% to the total amount due.

Authorized Signature

Acceptance of Proposal Signature _____

INLAND
INSURANCE COMPANY

UNIVERSAL
SURETY COMPANY

P.O. Box 80468 • Lincoln, Nebraska 68501-0468
PHONE • 1-800-755-2666
FAX • 402-435-3274

BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we, **RUTT'S HEATING AND AIR CONDITIONING, INC.**
1001 W 1ST STREET
HASTINGS NE 68901

as Principal, hereinafter called the principal, and **UNIVERSAL SURETY COMPANY** a corporation duly organized under the laws of the State of Nebraska, as Surety, hereinafter called the Surety, are held and firmly bound unto

RAVENNA HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869

as Obligee, hereinafter called the Obligee, in the sum of 5% OF BID

(\$ 5% OF BID)DOLLARS, lawful money of the United States of America, for the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:

RAVENNA ELEMENTARY SCHOOL - HVAC (PHASE III)
& HIGH SCHOOL CONDENSING UNIT REPLACEMENT PROG.
41750 CARTHAGE RD.
RAVENNA NE 68869

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed, Sealed and Dated, this 5TH day of MARCH, 2019.

Bonnie Brown
Witness

Andrew W. Kutt
Witness

RUTT'S HEATING AND AIR CONDITIONING, INC.

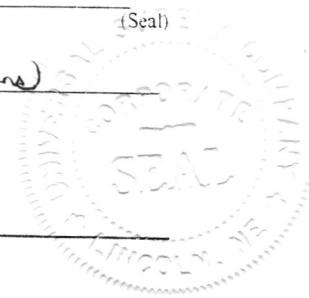
Principal (Seal)

By: Regg Rutt President (Title)

UNIVERSAL SURETY COMPANY

Surety (Seal)

By: Debra Adams



UNIVERSAL SURETY COMPANY

Lincoln, Nebraska

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That the **UNIVERSAL SURETY COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT.** The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-in-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time." does hereby make, constitute and appoint

Kevin Dale Krull, Minden, Nebraska or Debra Jean Adams, Kenesaw, Nebraska

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **UNIVERSAL SURETY COMPANY**, held on July 23, 1981:

"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **UNIVERSAL SURETY COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 16th day of February, 20 18.

Carol J. Clark

UNIVERSAL SURETY COMPANY

Curt L. Hartter



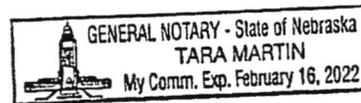
State of Nebraska } Secretary/Treasurer
County of } ss. Lancaster

By

President

On this 16th day of February, 20 18, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **UNIVERSAL SURETY COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

Tara Martin



My Commission Expires February 16, 2022.

Notary Public

I, Philip C. Abel, Director of **UNIVERSAL SURETY COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **UNIVERSAL SURETY COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 5TH day of MARCH, 20 19.

Philip C. Abel

Director



**RAVENNA PUBLIC SCHOOLS
INVITATION FOR BIDS**

Notice is hereby given that Ravenna Public Schools is soliciting bids for the Elementary School HVAC (Phase III) & High School Condensing Unit Replacement Project. Scope of work includes but is not limited to the following: This project consists of the replacement of six furnaces and condensing units, controls upgrades, and electrical connections to the equipment at the elementary school, and the replacement of the 20-ton condensing unit and evaporator coil serving the office/music areas at the high school building. Bidding documents and plans are available electronically through: Engineering Technologies, Inc. of Lincoln, NE, on February 15, 2019. Contractors may visit the school at the pre-bid meeting. **Bids are due on or before 2:00 p.m. local time, March 6, 2019, at the Ravenna Public School Superintendent's Office at Ravenna High School, 41750 Carthage Road, Ravenna, Nebraska 68869. Bids will be opened publicly and read aloud at that time. Bid Security will be required for this Bid. Cashier's checks or certified checks will not fulfill this requirement. A pre-bid meeting for the project will be held at Ravenna High School, 41750 Carthage Road, Ravenna, Nebraska 68869, on February 26, 2019, at 3:00 p.m. local time. Attendance by all prime bidders is advised.** Contact Lisa Lewis or Bryan Rahn (Engineering Technologies Inc.) at 402-476-1273 for bidding documents.

ZNEZ F14.t1

Lines 46 Times 1 Amount \$ 20.43

AFFIDAVIT OF PUBLICATION

The State of Nebraska }
The County of Buffalo } ss:

Shon Barenklau, being first duly sworn, says that he is Publisher of The KEARNEY HUB, a daily newspaper printed in whole and published in its entirety at its office maintained in Kearney, in said county and of general circulation therein and been published for more than 52 weeks in said county prior to the first publication of the annexed notice and has a bona fide circulation of more than 300 copies, and that the notice, a true copy of which is hereto annexed, was published in said paper as follows:

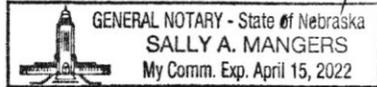
the first publication being on the 14 day of Feb., 2019,
and subsequent publication(s) on the

- _____ day of _____, 2019



Subscribed in my presence and sworn to before me this

14 day of February, 2019




Notary Public

Ravenna Public Schools



Classified Employee Handbook

Revised January 14, 2019

Employment, Compensation, and Benefits

Classified Employees

Section 1 EMPLOYMENT

Classified employees are “at-will” employees, and may be terminated at any time by the school district.

Section 2 ASSIGNMENTS

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Section 3 PERSONNEL FILE

The district will follow state and federal law regarding an employee’s personnel file. If an employee requests to view their file, the viewing will be done under the Superintendent’s supervision or other designee.

Section 4 COMPENSATION

Wages:

The board, on or before the regular August meeting, will establish hourly and monthly wages for support staff personnel. The superintendent will make recommendations to the board in establishing support staff salaries.

In determining compensation for support staff, the board will take into account the responsibilities of the position, the qualifications required, past experience of the individual, and years of service to the district. All wages and work schedules will comply with applicable regulations as adopted by the United States Department of Labor.

Work Week:

Wages are calculated on a work week by work week basis. A work week is seven consecutive days. The district’s work week begins on Sunday and ends on Saturday.

Payment:

All support staff personnel will be paid on the 20th of each month. When the 20th falls on a Saturday or Sunday, the direct deposit will be made on the preceding Friday. Wage structures and pay periods vary between the different classifications of employees. Wage and pay periods will be indicated as part of the job description.

Breaks:

Full-time employees, either year round or school term only, will be provided with a thirty minute paid break time per day. Depending on work schedules this may be taken in one break or two. Part-time employees will be adjusted accordingly.

Overtime Pay:

Hours in excess of forty hours per week will be considered overtime and will be paid at one and one-half times the regular established pay rate. Compensation time may be granted at the discretion of the superintendent at the rate of one and one-half hours for each hour of overtime.

The above provisions do not apply to employees who voluntarily accept assignments to serve community groups using school facilities.

Section 5 BENEFITS

Insurance/Health Benefits:

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Section 6 PAID LEAVE – SICK, PERSONAL, AND EMERGENCY LEAVES

Leave and Vacation:

The board will provide a plan for leaves and absences designed to help members of the support staff. Cases of unusual circumstances not specifically covered by these regulations shall be decided by the superintendent, subject to approval by the board.

Sick Leave:

Original: Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees will be provided with 5 days per year that may accumulate year to year up to 20 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Proposed: Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with 7.5 days per year that may accumulate year to year up to 30 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Personal Leave:

There shall be two days of personal leave allowed for full-time year round and full-time school term staff. Personal leave may be taken before or after a scheduled vacation day with approval of the superintendent. One-half day or one day of unused personal leave will be carried over to the following year; therefore staff could accumulate three personal days.

Emergency Leave:

Original: Emergency leave of four days per year are allowed to full-time year round and full-time school term staff. Emergency leave would include the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law). A maximum of five additional sick leave days may be used as emergency leave if needed.

Proposed: Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

Section 7 HOLIDAYS

Pay will be received for those holidays observed by the district, **which fall within their assignment period.** When holidays fall on Sunday, Monday will be observed as the holiday. When holidays fall on Saturday, Friday will be observed as the holiday. The observed holidays are as followed:

Holidays Observed
New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve Day
Christmas Day

Section 8 VACATION

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions.

After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Section 9 PAYROLL DEDUCTIONS FOR ABSENCES IN EXCESS OF PAID LEAVE

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits may be reduced by the hours missed.

Section 10 UNPAID LEAVES-DOCK DAYS

Staff members covered by this handbook are entitled to up to 10 "dock days" of additional leave in excess of the leave provided herein, so long as their leave is otherwise qualifying under another leave provision in this handbook and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this handbook, the FMLA, and/or short or long term disability.

Section 11 JURY DUTY LEAVE

An employee summoned for jury service must notify their supervisor as soon as possible. There will be no loss in salary or deduction in leave time spent in jury service. If an employee reports for jury duty and is dismissed for the remainder of the day, the employee needs to report back to work and resume duties for the remainder of that work day.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Section 12 FAMILY AND MEDICAL LEAVE

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA). For additional information, you may refer to the FMLA poster located in the office or contact the U.S. Wage and Hour Division at: 1-866-487-9243.

Section 13 PROFESSIONAL GROWTH AND TRAVEL

Support staff personnel may be asked to attend meetings, conventions, workshops, etc. to improve their jobs skills. Employees attending such meetings will be given credit for their absence. Expenses for such meetings will be the responsibility of the school district. Travel reimbursements will follow the same policies as applies to certificated personnel staff.

Section 14 EMPLOYEE PROTECTION

Assault Disability:

Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation:

The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property:

Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value at the time of damage may be reimbursed.

Ravenna Public School Staff Handbook

Rules and Regulations
2019-2020

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school

to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Ken Schroeder in writing at PO Box 8400, Ravenna, NE 68869 or by telephone at (402) 452-3249. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administrators are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activities Entry Fees for Staff & Family of Staff

All staff, spouses and their school-age children will be admitted to home events free of charge.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements that are not related to the instructional program or extra curricular program shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedules

2019-2020 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period	8:53 - 9:40	47
	3rd Period	9:43 - 10:30	47
	4th Period	10:33 - 11:20	47
	5th Period/Access	11:23 - 11:43	20
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
1st Lunch	11:43 - 12:13	2nd Lunch	2:33 - 3:03

Friday 2019-2020 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:45	42
	2nd Period	8:48 - 9:30	42
	3rd Period	9:33 - 10:15	42
	4th Period	10:18 - 11:00	42
	6th Period	11:03 - 11:45	42
Lunch	7th Period	11:48 - 1:00	42
	8th Period	1:03 - 1:45	42
	9th Period	1:48 - 2:30	42
1st Lunch	11:45 - 12:15	2nd Lunch	2:30 - 1:00

2:00 Dismissal 2019-2020			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	2nd Period	8:44 - 9:22	38
	3rd Period	9:25 - 10:03	38
	4th Period	10:06 - 10:44	38
	6th Period	10:47 - 11:25	38
Lunch	7th Period	11:28 - 12:38	40

Noon Dismissal 2019-2020			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	2nd Period	8:32 - 8:59	27
	3rd Period	9:02 - 9:29	27
	4th Period	9:32 - 9:59	27
	6th Period	10:02 - 10:29	27
	7th Period	10:32 - 10:59	27

	8th Period	12:41 - 1:19	38
	9th Period	1:22 - 2:00	38
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

	8th Period	11:02 - 11:29	27
	9th Period	11:32 - 12:00	28

10:00 Late Start 2019-2020			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:38	35
	2nd Period	10:41 - 11:16	35
	3rd Period	11:19 - 11:54	35
Lunch	4th Period	11:57 - 1:07	40
	6th Period	1:10 - 1:43	33
	7th Period	1:46 - 2:19	33
	8th Period	2:22 - 2:55	33
	9th Period	2:58 - 3:30	32
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07

Friday 10:00 Late Start 2019-2020			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:28	25
	2nd Period	10:31 - 10:56	25
	3rd Period	10:59 - 11:24	25
	4th Period	11:27 - 11:51	25
Lunch	6th Period	11:54 - 1:04	40
	7th Period	1:07 - 1:32	25
	8th Period	1:35 - 2:01	26
	9th Period	2:04 - 2:30	26
1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse

or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if

complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.

- b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing

and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. Acceptable Use

- a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

- a) Staff shall not access obscene or pornographic material.
- b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

- d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. Methods of Enforcement

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. Violations

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the

school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- **Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.**
- **Shorts, except when teaching physical education class or at athletic or other activity practices.**
- **Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.**
- **Any clothing which is immodest and may distract other employees or students in the learning environment.**

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees’ duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to

assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependants and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently

throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.00 per meal. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom or classroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of

important and/or interesting events and activities are usually welcomed by the newspapers.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any

kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5 professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the district bookkeeper so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the district bookkeeper. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs

repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the superintendent.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable

and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation request via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: <https://nebraska.tv/weather/closings>.

The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must

contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Academic Dishonesty

A student found to have committed academic dishonesty will receive a consequence at the discretion of the classroom teacher.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks (7th-12th Grade Students Only)

Assignment Notebooks are the 7th-12 grade students' make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have a well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period or the office.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or

body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Ravenna Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

Computer Lab

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Turning in all monies collected to the main office by the end of the school day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more classes weekly.** There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each

Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. Other activities deemed appropriate by the principal

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) All students and staff should proceed to their designated shelter area.

- b) Once in the designated shelter area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Grades are given as letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75
F	0-69	Failure of Subject 0.00			Incomplete 0.00
NG	No Grade				P - Pass 0.00

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Report Cards

- A= Excellent
- B= Above Average
- C= Average
- D= Below Average
- F= Failing
- S= Satisfactory Progress
- U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

- Work Habits
- Behavior/Attitude
- Math
- Writing
- Reading Mastery
- Art
- P.E.
- Music

Performance Level Indicators

- E-Excellent
- S-Satisfactory
- I-Improving
- U-Unsatisfactory
- NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 4th Grade

A, B, C, D, F

- Reading
- Math

5th-6th Grade

A, B, C, D, F

- Reading
- Math

Spelling
Language
Science
Health

S/U
Social Studies
Penmanship
Art

Spelling
Language
Science
Health
Social Studies

S/U
Penmanship
Art

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members

online. Digital media may be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

Paraeducators

Paraeducators provide valuable assistance in the educational process and

allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. Paras should not contact parents regarding student issues. All parental contact should be facilitated through the classroom teacher. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the South and North parking lot reserved for them. **Students are not to park their cars in the staff lots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non school hobbies and/or interests.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.

- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making

sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area where access is restricted to the school nurse.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who

accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance/Health Benefits

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Personal Leave

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave

Year round classified employees will receive 10 days of sick leave per year, accumulative to 40 days. Full-time school term employees will be provided with 5 days per year that may accumulate to 20 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or

her immediate supervisor at least three hours prior to the time he/she
regularly reports to work.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Emergency Leave

Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

Employee

Protection

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value at the time of damage may be reimbursed.

STAFF DIRECTORY

Members of the Board of Education:

Misti Fiddelke.....	President
Tara Schirmer.....	Vice-President
Dawn Standage.....	Secretary
Marilyn Bohn.....	Member
Ryan Osten.....	Member
Mark Vacek.....	Member

Administrative Staff:

Ken Schroeder.....	Superintendent
Brad Kjar.....	High School Principal
Paul Anderson.....	Elementary Principal

Teaching Staff:

Michelle Abels.....	Grade One
Heath Ahrens.....	Ag Education
Lisa Anderson.....	Speech Path
Sara Bock.....	Grade Two
Wayne Bock.....	Special Education
Dan Bolling.....	Grade Six
Brandy Brodersen.....	Special Education
Kaleb Christensen.....	Science
Libby Clark.....	Art
Tiffani Drabek.....	Grade Three
Angie Drahota.....	Counselor, K-12
Barbara Ellis.....	HS Music/Band
Tanner Ellis.....	Business
Haley Gadeken.....	Grade Five
Caley Greer.....	Kindergarten
James Habe.....	Grade Four
Paige Havranek.....	English, Journalism
Jody Hutsell.....	Speech Path
Tiffany Jacobsen.....	Social Studies
Erin Jarvi.....	Grade Three
Kelley Jarzynka.....	Science
Heidi Kjar.....	English
Katie Lewandowski.....	Grade One
Brett Mauler.....	Social Studies
Julie Maulsby.....	English, Reading

Noah Maulsby.....	Phys Education, HS
Adam Mingus.....	Math
Teresa Mingus.....	Elem Music
Holly Myers.....	Media Specialist
Sherry Nelson.....	Grade Four
Melodie Nozicka.....	Grade Five
Sonya Rasmussen.....	Life Skills
Dawn Reicks.....	Grade Two
Dominic Reicks.....	Ind Arts / AD
Michelle Riens.....	Grade Six
Tony Schirmer.....	Math
Abby Sorensen.....	Kindergarten
Scott Stecklein.....	Science, Health
Jeff Thober.....	Phys Ed, Elem
Kayla Wiarda.....	Preschool
Korina Wick.....	Instructional Coach
Cindy Wilke.....	Special Education
.....	Beh Interventionist
Alison Yendra.....	Spanish
Teresa Zinnel.....	Special Education

Nurse:

Karalee Fiddelke.....School Nurse

Para Staff:

Angie Barent, Judith Dunning (elementary librarian), Caleb Gross, Cindy Habe, Terry Hervert, Jean Luth, Brittney Lutz, Julie McGuigan, Krissy Reisbeck, Doris Russell, JoEllen Russell, Vickie Sieczkowski, Amy Styren, Melissa Wroblewski, Stephanie Yost

Office Staff:

Hilary Bolling.....	Bookkeeper
Pat Shrader.....	Payroll/HR
Shari Spaulding.....	HS/Sup Secretary
Lacey Rager.....	Elem Secretary

Technical Support:

Dave Huryta.....Tech Support K-12

Child Nutrition Program:

Lynda Endecott.....Cafeteria Manager
Nancy Chizek..... Assistant Cook
Violet Wiese.....Assistant Cook
Chris Bruning.....Assistant Cook
Joanna Velez.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:

Dan Cyboron.....Head of Maint/Cust
Kristi Hagge..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:

Todd VanWinkle..... Transportation Director
Cheryl Deines.....Route Driver
Peg Dethlefs.....Route Driver
Richard Douglas.....Route Driver
Heidi Downer.....Route Driver
Jill Manring.....Route Driver
Mary Pernicek.....Route Driver
Gary Psota.....Route Driver
Jason Abels.....Activity Driver
Lenay Palser.....Activity Driver

Youth Center:

Susie Grock and Lynette Musil

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Ravenna School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

AD Compensation Calculator						
Num	Description	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation
1	School Name	Ravenna	Loup City	Pleasanton	Shelton	Gibbon
2	Position Description	AD/Teacher	AD/Teacher	AD/Teacher	AD/Teacher	Ast.Prin/AD
3	% of Allotted AD Time	33%	25%	12%	22%	50%
4	Salary-2018/19	\$ 63,705.00	\$ 48,954.50	\$ 52,783.00	\$ 56,490.00	\$ 85,000.00
	AD Salary	\$ 21,022.65	\$ 12,238.63	\$ 6,333.96	\$ 12,427.80	\$ 42,500.00
5	Extra Duty Salary	\$ 6,713.00	\$ 8,274.00	\$ 6,855.00	\$ 4,203.00	
6	Extended Contract Pay	\$ -				
	Total AD Salary (TADS)	\$ 27,735.65	\$ 20,512.63	\$ 13,188.96	\$ 16,630.80	\$ 42,500.00
	FICA (.07649*TADS)	\$ 2,121.50	\$ 1,569.01	\$ 1,008.82	\$ 1,272.09	\$ 3,250.83
	Retirement (.09878*TADS)	\$ 2,739.73	\$ 2,026.24	\$ 1,302.81	\$ 1,642.79	\$ 4,198.15
	Life Insurance (Flat Annual Rate)	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00
7	Health Insurance Compensation	\$ 15,278.40	\$ 18,883.20	\$ 19,885.16	\$ 21,283.92	\$ 21,712.32
	AD Health Insurance Comp	\$ 5,041.87	\$ 4,720.80	\$ 2,386.22	\$ 4,682.46	\$ 10,856.16
	Total AD Compensation	\$ 37,734.75	\$ 28,924.67	\$ 17,982.81	\$ 24,324.14	\$ 60,901.14

8	Administrative Assistant / % per Day	0.00%	0.00%	0.00%
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AD Array Schools	100% Projection	1% Projection	33% Projection	98%-102%
Amherst	\$113,542.70	\$1,135.43	\$37,469.09	#NAME?
Centura	\$168,852.74	\$1,688.53	\$55,721.40	#NAME?
Gibbon	\$121,802.27	\$1,218.02	\$40,194.75	#NAME?
Loup City	\$115,698.69	\$1,156.99	\$38,180.57	#NAME?
Pleasanton	\$149,856.74	\$1,498.57	\$49,452.72	#NAME?
Ravenna	\$114,347.73	\$1,143.48	\$37,734.75	#NAME?
St. Paul	\$120,918.73	\$1,209.19	\$39,903.18	#NAME?
Shelton	\$121,620.71	\$1,216.21	\$40,134.84	#NAME?
Wood River	\$120,057.52	\$1,200.58	\$39,618.98	#NAME?
Average			#NAME?	

Median
MIDPOINT

\$39,903.18
#NAME?

100% of Compensation Range

98%
#NAME?

100%
#NAME?

102%
#NAME?

Difference from 98%, 100%, & 102%

#NAME?

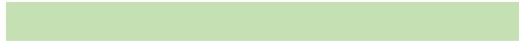
#NAME?

#NAME?

Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation
Centura	Amherst	St. Paul	Wood River	Ord	Central City	Doniphan-Trumbull
Principal/AD	AD/Teacher	Prin/AD	Asst. Prin/AD	AD	AD/Asst. Principal	AD/teacher
20%	25%	50%	50%	75%	100%	50%
\$ 98,000.00	\$ 59,504.00	\$ 76,095.00	\$ 85,362.00	\$ 35,100.00	\$ 92,387.00	\$ 35,650.00
\$ 19,600.00	\$ 14,876.00	\$ 38,047.50	\$ 42,681.00	\$ 26,325.00	\$ 92,387.00	\$ 32,263.00
\$ 6,500.00	\$ 5,863.00	\$ 6,600.00		\$ 5,000.00		\$ 6,060.00
\$ -				\$ 3,244.38		\$ 3,487.00
\$ 26,100.00	\$ 20,739.00	\$ 44,647.50	\$ 42,681.00	\$ 34,569.38	\$ 92,387.00	\$ 41,810.00
\$ 1,996.39	\$ 1,586.33	\$ 3,415.09	\$ 3,264.67	\$ 2,644.21	\$ 7,066.68	\$ 3,198.05
\$ 2,578.16	\$ 2,048.60	\$ 4,410.28	\$ 4,216.03	\$ 3,414.76	\$ 9,125.99	\$ 4,129.99
\$ 96.00	\$ 96.00		\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00
\$ 15,000.00	\$ 15,663.00	\$ 15,973.00	\$ 19,542.12		\$ 7,274.00	
\$ 3,000.00	\$ 3,915.75	\$ 7,986.50	\$ 9,771.06	\$ -	\$ 7,274.00	\$ -
\$ 33,770.55	\$ 28,385.67	\$ 60,459.37	\$ 60,028.76	\$ 40,724.36	\$ 115,949.67	\$ 49,234.04

50.00%

Input/Calculation	Input/Calculation
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ 96.00	\$ 96.00
\$ -	\$ -
\$ 96.00	\$ 96.00





Maker's Space Proposals

A, B, C, & D

Option A

The school commits to dedicating the south side of the Youth Center for the maker's space. It would work with the RAV to secure training for staff and to secure equipment for use by staff, students, and community members. The space would be made available to students, staff, and community members during its initial year of operation. Community usage would be made available for all hours the Youth Center is open, in accordance with the school district calendar. Typically, community use hours would be 3:30-6:30 Monday through Thursday and 2:30-5:30 on Fridays.

Rationale: Adding the maker's space to the community is a strong step forward in promoting entrepreneurial growth among students and community members. The school could exclusively use the equipment during instructional hours (8:00-2:30/3:30) and community members and students could use the space during the hours the Youth Center is open. Youth Center Staff could be used to monitor the maker's space area. This would not require adding any additional staff or spending any additional district funds to support this collaborative effort between the RAV and the school district. In order to accelerate community use, RAV would be required to provide 4 Volunteer Trainers who would be willing to be certified on all equipment contained in the space and who are willing to train others on the use of the equipment during the time it is open for public use.

Responsibilities/Requirements of the School District:

- Provide the physical space for a one-year trial period
- Provide electric and utility costs for the area
- Provide custodial services for the space
- Provide paid training to staff on equipment use
- Provide paid curricular development time to staff in conjunction with UNL
- Provide training to RAV Volunteer Trainers on proper use of the equipment
- Provide video coverage of the south side of the Youth Center
- Provide for a staff member to monitor the maker's space area during community use

Responsibilities/Requirements of the RAV

- Provide equipment, supplies, and materials needed to operate the equipment contained in the space
- Agree that all equipment placed in the maker's space is gifted to the school and the school acquires full ownership of the equipment
- Secure the permission of the school administration prior to donating any piece of equipment in the space to ensure it is "benign" in nature and does not compromise the school district's legal exposure
- Provide 4 Maker's Space Volunteer Trainers who agree to become certified on all pieces of equipment in the Maker's Space during its first year to provide training to community users
- Annually contribute \$2,500 to the school district's maker's space fund to pay for needed repairs and/or for replenishing consumable materials

- Continue to pursue grants opportunities in conjunction with the school to make additional funding available for equipment purchase, equipment maintenance, and equipment training
- Maintain an online “community usage” calendar that allows community members to sign up to use the space. RAV assumes the responsibility for ensuring this calendar coordinates with the school calendar and makes all public users of the space aware of any closings, cancellations, or calendar alterations.
- RAV assumes all financial responsibility for damage or misuse of equipment by community users during the community use time
- RAV assumes all responsibility for training and certifying community users on the equipment
- RAV assumes all responsibility for providing supplies and materials for the various pieces of equipment needed by community users to use the space. Community users must purchase all needed supplies and equipment and carry in and out all of their supplies and materials needed for project. The school provides no storage for supplies or materials
- RAV understands that any piece of equipment that is obsolete, broken, or deemed to no longer be of legitimate use by the school district is to be removed and disposed of at the discretion of the administration and at the expense of the RAV
- Provide a quarterly report of usage of the equipment and the space by community members to the Ravenna Board of Education for review and consideration. If community usage does not meet a mutually agreed upon level of usage during the initial year, the use of the space by the RAV will be discontinued after the one-year trial period

Option B

The school commits to dedicating the south side of the Youth Center for use as a maker's space. It would work with the RAV to secure training for staff and to secure equipment for use by staff and students. The space would only be made available to the students and staff for the first year of operation, during the 2019-20 school year. Volunteer Trainers provided by the RAV would also be required to learn how to run the equipment, during non-instructional hours, in advance of making the space available for community use during the 2020-21 school year.

Rationale: The school sees the power of adding a maker's space to its curriculum and for student use as part of its after school programming in the Youth Center. However, it will take time and resources to acquire equipment, train staff on the equipment, and allow teachers to implement use of the space and corresponding equipment into their curricula. Allowing only staff, students, and RAV Volunteer Trainers to operate the equipment during the first year would allow a good number of people (staff and students) to become knowledgeable of how to operate the equipment and instruct others in doing so. After this knowledge base is built, staff, students, and RAV Volunteer Trainers could "certify" community members to use the space and equipment.

Responsibilities/Requirements of the School District:

- Provide the physical space for a one-year trial period
- Provide electric and utility costs for the area
- Provide custodial services for the space
- Provide training to staff on equipment use
- Provide paid curricular development time to staff
- Provide training to RAV Volunteer Trainers on proper use of the equipment

Responsibilities/Requirements of the RAV

- Provide equipment, supplies, and materials needed to operate the equipment contained in the space
- Secure the permission of the school administration prior to donating any piece of equipment in the space to ensure it is "benign" in nature and does not compromise the school district's legal exposure
- Provide 4 Maker's Space Volunteer Trainers who agree to become certified on all pieces of equipment in the Maker's Space during its first year (2019-20)
- Agree that all equipment placed in the maker's space is gifted to the school and the school acquires full ownership of the equipment
- Annually contribute \$2,500 to the school district's maker's space fund to pay for needed repairs and/or for replenishing consumable materials
- Continue to pursue grants opportunities in conjunction with the school to make additional funding available for equipment purchase, equipment maintenance, and equipment training

Option C

The south side of the Youth Center could be used by the RAV through securing a facility usage agreement. The school would simply make the space available to the RAV for one calendar year for its use.

Rationale: When the school was initially approached by the RAV, the request was for space to be used for a maker's space. The south side of the Youth Center would be a space that could be made available to the RAV, with minimal disruption to the school's functions.

Responsibilities/Requirements of the School District:

- Provide the physical space for a one-year trial period
- Provide electric and utility costs for the area
- Provide key fob access to the south door of the Youth Center
- Provide video coverage of the south side of the Youth Center
- Provide the "Facility Usage" agreement, which will be reviewed by the school district's attorney and insurance agent to ensure it is complete and appropriate in its scope

Responsibilities/Requirements of the RAV

- Provide custodial services for the area
- Provide staff and personnel to train and supervise community members using the space and equipment
- Provide all equipment, supplies, and materials needed to operate the equipment contained in the space
- Secure the permission of the school administration prior to placing any piece of equipment in the space to ensure it is "benign" in nature and does not compromise the school district's legal exposure
- Assume all liability, risk, and financial responsibility for the area during its use and sign a "hold harmless" agreement that has been prepared by the school district's attorney
- Provide a certificate of insurance naming the school as an "additional insured" and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000 per occurrence and \$5,000,000 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability
- Provide a quarterly report of usage of the equipment and the space by community members to the Ravenna Board of Education for review and consideration. If community usage does not meet a mutually agreed upon level of usage during the initial year, the use of the space by the RAV will be discontinued after the one-year trial period

Option D

Inform the RAV, "Thank you for contacting us. At this time, we will pass on a maker's space at the school."

Rationale: We do not wish to engage in the creation of a maker's space at the school.

SFA Name: Ravenna Public Schools
Program Year: 2018-2019
Month of Review: January
AR Specialist Name: Sherri Webber
SFA Representative(s): Ken Schroeder

In recognition of a Zero Findings Administrative Review, the Nebraska Department of Education would like to congratulate you and your Child Nutrition Professionals. As you know, this review covered critical areas of review both district-wide and at Ravenna School. Clearly your entire Child Nutrition department staff is committed to safeguarding the health and well-being of your students. The Nebraska Department of Education is proud to partner with SFA's like yours that exemplify the highest standards of caring and service by teaching children the relationship between proper eating and good health.

Kenneth Schroeder, Superintendent

3-6-19

Sherri Webber

Admin Review Specialist

3/6/19

COMMUNITY ENGAGEMENT

Nebraska Association of School Boards

RAVENNA BOARD OF EDUCATION

MISTI FIDDELKE, PRESIDENT

LARRY BEHRENDT

MARILYN BOHN

TIM LEWANDOWSKI

TARA SCHIRMER

DAWN STANDAGE

SUPERINTENDENT
DWAINE UTTECHT

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL
PREPARING STUDENTS TODAY TO
SUCCEED TOMORROW



RAVENNA COMMUNITY ENGAGEMENT

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COMMUNITY ENGAGEMENT MEETING I – MARCH 24, 2014

A focus group made up of 80 members participated in a Community Discussion on Monday, March 24, 2014. The group identified the strengths, accomplishments, and achievements of the Ravenna Public Schools as well as the challenges the district will face in the next three to five years. Group participants included parents, community members, board members, and a district administrator.

Feedback received:

Question 1: What points of pride, accomplishments, and achievements, has the district realized?

- Respect (Village – tight knit)
- Consistency of teaching staff, parents, and community
- People want to stay
- Our location
- Advanced classes
- Sports programs
- Small classroom sizes
- Special Education program
- Enrollment increases
- Maintain skills USA, FBLA, FFA
- College level preparedness
- Kids adjust post H.S. to college in relation to study habits
- Positive involvement and guidance/scholarship assistance
- Teacher involvement to assist outside classroom
- Fine arts program has evolved, improved over the years including music/art
- Teachers involved outside of school
- Strong administration
- Keep kids in school
- High graduation rates
- Nice building/facility – The Green House/Learning Center/Theatre
- Nice to see other things in addition to sports

- Robotics, DECA–Lifetime skills– causes people to look at Ravenna differently
- FFA, FBLA, Skills, Trap and we do have athletics
- Student issues are handled well internally
- Biology class using greenhouse – seeing start to finish with growing plants, flowers, etc.
- Ravenna is on the map because of athletics, Robotics, DECA, acting and FFA
- Well represented by our teachers (i.e., staff presentation at an Autism conference)
- The youth came together with several teachers to put gather financing for the youth center
- Ravenna produces students who become teachers which presents a positive image of the current and past teaching staff
- We are a leader in technology with the one-to-one program
- The infrastructure of the school is good. The custodial staff has done a good job maintaining the facilities and grounds
- Surrounding employment
- Great facility – one location
- Technology based education with good student/instructor ratio
- Extra-curricular opportunities especially athletics
- Faculty contribute to the success of the district
- Academic competitions
- Welcoming community
- Youth Activity Center
- Star Program
- Good ACT scores
- Technology 1:1 program
- Good facilities
- One campus
- Security buzzer
- Parent volunteers
- Recognizing all groups and their successes – Robotics (new programs have been initiated) Drama and Bowling
- Alert text program
- Keep teachers for extended times
- Quality learning environment (school is well taken care of)

- Parental involvement
- College prep classes offered
- Kinder/curriculum
- Improvement of theater
- Sporting Events
- FFA
- Robotics
- Speech and Drama
- Working with city for Trap Team
- Community Service – special needs pick up recycling
- Music program
- Music at nursing home
- High school age kids help with camps
- Teacher retention and a high number of staff members that have master’s degree
- Youth Center
- Graduates that go on to college are successful students and well prepared
- Perform well academically as compared to other C-2 schools
- Post-graduate studies and education /increase in percentage of graduates
- Staff qualified and dedicated – longevity staff
- Arts/Drama/Robotics/Fine Arts Night
- New preschool in with Elementary and High School
- Youth Center well utilized after game gathering
- Board willing to listen to constituents through this meeting
- Scholarships for in state schools
- School activities published in paper
- Students of week/Athlete of week/Jr Jays
- Accredited
- Staff respects different learning styles
- District is not in debt
- Athletics
- Greenhouse
- Computer use
- College credit courses
- High graduation rates

- Good student teacher ratio
- Strong teacher/parent involvement
- Community investment (Athletics, Academics, Organizations)
- Opportunities/Extracurricular Activities
- Youth Center (Kids took part/accepted responsibilities for development and implementation)
- Facilities kept up with changing times (technology)
- Starts at early age (preschool – high school)
- Good leadership (Administration, School Board)
- Greenhouse for Agriculture
- Good Agriculture department for community
- Clean sports program

Question 2: What challenges will the district face in the next three to five years?

A. Academic Program

- Test scores – government requirements
- Population of students
- Continue to improve student performance on Standardized Testing – Raising the bar
- Moving target of Standards
- Communication between staff and parent if the student is having trouble learning. Finding out at parent/teacher conferences could be too late.
- College courses
- Meeting standardized testing requirements
- Keeping good administrators
- NESAs testing – need more explanation about it?
- Earlier notification of grades dropping BEFORE they get to the ninth hour penalty
- Challenge them to take at least one college credit upon graduation
- Mediocre testing scores
- There is a lack of advanced class work for the high ability learning students in the elementary
- Look into offering more college level distance learning courses to high school students

B. School Climate/Learning Environment

- Declining enrollment
- Maintaining enrollment
- Education should be emphasized more than sports
- School violence/security issues – No Facebook during class
- Policies in place for social networking
- Enrollment is declining
- Some kids suffer in subjects because they are pulled out of class early to focus on a subject they need extra help
- Enrollment
- More emphasis on college classes
- Keeping kids focused
- Teaching money management/life skills
- Lunch program challenges
- Safe learning environment
- Security
- School nurses – paperwork
- School food – increased paperwork
- Same rules for every student
- Lack of student motivation
- Safety
- Food – amount and quality
- A decrease in enrollment will affect the number of students we have
- Maintain Alcohol – Drug – Tobacco awareness and education – stay up on e-cigs
- Several tenured teachers are coming up on retirement and several who are able to retire already
- Preparing kids for college
- Replacing Mr. Fisher and as other great teachers leave
- Having a “Practical” education center in our high school
- Retaining good quality administration and staffing
- Increased security/safety
- School Lunchroom Guidelines
- Retention of staff
- Safety – Lockdown System

- Sustain enrollment
- Improved communication from the school to the community about classes being taught events with the administrators at the school
- Student numbers
- Keeping staff
- Staff over loaded
- Keeping teachers if student population decreases
- Out of state scholarship opportunities
- Bullying – education for both students and teachers
- Teacher access time
- Language barriers
- Have graduates evaluate teachers

C. Parent – Community Relations

- Continued Family Involvement/Community Involvement
- Engaging students in entrepreneurship to take over jobs within the community
- Enrollment – Community Issues
- Changes in Family Values
- Fewer farmers every year
- Mr. Fisher leaving – what can we do to keep growth of town –students
- Prepare for Hispanic population

D. Governance (Board of Education/Superintendent)

- Stay sharp on finances
- Financing – budget issues being able to sustain staffing balances
- Expectations from state and federal standard
- Drama and music left out financially
- Finances – Fiscal responsibility
- Publicize the endowment more
- Funding challenges will continue to be a problem, especially the state funding formula
- Keeping up with payroll
- Future gov't regulation
- Budget costs
- Funding

- Balancing all staff needs with demand for all activities
- Rising costs
- Decreased funding
- Money –budgeting
- Consolidation of schools
- Due to recent events in other schools. How many of our staff are trained to recognize drug use or threatening situations and what is the schools plan to handle?
- Declining state Aid dollars
- Retirement of staff
- Broadcasting teachers on TV to other places
- What funding will be like
- Possibly merging with other districts
- Figure out how to be a better leader
- If enrollment decreases – staff may decrease – funding decreases

E. Technology

- Keeping up with technology
- The cost of technology
- Technology – Social Media
- Keeping up with technology will be more challenging all the time
- Maintain quality technology
- Technology keeping up with the “jones” staffing and costs involved
- Technology – maintaining and/or improving and not falling behind
- Technology up keep – adequate funding to ensure progression
- Strict computer use regulations

F. Support Program

- Special Education programs

G. Extra-Curricular

- Sustaining the extra-curricular
- Teachers are asked to be involved in extra-curricular activities – hard to find enough volunteers
- Getting kids involved in extra activities

- Kids to involved
- Kids not involved – video games

H. Transportation

- Bussing – transportation
- Transportation – Distances have increased – Equipment
- Distance traveled for activities busing rural – subcontracted in some districts
- Out of town pre-schools

COMMUNITY ENGAGEMENT MEETING II – APRIL 8, 2014

Community members participated in a review and discussion of the identified needs brought forward during Community Engagement Meeting I. The outcome of the small group discussion realized the following priorities and strategies.

Student Academics

- I. Provide more advanced learning opportunities for both high school and elementary students
 - a) Research programs that can “challenge” youth for the high ability learners (Example: The reading program has three levels to help kids raise their testing scores.)
 - b) Consider internships or job shadowing to help kids identify what may be an unrealized interest or passion
 - c) Identify and bring local businesses into the district to support curriculum
 - d) Insure kids who have an IEP are pushed and challenged to allow them to succeed
 - e) Make certain the district is able to consider ways to keep up with technology
 - f) Provide continuing education for staff to support curriculum offerings
 - g) Pursue grants to help fund technology
 - h) Use social media as an educational tool for students
 - i) Continue to provide an environment that supports all learning levels and types
- II. Expand the curriculum to offer more diverse opportunities for students
 - a) Poll students to identify their interests
 - b) Consider other programs such as:
 1. Robotics
 2. Auto body or Mechanics classes
 3. Block scheduling
 4. Class flipping
 - c) Maintain quality faculty (young progressive educators)
 - d) Balance extracurricular and academics
- III. Improve academic opportunities for students by providing technological advancements
- IV. Prepare students with skills for the 21st Century
 - a) Keep curriculum current with workplace trends

- V. Prepare students for a future and emphasize responsibility and professional workplace behavior
 - b) Fair standards and discipline for all students
 - c) Clear and thorough policy on bullying
 - d) Train on bullying all levels, students, staff, and parents
- VI. Maintain academic excellence with variations in resources
 - a) Encourage every student to take at least one unit of higher education
 - b) Maintain academic superiority to attract students from other areas
 - c) Promote on-line/distance learning for a better selection of classes
 - d) Encourage teachers to teach every student to the best of their ability so that every student reaches their potential
- VII. Provide a curriculum that will prepare each student to meet or exceed their potential
 - a) Provide diverse curriculum and more flexibility for staff
 - b) Continue time management finance classes and expand college classes
 - c) Consider advanced technology courses

Technology

- I. Promote on-line and distance learning to support technology curriculum opportunities
- II. Improve academics by providing advanced technological (Pre-K through 12th grade)
- III. Raise technology funds through the foundation
 - a) Web presence
 - b) Brochure
 - c) Newsletter
- IV. Form an active technology task force
 - a) 1 to 2 school board representatives
 - b) 1 to 2 administrative representatives
 - c) 1 to 2 faculty representatives
 - d) 1 to 2 student representatives
- V. Enforce responsible use of technology through policy and training
 - a) Understand that once posted on the web it is forever there
 - b) Common sense ethics

School Climate

- I. Provide and create an environment for all learning levels and types
- II. Provide more opportunities for higher level achieving students to challenge their level of learning
- III. Use social media as an educational tool in the classroom
- IV. Continue to offer opportunities like this to allow parents to voice not just what we want, but also to support the board and principals
- V. Consider other ways to keep parents and patrons involved

COMMUNITY ENGAGEMENT EVALUATION

1. Do you think the Community Engagement process was a worthwhile activity for the district and community? Why?

- We hope the administration and board takes a close look at the points brought up!
- Yes, whenever you can share ideas and inputs you gain interest.
- Yes, I got ideas from people that otherwise would not say anything or think their opinion didn't matter.
- Yes – it makes the community more aware of issues in the community. Everyone's opinion is valued in a setting such as this.
- Very worthwhile – shows board/community support, gives direction to school system, gives multiple points brought to attention.
- Yes, it's nice to discuss and see the difference viewpoints of other community leaders
- Yes, it gives the board the opportunity to hear others opinion's
- Yes, it will give the board some ideas on what the community expects
- Yes, ideas from many are always appreciated
- Yes – increased community involvement in the school
- Yes, communication between community and school is key to getting things done.
- Yes, you got more ideas from a lot of different people
- Yes, it brought people together and allowed us to express ourselves and concerns or hopes for our school and future.
- Yes, is always good to get new ideas and thoughts in front of a board/community
- Hope so because the board can only do so much everyone has to buy in
- Yes, very worthwhile. The community as a whole can help create/make ideas which in turn can make the whole community active in the schools
- Yes, helps show more community support to the schools
- Yes, offered variety of thoughts and ideas to be given
- Yes, helps get parents involved in what our children are learning and challenges they may be dealing with in the school system
- Yes, lots of interesting and well thought out ideas were presented
- Yes, it involved the community, all ages, all opinion's and knowledgeable
- Yes, gives people a voice
- Don't know – haven't seen anything come about it yet. This is a good start – let's see specific follow through!!!

- The Ravenna News does a very good job of informing the community of board meetings and school activities. The school does not inform. The website is not always up to date and there is no column from the school administration or board. You should not expect the News to do your advertising!
- Yes, it is important that communities come together to discuss
- Yes, the board wanted to provide a forum for input before they made major changes to policy. I believe this approach is commendable.
- Yes, it is always good to get a variety of opinions
- Yes, community involvement is always important although people don't always take the time to become involved!!
- Yes, I believe that the community needs to be heard when it comes to education because it is the community that is served my education.
- Yes, it was nice to hear what others had to say. It was also nice to know that they were thinking along the same lines as me.
- Absolutely worthwhile – Furthering is a constant necessity. Community Forums increase patrons' ownership of the education process.
- Not sure – don't know if everyone is being heard
- Yes, it brought together the community discussion, not just school board
- Yes, good community bonding and for people to realize how to solve problems instead of just identify them.
- Yes, I think it gives the board an opportunity to get a feeling about how the community feels. Gave me personal insight to other opinions.
- Yes, this activity was a positive insight as to how the public views our school.

2. What did you learn from the Community Engagement process?

- It's good to hear other points of view
- There are many ideas out there we do not think about and some good resources out there.
- People can work together! It was nice to have such a cross section of the community present.
- Our school is strong academically
- There is always improvement to be made and that the board has a tough job to manage this process
- How little I know
- Many people are interested in the well-being of our school
- Everyone wants a school with great academics for all children.
- Should have had the community involved years ago.
- A lot

- The willingness of the board to hear ideas and thoughts. Showed they were proactive and care.
- That things from when I was in school 6 years ago have not been improved
- How other community schools works and where we need to go.
- People do seem to care about improving school, but it seems like the same group needs to diversify somehow to include more people.
- We all have the goal of improving and bettering our school and students
- Different ways things work within school system, was nice to hear opinions from the elementary up to high school level
- The vast number of challenges facing the school board/education district. Also, the many success stories that accompany them.
- Community wants to be involved in children's academic growth.
- A lot of ideas – different views
- People want more for our school – Don't give up – but there is so much more that can be done!
- We have many same concerns and parent's community members that are interested in helping.
- Primarily that most participants were concerned with academics and the advancements in technology that can assist in teaching students.
- The community wants to be heard.
- Interesting ideas and opinions from other people. Some ideas I hadn't thought of previously.
- That there are many issues that education faces, and they continue to increase.
- I learned where the school was currently in many areas of education. I learned that technology is very much on the minds of others.
- There is a lot to be proud of.
- Physical and verbal bullying is happening, but it is not always noticed.
It sounds like a 4 or 5 on a scale of 10
- That education is near and dear to many people
- There are a lot of people that are concerned in many areas not just a few.
- Gained insight to personal feeling in regard to what people feel is important to the education process
- I learned there are many people interested in our school and the progress it needs to make.

3. What would you do to improve the process?

- Possibly more input by board members
- Worked good the way it was
- Yearly community meetings
- Maybe a little more time
- Effective as it was
- Maybe have one night without administration to discuss
- Maybe have a general question and answer period
- Board Question and Answer for a set time
- Have kids come for their input
- Continue more engagement meetings because everybody has a positive attitude
- Invite more actual educators. Noticed more spouses invited but not actual educators. Don't they have better ideas of work at school? Advertise in paper.
- Liked the open discussion
- Thought it was a good process. Maybe provide each table with a different focus/area to improve.
- Encourage job shadowing, academic programs thru the web
- Nothing
- Let's see what the school board has for goals (specific goals) and what their plan is to see this through. Get more specifics and details.
- Nothing at this time
- I felt it was about right. One long meeting would overwhelm, but more than two would result in poor final attendance.
- A place that private comments could be made
- I felt this was a good format to follow in the future
- Possibly an overview of the school system for those that are not very involved in the district
- More use of technology to put their information online
- This is a fairly tried and true process
- I believe there needs to be a 3rd party secretary at every table to protect from personal opinion being shared with group and then all people will be heard
- Thought it was good as is
- I wish the administration could have interacted with the discussion groups

4. Do you have interest in continuing to serve the district? If so, do you have ideas of how you like to serve?

- Volunteer to help is agriculture related programs or classes
- No interest at this time
- Possibly volunteer in classroom. Encourage participation in the Ravenna Foundation. Encourage the foundation to help in funding “extra” projects of the school.
- I have interest/participate with the children
- Yes, taskforce
- Yes, giving input as needed on topics
- Community and Parents needs to feel welcomed in to the school system to volunteer. If people were welcomed to help at school they would see a lot more volunteers
- Yes, school board or another board of some kind
- Yes, not sure at this time.
- Yes, engagement meetings
- Stacy Paitz – any type of committee to help our youth
- Yes. Would love to provide an internship/practical experience for students
- Yes, I’m interested everyone should be –without our school our community would go under.
- Always willing to help.
- Keep this up I really appreciate being included and participating in this type
- Yes, I would like to be a part of the next step of this process. What becomes of the information the board has from the Community Engagement?
- I would be willing to sponsor a mentorship course or arrange for contacts in different disciplines per curriculum guidelines.
- Yes
- Yes, advice and information
- I’m going to remain anonymous on this form – I will sign up for something down the road.
- Yes, in discussions
- Not at this time. The walleye are biting and my fishing pole is ready for a workout



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Board Self-Assessment Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com>
To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

Thu, Feb 7, 2019 at 10:12 AM

Hi K

Here are the attachments you can put on e-meetings.

Thank you
M

----- Forwarded message -----

From: Marcia Herring <mherring@nasbonline.org>
Date: Fri, Jan 25, 2019, 6:23 PM
Subject: NASB Board Self-Assessment Resources and Services
To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn!

I have attached the four traditional board self-assessment resources. Please note that BA.1, BA.2, BA.3 and BA.4 are available in two formats (both narrative and numerical). The Board Leadership Standard Assessment is available only in the format attached. Below, I have provided the details of the Online Board Self-Assessment process.

Board Self-AssessmentThe **Online Board Self-Assessment Survey Service** includes:

Option I –

The Association will

- Assist the board to identify a board self-assessment tool
- Integrate the identified tool into an online survey
- Distribute the link to all board members to complete the survey
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written Needs Analysis summarizing areas of need

Fee: \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Board Self-Assessment resources. Please let me know if you have any questions.

Have an amazing weekend and safe travels to Lincoln for the Legislative Issues Conference.

Warm regards,

Marcia R. Herring



NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

Legislative Issues Conference

January 27-28

School Board Member Week

January 27 to February 2

Budget & Finance Workshops

February 13 | La Vista

February 20 | North Platte

Presidents Retreat – Kearney / February 17-18

Presidents Retreat – Lincoln / February 24-25

Learn more and register at www.NASBonline.org

5 attachments



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BA.1 Narrative.doc
160K

BA.2 Numerical.doc
151K

BA.3 Narrative.doc
128K

BA.4 Numerical.doc
138K



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Superintendent Evaluation Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com>

Thu, Feb 7, 2019 at 10:13 AM

To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

And more..... Thank you! If we can get back in time I'll be there.

M

----- Forwarded message -----

From: **Marcia Herring** <mherring@nasbonline.org>

Date: Fri, Jan 25, 2019, 6:23 PM

Subject: NASB Superintendent Evaluation Resources and Services

To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn! I have attached the NASB Superintendent Evaluation resources and below you will find a breakdown of the three options available to the board should they have interest in utilizing the online process.

NASB Online Superintendent Evaluation Service includes:**Option I –**

The Association will:

- Integrate the board adopted superintendent evaluation tool into an online survey
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$200

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option II -

The Association will:

- Assist the board in the identification and/or design of a superintendent evaluation tool
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option III –

The Association will:

- Develop a customized Superintendent Evaluation tool for the board

Fee \$50

- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Superintendent Evaluation resources and the Online Superintendent Evaluation should the board decide to utilize this service. Please let me know if you have any questions, Marilyn!

Warm regards,

Marcia R. Herring



NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

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Learn more and register at www.NASBonline.org

4 attachments



image003.png
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 **Supt Eval 1.1 Governance Standards Narrative.doc**
170K

 **Supt Eval 1.2 Governance Standards Numerical.doc**
181K

 **Supt Eval 2.1 Leadership Standards Narrative.doc**
178K

RAVENNA SCHOOL BOARD 2018-2019 CALENDAR

September	Parent Teacher Board Meet & Greet	Dawn Planning All Participate
October	Review Envision Civic Group Visits	Marc Ryan
November	Review Community Data Results from 2014	Tara

December	Retreat with Personality Strength	Misti Planning All Participate
January	Organize, Structure, Expectations	All
February	Superintendent Review, Assessment, Tools	Marilyn Tools All Participate

March	Parent Teacher Conf Staff Engagement	All
April	High School Achievement	Brad
May	Elementary Achievement	Paul

June	Mission Statement	All
July	Vision	All
August	Planning for 19-20 School Year	All