

Board of Education Regular Meeting
Monday, November 9, 2020 5:30 PM

Norfolk Public School's Central Administration
Building
P.O. Box 139
Norfolk, NE 68702-0139

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
 1. Roll Call
 2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Special Recognition
 1. Award for Excellence
5. Public Comments & Communication
6. Special Presentations
 1. Remote Learning Subcommittee Presentation
7. Information and Discussion Items
 1. Finance & Facilities Report
 2. Teaching & Learning Report
 3. Student Programs Report
 4. Student Services Report
 5. Human Resources & Accreditation Report
 6. Superintendent's Report
8. Committee Reports
 1. Facilities & Finance Committee Report
 2. Policy Committee Report
 3. Government Relations Committee Report
 4. Curriculum Committee Report
 5. American Civics Committee Report
 6. Minutes of Committee Meetings
9. Executive Session -- To Discuss Negotiations -- As Needed to Protect the Interest of the District
 1. Convene Executive Session -- To Discuss Negotiations -- As Needed to Protect the Interest of the District
 2. Reconvene Meeting from Executive Session
 3. Approval of Any Action Deemed Necessary as a Result of Executive Session
10. Approve Consent Agenda
 1. Minutes of Previous Meetings
 2. Personnel
 1. Contract Approval
 2. Resignations
 3. Claims
11. Action Items

1. Discuss, Consider and Take Action to Approve the Addition of a Remote Learning Option for Students Second Semester of the 2020-2021 School Year
2. Discuss, Consider and Approve the 2021-2022 Negotiated Agreement for Certificated Staff, as Negotiated with the NCEA
3. Discuss, Consider and Take Action to Approve the Hiring of an Additional Special Education Teacher for Second Semester
4. Discuss, Consider and Take Action to Approve Temporary COVID Bonuses for Substitutes
5. Discuss, Consider and Take Action to Approve an Increase in the Compensation Provided to Teachers When They Sub During Their Plan Periods
6. Discuss, Consider and Take Action to Approve the 2021-2022 Calendar
7. Discuss, consider and take action to grant permission to let bids for Grades K-2 TWIG Science Program and Materials
8. Discuss, Consider and Take Action to Approve the first reading of Board Polices 6283-6920 (Instruction)
9. Discuss, consider and take action to approve the first reading of board policies 4025 (Professional Boundaries), 4031 (Injury Leave), 5008 (Attendance Policy and Excessive Absenteeism), 8342 (Designated Method of giving Notice of Meetings), and 4270 (Staff Payments During Closure)
10. Discuss, consider and take action to approve the second and final reading of board policies 6000-6282 related to instruction
11. Discuss, consider and take action to approve the resignation of Dr. Patti Gubbels, effective December 31, 2020
12. Future Meetings
13. Executive Session -- To Discuss Staffing Issues-- As Needed to Protect the Interest of the District
 1. Convene Executive Session -- To Discuss Staffing Issues-- As Needed to Protect the Interest of the District
 2. Reconvene Meeting from Executive Session
14. Adjournment

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending October 31, 2020

Fund/Account	2020-2021 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$4,820,078.13	\$135,730.41	\$25,518.97	\$4,930,289.57	
SPECIAL BUILDING FUND (2)	\$4,345,453.22	\$172,443.94	\$0.00	\$4,517,897.16	
DEPRECIATION RESERVE FUND (2)	\$7,799,406.22	\$2,838.96	\$9,599.31	\$7,792,645.87	
ACTIVITIES ACCOUNT (2)	\$811,886.29	\$28,894.99	\$39,923.12	\$800,858.16	
SUBSIDIARY ACCOUNT (2)	\$374,882.85	\$79,981.07	\$42,789.08	\$412,074.84	
GENERAL FUND (1)	\$18,135,376.86	\$5,026,007.28	3,955,142.53	\$19,206,241.61	
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,519,542.02	\$3,519,542.02	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$832,364.93	\$342,537.57	\$255,637.91	\$919,264.59	
BOND FUND (2)	\$4,286,218.78	\$255,521.85	\$0.00	\$4,541,740.63	
COOPERATIVE FUND (2)	\$237,405.95	\$5,353.42	\$12,408.18	\$230,351.19	
EMPLOYEE BENEFIT FUND (2)	\$5,282.27	\$2.63	\$609.88	\$4,675.02	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$360,433.66	\$25,086.90	\$0.00	\$385,520.56	
CONVENIENCE FEE FUND (2)	\$7,432.99	\$423.97	\$310.12	\$7,546.84	
STUDENT FEE FUND (2)	\$349,221.73	\$1,456.01	\$16,826.50	\$333,851.24	
TOTAL ALL FUNDS	\$42,371,149.66	\$9,595,821.02	\$7,878,307.62	\$44,088,663.06	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$19,206,241.61	
(2) ELKHORN VALLEY BANK				\$20,340,680.82	
(2) MIDWEST BANK				\$4,541,740.63	
TOTAL BALANCES				\$44,088,663.06	

OCTOBER 2020 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	ASSETGENIE, INC	CB PARTS	13 2900 610 2 230 001	\$299.35
2	ASSETGENIE, INC Total			\$299.35
3	BAKER, ANDREW	10/13 VB OFFICIAL	13 2900 610 2 545 001	\$110.00
4	BAKER, ANDREW Total			\$110.00
5	BARNHILL ENTERPRISES LLC	WIRELESS MICROPHONE	13 2900 610 2 529 001	\$203.50
6		WIRELESS MICROPHONE-BOOSTER	13 2900 610 2 559 001	\$2,349.50
7	BARNHILL ENTERPRISES LLC Total			\$2,553.00
8	BARTEE, JIM	10/9 OFFICIAL	13 2900 610 2 537 001	\$105.00
9	BARTEE, JIM Total			\$105.00
10	BAUMANN, TRAVIS	10/12 OFFICIAL	13 2900 610 2 537 001	\$60.00
11		10/19 OFFICIAL	13 2900 610 2 537 001	\$60.00
12		10/5 OFFICIAL	13 2900 610 2 537 001	\$60.00
13		10/8 OFFICIAL	13 2900 610 2 537 001	\$60.00
14	BAUMANN, TRAVIS Total			\$240.00
15	BEHNKIE, NATE	10/12 OFFICIAL	13 2900 610 2 537 001	\$60.00
16	BEHNKIE, NATE Total			\$60.00
17	BELLEVUE WEST HIGH SCHOOL	CHEER DISTRICT ADMISSION	13 2900 610 2 545 001	\$57.00
18	BELLEVUE WEST HIGH SCHOOL Total			\$57.00
19	BENNINGTON HIGH SCHOOL	10/17 ENTRY FEE	13 2900 610 2 545 001	\$50.00
20	BENNINGTON HIGH SCHOOL Total			\$50.00
21	BLOOMFIELD HIGH SCHOOL	10/5 ENTRY FEE	13 2900 610 2 279 001	\$35.00
22			13 2900 610 2 536 001	\$35.00
23	BLOOMFIELD HIGH SCHOOL Total			\$70.00
24	BORER, JEFF	10/13 VB OFFICIAL	13 2900 610 2 545 001	\$100.00
25		10/15 OFFICIAL	13 2900 610 2 545 001	\$100.00
26	BORER, JEFF Total			\$200.00
27	CASH	10/12 FB CONCESSION	13 2900 610 2 501 001	\$280.00
28		10/12 FB GATES	13 2900 610 2 501 001	\$600.00
29		10/13 JH FB CONCESSION	13 2900 610 2 501 001	\$280.00
30		10/13 VB CONCESSION	13 2900 610 2 501 001	\$280.00
31		10/13 VB GATES	13 2900 610 2 501 001	\$1,200.00
32		10/15 VB CONCESSION	13 2900 610 2 501 001	\$300.00
33		10/19 FB GATE	13 2900 610 2 501 001	\$600.00

34		10/8 FB GATE	13 2900 610 2 501 001	\$600.00
35		10/9 FB GATES	13 2900 610 2 501 001	\$2,000.00
36	CASH Total			\$6,140.00
37	CASH-WA DISTRIBUTING	RETURNED SUPPLIES	13 2900 610 2 502 001	-\$36.30
38		SUPPLIES	13 2900 610 2 502 001	\$433.42
39	CASH-WA DISTRIBUTING Total			\$397.12
40	CENGAGE LEARNING	ONLINE SUBSCRIPTION	13 2900 610 2 272 001	\$99.00
41	CENGAGE LEARNING Total			\$99.00
42	CHESTERMAN COMPANY	SUPPLIES	13 2900 610 2 502 001	\$43.16
43	CHESTERMAN COMPANY Total			\$43.16
44	COLUMBUS HIGH SCHOOL	10/2 ENTRY FEE	13 2900 610 2 279 001	\$55.00
45			13 2900 610 2 536 001	\$55.00
46		9/29 ENTRY FEE	13 2900 610 2 539 001	\$100.00
47		COVID REFUND FOR VARSITY	13 2900 610 2 543 001	\$50.00
48	COLUMBUS HIGH SCHOOL Total			\$260.00
49	COUNTRY INN AND SUITES	DISTRICT LODGING	13 2900 610 2 539 001	\$71.10
50	COUNTRY INN AND SUITES Total			\$71.10
51	CUSTOM SPORTS	STUDENT SHIRTS	13 2900 610 2 529 001	\$300.15
52	CUSTOM SPORTS Total			\$300.15
53	EISENHAUER, DOUG	10/12 OFFICIAL	13 2900 610 2 537 001	\$60.00
54	EISENHAUER, DOUG Total			\$60.00
55	EVENT HYDRATION SOLUTIONS,	WATER DISPENSER	13 2900 610 2 597 001	\$312.00
56	EVENT HYDRATION SOLUTIONS, Total			\$312.00
57	FARM & RANCH BUILDING	LANDSCAPING GRANT	13 2900 610 2 276 001	\$267.05
58	FARM & RANCH BUILDING Total			\$267.05
59	FINKE, KYLE	10/19 OFFICIAL	13 2900 610 2 537 001	\$60.00
60	FINKE, KYLE Total			\$60.00
61	FOUTS, BART	10/9 OFFICIAL	13 2900 610 2 537 001	\$105.00
62	FOUTS, BART Total			\$105.00
63	FREMONT SENIOR HIGH SCHOOL	10/10 ENTRY FEE	13 2900 610 2 534 001	\$50.00
64	FREMONT SENIOR HIGH SCHOOL Total			\$50.00
65	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$528.00
66	GODFATHERS PIZZA NORFOLK Total			\$528.00
67	GROTH, MARK	10/1 OFFICIAL	13 2900 610 2 543 001	\$120.00

68	GROTH, MARK Total			\$120.00
69	HAGEDORN, RANDY	10/8 OFFICIAL	13 2900 610 2 537 001	\$60.00
70	HAGEDORN, RANDY Total			\$60.00
71	HARTNER, DOUGLAS	10/9 OFFICIAL	13 2900 610 2 537 001	\$105.00
72	HARTNER, DOUGLAS Total			\$105.00
73	HAUFF SPORTS	20/21 EQUIPMENT	13 2900 610 2 545 001	\$990.28
74		20/21 EQUIPMENT RETURNED	13 2900 610 2 545 001	-\$658.34
75	HAUFF SPORTS Total			\$331.94
76	HOFFMAN, JEFF	SUPERVISION MEAL REIMB	13 2900 610 2 543 001	\$40.75
77	HOFFMAN, JEFF Total			\$40.75
78	HOSA-FUTURE HEALTH	NATIONAL/STATE DUES	13 2900 610 2 270 001	\$580.00
79	HOSA-FUTURE HEALTH Total			\$580.00
80	IN THE SPOTLIGHT COSUME	ONE ACT COSTUMES	13 2900 610 2 523 001	\$781.20
81	IN THE SPOTLIGHT COSUME Total			\$781.20
82	JOOI CLUB	10/13 VB CONCESSION	13 2900 610 2 502 001	\$57.86
83		10/15 VB CONCESSION	13 2900 610 2 502 001	\$84.07
84		8/29 VB CONCESSION	13 2900 610 2 502 001	\$36.20
85		9/12 VB CONCESSION	13 2900 610 2 502 001	\$17.45
86		9/24 VB CONCESSION	13 2900 610 2 502 001	\$47.95
87		9/26 VB CONCESSION	13 2900 610 2 502 001	\$70.70
88	JOOI CLUB Total			\$314.23
89	KEARNEY HIGH SCHOOL	10/5 ENTRY FEE	13 2900 610 2 534 001	\$40.00
90	KEARNEY HIGH SCHOOL Total			\$40.00
91	KWAPNIOSKI, KIM	10/13 VB OFFICIAL	13 2900 610 2 545 001	\$0.00
92	KWAPNIOSKI, KIM Total			\$0.00
93	LINCOLN NORTHEAST HIGH	10/3 ENTRY FEE	13 2900 610 2 545 001	\$250.00
94	LINCOLN NORTHEAST HIGH Total			\$250.00
95	LOVEJOY, BRYAN	10/12 OFFICIAL	13 2900 610 2 537 001	\$60.00
96	LOVEJOY, BRYAN Total			\$60.00
97	LOWE, BOB	10/19 OFFICIAL	13 2900 610 2 537 001	\$60.00
98		10/8 OFFICIAL	13 2900 610 2 537 001	\$60.00
99	LOWE, BOB Total			\$120.00
100	MEDCO SUPPLY, INC	TRAINER SUPPLIES	13 2900 610 2 597 001	\$79.80
101	MEDCO SUPPLY, INC Total			\$79.80

102	MILLARD NORTH HIGH SCHOOL	9/17 ENTRY FEE	13 2900 610 2 534 001	\$175.00
103		CHEER ADMISSION FOR PLAYOFF	13 2900 610 2 537 001	\$97.00
104		PINK PANTHER PLAYOFF ADMISSION	13 2900 610 2 537 001	\$97.00
105		STUDENT ADMISSION	13 2900 610 2 529 001	\$140.00
106	MILLARD NORTH HIGH SCHOOL Total			\$509.00
107	NEBRASKA COACHES	D.KRAEMER MEMBERSHIP	13 2900 610 2 529 001	\$40.00
108	NEBRASKA COACHES Total			\$40.00
109	NEBRASKA FFA ASSOCIATION	20/21 DUES	13 2900 610 2 276 001	\$594.00
110		STATE FAIR REGISTRATION	13 2900 610 2 276 001	\$25.00
111	NEBRASKA FFA ASSOCIATION Total			\$619.00
112	NEBRASKA STATE BAR	MOCK TRIAL REGISTRATION	13 2900 610 2 505 001	\$100.00
113	NEBRASKA STATE BAR Total			\$100.00
114	NECC LIVESTOCK JUDGING	DAIRY JUDGING REGISTRATION	13 2900 610 2 276 001	\$40.00
115	NECC LIVESTOCK JUDGING Total			\$40.00
116	NORFOLK CATHOLIC SCHOOL	ELECTRICITY REIMB	13 2900 610 2 279 001	\$16.85
117			13 2900 610 2 536 001	\$16.85
118	NORFOLK CATHOLIC SCHOOL Total			\$33.70
119	NORFOLK COUNTRY CLUB	G.GOLF TEAM MEAL	13 2900 610 2 529 001	\$256.73
120	NORFOLK COUNTRY CLUB Total			\$256.73
121	NORTH PLATTE HIGH SCHOOL	ENTRY FEE	13 2900 610 2 539 001	\$80.00
122	NORTH PLATTE HIGH SCHOOL Total			\$80.00
123	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 279 001	\$144.99
124			13 2900 610 2 536 001	\$144.99
125			13 2900 610 2 537 001	\$837.81
126			13 2900 610 2 543 001	\$1,056.38
127			13 2900 610 2 545 001	\$3,995.54
128	NPS GENERAL FUND Total			\$6,179.71
129	NPS STUDENT FEES ACCOUNT	POLO SHIRTS	13 2900 610 2 552 001	\$351.00
130	NPS STUDENT FEES ACCOUNT Total			\$351.00
131	NPS-JUNIOR HIGH SCHOOL	10/13 JH FB CONCESSION	13 2900 610 2 502 001	\$34.80
132		10/6 JH FB CONCESSION	13 2900 610 2 502 001	\$36.58
133		9/10 JH FB CONCESSION	13 2900 610 2 502 001	\$31.55
134		9/14 JH FB CONCESSION	13 2900 610 2 502 001	\$40.24
135		9/21 JH FB CONCESSION	13 2900 610 2 502 001	\$37.71

136		9/28 JH FB CONCESSION	13 2900 610 2 502 001	\$23.85
137	NPS-JUNIOR HIGH SCHOOL Total			\$204.73
138	NSAA	STATE ADMISSION	13 2900 610 2 279 001	\$27.00
139			13 2900 610 2 536 001	\$17.00
140	NSAA Total			\$44.00
141	PETERS, JOHN	10/9 OFFICIAL	13 2900 610 2 537 001	\$105.00
142	PETERS, JOHN Total			\$105.00
143	PIERCE HIGH SCHOOL	10/3 ENTRY FEE	13 2900 610 2 545 001	\$50.00
144	PIERCE HIGH SCHOOL Total			\$50.00
145	POLLARD PUMPING	PORTABLE TOILETS FOR 20/21	13 2900 610 2 279 001	\$132.50
146			13 2900 610 2 536 001	\$132.50
147	POLLARD PUMPING Total			\$265.00
148	QUILL CORPORATION	OFFICE SUPPIES	13 2900 610 2 503 001	\$137.99
149	QUILL CORPORATION Total			\$137.99
150	RYSTROM, BRANDON	10/1 OFFICIAL	13 2900 610 2 543 001	\$100.00
151	RYSTROM, BRANDON Total			\$100.00
152	SCHAFFER, JEREMIAH	10/19 OFFICIAL	13 2900 610 2 537 001	\$60.00
153	SCHAFFER, JEREMIAH Total			\$60.00
154	STADIUM SPORTS	STUDENT SHIRTS	13 2900 610 2 529 001	\$1,706.88
155	STADIUM SPORTS Total			\$1,706.88
156	STATE OF NEBRASKA	H.WERNER CAMP REFUND 2018	13 2900 610 2 549 001	\$30.00
157		K.ROSBERG FUNDRAISER REFUND	13 2900 610 2 528 001	\$20.00
158		K.SAYERS JUDGE PAYMENT 2019	13 2900 610 2 553 001	\$171.00
159		S.DAHLKOETTER SPEECH JUDGE	13 2900 610 2 522 001	\$60.00
160		S.GRAAE LIBRARY BOOK REFUND	13 2900 610 2 579 001	\$20.00
161		S.JENKINS POST PROM PRIZE 2017	13 2900 610 2 588 001	\$10.00
162	STATE OF NEBRASKA Total			\$311.00
163	STEUTER, PAUL	10/15 OFFICIAL	13 2900 610 2 545 001	\$110.00
164	STEUTER, PAUL Total			\$110.00
165	SYNCB/AMAZON	ANDERSON GRANT-ORGANIZER CART	13 2900 610 2 280 001	\$99.98
166		BOOKS	13 2900 610 2 553 001	\$192.39
167		HEADPHONES FOR VIRTUAL VISITS	13 2900 610 2 266 001	\$119.97
168		POPCORN BOXES	13 2900 610 2 502 001	\$79.98
169	SYNCB/AMAZON Total			\$492.32

170	TEAMMATES MENTORING	9/15 VB CONCESSION	13 2900 610 2 502 001	\$83.00
171		9/25 FB CONCESSION @ MEMORIAL	13 2900 610 2 502 001	\$325.76
172	TEAMMATES MENTORING Total			\$408.76
173	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$169.75
174			13 2900 610 2 505 001	\$89.25
175	TEECO INC Total			\$259.00
176	TURNER, PHILIP L.	10/1 OFFICIAL	13 2900 610 2 543 001	\$120.00
177	TURNER, PHILIP L. Total			\$120.00
178	VANLENGEN, DAX	10/15 OFFICIAL	13 2900 610 2 545 001	\$110.00
179	VANLENGEN, DAX Total			\$110.00
180	VISA	585 PRINT-POSTERS	13 2900 610 2 561 001	\$300.00
181		AMAZON-BOOKS	13 2900 610 2 553 001	\$109.52
182		AMAZON-CAPTURE CARD	13 2900 610 2 502 001	\$25.67
183		AMAZON-HOMECOMING CROWNS	13 2900 610 2 503 001	\$50.27
184		AMAZON-MASK BRACKETS	13 2900 610 2 518 001	\$81.28
185		AMAZON-SENIOR GIFT	13 2900 610 2 561 001	\$13.90
186		AMAZON-STICKY LABELS	13 2900 610 2 513 001	\$25.66
187		BOMGAARS-CHAIN LINKS	13 2900 610 2 528 001	\$22.25
188		BOMGAARS-FFA LANDSCAPING GRANT	13 2900 610 2 276 001	\$64.99
189		BUFFALO WILD WINGS-COACH MEAL	13 2900 610 2 528 001	\$55.19
190		CHEER SOUNDS-MUSIC	13 2900 610 2 517 001	\$168.00
191		CLEARMASK-MASKS	13 2900 610 2 519 001	\$201.00
192		CRAFT VINYL-VINYL ROLLS	13 2900 610 2 519 001	\$208.50
193		CROWN AWARDS-AWARDS	13 2900 610 2 515 001	\$158.92
194		CROWN AWARDS-CREDIT	13 2900 610 2 515 001	-\$4.93
195		DISTRICT MEALS-G.GOLF	13 2900 610 2 529 001	\$49.44
196		DOLLAR GENERAL-SUPPLIES	13 2900 610 2 566 001	\$15.40
197		DOMINO'S-B.TENNIS MEAL	13 2900 610 2 529 001	\$111.84
198		DOMINO'S-FB TEAM MEAL	13 2900 610 2 529 001	\$358.92
199		DOMINO'S-XC TEAM MEAL	13 2900 610 2 529 001	\$359.99
200		DQ-MEETING MEAL	13 2900 610 2 569 001	\$48.00
201		FAZOLI'S-TEAM MEAL	13 2900 610 2 561 001	\$120.34
202		HYVEE-GATORADE	13 2900 610 2 528 001	\$53.91
203		IRC TEAM SPORTS-APPAREL	13 2900 610 2 515 001	\$739.75

204	JIMMY JOHNS-DISTRICT MEAL	13 2900 610 2 543 001	\$171.71	
205	JIMMY JOHNS-SB TEAM MEAL	13 2900 610 2 529 001	\$524.53	
206	JIMMY JOHNS-TEAM MEAL	13 2900 610 2 561 001	\$255.49	
207	JIMMY JOHN'S-TEAM MEAL	13 2900 610 2 561 001	\$518.71	
208	JIMMY JOHNS-XC TEAM MEAL	13 2900 610 2 529 001	\$256.61	
209	JR STATE OF AMERICA-DUES	13 2900 610 2 571 001	\$140.00	
210	MENARDS-CASTER & ADAPTERS	13 2900 610 2 276 001	\$22.18	
211	MENARDS-ONE ACT SUPPLIES	13 2900 610 2 523 001	\$414.28	
212	NSCTA MEMBERSHIP/REGISTRATION	13 2900 610 2 553 001	\$40.00	
213	NSDA-MASKS	13 2900 610 2 553 001	\$247.15	
214	OLIVE GARDEN-VB TEAM MEAL	13 2900 610 2 529 001	\$450.00	
215		13 2900 610 2 561 001	\$380.21	
216	PANERA BREAD-DISTRICT MEAL	13 2900 610 2 543 001	\$212.13	
217	PANERA BREAD-VB TEAM MEAL	13 2900 610 2 529 001	\$450.00	
218		13 2900 610 2 561 001	\$15.44	
219	PETCO-LANDSCAPING GRANT	13 2900 610 2 276 001	\$8.35	
220	PIZZA HUT-COACHM MEAL	13 2900 610 2 528 001	\$63.25	
221	PIZZA HUT-TEAM MEAL	13 2900 610 2 231 001	\$68.47	
222	RAISING CANE'S-FB TEAM MEAL	13 2900 610 2 529 001	\$1,078.65	
223	RAISING CANE'S-WORKER MEAL	13 2900 610 2 529 001	\$140.16	
224	SUBWAY-COACHES MEALS	13 2900 610 2 528 001	\$96.95	
225	SUBWAY-G.GOLF TEAM MEAL	13 2900 610 2 529 001	\$127.98	
226	SUBWAY-G.GOLF TEAM MEAL-	13 2900 610 2 529 001	\$99.88	
227	SUBWAY-TEAM MEAL	13 2900 610 2 536 001	\$115.73	
228	VALENTINO'S-VB TEAM MEAL	13 2900 610 2 529 001	\$382.36	
229	WALGREENS-SENIOR GIFT	13 2900 610 2 561 001	\$89.97	
230	WALMART-CULINARY LAB SUPPLIES	13 2900 610 2 285 001	\$71.29	
231	WALMART-EVENT SUPPLIES	13 2900 610 2 266 001	\$361.96	
232	WALMART-FFA LANDSCAPING GRANT	13 2900 610 2 276 001	\$37.28	
233	WALMART-FRUIT	13 2900 610 2 528 001	\$155.98	
234	WALMART-GATORADE	13 2900 610 2 231 001	\$26.90	
235	WALMART-ONE ACT SUPPLIES	13 2900 610 2 523 001	\$128.88	
236	VISA Total		\$10,490.29	
237	WELLS, JORDAN	10/5 OFFICIAL	13 2900 610 2 537 001	\$60.00

238	WELLS, JORDAN Total			\$60.00
239	WELLS, LARRY	10/5 OFFICIAL	13 2900 610 2 537 001	\$60.00
240		10/8 OFFICIAL	13 2900 610 2 537 001	\$60.00
241	WELLS, LARRY Total			\$120.00
242	WIEDEL, CRAIG	10/13 OFFICIAL	13 2900 610 2 545 001	\$110.00
243	WIEDEL, CRAIG Total			\$110.00
244	WINNERS CIRCLE	AWARDS	13 2900 610 2 279 001	\$172.70
245			13 2900 610 2 536 001	\$172.70
246			13 2900 610 2 539 001	\$166.70
247			13 2900 610 2 545 001	\$72.00
248	WINNERS CIRCLE Total			\$584.10
249	WOLFF, DAVID	10/5 OFFICIAL	13 2900 610 2 537 001	\$60.00
250		10/9 OFFICIAL	13 2900 610 2 537 001	\$105.00
251	WOLFF, DAVID Total			\$165.00
252	YANKTON HIGH SCHOOL	10/13 ENTRY FEE	13 2900 610 2 279 001	\$25.00
253			13 2900 610 2 536 001	\$25.00
254	YANKTON HIGH SCHOOL Total			\$50.00
255	Grand Total			\$39,593.06

OCTOBER 2020 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	4N6 FANATICS	SPEECH SCRIPT SUBSCRIPTION	14 2900 610 2 834 002	\$150.00
2	4N6 FANATICS Total			\$150.00
3	NPS GENERAL FUND	PAYROLL FOR WORKERS	14 2900 610 2 835 002	\$244.40
4			14 2900 610 2 846 002	\$91.96
5			14 2900 610 2 847 002	\$92.17
6	NPS GENERAL FUND Total			\$428.53
7	NPS STUDENT FEES ACCOUNT	AFTERSHOCK BRYNN RUSK	14 2900 610 2 840 002	\$25.00
8		AFTERSHOCK SAMUEL ROBINSON	14 2900 610 2 840 002	\$50.00
9		TECH FEES D EDEN, S EDEN	14 2900 610 2 840 002	\$70.00
10	NPS STUDENT FEES ACCOUNT Total			\$145.00
11	VISA	AMAZON/COMPOUND PASTE #32	14 2900 610 2 842 002	\$5.89
12		MEMORY CARD/AMAZON #32	14 2900 610 2 865 002	\$61.64
13	VISA Total			\$67.53
14	Grand Total			\$791.06

OCTOBER 2020 SUBSIDIARY EXPENDITURES

1	CRESTLINE SPECIALTIES,	LANYARDS AND METAL HOOKS	05 2900 610 0 040 000	\$979.18
2	CRESTLINE SPECIALTIES, Total			\$979.18
3	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$63.64
4	CULLIGAN OF NORFOLK Total			\$63.64
5	EPIC SPORTS	FOUNDATION GRANT WALKER	05 2900 610 0 061 000	\$200.53
6	EPIC SPORTS Total			\$200.53
7	LAKESHORE LEARNING	LINGENFELTER/CRONIN FOUNDATION	05 2900 610 0 061 000	\$500.00
8	LAKESHORE LEARNING Total			\$500.00
9	MADISON NATIONAL LIFE	BASIC LIFE FOR RETIREES	05 2900 610 0 090 000	\$474.08
10	MADISON NATIONAL LIFE Total			\$474.08
11	MARATHON PRESS INC	TRIM SPINE OFF WORKBOOKS	05 2900 610 0 063 000	\$50.00
12	MARATHON PRESS INC Total			\$50.00
13	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$6.94
14	NORFOLK SENIOR HIGH SCHOOL Total			\$6.94
15	NPS STUDENT FEES ACCOUNT	AFTERSHOCK C. NEAL	05 2900 610 0 050 000	\$150.00
16	NPS STUDENT FEES ACCOUNT Total			\$150.00
17	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$15.05
18	NPS-JUNIOR HIGH SCHOOL Total			\$15.05
19	STATE OF NEBRASKA	VINCENT GUZMAN	05 2900 610 0 040 000	\$3.00
20	STATE OF NEBRASKA Total			\$3.00
21	STICKERS BANNERS, INC	JEFFERSON WALL BANNER	05 2900 610 0 063 000	\$189.55
22	STICKERS BANNERS, INC Total			\$189.55
23	SYNCB/AMAZON	MONITOR STAND	05 2900 610 0 081 000	\$28.86
24	SYNCB/AMAZON Total			\$28.86
25	TEECO INC	WATER	05 2900 610 0 069 000	\$35.25
26		WATER BILL	05 2900 610 0 050 000	\$140.75
27	TEECO INC Total			\$176.00
28	UNIVERSITY OF NEBRASKA-	INSANE SCIENCE DAY	05 2900 610 0 058 000	\$342.00
29		SCIENCE DAY EVENT	05 2900 610 0 058 000	\$156.00
30	UNIVERSITY OF NEBRASKA- Total			\$498.00
31	VISA	AMAZON #49	05 2900 610 0 093 000	\$22.87
32		AMAZON BOOKS #45	05 2900 610 0 069 000	\$181.18
33		AMAZON/ADAPTORS #49	05 2900 610 0 093 000	\$37.36

34	BE KIND TEE #42	05 2900 610 0 058 000	\$421.35	
35	BEST BUY #2	05 2900 610 0 081 000	\$1,258.00	
36	COFFEE #24	05 2900 610 0 050 000	\$131.93	
37	HOBBY LOBBY #49	05 2900 610 0 093 000	\$311.51	
38	LOU'S KOOL POPS #43	05 2900 610 0 061 000	\$19.98	
39	OSMO #42	05 2900 610 0 058 000	\$399.00	
40	OTTER POPS/WALMART #43	05 2900 610 0 061 000	\$29.90	
41	PRIZES FOR BUCKETS #46	05 2900 610 0 073 000	\$127.55	
42	REMO TU-GRANT MONEY #47	05 2900 610 0 071 000	\$528.00	
43	SAT MEETING MEALS #46	05 2900 610 0 073 000	\$38.65	
44	VISA Total		\$3,507.28	
45	WEST MUSIC COMPANY	STANGE FOUNDATION GRANT	05 2900 610 0 061 000	\$360.00
46	WEST MUSIC COMPANY Total		\$360.00	
47	WINNERS CIRCLE	TROPHY PLATES	05 2900 610 0 060 000	\$12.00
48	WINNERS CIRCLE Total		\$12.00	
49	Grand Total		\$7,214.11	



Mary Luhr
Director of Student Programs
512 Philip Avenue, PO Box 139
Norfolk, NE 68702-0139
(402) 644-2507
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Nurses Meeting 11/3/2020

- **In attendance** - Blair Brink, Cori Pena, Diane Schilling, Cindy Fox, Stacie Uzzell
- **Excused** - Mary Luhr

- ❖ Health tech sub training- need time to train subs.
- ❖ Nursing licensure & nursing liability insurance- nurses licenses were extended to the end of the year. They are unable to renew now. Once they are able to renew they will get copies of new licenses to Stacie.
- ❖ School Immunization report-due Nov. 15. Nurses will get information to Stacie by Nov 11 to get survey done before due date.
- ❖ Non touch thermometers- are starting to break and unable to repair. Mary will see if more will be ordered or what needs will be done for replacements.

The next Nurse's meeting will be December 1, 2020 in the Central Office at 7:45 am.



Mary Luhr
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**Student Health Meeting
November 3, 2020
7:45am**

Welcome and Introductions

- **In attendance** - Cindy Fox, Diane Schilling, Blair Brink, Cori Pena, Stacie Uzzell
- **Excused** - Mark Claussen, Heather Drahota, Betty Froehlich, Mary Luhr

- I. Reading of the minutes of the previous meeting.
- II. Reports of Officers - Treasurer's report [can be accessed at this link](#).

Beginning balance -	\$ 6763.63
Debits -	
Credits -	
Ending Balance -	\$ 6763.63

- IV. Unfinished/Old Business -
- V. New/Miscellaneous Business-
 - ❖ Flu shots. Still waiting on total count given.
- VII. New Referrals -

The next Student Health Fund Council meeting will be January 5, 2021 at 7:45 a.m. in the Central Office.

Board of Education Regular Meeting

Monday, October 12, 2020

5:30 PM: Business Meeting

Norfolk Public School's Central Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Tammy Day:	Present	Arnie Robinson:	Present
Dr. Patti Gubbels:	Present	Bob Waite:	Present
Bruce Mitchell:	Present	Sandy Wolfe:	Present

1. Date Public Notice Appeared in the Norfolk Daily News: October 5, 2020
2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 5:30 PM.

 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.
3. Pledge of Allegiance
4. Public Comments & Communication

Several community members spoke.
5. Special Presentations and Recognitions
 - 5.1. Recreation Area Grant Presentation from the Lower Elkhorn NRD for the Little Panthers Preschool Playground

Mark Hall, from the Lower Elkhorn NRD, congratulated the Little Panthers Preschool Playground for its design and awarded the NPS District a check for over \$18,000.
 - 5.2. COVID-19 Return to School Planning Committee Report
 - A. Dr. Thompson and various committee members presented a summary of the COVID-19 Return to School Planning Committee meetings. The report included the background data used for the original plan, results of the staff and parent surveys, recommended changes to the Orange Level procedures and research to be conducted for remote learning.
 - B. Dr. Thompson also noted the pages to be revised in the COVID-19 Return to School Plan. The Orange Level procedures would not change, just the timing for moving to the Orange Level is recommended. The one exception is that the elementary PE classes will be held outside or in gyms.
6. Information and Discussion Items
 - 6.1. Finance & Facilities Report
 - A. Total amount of claims to be approved in the consent agenda for the month of October, 2020 by specific fund are as follows:
 - ✓ **General Fund = \$445,070.24**
 - ✓ **Nutrition Services Fund = \$255,637.91**
 - ✓ **Cooperative Fund = \$2,938.45**
 - ✓ **Depreciation Fund = \$9,599.31**
 - ✓ **QCPUF = \$25,518.97**
 - ✓ **Employee Benefit Fund = \$609.88**

who would like to discuss things specific to their student. We are still following our Parent Teacher conference schedule listed below. Students will not have school on Friday the 23rd or Monday the 26th.

- Oct 19th K-8 Conferences 4pm-7pm
- Oct 20th K-4, 9-12 Conferences 4pm-7pm
- Oct 21st 5-12 Conferences 4pm-7pm
- Oct 22nd K-12 Conferences 1pm-4pm

- B. Another update from the safety side of things. Last week we completed our yearly external safety audit. Lang Consulting was here on Tuesday, Wednesday, and Thursday visiting our schools and will be providing the safety team with a report that I will share with you at our November meeting.

6.5. Human Resources & Accreditation Report

HR Update:

- A. Full Time Substitute Teacher: I am pleased to share that we have hired an additional full-time sub, Ashley Meuret. This additional position was approved by the board several months ago and is desperately needed. Because this is a temporary one-year agreement, rather than a teaching contract, it does not require formal board approval. However, I would like to thank you for taking this step to assist us with our current substitute shortage. Mrs. Meuret will begin on October 19, 2020.

- B. Substitute Teacher and Para Needs: The district continues to need additional applicants for both teacher and paraprofessional substitute positions. Partly due to increased advertising, a total of nine new paraprofessional substitute applications have come through HR in the last two weeks.

Job Postings Update:

Certified Positions:

- Secondary Math Teacher
- Full-Time Substitute Teacher
- Substitute Teacher

Classified Openings:

- High Needs Para - Senior High
- Achievement Center Para (Part-Time) - Senior High
- School Bus Activity Drivers
- Classroom Para (Part-time)- Washington Elementary
- ELL Para (Part-time) - Washington Elementary
- Aftershock - Club Facilitators (Part-time)
- Aftershock - Partnership Specialist (Contracted/Part-time)
- Evening Elementary Custodians (Part-time)
- Substitute: Paraprofessional, Health Tech, Secretary & Nurse
- Substitute Custodians

Coaching Opportunities:

- Assistant Theater (2nd Semester)
- HS Head Boys Golf Coach

6.6. Superintendent's Report

Dr. Thompson gave an update on student enrollment. She thanked the staff for all of their hard work and the tremendous job they are doing. The first negotiations meeting with teachers will take place on October 27th.

7. Committee Reports

7.1. Board Building Visit Reports

Sandy Wolfe visited her Teammate at the Middle School. Dr. Gubbels visited her Teammate at the Senior High and observed the students passing in the halls. Tammy Day has attended some activities at the Senior High, to watch her daughter.

7.2. Facilities & Finance Committee Report

A. The committee met at 12:00 today. The claims for the month of October and Activity claims for September were reviewed. The committee was presented a draft audit from our auditors and had an opportunity to ask questions pertaining to the annual audit. Other items that were discussed:

- ✓ Next steps for Lincoln and Grant facility projects
- ✓ Negotiations for 21-22
- ✓ Request by ODD Fellows

B. The next meeting will be November 9th at 12:00 noon.

7.3. Policy Committee Report

A. The Policy Committee met electronically to review Board Policies 6000-6282 related to instruction and is recommending that the first reading of these policies is approved tonight, with the following revisions:

- ✓ Policy 6110 (School Instructional Hours) has been revised to include the minimum hours of instruction for preschool, in addition to the minimum number of hours for elementary and secondary schools.
- ✓ Policy 6113 (Limitations on Minimum Class Size) and Policy 6200 (Objectives of the Instructional Program) have been revised to improve their wording and grammar. No substantive changes were made.
- ✓ 6210 (Curriculum-Development and Adoption) has been revised so that its wording is consistent with current board committee titles -- Committee on Curriculum and Committee on American Civics.
- ✓ Policy 6212 (Assessments-Academic Content Standards) has been revised to include the new adoption date for the State Social Studies Standards.

B. The committee also noted that Policy 8153 (Standing Committee on American Civics) did not receive a second and final reading. It received first round approval on July 13, 2020, but was accidentally left off the list for approval on August 10, 2020. The committee has not made any new changes to this policy; they are simply recommending that it receive its second and final approval tonight.

C. Board Policies 5001 (Admission Requirements) and 1211 (Title IX- Procedure for Complaints of Sexual Harassment) are also ready for second and final approval. No changes have been made to these policies since their first reading last month.

7.4. Activities Committee Report

A. The Activities Committee met on October 5, 2020.

B. Mr. Ries praised the work of our coaches and sponsors to keep students safe and healthy. He indicated that the NSAA is still in the process of finalizing protocols for district and state competitions. Fall activities are wrapping up with just a few events left, and Winter coaches and sponsors are beginning to work on safety protocols. We are also working on tentative protocols for musical and theatre productions, including State One Act, as we are scheduled to host again this year.

C. Mr. Viergutz indicated that fall Junior High Intramural sports went well, but they were not the same as interscholastic competition. He would like to provide interscholastic competitions for winter activities and is working on protocols to

allow this to happen. He is also working on protocols for musical productions/performances.

D. The next Activities Committee is scheduled for Monday, December 21, 2020 at noon at Central Office. Please note that this date has been changed from 12/14.

7.5. Curriculum Committee Report

The Committee on Curriculum met today at 4:30 pm. Due to the short turn around time, the committee report will be provided at the November board meeting.

7.6. American Civics Committee Report

The Committee on American Civics met today at 4:00 pm. Due to the short turn around time, the committee report will be provided at the November board meeting.

7.7. Minutes of Committee Meetings

Minutes of the October 6, 2020 Nurses' Meeting are attached.

8. Approve Consent Agenda

Motion to approve the consent agenda at 7:00 PM passed with a motion by Bruce Mitchell and a second by Dr. Patti Gubbels.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

8.1. Minutes of Previous Meetings

Minutes of the 9-14-2020 board meeting are attached.

8.2. Personnel

8.2.1. Contract Approval

None at this time.

8.2.2. Resignations

None at this time.

8.3. Claims

9. Action Items

9.1. Discuss, consider and take action to approve the COVID-19 Return to School Plan, as amended

Motion to approve the COVID-19 Return to School Plan, as amended at 7:01 PM passed with a motion by Dr. Patti Gubbels and a second by Bob Waite.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.2. Discuss, consider and take action to approve the addition of full-time teacher and para-educator substitute positions

A. I would like to join Mrs. Baumann in thanking you for allowing us to hire an additional full-time teacher substitute. Our substitute shortage continues to be one of the highest concerns listed by staff at Listening Sessions and at NCEA meetings.

B. We have informally discussed the hiring of additional full-time substitutes, but have not made it an official Board action, which is what I am proposing now. We have had unfilled teacher and para-educator positions nearly every day this year. Hiring full-time substitutes could help alleviate that -- which would reduce the number of times that teachers are asked to give up their plan periods to sub, as well as, the number of times that other services (such as Title I) are canceled, and it would provide a better educational experience for our students.

Motion to approve the addition of full-time teacher and para-educator substitute positions at 7:04 PM passed with a motion by Bob Waite and a second by Dr. Patti Gubbels.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.3. Discuss, consider and approve the second reading of Policy 8153-Standing Committee on American Civics

The first reading of Policy 8153 was approved at the July 10, 2020 meeting. There have been no changes made to this policy.

Motion to approve the second reading of Policy 8153-Standing Committee on American Civics at 7:06 PM passed with a motion by Dr. Patti Gubbels and a second by Arnie Robinson.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.4. Discuss, consider and take action to approve the second and final reading of board policy 5001 (Admission Requirements) and 1211 (Title IX- Procedure for Complaints of Sexual Harassment)

Motion to approve the second and final reading of board policy 5001 (Admission Requirements) and 1211 (Title IX- Procedure for Complaints of Sexual Harassment) at 7:07 PM passed with a motion by Bruce Mitchell and a second by Dr. Patti Gubbels.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.5. Discuss, consider and take action to approve the first reading of board policies 6000-6282 related to instruction

6000: General Policy Statement	6200: Objectives of the Instructional Program
6010: Scope of Instructional Program	6210: Curriculum- Development and Adoption
6020: the Program of Instruction	6211: Curriculum – Assessments
6021: Copyright Piracy	6212- Assessments - Academic Content Standards
6110: School Instructional Hours	6213: Reading Instruction and Improvement
6111: Classroom Environment	6220: Experimental/Innovative Program
6112: School Day for Students	6230: Curriculum guides
6113: Limitations on Minimum Class Size	6240: Homework
6114: Emergencies	6250: Grades
6115: Fire Drills, Emergency Plans	6260: Guidance
6116: Emergency Dismissal or Cancellation	6270: Field Trips
6117: Ceremonies, Observances, and the Pledge of Allegiance	6271: School Activity Trip Drivers
6118: Attendance Area boundary Line Review	6280: Activities
6119: Attendance Districts	6281: Activities Fund Management
6120: Safe schools Policy	6282: School Colors

Motion to approve the first reading of board policies 6000-6282 related to instruction at 7:10 PM passed with a motion by Bob Waite and a second by Tammy Day.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

10. Future Meetings

- A. The 2nd monthly meeting of the Board of Education will be held at noon on Thursday, October 22, 2020. The purpose of the meeting will be to discuss and approve our annual audit.
 - B. The next regular meeting of the Board of Education will be held on Monday, November 9, 2020. The Business Meeting will begin at 5:30. All components of the meeting will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.
11. Executive Session --To Discuss Negotiations, As Needed to Protect the Interest of the District
- 11.1. Convene Executive Session -- To Discuss Negotiations, As Needed to Protect the Interest of the District
- Motion to Convene Executive Session -- To Discuss Negotiations, As Needed to Protect the Interest of the District at 7:11 PM passed with a motion by Dr. Patti Gubbels and a second by Bob Waite.
- | | | | |
|--------------------|-----|-----------------|-----|
| Tammy Day: | Yea | Arnie Robinson: | Yea |
| Dr. Patti Gubbels: | Yea | Bob Waite: | Yea |
| Bruce Mitchell: | Yea | Sandy Wolfe: | Yea |
- 11.2. Reconvene Meeting from Executive Session
The meeting reconvened from the Executive Session at 7:50 PM.
- 11.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
No action was deemed necessary.
12. Adjournment
The meeting adjourned at 7:50 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, October 22, 2020 12:00 PM

Norfolk Public School's Central Administration Office

512 Philip Avenue

Norfolk, NE 68701

Tammy Day:	Present	Arnie Robinson:	Absent
Dr. Patti Gubbels:	Present	Bob Waite:	Present
Bruce Mitchell:	Present	Sandy Wolfe:	Present

1. Date Public Notice Appeared in the Norfolk Daily News: October 16, 2020

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 12:00 PM.

2.1. Roll Call—See attendance above.

Motion to excuse the absence of Arnie Robinson at 12:00 PM passed with a motion by Bruce Mitchell and a second by Dr. Patti Gubbels.

Tammy Day:	Yea	Arnie Robinson:	Absent
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

2.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.

3. Action Items

3.1. Discuss, Consider and Take Action to approve the annual audit

The annual audit for 2019-2020 has been completed by Schumacher, Smejkal, Brockhaus and Herley. The audit for 2019-2020 was reviewed in depth by our Finance and Facilities Committee on Oct. 12th with the auditors. Overall our audit shows our district follows good fiscal practices and has strong internal controls. Due to delays in guidance from the State the single audit on CARES Act funds will take place at a later date and then brought to the board for approval. Attached is the Audit of Financials, Auditor's Letter to the Board and Auditor's summary of attendance and daily membership review.

Motion to approve the annual audit at 12:07 PM passed with a motion by Dr. Patti Gubbels and a second by Tammy Day.

Tammy Day:	Yea	Arnie Robinson:	Absent
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

4. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, November 9, 2020. The Business Meeting will begin at 5:30. All components of the meeting will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

5. Executive Session If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.

5.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.

No Executive Session was convened.

6. Adjournment
The meeting adjourned at 12:08 PM.

Chairperson

Superintendent

NOVEMBER 9, 2020

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	A TO Z VAC & SEW	SEWING MACHINE REPAIR	01 1100 340 2 141 002	\$358.75
2			01 2410 340 2 209 001	\$50.00
3	A TO Z VAC & SEW Total			\$408.75
4	ACCO BRANDS USA	COOP SUPPLIES	01 1100 610 1 801 009	\$214.92
5			01 1190 610 1 163 021	\$10.70
6			01 1291 610 1 017 021	\$10.69
7	ACCO BRANDS USA Total			\$236.31
8	ACCURATE LABEL DESIGNS	OFFICE SUPPLIES	01 1100 610 2 141 002	\$131.95
9	ACCURATE LABEL DESIGNS Total			\$131.95
10	ACT	PRE ACT REPORTING PACKAGE	01 1100 340 2 028 001	\$4,466.00
11	ACT Total			\$4,466.00
12	ADVANCE AUTO PARTS	BRAKE CLEANER	01 2650 610 1 001 000	\$23.88
13			01 2650 610 2 001 000	\$23.88
14		DOOR HANDLE EXTERIOR	01 2650 610 1 001 000	\$18.39
15		DOOR HINGE ASST	01 2650 610 1 001 000	\$2.82
16			01 2650 610 2 001 000	\$2.82
17		GEAR OIL	01 2630 610 1 001 000	\$35.85
18			01 2630 610 2 001 000	\$35.85
19		HEATER HOSES	01 2650 610 1 001 000	\$19.91
20			01 2650 610 2 001 000	\$19.91
21	ADVANCE AUTO PARTS Total			\$183.31
22	AED SUPERSTORE	AED REPLACEMENT PADS	01 2130 610 1 004 000	\$118.00
23			01 2130 610 2 004 000	\$118.00
24	AED SUPERSTORE Total			\$236.00
25	AKRS EQUIPMENT SOLUTIONS,	BALL JOINT AND SOCKET	01 2630 610 1 001 000	\$102.87
26			01 2630 610 2 001 000	\$102.87
27	AKRS EQUIPMENT SOLUTIONS, Total			\$205.74

28	AMERICAN TIME & SIGNAL	CLOCK BATTERIES	01 2620 610 1 001 000	\$218.40
29			01 2620 610 2 001 000	\$218.40
30	AMERICAN TIME & SIGNAL Total			\$436.80
31	ANDERSON, RILEY	ACTIVITY WORKER	01 2190 120 2 001 000	\$27.75
32	ANDERSON, RILEY Total			\$27.75
33	ANIXTER INC	SUPPLIES-TECHNOLOGY RELATED	01 2230 650 1 005 000	\$8.00
34			01 2230 650 2 005 000	\$8.00
35	ANIXTER INC Total			\$16.00
36	APPEARA	LAUNDRY SERVICE	01 2410 340 2 209 001	\$131.36
37		MOPS	01 2610 431 1 001 000	\$171.60
38			01 2610 431 2 001 000	\$171.60
39		SHIRTS	01 2410 340 2 141 002	\$78.73
40		SHOP APRON	01 1100 340 2 211 001	\$16.38
41		SHOP APRON/TOWEL	01 1100 340 2 211 001	\$57.07
42		WORK SHIRTS	01 2610 431 1 001 000	\$228.62
43			01 2610 431 2 001 000	\$228.61
44			01 2620 431 1 001 000	\$57.16
45			01 2620 431 2 001 000	\$57.13
46	APPEARA Total			\$1,198.26
47	APPLE INC	CHOICEWORK APP/BEE VISUAL	01 1200 643 2 004 000	\$14.98
48			01 1200 643 2 004 001	\$104.86
49			01 1200 643 2 004 002	\$29.96
50	APPLE INC Total			\$149.80
51	ARANGO, IRMA	INTERPRETER	01 1150 350 2 004 002	\$49.14
52		INTERPRETING	01 1150 350 1 004 009	\$98.28
53	ARANGO, IRMA Total			\$147.42
54	ARKFELD LOCK & SECURITY	CHICAGO LOCK KEY BLANK	01 2620 610 2 001 001	\$23.88
55		YALE Y11 KEY BLANK	01 2620 610 1 001 000	\$9.95
56			01 2620 610 2 001 000	\$9.95
57	ARKFELD LOCK & SECURITY Total			\$43.78
58	ARKFELD, KAREN	MILEAGE	01 1200 333 1 004 000	\$19.44
59			01 1200 333 2 004 000	\$19.43
60	ARKFELD, KAREN Total			\$38.87
61	ASPM LANDSCAPES, LLC	SNOW REMOVAL	01 2630 420 1 001 014	\$915.00

62			01 2630 420 1 001 021	\$490.00
63			01 2630 420 2 001 001	\$2,300.00
64	ASPM LANDSCAPES, LLC Total			\$3,705.00
65	ASSETGENIE, INC	HEADPHONE JACK REPAIR	01 1100 650 1 104 010	\$168.00
66	ASSETGENIE, INC Total			\$168.00
67	AUSTIN, MICHELLE	SIXPENGE MILEAGE	01 3541 333 1 004 000	\$72.80
68	AUSTIN, MICHELLE Total			\$72.80
69	B & A WELDING INC	STEEL	01 2620 431 1 001 000	\$48.45
70			01 2620 431 2 001 000	\$48.45
71	B & A WELDING INC Total			\$96.90
72	BARNHILL PIANO SERVICE	PIANO TUNING	01 1100 340 2 116 002	\$300.00
73	BARNHILL PIANO SERVICE Total			\$300.00
74	BAUER BUILT, INC	NEW TIRES FOR KUBOTA MOWER	01 2630 610 1 001 000	\$121.00
75			01 2630 610 2 001 000	\$121.00
76		TIRE REPAIR 10H	01 2712 340 1 001 000	\$19.00
77	BAUER BUILT, INC Total			\$261.00
78	BAUMANN, ANGIE	STAFF MILEAGE	01 2211 333 1 901 000	\$17.83
79			01 2211 333 2 901 000	\$17.82
80			01 2214 333 1 901 000	\$17.83
81			01 2214 333 2 901 000	\$17.82
82	BAUMANN, ANGIE Total			\$71.30
83	BELSAN, TERRY	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$53.82
84	BELSAN, TERRY Total			\$53.82
85	BENNETT, AMY	MILEAGE	01 2151 333 1 004 000	\$43.64
86	BENNETT, AMY Total			\$43.64
87	BOMGAARS SUPPLY	FASTENERS	01 2620 610 1 001 000	\$4.32
88			01 2620 610 2 001 000	\$4.31
89		GAS POWERED DISCHARGE PUMP	01 2620 731 1 001 000	\$300.00
90			01 2620 731 2 001 000	\$299.99
91		NO FLAT TIRE	01 2650 610 1 001 000	\$19.99
92			01 2650 610 2 001 000	\$19.99
93		PUMP SPRAYER	01 6996 610 1 945 000	\$29.99
94			01 6996 610 2 945 000	\$29.98
95		SHOP SUPPLIES	01 2620 610 1 001 000	\$43.47

96			01 2620 610 2 001 000	\$43.45
97		SOLAR SALT	01 2620 610 1 001 000	\$43.90
98			01 2620 610 2 001 000	\$43.90
99			01 2620 610 2 001 001	\$276.57
100		WATER SOFTENER SALT	01 2620 610 1 001 021	\$32.94
101	BOMGAARS SUPPLY Total			\$1,192.80
102	BOYS TOWN	TUITION T. KAUP	01 1200 561 1 004 000	\$2,449.86
103			01 1200 890 1 004 000	\$400.14
104	BOYS TOWN Total			\$2,850.00
105	BRUHA, ALEXIS	STAFF MILEAGE	01 1291 333 1 004 021	\$23.46
106			01 1292 333 1 004 000	\$23.46
107	BRUHA, ALEXIS Total			\$46.92
108	BVJ CONSTRUCTION LLC	CONCRETE WORK	01 2620 431 2 001 001	\$7,425.00
109			01 2620 431 2 001 002	\$5,736.50
110	BVJ CONSTRUCTION LLC Total			\$13,161.50
111	CBS CONSTRUCTORS	ALUMINUM ANGLE	01 2620 610 2 715 001	\$2,200.00
112	CBS CONSTRUCTORS Total			\$2,200.00
113	CDW GOVERNMENT, INC	PROJECTOR	01 1100 650 1 802 009	\$963.08
114			01 1100 731 1 430 014	\$830.00
115		PROJECTOR BULB	01 1100 650 1 430 014	\$75.47
116		PROJECTOR/TECH BUILDING	01 2230 650 1 005 000	\$216.65
117			01 2230 650 2 005 000	\$216.64
118	CDW GOVERNMENT, INC Total			\$2,301.84
119	CINGLETREE LEARNING	GRAMMAR SUPPLIES	01 1100 610 2 225 001	\$690.00
120	CINGLETREE LEARNING Total			\$690.00
121	CITY OF NORFOLK	BRUSH WASTE	01 2630 420 1 001 000	\$22.70
122			01 2630 420 2 001 000	\$22.70
123		FINAL WATER BILL	01 2610 410 1 001 014	\$39.59
124			01 2610 410 2 001 001	\$65.56
125			01 2610 410 2 001 002	\$832.56
126		SRO	01 1160 350 2 001 000	\$23,517.35
127		WATER	01 2610 410 1 001 010	\$451.29
128			01 2610 410 1 001 014	\$2,635.34
129			01 2610 410 1 001 021	\$1,005.90

130			01 2610 410 2 001 001	\$8,757.97
131	CITY OF NORFOLK Total			\$37,350.96
132	COMPUTER INFORMATION	ANNUAL PEOPLEWARE AGREEMENT	01 2210 643 1 005 000	\$29,122.50
133			01 2210 643 2 005 000	\$29,122.50
134	COMPUTER INFORMATION Total			\$58,245.00
135	CORNHUSKER INTERNATIONAL	ANTENNA FOR BUS #3	01 2710 610 1 001 000	\$27.90
136			01 2710 610 2 001 000	\$27.90
137	CORNHUSKER INTERNATIONAL Total			\$55.80
138	COURTESY FORD	INDICATOR FOR BUN 10H	01 2732 610 1 001 000	\$12.93
139			01 2732 610 2 001 000	\$12.93
140	COURTESY FORD Total			\$25.86
141	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2161 320 1 004 000	\$6,716.75
142			01 2162 320 1 004 000	\$1,909.50
143			01 2163 320 1 004 000	\$184.25
144		MILEAGE	01 2161 334 1 004 000	\$35.65
145			01 2162 334 1 004 000	\$6.96
146			01 2163 334 1 004 000	\$2.07
147	CRAVEN, SHEILA Total			\$8,855.18
148	CRYPISIS GROUP	DATA BREACH	01 2510 340 1 001 000	\$8,287.84
149			01 2510 340 2 001 000	\$8,287.84
150	CRYPISIS GROUP Total			\$16,575.68
151	DEMCO	BOOK COVERS	01 2220 610 1 423 014	\$134.14
152		SUPPLIES	01 2220 610 1 030 000	\$492.44
153	DEMCO Total			\$626.58
154	DESIGN SCIENCE INC	MATH TYPE LICENSE	01 1100 610 2 212 001	\$49.95
155	DESIGN SCIENCE INC Total			\$49.95
156	DINKEL IMPLEMENT	FILTERS	01 2630 610 1 001 000	\$3.53
157			01 2630 610 2 001 000	\$3.52
158		GRADER BLADE	01 2630 610 1 001 000	\$244.68
159			01 2630 610 2 001 000	\$244.67
160		PLUG, O RING	01 2630 610 1 001 000	\$11.44
161			01 2630 610 2 001 000	\$11.44
162	DINKEL IMPLEMENT Total			\$519.28
163	DITTER, KERSTIN	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$63.25

164	DITTER, KERSTIN Total			\$63.25
165	EAKES OFFICE PLUS	COPIER LEASE	01 2510 340 1 001 000	\$6,124.54
166			01 2510 340 2 001 000	\$6,124.54
167		COPIER STAPLES	01 2410 610 2 209 001	\$160.00
168		NAME PLATE/J HOLTZ	01 2510 610 1 001 000	\$5.55
169			01 2510 610 2 001 000	\$5.54
170		PANELS AND WALL MOUNT	01 1200 610 1 004 010	\$595.00
171		SHREDDERS	01 2410 650 2 209 001	\$1,240.78
172		STAPLES	01 1100 610 1 430 014	\$80.00
173	EAKES OFFICE PLUS Total			\$14,335.95
174	ECHO GROUP INC	ELECTRIC BALLAST	01 2620 610 2 001 000	\$241.14
175	ECHO GROUP INC Total			\$241.14
176	EGAN SUPPLY COMPANY	OLD STYLE HOSE FOR RX380	01 2610 610 2 001 001	\$55.87
177		TRASH CAN DOLLIES/FUEL CHARGE	01 2610 610 1 001 000	\$139.24
178			01 2610 610 2 001 000	\$139.24
179	EGAN SUPPLY COMPANY Total			\$334.35
180	ELECTRIC ENGINEERING	T12 BULBS	01 2620 610 1 001 000	\$10.40
181			01 2620 610 2 001 000	\$10.40
182	ELECTRIC ENGINEERING Total			\$20.80
183	ELECTRONIC CONTRACTING CO	CARSON THEATER MT AGREEMENT	01 2620 431 2 715 001	\$971.75
184	ELECTRONIC CONTRACTING CO Total			\$971.75
185	ELKHORN FEED CENTER	FALL ANIMAL FEED	01 1100 610 2 208 001	\$11.24
186	ELKHORN FEED CENTER Total			\$11.24
187	ESU #7	GET CONNECTED VIRTUAL CONF	01 6968 330 1 001 014	\$162.50
188			01 6968 330 2 001 002	\$162.50
189	ESU #7 Total			\$325.00
190	ESU 8	E RATE TRAINING	01 2510 333 1 001 000	\$500.00
191			01 2510 333 2 001 000	\$500.00
192		LEVEL III N. CLYDE	01 1200 591 2 004 000	\$4,500.00
193		MENTAL HEALTH	01 2141 591 2 014 000	\$8,640.00
194	ESU 8 Total			\$14,140.00
195	FASTENAL INDUSTRIAL	HX JAM NUTZ	01 2620 610 1 001 000	\$1.75
196			01 2620 610 2 001 000	\$1.75
197	FASTENAL INDUSTRIAL Total			\$3.50

198	FATHER FLANAGAN'S BOYS'	ACTIVITY SUPPLIES	01 1200 610 1 020 009	\$77.77
199	FATHER FLANAGAN'S BOYS' Total			\$77.77
200	FERNAU, JESSICA	MILEAGE	01 1291 333 1 004 021	\$19.90
201			01 1292 333 1 004 000	\$19.89
202	FERNAU, JESSICA Total			\$39.79
203	FICK, KATHY	STAFF MILEAGE	01 2151 333 1 004 000	\$5.70
204			01 2151 333 2 004 000	\$5.69
205	FICK, KATHY Total			\$11.39
206	GARCIA, RAQUEL	INTERPRETING	01 1150 350 1 004 014	\$65.52
207	GARCIA, RAQUEL Total			\$65.52
208	GLASS EDGE INC, THE	SATIN BRONZE HINGES	01 2620 610 1 001 003	\$54.00
209		SUPPLIES	01 2620 610 1 001 014	\$159.00
210	GLASS EDGE INC, THE Total			\$213.00
211	GONZALEZ MORALES, JAVIER	INTERPRETING	01 1150 350 1 004 014	\$38.33
212	GONZALEZ MORALES, JAVIER Total			\$38.33
213	HACKER, LAURIE	STAFF MILEAGE	01 2151 333 1 004 000	\$31.05
214	HACKER, LAURIE Total			\$31.05
215	HAISCH, AMY	SLP LICENSE RENEWAL	01 2670 330 1 035 000	\$140.00
216	HAISCH, AMY Total			\$140.00
217	HARPER, JR MD, CHARLES	MIPS PAPERWORK	01 2190 340 1 004 000	\$42.50
218			01 2190 340 2 004 000	\$42.50
219	HARPER, JR MD, CHARLES Total			\$85.00
220	HAUSMANN, ANGIE	MONT LEADERSHIP CERT	01 1100 330 1 028 005	\$1,099.00
221	HAUSMANN, ANGIE Total			\$1,099.00
222	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$154.91
223	HIRSCH, HEATHER Total			\$154.91
224	HOFMANN PLUMBING	KITCHEN REMODEL WASH ELEM	01 2620 431 1 001 008	\$5,879.45
225		SEWERLINE REPAIR GRANT ELEM	01 2620 431 1 001 003	\$4,045.05
226	HOFMANN PLUMBING Total			\$9,924.50
227	HOME DEPOT PRO, THE	16.8V BATTERIES	01 6996 610 1 945 000	\$1,286.03
228			01 6996 610 2 945 000	\$1,286.02
229		LARGE ROLL TOWELS	01 6996 610 1 945 000	\$3,313.28
230			01 6996 610 2 945 000	\$3,313.27
231		MEDIUM SCRUB PADS	01 2610 610 1 001 000	\$13.50

232			01 2610 610 2 001 000	\$13.50
233		SANITIZER	01 6996 610 1 945 000	\$1,175.93
234			01 6996 610 2 945 000	\$1,175.93
235		TRIGGER SPRAY BTL	01 6996 610 1 945 000	-\$3.53
236			01 6996 610 2 945 000	-\$3.52
237	HOME DEPOT PRO, THE Total			\$11,570.41
238	HOMETOWN LEASING	COPIES	01 1100 340 1 104 010	\$1,151.85
239			01 1100 340 1 201 003	\$814.22
240			01 1100 340 1 302 004	\$475.28
241			01 1100 340 1 430 014	\$1,485.24
242			01 1100 340 1 602 005	\$415.80
243			01 1100 340 1 705 008	\$1,067.43
244			01 1100 340 1 819 009	\$518.62
245			01 1100 340 1 904 012	\$483.24
246			01 1100 340 2 141 002	\$1,036.39
247			01 1100 340 2 209 001	\$1,940.97
248			01 1125 340 2 209 001	\$32.37
249			01 1190 610 1 163 021	\$155.33
250			01 1200 610 1 004 000	\$549.37
251			01 1200 610 2 004 000	\$549.36
252			01 2530 340 1 001 000	-\$5,250.60
253			01 2530 340 2 001 000	-\$5,250.59
254			01 2620 431 0 001 000	\$17.41
255			01 6996 340 1 945 004	\$1.12
256			01 6996 340 1 945 005	\$6.39
257			01 6996 340 1 945 010	\$28.62
258			01 6996 340 1 945 012	\$3.11
259			01 6996 340 2 945 001	\$9.56
260			01 6996 340 2 945 002	\$0.02
261	HOMETOWN LEASING Total			\$240.51
262	HUGHES, PAUL	ACTIVITY WORKER	01 2190 120 2 001 000	\$27.75
263	HUGHES, PAUL Total			\$27.75
264	INNOVATIVE OFFICE	COOP SUPPLIES	01 1190 610 1 163 021	\$13.09
265			01 1291 610 1 017 021	\$13.09

266		COOP-GLOVES	01 1100 610 2 208 001	\$34.80
267	INNOVATIVE OFFICE Total			\$60.98
268	INTRADATA	READ N QUIZ	01 1100 643 1 705 008	\$580.00
269	INTRADATA Total			\$580.00
270	IXL LEARNING	IXL	01 6969 643 1 028 000	\$5,451.00
271	IXL LEARNING Total			\$5,451.00
272	J W PEPPER, INC	ESSENTIAL MUSICANSHIP #2	01 1100 640 2 028 001	\$345.00
273	J W PEPPER, INC Total			\$345.00
274	JAMES, ALLISON	MILEAGE	01 2181 333 1 004 000	\$14.07
275			01 2181 333 2 004 000	\$14.07
276			01 2182 333 1 004 021	\$14.07
277	JAMES, ALLISON Total			\$42.21
278	KALEB KREIKEMEIER	JV TENNIS	01 2650 626 2 001 000	\$50.00
279	KALEB KREIKEMEIER Total			\$50.00
280	KELLY SUPPLY COMPANY	2 HOLE FLANGE UNIT	01 2620 610 1 001 000	\$5.26
281			01 2620 610 2 001 000	\$5.26
282		BRASS SWING CHECK VALVE	01 2620 610 1 001 010	\$104.70
283		GEAR CLAMPS	01 2230 650 2 005 001	\$20.31
284		HOSE FITTINGS	01 2620 610 1 001 000	\$170.29
285			01 2620 610 2 001 000	\$170.29
286		PLUMBING SUPPLIES	01 2620 610 1 001 000	\$15.10
287			01 2620 610 2 001 000	\$15.10
288		RECIRCULATING PUMP	01 2620 731 2 001 002	\$476.06
289	KELLY SUPPLY COMPANY Total			\$982.37
290	KENNEDY INDUSTRIES	MOP KIT AND SUPPLIES	01 6996 610 2 945 000	\$2,693.54
291	KENNEDY INDUSTRIES Total			\$2,693.54
292	KLEINSCHMIT, LETISHIA	STAFF MILEAGE	01 2151 333 1 004 000	\$12.88
293	KLEINSCHMIT, LETISHIA Total			\$12.88
294	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$33.97
295			01 2152 333 1 004 021	\$33.96
296			01 2153 333 1 004 000	\$33.96
297	KNIGHT, KARLA Total			\$101.89
298	KONERT, NICOLE	STAFF MILEAGE	01 1200 333 1 004 000	\$33.07
299			01 1200 333 2 004 000	\$33.06

300	KONERT, NICOLE Total			\$66.13
301	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
302			01 2620 610 2 001 000	\$659.55
303	KURITA AMERICA, INC. Total			\$1,319.11
304	KUSTOM PEST CONTROL	OCTOBER PEST CONTROL	01 2630 340 1 001 000	\$58.50
305			01 2630 340 1 001 003	\$39.00
306			01 2630 340 1 001 004	\$39.00
307			01 2630 340 1 001 005	\$39.00
308			01 2630 340 1 001 008	\$39.00
309			01 2630 340 1 001 009	\$39.00
310			01 2630 340 1 001 010	\$39.00
311			01 2630 340 1 001 012	\$39.00
312			01 2630 340 1 001 014	\$39.00
313			01 2630 340 1 001 021	\$39.00
314			01 2630 340 2 001 000	\$58.50
315			01 2630 340 2 001 001	\$78.00
316			01 2630 340 2 001 002	\$39.00
317	KUSTOM PEST CONTROL Total			\$585.00
318	LAKESHORE LEARNING	OVERAGE FROM FOUNDATION GRANT	01 1100 610 1 215 003	\$4.37
319			01 1100 610 1 218 003	\$4.37
320	LAKESHORE LEARNING Total			\$8.74
321	LAMMERS, NANCY	ACTIVITY WORKER	01 2190 120 2 001 000	\$20.81
322	LAMMERS, NANCY Total			\$20.81
323	LANG SAFETY CONSULTING LLC	SAFETY AUDIT	01 2670 350 1 035 000	\$1,250.00
324			01 2670 350 2 035 000	\$1,250.00
325	LANG SAFETY CONSULTING LLC Total			\$2,500.00
326	LAWSON PRODUCTS, INC	RESTOCK PARTS BIN	01 2620 610 1 001 000	\$71.88
327			01 2620 610 2 001 000	\$71.88
328	LAWSON PRODUCTS, INC Total			\$143.76
329	LEADER, SHARON	MILEAGE	01 2171 333 1 004 000	\$60.72
330			01 2171 333 2 004 000	\$60.72
331	LEADER, SHARON Total			\$121.44
332	LEWIS BRISBOIS BISGAARD	DATA SECURITY REVIEW	01 2330 317 1 001 000	\$1,190.00
333			01 2330 317 2 001 000	\$1,190.00

334	LEWIS BRISBOIS BISGAARD Total			\$2,380.00
335	LICHTENBERG, DAVE	CELL PHONE STIPEND	01 2510 382 2 001 000	\$640.00
336	LICHTENBERG, DAVE Total			\$640.00
337	LOVE SIGNS, INC	SERVICED MESSAGE CENTER/MOD	01 2410 340 1 802 009	\$580.00
338	LOVE SIGNS, INC Total			\$580.00
339	LUNCHTIME SOLUTIONS, INC.	CLASSROOM SUPPLIES	01 1100 610 2 204 001	\$139.41
340	LUNCHTIME SOLUTIONS, INC. Total			\$139.41
341	MAJOR REFRIGERATION	ICE MACHINE REPAIRS	01 1100 340 2 141 002	\$183.00
342	MAJOR REFRIGERATION Total			\$183.00
343	MARSH, BARB	ACTIVITY WORKER	01 2190 120 2 001 000	\$16.19
344	MARSH, BARB Total			\$16.19
345	MARTINEZ, ROSA	INTERPRETING	01 1150 350 1 004 014	\$81.90
346	MARTINEZ, ROSA Total			\$81.90
347	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$109.19
348			01 2620 610 2 001 000	\$109.18
349	MATHESON TRI-GAS INC. Total			\$218.37
350	MATTEO SAND & GRAVEL	CONCRETE GRAVEL	01 2620 610 1 001 000	\$33.60
351			01 2620 610 2 001 000	\$33.60
352	MATTEO SAND & GRAVEL Total			\$67.20
353	MC GRAW-HILL SCHOOL	SRA PHONEMIC AWARENESS ONLINE	01 6200 643 1 028 000	\$1,320.66
354	MC GRAW-HILL SCHOOL Total			\$1,320.66
355	MCGRAW-HILL SCHOOL	READING LAB SUPPLIES	01 1100 610 1 028 005	\$943.74
356		WONDERS ONLINE VERSION	01 1100 643 1 430 014	\$202.32
357	MCGRAW-HILL SCHOOL Total			\$1,146.06
358	MEAD LUMBER AND RENTAL	SHED SUPPLIES	01 1100 610 2 211 001	\$36.66
359		SUPPLIES	01 1100 610 2 211 001	\$3,237.17
360	MEAD LUMBER AND RENTAL Total			\$3,273.83
361	MEISINGER OIL CO	DIESEL	01 2650 626 1 001 000	\$152.48
362			01 2650 626 2 001 000	\$152.48
363			01 2710 626 1 001 000	\$3,049.62
364			01 2710 626 2 001 000	\$3,049.62
365			01 2712 626 1 001 000	\$1,219.86
366		DIESEL EXHAUST FLUID	01 2710 626 1 001 000	\$56.78
367			01 2710 626 2 001 000	\$56.77

368		PROPANE FOR FORKLIFT	01 2620 610 1 001 000	\$11.50
369			01 2620 610 2 001 000	\$11.50
370	MEISINGER OIL CO Total			\$7,760.61
371	MENARDS	40MM LAM STEEL	01 2620 610 1 001 000	\$4.99
372			01 2620 610 2 001 000	\$4.98
373		MAILBOX	01 2620 610 1 001 000	\$6.99
374			01 2620 610 2 001 000	\$6.98
375		PEST BLOCK AND PLUNGER	01 2620 610 2 001 001	\$14.83
376		RV MARINE ANTI FREEZE	01 2620 610 1 001 000	\$21.00
377			01 2620 610 2 001 000	\$21.00
378		SMOKE ALARM	01 2620 610 2 001 002	\$34.67
379		SUPPLIES	01 2620 610 1 001 000	\$7.47
380			01 2620 610 2 001 000	\$7.46
381			01 2620 610 2 001 001	\$59.96
382	MENARDS Total			\$190.33
383	METAL DOORS & HARDWARE CO.	JH CORES	01 2620 610 2 001 002	\$961.15
384	METAL DOORS & HARDWARE CO. Total			\$961.15
385	MICROFILM IMAGING SYSTEMS	SERVICE AGREEMENT	01 2510 340 1 001 000	\$199.00
386			01 2510 340 2 001 000	\$199.00
387	MICROFILM IMAGING SYSTEMS Total			\$398.00
388	MIDWEST SCHOOL SERVICES,	8X10 FLETCHER	01 2410 610 1 104 010	\$6.00
389		8X10 ROWSE/HENERY	01 2410 610 1 104 010	\$12.00
390	MIDWEST SCHOOL SERVICES, Total			\$18.00
391	MILLER, AMY	CONTRACTED PT SERVICES	01 2171 320 1 004 000	\$4,556.00
392			01 2171 320 2 004 000	\$50.25
393			01 2172 320 1 004 000	\$1,792.25
394			01 2173 320 1 004 000	\$1,105.50
395		MILEAGE	01 2171 334 1 004 000	\$63.48
396			01 2172 334 1 004 000	\$32.66
397			01 2173 334 1 004 000	\$35.25
398	MILLER, AMY Total			\$7,635.39
399	MILLS, JERRETT	ACTIVITY WORKER	01 2190 120 2 001 000	\$148.00
400	MILLS, JERRETT Total			\$148.00
401	MITCHELL, ALLEN	ACTIVITY WORKER	01 2190 120 2 001 000	\$23.13

402	MITCHELL, ALLEN Total			\$23.13
403	MODEL ELECTRIC INC	REPAIR OF LIGHTS ON ATHLETIC	01 2620 431 1 001 014	\$116.52
404	MODEL ELECTRIC INC Total			\$116.52
405	MUELLER, JULIE	SLP LICENSE RENEWAL	01 2670 330 1 035 000	\$140.00
406		STAFF MILEAGE	01 2152 333 1 004 021	\$20.53
407			01 2153 333 1 004 000	\$20.53
408	MUELLER, JULIE Total			\$181.06
409	NAESP REGION III	NAESP DUES B. STRONG	01 2410 810 1 904 012	\$20.00
410		NAESP DUES T. ANDREASEN	01 2410 810 1 101 010	\$20.00
411		NAESP DUES/RUCKER & HUGHES	01 2410 810 1 430 014	\$40.00
412	NAESP REGION III Total			\$80.00
413	NAPA OF NORFOLK	BATTERY/SUPPLIES	01 2650 610 1 001 000	\$121.22
414			01 2650 610 2 001 000	\$121.22
415	NAPA OF NORFOLK Total			\$242.44
416	NCSA	ACTIVE DUES	01 2210 810 1 901 000	\$335.00
417		LABOR RELATIONS MEMBERSHIP/A	01 2211 810 1 901 000	\$50.00
418			01 2211 810 2 901 000	\$50.00
419		SCHOOL SAFETY SUMMIT	01 2660 330 1 035 000	\$250.00
420			01 2660 330 2 035 000	\$250.00
421	NCSA Total			\$935.00
422	NASB	STATE EDUCATION CONFERENCE		
423		BRUCE MITCHELL	01 2310 330 1 033 000	\$137.50
424			01 2310 330 2 033 000	\$137.50
425			TOTAL	\$275.00
426		JAMI JO THOMPSON	01 2310 330 1 033 000	\$137.50
427			01 2310 330 2 033 000	\$137.50
428			TOTAL	\$275.00
429		SANDY WOLFE	01 2310 330 1 033 000	\$137.50
430			01 2310 330 2 033 000	\$137.50
431			01 2310 580 1 033 000	\$23.50
432			01 2310 580 2 033 000	\$23.50
433			TOTAL	\$322.00
434		PATTI GUBBELS	01 2310 330 1 033 000	\$172.50
435			01 2310 330 2 033 000	\$172.50

436			01 2310 580 1 033 000	\$47.00
437			01 2310 580 2 033 000	\$47.00
438			TOTAL	\$439.00
439	NASB Total			\$1,311.00
440	NEBRASKA DEPARTMENT OF	AT CADRE/TRAINING	01 1200 330 1 004 000	\$125.00
441			01 1200 330 2 004 000	\$125.00
442	NEBRASKA DEPARTMENT OF Total			\$250.00
443	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,182.24
444			01 2610 621 1 001 003	\$2,219.31
445			01 2610 621 1 001 004	\$1,704.09
446			01 2610 621 1 001 005	\$2,476.43
447			01 2610 621 1 001 008	\$2,347.26
448			01 2610 621 1 001 009	\$1,564.69
449			01 2610 621 1 001 010	\$2,512.33
450			01 2610 621 1 001 014	\$10,516.68
451			01 2610 621 2 001 000	\$1,182.24
452			01 2610 621 2 001 001	\$46,933.12
453			01 2610 621 2 001 002	\$16,066.92
454	NEBRASKA PUBLIC POWER Total			\$88,705.31
455	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$350.00
456			01 2570 890 2 001 000	\$350.00
457	NEBRASKA SAFETY CENTER Total			\$700.00
458	NEBRASKA STATE FIRE	ANNUAL INSPECTION	01 2620 431 2 001 001	\$120.00
459	NEBRASKA STATE FIRE Total			\$120.00
460	NIENHUIS MONTESSORI USA	MATH MATERIALS	01 1100 610 1 028 005	\$454.32
461	NIENHUIS MONTESSORI USA Total			\$454.32
462	NMC EXCHANGE LLC	AIR COMPRESSOR RENTAL	01 2630 610 1 001 000	\$406.00
463			01 2630 610 2 001 000	\$406.00
464	NMC EXCHANGE LLC Total			\$812.00
465	NORFOLK AREA CHAMBER OF	INVESTOR LEVEL MEMBERSHIP DUES	01 2320 810 1 033 000	\$162.50
466			01 2320 810 2 033 000	\$162.50
467	NORFOLK AREA CHAMBER OF Total			\$325.00
468	NORFOLK AUTO SUPPLY	FILTER FOR COACH BUS 107	01 2710 610 1 001 000	\$31.15
469			01 2710 610 2 001 000	\$31.15

470		LUBE ELEMENT AND BULBS	01 2650 610 1 001 000	\$21.69
471			01 2650 610 2 001 000	\$21.69
472		LUBE,FILTER,BRAKE CLEANER	01 2650 610 1 001 000	\$126.91
473			01 2650 610 2 001 000	\$126.90
474		WIPER BLADE /OIL	01 2650 610 1 001 000	\$26.84
475			01 2650 610 2 001 000	\$26.84
476		MERCH CREDIT	01 2650 610 1 001 000	-\$3.75
477			01 2650 610 2 001 000	-\$3.75
478	NORFOLK AUTO SUPPLY Total			\$405.67
479	NORFOLK COUNTRY CLUB	ACTION COUNCIL LUNCH	01 2320 890 1 033 000	\$9.48
480			01 2320 890 2 033 000	\$9.48
481	NORFOLK COUNTRY CLUB Total			\$18.96
482	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$12.35
483			01 2310 540 2 001 000	\$12.34
484			01 2510 540 1 001 000	\$113.39
485			01 2510 540 1 901 000	\$138.85
486			01 2510 540 2 001 000	\$113.38
487			01 2510 540 2 901 000	\$138.84
488		ADVERTISING	01 2510 540 1 901 000	\$220.00
489			01 2510 540 2 901 000	\$220.00
490	NORFOLK DAILY NEWS Total			\$969.15
491	NORFOLK SPECIALTIES INC	GUIDE BLOCK	01 2620 610 1 001 000	\$157.50
492			01 2620 610 2 001 000	\$157.50
493	NORFOLK SPECIALTIES INC Total			\$315.00
494	NORFOLK WINSUPPLY	BOTTLE FILTER	01 2620 610 1 001 021	\$99.62
495		CARBON MONOXIDE DETECTOR	01 2620 610 2 001 002	\$227.00
496		FAUCET AND SUPPLIES	01 2620 610 1 001 003	\$205.86
497		FILTERS	01 2620 610 1 001 004	\$230.40
498		PLEATED FILTERS	01 2620 610 1 001 010	\$438.24
499			01 2620 610 2 001 001	\$125.52
500		SINK DRAIN	01 2620 610 1 001 009	\$118.28
501		SUPPLIES	01 2620 610 1 001 000	\$80.35
502			01 2620 610 2 001 000	\$80.35
503	NORFOLK WINSUPPLY Total			\$1,605.62

504	NORTHWEST ELECTRIC LLC	PARTS AND LABOR	01 2610 431 1 001 000	\$175.67
505			01 2610 431 2 001 000	\$175.67
506		REPAIR OF GEARS	01 2610 431 1 001 000	\$93.75
507			01 2610 431 2 001 000	\$93.75
508	NORTHWEST ELECTRIC LLC Total			\$538.84
509	NPS SUBSIDIARY	ACTIVITY MEETING MEAL #3	01 2190 890 2 001 000	\$68.70
510		ADMINISTRATOR DUES #16	01 2410 810 1 430 014	\$1,140.00
511		AFE GIFT CERTIFICATE #8	01 2310 610 1 001 000	\$25.00
512			01 2310 610 2 001 000	\$25.00
513		ASRS TESTING SUPPLIES #34	01 2141 610 1 014 000	\$80.30
514			01 2141 610 2 014 000	\$80.29
515		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$8.50
516			01 2510 340 2 001 000	\$8.50
517		BAKING LAB SUPPLIES #32	01 1100 610 2 111 002	\$103.65
518		BAKING SUPPLIES FOR LAB #32	01 1100 610 2 111 002	\$35.20
519		BATTERIES #32	01 1100 610 2 141 002	\$78.97
520		BATTERIES #48	01 1100 610 1 904 012	\$15.49
521		BINDERS #47	01 1100 610 1 710 008	\$30.90
522		BOARD SUPPLIES #24	01 2310 610 1 001 000	\$25.90
523			01 2310 610 2 001 000	\$25.89
524		BOOK RINGS #32	01 1200 610 2 195 002	\$13.98
525		BOOKS & PERIODICALS #32	01 2220 640 2 106 002	\$42.00
526		BRAINPOP #46	01 1100 643 1 812 009	\$175.00
527		BSP STORE SUPPLIES #49	01 1200 610 1 492 014	\$134.51
528		BUS PARTS #9	01 2710 610 1 001 000	\$975.66
529			01 2710 610 2 001 000	\$975.65
530		BUSINESS CARDS	01 2410 610 1 302 004	\$68.50
531		CABINET HANDLE #48	01 1100 610 1 904 012	\$3.67
532		CABLE BOXES	01 2410 340 2 209 001	\$11.89
533			01 2510 340 1 001 000	\$2.76
534			01 2510 340 2 001 000	\$2.76
535			01 2670 340 1 035 000	\$2.76
536			01 2670 340 2 035 000	\$2.77
537		CARD #3	01 2310 890 1 033 000	\$2.14

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	01 2310 890 2 033 000	\$2.13
CELL PHONES	01 2670 382 1 035 000	\$198.23
	01 2670 382 2 035 000	\$198.22
	01 2710 382 1 001 000	\$191.96
	01 2710 382 2 001 000	\$191.96
	01 3541 382 1 004 000	\$155.61
	01 6910 382 1 004 000	\$51.87
	01 6968 382 1 001 014	\$31.51
	01 6968 382 2 001 002	\$31.51
CLASSROOM SUPPLIES #26	01 1100 610 2 206 001	\$42.12
CLASSROOM SUPPLIES #49	01 1200 610 1 491 014	\$192.03
CLEAR MASKS #36	01 6996 610 1 945 000	\$33.50
	01 6996 610 2 945 000	\$33.50
COACH BUS SUPPLIES #9	01 2710 610 1 001 000	\$56.22
	01 2710 610 2 001 000	\$56.22
COOKING LAB SUPPLIES #32	01 1100 610 2 111 002	\$39.31
COOKING SUPPLIES FOR LAB #32	01 1100 610 2 111 002	\$193.07
CREATION STATION SUPPLIES #32	01 1100 610 2 141 002	\$57.13
CULINARY LAB SUPPLIES #28	01 1100 610 2 204 001	\$74.60
DEPENDENT/HEALTHCARE	01 2510 340 1 001 000	\$274.03
	01 2510 340 2 001 000	\$274.02
DESK GUARDS	01 6996 610 1 945 000	\$2,110.50
	01 6996 610 2 945 000	\$2,110.50
DRAMA CLASS SUPPLIES #32	01 1100 610 2 108 002	\$109.00
ELECTRICITY	01 2610 621 1 001 012	\$2,147.24
	01 2610 621 1 001 021	\$1,907.18
ENVELOPES #49	01 2410 610 1 430 014	\$79.90
EQUIPMENT #45	01 1100 731 1 602 005	\$70.51
FABRIC #12	01 6996 610 1 945 000	\$51.92
	01 6996 610 2 945 000	\$51.91
FABRIC #32	01 1100 610 2 111 002	\$8.64
FABRIC/THREAD #32	01 1100 610 2 111 002	\$47.98
FAN - ADMISSION FEE #37	01 3541 610 1 004 000	\$170.00
FAN SUPPLIES #37	01 3541 610 1 004 000	\$41.68

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FILE FOLDERS #49	01 1100 610 1 430 014	\$34.15
FINANCE MEETING MEAL #24	01 2510 890 1 001 000	\$17.98
	01 2510 890 2 001 000	\$17.98
FLUTE STICKS #49	01 1100 610 1 418 014	\$7.99
GENERAL SUPPLIES #29	01 1200 610 2 258 001	\$34.13
GENERAL SUPPLIES #31	01 1100 610 2 208 001	\$105.89
	01 1200 610 2 258 001	\$18.56
GENERAL SUPPLIES #32	01 2151 610 2 193 002	\$78.70
GENERAL SUPPLIES #40	01 1100 610 2 211 001	\$242.52
GENERAL SUPPLIES #46	01 1200 610 1 020 009	\$4.82
GOGGLES #28	01 1100 610 2 209 001	\$545.67
HAND HELD WHITEBOARDS #42	01 1100 610 1 127 010	\$123.25
HAND SANITIZER REFILLS #31	01 2410 610 2 209 001	\$37.06
IEP SUPPLIES #32	01 1200 610 2 194 002	\$43.98
IPAD TO RUN SOUND SYSTEM #29	01 1100 650 2 202 001	\$329.99
LAB SUPPLIES #32	01 1100 610 2 111 002	\$90.52
LABEL HOLDERS #47	01 1100 610 1 705 008	\$32.08
LEARNING TOOLS #48	01 1200 610 1 954 012	\$36.00
LIBRARY SUPPLIES #49	01 2220 610 1 423 014	\$52.11
MIPS DOCUMENTATION SOFTWARE	01 1200 643 1 004 000	\$25.00
	01 1200 643 2 004 000	\$25.00
MOSYLE #2	01 2230 340 1 005 000	\$73.08
	01 2230 340 2 005 000	\$73.08
NCSA MEMBERSHIP #18	01 1100 810 1 201 003	\$585.00
NCSA/NAESP DUES #19	01 2410 810 1 704 008	\$570.00
OFFICE SUPPLIES #32	01 1100 610 2 141 002	\$3.67
OFFICE SUPPLIES #8	01 2211 610 1 901 000	\$1.39
	01 2211 610 2 901 000	\$1.39
	01 2214 610 1 901 000	\$1.39
	01 2214 610 2 901 000	\$1.39
ONLINE MATH CURRICULUM #27	01 1125 643 2 209 001	\$1,275.00
POSTAGE #29	01 2410 531 2 209 001	\$245.00
POSTAGE #4	01 2510 531 1 001 000	\$0.80
	01 2510 531 2 001 000	\$0.80

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POSTAGE #40	01 2410 531 2 209 001	\$8.45
PROJECTOR LAMP #47	01 1100 610 1 705 008	\$262.90
PUPIL SERVICES/COMPUTER SUPPOR	01 2510 340 1 001 000	\$22.50
	01 2510 340 2 001 000	\$22.50
READING WITH TLC WEBINAR #36	01 1200 330 1 004 000	\$3.75
	01 1200 330 2 004 000	\$3.75
	01 2141 330 1 014 000	\$11.25
	01 2141 330 2 014 000	\$11.25
RETURN OF NOGGIN #47	01 2410 610 1 704 008	-\$8.43
ROLL UP DOOR #26	01 1100 610 2 211 001	\$329.00
SAFETY VESTS FOR CROSSWALK #32	01 1100 610 2 141 002	\$23.98
SCIENCE SUPPLIES #32	01 1100 610 2 138 002	\$102.39
SEWING SUPPLIES #32	01 6996 610 1 945 000	\$9.99
	01 6996 610 2 945 000	\$29.97
SPEECH PATHOLOGY TRAINING #36	01 2151 330 2 004 000	\$99.00
SPRAY BOTTLES #32	01 1100 610 2 141 002	\$29.97
STAMPS #32	01 2410 531 2 141 002	\$111.80
STUDENT INCENTIVES #28	01 1200 610 2 290 001	\$231.47
STUDENT INCENTIVES #32	01 1200 610 2 022 002	\$213.36
STUDENT INCENTIVES #47	01 1100 610 1 705 008	\$9.94
STUDENT NEEDS #22	01 1100 610 2 001 000	\$110.75
STUDENT USE SUPPLIES #37	01 1190 610 1 163 021	\$97.36
SUCCESS PINS #3	01 2320 610 1 033 000	\$450.00
	01 2320 610 2 033 000	\$450.00
SUPPLIES #31	01 1100 610 2 204 001	\$51.01
	01 1100 610 2 206 001	\$28.62
SUPPLIES #32	01 1100 610 2 137 002	\$54.05
	01 1100 610 2 141 002	\$119.00
	01 1200 610 2 195 002	\$123.95
SUPPLIES #37	01 1291 610 1 017 021	\$17.80
SUPPLIES #40	01 1200 610 2 258 001	\$40.42
SUPPLIES #42	01 2410 610 1 104 010	\$241.74
SUPPLIES #43	01 1100 610 1 202 003	\$32.46
	01 2120 610 1 222 003	\$8.69

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	01 2223 610 1 201 003	\$116.46
	01 2410 610 1 201 003	\$13.58
SUPPLIES #45	01 1100 610 1 602 005	\$152.11
	01 1100 610 1 637 005	\$42.75
SUPPLIES #46	01 1200 610 1 020 009	\$239.89
SUPPLIES #47	01 1100 610 1 705 008	\$204.30
SUPPLIES #48	01 1100 610 1 902 012	\$45.93
	01 1100 610 1 904 012	\$68.61
SUPPLIES #49	01 1200 610 1 004 014	\$224.99
	01 2410 610 1 430 014	\$44.48
TELEPHONE	01 2510 382 1 001 000	\$148.04
	01 2510 382 1 001 003	\$98.14
	01 2510 382 1 001 004	\$98.14
	01 2510 382 1 001 005	\$110.63
	01 2510 382 1 001 008	\$98.58
	01 2510 382 1 001 009	\$104.61
	01 2510 382 1 001 010	\$98.58
	01 2510 382 1 001 012	\$94.66
	01 2510 382 1 001 014	\$197.51
	01 2510 382 1 001 021	\$98.14
	01 2510 382 2 001 000	\$148.05
	01 2510 382 2 001 001	\$392.78
	01 2510 382 2 001 002	\$200.56
THREAD #12	01 6996 610 1 945 000	\$25.00
	01 6996 610 2 945 000	\$25.00
TOTE/BATTERIES #47	01 6996 610 1 945 008	\$36.22
TRANSPARENCY FILM #28	01 2220 610 2 228 001	\$58.86
TRAYS #48	01 1100 610 1 916 012	\$101.97
USB ADAPTER #28	01 2410 610 2 209 001	\$14.58
USB ADAPTER RETURNED #28	01 2410 610 2 209 001	-\$14.58
	01 2410 650 2 209 001	-\$14.58
WATER AND SEWER	01 2610 410 1 001 012	\$78.66
WEB/CLOUD BASED SOFTWARE #20	01 1100 643 1 904 012	\$20.00
WEIGHTED COMPRESSION VESTS #11	01 1190 610 1 163 021	\$179.97

674		WHISTLES/SIDEWALK CHALK #48	01 1100 610 1 904 012	\$38.94
675		WHITE BOARD #42	01 1100 610 1 104 010	-\$379.76
676		WORD LADDER KIT #45	01 1100 610 1 028 005	\$42.79
677		XSTAMPER #28	01 2410 610 2 209 001	\$101.79
678		YOUTH MASKS	01 6996 610 1 945 000	\$990.00
679	NPS SUBSIDIARY Total			\$27,888.44
680	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$12.42
681			01 2142 333 1 014 000	\$12.42
682	OHL, CASSIE Total			\$24.84
683	O'KEEFE ELEVATOR COMPANY,	ELEVATOR MAINT CONTRACT	01 2620 431 1 001 000	\$101.13
684			01 2620 431 1 001 005	\$202.27
685			01 2620 431 1 001 014	\$202.27
686			01 2620 431 2 001 000	\$101.13
687			01 2620 431 2 001 001	\$202.27
688			01 2620 431 2 001 002	\$202.27
689	O'KEEFE ELEVATOR COMPANY, Total			\$1,011.34
690	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$3.07
691			01 2620 431 2 001 000	\$3.07
692	ONE CALL CONCEPTS, INC Total			\$6.14
693	OVERHEAD DOOR COMPANY OF	CHANNEL PROGRAMMER	01 2620 610 1 001 000	\$115.00
694			01 2620 610 2 001 000	\$115.00
695		CHANNEL TRANSMITTER	01 2620 610 1 001 000	\$96.00
696			01 2620 610 2 001 000	\$96.00
697		PHOTO CELL SET	01 2620 610 1 001 000	\$25.50
698			01 2620 610 2 001 000	\$25.50
699	OVERHEAD DOOR COMPANY OF Total			\$473.00
700	PALLAS, MEGAN	MILEAGE	01 1200 333 1 004 000	\$27.95
701	PALLAS, MEGAN Total			\$27.95
702	PALO ALTO NETWORKS, INC	DATA SECURITY INCIDENT	01 2510 340 1 001 000	\$5,419.91
703			01 2510 340 2 001 000	\$5,419.91
704	PALO ALTO NETWORKS, INC Total			\$10,839.82
705	PARRA, PAOLA	INTERPRETER	01 1150 350 2 004 002	\$96.97
706		INTERPRETER FOR PTC	01 1150 350 1 004 004	\$98.28
707	PARRA, PAOLA Total			\$195.25

708	PEARSON, INC	WORKBOOKS FOR STUDENTS	01 1200 610 1 493 014	\$134.53
709	PEARSON, INC Total			\$134.53
710	PERMA BOUND	FALL BOOK ORDER	01 2220 640 1 030 000	\$2,933.20
711	PERMA BOUND Total			\$2,933.20
712	PERRIGAN, WILLIAM	CLUB FACILITATOR	01 6968 340 2 001 002	\$400.00
713	PERRIGAN, WILLIAM Total			\$400.00
714	PERRY,GUTHERY,HAASE &	LEGAL SERVICES	01 2330 317 1 001 000	\$4,342.00
715			01 2330 317 2 001 000	\$4,342.00
716	PERRY,GUTHERY,HAASE & Total			\$8,684.00
717	PETTY, LEAH	ACTIVITY WORKER	01 2190 120 2 001 000	\$111.00
718	PETTY, LEAH Total			\$111.00
719	PFEIL, JEANNIE	ACTIVITY WORKER	01 2190 120 2 001 000	\$20.81
720	PFEIL, JEANNIE Total			\$20.81
721	PFEIL, JOHN	ACTIVITY WORKER	01 2190 120 2 001 000	\$20.81
722	PFEIL, JOHN Total			\$20.81
723	PFEIL, KARY	SIXPENCE JOB COACH	01 3541 340 1 004 000	\$1,250.00
724	PFEIL, KARY Total			\$1,250.00
725	POLLARD PUMPING	JET LINE ADMIN BUILDING	01 2620 431 1 001 000	\$92.50
726			01 2620 431 2 001 000	\$92.50
727		SH LINES	01 2620 431 2 001 001	\$450.00
728	POLLARD PUMPING Total			\$635.00
729	POWERSCHOOL GROUP LLC	UT PERFORM TEACHER & PRINCIPAL	01 2210 340 1 901 000	\$6,846.53
730			01 2210 340 2 901 000	\$6,846.52
731	POWERSCHOOL GROUP LLC Total			\$13,693.05
732	PRESENCE LEARNING	CONTRACTED SPEECH THERAPY	01 2151 320 1 004 000	\$5,041.90
733	PRESENCE LEARNING Total			\$5,041.90
734	PRIME SANITATION SERVICE	OCTOBER 2020	01 2610 420 1 001 000	\$1,950.00
735			01 2610 420 2 001 000	\$1,950.00
736	PRIME SANITATION SERVICE Total			\$3,900.00
737	PRIORITY COMMUNICATIONS &	TROUBLESHOOT/REPLACE HANDSET	01 2410 340 1 802 009	\$65.00
738	PRIORITY COMMUNICATIONS & Total			\$65.00
739	PROVENCIO PANTOJA, DIANA	INTERPRETER	01 1150 350 1 004 014	\$81.90
740	PROVENCIO PANTOJA, DIANA Total			\$81.90
741	PYRAMID SCHOOL PRODUCTS	COOP SUPPLIES	01 1100 610 0 001 000	\$10.99

742			01 1200 610 1 004 000	\$12.80
743	PYRAMID SCHOOL PRODUCTS Total			\$23.79
744	QUILL CORPORATION	AA BATTERIES	01 1100 610 0 001 000	\$95.80
745		AAA BATTERIES	01 1100 610 0 001 000	\$59.76
746		BATTERIES	01 1100 610 0 001 000	\$185.05
747		CALENDARS	01 1100 610 1 430 014	-\$1.00
748		OFFICE SUPPLIES	01 2510 610 1 001 000	\$43.93
749			01 2510 610 2 001 000	\$43.94
750	QUILL CORPORATION Total			\$427.48
751	RASMUSSEN MECHANICAL	CONTROLS ON NEW BOILER PLANT	01 2620 431 2 001 001	\$46,865.70
752		JH RTU COMPRESSOR	01 2620 431 2 001 002	\$3,399.00
753		REPAIR UPPER GYM UNIT	01 2620 431 2 001 002	\$2,505.45
754		REPLACED BLOWER MOTOR,	01 2620 431 2 001 002	\$706.05
755		REPLACED OUTDOOR AIR SENSORS	01 2620 431 1 001 009	\$391.95
756	RASMUSSEN MECHANICAL Total			\$53,868.15
757	RICH, JACOB	ACTIVITY WORKER	01 2190 120 2 001 000	\$60.13
758	RICH, JACOB Total			\$60.13
759	RIES, BEN	STAFF MILEAGE	01 2190 333 2 001 001	\$891.25
760	RIES, BEN Total			\$891.25
761	SAFESIDE SHREDDING	RECYCLE BIN	01 1100 340 1 104 010	\$35.00
762		SHREDDING SERVICES	01 2510 340 1 001 000	\$35.00
763			01 2510 340 2 001 000	\$35.00
764	SAFESIDE SHREDDING Total			\$105.00
765	SAGER, WAYNE	ACTIVITY WORKER	01 2190 120 2 001 000	\$50.88
766	SAGER, WAYNE Total			\$50.88
767	SALAVERA, NIEVES	INTERPRETER	01 1150 350 1 004 014	\$16.38
768	SALAVERA, NIEVES Total			\$16.38
769	SCHOLASTIC INC.	CLASSROOM SUPPLIES	01 1100 610 1 705 008	\$759.24
770		CURRICULUM NEEDS	01 1100 610 1 302 004	\$600.89
771		MAGAZINES	01 6200 640 1 028 008	\$186.78
772	SCHOLASTIC INC. Total			\$1,546.91
773	SCHOOL SPECIALTY	SUPPLIES	01 1100 610 2 224 001	\$22.88
774	SCHOOL SPECIALTY Total			\$22.88
775	SCHUMACHER, EMILY	MILEAGE	01 2710 332 1 001 000	\$419.53

776	SCHUMACHER, EMILY Total			\$419.53
777	SCHUURMANS, CONNIE	ACTIVITY WORKER	01 2190 120 2 001 000	\$62.44
778	SCHUURMANS, CONNIE Total			\$62.44
779	SCHUURMANS, ERIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$115.63
780	SCHUURMANS, ERIN Total			\$115.63
781	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,665.84
782			01 2610 420 1 001 005	\$1,784.40
783			01 2610 420 1 001 008	\$3,250.80
784			01 2610 420 1 001 010	\$2,460.00
785			01 2610 420 1 001 012	\$2,320.00
786			01 2610 420 1 001 021	\$4,148.80
787			01 2610 420 2 001 000	\$1,665.83
788	SERVICEMASTER OF NORFOLK Total			\$17,295.67
789	SIMENTAL, NEOMI	INTERPRETER	01 1150 350 1 004 009	\$77.81
790			01 1150 350 2 004 002	\$16.38
791		INTERPRETING	01 1150 350 1 004 014	\$65.52
792	SIMENTAL, NEOMI Total			\$159.71
793	SOFTWARE UNLIMITED	WEB LINK	01 2510 643 1 001 000	\$1,192.50
794			01 2510 643 2 001 000	\$1,192.50
795	SOFTWARE UNLIMITED Total			\$2,385.00
796	SOTO, DELFINA	INTERPRET	01 1150 350 2 004 001	\$98.28
797			01 1150 350 2 004 002	\$49.14
798		INTERPRETER	01 1150 350 2 004 002	\$98.28
799	SOTO, DELFINA Total			\$245.70
800	STADIUM SPORTS	NEW STAFF POLO'S	01 2211 610 1 901 000	\$254.75
801			01 2211 610 2 901 000	\$254.75
802			01 2214 610 1 901 000	\$254.75
803			01 2214 610 2 901 000	\$254.75
804	STADIUM SPORTS Total			\$1,019.00
805	STAPLES	11X17 COPY PAPER	01 1200 610 1 004 014	\$47.25
806	STAPLES Total			\$47.25
807	STATE LAND JUDGING	ENTRY FEES	01 1100 610 2 208 001	\$28.00
808	STATE LAND JUDGING Total			\$28.00
809	STATE OF NEBRASKA	ANDREA PETER	01 2712 890 2 001 000	\$7.50

810		TYLER JACOT	01 2190 333 2 001 000	\$12.00
811	STATE OF NEBRASKA Total			\$19.50
812	SUPER DUPER PUBLICATIONS	GENERAL SUPPLIES	01 2151 610 1 854 009	\$47.48
813		TEACHING MATERIAL	01 2151 610 1 496 014	\$24.98
814	SUPER DUPER PUBLICATIONS Total			\$72.46
815	SYNCB/AMAZON	FILE FOLDERS/POST ITS	01 2510 610 1 001 000	\$39.19
816			01 2510 610 2 001 000	\$39.19
817		FOLDING TRAY TABLE	01 1291 610 1 017 021	\$77.95
818		ITEM RETURNED	01 1200 610 2 004 001	-\$100.06
819		ITEMS RETURNED	01 1200 610 2 004 001	-\$100.06
820		KEYBOARD	01 2310 650 1 010 000	\$26.88
821			01 2310 650 2 010 000	\$26.88
822		LAMINATING POUCHES/REPLACEMENT	01 1100 610 1 802 009	\$131.96
823		MESSAGING MATTERS	01 2310 610 1 010 000	\$12.46
824			01 2310 610 2 010 000	\$12.45
825		SPECIALTY CASES FOR IPADS	01 1200 610 1 004 000	\$35.77
826			01 1200 610 1 004 009	\$24.95
827			01 1200 610 2 004 000	\$35.78
828			01 1200 610 2 004 001	\$29.95
829			01 1200 610 2 004 002	\$24.95
830		STUDENT MOBILITY SUPPLY	01 1200 610 2 004 001	\$59.95
831		THE POSITIVE DOG BOOK	01 6310 640 1 028 000	\$11.07
832			01 6310 640 2 028 000	\$11.07
833	SYNCB/AMAZON Total			\$400.33
834	TEACHER INNOVATIONS, INC	PLANBOOK	01 2410 643 1 704 008	\$192.00
835	TEACHER INNOVATIONS, INC Total			\$192.00
836	TIETZ, BRENT	CELL PHONE STIPEND	01 2510 382 2 001 000	\$640.00
837	TIETZ, BRENT Total			\$640.00
838	TOPP, REBECCA	STAFF MILEAGE	01 1200 333 1 004 000	\$19.50
839			01 1200 333 2 004 000	\$19.49
840	TOPP, REBECCA Total			\$38.99
841	TRU MARK ATHLETIC FIELD	GROUND BOSS WHITE PAINT	01 2620 610 1 001 000	\$894.00
842			01 2620 610 2 001 000	\$894.00
843		MAROON FIELD PAINT	01 1100 610 2 208 001	\$90.17

844			01 2620 610 1 001 000	\$31.50
845			01 2620 610 2 001 000	\$31.50
846		NATES FIELD PAINT	01 2620 610 1 001 000	\$1,032.00
847			01 2620 610 2 001 000	\$1,032.00
848		PAINT MACHINE	01 2620 610 1 001 000	\$152.50
849			01 2620 610 2 001 000	\$152.50
850		SHURFLO VALVE KIT	01 2620 610 1 001 000	\$66.00
851			01 2620 610 2 001 000	\$66.00
852		WHITE GROUND PAINT,VALVE KIT	01 2620 610 1 001 000	\$954.00
853			01 2620 610 2 001 000	\$954.00
854	TRU MARK ATHLETIC FIELD Total			\$6,350.17
855	TRUCK CENTER COMPANIES	REPAIRS TO COACH BUS 107	01 2730 430 1 001 000	\$708.58
856			01 2730 430 2 001 000	\$708.57
857	TRUCK CENTER COMPANIES Total			\$1,417.15
858	TURNKEY TELECOM SOLUTIONS,	SH PARKING LOT CAMERA	01 2230 340 2 005 001	\$599.00
859	TURNKEY TELECOM SOLUTIONS, Total			\$599.00
860	U. S. CELLULAR	HOT SPOTS	01 6910 610 1 004 000	\$28.99
861			01 6910 610 2 004 000	\$28.98
862			01 6996 610 1 945 000	\$192.59
863			01 6996 610 2 945 000	\$192.59
864	U. S. CELLULAR Total			\$443.15
865	UNIVERSITY OF NEBRASKA-	INSANE SCIENCE DAY	01 6969 320 1 028 000	\$132.00
866	UNIVERSITY OF NEBRASKA- Total			\$132.00
867	VOYAGER SORIS LEARNING	TEACHER/STUDENT BOOKS	01 1200 640 1 004 000	\$567.22
868	VOYAGER SORIS LEARNING Total			\$567.22
869	VRBKA, PATRICK	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$15.70
870			01 1150 333 2 004 000	\$15.70
871	VRBKA, PATRICK Total			\$31.40
872	WARREN GARAGE DOORS	FIRE DOOR DROP TEST	01 2620 431 1 001 000	\$93.00
873			01 2620 431 2 001 000	\$93.00
874	WARREN GARAGE DOORS Total			\$186.00
875	WELDON PARTS NORFOLK	BACK UP ALARM	01 2620 610 1 001 000	\$74.14
876			01 2620 610 2 001 000	\$74.13
877		HEAVY DUTY JACK STANDS	01 2650 610 1 001 000	\$131.45

878			01 2650 610 2 001 000	\$131.45
879	WELDON PARTS NORFOLK Total			\$411.17
880	WEST MUSIC COMPANY	OVERAGE FROM FOUNDATION GRANT	01 1100 610 1 202 003	\$6.17
881	WEST MUSIC COMPANY Total			\$6.17
882	WESTERN ROOFING	MATERIALS TO SEAL VENT PIPE	01 2620 431 1 001 009	\$334.32
883	WESTERN ROOFING Total			\$334.32
884	WIEBELHAUS, JULIE	STAFF MILEAGE	01 2230 333 1 005 000	\$41.06
885			01 2230 333 2 005 000	\$41.05
886	WIEBELHAUS, JULIE Total			\$82.11
887	WILLIAM V. MACGILL	GLOVES	01 6996 610 1 945 014	\$129.45
888	WILLIAM V. MACGILL Total			\$129.45
889	WINNERS CIRCLE	AWARD FOR EXCELLENCE	01 2310 610 1 001 000	\$27.75
890			01 2310 610 2 001 000	\$27.75
891	WINNERS CIRCLE Total			\$55.50
892	ZAZUETA, MELISSA	INTERPRETING	01 1150 350 1 004 014	\$24.57
893	ZAZUETA, MELISSA Total			\$24.57
894	ZONE, THE	CRANE PAYROLL	01 6968 340 1 001 014	\$238.50
895		GEARY PAYROLL	01 6968 340 1 001 014	\$499.50
896		INTERPRETING	01 6968 340 1 001 014	\$588.68
897		PERRIGAN PAYROLL	01 6968 340 1 001 014	\$794.26
898	ZONE, THE Total			\$2,120.94
899	Grand Total			\$522,446.80
900				
901				
902	<u>NUTRITION FUND</u>			
903	LUNCHTIME SOLUTIONS, INC.	FRUIT/VEGETABLES	02 3100 340 0 001 000	\$450.62
904		OCTOBER MEALS	02 3100 340 1 001 000	\$134,968.85
905			02 3100 340 2 001 000	\$134,968.86
906		SMALLWARES	02 3100 610 1 001 000	\$9.30
907			02 3100 610 1 001 014	\$94.72
908			02 3100 610 1 001 021	\$30.24
909			02 3100 610 2 001 000	\$9.31
910			02 3100 610 2 001 001	\$47.36
911	LUNCHTIME SOLUTIONS, INC. Total			\$270,579.26

912	NPS GENERAL FUND	INSURANCE	02 9000 890 0 001 000	\$714.53
913	NPS GENERAL FUND Total			\$714.53
914	NPS SUBSIDIARY	BANQUET TABLES	02 3100 610 1 001 004	\$449.90
915		EQUIPMENT REPAIRS	02 3100 340 1 001 014	\$349.00
916			02 3100 340 2 001 001	\$298.20
917		LUNCH BALANCE REFUND ZEMAN	02 3100 890 0 001 000	\$88.00
918		REFUND OF LUNCH ACCOUNT TUNINK	02 3100 890 0 001 000	\$225.00
919	NPS SUBSIDIARY Total			\$1,410.10
920	QUILL CORPORATION	ENVELOPES	02 3100 610 1 001 000	\$23.24
921			02 3100 610 2 001 000	\$23.24
922	QUILL CORPORATION Total			\$46.48
923	Grand Total			\$272,750.37
924				
925				
926	COOPERATIVE FUND			
927	AUFDENKAMP, SHERRY	REIMB FOR D.C. TRIP	04 1200 810 2 004 000	\$100.00
928	AUFDENKAMP, SHERRY Total			\$100.00
929	BLANK, KAREN	INTERPRETER MILEAGE	04 1200 580 1 004 000	\$8.80
930			04 1200 580 2 004 000	\$8.80
931		SUB INTERPRETER MILEAGE	04 1200 580 1 004 000	\$19.32
932			04 1200 580 2 004 000	\$19.32
933	BLANK, KAREN Total			\$56.24
934	CAMPUZANO, LATICIA	REIMBURSE DEPOSIT FOR D.C.	04 1200 810 2 004 000	\$100.00
935	CAMPUZANO, LATICIA Total			\$100.00
936	DARNALL, LINSAY	NE DEAF CULTURE WORKSHOP	04 1200 340 1 004 000	\$175.00
937			04 1200 340 2 004 000	\$175.00
938	DARNALL, LINSAY Total			\$350.00
939	EXCLUSIVE REPORTING, INC	LIVE CAPTIONING SERVICE	04 1200 340 1 004 000	\$60.00
940			04 1200 340 2 004 000	\$60.00
941	EXCLUSIVE REPORTING, INC Total			\$120.00
942	FICK, KATHY	INTERPRETER MILEAGE	04 1200 580 1 004 000	\$11.50
943			04 1200 580 2 004 000	\$11.50
944		INTERPRETER MILEAGE TO OTHER	04 1200 580 1 004 000	\$23.00
945			04 1200 580 2 004 000	\$23.00

946	FICK, KATHY Total			\$69.00
947	KLEIN, CARRE	NERP STAFF MILEAGE	04 1200 580 1 004 000	\$893.27
948			04 1200 580 2 004 000	\$893.26
949	KLEIN, CARRE Total			\$1,786.53
950	MORALES, FRELI	REIMBURSE DEPOSIT FOR D.C.	04 1200 810 2 004 000	\$100.00
951	MORALES, FRELI Total			\$100.00
952	NPS GENERAL FUND	INVOICES TO OTHER DISTRICTS	04 1200 531 1 004 000	\$3.25
953			04 1200 531 2 004 000	\$3.25
954	NPS GENERAL FUND Total			\$6.50
955	NPS SUBSIDIARY	EIPA TEST REG. #35	04 1200 330 1 004 000	\$500.00
956			04 1200 330 2 004 000	\$500.00
957		TRI STATE REG. VISA #35	04 1200 330 1 004 000	\$100.00
958			04 1200 330 2 004 000	\$100.00
959	NPS SUBSIDIARY Total			\$1,200.00
960	SINKLER INTERPRETING	ZOOM PRESENTATION DEAF	04 1200 340 1 004 000	\$50.00
961			04 1200 340 2 004 000	\$50.00
962	SINKLER INTERPRETING Total			\$100.00
963	THOMPSON, JARED	REIMB FOR D.C. TRIP	04 1200 810 2 004 000	\$45.00
964	THOMPSON, JARED Total			\$45.00
965	Grand Total			\$4,033.27
966				
967				
968	DEPRECIATION FUND			
969	C & C BUILDERS LLC	R & R EXISTING ROOF -MT	06 2900 340 1 001 000	\$24,250.00
970			06 2900 340 2 001 000	\$24,250.00
971	C & C BUILDERS LLC Total			\$48,500.00
972	NPS SUBSIDIARY	IPADS #42	06 2900 650 1 101 010	\$1,674.00
973		IPADS #6	06 2900 650 1 101 010	\$2,232.00
974	NPS SUBSIDIARY Total			\$3,906.00
975	Grand Total			\$52,406.00
976				
977				
978	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND			
979	BOK FINANCIAL	INTEREST ON LONG TERM DEBT	09 5000 832 0 001 000	\$79,180.00

980		OTHER DEBT RELATED	09 5000 830 0 001 000	\$200.00
981		REDEMPTION OF PRINCIPAL	09 5000 831 0 001 000	\$620,000.00
982	BOK FINANCIAL Total			\$699,380.00
983	JEO CONSULTING GROUP, INC	2020 PARKING LOT IMPROVEMENTS	09 4500 340 1 001 000	\$686.50
984			09 4500 340 2 001 000	\$686.50
985	JEO CONSULTING GROUP, INC Total			\$1,373.00
986	KPE	CONSULTING SERVICES FOR	09 4500 340 2 001 001	\$2,502.50
987	KPE Total			\$2,502.50
988	PLATTE VALLEY PRECAST INC	PARKING LOT IMPROVEMENTS	09 4500 340 1 001 008	\$9,585.36
989	PLATTE VALLEY PRECAST INC Total			\$9,585.36
990	Grand Total			\$712,840.86
991				
992				
993	BOND FUND			
994	BOK FINANCIAL	INTEREST ON LONG TERM DEBT	12 5000 832 0 001 000	\$61,881.25
995		OTHER DEBT RELATED	12 5000 830 0 001 000	\$200.00
996		REDEMPTION OF PRINCIPAL 2013	12 5000 831 0 001 000	\$1,840,000.00
997	BOK FINANCIAL Total			\$1,902,081.25
998	Grand Total			\$1,902,081.25
999				
1000				
1001	STUDENT FEE FUND			
1002	KEN'S BAND INSTRUMENT	SOUSAPHONE REPAIR	17 2190 340 2 028 001	\$50.00
1003	KEN'S BAND INSTRUMENT Total			\$50.00
1004	KRUGER, ADRIANNE	JH CLUB SUPPLIES	17 2190 610 2 669 002	\$50.38
1005	KRUGER, ADRIANNE Total			\$50.38
1006	NORFOLK COUNTRY CLUB	GOLF SHIRTS 19/20	17 2190 610 2 278 001	\$351.00
1007	NORFOLK COUNTRY CLUB Total			\$351.00
1008	NPS SUBSIDIARY	AMAZON SUPPLIES #21	17 2190 610 1 669 014	\$187.20
1009		AMAZON SUPPLIES #49	17 2190 610 1 669 014	\$230.09
1010			17 2190 610 2 669 002	\$136.99
1011		WALMART SUPPLIES #21	17 2190 610 1 669 014	\$78.89
1012			17 2190 610 2 669 002	\$94.96
1013		WALMART SUPPLIES #49	17 2190 610 1 669 014	\$260.48

1014			17 2190 610 2 669 002	\$181.82
1015	NPS SUBSIDIARY Total			\$1,170.43
1016	SGW STRINGED INSTRUMENT	JH CELLO REPLACE FINGERBOARD	17 2190 340 2 028 002	\$100.00
1017	SGW STRINGED INSTRUMENT Total			\$100.00
1018	Grand Total			\$1,721.81

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #425 for the month of November in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

Date: _____

Board Member (Bruce Mitchell)

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #433 for the month of November in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

Date: _____

Board Member (Sandy Wolfe)

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #438 for the month of November in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

Date: _____

Board Member (Patti Gubbels)

NEGOTIATED AGREEMENT

Between

NORFOLK PUBLIC SCHOOL DISTRICT 59-0002
512 West Philip Ave
Norfolk, Nebraska

and

Norfolk City Education Association
Norfolk, Nebraska

FOR THE ACADEMIC YEARS
2021-2022

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NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

NEGOTIATED AGREEMENT
2021-2022

I. DURATION OF AGREEMENT

This agreement shall be effective as of August 1, 2021 and shall continue in effect until July 31, 2022. If a new and substitute contract has not been duly entered into prior to July 31, 2022, the terms of this contract shall continue in full force and effect until such substitute contract is adopted, which shall then be fully retroactive to August 1, 2022. (Payroll, benefits, and other agreement changes will become effective with the start of a new school year specified on the official school calendar and with the September pay period annually.)

II. RECOGNITION

Recognition shall not preclude any employee, regardless of whether or not he/she is a member of the Association, from bringing matters to the attention of the Board. Such consultations shall not alter any collective bargaining agreement which may be in effect.

III. COMPENSATION

A. Salary: The base salary for the 2021-2022 school year shall be \$37,507, based on a 188 day contract for current and returning staff and 192 day contract for staff new to the district. Certificated staff salaries for 2021-2022 shall be determined using the foregoing base salary and the salary schedule attached hereto and incorporated herein as Appendix A1.

- (1) New certificated staff entering the District who are eligible for initial placement on the BA column shall be credited up to five (5) years of previous experience. The maximum placement under this column for new certificated staff subject to this provision shall be Step 6. New certificated staff entering the District who are eligible for initial placement on the BA+9 column shall be credited up to six (6) years of previous experience. The maximum placement under this column for new certificated staff subject to this provision shall be Step 7.
- (2) New certificated staff entering the District who are eligible for initial placement on the BA+18 and BA+27 columns shall be credited with up to seven (7) years of previous experience. The maximum placement under each column for new certificated staff subject to this provision shall be Step 8.
- (3) New certificated staff entering the District who are eligible for initial placement on the MA, MA+9, MA+18, MA+27, MA+36, MA+45, MA+MA/EDS and PHD columns shall be credited with up to eight (8) years of previous experience. The maximum placement under each column for new certificated staff subject to this provision shall be Step 9.

- (4) Placement on the salary schedule for new positions created for certificated staff shall be negotiated between the Board of Education and the Norfolk City Education Association.
 - (5) The superintendent and/or his/her designee shall be able to deviate six (6) times from the salary schedule placement requirements of which two occasions per year must be for new hires in hard to fill areas and on two occasions per year on the extra-duty salary schedule. Should the same new staff member qualify for and use one of each type of deviation, that circumstance shall count as two of the six allowable.
 - (6) Horizontal advancement on the salary schedule shall be available for graduate level hours which have been previously approved by the superintendent and/or his/her designee. Approval for horizontal advancement to the MA+MA/EDS and PHD columns need to be pre-approved by the superintendent and/or his/her designee, approval will be dependent upon if that degree area is needed by the district. The maximum horizontal movement for certificated staff shall be two (2) steps per school year.
 - (7) Only those certificated staff members frozen on Step 15 in the MA+45, MA+MA/EDS and PHD columns are eligible for longevity pay. The certificated staff members who are frozen will receive longevity increments of 1% of the base salary starting with the first year they are frozen. An additional 1% shall be added each year for up to a total of 15%.
- B. Insurance: For the 2021-2022 school year the School District shall make available for all certificated staff Dual Choice PPO health insurance with \$1,050/\$3,600 HSA Eligible option and dental insurance Option 2 coverage established annually by the EHA. Premiums rated for the group health and dental plans will be in a four-tier structure with the four tiers defined as follows: employee (self only), employee/child(ren), employee/spouse, and employee/spouse and child(ren).
- C. Fringe Benefit Package: Eligible certificated staff employed by the School District shall be provided the Fringe Benefit Package as described herein. Benefits provided under the Fringe Benefit Package shall be prorated for part-time certificated staff based on full-time equivalency. Certificated staff provided the Fringe Benefit Package shall be eligible to receive the following benefit packages identified in subsections (1) and (2) below, subject to limitations provided therein:
- (1) Insurance Plus Fringe Benefit Stipend: Full-time certificated staff eligible for the Fringe Benefit Package may receive employee (self only) health insurance coverage at the higher deductible rate under the EHA Dual Choice Plan offered each year and employee (self only) dental coverage, with 100% of the premium cost paid by the School District, plus an additional Fringe Benefit Stipend in the amount of the difference between the premium costs of such health and dental coverage and the sum of \$11,078.
 - a. A Certificated staff member may elect to receive dependent health and dental insurance coverage and/or the lower deductible health insurance option available under the EHA Dual Choice Plan, provided that all additional premium cost of such coverage above the premium cost of the employee (self only) higher deductible health and dental coverage offered

by the School District is paid by the certificated staff member through a salary reduction agreement under the School District's Section 125 plan.

b. Fringe Benefit Stipends shall be subject to all applicable state and federal tax withholdings but shall not be subject to NPERS employer and employee contributions.

(2) Cash-in-lieu: Full-time certificated staff eligible for the Fringe Benefit Package may elect not to enroll in the health and dental insurance plan offered by the School District and decline the School District's contribution towards such health and dental insurance and instead receive a Cash-in-Lieu of insurance stipend in the amount of \$11,078 (\$923.16/month) for the 2021-2022 school year provided the certificated staff member has filed with the business office on the form attached hereto and incorporated herein as Appendix C3 an acknowledgement which serves as evidence of alternative coverage in accordance with the conditions of an "eligible opt out payment" as set forth in Treas. Prop. Reg 26 CFR §1.36B-2(c)(v)(A)(7), as may be amended from time to time. Cash-in-lieu payments shall be subject to all applicable state and federal tax withholdings but shall not be subject to NPERS employer and employee contributions.

IV. IRS 125 Plan

Each certificated staff member covered by this agreement shall have the option of participating in an IRS 125 plan. The employee may enter into a salary reduction agreement to fund the purchase of items and services covered by 125 plans. The administration and participation costs of this benefit shall be paid for by the Board of Education. This fund shall be administered according to law.

V. SUMMER SCHOOL PAY

Those certificated staff members who elect to teach summer school shall be compensated at the following rate:

Bachelor's Degree	\$25.00 per Hour
Master's Degree	\$28.00 per Hour

The Norfolk Public Schools will provide expanded education services during the summer at the above hourly rate for qualified students based on their IEP or any other required plan. For any of these services that cannot be provided by the Norfolk Public School's staff, the District will contract with other educational institutions including Educational Service Units and/or the State of Nebraska. The length of summer school service will be determined by the IEP.

Staff members who work for summer school programs and High Ability Learners from the Norfolk Public Schools will be compensated based on the above hourly rates. Such programs include, but are not limited to, ESL/Migrant summer school.

Staff members who work during the summer or other approved times in non-student contact hours such as curriculum work will be compensated at the rate of \$20.00 per hour.

The Norfolk Public Schools reserves the right to determine the length of these programs and the number of days they meet during the summer months, or whether the program shall even be offered. The salary shall be prorated based upon the hourly rate mentioned above.

Staff members who are working as part of a state or federal grant shall be paid the hourly rate established in the grant, not the hourly rate stated in this agreement. Because the hourly rates in grants vary, both teachers and administrators should be aware of what the rates are before writing or applying for a grant.

VI. EXTRA DUTY SCHEDULE

The extra duty salary schedule is based upon the base salary of \$37,507 for 2021-2022.

A. See Appendix B1 for the Extra Duty Salary Schedule

B. See Appendix C1 for placement on the Extra Duty Salary Schedule

VII. NEGOTIATIONS CONCERNING THE ENTIRE AGREEMENT

Either party to this negotiated agreement may bring any item from it or any additional item to the bargaining table to be discussed. However, that does not mean that it is necessarily going to be agreed upon as a negotiated item for that year.

VIII. SICK LEAVE

The Norfolk Public Schools provides the following sick leave plan for all full-time certificated staff members. Part-time staff receive sick leave on their prorated (FTE) basis. At the beginning of the school year a sick leave benefit for personal illness for the employee or members of the immediate family (husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt and uncle) equivalent to ten (10) days of full pay shall be granted to the teacher. This benefit shall be cumulative from year to year not to exceed seventy-five (75) days. Certificated staff members may use a maximum of seventy-five (75) sick leave days during any one (1) contract year. Days used in excess of the accumulated sick leave shall be counted as leave with an annual salary per diem loss in pay. Certificated staff members considering elective surgery should consider planning the surgery for a time that will not interfere with their contractual duties. Ten (10) of the seventy-five (75) available sick leave days may be used for a member of the immediate family not residing in the household. An employee shall notify his or her building administrator of any planned absence under the sick leave procedure as soon as the employee knows such absence will occur. The date or approximate dates of the planned absence shall be communicated to his or her building administrator as soon as they are reasonably available. The employee shall terminate leave taken under this procedure and return to work as soon as the illness or disability has sufficiently subsided so that it no longer jeopardizes the health or well-being of the employee.

The maximum number of sick leave days an employee will be allowed to carry over from one school year to the next shall be seventy-five (75). Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than seventy-five (75). When the accumulated sick leave falls below seventy-five (75), the staff member covered by this agreement shall be granted a maximum of ten (10) days or the number required to bring the staff member leave balance back to seventy-five (75). The granting of this additional leave shall be done once at the beginning of each school year.

Certificated staff who have a sick leave balance in excess of seventy-five (75) days at the end of the 2021-2022 school year will be able to maintain that balance, except that no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than seventy-five (75). When the accumulated sick leave falls below seventy-five (75), the staff member covered by this agreement shall be granted a maximum of ten (10) days or the number required to bring the staff member leave balance back to seventy-five (75). The granting of this additional leave shall be done once at the beginning of each school year.

Certificated staff who resign at age 50 or older and has fifteen (15) years of service with the Norfolk Public Schools will receive pay-out on their final month of pay with the district for their unused sick leave. The staff member who qualifies will receive \$50 dollars per day for each unused sick day up to seventy-five (75) days not to exceed \$3,750.

Employees are not eligible for paid leave upon becoming eligible for disability insurance benefits. Employees who have a sick leave balance of less than seventy-five (75) days shall be eligible to receive this benefit after the exhaustion of those days. For those employees who have an accumulated balance of seventy-five (75) days or more, they shall become eligible for this benefit after having used seventy-five (75) days. The Norfolk Public Schools and the Norfolk City Education Association acknowledge that the purpose of sick leave is to provide income protection for those employees who are absent from work for sickness or other medical reasons. The superintendent or his/her designee reserves the right at any time to request the submission of a certificate signed by a medical practitioner for any illness in excess of five (5) working days certifying that the employee was unable to carry out his/her duties due to illness.

IX. BEREAVEMENT LEAVE

The Norfolk Public Schools provides the following bereavement leave procedures: All full-time certificated employees are eligible for bereavement leave of up to five (5) days for the funeral of a member of the immediate family. One (1) day of bereavement will be granted for the funeral of a friend or relative. Additional bereavement days may be requested for each occasion. Additional days may be allowed at the discretion of the superintendent. The maximum number of bereavement days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative. If you are prevented from returning to work

after leave is expired, because of extenuating circumstances (such as weather), your pay will be docked an amount equal to the pay of a substitute teacher.

X. PROFESSIONAL LEAVE

The Norfolk Public Schools provides professional leave for all full-time certificated staff members according to the following procedure: All full-time certificated staff members will be eligible for three (3) days of professional leave each school year. Requests for leave shall be submitted in writing on forms provided by the school district to the building or immediate supervisor at least seven (7) calendar days in advance of the beginning date of the leave. The superintendent may make exceptions to this time requirement when unusual circumstances arise. The administrator will act upon each request for leave within three (3) calendar days from the time it is received in his/her office and will submit the leave request along with his/her recommendation to the superintendent or his/her designee for final action. The superintendent or his/her designee will act upon the request within three (3) calendar days after he/she receives it and will communicate his/her decision in writing to the staff member and the supervising administrator. Requests for leave may be denied when a majority of staff members within a department request a leave at the same time or when properly qualified substitutes are not available or when the superintendent or his/her designee determines that such a leave would not be in the best interest of the Norfolk Public School system. Professional leave may be available for the following kinds of activities which are directly related to the staff members' assignment in the Norfolk School System.

- A. Serving as a member of the North Central of Nebraska State Department of Education visitation team.
- B. Attending a clinic or workshop in the discipline or area to which the teacher is assigned when no students are being supervised.
- C. Attending a state or national meeting sponsored by the state or national organization made up of members of the discipline in which the teacher is assigned. Attendance will be allowed only if the staff member is an active member of the state or national organization.
- D. Attendance at a music or coaching clinic or other similar activity which relates directly to the extra-curricular assignment of the staff member.
- E. To act as a judge or official in activities such as music, drama, speech and debate contests, agricultural activities, science fairs and athletic events. If a staff member is paid to judge or officiate in any of the above activities or events, then that pay must be turned over to the District. Reimbursement of expenses may be kept by the judge or official.
- F. To visit exemplary programs in the instructor's area of assignment to other schools.
- G. The practice of granting leave for coaches to attend state tournaments shall be written into administrative procedures.
- H. Staff will be allowed to use up to two (2) professional leave days when attending NSEA events if they are a representative at the local or state level (when the NSEA does not pay the salary of a substitute teacher).

Professional leave as described in this policy is not cumulative. Absences to attend professional activities which are initiated as a direct result of a request from supervising or other district administrators in the Norfolk Public School system shall not count against the professional leave allowance. Staff members pay and fringe benefit program will continue on an uninterrupted basis during approved professional leave absences. The school district will be responsible for the payment of a substitute teacher's salary when the staff member takes approved professional leave. The school district will pay no travel, food or lodging, registration, or other expenses incurred when a staff member initiates the request for professional leave and such leave is granted under this policy.

Professional leave will not be allowed for the absence of a staff member for any reason covered by other leave benefits provided by the Norfolk Public School system. If you are prevented from returning to work after your leave expires, because of extenuating circumstances (such as weather), your pay will be docked an amount equal to the pay of a substitute teacher.

XI. PERSONAL LEAVE

The Norfolk Public School provides two (2) personal leave days with pay each year for full-time certificated staff members.

- A. Extenuating circumstances may dictate an exception at the discretion of the superintendent of schools:
 - 1. It may not be used when Norfolk athletic teams qualify for district or state playoffs or other such occasion when use of this day would create teacher substitute shortages.
 - 2. The personal leave day may not be taken preceding or following vacations or other non-contract days except for extenuating circumstances.
 - 3. This leave may not be taken after April 30 except for extenuating circumstances.
 - 4. Those certificated staff members who have a son or daughter participating in district or state competition during the month of May, may use a personal day to attend, if substitute teachers are available.
- B. Personal leave shall be allowed to accumulate to six (6) days, and may be used consecutively following the conditions listed above.
- C. Personal leave will not be allowed for any absence when such absence is covered by other leave benefits by the Norfolk Public School System.
- D. If an employee is prevented from returning to work after personal leave has expired, because of extenuating circumstances (such as weather), the employee will be docked in an amount equal to the pay of a substitute teacher.
- E. Request for leave will be submitted in writing on forms provided by the school district to the supervising administrator at least seven (7) calendar days in advance of the date leave is to commence. The supervising administrator will consider any other leave request and submit it to the superintendent of schools with a recommendation for approval or disapproval. The superintendent of schools will act upon the request with dispatch and will promptly notify the staff member and the supervising administrator as to the disposition of the leave request.

- F. Staff members will be paid \$200 in June if they did not use any of the two (2) personal leave days or \$50 if they used one (1) of the personal leave days. Teachers can be reimbursed at the end of each school year for any or all unused personal leave days.
- G. Staff members who are unable to get to work due to inclement weather may use a personal day. If no personal days are available then a staff member will be docked in an amount equal to the pay of a substitute teacher.

***Any additional leave without pay requests are subject to these additional guidelines:

1. Additional days of personal leave without pay but with a reason are available at the discretion of the superintendent.
2. A staff member's salary will be docked an equal amount of pay of a substitute teacher on the first day of a salary reduction event.
3. On the second and all subsequent days of salary reduction events shall be 1/188th of the contract amount.
4. These days are subject to the personal leave guidelines XI, A-G listed above.
5. Leave may not be taken immediately preceding or following vacations or other non-contract days unless approved by the superintendent.
6. Leave will be granted only if a properly qualified substitute can be hired to replace the staff member who wished to take such leave.
7. Leave without pay in non-cumulative.
8. Request for leave must be submitted in writing to the building administrator at least seven (7) calendar days in advance of the leave. This request must be approved by the building administrator and the superintendent of schools.

XII. NSEA LEAVE

When the Nebraska State Education Association pays the salary of a substitute teacher in order for a staff member to attend activities directly related to or as a representative of the Norfolk City Education Association, the Nebraska State Education Association, or the National Education Association, the day(s) shall not count against any leave allowance. This leave will be limited to a maximum of seven (7) days per year for each member. Staff will be allowed to use up to two (2) professional leave days when attending NSEA events if they are a representative at the local or state level (when the NSEA does not pay the salary of a substitute teacher).

XIII. GRIEVANCE POLICY

Any employee, group of employees, or the Education Association, hereafter known as the grievant, is eligible to claim a grievance. A grievance is any alleged violation of an employment agreement, a collective bargaining agreement, or a board policy covering employment matters. The grievant shall pursue resolution of a grievance through the process set forth below. The grievance procedure may be terminated by the grievant at any point in the process. The Board of Education's decision rendered in Level IV pertaining to a grievance of a certificated employee or the Education Association is final. The superintendent's decision rendered in Level III pertaining to a grievance of a classified or non-certificated employee is final.

Either the grievant or the person or persons against whom the grievance is filed may have someone accompany them at each level and may be represented by legal counsel. Notice that a representative or person will accompany a party must be given to the other party at least two (2) calendar days prior to the meeting or conference. The notice shall include the name and position of the person or persons who shall accompany the party. No reprisals of any kind shall be taken against the grievant who utilizes the grievance procedure. Grievances, responses to grievances, and appeals shall be placed in a separate grievance file and not placed in the personnel file of any of the participants. The time lines at each level may be extended by mutual written agreement of the parties involved.

Level I:

In an effort to resolve a grievance at Level I, it should be orally communicated first with the administrator or the supervisor who made the decision allegedly causing the grievance. This oral communication must take place within ten (10) calendar days of the alleged grievance.

Level II:

If the grievance remains unresolved, the grievant shall present the grievance in writing to the grievant's administrator or supervisor within twenty-five (25) days from the date when the alleged grievance occurred. The administrator or supervisor shall provide a written response to the grievance within five (5) days of the receipt of the written grievance.

Level III:

If the grievance is not settled at Level II, the grievant may request a conference with the superintendent and the administrator or supervisor who made the decision causing the grievance within fifteen (15) days of the receipt of the written response. The request shall be sent to the superintendent. If the grievance is with the superintendent, then the request moves directly to Level IV. The request shall contain the written grievance, the written response to the grievance, and a summary of the attempt to settle the grievance at Levels I and II. Upon receipt of the request the superintendent shall direct the administrator or supervisor to submit within three (3) days a summary of the attempt to settle the grievance at Levels I and II. The superintendent shall first try to mediate an agreement between the two parties and, if unsuccessful in reaching agreement, shall render a decision. The conference and agreement or decision rendered will be completed within ten (10) calendar days of the request. A summary of Level III proceedings including an agreement reached or decision made shall be recorded.

Level IV:

If the grievance is not resolved at Level III, the grievant may submit a written request through the superintendent of schools for a meeting with the Board of Education. This request must be made within ten (10) calendar days from the date of the Level III conclusion. The Board of Education will schedule a meeting within thirty (30) calendar days of the request and render its decision within seven (7) calendar days of the conclusion of the meeting. The Board of Education's decision shall be reduced to writing with copies given to

the grievant, the person or persons with who the grievance was filed, and the superintendent.

XIV. ACTIVITY PASSES

Lifetime school activity passes shall be issued upon request to any certificated or classified staff member who retires at age 55 or older and has fifteen (15) years of service with the Norfolk Public Schools.

XV. IMPLEMENTATION

This agreement entered into by the Board and the Association shall constitute a commitment by the Board and the Association to the provisions of this agreement for its duration or until amended by an instrument in writing duly executed by both parties.

If any provision of this agreement or any application of it to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

During the term of the agreement, any contract between the Board and a certificated employee for who the Association has bargained hereafter executed, shall be subject to and consistent with the agreement. This agreement, during the term thereof, shall be controlling.

This agreement shall become effective upon its approval by a majority of the members of the Board and the Association and shall remain in effect until superseded by a successor agreement approved by both parties.

XVI. TOTALITY OF AGREEMENT

The parties acknowledge that during the negotiations which resulted in this agreement, the Association had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining; that all of the understandings and agreements arrived at thereby are set forth in this agreement; and that it shall constitute the entire agreement between the parties for 2021-2020.

Both the Board and the Association, during the tem of this agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this agreement, even though such matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this agreement. Nothing herein shall, however, preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify in writing any of the provisions of the agreement.

XVII. MANAGEMENT RIGHTS

Anything herein to the contrary notwithstanding, the Board, except as is expressly provided in this agreement, reserves exclusively unto itself all the rights, powers, discretion, authorities, and prerogatives vested in it, whether exercised or not; and nothing herein shall be construed in any manner as constituting a delegation or waiver of any such rights, powers, discretion, authority or prerogative so vested in the Board or its designees.

APPROVED:

President, Norfolk Board of Education

Date

Chief Negotiator

Date

APPROVED:

President, Norfolk City Education Association

Date

Chief Negotiator

Date

Appendix A-1

**NORFOLK PUBLIC SCHOOLS
2021-2022 Salary Schedule**

\$ 37,507

Vertical: 4.5% of Base (5% on Steps 9 and up on M.A. through PHD)

Horizontal: 4.5% of Base

Step	A BA	B BA+9	C BA+18	D BA+27	E MA	F MA+9	G MA+18	H MA+27	I MA+36	J MA+45	K MA+MA/EDS	L PHD
1	\$ 37,507 1,000	\$ 39,195 1,045	\$ 40,883 1,090	\$ 42,570 1,135	\$ 44,258 1,180	\$ 45,946 1,225	\$ 47,634 1,270	\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495
2	\$ 39,195 1,045	\$ 40,883 1,090	\$ 42,570 1,135	\$ 44,258 1,180	\$ 45,946 1,225	\$ 47,634 1,270	\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540
3	\$ 40,883 1,090	\$ 42,570 1,135	\$ 44,258 1,180	\$ 45,946 1,225	\$ 47,634 1,270	\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540	\$ 59,449 1,585
4	\$ 42,570 1,135	\$ 44,258 1,180	\$ 45,946 1,225	\$ 47,634 1,270	\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540	\$ 59,449 1,585	\$ 61,136 1,630
5	\$ 44,258 1,180	\$ 45,946 1,225	\$ 47,634 1,270	\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540	\$ 59,449 1,585	\$ 61,136 1,630	\$ 62,824 1,675
6	\$ 45,946 1,225	\$ 47,634 1,270	\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540	\$ 59,449 1,585	\$ 61,136 1,630	\$ 62,824 1,675	\$ 64,512 1,720
7		\$ 49,322 1,315	\$ 51,010 1,360	\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540	\$ 59,449 1,585	\$ 61,136 1,630	\$ 62,824 1,675	\$ 64,512 1,720	\$ 66,200 1,765
8			\$ 52,697 1,405	\$ 54,385 1,450	\$ 56,073 1,495	\$ 57,761 1,540	\$ 59,449 1,585	\$ 61,136 1,630	\$ 62,824 1,675	\$ 64,512 1,720	\$ 66,200 1,765	\$ 67,888 1,810
9				\$ 56,073 1,495	\$ 57,948 1,545	\$ 59,636 1,590	\$ 61,324 1,635	\$ 63,012 1,680	\$ 64,700 1,725	\$ 66,387 1,770	\$ 68,075 1,815	\$ 69,763 1,860
10					\$ 59,824 1,595	\$ 61,511 1,640	\$ 63,199 1,685	\$ 64,887 1,730	\$ 66,575 1,775	\$ 68,263 1,820	\$ 69,951 1,865	\$ 71,638 1,910
11						\$ 61,899 1,645	\$ 63,387 1,690	\$ 65,075 1,735	\$ 66,762 1,780	\$ 68,450 1,825	\$ 70,138 1,870	\$ 71,826 1,915
12							\$ 65,262 1,740	\$ 66,950 1,785	\$ 68,638 1,830	\$ 70,326 1,875	\$ 72,013 1,920	\$ 73,701 1,965
13								\$ 68,825 1,835	\$ 70,513 1,880	\$ 72,201 1,925	\$ 73,889 1,970	\$ 75,577 2,015
14									\$ 72,389 1,930	\$ 74,076 1,975	\$ 75,764 2,020	\$ 77,452 2,065
15										\$ 75,952 2,025	\$ 77,639 2,070	\$ 79,327 2,115

Staff members new to the District who will be placed in the BA column may bring in up to five (5) years of experience and will be placed on Step 6. Staff members new to the District who will be placed in the BA+9 column may bring in up to six (6) years of experience and will be placed on Step 7. Staff members new to the District who will be placed in the BA+18 and BA+27 columns may bring in up to seven (7) years of experience and will be placed on Step 8. Staff members new to the District who will be placed in the MA, MA+9, MA+18, MA+27, MA+36, MA+45, MA+MA/EDS and PHD columns may bring in up to eight (8) years of experience and will be placed on Step 9.

Appendix B1
 2021-2022 Base Salary \$ 37,507

EXTRA DUTY SCHEDULE

Extra-Duty #1	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
SH Head B/G Basketball	0.20	0.21	0.22	0.23	0.24	0.25	\$ 7,501	\$ 7,876	\$ 8,252	\$ 8,627	\$ 9,002	\$ 9,377
SH Head Football	0.20	0.21	0.22	0.23	0.24	0.25	\$ 7,501	\$ 7,876	\$ 8,252	\$ 8,627	\$ 9,002	\$ 9,377

Extra-Duty #2	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
SH Head Baseball	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head B/G Soccer	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head Softball	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head Swimming	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head B/G Track	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head Volleyball	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head Wrestling	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Instrumental Music	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Vocal Music	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head Drama	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
SH Head Debate/Speech	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876
FFA	0.16	0.17	0.18	0.19	0.20	0.21	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126	\$ 7,501	\$ 7,876

Extra-Duty #3	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
SH Head B/G Cross Country	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126
SH Head B/G Golf	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126
SH Head B/G Tennis	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126
SH Asst. B/G Basketball	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126
SH Asst. Football	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376	\$ 6,751	\$ 7,126

Extra-Duty #4	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
Head 9th Coach	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Baseball	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. B/G Soccer	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Softball	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Swimming	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. B/G Track	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Volleyball	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Wrestling	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Instrumental Music	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
Orchestra	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Asst. Speech/Debate	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376
SH Publications	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626	\$ 6,001	\$ 6,376

Extra-Duty #5	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
SH Asst. B/G Cross Country	0.10	0.11	0.12	0.13	0.14	0.15	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626
SH Asst. B/G Tennis	0.10	0.11	0.12	0.13	0.14	0.15	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251	\$ 5,626

Extra-Duty #6	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
Asst. 9th Coach	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
JH Instrumental Music	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
MS Instrumental Music	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
SH Weight Room Coordinator	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
SH Cheerleaders	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
SH Asst. Drama	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
SH Technical Director	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251
SH Pink Panthers	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876	\$ 5,251

Extra-Duty #7	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
MS/JH Head Coach	0.08	0.09	0.10	0.11	0.12	0.13	\$ 3,001	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501	\$ 4,876

Extra-Duty #8	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
MS/JH Asst. Coach	0.07	0.08	0.09	0.10	0.11	0.12	\$ 2,625	\$ 3,001	\$ 3,376	\$ 3,751	\$ 4,126	\$ 4,501

Extra-Duty #9	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
SH Flags	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376	\$ 3,751
SH Academic Challenge	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376	\$ 3,751
SH Mock Trial	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376	\$ 3,751
JH Vocal Music	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376	\$ 3,751

Extra-Duty #10	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28	Level 1 1 to 5	Level 2 6 to 10	Level 3 11 to 15	Level 4 16 to 19	Level 5 20 to 24	Level 6 25 to 28
JH Academic Challenge	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
SH Weight Room Supervisor	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
DECA	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
FBLA	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
JH/SH Student Council	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
Skills USA	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
Intramural	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
Unified Bowling	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
Unified Track	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
Educators Rising	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
National Honor Society	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376
HOSA	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,500	\$ 1,875	\$ 2,250	\$ 2,625	\$ 3,001	\$ 3,376

Appendix C-1

Extra-Duty Salary Schedule Placement Guidelines

1. Only those individuals who possess the Special Services Certificate for Coaching or a current State of Nebraska Teaching certificate shall be compensated according to this agreement.
2. Any staff member who is brought in from outside of the District for a Head Coaching/Sponsor position will be granted all of their years of service from outside the district. Experience will be accepted only for the sport/activity for which they are being hired.
Any staff member who is brought in from outside of the District for an Assistant Coaching/Sponsor position will be granted years of service from outside the district up to Level 2/Step 7.
3. Any coach/sponsor moving from one sport or activity to another within NPS is allowed to transfer their NPS years of service to their new position if that position is in the same sport/activity.
Examples: Assistant speech to head speech; assistant boy's basketball to assistant girl's basketball; head boy's golf to head girl's golf.
Any coach/sponsor moving from one sport/activity to another within NPS are allowed to transfer their NPS years of service up to Level 2/Step 7 if that position is not in the same sport/activity and the coach/sponsor initiates the change.
Example: Assistant football to assistant basketball .
4. Any coach who is hired as a head coach within the NPS District will only be allowed to transfer their NPS years of service. Outside head coaching experience no longer applies.
Example: Assistant football to head football. This person has twenty (20) years of experience outside the district and six (6) years in the district. The coach will only receive the six (6) years of experience.
5. If sponsors of a club want equal responsibility, and the administrator who oversees that club agrees, the salary may be divided equally upon approval from the District Director of Business Services.
6. Any staff member who retires from NPS shall be able to continue on the same level and step that they were on as long as they resume coaching at the earliest possible time. If not, these individuals will be allowed a maximum placement of Level 2/Step 7.

Appendix C-2

SCIP TEAM EXTRA-DUTY COMPENSATION

All members of the Middle School, Junior High and Senior High SCIP Teams (no more than 8 staff members per team) will be granted one (1) personal day per semester as a compensatory day to help make up for the extraordinary amount of time put in outside the normal school day. This additional personal day must be used during that semester and not in conjunction with other personal or professional days. The staff members must give a seven (7) calendar day notice to the building principal to allow for adequate time to secure a substitute. (Please Note: These personal days are an addition to the days already granted to all staff members in the Professional Agreement.)

In addition, all SCIP Team Members who participate in the summer training program will be paid the current substitute teacher rate for up to two (2) days if they complete the course.

Appendix C-3

***Norfolk Public Schools
Declination of Offer to Enroll in Health Insurance Program***

I, _____, knowingly and voluntarily decline to enroll or participate in the Norfolk Public School District’s health insurance. Instead, I knowingly and voluntarily elect to accept a cash-in-lieu or “opt-out” payment of \$ _____ (the “Cash-in-Lieu Payment”). In doing so, I swear and affirm, that the following are true and accurate:

1. I understand that, by declining to enroll in the District’s health insurance, I may be assessed taxes, penalties or fines by the IRS for failing to have health insurance but, knowing this, I nevertheless decline to enroll in the District’s insurance plan.

2. I, along with all other individuals for whom I reasonably expect to claim a personal exemption deduction for the taxable year or years that begin or end in or with the District’s plan year to which the Cash-in-Lieu Payment arrangement applies (my “expected tax family”) have or will have minimum essential coverage (other than coverage in the individual market, whether or not obtained through the Marketplace) during the period of coverage to which the Cash-in-Lieu Payment arrangement applies.

3. I understand that the District will not, under any circumstance, make any Cash-in-Lieu Payment to me if the District knows or has reason to know that I, or any other member of my expected tax family, do not have or will not have the alternative coverage.

4. I understand that, by declining to enroll in the District’s health insurance program and, instead, electing to receive a Cash-in-Lieu Payment, that, subject to limited circumstances, I may not be eligible to enroll in the District’s health insurance after the District’s annual open enrollment period ends. I further understand and acknowledge that, if I lose my health insurance from the alternative source after the District’s annual open enrollment period ends, I may not be able to enroll in the District’s health insurance until the District’s subsequent annual open enrollment period. Notwithstanding the foregoing, I still voluntarily and knowingly desire to forego health insurance through the District and elect to receive a Cash-in-Lieu Payment.

5. I recognize that, if the District is ever fined or penalized under the Affordable Care Act as a result of my declination to enroll in the District’s health insurance, then the District, in its discretion, may refuse to allow me to receive a Cash-in-Lieu Payment in the future.

6. If any of the statements in this document are not true or accurate, then I will inform the District before signing the document. If any of the statements in this document become untrue or inaccurate in the future, I agree to advise the District as soon as I am reasonably able to do so.

Dated this ____ day of _____, 2020.

(Print Your Name)

(Sign Your Name)

Substitute Teacher Pay

2020/2021

Local Sub	\$117/day
Certified Sub	\$137/day
1 Period Sub	\$20
*Current Staff	
Long Term Sub	\$198.00/day
*Certified /20+days in same position	

New Categories:

Retired NPS Teacher	\$147/day
Retired NPS Teacher Long Term	\$203/day

Pandemic (COVID) Proposal

1. Change the \$150 bonus for certified sub to a **\$300** bonus if you work 20 days per semester also an additional **\$300** at 40 days per semester
2. Increase the pay for period coverage with existing staff from \$20 per period to the **period per diem amount of the current base salary. This would be \$27 per period for 20-21 and effective immediately if implemented**
3. Classified subs would receive a 40 cent per hour increase **if you sub 20 days per semester and 80 cent per hour increase if you sub 40 days per semester. Effective once you have worked 20 days and 40 days. This would begin semester II.**

\$150 Bonus awarded for 20 days worked per semester, both Local, Certified, and NPS Retired Teachers / does not include those who qualify for the long term sub pay.

Annual increases moving forward would be based on using the certified settlement percentage and increasing the base by that amount. Long term rates are the per diem rate of the certified base salary.



Norfolk Public Schools 2021-2022 Staff Calendar - Draft

August 2021 1

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

September 2021 2

S	M	T	W	Th	F	Sa
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29*	30		

October 2021 3

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

November 2021 4

S	M	T	W	Th	F	Sa
7	8	9	10*	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021 5

S	M	T	W	Th	F	Sa
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022 6

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

February 2022 7

S	M	T	W	Th	F	Sa
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28					

March 2022 8

S	M	T	W	Th	F	Sa
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*	31		

April 2022 9

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

May 2022 10

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

- August**
 3-6 Orientation - New teaching staff
 9-11 Orientation - All teaching staff
 12 First Day - First Half Students K-12
 13 First Day - Second Half Students K-12
 16 All Day- K-12

- September**
 6 Labor Day - No School

- October**
 13 K-12 End First Quarter
 18-21 K-12 Parent-Teacher Conferences
 18 - K-8 P-T Conferences, 4:00-7:00
 19 - K-4, 9-12 P-T Conferences, 4:00-7:00
 20 - 5-12 P-T Conferences, 4:00-7:00
 21 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
 22 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
 25 K-12 Staff - Prof. Development - No School for Students

- November**
 24-26 Thanksgiving Break - No School

- December**
 22 K-12 End Second Quarter/First Semester
 23-31 Winter Break - No School

- January**
 1-3 Winter Break - No School
 3 K-12 Staff - Prof. Development - No School for Students
 4 K-12 School Resumes
 17 K-12 Staff - Prof. Development ESU Speaker - No School for Students

- February**
 7-10 K-12 Parent-Teacher Conferences
 7 - K-8 P-T Conferences, 4:00-7:00
 8 - K-4, 9-12 P-T Conferences, 4:00-7:00
 9 - 5-12 P-T Conferences, 4:00-7:00
 10 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
 11 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)

- March**
 8 K-12 End Third Quarter
 11 K-12 No school - Spring Break
 14 Make - Up Snow Day (if needed due to 4 snow days)
 15 Make - Up Snow Day (if needed due to 3 snow days)
 16 K-12 School Resumes

- April**
 15-18 No School - Spring Break
 19 K-12 School Resumes
 21 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet
 22 No School - District Music/ JH Speech Staff Development Day

- May**
 4 K-12 Staff Appreciation Day
 5 Grades 7-8 - 11:30 dismissal PM JH Track Meet
 15 Graduation
 18 Students Last Day/End Fourth Quarter K-12 -11:30 a.m. dismissal (End of 4th Quarter)
 19 Last Teacher Work Day

Quar.	K-4 Days	5-6 Days	7-8 Days	9-12 Days	Dates
1	44.0	44.0	44.0	44.0	August 12 - October 13
2	44.5	44.5	44.5	44.5	October 14-December 22
	88.5	88.5	88.5	88.5	
3	43.5	43.5	43.5	43.5	January 5 - March 8
4	44.5	44.5	44.0	44.0	March 9 - May 218
	88.0	88.0	87.5	87.5	

- 176.5 Student Days, Grades K-4
 176.5 Student Days, Grades 5-6
 176.0 Student Days, Grades 7-8
 176.0 Student Days, Grades 9-12

188/192 Veteran/New Teacher Contract Days

Updated: 10/21/2020

Published by:
 Director of Human Resources
 Norfolk Public Schools
 512 Philip - PO Box 139
 Norfolk, Nebraska 68702-0139
 402-644-2500

Note: All dates and times subject to change.

Key:

- No school for students or teachers
- Teacher Work Day/Students-No School
- Teacher Work Day/Students-No School (a.m. only)
- End Quarter
- 2:00 p.m. dismissal for students K-12
- 11:30 a.m. dismissal for students K-12
- Make-up Snow Days (if needed)

InstructionActivitiesConcussions1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State, **to all coaches of school athletic teams**, on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury ~~to all coaches of school athletic teams~~.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish

conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference: Neb. Rev. Stat. §§ 79-2,101 to 79-2,103
 Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
 Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption: June 9, 2014
Date of Revision: August 8, 2016
Date of Reaffirmation: November 9, 2016

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available general literature regarding how to recognize students who have been treated for pediatric cancer and returned to school and may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 or IEP team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Neb. Rev. Stat. §§ 79-2, 148

Date of Adoption:	September 14, 2015
Date of Revision:	August 8, 2016
Date of Reaffirmation:	November 9, 2016

InstructionDedications and Commencement

Traditions are a cherished part of the community life and Norfolk Public Schools expresses an interest in maintaining those traditions which have a significance to the community. The graduation ceremony is considered an extracurricular activity and participation in it is a privilege.

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

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

The Board of Education reserves responsibility for the final acquisition of materials, but the responsibility for the selection of instructional materials is delegated to the Superintendent or Superintendent's designee, with the assistance of the instructional and media staff, to establish procedures and regulations for the selection of instructional and media materials, reviewing their effectiveness, and dealing with complaints concerning instructional materials. The Superintendent may establish committees consisting of teachers and media staff to assist with these responsibilities.

B) Criteria for Instructional Materials

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

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

C) Criteria for Media Materials

The selection of media materials shall be made in accordance with Board of Education policies, legal requirements, and with the Library Bill of Rights of the American Library Association, which Bill of Rights has been accepted by the American Association of School Librarians reflect the following philosophy:

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

- maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interest, ability, socio-economic backgrounds, and maturity levels of the students served.
 3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
 4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American World Heritage and Culture, thereby enabling students to develop an intellectual integrity in forming judgments.
 5. To provide a written statement, approved by the local Boards of Education of the procedures for meeting the challenge of censorship of materials in school library media centers.
 6. To provide qualified professional personnel to serve teachers and students.

D) Procedures for Reconsideration of Materials

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

1. Complaints should be presented to the Principal of the school where the material is used. The principal will schedule a conference with the concerned patron and attempt to resolve the complaint or concern. If the patron is not satisfied, he/she may file a formal written complaint with the principal.
2. Formal complaints about instructional materials must be presented in writing on a form approved by the superintendent. In the absence of such a form, the complainant shall be required to submit a written complaint setting forth: complainant's identity, material challenged, detailed statement of reason(s) for challenging the material, action the complainant is requesting, and such other information as the Principal may reasonably request.
3. When a formal written complaint is completed and returned to the principal, the principal will discuss the issue and the procedures to be followed in resolving the issues with the person filing the complaint. The principal with whom the complaint was filed shall notify the other school administrators and also advise those faculty members who may use the instructional material, or the media staff in the case of media material, that a complaint has been filed. The school administrators shall decide whether to appoint a building-level review committee or a district-level review committee to study the complaint. The principals will convene building-level review committees. These building-level committees shall consist of five or more committee members composed of staff and

community patrons. The superintendent of schools or his designee will convene district-level review committees. These district-level committees shall consist of five or more members composed of staff and community patrons.

4. The review committees shall consider district philosophy, the professional judgment of teachers, reviews of the material by other competent authorities, compatibility with the school district's adopted curriculum, the teacher's stated goals, as well as the views of the complainant. The review committee will issue a written decision and accompanying rationale to the complainant and the superintendent of schools. The committee's decision may be to remove the material in question from district use, to modify the material for continued uses, or to reject the complaint and continue to use the material.
5. Any materials identified in a complaint may remain in use pending its review and its disposition by the review committee. Principals may, upon written request of parent(s), excuse students from using the material, or may direct teachers to use suitable substitutes, and in the case of challenged media material the Principal may place the material on a reserve shelf where it may be checked out by students only with written parent permission. However, the school shall reserve the right to require students to use material or to engage in activities which are a part of regular and/or required curricular activities.
6. Where the same or essentially the same materials have been the subject of a challenge which has been decided by a review committee, and another complaint is made against the material by either the same or a different person, the complaint shall be considered by the Superintendent, who may deny the complaint without following the review procedure. In considering the complaint, the Superintendent shall consider whether the complaint raises any substantially different issue than that previously decided by the review committee.
7. If the complainant is not satisfied by the committee's decision, he/she may request that the Board of Education reconsider the committee's decision.

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

InstructionTextbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this District are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If still further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Legal Reference: Neb. Rev. Stat. § 79-734
 NDE Rule 4

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

InstructionParent Requests for Exclusion

Parents may request that their child be excused from the study of a given book, instructional unit or particular literary work. The Principal shall determine whether to grant such requests based on legal requirements relating to the request, the reason given for the request, the effect of the request on the student's educational development and the educational program, and the availability of alternative materials or instruction for the student. In the event the Principal does not grant the request, the parent may request a review be conducted by the Superintendent, based on the same criteria.

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

InstructionRecognition of Religious Beliefs and Customs

It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Norfolk Public Schools recognizes one of its educational goals is to advance the student's knowledge and appreciation of the role our religious heritage has played in the social, cultural and historical development of civilization.

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

InstructionAcknowledgment of Religious Holidays

The practice of the Norfolk Public School District shall be as follows:

1. The several holidays through the year which have a religious and a secular basis may be observed or recognized in the public schools.
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
4. The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays included are Christmas, Easter, Passover, Hanukkah, Ramadan, Thanksgiving and Halloween.

Date of Adoption: June 9, 2014
Date of Revision: September 14, 2015
Date of Reaffirmation: November 9, 2016

InstructionReligion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about – and not of – religion be conducted in a factual objective and respectful manner. However, sectarian instruction of any kind is prohibited in this school.

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

InstructionPurpose of Religion in the Curriculum

The practice of Norfolk Public Schools shall be as follows:

1. The District supports the inclusion of religious literature, music, drama and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
2. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. Student initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Date of Adoption: June 9, 2014
Date of Reaffirmation: November 9, 2016

Instruction

Multicultural Education

Norfolk Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: (a) the instructional

materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723
 Nebraska State Board of Education Rule 10

Date of Adoption: July 14, 2014
Date of Reaffirmation: November 9, 2016
Date of Reaffirmation: October 8, 2018
Date of Reaffirmation: May 13, 2019
Date of Reaffirmation: June 8, 2020

InstructionEqual Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon race, color, religious creed, age, marital status, national origin, sex or disability.

Date of Adoption: July 14, 2014
Date of Reaffirmation: November 9, 2016

InstructionControversial Issues

Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.

In considering such issues, it shall be the purpose of our schools to provide students the opportunity:

1. To study controversial issues concerning which the students, at their level of maturity, should have begun to form an opinion or to seek information about.
2. To have access to all relevant, educationally appropriate information, including the materials that circulate freely in the community.
3. To study under competent instruction in an atmosphere of freedom from bias and prejudice.
4. To form, and in an appropriate manner and in appropriate forum, to express the students' own judgments on controversial issues.
5. To recognize that reasonable compromise is often an important facet in decision making in our society.
6. To respect the opinions of others.

Date of Adoption: July 14, 2014
Date of Reaffirmation: November 9, 2016

InstructionControversial Issues in the Classroom

The following administrative and teaching regulations are to be observed:

For Principals:

1. Remind teachers that we do not teach controversial issues, but rather provide opportunities for their study.

For Teachers:

1. Deal with controversial topics as impartially and objectively as possible. Do not intrude your own biases.
2. Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of your students.
3. Have teaching materials dealing with all possible aspects of the topics readily available.
4. Do not manufacture an issue. Take up only those that are current and real.
5. Do not expect or require that the class reach an agreement.
6. Whenever you are in doubt about the advisability of taking up a given "hot" topic, consult with your Principal and or/Superintendent.
7. Remember that the policy of the board is designed to protect you as well as your students from unfair or inconsiderate criticism whenever your students are studying a controversial subject.

Date of Adoption: July 14, 2014
Date of Reaffirmation: November 9, 2016

InstructionParental/Community Involvement in Schools

Madison County School District 59-0002, a/k/a Norfolk Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with and appropriate school personnel to discuss such concerns. The Superintendent or designee shall provide a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: July 14, 2014
Date of Reaffirmation: May 11, 2015
Date of Reaffirmation: May 9, 2016
Date of Reaffirmation: May 9, 2017
Date of Revision: June 11, 2018
Date of Reaffirmation: May 13, 2019
Date of Reaffirmation: June 8, 2020

InstructionCombined District and School Title I Parent and Family Engagement Policy

Norfolk Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below:

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption:	July 14, 2014
Date of Reaffirmation:	May 11, 2015
Date of Revision:	August 8, 2016
Date of Reaffirmation:	May 9, 2017
Date of Reaffirmation:	May 14, 2018
Date of Revision:	July 9, 2018
Date of Reaffirmation:	May 13, 2019
Date of Revision:	August 12, 2019
Date of Revision:	June 8, 2020

InstructionFree and Reduced Price Meals

The Norfolk Public Schools has agreed to participate in the National School Lunch Program (NSLP) and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

- A) Agrees to serve meals free to children from families whose income is at or below that established by the NSLP for free meals.
- B) Agrees to serve meals at a reduced price to children from families whose income is at or below that established by the NSLP for reduced meals listed.
- C) Agrees to provide these benefits to any child whose family income falls within the criteria established by the NSLP for free or reduced meals after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household:
 - 1. Unusually high medical expenses
 - 2. Shelter costs in excess of 30 percent of reported income
 - 3. Special education expenses due to the mental or physical condition of a child
 - 4. Disaster or casualty losses

In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria established by the NSLP for free or reduced meals.

- D) Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
 - 1. Work for their meals
 - 2. Use a separate lunch room
 - 3. Go through a separate serving line
 - 4. Enter the lunchroom through a separate entrance
 - 5. Eat meals at a different time
 - 6. Eat a meal different from the one sold to children paying the full price
- E) Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

- F) Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
1. A publicly-announced, simple method for making an oral or written request for a hearing
 2. An opportunity to be assisted or represented by an attorney or other person
 3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
 4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
 5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference
 6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
 7. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference
 8. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official
- G) Agrees to designate the Superintendent or designee to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
- H) Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.
- I) The following information will be available in the office of the Superintendent.
1. Eligibility criteria for free and reduced meals
 2. Parent letter and application
 3. Public release
 4. Collection procedure

Legal Reference: National School Lunch Act, 42 U.S.C. § 1751 et. seq.
Child Nutrition Act, 42 U.S.C. § 1771 et. seq.

Date of Adoption: July 14, 2014

Special Education Policies

Norfolk Public Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

Date of Adoption: July 14, 2014
Date of Revision: September 14, 2015
Date of Reaffirmation: February 13, 2017

InstructionFirearm Policy

It shall be the policy of the Norfolk Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. § 28-1204.04

Date of Adoption: July 14, 2014

Date of Revision: September 14, 2015

Date of Reaffirmation: February 13, 2017

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-

called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

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

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

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters [unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.](#)

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games, engage in social media or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a

political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
- Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
- The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical

may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
[Children's Online Privacy Protection Act, 15 U.S.C. § 6501](#)

FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: July 14, 2014
Date of Revision: September 14, 2015
Date of Revision: August 8, 2016
Date of Revision: February 13, 2017
Date of Revision: September 11, 2017

InstructionChronic Infectious Disease Practice and Procedure**A. Infectious Diseases**

1. This policy applies to any disease not known to be spread by casual, incidental contact. Such diseases include but are not limited to AIDS and Hepatitis B.
2. The safety and health of the students and staff of Norfolk Public Schools is of ultimate concern. The determination of whether an infected student or employee of the Norfolk Public School System should be permitted to attend classes, participate in school activities or remain on the job will be made on a case-by-case basis.
3. In making this determination the following factors will be taken into consideration:
 - a. The behavior, neurological development and physical condition of the infected person.
 - b. The expected type of interaction with others in the school setting.
 - c. The impact on both the infected person and others in that setting.
4. The determination of whether or not an infected person remains in the school or school system will be based solely on scientific and medical evidence. Legal advice may also be sought by the district.
5. If determination of whether or not an infected person poses an imminent threat to the health and safety of the school, community or the individual's conduct presents a clear threat to the physical safety of himself/herself or others, then with respect to an infected student, Nebraska Revised Statutes Section 79-264 will be followed concerning exclusion from school. With respect to an infected certified employee of the school district, the provision of Nebraska Revised Statutes, Section 79-838 will be followed with respect to leave of absence.
6. If an infected student in grades K through 12 is not permitted to attend classes, the school will make every reasonable effort to provide the student with an adequate alternative education.
7. Any person with an infectious disease will retain the rights of confidentiality and privacy. Information and discussion with regard to the case will be limited to those who must have information to deal with the situation. If necessary, the community will be informed that an infectious disease is present in the school system and that the person will be excluded only if the situation warrants such action based upon medical and legal advice. No information will be given out about the individual, his/her medical record or about the family without written permission of the individual (adult) or parent/legal guardian of the student.

B. Bloodborne Pathogens

1. First aid may be rendered in situations involving the presence of blood or other potentially infectious materials (hereinafter "bloodborne pathogen situations") by the school nurse, and by such other employees as the Superintendent shall designate. All non-designated employees shall refer bloodborne pathogen situations to a designated employee, and shall not be required to personally render first aid in bloodborne pathogen situations or be disciplined for failure to personally render first aid in bloodborne pathogen situations.
2. An employee who has an employment related bloodborne pathogen exposure incident (an incident in which another person's blood or other potentially infectious material contacts the employee's eye, mouth, mucous membrane, non-intact skin, or pierced mucous membrane or skin barrier) shall promptly give notice of the incident and details of the incident to the superintendent or the superintendent's designee.
3. The Superintendent shall be authorized and required to take such action and adopt such plans as may be required to place this School District in compliance with OSHA regulations concerning bloodborne pathogens, in the event and at such time as this School District may become subject to OSHA regulation.

Date of Adoption: July 14, 2014

Date of Reaffirmation: February 13, 2017

InstructionDispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. Physician's Authorization: A physician's dated authorization including name of the medication and dosage provided in the original prescription bottle.
 2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. Documentation of Administration of Medication. The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, and the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and

copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two (2) years.

- E. Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
- F. Receipt and Disposal of Medications. Medication shall be provided the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Administration of Medication by School Personnel.
1. Administration of Medication: Administration of medication includes, but is not limited to:
 - a. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
 - b. Recording medication provision; and
 - c. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired affects, side effects, interactions, and contraindications associated with the medication.
 2. Authorized School Personnel: Administration of medication shall only be done by the following school personnel:
 - a. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."
 - b. Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by: (i) a recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older), (ii) a caretaker for the student, or (iii) the health care professional designated by the school to conduct the assessment.
 - (1) Determination of Competency by School Nurse: A staff member may be determined to be competent where the staff member:

- (i) passes a competency assessment every 3 years
- (ii) that demonstrates the staff member can follow the minimal competencies
- (iii) to the satisfaction of the school nurse (school nurses are the school district's designated health care professionals).

The school nurse shall provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.

- (2) Competency Certificate: Upon successful completion of the competency assessment, the school nurse shall maintain the documentation of competency. The documentation may be by letter, certificate, or other written memoranda and shall include: the name of the school staff member who successfully completed the competency assessment; the date the competency assessment was conducted; and, the name, profession, and license number of the school nurse who conducted the competency assessment.
- (3) Maintain Records of Assessments: The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two (2) years.
- (4) Direction and Monitoring: A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff member in writing.
- (5) Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

3. Minimum Competencies:

The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:

- (1) Maintaining confidentiality.
- (2) Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek

advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient.

- (3) Maintaining hygiene and current accepted standards for infection control.
- (4) Documenting accurately and completely.
- (5) Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time).
- (6) Having the ability to understand and follow instructions.
- (7) Practicing safety in application of procedures for storage, handling and administration of medications.
- (8) Complying with limitations and conditions under which school personnel may provide medications.
- (9) Having an awareness of abuse and neglect reporting requirements.
- (10) Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication or illegible medication label, and those medications that have expired.
- (11) Recognizing that unsafe conditions should be reported to the caretaker or licensed health care professional responsible for providing direction and monitoring (typically, the school nurse).
- (12) Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker or licensed health care professional responsible for providing direction and monitoring (typically, the school nurse).

4. Routes of Medication Administered by School Personnel:

a. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

- (1) Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
- (2) Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
- (3) Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
- (4) Instillation by drops, ointments, and sprays into the eyes, ears, and nose.

b. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff

may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

- (1) In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
 - (2) Directions for additional routes must be for recipient specific procedures and must be in writing.
 - (3) Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
 - (4) Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
 - (5) School personnel administering the medication shall comply with the written directions.
- c. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
5. Refusal to Administer Medication: School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the principal, Director of Student Services and parent/guardian shall be notified. The attending physician may also be notified, if warranted.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742; NDE Rule 59

Date of Adoption: July 14, 2014

1st Revision: December 8, 2014
2nd Revision: February 13, 2017

InstructionStudent Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: July 14, 2014

Date of Revision: August 8, 2016

Date of Reaffirmation: February 13, 2017

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites (such as Twitter) to discuss with a student a matter that does not pertain to school-related activities. (School related activities include items such as the student's homework, class activity, school sport or club, or other school-sponsored activity.) Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. **Employees shall not friend or follow students on any social networking site.**
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student **within one year of the student graduating or otherwise leaving the District.**
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.

- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- “Grooming,” which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. ~~A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.~~

~~Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.~~

~~An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.~~

~~A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.~~

~~Reporting: An employee who is aware of a violation of the professional boundaries policy shall immediately report such violation to his/her immediate supervisor. If the individual does not feel comfortable discussing the matter with the building administration, the report should be made to a central office administrator.~~

Legal Reference: **LB 1080 (2020)**

Date of Adoption: December 9, 2013

Date of Reaffirmation: March 14, 2016

Personnel - All EmployeesInjury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Legal Reference: LB 1186 (2020)

Date of Adoption: [Insert Date]

Personnel - All EmployeesStaff Payments During Closure

In the event of inclement weather, a pandemic, or other unexpected or extra-ordinary circumstances, the Board of Education or the Superintendent may close school or a particular school building in order to protect staff and students from harm, and will establish a reopen date when it is safe to return. If such closure extends for a long period of time as determined by the Superintendent, then the Superintendent may implement procedures, agreements, or other requirements to compensate staff during a closure to ensure staff return to employment after the closure. The District may consistently pay staff according to District policies and procedures already established by salaries or wages.

Legal Reference: 2 C.F.R. § 200.430

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The principals and teachers are required to maintain an accurate record of student attendance.

Attendance and Absences

- A. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
1. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - a. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, **or suspension**.
 - b. Other absences as determined by the principal or the principal's designee, ~~such as, but not limited to, suspension~~.
 2. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - a. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - b. Other absences are those in which the parent has not communicated a reason for the student's absence.

- B. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work. Extensions may be made for extenuating circumstances, at the discretion of the teacher and principal.

- C. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

1. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.
2. Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

- D. Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

1. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Norfolk Public Schools or resides in the Norfolk Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

2. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:
 - the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
 - the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

3. Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.
- E. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
1. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b) **When a student continues thereafter to have absences which are not school excused and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reason for the absences, or other circumstances**
 - c) One or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- ~~Illness related to~~ The physical, mental, or behavioral health of the child.
- Educational counseling;
- Educational evaluation;
- Referral to community agencies for economic services;
- Family or individual counseling; and
- Assisting the family in working with other community services.

d) If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

2. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209

Date of Adoption: March 10, 2014
 Date of Revision: July 14, 2014
 Date of Reaffirmation: May 11, 2015
 Date of Reaffirmation: June 13, 2016
 Date of Revision: June 12, 2017
 Date of Revision: December 11, 2017
 Date of Reaffirmation: May 14, 2018
 Date of Reaffirmation: May 13, 2019
 Date of Revision: June 8, 2020

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meeting by publishing such a notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's website. ~~The designated methods of giving advance notice of meetings of the Board of Education of the Norfolk School District shall be by publication or by~~ The Board may also give advance notice of meetings by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the City library, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: August 11, 2014

Date of Revision: April 10, 2017

Instruction

General Policy Statement

The Board of Education delegates to the Superintendent the responsibility of maintaining the program of instruction and extracurricular activities.

The instructional program and extracurricular activities shall meet the accredited school system standard of the State Board of Education through the Nebraska Department of Education, Federal regulations, Nebraska School Activities Association regulations and the policies of the Board of Education.

The professional staff is responsible for the development of educational and activities programs which meet the objectives of Norfolk Public Schools.

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 12, 2016

InstructionScope of Instructional Program

- A) The District shall provide instruction suitable to the needs of all who are legally eligible to attend school in the District.
- B) Except for special types of instruction, the instructional program may be arranged in units commonly designated as grades, each grade approximately the work of one (1) year. Such a program of instruction shall be organized into schools or other administrative units as follows:
1. The elementary school shall provide for the instruction of children kindergarten through fourth grade.
 2. The middle school shall provide for instruction of children in grades five (5) and six (6).
 3. The secondary school shall provide for the instruction of children in grades seven (7) through twelve (12). Within the secondary school, grades seven (7) and eight (8) may be treated as separate from grades nine (9) through twelve (12).
 4. Instruction appropriate to the needs of the community and individuals may be provided for adults and others beyond the age required to attend school.
 5. Departures from the above noted organizational plan for instruction may be made by the Superintendent upon approval of the Board of Education.

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 12, 2016

Instruction

The Program of Instruction

The minimum program of instruction in the schools shall be that prescribed by the statutes. The statutory curriculum may be augmented and extended to provide for the educational needs of individual pupils and differing areas in the School District.

Legal Reference: Rule 10: ESSA

Date of Adoption: June 9, 2014
Date of Revision: August 8, 2016
Date of Revision: October 10, 2016

Instruction

Copyright Piracy

The District shall educate staff and students about the harms of copyright piracy.

Legal Reference: Rule 10: ESSA

Date of Adoption: October 10, 2016

InstructionSchool Instructional Hours

Norfolk Public Schools will have a school year consisting of at least (a) for ~~kindergarten~~ **preschool**, the time equivalent to ~~400~~ **450** hours; (b) for elementary grades ~~one~~ **kindergarten** through grade eight, the time equivalent to 1,032 hours, and (c) for grades nine through twelve, the time equivalent to 1,080 hours.

An instructional hour shall mean a period of time at least sixty (60) minutes, which is actually used for the instruction of students.

Interruptions in the school year of the instructional hour minimums due to extracurricular activities (interscholastic sports, clubs, and contests) will be held to a minimum. All students participating in such events will be required to comply with the District's policies on student attendance for such absences to be excused, including the completion of assignments for missed classes.

The required 1,080, 1,032, and ~~400~~ **450** instructional hour minimums shall not include the following:

1. When a school is dismissed for any reason such as tournaments or contests, parent/teacher conferences, funerals, parades, and school picnics;
2. Time scheduled for the school lunch period.

Legal Reference: Neb. Rev. Stat. § 79-101; Neb. Rev. Stat. §§ 79-211 and 79-212;
NDE Rule 10

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 12, 2016

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: August 10, 2020

InstructionSchool Day for Students

The school day shall be scheduled in such a way that students are given the best opportunity for their educational growth and development. The length of the day, and the arrangement of time segments within it, need not be uniform for all grade levels.

- A) The length of the school day in the secondary schools shall be no less than 380 minutes.
- B) The hours of opening and closing each type of school shall be determined by the Superintendent of Schools. The time of opening and ending the school day may be modified where transportation or other conditions justify such a change upon the authorization of the Superintendent of Schools provided that the length of school sessions are not shortened.
- C) During the school year, all schools shall be in session five (5) days a week, Monday through Friday, except upon emergency authorization of the Superintendent of Schools or during authorized school breaks.
- D) In designing the student day, the following considerations are to be met:
 - 1. The learning activities of each student are carefully guided and supervised.
 - 2. Each student has opportunities to receive individual assistance from teachers outside of the regular school day.
 - 3. Parents shall be informed of late starts or early dismissal.
 - 4. Early dismissal for student employment shall be subject to approval of the building administration. Parental or guardian permission shall precede any early dismissal for work related activities. Early dismissal of other students shall be for reasons of health, etc., and must be validated by the student's parent or guardian.
 - 5. Changes in the school day shall be subject to the approval of the Superintendent.

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 14, 2015
Date of Reaffirmation: September 12, 2016

Instruction

Limitations on Minimum Class Size

The Superintendent shall implement ~~enrollment~~ ~~enhancement~~ methods (as outlined in Administrative Rule) when necessary to maintain appropriate class sizes. This may include the reassignment of staff to maximize efficiency and/or effectiveness.

Date of Adoption: March 9, 2015
Date of Reaffirmation: September 12, 2016

Instruction

Emergencies

All employees of the school system are responsible for promoting the safety of students.

Procedures for fire, civil defense, and other emergencies shall be maintained.

Legal Reference: Neb. Rev. Stat. § 79-706

Date of Adoption: June 9, 2014

Date of Reaffirmation: September 12, 2016

InstructionFire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

- at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
- every month in each school building in which the facility is in session;
- subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
- one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

- emphasis shall be on conducting an orderly evacuation, rather than speed;
- under varying conditions and at expected and unexpected times;
- participants shall relocate to a predetermined location and remain until recalled or dismissed; and
- all emergency and relocation drill alarms shall be sounded.

Crisis Plans

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Legal Reference: Neb. Rev. Stat. §79-706

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 14, 2015
Date of Reaffirmation: September 12, 2016

Instruction

Emergency Dismissal or Cancellation

Except for those dates designated on the school calendar, school shall not be dismissed or canceled except by action of the Board of Education or in emergency situations as determined by the Superintendent.

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 12, 2016

InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent or designee on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veteran's Day and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; § 79-707, 79-708, 79-724: and NDE Rule 10
70 Federal Register 55507 (Constitution Day)

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 12, 2016
Date of Revision: August 10, 2020

InstructionAttendance Area Boundary Line Review

The Board of Education believes that pupil-teacher ratio is an important equity issue in the learning process of children. Therefore, the Board of Education directs the Superintendent to review attendance center student population annually to insure that pupil-teacher ratio will approach uniformity as much as possible throughout the District.

The Board invests the Superintendent with the authority to change attendance center boundaries and to establish procedures and guidelines for boundary changes to fulfill the intent of this policy. Generally, the procedures and guidelines are:

- A. The Superintendent will consider class size throughout the District and if the educational program in a school is impeded because of class size or if equity in class size is an issue between schools, the Superintendent will initiate a change in attendance center boundaries.
- B. When boundary changes are to be considered, those areas bordering the division line between attendance centers will be considered first for boundary changes.
- C. To the extent practicable, students currently enrolled in an elementary school will be allowed to finish their school years in the same school even though the area in which they live has been assigned to a different school.
- D. To the extent practicable, no student will be moved from one attendance center to another more than once during his/her elementary school years.
- E. Boundary changes will take place at the end of a school year. The parents directly affected will be notified of the proposed boundary changes prior to the last day of school.
- F. Boundary changes will be reported to the Board prior to implementation.

Date of Adoption: March 9, 2015
Date of Reaffirmation: September 12, 2016

InstructionAttendance Districts

The School District shall be divided in attendance districts for each elementary school. The Superintendent or designee shall have the authority to permit a child to attend a school other than the one in the attendance district in which the child's parents reside, in the event that such attendance will be for the good of the student and does not adversely affect pupil enrollment in either school involved. If a child's parents move from one attendance district to another during the school year, the child shall be permitted to attend either school for the balance of that school year. Additional guidelines are contained in Administrative Rule.

Date of Adoption: March 9, 2015
Date of Reaffirmation: September 12, 2016

InstructionSafe Schools Policy

It is the mission of Norfolk Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs.

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 12, 2016

Instruction

Objectives of the Instructional Program

Norfolk Public Schools' instructional objectives are as follows:

- A. To provide quality content and learning opportunities that enable students to attain skills and knowledge that prepares them to be successful in postsecondary education settings and/or to pursue career and life goals. This shall be accomplished through:
1. The expectation that students will learn to the best of their ability
 2. Subject content, thoughtful learning objectives, research-based instruction, progress monitoring, and learning supports that provide every student the potential to experience success.
 3. Positive expectations of regular attendance, learning participation, parental/guardian involvement, and community support.
 4. The demonstration of relationships that exist within content areas and across the curriculum.
 5. Encouragement to pursue extra-curricular activities that meet students' interests and skills.
 6. Learning responsible citizenship and understanding the genius of our country's founding principles. (This includes history, civics, geography, and economics).
 7. Instruction related to scientific inquiry and knowledge about earth science, life sciences, physical sciences, and technology.
 8. Instruction related effective Language Arts skills and knowledge in the areas of speaking/listening, reading, writing, information fluency and digital citizenship.
 9. Instruction related to problem solving, representations, mathematical communication and connections (numbers, data, algebra, and geometry).
 10. Instruction related to physical education literacy, engagement in physical activities, and development of skills for an active and healthy lifestyle.
 11. Opportunities to gain knowledge and skills in Music and Fine Arts.
 12. Opportunities to explore careers and participate in career ready practices.
 13. Recognition of scholastic achievement and social, athletic, and civic contributions.
- B. To provide a learning environment that promotes physical, social, and psychological health. This shall be accomplished through:
1. Providing a safe classroom environment characterized by mutual respect, respect for public and private property and preservation of personal dignity.
 2. Participation in experiences that contribute to smooth transitions between grade levels, programs, schools, and college/careers.
 3. Services and programs that meet specific needs; such as speech therapy, remedial reading, counseling, and health services.
- C. To provide personnel, facilities, and programs that promote effective learning and fulfill the Norfolk Public Schools mission, vision, and strategic plan goals and objectives. This shall be accomplished through:
1. Hiring and providing professional development for administrators, teachers, and staff who are competent, dedicated, and support the NPS vision and mission.
 2. Providing learning facilities that are appropriate and safe learning environments.
 3. Developing and implementing a strategic plan that includes goals and objectives that result in improved student performance and school effectiveness.

Date of Adoption: June 9, 2014
Date of Revision: October 10, 2016

InstructionCurriculum - Development and Adoption

All major program adoptions and/or major course revisions shall be subject to the approval of the Board of Education.

Major program adoptions and/or major course revisions may be proposed by district-wide curriculum and/or building curriculum committees. ~~and~~ **These changes may be** approved, rejected or revised and approved by the Superintendent before being submitted to the Board's Committee on Curriculum ~~and Americanism~~ **or Committee on American Civics, as appropriate,** for review and the full Board of Education for final approval.

Date of Adoption: June 9, 2014
Date of Revision: October 10, 2016

InstructionCurriculum – Assessments ~~(Policy No. 6211)~~1. State Assessments.

The Norfolk~~{Name}~~ Public School District has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

- e. Assistance During Assessments.
 - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

 - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

All employees are to adhere to [the Nebraska Student-Centered Assessment System \(NSCAS\)'s NeSA Security Procedures](#) and report breaches in security to Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D

Date of Adoption: [June 9, 2014](#)

Date of Revision: October 10, 2016

Date of Revision: August 12, 2019~~[Insert Date]~~

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

Language Arts standards that were adopted by the State Board in September, 2014;

Mathematics standards that were approved by the State Board in September, 2015;

Science standards that were adopted by the State Board in ~~November, 2010~~September, 2017; and

Social Studies standards that were adopted by the State Board in ~~December, 2012~~November 2019.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 14, 2015~~[Insert Date]~~
Date of Revision: August 8, 2016
Date of Reaffirmation: October 10, 2016
Date of Revision: July 9, 2018

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

- (2) The supplemental reading intervention program may also include:
- (a) Reading intervention techniques that are based on scientific research and best practices;
 - (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
 - (c) Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
 - (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
 - (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to section 24 of this act to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to section 24 of this act until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: July 9, 2018

Instruction

Experimental/Innovative Program

The professional staff of the school system is encouraged to seek improvement of the educational program of the schools.

Experimental programs and "pilot studies" must have the approval of the Superintendent or his/her designee.

Date of Adoption: June 9, 2014
Date of Reaffirmation: October 10, 2016

Instruction

Curriculum Guides

Curriculum pacing guides and course guides shall be prepared in harmony with the legal requirement of the state and the purposes of the program of instruction adopted by the board.

The Superintendent and his/her designee shall have general coordinating authority over the formation of all courses of study and curriculum guides.

Date of Adoption:	June 9, 2014
Date of Revision:	September 14, 2015
Date of Reaffirmation:	October 10, 2016

InstructionHomework

Norfolk Public Schools believes that homework contributes to the development of our students by building responsibility, self-discipline, academic achievement, and lifelong learning habits, when it has a clear academic purpose that is focused on learning targets. Norfolk Public Schools also values our partnership with parents and believes that strong family involvement is critical to student success. Teachers' professional judgment should be utilized when determining the amount and type of homework assigned, based upon grade level, developmental appropriateness, course, and purpose. The amount of homework will increase gradually from elementary to senior high school. The intent is for students to engage in meaningful homework assignments that strengthen skills, apply concepts, review knowledge, and/or practice procedures based upon the learning targets introduced during the school day.

Date of Adoption:	June 9, 2014
Date of Reaffirmation:	October 10, 2016
Date of Revision:	May 13, 2019

InstructionGrading

The district uses grades for the purposes of providing:

1. Teachers with documentation of student academic performance,
2. Students with feedback about what and how well they have learned,
3. Counselors and post-secondary institutions with information to guide student class selections and career choices, and
4. Parents with grade reports that indicate student progress toward learning targets and content standards.

Learning targets and content standards are consistent across schools, grade-level classrooms, and courses in the district. Grades are not used to reflect student behaviors or as punishment.

Grades are assigned by teachers using a standardized (district-wide) percentage range and letter grade scale and are determined using the NPS proficiency target/GPA conversion scale as appropriate. Administrative rule grading practice guidelines, developed and implemented by the Superintendent or designee, are based on educational research and explain how grades quantify, detail, and document academic achievement of each student.

Date of Adoption: August 10, 2020

InstructionGuidance

The classroom teacher is a key figure in the guidance of youth in both the elementary and secondary schools. The counselor and teachers, by pooling their knowledge and resources, accept the students where they are and help them go as far as their potentialities permit. The students are helped to know and develop their abilities and to recognize and accept their limitations, and in this way to better understand themselves.

The guidance program includes five (5) basic services:

1. Inventory Service. Emphasis is placed upon a system of accurate and complete student records that accentuate the uniqueness of the individual students.
2. Informational Service. Information in the areas of occupational, educational and vocational guidance is made available to teachers, students and parents.
3. Counseling Service. Students are encouraged to seek individual counseling when needed. Students with needs beyond that of the counseling program are encouraged to seek the services of private counseling.
4. Placement Service. This service assists students in the selection of appropriate occupations, educational institutions and work experiences, and includes assistance with the completion of post-secondary and financial applications.
5. Follow-up Service. A continuing follow-up of former students through surveys should be pursued in order to evaluate and improve the effectiveness of the school program.

Date of Adoption: June 9, 2014
Date of Revision: October 10, 2016

Instruction

Field Trips

Field trips shall be considered as instruction and planned as such with definite objectives determined in advance.

Teachers or other certified personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct.

When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as conductor.

Appropriate education experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip.

Date of Adoption: June 9, 2014
Date of Reaffirmation: October 10, 2016

InstructionSchool Activity Trip Drivers

Students who attend school sponsored activities as official representatives of the School District, as participants, or as official representatives of a school club or organization must be transported in a vehicle driven by a qualified staff member, a qualified parent of one of the students in the vehicle, or a qualified adult. The Director of Human Resources shall approve the proposed qualified adult prior to the commencement of any activity trip. (This does not apply to practices and rehearsals.)

Date of Adoption: March 9, 2015
Date of Reaffirmation: October 10, 2016

InstructionActivities

A vital component of a comprehensive education program is a properly supervised activities program. Such activities, properly supervised and kept in proper perspective, shall be maintained in the school program in order to give students opportunities for experiences not possible in classroom activities. Care and consideration should be given by educators, coaches, sponsors and parents to the amount of time these activities take students away from school during school hours or away from studies on "school nights."

Date of Adoption: June 9, 2014
Date of Reaffirmation: October 10, 2016

InstructionActivity Funds Management

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

Date of Adoption: June 9, 2014
Date of Reaffirmation: October 10, 2016

Instruction

Activities

School Colors

The official colors of Norfolk Public Schools shall be maroon and white. An additional color or colors may be used for trim, but the predominant colors shall remain maroon and white.

Date of Adoption: June 9, 2014
Date of Reaffirmation: October 10, 2016

November 4, 2020

Dear NPS Board President Wolfe and Superintendent Thompson,

Please accept this letter as my resignation from the NPS school board, effective December 31, 2020.

I feel a sense of ambivalence as I write this letter of resignation. On the one hand, I am excited to have been elected to represent District 3 on the Nebraska State Board of Education and to have the opportunity to positively impact education across Nebraska.

On the other hand, I am saddened because I will miss, as a member of the board, making decisions that promote effective learning and teaching and that guide the present and future of the NPS structures and educational functions. I will also miss the collegiality and friendships developed and experienced over the past six years.

It has been an honor and privilege to have represented the NPS citizens as a board member and to be affiliated with an educational system that embodies the attitude that "nothing prevents success".

I leave the organization hoping that I have contributed value and knowing that I have grown personally and professionally through my NPS board experiences. Although I am leaving the organization, my relationship with NPS has not ended. Rather, it will evolve as we continue working together to make education in Nebraska even better than it is now.

Sincerely,
Patti Gubbels