

## **Board of Education Regular Meeting**

Monday, February 8, 2021 5:30 PM

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

### **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. Presentations and Special Recognitions**

1. School Board Appreciation Week Recognition

### **5. Public Comments & Communication**

### **6. 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

### **7. Committee Reports**

1. Facilities & Finance Committee Report

2. Policy Committee Report

3. Government Relations Committee Report

4. Norfolk Public Schools Foundation Committee  
Report

5. Minutes of Committee Meetings

### **8. Approve Consent Agenda**

1. Minutes of Previous Meetings

2. Personnel

1. Contract Approval

2. Resignations

3. Claims

**9. Action Items**

1. Discuss, Consider and Take Action to Interview and Appoint a New Member to the NPS Board of Education

2. Discuss, consider and take action to approve the Annual Resolution related to Option Enrollment (Policy 5006)

3. Discuss, consider and take action to approve the first reading of board policies 8110-8347 related to Internal Board Policies

4. Discuss, consider and take action to grant permission for the release of RFPs for Copy and Print Services

5. Discuss, consider and take action to grant permission for the release of RFPs for school picture and ID services for 2021-2022 through 2025-2026

6. Discuss, consider and take action to grant permission for the release of bid documents for Grant Elementary School renovations.

7. Discuss, consider and take action to approve changes to the COVID-19 Return to School Plan

8. Discuss, consider and take action to approve the 2021-2022 Little Panthers Preschool Calendar

**10. Future Meetings**

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

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

2. Reconvene Meeting from Executive Session

3. Approval of Any Action Deemed Necessary as a Result of Executive Session

**12. Adjournment**

**NORFOLK PUBLIC SCHOOLS**  
**INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**ALL FUNDS**  
**For Month Ending January 31, 2021**

Fund/Account	2020-2021 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$4,124,765.55	\$33,028.54	\$275,045.16	\$3,882,748.93
SPECIAL BUILDING FUND (2)	\$4,542,044.06	\$98,423.97	\$0.00	\$4,640,468.03
DEPRECIATION RESERVE FUND (2)	\$7,745,293.74	\$3,261.11	\$0.00	\$7,748,554.85
ACTIVITIES ACCOUNT (2)	\$789,148.71	\$25,995.73	\$51,962.36	\$763,182.08
SUBSIDIARY ACCOUNT (2)	\$408,573.83	\$49,869.69	\$33,057.04	\$425,386.48
GENERAL FUND (1)	\$15,221,499.48	\$3,143,864.59	3,979,324.88	\$14,386,039.19
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,527,281.05	\$3,527,281.05	\$5,705.78
SCHOOL LUNCH FUND (2)	\$1,014,190.36	\$24,668.43	\$202,723.60	\$836,135.19
BOND FUND (2)	\$2,669,363.29	\$47,379.54	\$0.00	\$2,716,742.83
COOPERATIVE FUND (2)	\$294,895.74	\$79,026.70	\$11,410.56	\$362,511.88
EMPLOYEE BENEFIT FUND (2)	\$4,701.25	\$2.19	\$0.00	\$4,703.44
ATHLETIC FIELD COOPERATIVE FUND (2)	\$385,681.45	\$82.04	\$0.00	\$385,763.49
CONVENIENCE FEE FUND (2)	\$7,827.92	\$539.68	\$381.75	\$7,985.85
STUDENT FEE FUND (2)	\$333,736.99	\$1,618.13	\$3,528.67	\$331,826.45
<b>TOTAL ALL FUNDS</b>	<b>\$37,547,428.15</b>	<b>\$7,035,041.39</b>	<b>\$8,084,715.07</b>	<b>\$36,497,754.47</b>
<b>BALANCES CLASSIFIED BY DEPOSITORY</b>				
(1) BANK FIRST				\$14,386,039.19
(2) ELKHORN VALLEY BANK				\$19,394,972.45
(2) MIDWEST BANK				\$2,716,742.83
<b>TOTAL BALANCES</b>				<b>\$36,497,754.47</b>

**JANUARY 2021 SENIOR HIGH ACTIVITY FUND EXPENDITURES**

1	AMBROZ, CHARLES	1/9 JUDGE	13 2900 610 2 522 001	\$75.00
2	AMBROZ, CHARLES Total			\$75.00
3	ANDERSON, RANDY	1/16 OFFICIAL	13 2900 610 2 531 001	\$55.00
4		1/7 OFFICIAL	13 2900 610 2 538 001	\$55.00
5	ANDERSON, RANDY Total			\$110.00
6	ASSETGENIE, INC	MOTHERBOARD & BATTERIES	13 2900 610 2 230 001	\$224.75
7	ASSETGENIE, INC Total			\$224.75
8	BAUMANN, TRAVIS	1/18 OFFICIAL	13 2900 610 2 531 001	\$55.00
9	BAUMANN, TRAVIS Total			\$55.00
10	BERNER, SCOTT	1/30 OFFICIAL	13 2900 610 2 546 001	\$275.00
11	BERNER, SCOTT Total			\$275.00
12	BISHOP HEELAN HIGH SCHOOL	1/23 ENTRY FEE	13 2900 610 2 546 001	\$150.00
13	BISHOP HEELAN HIGH SCHOOL Total			\$150.00
14	BODLAK, TYSON	1/15 OFFICIAL	13 2900 610 2 538 001	\$155.00
15		1/16 OFFICIAL	13 2900 610 2 538 001	\$155.00
16	BODLAK, TYSON Total			\$310.00
17	BRTEK, LOGAN	1/16 JUDGE	13 2900 610 2 522 001	\$60.00
18		1/23 JUDGE	13 2900 610 2 522 001	\$60.00
19	BRTEK, LOGAN Total			\$120.00
20	BRYDE, SHAWN	1/9 JUDGE	13 2900 610 2 522 001	\$60.00
21	BRYDE, SHAWN Total			\$60.00
22	CASH	1/12 WR GATE	13 2900 610 2 501 001	\$600.00
23		1/15 GBB GATE	13 2900 610 2 501 001	\$800.00
24		1/16 GBB/BBB GATE	13 2900 610 2 501 001	\$1,200.00
25		1/18 GBB/BBB GATE	13 2900 610 2 501 001	\$400.00
26		1/21 BBB GATES	13 2900 610 2 501 001	\$800.00
27		1/22 GBB GATES	13 2900 610 2 501 001	\$800.00
28		1/25 GBB GATES	13 2900 610 2 501 001	\$400.00
29		1/26 BBB GATES	13 2900 610 2 501 001	\$800.00
30		1/28 GBB GATES	13 2900 610 2 501 001	\$800.00
31		1/29 WR GATES	13 2900 610 2 501 001	\$400.00
32		1/30 WR GATES	13 2900 610 2 501 001	\$800.00
33		1/8 GBB GATE	13 2900 610 2 501 001	\$800.00

34		2/12 BBB GATES	13 2900 610 2 501 001	\$1,200.00
35		2/18 BBB GATES	13 2900 610 2 501 001	\$800.00
36		2/19 GBB GATES	13 2900 610 2 501 001	\$800.00
37		2/4 GBB GATES	13 2900 610 2 501 001	\$800.00
38		2/5 BBB GATES	13 2900 610 2 501 001	\$1,200.00
39		2/6 GBB/BBB GATES	13 2900 610 2 501 001	\$1,600.00
40	CASH Total			\$15,000.00
41	CEDER, ERIC	1/19 OFFICIAL	13 2900 610 2 538 001	\$155.00
42	CEDER, ERIC Total			\$155.00
43	CENGAGE LEARNING	TEXTBOOKS	13 2900 610 2 272 001	\$330.00
44	CENGAGE LEARNING Total			\$330.00
45	CHRISTENSEN, ALLEN	2/1 OFFICIAL	13 2900 610 2 531 001	\$55.00
46	CHRISTENSEN, ALLEN Total			\$55.00
47	CHRISTIANS, AARON	1/19 OFFICIAL	13 2900 610 2 538 001	\$155.00
48	CHRISTIANS, AARON Total			\$155.00
49	COLFACK, JACKI	MENARDS/WALMART-MUSICAL	13 2900 610 2 523 001	\$135.69
50	COLFACK, JACKI Total			\$135.69
51	COLLEGE ENTRANCE	OCTOBER PSAT TEST	13 2900 610 2 576 001	\$85.00
52	COLLEGE ENTRANCE Total			\$85.00
53	COWLING, COURTNEY	1/23 JUDGE	13 2900 610 2 522 001	\$60.00
54		1/9 JUDGE	13 2900 610 2 522 001	\$60.00
55	COWLING, COURTNEY Total			\$120.00
56	DEKAY, BARRY	1/22 OFFICIAL	13 2900 610 2 538 001	\$90.00
57	DEKAY, BARRY Total			\$90.00
58	DENNIS, CLINT	1/4 OFFICIAL	13 2900 610 2 531 001	\$110.00
59	DENNIS, CLINT Total			\$110.00
60	EHRISMAN, REID	1/7 OFFICIAL	13 2900 610 2 538 001	\$55.00
61	EHRISMAN, REID Total			\$55.00
62	ELKHORN FEED CENTER	ANIMAL FEED	13 2900 610 2 628 001	\$62.86
63	ELKHORN FEED CENTER Total			\$62.86
64	EUROFINS ABRAXIS, INC.	PIE GRANT-WATER SAMPLING TESTS	13 2900 610 2 276 001	\$755.12
65	EUROFINS ABRAXIS, INC. Total			\$755.12
66	FINKE, KYLE	1/22 OFFICIAL	13 2900 610 2 538 001	\$90.00
67	FINKE, KYLE Total			\$90.00

68	FLORES, MELISSA	1/23 JUDGE	13 2900 610 2 522 001	\$60.00
69		1/9 JUDGE	13 2900 610 2 522 001	\$75.00
70	FLORES, MELISSA Total			\$135.00
71	FREMONT SENIOR HIGH SCHOOL	12/4 ENTRY FEE	13 2900 610 2 546 001	\$150.00
72	FREMONT SENIOR HIGH SCHOOL Total			\$150.00
73	GIBBENS, DAVID	1/30 OFFICIAL	13 2900 610 2 546 001	\$275.00
74	GIBBENS, DAVID Total			\$275.00
75	GILLETTE PRINTING	WHITE CARDSTOCK	13 2900 610 2 597 001	\$105.00
76	GILLETTE PRINTING Total			\$105.00
77	GRIZZLE, CHASE	1/28 OFFICIAL	13 2900 610 2 531 001	\$90.00
78			13 2900 610 2 538 001	\$90.00
79	GRIZZLE, CHASE Total			\$180.00
80	HAUFF SPORTS	20/21 EQUIPMENT	13 2900 610 2 546 001	\$1,795.61
81	HAUFF SPORTS Total			\$1,795.61
82	HOFFMANN, BRADLEY	1/4 OFFICIAL	13 2900 610 2 531 001	\$110.00
83	HOFFMANN, BRADLEY Total			\$110.00
84	IN THE SPOTLIGHT COSUME	ONE ACT COSTUMES	13 2900 610 2 523 001	\$171.10
85	IN THE SPOTLIGHT COSUME Total			\$171.10
86	JOHNSON, ALEX	1/8 OFFICIAL	13 2900 610 2 538 001	\$90.00
87	JOHNSON, ALEX Total			\$90.00
88	KEAGLE, JEFF	1/16 OFFICIAL	13 2900 610 2 531 001	\$55.00
89	KEAGLE, JEFF Total			\$55.00
90	KERKMAN, BRYCE	1/21 OFFICIAL	13 2900 610 2 531 001	\$55.00
91		2/1 OFFICIAL	13 2900 610 2 531 001	\$55.00
92	KERKMAN, BRYCE Total			\$110.00
93	KIENOW, MATTHEW	1/28 OFFICIAL	13 2900 610 2 531 001	\$90.00
94			13 2900 610 2 538 001	\$90.00
95	KIENOW, MATTHEW Total			\$180.00
96	KUMM, ELIZABETH	1/16 JUDGE	13 2900 610 2 522 001	\$60.00
97		1/9 JUDGE	13 2900 610 2 522 001	\$60.00
98	KUMM, ELIZABETH Total			\$120.00
99	LANMAN, ANDREW	1/29 OFFICIAL	13 2900 610 2 546 001	\$150.00
100		1/30 OFFICIAL	13 2900 610 2 546 001	\$275.00
101	LANMAN, ANDREW Total			\$425.00

102	LINCOLN EAST HIGH SCHOOL	1/16 ENTRY FEE	13 2900 610 2 522 001	\$210.00
103	LINCOLN EAST HIGH SCHOOL Total			\$210.00
104	LINCOLN NORTH STAR HIGH	1/16 ENTRY FEE	13 2900 610 2 546 001	\$75.00
105		1/9 ENTRY FEE	13 2900 610 2 522 001	\$100.00
106	LINCOLN NORTH STAR HIGH Total			\$175.00
107	MEIER, RODNEY C	1/4 OFFICIAL	13 2900 610 2 531 001	\$110.00
108	MEIER, RODNEY C Total			\$110.00
109	MILLARD NORTH HIGH SCHOOL	ENTRY FEE	13 2900 610 2 522 001	\$186.00
110	MILLARD NORTH HIGH SCHOOL Total			\$186.00
111	MILLARD SOUTH HIGH SCHOOL	1/8 ENTRY FEE	13 2900 610 2 544 001	\$50.00
112	MILLARD SOUTH HIGH SCHOOL Total			\$50.00
113	MITCHELL, KENNETH	1/9 JUDGE	13 2900 610 2 522 001	\$60.00
114	MITCHELL, KENNETH Total			\$60.00
115	MOEN, MADELYN	1/23 JUDGE	13 2900 610 2 522 001	\$75.00
116		1/9 JUDGE	13 2900 610 2 522 001	\$75.00
117	MOEN, MADELYN Total			\$150.00
118	MONETTE, TONI	1/23 JUDGE	13 2900 610 2 522 001	\$50.00
119	MONETTE, TONI Total			\$50.00
120	MOODY, JOHN	1/7 OFFICIAL	13 2900 610 2 538 001	\$155.00
121	MOODY, JOHN Total			\$155.00
122	MULLER, BRYCE	1/8 OFFICIAL	13 2900 610 2 538 001	\$90.00
123	MULLER, BRYCE Total			\$90.00
124	NATIONAL SPEECH & DEBATE	MEMBERSHIP	13 2900 610 2 553 001	\$80.00
125	NATIONAL SPEECH & DEBATE Total			\$80.00
126	NEWMAN GROVE HIGH SCHOOL	12/30 ENTRY FEE	13 2900 610 2 546 001	\$80.00
127	NEWMAN GROVE HIGH SCHOOL Total			\$80.00
128	NGUYEN, JESSE	1/16 JUDGE	13 2900 610 2 522 001	\$75.00
129	NGUYEN, JESSE Total			\$75.00
130	NORFOLK AMBULANCE SERVICE,	FALL AMBULANCE SERVICE	13 2900 610 2 279 001	\$50.00
131			13 2900 610 2 536 001	\$50.00
132			13 2900 610 2 537 001	\$1,075.00
133	NORFOLK AMBULANCE SERVICE, Total			\$1,175.00
134	NORTHEAST COMMUNITY	MED AID & CNA BOOKS	13 2900 610 2 269 001	\$1,815.00
135	NORTHEAST COMMUNITY Total			\$1,815.00

136	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 531 001	\$796.34
137			13 2900 610 2 537 001	\$1,251.60
138			13 2900 610 2 538 001	\$851.46
139			13 2900 610 2 539 001	\$97.84
140			13 2900 610 2 543 001	\$334.81
141			13 2900 610 2 544 001	\$270.80
142			13 2900 610 2 545 001	\$2,717.32
143			13 2900 610 2 616 001	\$20.81
144		SELF ADDRESSED ENVELOPES	13 2900 610 2 266 001	\$248.00
145		T.KAUP STORAGE SHED	13 2900 610 2 598 001	\$2,262.26
146	NPS GENERAL FUND Total			\$8,851.24
147	NPS STUDENT FEES ACCOUNT	FEES COLLECTED	13 2900 610 2 598 001	\$524.00
148	NPS STUDENT FEES ACCOUNT Total			\$524.00
149	NSWCA	ENTRY FEE	13 2900 610 2 562 001	\$30.00
150	NSWCA Total			\$30.00
151	PENCE, GARY	1/8 OFFICIAL	13 2900 610 2 538 001	\$90.00
152	PENCE, GARY Total			\$90.00
153	PROGRESSIVE NUTRITION	WHEAT BRAN	13 2900 610 2 276 001	\$14.43
154	PROGRESSIVE NUTRITION Total			\$14.43
155	QUILL CORPORATION	OFFICE SUPPLIES	13 2900 610 2 503 001	\$110.40
156	QUILL CORPORATION Total			\$110.40
157	RAABE, WALKER	1/15 OFFICIAL	13 2900 610 2 538 001	\$0.00
158		1/18 OFFICIAL	13 2900 610 2 531 001	\$55.00
159		1/21 OFFICIAL	13 2900 610 2 531 001	\$55.00
160		1/7 OFFICIAL	13 2900 610 2 538 001	\$55.00
161		2/1 OFFICIAL	13 2900 610 2 531 001	\$55.00
162	RAABE, WALKER Total			\$220.00
163	RASMUSSEN, KRISAYLA	1/23 JUDGE	13 2900 610 2 522 001	\$50.00
164	RASMUSSEN, KRISAYLA Total			\$50.00
165	RAYMOND CENTRAL HIGH	1/16 ENTRY FEE	13 2900 610 2 522 001	\$204.00
166	RAYMOND CENTRAL HIGH Total			\$204.00
167	REESE, BRIAN	1/5 OFFICIAL	13 2900 610 2 531 001	\$155.00
168	REESE, BRIAN Total			\$155.00
169	RETHWISCH, GAGE	1/16 OFFICIAL	13 2900 610 2 538 001	\$155.00

170	RETHWISCH, GAGE Total			\$155.00
171	RETHWISCH, RICHARD	1/16 OFFICIAL	13 2900 610 2 538 001	\$155.00
172	RETHWISCH, RICHARD Total			\$155.00
173	REYNOLDS, NATALIE	1/16 JUDGE	13 2900 610 2 522 001	\$75.00
174	REYNOLDS, NATALIE Total			\$75.00
175	ROOT, BRENNON	1/28 OFFICIAL	13 2900 610 2 531 001	\$90.00
176			13 2900 610 2 538 001	\$90.00
177	ROOT, BRENNON Total			\$180.00
178	RUSSELL, ISAAK	1/21 OFFICIAL	13 2900 610 2 531 001	\$155.00
179	RUSSELL, ISAAK Total			\$155.00
180	SCHMIDT, JASON	1/16 OFFICIAL	13 2900 610 2 531 001	\$55.00
181		1/21 OFFICIAL	13 2900 610 2 531 001	\$55.00
182	SCHMIDT, JASON Total			\$110.00
183	SHERER, CHARLES	1/12 OFFICIAL	13 2900 610 2 546 001	\$160.00
184	SHERER, CHARLES Total			\$160.00
185	SIOUX CITY EAST HIGH	1/9 ENTRY FEE	13 2900 610 2 546 001	\$125.00
186	SIOUX CITY EAST HIGH Total			\$125.00
187	SOULLIERE, BRIAN	1/16 OFFICIAL	13 2900 610 2 531 001	\$155.00
188	SOULLIERE, BRIAN Total			\$155.00
189	SPATZ, RYLEY	1/29 OFFICIAL	13 2900 610 2 546 001	\$150.00
190		1/30 OFFICIAL	13 2900 610 2 546 001	\$275.00
191	SPATZ, RYLEY Total			\$425.00
192	STADIUM SPORTS	COACH APPAREL	13 2900 610 2 562 001	\$980.00
193	STADIUM SPORTS Total			\$980.00
194	SYNCB/AMAZON	CLASSROOM SUPPLIES	13 2900 610 2 619 001	\$151.85
195		SPEECH MATERIALS	13 2900 610 2 553 001	\$234.15
196		SPEECH SUPPLIES	13 2900 610 2 553 001	\$113.43
197	SYNCB/AMAZON Total			\$499.43
198	TASLER, NATE	1/30 OFFICIAL	13 2900 610 2 546 001	\$275.00
199	TASLER, NATE Total			\$275.00
200	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$223.00
201	TEECO INC Total			\$223.00
202	TEST, TROY	1/7 OFFICIAL	13 2900 610 2 538 001	\$155.00
203	TEST, TROY Total			\$155.00

204	ULDRICH, COREY	1/16 OFFICIAL	13 2900 610 2 531 001	\$155.00
205	ULDRICH, COREY Total			\$155.00
206	VANLENGEN, NEIL	1/18 OFFICIAL	13 2900 610 2 531 001	\$55.00
207	VANLENGEN, NEIL Total			\$55.00
208	VISA	AMAZON-ANGEL TREE	13 2900 610 2 276 001	\$113.11
209		AMAZON-REPLACEMENT LIBRARY	13 2900 610 2 579 001	\$8.55
210		AMAZON-SUBSCRIPTION	13 2900 610 2 598 001	\$13.90
211		CABELA'S-PIE GRANT-WADERS	13 2900 610 2 276 001	\$122.52
212		CARONLINA BIOLOGICAL-OWL	13 2900 610 2 276 001	\$54.92
213		CASEY'S-WORKER MEAL	13 2900 610 2 537 001	\$47.97
214		CHAMPION BRIEFS-JAN/FEB	13 2900 610 2 553 001	\$49.98
215		CHICK-FIL-A & POPEYES-TEAM	13 2900 610 2 538 001	\$151.30
216		DOLLAR GENERAL-SUPPLIES	13 2900 610 2 566 001	\$29.50
217		DOMINO'S-TEAM MEAL	13 2900 610 2 547 001	\$132.30
218		FIREHOUSE & CANE'S-TEAM MEALS	13 2900 610 2 547 001	\$170.77
219		FIREHOUSE SUBS-SWIM TEAM MEAL	13 2900 610 2 529 001	\$226.16
220		FIREHOUSE SUBS-TEAM MEAL	13 2900 610 2 513 001	\$168.00
221		GOODCENTS-BBB TEAM MEAL	13 2900 610 2 529 001	\$192.12
222		HOBBY LOBBY & WALMART-ANGEL	13 2900 610 2 276 001	\$121.87
223		HOBBY LOBBY-FLAG SUPPLIES	13 2900 610 2 503 001	\$6.36
224		HOBBY LOBBY-LOCKER SUPPLIES	13 2900 610 2 517 001	\$23.13
225		MENARDS-STORAGE ROOM SUPPLIES	13 2900 610 2 529 001	\$133.66
226		MENARDS-SUPPLIES	13 2900 610 2 593 001	\$689.55
227		NEB STATE CHEER-REGISTRATION	13 2900 610 2 517 001	\$240.00
228		NEBR COACH ASSOC-REGISTRATION	13 2900 610 2 556 001	\$190.00
229		QR CODE GENERATOR-SUBSCRIPTION	13 2900 610 2 553 001	\$71.19
230		RAISING CANE'S-TEAM MEAL	13 2900 610 2 513 001	\$253.09
231			13 2900 610 2 562 001	\$152.54
232		RUBBER FLOORING-MATS	13 2900 610 2 544 001	\$230.38
233		RUNZA-WORKER MEALS	13 2900 610 2 531 001	\$61.81
234			13 2900 610 2 538 001	\$61.81
235		SLIM CHICKENS-HAC TEAM MEAL	13 2900 610 2 547 001	\$150.80
236		SMORE.COM-SUBSCRIPTION	13 2900 610 2 528 001	\$79.00
237		SUBWAY-TEAM MEAL	13 2900 610 2 231 001	\$198.00

238		TARGET-ANGEL TREE	13 2900 610 2 276 001	\$349.98
239		TARGET-TOYS FOR TOTS	13 2900 610 2 614 001	\$167.90
240		VICTORY BRIEFS-JAN/FEB	13 2900 610 2 553 001	\$60.00
241		WALMART & DOLLAR TREE-SUPPLIES	13 2900 610 2 553 001	\$53.82
242		WALMART-SHOE CADDY	13 2900 610 2 231 001	\$8.24
243		WALMART-SUPPLIES	13 2900 610 2 543 001	\$61.36
244		WEBSTAIRANT-CUPS	13 2900 610 2 503 001	\$114.64
245		WEDEKIND MANUF-PANELS	13 2900 610 2 628 001	\$1,153.60
246		WHOLESALEHATS-RUNNING HATS	13 2900 610 2 231 001	\$104.69
247	VISA Total			\$6,218.52
248	WAGNER, NATHAN	1/21 OFFICIAL	13 2900 610 2 531 001	\$155.00
249		1/5 OFFICIAL	13 2900 610 2 531 001	\$155.00
250	WAGNER, NATHAN Total			\$310.00
251	WASHBURN, TIM	1/7 OFFICIAL	13 2900 610 2 538 001	\$155.00
252	WASHBURN, TIM Total			\$155.00
253	WEMHOFF, ERIC	1/22 OFFICIAL	13 2900 610 2 538 001	\$90.00
254		1/5 OFFICIAL	13 2900 610 2 531 001	\$155.00
255	WEMHOFF, ERIC Total			\$245.00
256	WESTBY, JACOB	1/9 JUDGE	13 2900 610 2 522 001	\$60.00
257	WESTBY, JACOB Total			\$60.00
258	WESTOVER, JEFF	1/16 OFFICIAL	13 2900 610 2 531 001	\$155.00
259	WESTOVER, JEFF Total			\$155.00
260	WESTSIDE HIGH SCHOOL	1/23 ENTRY FEE	13 2900 610 2 522 001	\$120.00
261	WESTSIDE HIGH SCHOOL Total			\$120.00
262	WINNEBAGO HIGH SCHOOL	12/29 ENTRY FEE	13 2900 610 2 546 001	\$45.00
263	WINNEBAGO HIGH SCHOOL Total			\$45.00
264	WINNERS CIRCLE	ONE ACT AWARDS	13 2900 610 2 523 001	\$118.36
265	WINNERS CIRCLE Total			\$118.36
266	ZART, TODD	1/21 OFFICIAL	13 2900 610 2 531 001	\$155.00
267	ZART, TODD Total			\$155.00
268	ZEPHIER, SHIRLEY	1/16 JUDGE	13 2900 610 2 522 001	\$35.00
269		1/23 JUDGE	13 2900 610 2 522 001	\$30.00
270	ZEPHIER, SHIRLEY Total			\$65.00
271	<b>Grand Total</b>			<b>\$48,874.51</b>

**JANUARY 2021 JUNIOR HIGH ACTIVITY FUND EXPENDITURES**

1	DOMINISSE, DOUG	OFFICIAL PAY 2 GAMES 1/19/21	14 2900 610 2 849 002	\$40.00
2		OFFICIAL PAY 2 GAMES 1/25/21	14 2900 610 2 849 002	\$60.00
3		OFFICIAL PAY 2 GAMES 2/1/21	14 2900 610 2 849 002	\$40.00
4	DOMINISSE, DOUG Total			\$140.00
5	FAUSS, DAVID M.	OFFICIAL PAY 2 GAMES 1/21/21	14 2900 610 2 849 002	\$60.00
6		OFFICIAL PAY 2 GAMES 1/28/20	14 2900 610 2 849 002	\$40.00
7		OFFICIAL PAY 2 GAMES 2/1/21	14 2900 610 2 849 002	\$40.00
8		OFFICIAL PAY 2 GAMES 2/2/21	14 2900 610 2 849 002	\$60.00
9	FAUSS, DAVID M. Total			\$200.00
10	HEDRICK, THOMAS	OFFICIAL PAY 2 GAMES 1/28/21	14 2900 610 2 849 002	\$60.00
11		OFFICIAL PAY 2 GAMES 2/2/21	14 2900 610 2 849 002	\$60.00
12	HEDRICK, THOMAS Total			\$120.00
13	J W PEPPER, INC	SHOW CHOIR MUSIC SHEETS	14 2900 610 2 875 002	\$252.49
14	J W PEPPER, INC Total			\$252.49
15	JOHNSON, EVAN	OFFICIAL PAY 2 GAMES 1/21/21	14 2900 610 2 849 002	\$60.00
16	JOHNSON, EVAN Total			\$60.00
17	MILLER, PERRY	OFFICIAL PAY 2 GAMES 1/21/21	14 2900 610 2 849 002	\$60.00
18	MILLER, PERRY Total			\$60.00
19	NORFOLK AMBULANCE SERVICE,	AMBULANCE SERVICE FOR HOME FB	14 2900 610 2 846 002	\$650.00
20	NORFOLK AMBULANCE SERVICE, Total			\$650.00
21	NPS GENERAL FUND	PAYROLL FOR ACTIVITY WORKERS	14 2900 610 2 848 002	\$410.51
22			14 2900 610 2 850 002	\$158.88
23	NPS GENERAL FUND Total			\$569.39
24	NPS STUDENT FEES ACCOUNT	AFTERSHOCK JAXON DRISCOLL	14 2900 610 2 840 002	\$50.00
25	NPS STUDENT FEES ACCOUNT Total			\$50.00
26	TEST, MIKE	OFFICIAL PAY 2 GAMES 1/19/21	14 2900 610 2 849 002	\$40.00
27		OFFICIAL PAY 2 GAMES 1/28/21	14 2900 610 2 849 002	\$40.00
28		OFFICIAL PAY 2 GAMES 2/2/21	14 2900 610 2 849 002	\$60.00
29	TEST, MIKE Total			\$140.00
30	VISA	STUDENT SUPPLIES #32	14 2900 610 2 830 002	\$848.25
31		SUPPLIES FOR WRESTLING COACHES	14 2900 610 2 870 002	\$107.96
32		TOTES BB STORAGE #32	14 2900 610 2 845 002	\$27.76
33	VISA Total			\$983.97

34	WINNERS CIRCLE	BOYS/GIRLS BB MEDALS	14 2900 610 2 845 002	\$110.00
35	WINNERS CIRCLE Total			\$110.00
36	<b>Grand Total</b>			<b>\$3,335.85</b>

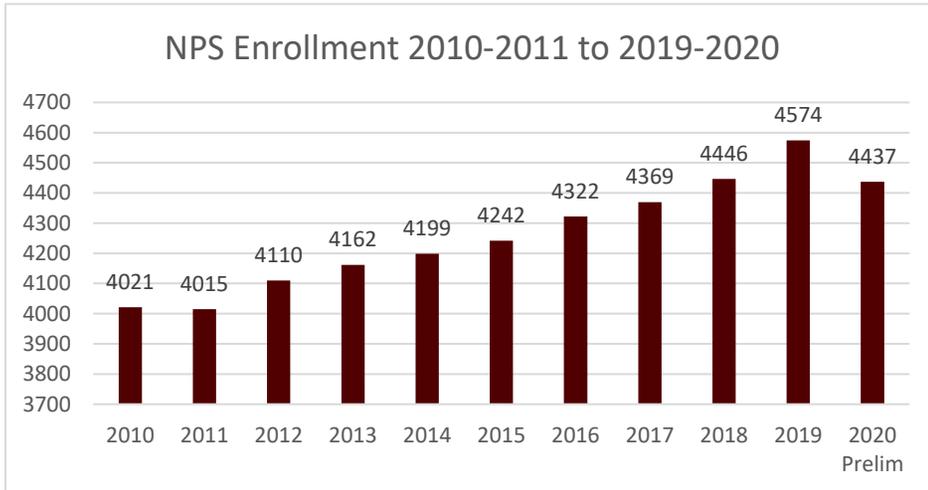
**JANUARY 2021 SUBSIDIARY EXPENDITURES**

1	BARNHILL ENTERPRISES LLC	BAND DONATION	05 2900 610 0 040 000	\$199.85
2	BARNHILL ENTERPRISES LLC Total			\$199.85
3	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$40.39
4	CULLIGAN OF NORFOLK Total			\$40.39
5	LAKESHORE LEARNING	FOUNDATION GRANT/SUCKSTORF AND	05 2900 610 0 061 000	\$148.95
6	LAKESHORE LEARNING Total			\$148.95
7	MADISON NATIONAL LIFE	JAN 21 BASIC LIFE FOR RETIREES	05 2900 610 0 090 000	\$469.92
8	MADISON NATIONAL LIFE Total			\$469.92
9	NORFOLK DAILY NEWS	NEWSPAPER RENEWAL	05 2900 610 0 040 000	\$186.00
10	NORFOLK DAILY NEWS Total			\$186.00
11	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$13.24
12	NORFOLK SENIOR HIGH SCHOOL Total			\$13.24
13	NPS STUDENT FEES ACCOUNT	AFTERSHOCK B&C INGEBRITSON	05 2900 610 0 050 000	\$100.00
14		AFTERSHOCK C. BINGNER AND L.	05 2900 610 0 050 000	\$100.00
15		AFTERSHOCK CAMERON LUNDY	05 2900 610 0 050 000	\$50.00
16		AFTERSHOCK COLIN LUNDY	05 2900 610 0 050 000	\$50.00
17		AFTERSHOCK DAWSON JACKSON	05 2900 610 0 050 000	\$25.00
18		AFTERSHOCK REESE UZZELL	05 2900 610 0 050 000	\$50.00
19		AFTERSHOCK SYDNEE VOLKER	05 2900 610 0 050 000	\$25.00
20		GRACE CARHART AFTERSHOCK	05 2900 610 0 050 000	\$25.00
21	NPS STUDENT FEES ACCOUNT Total			\$425.00
22	NPS-FOUNDATION	DUAL CREDIT WAYNE	05 2900 610 0 064 000	\$840.00
23	NPS-FOUNDATION Total			\$840.00
24	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$15.90
25	NPS-JUNIOR HIGH SCHOOL Total			\$15.90
26	ORIENTAL TRADING COMPANY	BOUNCE AROUND BINGO	05 2900 610 0 069 000	\$19.95
27		GAMES	05 2900 610 0 069 000	\$41.79
28		IMAGINATION MAGNETS	05 2900 610 0 069 000	\$119.80
29		MARBLE CIRCUIT	05 2900 610 0 069 000	\$25.95
30	ORIENTAL TRADING COMPANY Total			\$207.49
31	REALLY GOOD STUFF	SOCIAL SKILLS BOARD GAMES	05 2900 610 0 061 000	\$84.93
32	REALLY GOOD STUFF Total			\$84.93
33	SWIVL	SWIVL CX3	05 2900 610 0 057 000	\$6,013.00

34	SWIVL Total			\$6,013.00
35	SYNCB/AMAZON	WELLNESS CHALLENGE WEEKLY	05 2900 610 0 060 000	\$483.46
36	SYNCB/AMAZON Total			\$483.46
37	TEECO INC	PUMP AND RENTAL FEE	05 2900 610 0 050 000	\$43.00
38		WATER	05 2900 610 0 069 000	\$18.00
39		WATER AND DELIVERY	05 2900 610 0 050 000	\$24.50
40	TEECO INC Total			\$85.50
41	VISA	BOOKS/AMAZON #10	05 2900 610 0 063 000	\$637.14
42		BOOKS/AMAZON #17	05 2900 610 0 069 000	\$139.44
43		DRY ERASE BOARD ERASERS #10	05 2900 610 0 063 000	\$24.36
44		FOUNDATION GRANT	05 2900 610 0 061 000	\$42.78
45		HYVEE #17	05 2900 610 0 065 000	\$36.68
46		OTC CANDY #16	05 2900 610 0 045 000	\$171.36
47		TREATS #6	05 2900 610 0 058 000	\$33.07
48	VISA Total			\$1,084.83
49	<b>Grand Total</b>			<b>\$10,298.46</b>

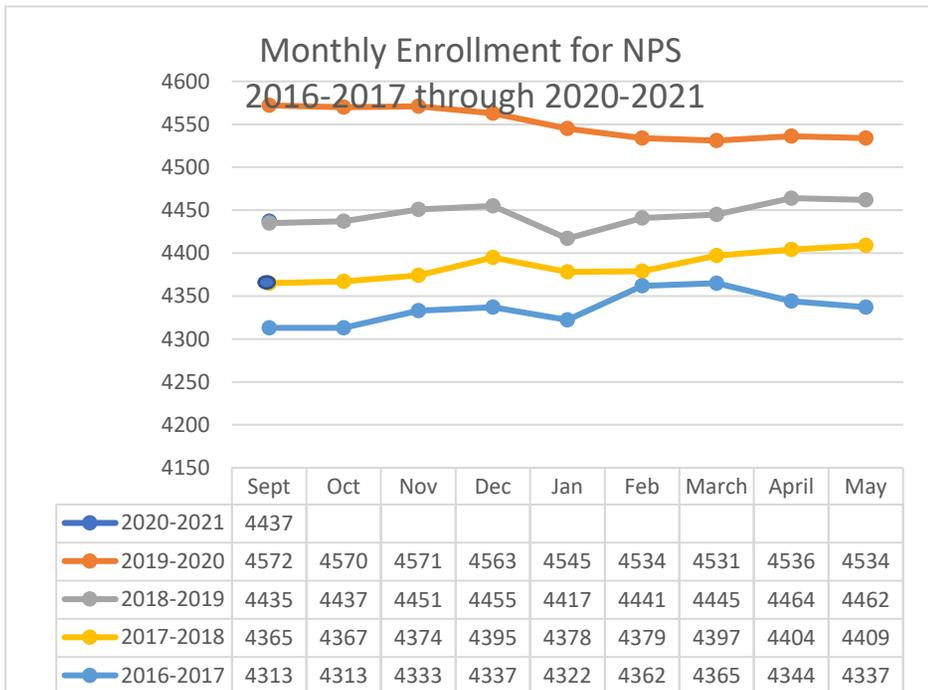
# Superintendent's Report to the BOE February 8, 2021

## Enrollment



Norfolk Public Schools' district enrollment has increased every year since 2011-2012, until this year (2020-2021).

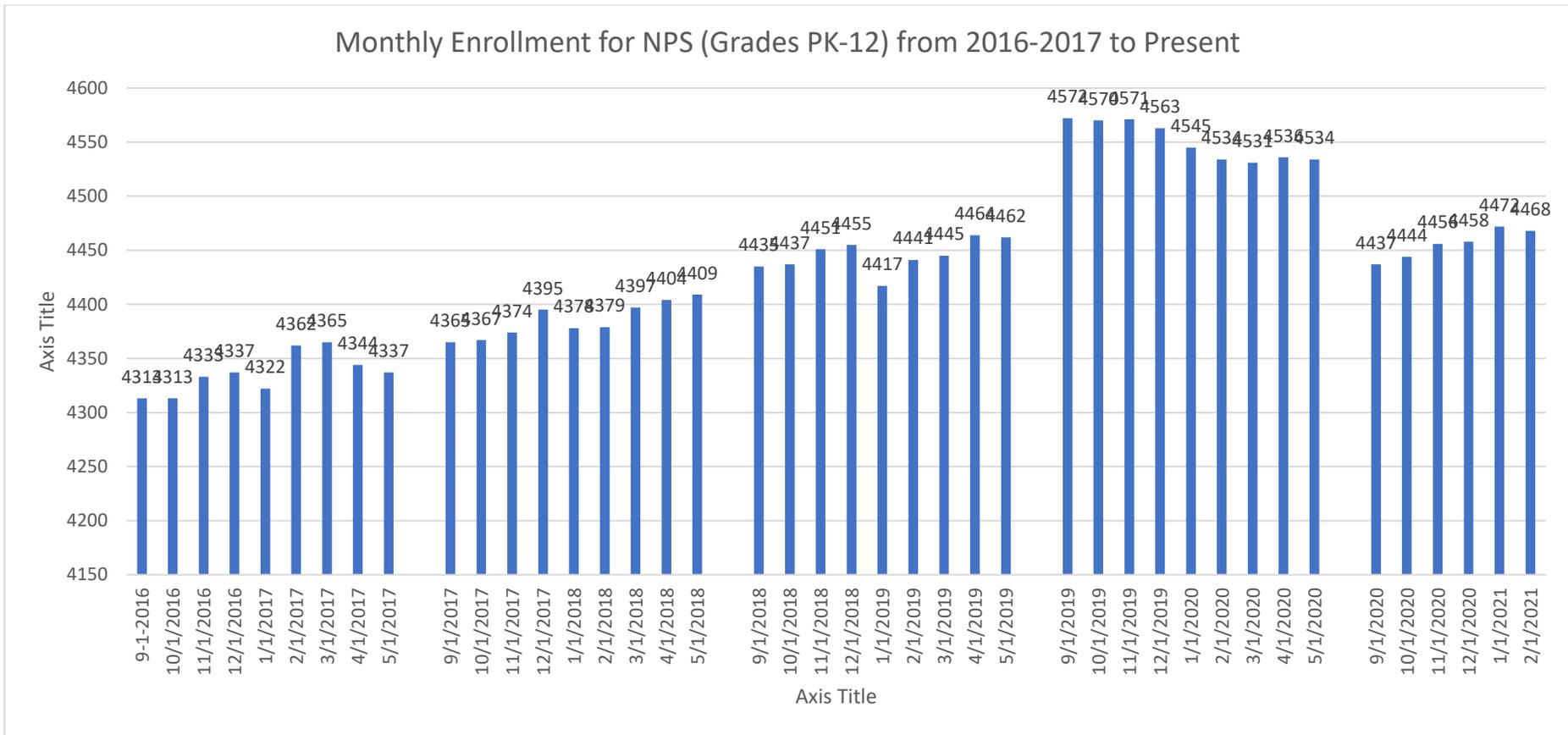
- Our average annual increase from 2011-2012 to 2019-2020 was nearly 70 student per year.
- However, our enrollment decreased by 137 students from September 2019 to September 2020.
- We know that the number of homeschooled students has increased within our district due to COVID. However, this may not fully explain this loss.



Typically, NPS student enrollment increases throughout the school year (with additional increases occurring during the summer months). However, this trend reversed (with a drop in student enrollment) in 2019-2020.

- During the 2016-2017 school year enrollment increased from 4313 to 4337 (24 students).
- During the 2017-2018 school year enrollment increased from 4365 to 4409 (44 students).
- During the 2018-2019 school year enrollment increased from 4435 to 4462 (27 students).
- During the 2019-2020 school year enrollment decreased from 4572 to 4534 (38 students).
- Our unofficial enrollment on September 1, 2020 was significantly less (135 students) than our enrollment on September 1, 2019.

Monthly Enrollment for NPS (Grades PK-12) from 2016-2017 to Present



A closer look at this data indicates that NPS’ enrollment typically increases from September through December, temporarily decreases in January, then increases again in the Spring. This trend did not hold true in 2019-2020. NPS’ enrollment began decreasing in December 2019 and continued to decline for the remainder of the 2019-2020 school year and the summer of 2020.

Our 2020-2021 enrollment started much lower than anticipated. In fact, it started at nearly the same level as it started in 2018-2019. However, our enrollment steadily increased from September through January, increasing by 35 students during that time frame. We were hoping this trend would continue throughout the year; however, we experienced a decrease of 4 students in February.

We will need to monitor this situation closely to determine if our decrease in enrollment is an anomaly due to COVID (or other circumstances)—or if this is the beginning of a new trend of outmigration. We will also need to monitor it carefully in terms of Option Enrollment. Later this evening, you will be asked to approve our Option Enrollment Status for 2021-2022. Our (hopefully temporary) decrease in enrollment led to lower enrollment projections for 2021-2022, which resulted in several classes being considered “open” to option enrollment. If our enrollment increases between now and August, we may need to re-evaluate this.



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[maryluhr@npsne.org](mailto:maryluhr@npsne.org)

## Nurses Meeting February 2, 2021

- **In attendance** - Blair Brink, Cori Pena, Diane Schilling, Cindy Fox, Mary Luhr, Stacie Uzzell
  - **Excused** -
- 
- ❖ 7th grade registration will be held virtually & ELVPHD will be giving immunizations at other times to be determined.
  - ❖ Summer School June 2 through June 25, 2021.
  - ❖ Kindergarten Round Up will be held April 28th, 2021
  - ❖ New kindergartners and preschoolers registering for the 2021-22 school year are entered in Infinite Campus with an August 1 start date. Then the nurses and health techs can begin checking for updated immunizations.

**The next Nurse's meeting will be March 2, 2021 in the Central Office at 7:45 am.**

FEBRUARY 8, 2021

NORFOLK PUBLIC SCHOOLS  
NORFOLK, NEBRASKA

**GENERAL FUND**

1	ACT	PREACT REPORTING PACKAGE	01 1100 340 2 028 001	\$8,554.00
2	ACT Total			\$8,554.00
3	ADVANCE AUTO PARTS	ABS WHL SPEED SENSOR	01 2650 610 1 001 000	\$19.20
4			01 2650 610 2 001 000	\$19.19
5		ALTERNATOR/REPAIRS TO #34	01 2650 610 1 001 000	\$61.01
6			01 2650 610 2 001 000	\$61.01
7		BRAKE CLEANER/DEICER	01 2650 610 1 001 000	\$25.41
8			01 2650 610 2 001 000	\$25.41
9		BRAKE PADS AND ROTORS	01 2650 610 1 001 000	\$94.06
10			01 2650 610 2 001 000	\$94.05
11		HEADLIGHT	01 2650 610 1 001 000	\$18.90
12			01 2650 610 2 001 000	\$18.89
13		OIL	01 2650 610 1 001 000	\$35.82
14			01 2650 610 2 001 000	\$35.82
15		SHOP SUPPLIES	01 2650 610 1 001 000	\$72.27
16			01 2650 610 2 001 000	\$72.26
17		SLIM LED, PCV VALVE	01 2620 610 1 001 000	\$35.70
18			01 2620 610 2 001 000	\$35.70
19		SPARK PLUG, BRAKE CLEANER	01 2650 610 1 001 000	\$20.68
20			01 2650 610 2 001 000	\$20.68
21		SUPPLIES AND OIL	01 2650 610 1 001 000	\$82.45
22			01 2650 610 2 001 000	\$82.45
23	ADVANCE AUTO PARTS Total			\$930.96
24	AKRS EQUIPMENT SOLUTIONS,	TIRE AND WHEEL ASSEMBLY	01 2630 610 1 001 000	\$138.06
25			01 2630 610 2 001 000	\$138.06
26	AKRS EQUIPMENT SOLUTIONS, Total			\$276.12
27	APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$67.31

28			01 2410 340 2 209 001	\$208.57
29		MOPS	01 2610 431 1 001 000	\$171.60
30			01 2610 431 2 001 000	\$171.60
31		NJHS LOGO	01 2410 340 2 141 002	\$157.46
32		WORK SHIRTS	01 2610 431 1 001 000	\$219.19
33			01 2610 431 2 001 000	\$219.21
34			01 2620 431 1 001 000	\$54.81
35			01 2620 431 2 001 000	\$54.79
36	APPEARA Total			\$1,324.54
37	ARKFELD, KAREN	STAFF MILEAGE	01 1200 333 1 004 000	\$30.12
38			01 1200 333 2 004 000	\$30.12
39	ARKFELD, KAREN Total			\$60.24
40	ASPM LANDSCAPES, LLC	SNOW REMOVAL	01 2630 420 1 001 014	\$8,205.00
41			01 2630 420 1 001 021	\$3,790.00
42			01 2630 420 2 001 001	\$15,705.00
43	ASPM LANDSCAPES, LLC Total			\$27,700.00
44	ASSETGENIE, INC	CHROME BATTERY	01 1100 734 1 704 008	-\$19.95
45		I PAD 6 REPAIRS	01 1100 340 1 104 010	\$89.00
46	ASSETGENIE, INC Total			\$69.05
47	BALCON	AIR QUALITY	01 2620 431 1 001 008	\$1,131.00
48			01 2620 431 1 001 010	\$2,157.00
49			01 2620 431 1 001 012	\$2,307.00
50			01 2620 431 1 001 014	\$1,271.00
51	BALCON Total			\$6,866.00
52	BARNHILL PIANO SERVICE	PIANO TUNING	01 1100 610 2 207 001	\$200.00
53	BARNHILL PIANO SERVICE Total			\$200.00
54	BAUER BUILT, INC	FLAT TIRE REPAIR	01 2730 430 1 001 000	\$10.00
55			01 2730 430 2 001 000	\$10.00
56		KUBOTA MOWER TIRE	01 2630 610 1 001 000	\$41.00
57			01 2630 610 2 001 000	\$41.00
58		NEW TIRES #17	01 2730 430 1 001 000	\$140.52
59			01 2730 430 2 001 000	\$140.52
60		NEW TIRES #19	01 2650 610 1 001 000	\$187.40
61			01 2650 610 2 001 000	\$187.40

62		NEW TIRES BUS #4	01 2730 430 1 001 000	\$792.10
63			01 2730 430 2 001 000	\$792.10
64	BAUER BUILT, INC Total			\$2,342.04
65	BELSAN, TERRY	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$46.74
66	BELSAN, TERRY Total			\$46.74
67	BENNETT, AMY	SLP LICENSE RENEWAL	01 2670 330 1 035 000	\$140.00
68		STAFF MILEAGE	01 2151 333 1 004 000	\$86.09
69	BENNETT, AMY Total			\$226.09
70	BIO CORPORATION	SKINNED CATS	01 1100 610 2 206 001	\$828.04
71	BIO CORPORATION Total			\$828.04
72	BOMGAARS SUPPLY	CHISEL HAMMER	01 2620 610 1 001 000	\$25.00
73			01 2620 610 2 001 000	\$24.99
74		EZ SPOUT GAS CAN	01 2620 610 1 001 021	\$10.99
75		FASTENERS	01 2620 610 1 001 000	\$2.19
76			01 2620 610 2 001 000	\$2.19
77		ICE MELT	01 2630 610 1 001 000	\$244.76
78			01 2630 610 2 001 000	\$244.75
79		ROLLER CHAIN	01 2620 610 1 001 000	\$15.00
80			01 2620 610 2 001 000	\$14.99
81		SOLAR SALT	01 2620 610 1 001 014	\$87.80
82		SUMP PUMP	01 2620 731 2 001 002	\$169.99
83		SUPPLIES	01 2620 610 1 001 000	\$25.06
84			01 2620 610 2 001 000	\$25.06
85	BOMGAARS SUPPLY Total			\$892.77
86	BOYS TOWN	T.KAUP TUITION	01 1200 561 1 004 000	\$2,063.04
87			01 1200 890 1 004 000	\$336.96
88	BOYS TOWN Total			\$2,400.00
89	C & C BUILDERS LLC	SNOW REMOVAL	01 2630 420 1 001 012	\$1,330.00
90	C & C BUILDERS LLC Total			\$1,330.00
91	CAREER SAFE	OSHA-AUTOMOTIVE	01 1115 810 2 257 001	\$25.00
92	CAREER SAFE Total			\$25.00
93	CDW GOVERNMENT, INC	AFE/L PANTOJA	01 2310 610 1 001 000	\$188.57
94			01 2310 610 2 001 000	\$188.56
95		EPSON POWERLITE	01 2410 610 2 141 002	\$404.34

96		EPSON POWERLITE 107	01 1100 650 1 802 009	\$963.08
97		MICRO BATTERIES	01 2230 650 1 005 000	\$1,032.50
98			01 2230 650 2 005 000	\$1,032.50
99		PROJECTOR	01 2410 650 2 209 001	\$404.34
100		PROJECTOR LAMP	01 1100 650 1 430 014	\$75.08
101	CDW GOVERNMENT, INC Total			\$4,288.97
102	CITY OF NORFOLK	SRO	01 1160 350 2 001 000	\$24,412.32
103		WATER	01 2610 410 1 001 000	\$188.17
104			01 2610 410 1 001 003	\$380.44
105			01 2610 410 1 001 004	\$260.06
106			01 2610 410 1 001 005	\$348.14
107			01 2610 410 1 001 008	\$318.98
108			01 2610 410 1 001 009	\$346.07
109			01 2610 410 2 001 000	\$188.18
110			01 2610 410 2 001 002	\$901.82
111	CITY OF NORFOLK Total			\$27,344.18
112	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2161 320 1 004 000	\$4,355.00
113			01 2162 320 1 004 000	\$1,256.25
114	CRAVEN, SHEILA Total			\$5,611.25
115	CURRICULUM ASSOCIATES	PHONICS	01 1150 610 1 256 003	\$134.23
116		STUDENT/TEACHER BOOKS	01 1200 610 1 254 003	\$116.03
117	CURRICULUM ASSOCIATES Total			\$250.26
118	DECKER EQUIPMENT COMPANY	DOOR LATCHES	01 2620 610 1 001 000	\$37.83
119			01 2620 610 2 001 000	\$37.82
120	DECKER EQUIPMENT COMPANY Total			\$75.65
121	DEMCO	SUPPLIES	01 2220 610 1 030 000	\$334.60
122	DEMCO Total			\$334.60
123	EAKES OFFICE PLUS	AVERY SHIPPING LABELS	01 2670 610 1 035 000	\$181.68
124			01 2670 610 2 035 000	\$181.67
125		COPIER LEASE	01 2510 340 1 001 000	\$6,124.54
126			01 2510 340 2 001 000	\$6,124.54
127		DIAGNOSTICS AND REPAIR	01 2610 430 1 001 010	\$57.00
128		OFFICE DESK CALENDARS	01 2620 610 1 001 000	\$6.44
129			01 2620 610 2 001 000	\$6.43

130	EAKES OFFICE PLUS Total			\$12,682.30
131	ECHO GROUP INC	6V 4.5 AH BATTERY	01 2620 610 1 001 000	\$21.47
132			01 2620 610 1 001 014	\$114.48
133			01 2620 610 2 001 000	\$21.46
134		96" FLUOR TUBES	01 2620 610 2 001 001	\$82.95
135	ECHO GROUP INC Total			\$240.36
136	EDMENTUM	READING EGGS LICENSE 12 MON	01 1150 610 1 357 004	\$240.00
137	EDMENTUM Total			\$240.00
138	EDUCATIONAL SERVICE UNIT	AUDIOLOGY	01 2151 591 1 004 000	\$620.13
139			01 2151 591 2 004 000	\$620.12
140		TOWER SCHOOL INSTRUCTION	01 1200 591 1 004 000	\$8,947.00
141			01 1200 890 1 004 000	\$690.00
142	EDUCATIONAL SERVICE UNIT Total			\$10,877.25
143	EGAN SUPPLY COMPANY	CADDY FOR HOSE	01 2610 610 2 001 001	\$99.45
144		CARBON BRUSH,GASKET,FILTER	01 2610 610 1 001 008	\$101.38
145		HOSE	01 2610 610 2 001 001	\$80.73
146	EGAN SUPPLY COMPANY Total			\$281.56
147	ESU 8	LEVEL III EDUCATION	01 1200 591 2 004 000	\$4,500.00
148		LEVEL III EDUCATION	01 1200 591 2 004 000	\$4,500.00
149		MENTAL HEALTH	01 2141 591 2 014 000	\$8,640.00
150		MENTAL HEALTH DEC20	01 2141 591 2 014 000	\$8,640.00
151		NETWORK NEBRASKA 1ST HALF 20-21	01 2230 350 1 005 000	\$697.47
152			01 2230 350 2 005 000	\$697.47
153	ESU 8 Total			\$27,674.94
154	FAHRENHOLZ, MARIAH	NE DRIVERS LICENSE	01 2712 890 1 001 014	\$24.00
155	FAHRENHOLZ, MARIAH Total			\$24.00
156	FASTENAL INDUSTRIAL	CASTERS	01 2620 610 1 001 000	\$25.53
157			01 2620 610 2 001 000	\$25.53
158		FLAG POLE CHAIN	01 2620 610 1 001 000	\$51.00
159			01 2620 610 2 001 000	\$51.00
160		MISC PARTS	01 2620 610 1 001 000	\$7.98
161			01 2620 610 2 001 000	\$7.98
162	FASTENAL INDUSTRIAL Total			\$169.02
163	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$21.52

164			01 1292 333 1 004 000	\$21.52
165	FERNAU, JESSICA Total			\$43.04
166	GLASS EDGE INC, THE	SLAB DOORS	01 2620 610 1 001 000	\$234.50
167			01 2620 610 2 001 000	\$234.50
168			01 2620 610 2 001 001	\$469.00
169	GLASS EDGE INC, THE Total			\$938.00
170	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$414.00
171	GROSSERODE, SAMANTHA Total			\$414.00
172	HAYES, TRISHA	ACTIVITY WORKER	01 2190 120 2 001 000	\$23.13
173	HAYES, TRISHA Total			\$23.13
174	HEARTLAND FIRE PROTECTION	6 YR MAINT OF EXTINGUISHERS	01 2620 431 1 001 000	\$253.00
175			01 2620 431 2 001 000	\$253.00
176	HEARTLAND FIRE PROTECTION Total			\$506.00
177	HOME DEPOT PRO, THE	CLEANING SUPPLIES	01 2610 610 1 001 000	\$1,762.25
178			01 2610 610 2 001 000	\$1,762.25
179		LAUNDRY DETERGENT	01 2610 610 1 001 000	\$33.16
180			01 2610 610 2 001 000	\$33.16
181		WHITE PADS	01 2610 610 1 001 000	\$16.95
182			01 2610 610 2 001 000	\$16.95
183	HOME DEPOT PRO, THE Total			\$3,624.72
184	HOMETOWN LEASING	PRINTER/COPIES	01 1100 340 1 104 010	\$843.45
185			01 1100 340 1 201 003	\$552.89
186			01 1100 340 1 302 004	\$393.85
187			01 1100 340 1 430 014	\$1,279.54
188			01 1100 340 1 602 005	\$336.78
189			01 1100 340 1 705 008	\$882.66
190			01 1100 340 1 819 009	\$425.08
191			01 1100 340 1 904 012	\$453.23
192			01 1100 340 2 141 002	\$1,067.85
193			01 1100 340 2 209 001	\$1,760.42
194			01 1125 340 2 209 001	\$19.44
195			01 1190 610 1 163 021	\$59.83
196			01 1200 610 1 004 000	\$550.09
197			01 1200 610 2 004 000	\$550.08

198			01 1291 610 1 017 000	\$103.57
199			01 1292 610 1 017 000	\$103.57
200			01 2530 340 1 001 000	-\$4,618.92
201			01 2530 340 2 001 000	-\$4,618.92
202			01 2620 431 0 001 000	\$11.86
203			01 6996 340 1 945 004	\$4.11
204			01 6996 340 1 945 010	\$67.88
205			01 6996 340 1 945 014	\$1.57
206			01 6996 340 2 945 001	\$10.60
207	HOMETOWN LEASING Total			\$240.51
208	IOWA SFK LEASING INC	HYDRAULIC OIL	01 2650 610 1 001 000	\$14.00
209			01 2650 610 2 001 000	\$14.00
210		SNOWPLOW	01 2630 731 1 001 000	\$3,125.00
211			01 2630 731 2 001 000	\$3,125.00
212	IOWA SFK LEASING INC Total			\$6,278.00
213	J W PEPPER, INC	MUSIC	01 1100 610 2 116 002	\$269.08
214	J W PEPPER, INC Total			\$269.08
215	JAMES, ALLISON	STAFF MILEAGE	01 2181 333 1 004 000	\$11.77
216			01 2181 333 2 004 000	\$11.77
217			01 2182 333 1 004 021	\$11.77
218	JAMES, ALLISON Total			\$35.31
219	JAYMAR BUSINESS FORMS, INC	FORMS AND ENVELOPES	01 2510 610 1 001 000	\$319.49
220			01 2510 610 2 001 000	\$319.49
221	JAYMAR BUSINESS FORMS, INC Total			\$638.98
222	KAUP, TAMI	STAFF MILEAGE	01 1200 333 2 004 000	\$11.54
223	KAUP, TAMI Total			\$11.54
224	KELLY SUPPLY COMPANY	DURAFLEX V BELT	01 2620 610 1 001 005	\$6.22
225		FITTING	01 2610 610 2 001 001	\$2.55
226		V BELT	01 2620 610 1 001 009	\$17.19
227	KELLY SUPPLY COMPANY Total			\$25.96
228	KEVIN LINGENFELTER	REMOVAL /INSTALLATION OF CABINETS	01 2620 431 1 001 008	\$12,884.80
229	KEVIN LINGENFELTER Total			\$12,884.80
230	KLEINSCHMIT, LETISHIA	STAFF MILEAGE	01 2151 333 1 004 000	\$9.80
231	KLEINSCHMIT, LETISHIA Total			\$9.80

232	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$15.88
233			01 2152 333 1 004 021	\$15.88
234			01 2153 333 1 004 000	\$15.88
235	KNIGHT, KARLA Total			\$47.64
236	KONERT, NICOLE	STAFF MILEAGE	01 1200 333 1 004 000	\$28.34
237			01 1200 333 2 004 000	\$28.33
238	KONERT, NICOLE Total			\$56.67
239	KSB SCHOOL LAW	SRO TRAINING	01 2410 330 2 141 002	\$400.00
240	KSB SCHOOL LAW Total			\$400.00
241	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
242			01 2620 610 2 001 000	\$659.55
243	KURITA AMERICA, INC. Total			\$1,319.11
244	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 000	\$58.50
245			01 2630 340 1 001 003	\$39.00
246			01 2630 340 1 001 004	\$39.00
247			01 2630 340 1 001 005	\$39.00
248			01 2630 340 1 001 008	\$39.00
249			01 2630 340 1 001 009	\$39.00
250			01 2630 340 1 001 010	\$39.00
251			01 2630 340 1 001 012	\$39.00
252			01 2630 340 1 001 014	\$39.00
253			01 2630 340 1 001 021	\$39.00
254			01 2630 340 2 001 000	\$58.50
255			01 2630 340 2 001 001	\$78.00
256			01 2630 340 2 001 002	\$39.00
257	KUSTOM PEST CONTROL Total			\$585.00
258	LAWSON PRODUCTS, INC	PARTS FOR BULK BINS	01 2620 610 1 001 000	\$27.03
259			01 2620 610 2 001 000	\$27.02
260	LAWSON PRODUCTS, INC Total			\$54.05
261	LEADER, SHARON	STAFF MILEAGE	01 2171 333 1 004 000	\$44.99
262			01 2171 333 2 004 000	\$44.98
263	LEADER, SHARON Total			\$89.97
264	LIMINEX INC	GOGUARDIAN ADMIN/TEACHER	01 1100 650 1 005 000	\$10,823.70
265			01 1100 650 2 005 000	\$10,823.70

266	LIMINEX INC Total			\$21,647.40
267	LOVE SIGNS, INC	NAME PLATES	01 2310 610 1 001 000	\$20.00
268			01 2310 610 2 001 000	\$20.00
269	LOVE SIGNS, INC Total			\$40.00
270	M AND B QUALITY CONCRETE	INSTALL CONCRETE SIDEWALK	01 2620 431 1 001 003	\$2,270.00
271		SNOW REMOVAL	01 2630 420 1 001 003	\$1,300.00
272			01 2630 420 1 001 009	\$1,500.00
273			01 2630 420 1 001 010	\$3,900.00
274			01 2630 420 2 001 002	\$3,600.00
275	M AND B QUALITY CONCRETE Total			\$12,570.00
276	MARCO PRODUCTS	THE ABCS TO A MINDFUL ME	01 2120 610 1 816 009	\$30.95
277	MARCO PRODUCTS Total			\$30.95
278	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$109.19
279			01 2620 610 2 001 000	\$109.18
280	MATHESON TRI-GAS INC. Total			\$218.37
281	MATTEO SAND & GRAVEL	ICE CONTROL GRAVEL	01 2630 610 1 001 000	\$33.76
282			01 2630 610 2 001 000	\$33.76
283	MATTEO SAND & GRAVEL Total			\$67.52
284	MENARDS	4 WIRE DRYER CORD	01 2620 610 2 001 001	\$14.99
285		50 AMP MINI CART	01 2620 610 1 001 004	\$9.32
286		CASTER THREAD STEM	01 2620 610 1 001 000	\$13.98
287			01 2620 610 2 001 000	\$13.98
288		CASTERS	01 2620 610 2 001 001	\$9.82
289		CORD PLUGS, UTILITY KNIFE	01 2610 610 1 001 000	\$38.20
290			01 2610 610 2 001 000	\$38.20
291		COUPLING, PVC PIPE	01 2620 610 1 001 005	\$27.67
292		FLOOR DRAIN	01 2620 610 1 001 012	\$14.76
293		MT SUPPLIES	01 2620 610 1 001 000	\$5.48
294			01 2620 610 2 001 000	\$5.47
295		MULTI HEAD CRIMP TOOL	01 2620 610 1 001 000	\$29.75
296			01 2620 610 2 001 000	\$29.74
297		PUTTY/GARBAGE DISPOSAL	01 2620 610 1 001 000	\$67.54
298			01 2620 610 2 001 000	\$67.54
299		SCRAPER, OUTLET, CLIP	01 2620 610 1 001 000	\$18.93

300		SH SUPPLIES	01 2620 610 2 001 001	\$41.50
301		SHOP VAC, SHOVEL, GLOVES	01 2610 610 1 001 000	\$40.98
302			01 2610 610 2 001 000	\$40.98
303		SNOW BLOWER	01 2630 731 1 001 000	\$375.00
304			01 2630 731 2 001 000	\$374.99
305		SNOW SHOVELS	01 2610 610 2 001 001	\$47.45
306	MENARDS Total			\$1,326.27
307	MILLER, AMY	CONTRACT PT SERVICES	01 2171 320 1 004 000	\$3,869.25
308			01 2171 334 1 004 000	\$51.64
309			01 2172 320 1 004 000	\$904.50
310			01 2172 334 1 004 000	\$10.85
311			01 2173 320 1 004 000	\$1,356.75
312			01 2173 334 1 004 000	\$41.54
313	MILLER, AMY Total			\$6,234.53
314	MODEL ELECTRIC INC	BANNER INSTALLATION	01 2410 340 2 209 001	\$294.00
315		INSTALLED POWER FOR NEW WATER	01 2620 431 1 001 009	\$1,281.67
316		LABOR FOR SUPPLY AIR FAN	01 2620 431 1 001 014	\$377.00
317		REPAIRS TO INCOMING POWER	01 2620 431 2 001 001	\$116.00
318		REPLACED POWER PACK IN BD	01 2620 431 2 001 001	\$169.12
319		REPLACED THERMOSTAT	01 2620 431 2 001 001	\$129.64
320	MODEL ELECTRIC INC Total			\$2,367.43
321	NAPA OF NORFOLK	BATTERY FOR #52	01 2650 610 1 001 000	\$80.00
322			01 2650 610 2 001 000	\$79.99
323		BEAM BLADES	01 2650 610 1 001 000	\$17.49
324			01 2650 610 2 001 000	\$17.49
325		PIG ABS MAT	01 2650 610 1 001 000	\$10.00
326			01 2650 610 2 001 000	\$9.99
327		RADIATOR CAPS	01 2650 610 1 001 000	\$2.85
328			01 2650 610 2 001 000	\$2.84
329		WIPER BLADES	01 2650 610 1 001 000	\$29.82
330			01 2650 610 2 001 000	\$29.82
331	NAPA OF NORFOLK Total			\$280.29
332	NCS PEARSON	DEC Q INTERACTIVE USE	01 2141 610 1 014 000	\$37.01
333			01 2141 610 2 014 000	\$37.01

334			01 2142 610 1 014 000	\$8.23
335	NCS PEARSON Total			\$82.25
336	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$3,387.92
337			01 2610 621 1 001 003	\$2,844.01
338			01 2610 621 1 001 004	\$2,238.17
339			01 2610 621 1 001 005	\$2,228.85
340			01 2610 621 1 001 008	\$1,736.44
341			01 2610 621 1 001 009	\$1,704.17
342			01 2610 621 1 001 010	\$1,350.33
343			01 2610 621 1 001 014	\$8,112.25
344			01 2610 621 2 001 000	\$3,387.93
345			01 2610 621 2 001 001	\$38,363.73
346			01 2610 621 2 001 002	\$9,094.50
347	NEBRASKA PUBLIC POWER Total			\$74,448.30
348	NEBRASKA STATE FIRE	JH BOILER INSPECTION	01 2620 431 2 001 002	\$34.00
349	NEBRASKA STATE FIRE Total			\$34.00
350	NELSON, SARAH	PARENT MILEAGE	01 2713 332 1 004 021	\$75.90
351	NELSON, SARAH Total			\$75.90
352	NMG LLC DBA NORFOLK WORKS	DOT EXAMS	01 2570 340 1 901 000	\$80.00
353			01 2570 340 2 901 000	\$80.00
354	NMG LLC DBA NORFOLK WORKS Total			\$160.00
355	NORFOLK AUTO SUPPLY	AIR PANEL	01 2650 610 1 001 000	\$8.46
356			01 2650 610 2 001 000	\$8.46
357		FILTER, HEAVY DUTY HYDR	01 2620 610 1 001 000	\$30.23
358			01 2620 610 2 001 000	\$30.23
359		FILTERS	01 2620 610 2 001 000	\$99.22
360			01 2650 610 1 001 000	\$182.76
361			01 2650 610 2 001 000	\$83.54
362	NORFOLK AUTO SUPPLY Total			\$442.90
363	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$14.27
364			01 2310 540 2 001 000	\$14.27
365			01 2510 540 1 001 000	\$58.44
366			01 2510 540 1 901 000	\$192.42
367			01 2510 540 2 001 000	\$58.43

368			01 2510 540 2 901 000	\$192.41
369		BUNDLE ADS	01 2310 540 1 033 000	\$220.00
370			01 2310 540 2 033 000	\$220.00
371	NORFOLK DAILY NEWS Total			\$970.24
372	NORFOLK FAMILY YMCA	CLUB FACILITATOR	01 6968 340 1 001 014	\$3,603.50
373	NORFOLK FAMILY YMCA Total			\$3,603.50
374	NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 003	\$68.28
375			01 2620 610 1 001 009	\$9.24
376			01 2620 610 1 001 012	\$109.60
377		PLEATED FILTERS	01 2620 610 1 001 000	\$59.76
378			01 2620 610 2 001 000	\$59.76
379		SUPPLIES	01 2620 610 1 001 000	\$34.80
380			01 2620 610 2 001 000	\$34.79
381		VLV REPAIR KIT/	01 2620 610 1 001 000	\$83.93
382			01 2620 610 2 001 000	\$83.92
383	NORFOLK WINSUPPLY Total			\$544.08
384	NPS SUBSIDIARY	BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$2.00
385			01 2510 340 2 001 000	\$2.00
386		BANNERS/FLAGS #40	01 2410 610 2 209 001	\$722.92
387		BATTERIES #32	01 1100 610 2 141 002	\$24.99
388		BEADS #32	01 1100 610 2 138 002	\$14.39
389		BOE FINANCE MEETING MEAL #24	01 2510 890 1 001 000	\$23.49
390			01 2510 890 2 001 000	\$23.48
391		BRAKE PADS	01 2650 610 1 001 000	\$18.52
392			01 2650 610 2 001 000	\$18.52
393		CABLE BOXES	01 2410 340 2 209 001	\$11.89
394			01 2510 340 1 001 000	\$2.76
395			01 2510 340 2 001 000	\$2.76
396			01 2670 340 1 035 000	\$2.76
397			01 2670 340 2 035 000	\$2.77
398		CANNED AIR #16	01 1100 610 1 430 014	\$71.96
399		CELL PHONES	01 2670 382 1 035 000	\$205.76
400			01 2670 382 2 035 000	\$205.76
401			01 2710 382 1 001 000	\$199.50

402		01 2710 382 2 001 000	\$199.50
403		01 3541 382 1 004 000	\$155.82
404		01 6910 382 1 004 000	\$51.94
405		01 6968 382 1 001 014	\$8.42
406		01 6968 382 2 001 002	\$8.41
407	CLASSROOM SUPPLIES #3	01 1100 610 1 909 012	\$16.04
408	CLASSROOM SUPPLIES #30	01 1100 610 2 211 001	\$146.75
409		01 1100 610 2 212 001	\$642.00
410	CLASSROOM SUPPLIES #39	01 1100 610 2 208 001	\$2.58
411	CLASSROOM SUPPLIES #40	01 1100 610 2 212 001	\$397.46
412		01 1200 610 2 297 001	\$99.20
413	CONFERENCE MINI FRIDGE #12	01 2410 731 2 141 002	\$139.99
414	Correction: SUPPLIES #19	01 1100 610 1 702 008	\$21.88
415	DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$245.78
416		01 2510 340 2 001 000	\$245.77
417	DESK #3	01 1100 731 1 904 012	\$179.88
418	DESK ORGANIZER #32	01 1100 610 2 141 002	\$42.56
419	DIAPERS #11	01 3541 610 1 004 000	\$182.42
420	DOCUMENTING CAMERA #30	01 1100 650 2 212 001	\$191.52
421	DOOR ENTRANCE MODULE #9	01 2710 610 1 001 000	\$1,211.18
422	ELECTRICITY	01 2610 621 1 001 003	\$2,977.35
423		01 2610 621 1 001 012	\$1,711.16
424		01 2610 621 1 001 021	\$1,447.02
425	FAMILY ITEMS SUPPLIES #11	01 3541 610 1 004 000	\$143.00
426	FUEL #28	01 2650 626 2 001 000	\$38.34
427	FUEL #41	01 2650 626 2 001 000	\$14.96
428	GIFT CARDS #11	01 3541 610 1 004 000	\$480.00
429	IPADS/IPAD PENCILS RETURN #30	01 2410 734 2 209 001	-\$1,419.00
430	LAUNDRY BASKETS #11	01 3541 610 1 004 000	\$24.00
431	LIFE MANAGEMENT SUPPLIES #32	01 1100 610 2 111 002	\$38.60
432	MAILING SYSTEM	01 2510 531 1 001 000	\$82.93
433		01 2510 531 2 001 000	\$82.92
434	NGH SUPPLIES #2	01 6200 610 2 028 000	\$482.74
435	ONLINE SUBSCRIPTION #20	01 2151 643 1 004 000	\$99.00

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PLAYGROUND EQUIPMENT	01 2620 610 1 001 008	\$610.00
POSTAGE #19	01 2410 531 1 704 008	\$4.75
PREMIUM EDU #2	01 1100 340 1 028 000	\$299.98
PROJECTOR LAMP	01 2220 610 2 106 002	\$89.20
REMOTE LEARNING STUDENT	01 1100 610 1 028 000	\$455.28
Reversal: SUPPLIES #19	01 1100 610 1 708 008	-\$21.88
SEESAW SUBSCRIPTION #2	01 1100 643 1 028 000	\$120.00
SIT-STAND DESK CONVERTER #1	01 2320 731 1 033 000	\$213.47
	01 2320 731 2 033 000	\$213.47
STAMPS #6	01 2410 531 1 104 010	\$130.00
STUDENT INCENTIVES FOR BSP	01 1200 610 1 492 014	\$199.41
STUDENT STORE SUPPLIES #30	01 1200 610 2 293 001	\$348.41
SUPPLIES #16	01 1100 610 1 406 014	\$246.60
	01 1100 650 1 430 014	\$1,201.42
SUPPLIES #18	01 1100 610 1 201 003	\$79.00
	01 1100 610 1 216 003	\$73.52
	01 1100 610 1 219 003	\$118.84
	01 1100 610 1 220 003	\$74.25
	01 1100 610 1 221 003	\$106.98
SUPPLIES #19	01 1100 610 1 701 008	\$82.88
	01 1100 610 1 708 008	\$21.88
	01 1100 610 1 722 008	\$297.30
SUPPLIES #27	01 1100 610 2 208 001	\$159.23
	01 2410 610 2 209 001	\$191.94
SUPPLIES #28	01 1100 610 2 211 001	\$6.41
	01 1125 610 2 209 001	\$33.67
	01 1200 610 2 297 001	\$11.90
	01 2410 610 2 209 001	\$59.90
SUPPLIES #32	01 1100 610 2 107 002	\$25.00
	01 1100 610 2 141 002	\$166.98
SUPPLIES #8	01 2211 610 1 901 000	\$2.26
	01 2211 610 2 901 000	\$2.26
TELEPHONE	01 2510 382 1 001 000	\$149.61
	01 2510 382 1 001 003	\$99.18

470			01 2510 382 1 001 004	\$99.18
471			01 2510 382 1 001 005	\$111.66
472			01 2510 382 1 001 008	\$99.61
473			01 2510 382 1 001 009	\$105.64
474			01 2510 382 1 001 010	\$99.61
475			01 2510 382 1 001 012	\$95.64
476			01 2510 382 1 001 014	\$199.60
477			01 2510 382 1 001 021	\$99.18
478			01 2510 382 2 001 000	\$149.61
479			01 2510 382 2 001 001	\$396.94
480			01 2510 382 2 001 002	\$202.68
481		WATER AND SEWER	01 2610 410 1 001 012	\$74.99
482		WINDSHIELD WIPER FLUID #39	01 2710 610 1 001 000	\$5.15
483			01 2710 610 2 001 000	\$5.15
484	NPS SUBSIDIARY Total			\$19,566.09
485	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$4.45
486			01 2142 333 1 014 000	\$4.45
487	OHL, CASSIE Total			\$8.90
488	O'KEEFE ELEVATOR COMPANY,	ELEVATOR MAINT CONTRACT	01 2620 431 1 001 000	\$101.13
489			01 2620 431 1 001 005	\$202.27
490			01 2620 431 1 001 014	\$202.27
491			01 2620 431 2 001 000	\$101.13
492			01 2620 431 2 001 001	\$202.27
493			01 2620 431 2 001 002	\$202.27
494	O'KEEFE ELEVATOR COMPANY, Total			\$1,011.34
495	OLBERDING, KENT	ACTIVITY WORKER	01 2190 120 2 001 000	\$185.00
496	OLBERDING, KENT Total			\$185.00
497	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$3.08
498			01 2620 431 2 001 000	\$3.08
499	ONE CALL CONCEPTS, INC Total			\$6.16
500	OVERDRIVE MARKETPLACE	K-4 DIGITAL LIBRARY	01 2220 643 1 030 000	\$1,021.00
501	OVERDRIVE MARKETPLACE Total			\$1,021.00
502	PALLAS, MEGAN	STAFF MILEAGE	01 1200 333 1 004 000	\$23.97
503	PALLAS, MEGAN Total			\$23.97

504	PARENTS AS TEACHERS	CURRICULUM SUBSCRIPTION	01 3541 610 1 004 000	\$265.00
505	PARENTS AS TEACHERS Total			\$265.00
506	PENA, CORLISS	STAFF MILEAGE	01 2130 333 1 004 000	\$81.31
507	PENA, CORLISS Total			\$81.31
508	PENA, MARISELA	PARENT MILEAGE	01 2712 332 1 004 000	\$79.17
509	PENA, MARISELA Total			\$79.17
510	PFEIL, JEANNIE	ACTIVITY WORKER	01 2190 120 2 001 000	\$300.63
511	PFEIL, JEANNIE Total			\$300.63
512	PFEIL, JOHN	ACTIVITY WORKER	01 2190 120 2 001 000	\$300.63
513	PFEIL, JOHN Total			\$300.63
514	PFEIL, KARY	SIXPENCE JOB COACH	01 3541 340 1 004 000	\$1,250.00
515	PFEIL, KARY Total			\$1,250.00
516	PITSCO, INC	INDUSTRIAL TECH SUPPLIES	01 1100 610 2 112 002	\$85.80
517	PITSCO, INC Total			\$85.80
518	POLT, STEPHANIE	CDL PERMIT AND LICENSE	01 2712 890 2 001 001	\$74.00
519	POLT, STEPHANIE Total			\$74.00
520	PORTER, ASHTON	PARENT MILEAGE	01 2713 332 1 004 021	\$102.14
521	PORTER, ASHTON Total			\$102.14
522	PRESENCE LEARNING	CONTRACTED SPEECH THERAPY	01 2151 320 1 004 000	\$3,103.97
523			01 2151 890 1 004 000	\$802.75
524	PRESENCE LEARNING Total			\$3,906.72
525	PRIME COMMUNICATIONS	EXTREME RENEWAL	01 2230 340 1 005 000	\$735.50
526			01 2230 340 2 005 000	\$735.50
527		GENETEC ADVANTAGE RENEWAL	01 2230 340 1 005 000	\$4,944.80
528			01 2230 340 2 005 000	\$4,944.79
529		GENETEC UPDATE	01 2230 340 1 005 000	\$517.50
530			01 2230 340 2 005 000	\$517.50
531	PRIME COMMUNICATIONS Total			\$12,395.59
532	PRIME SANITATION SERVICE	JANUARY 2021	01 2610 420 1 001 000	\$1,950.00
533			01 2610 420 2 001 000	\$1,950.00
534	PRIME SANITATION SERVICE Total			\$3,900.00
535	PRIORITY COMMUNICATIONS &	FAX LINE LPP	01 2510 340 1 001 000	\$42.50
536			01 2510 340 2 001 000	\$42.50
537		MOVE PHONE EXTENSION	01 2410 340 1 802 009	\$100.00

538		TROUBLESHOOT SPEAKERS	01 2410 340 1 802 009	\$65.00
539	PRIORITY COMMUNICATIONS & Total			\$250.00
540	QHA CLEANING, LLC	CUSTODIAL/CLEANING	01 2610 420 1 001 014	\$1,846.04
541	QHA CLEANING, LLC Total			\$1,846.04
542	QUILL CORPORATION	CHAIR/DRY ERASE BOARDS	01 2410 610 2 209 001	\$67.09
543		CHAIR/DRY ERASE BOARDS/AFE L	01 2310 610 1 001 000	\$250.00
544			01 2310 610 2 001 000	\$250.00
545		EXPO MARKERS	01 1100 610 2 212 001	\$109.76
546	QUILL CORPORATION Total			\$676.85
547	RADIO.COM	ELECTRIC PIANO REPAIR	01 1100 610 2 205 001	\$43.45
548	RADIO.COM Total			\$43.45
549	RAKA	MAINT DEPT FORK LIFT REPAIRS	01 2620 610 1 001 000	\$275.50
550			01 2620 610 2 001 000	\$275.50
551	RAKA Total			\$551.00
552	RASMUSSEN MECHANICAL	BOILER REPAIRS	01 2620 431 1 001 012	\$1,786.50
553		INSTALL NEW MOTOR CAPACITOR	01 2620 431 1 001 014	\$987.21
554		PREVENTIVE MAINTENANCE	01 2620 431 1 001 000	\$9,728.38
555		PREVENTIVE MAINTENANCE	01 2620 431 2 001 000	\$9,728.37
556		REPAIR OF VENT PIPING	01 2620 431 1 001 012	\$1,231.48
557	RASMUSSEN MECHANICAL Total			\$23,461.94
558	REALLY GOOD STUFF	DESKTOP HELPER TAPE STRIPS	01 1100 610 1 221 003	\$33.93
559		DESKTOP HOLDERS	01 1100 610 1 217 003	\$125.97
560	REALLY GOOD STUFF Total			\$159.90
561	SAFESIDE SHREDDING	SHREDDING	01 2510 340 1 001 000	\$35.00
562			01 2510 340 2 001 000	\$35.00
563	SAFESIDE SHREDDING Total			\$70.00
564	SCHEER'S ACE HARDWARE	PILOT ASSEMBLY	01 2620 610 1 001 000	\$24.99
565			01 2620 610 2 001 000	\$25.00
566		THERMOCOUPLE	01 2620 610 1 001 000	\$0.00
567			01 2620 610 2 001 000	\$0.00
568	SCHEER'S ACE HARDWARE Total			\$49.99
569	SCHOLASTIC, INC	BOOKS & PERIODICALS	01 6200 640 1 028 012	\$612.58
570	SCHOLASTIC, INC Total			\$612.58
571	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000	\$621.17

572	SCHUMACHER, EMILY Total			\$621.17
573	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,665.84
574			01 2610 420 1 001 005	\$2,196.80
575			01 2610 420 1 001 008	\$2,525.20
576			01 2610 420 1 001 010	\$3,148.40
577			01 2610 420 1 001 012	\$2,320.00
578			01 2610 420 1 001 021	\$6,742.60
579			01 2610 420 2 001 000	\$1,665.83
580	SERVICEMASTER OF NORFOLK Total			\$20,264.67
581	SPARQ DATA SOLUTIONS, INC	SPARQ MEETING SUBSCRIPTION	01 2310 810 1 033 000	\$1,000.00
582			01 2310 810 2 033 000	\$1,000.00
583	SPARQ DATA SOLUTIONS, INC Total			\$2,000.00
584	SPRAY, DAN	ACTIVITY WORKER	01 2190 120 2 001 000	\$60.13
585	SPRAY, DAN Total			\$60.13
586	STADIUM SPORTS	NEW POLO L JOHNSON	01 2211 610 1 901 000	\$9.75
587			01 2211 610 2 901 000	\$9.75
588			01 2214 610 1 901 000	\$9.75
589			01 2214 610 2 901 000	\$9.75
590	STADIUM SPORTS Total			\$39.00
591	STANDARD BATTERY, INC	BATTERIES	01 2610 610 2 001 001	\$639.80
592	STANDARD BATTERY, INC Total			\$639.80
593	SUPER DUPER PUBLICATIONS	CLASSROOM SUPPLIES	01 2151 610 1 253 003	\$144.86
594	SUPER DUPER PUBLICATIONS Total			\$144.86
595	SWIVL	TECHNOLOGY RELATED HARDWARE	01 1200 734 1 004 000	\$1,288.50
596			01 1200 734 2 004 000	\$1,288.50
597	SWIVL Total			\$2,577.00
598	SYNCB/AMAZON	AFE/L PANTOJA	01 2310 610 1 001 000	\$60.00
599			01 2310 610 2 001 000	\$60.01
600		BATTERIES	01 2151 610 1 004 014	\$13.95
601		EXPO MARKERS	01 1100 610 2 212 001	\$177.20
602		HANGING FILE FOLDERS	01 1200 610 1 004 000	\$24.30
603			01 1200 610 2 004 000	\$24.30
604		HEADSETS	01 1100 650 1 028 000	\$111.05
605			01 1100 650 2 028 000	\$111.04

606		HEARING AID BATTERIES	01 2151 610 1 004 012	\$17.49
607			01 2151 610 1 004 014	\$15.99
608		OFFICE SUPPLIES	01 2410 610 2 209 001	\$71.48
609		PROJECTOR BULB	01 2410 610 2 209 001	\$29.99
610		TEXTBOOKS	01 1100 610 2 203 001	\$96.96
611		WATER PURIFICATION FILTER	01 2620 610 1 001 014	\$75.34
612		WIRELESS MIC AND SUPPLIES	01 2230 650 1 005 000	\$64.81
613			01 2230 650 2 005 000	\$64.80
614	SYNCB/AMAZON Total			\$1,018.71
615	TEACHER CREATED RESOURCES	MONEY ACCENTS:COINS	01 1100 610 1 218 003	\$31.95
616	TEACHER CREATED RESOURCES Total			\$31.95
617	TMI MEDIA, LLC	SUBSCRIPTION FOR STAFF WARS	01 1100 643 1 418 014	\$37.50
618	TMI MEDIA, LLC Total			\$37.50
619	TOPP, REBECCA	STAFF MILEAGE	01 1200 333 1 004 000	\$19.45
620			01 1200 333 2 004 000	\$19.45
621	TOPP, REBECCA Total			\$38.90
622	U. S. CELLULAR	HOT SPOTS	01 6996 610 1 945 000	\$789.77
623			01 6996 610 2 945 000	\$789.76
624	U. S. CELLULAR Total			\$1,579.53
625	VERNON COMPANY, THE	SAND SHAKER BOTTLES	01 2670 610 1 035 000	\$276.75
626			01 2670 610 2 035 000	\$276.75
627	VERNON COMPANY, THE Total			\$553.50
628	VIERGUTZ, BOB	STAFF MILEAGE	01 1100 333 2 001 000	\$49.34
629	VIERGUTZ, BOB Total			\$49.34
630	VIG SOLUTIONS	DELL LATITUDE CELL BATTERY	01 2230 650 1 005 000	\$107.50
631			01 2230 650 2 005 000	\$107.50
632	VIG SOLUTIONS Total			\$215.00
633	VOYAGER SORIS LEARNING	READING FLUENCY PROGRAM	01 1200 610 1 254 003	\$164.95
634		SIX MIN SOLUTIONS PRIMARY	01 1150 610 1 256 003	\$164.95
635	VOYAGER SORIS LEARNING Total			\$329.90
636	WAYNE COUNTY CLERK	2020 ELECTION	01 2310 610 1 001 000	\$50.00
637			01 2310 610 2 001 000	\$50.00
638	WAYNE COUNTY CLERK Total			\$100.00
639	WEST MUSIC COMPANY	FRAME DRUM, TRIANGLE, BELLS	01 1100 610 1 202 003	\$92.90

640	WEST MUSIC COMPANY Total			\$92.90
641	WESTERN PSYCHOLOGICAL	TESTING SHEETS	01 1200 610 1 004 000	\$1,262.25
642			01 1200 610 2 004 000	\$1,262.25
643	WESTERN PSYCHOLOGICAL Total			\$2,524.50
644	WESTERN ROOFING	REPAIR HOLES IN ROOF	01 2620 431 2 001 001	\$379.23
645	WESTERN ROOFING Total			\$379.23
646	WESTSIDE COMMUNITY SCHOOLS	SERVICES M BAUER SEM 1	01 1200 561 2 004 000	\$1,609.50
647	WESTSIDE COMMUNITY SCHOOLS Total			\$1,609.50
648	WIEBELHAUS, JULIE	STAFF MILEAGE	01 2230 333 1 005 000	\$23.49
649			01 2230 333 2 005 000	\$23.49
650	WIEBELHAUS, JULIE Total			\$46.98
651	WILLIAM V. MACGILL	GLOVES	01 1200 610 1 004 014	\$153.00
652	WILLIAM V. MACGILL Total			\$153.00
653	WINNERS CIRCLE	AFE/L PANTOJA PLAQUE	01 2310 610 1 001 000	\$27.75
654			01 2310 610 2 001 000	\$27.75
655	WINNERS CIRCLE Total			\$55.50
656	WOODBURN PRESS LTD	STUDENT PLANNERS	01 1100 610 1 430 014	\$824.04
657	WOODBURN PRESS LTD Total			\$824.04
658	ZONE, THE	K PERRIGAN PAYROLL	01 6968 340 1 001 014	\$249.75
659	ZONE, THE Total			\$249.75
660	ZOO-PHONICS	CLASSROOM SUPPLIES	01 6926 610 1 004 000	\$837.62
661	ZOO-PHONICS Total			\$837.62
662	<b>Grand Total</b>			<b>\$407,164.35</b>
663				
664				
665	<b>NUTRITION FUND</b>			
666	CENTRAL RESTAURANT	KITCHEN SUPPLIES	02 3100 610 1 001 000	\$298.84
667			02 3100 610 2 001 000	\$298.84
668	CENTRAL RESTAURANT Total			\$597.68
669	ERICKSON, AMBERLY	L. AND M ERICKSON LUNCH ACCT	02 3100 890 0 001 000	\$217.55
670	ERICKSON, AMBERLY Total			\$217.55
671	HEARTLAND FIRE PROTECTION	SEMI-ANNUAL RECERT. AND MAINT.	02 3100 340 1 001 021	\$267.00
672	HEARTLAND FIRE PROTECTION Total			\$267.00
673	HOBART SALES & SERVICE	REPAIR OF DISHMACHINE	02 3100 340 2 001 002	\$661.07

674	HOBART SALES & SERVICE Total			\$661.07
675	LUNCHTIME SOLUTIONS, INC.	DEC FRUIT AND VEG	02 3100 340 0 001 000	\$1,083.12
676		JANUARY MEALS	02 3100 340 1 001 000	\$113,454.83
677			02 3100 340 2 001 000	\$113,454.82
678		NOV FRUIT AND VEG	02 3100 340 0 001 000	\$1,901.20
679		SMALLWARES	02 3100 610 2 001 001	\$58.70
680	LUNCHTIME SOLUTIONS, INC. Total			\$229,952.67
681	MAJOR REFRIGERATION	2 DOOR COOLER CHECKED	02 3100 340 1 001 008	\$125.40
682	MAJOR REFRIGERATION Total			\$125.40
683	MODEL ELECTRIC INC	ELECTRICAL FOR WASHER AND	02 3100 340 2 001 001	\$1,837.00
684		FIXED KITCHEN OUTLETS	02 3100 340 2 001 001	\$160.04
685	MODEL ELECTRIC INC Total			\$1,997.04
686	NPS SUBSIDIARY	DRYER AND FREEZER	02 3100 731 2 001 001	\$1,424.99
687		G. AND P. RAASTAD LUNCH ACCT	02 3100 890 0 001 000	\$135.00
688		WASHER FOR KITCHEN	02 3100 731 2 001 001	\$800.00
689		Z. DIRKSCHNEIDER LUNCH ACCT	02 3100 890 0 001 000	\$100.00
690	NPS SUBSIDIARY Total			\$2,459.99
691	OLSON, JUSTIN	OLIVIA GRAD. REFUND OF LUNCH	02 3100 890 0 001 000	\$99.15
692	OLSON, JUSTIN Total			\$99.15
693	WOLFE, CARMEN	E. AND A. WOLFE LUNCH ACCT	02 3100 890 0 001 000	\$184.35
694	WOLFE, CARMEN Total			\$184.35
695	<b>Grand Total</b>			<b>\$236,561.90</b>
696				
697				
698	<b>COOPERATIVE FUND</b>			
699	APPLE INC	I PADS	04 1200 734 1 004 000	\$299.00
700			04 1200 734 2 004 000	\$299.00
701		STM DUX PLUS CASES	04 1200 734 1 004 000	\$49.95
702			04 1200 734 2 004 000	\$49.95
703	APPLE INC Total			\$697.90
704	BLANK, KAREN	SUB INTERP TRAVEL	04 1200 580 1 004 000	\$8.40
705			04 1200 580 2 004 000	\$8.40
706	BLANK, KAREN Total			\$16.80
707	KLEIN, CARRE	STAFF TRAVEL	04 1200 580 1 004 000	\$700.39

708			04 1200 580 2 004 000	\$700.39
709	KLEIN, CARRE Total			\$1,400.78
710	NPS GENERAL FUND	DEC INTERPRETER SUBS J FUNDUS	04 1200 340 1 004 000	\$72.07
711			04 1200 340 2 004 000	\$72.07
712	NPS GENERAL FUND Total			\$144.14
713	NPS SUBSIDIARY	HEARING AID CLEANER	04 1200 610 1 004 000	\$68.11
714			04 1200 610 2 004 000	\$68.11
715	NPS SUBSIDIARY Total			\$136.22
716	<b>Grand Total</b>			<b>\$2,395.84</b>
717				
718				
719	<b><u>QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND</u></b>			
720	CANNON MOSS BRYGGER	ADDITION/RENOVATION ARCHITECTS	09 4500 340 1 001 005	\$12,937.50
721	CANNON MOSS BRYGGER Total			\$12,937.50
722	JEO CONSULTING GROUP, INC	GRANT SURVEY	09 4500 340 1 001 003	\$5,480.00
723		LINCOLN SURVEY	09 4500 340 1 001 005	\$7,880.00
724	JEO CONSULTING GROUP, INC Total			\$13,360.00
725	STROBEL ENERGY GROUP	SENIOR HIGH CHILLER	09 4500 340 2 001 001	\$164,944.96
726	STROBEL ENERGY GROUP Total			\$164,944.96
727	<b>Grand Total</b>			<b>\$191,242.46</b>
728				
729				
730	<b><u>STUDENT FEE FUND</u></b>			
731	CUSTOM SPORTS	HATS	17 2190 610 2 512 001	\$528.00
732	CUSTOM SPORTS Total			\$528.00
733	JENSEN, JASON	TECH FEE REFUND	17 2190 610 2 672 002	\$35.00
734	JENSEN, JASON Total			\$35.00
735	KEN'S BAND INSTRUMENT	CLARINET REPAIR	17 2190 340 2 028 002	\$33.00
736		FLUTE REPAIR	17 2190 340 2 028 002	\$20.00
737		SAX REPAIR	17 2190 340 2 028 002	\$35.00
738		TENOR SAX NECK CORK	17 2190 340 2 028 002	\$13.00
739		TENOR SAX REPAIR	17 2190 340 2 028 002	\$29.00
740	KEN'S BAND INSTRUMENT Total			\$130.00
741	NPS SUBSIDIARY	AMAZON SUPPLIES #21	17 2190 610 2 669 002	\$42.97

742		HOBBY LOBBY SUPPLIES #21	17 2190 610 2 669 002	\$29.79
743		MENARDS SUPPLIES #32	17 2190 610 2 880 002	\$162.42
744		WALMART SUPPLIES #21	17 2190 610 1 669 014	\$282.91
745			17 2190 610 2 669 002	\$78.19
746	NPS SUBSIDIARY Total			\$596.28
747	TEACHER GEEK INC.	CLUB SUPPLIES	17 2190 610 1 669 014	\$881.22
748	TEACHER GEEK INC. Total			\$881.22
749	<b>Grand Total</b>			<b>\$2,170.50</b>



**Kindergarten, 5<sup>th</sup> grade, and 7<sup>th</sup>-12<sup>th</sup> grades, and all Special Education (LIFE, Autism, Behavioral Disordered, and Resource) programs are at capacity. They are considered “closed” to option enrollment students for the 2021-2022 school year. New option enrollment students will be considered in grades 1-4 and grade 6.**

Once capacity and program availability have been “closed,” student attrition shall not create option enrollment vacancies during the school year unless the Board of Education waives the “closed” status and considers applications on an individual basis. An exception to the “closed” status is available to students who change to a residence outside their home district at anytime during the year including the summer months, but are enrolled in the Norfolk Schools as a resident or option student for the immediate two (2) years preceding the date the application for option enrollment is made. Another exception to the “closed” status is available to option enrollment applicants who have siblings enrolled in the Norfolk Public Schools. These students will be accepted as option enrollment students if they apply and are released from their new resident school district.

Applications will be considered in the order that they are filed with the school district until capacity has been reached. If applications filed on the same date outnumber spaces available, the school district will conduct a lottery to determine the option enrollment students accepted. Applications from the same family will share the same draw if capacity or program availability can accommodate them.

Successful option enrollment applicants will be assigned attendance at a specific school building and class by the administration.

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Internal Board Policies - OrganizationPurpose and Role of the Board

The responsibilities of the Board of Education shall be as follows:

1. Provide a school system which offers a ~~Kindergarten~~ PreK through twelfth grade program.
2. Confer with the Superintendent of schools about recommendations for school programs.
3. Consider and approve major program adoptions and course revisions recommended by the Superintendent and the Curriculum Committee.
4. Set and annually review the District Strategic Action Plan.
5. Consider and approve the annual operating budget prepared by the Superintendent.
6. Consider and approve claims for expenditure.
7. Communicate and interpret school programs to the community.
8. Represent the needs of the school system before city and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the appropriate school personnel for consideration and recommendation.
10. Review complaints and grievances properly filed by staff members and school patrons in accordance with Board policy and state statutes.
11. Establish and maintain policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law. Conduct an annual review of policies as and to the extent required by law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation.
13. Continuously evaluate the effectiveness of Board policies.
14. Select the Superintendent and support the Superintendent in the efficient discharge of the Superintendent's duties.
15. Require reports from the Superintendent, as necessary to make Board decisions.

16. Evaluate the Superintendent of Schools in accordance with applicable state laws.
17. Approve school personnel upon recommendation of the Superintendent.
18. Annually elect officers of the Board and appoint district personnel to serve as Board Treasurer and Secretary.
19. Analyzes concerns and criticisms to determine their merit.
20. Perform specific duties required of school boards by statutes of the State of Nebraska.
21. Participate in local and state organizations for school board members.
22. Collaborate with other governmental bodies and agencies.
23. Collaborate with professional and educational organizations.

Legal Reference:     Neb. Rev. Stat. § 79-501  
                          Neb. Rev. Stat. § 79-512  
                          Neb. Rev. Stat. § 79-525  
                          Neb. Rev. Stat. § 79-526

Date of Adoption:     August 11, 2014  
Date of Revision:     March 13, 2017

Internal Board Policies - OrganizationDuties and Functions of the Board of Education

- A. The Board of Education shall exercise full legislative control over Norfolk Public Schools, in accordance with the statutes of the State of Nebraska.
- B. The Board of Education shall hire a Superintendent to carry out the executive duties of Norfolk Public Schools. The Superintendent's appointment shall be a major item of business at the December meeting, unless the present Superintendent is on a term contract.
- C. The Board of Education shall, through its legislative function, initiate questions of policy and act on the recommendations of the Superintendent in matters of policy, employment, salary schedules or other personnel regulations, approval of major program adoptions and course revisions, and other matters pertaining to the direct welfare of the schools.
- D. The Board of Education shall require reports from the Superintendent concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.
- E. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska State Statutes.
- F. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, and shall republish such policies as and to the extent required by law and as deemed necessary.

Date of Adoption: August 11, 2014

Date of Revision: March 13, 2017

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Norfolk School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio Secretary and Treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after five ballots, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that \_\_\_\_\_ be elected as \_\_\_\_\_ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected

- 3. Elections
  - a. President
  - b. Vice President
  - ~~c. Treasurer~~
  - ~~d. Secretary~~
  
- 4. Approval of committees, positions, and designations
  - a. Consider, discuss and take action to appoint the Treasurer and Secretary to the BOE
  - b. Consider, discuss and take action to select legal counsel
  - c. Consider, discuss and take action to approve committees
  - d. Consider, discuss and take action to select depository bank(s) and approve credit card designations
  - e. Consider, discuss and take action to select district newspaper(s) of record
  
- ~~7.~~ 5. Dissemination to each Board member of conflict of interest statutes
  
- ~~6.~~ ~~Designate date for the annual review of BOE policies~~
  
- ~~5.~~ 6. Approval of current Board policies and regulations
  
- 8. 7. Other Business listed on the Agenda
  
- 9. 8. Adjournment

Date of Adoption: August 11, 2014  
Date of Revision: March 13, 2017  
Date of Revision: September 11, 2017

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be \_\_\_\_\_, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, and member \_\_\_\_\_ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_

The following members voted against the same: \_\_\_\_\_

The following members were absent or not voting: \_\_\_\_\_

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Norfolk Public Schools

BY: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: August 11, 2014  
Date of Revision: March 13, 2017  
Date of Revision: September 11, 2017

Internal Board Policies - Organization

Committee of the Whole

It shall be the policy of Norfolk Public Schools that the Board of Education shall take formal actions as a Committee of the Whole on all matters pertaining to business and educational policies of the district.

Legal Reference:      Neb. Rev. Stat. § 79-520

Date of Adoption:      August 11, 2014  
Date of Reaffirmation:      March 13, 2017

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of Norfolk Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics
3. Curriculum Committee
4. Finance and Facilities Committee
5. Policy ~~and~~ Committee
6. Government Relations Committee
- 6.7. Activities Committee
- 7.8. Superintendent Evaluation Committee
9. District Wellness Committee

It shall further be the policy of Norfolk Public Schools that the Board President shall recommend the members of the above committees to be approved by a vote of the Board.

In addition, one Board representative shall be appointed to serve on each of these school committees: Staff Member of the Month and the NPS Foundation Board.

Legal Reference: Neb. Rev. Stat. § 79-724  
~~Neb. Rev. Stat. § 79-520~~

Date of Adoption: August 11, 2014  
Date of Revision: March 13, 2017  
Date of Revision: August 12, 2019

Internal Board PoliciesStanding Committee on Negotiations

It shall be the policy of Norfolk Public Schools that the Negotiations Committee shall consist of two Board members.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: August 11, 2014  
Date of Revision: March 13, 2017

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of Norfolk Public Schools that the Committee on American Civics consist of three members appointed at the beginning of the calendar year. The committee will hold at least two public meetings annually, at least one when public testimony is accepted, and keep minutes of each meeting.

The responsibilities of the committee shall be to examine social studies curriculum used in the district to assure it is aligned with state social studies standards and also meets the requirements for social studies curriculum as detailed in Nebraska Statute 79-724 to 79-727 and as regulated by the Nebraska Department of Education.

The committee shall ensure that any curriculum recommended or approved is readily accessible to the public and contains a reference to Nebraska Statute 79-724 to 79-727. The committee shall also ensure that each student complete one of the three assessment options prescribed by the statute, as determined by the district.

The Committee on American Civics provides a report to the **Curriculum Committee** regarding findings and recommendations related to social studies curriculum and assessment. This may include recommendations related to the development of new social studies programs, revision of existing instructional programs, recommended modifications in graduation requirements related to social studies, and other related matters.

Legal Reference:      Neb. Rev. Stat. § 79-724  
                              Neb. Rev. Stat. § 79-520  
                              LB 399 (2019)

Date of Adoption:      August 11, 2014  
Date of Revision:      October 10, 2016  
Date of Revision:      March 13, 2017  
Date of Revision:      August 12, 2019  
Date of Revision:      October 12, 2020

Internal Board Policies - OrganizationStanding Committee on Finance and Facilities

It shall be the policy of Norfolk Public Schools that the Committee on Finance and Facilities shall consist of three members, including the President and/or Vice President, and is required to meet monthly prior to the monthly business meeting. The responsibilities of this committee will be to study financial documents (which include the annual budget and audit, as well as monthly claims and account balances) and facilities proposals. This committee shall report findings to other members of the Board of Education.

~~Legal Reference: Neb. Rev. Stat. § 79-724~~  
~~Neb. Rev. Stat. § 79-520~~

Date of Adoption: March 13, 2017

Internal Board Policies - OrganizationStanding Committee on Activities

It shall be the policy of Norfolk Public Schools that the Committee on Activities shall consist of **up to** three members. The responsibilities of this committee will be to provide input to the administration regarding activities policies, procedures and program goals, as well as to provide the administration with community feedback regarding the activities program. This committee shall report findings to other members of the Board of Education.

Coaching and staffing decisions are the responsibility of the administration.

Legal Reference:    ~~Neb. Rev. Stat. § 79-724~~  
                             ~~Neb. Rev. Stat. § 79-520~~

Date of Adoption:    March 13, 2017

Internal Board Policies - Organization

Standing Committee on Policy

It shall be the policy of Norfolk Public Schools that the Committee on Policy shall consist of three members. The responsibilities of this committee will be to conduct regular reviews of Board policy and provide recommendations to the full Board regarding revisions and adoptions.

Legal Reference:    ~~Neb. Rev. Stat. § 79-724~~  
                          Neb. Rev. Stat. § 79-520

Date of Adoption:    March 13, 2017

Internal Board Policies - OrganizationStanding Committee on Superintendent Evaluation

It shall be the policy of Norfolk Public Schools that the committee on Superintendent Evaluation shall consist of three Board members, including the Board President, Vice President, and one other Board member. This committee will be responsible for the completion of regular reviews of the Superintendent Evaluation Instrument, policies, and procedures to ensure that they provide an effective means to evaluate the Superintendent's performance.

This committee will also be responsible for reviewing the compiled ratings and comments provided by Board members via the Superintendent Evaluation Rating Instrument, reaching consensus regarding the ratings and comments to be included in the official Superintendent Evaluation, meeting with the Superintendent to review this information, and providing a summary statement to be shared publicly at an official Board meeting.

Legal Reference:      ~~Neb. Rev. Stat. § 79-724~~  
                                 ~~Neb. Rev. Stat. § 79-520~~

Date of Adoption:      March 13, 2017

Internal Board Policies - Organization

Standing Committee on Government Relations

It shall be the policy of Norfolk Public Schools that the Committee on Government Relations shall consist of three members. The responsibilities of this committee will be to participate in a variety of government relation activities. This shall include attending related meetings (such as "Town Hall" meetings and meetings of the Greater Nebraska Schools Association), monitoring legislation for potential impact on the district and advocating for the district accordingly. This may also include contacting government officials in writing or in person and testifying before the legislature on behalf of the district.

Legal Reference:    ~~Neb. Rev. Stat. § 79-724~~  
                             ~~Neb. Rev. Stat. § 79-520~~

Date of Adoption:    March 13, 2017

Internal Board Policies - Organization

Standing Committee on Curriculum

It shall be the policy of Norfolk Public Schools that the Committee on Curriculum shall consist of **up to** three members.

The Committee on Curriculum shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new curriculum, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference:      Neb. Rev. Stat. § 79-724  
                                 ~~Neb. Rev. Stat. § 79-520~~

Date of Adoption:      August 12, 2019

Internal Board Policies - Organization

Temporary Committees

It shall be the policy of Norfolk Public Schools that in addition to the appointment of standing committees, temporary committees may be appointed by the President of the Board of Education or a majority vote of the Board. The duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: August 11, 2014

Date of Revision: March 13, 2017

Internal Board Policies - Board Members

End of Service Recognition

It shall be the policy of Norfolk Public Schools that members of the Board of Education who are ending their service shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is ending their service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the Board member.

Date of Adoption: August 11, 2014  
Date of Revision: March 13, 2017

Internal Board Policies - Board MembersVacancies and Resignation

In the event of a vacancy among the membership of the Board of Education, **the remaining members of the Board of Education, shall fill** such vacancy ~~shall be filled~~ by appointment. ~~by the remaining members of the Board of Education.~~

The person appointed shall take office immediately and continue to serve until a replacement is nominated at the next primary election and elected at the following general election. This replacement will take office at the regular January school board meeting following the general election.

Legal Reference: Neb. Rev. Stat. § 32-570

Date of Adoption: March 9, 2015

Date of Reaffirmation: March 13, 2017

Internal Board Policies - Board Members

Removal From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds (2/3rds) vote of the membership of the Board.

Date of Adoption: March 9, 2015  
Date of Reaffirmation: March 13, 2017

Internal Board Policies - Board MembersOrientation for Newly-Elected Members of the Board of Education

The Board of Education and staff members shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.
2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent of the School shall explain the use of such materials.
4. The newly-elected member shall be invited to meet with the Superintendent and **Principal other district administrators** to discuss their area of responsibility as defined by the Board of Education.
5. Any other material deemed helpful shall be made available upon request.

Date of Adoption: August 11, 2014  
Date of Reaffirmation: March 13, 2017

Internal Board Policies - Board Members

Policy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings

Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national education organizations.

Board members are specifically authorized to attend in-state functions which are sponsored by this school district, the Nebraska Association of School Boards, the Greater Nebraska Schools Association, and similar organizations at district expense without specific action by the Board of Education. In addition, Board members are authorized to attend out of state functions sponsored by these organizations and the National School Boards Association at district expense upon specific prior approval of the Board of Education.

Legal Reference:      Neb. Rev. Stat. § 79-512

Date of Adoption:      August 11, 2014  
Date of Revision:      March 13, 2017

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:

1. Board members, as a result of this policy are hereby given prior approval by this Board and upon approval by the Superintendent or the Superintendent's designee, are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined. ~~and the~~ The school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses; ~~if~~ if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed, based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.

2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee. ~~and the~~ The school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses; ~~if~~ if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed, based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.

B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, ~~flowers~~ or other items of value should be granted provided that no such plaque, certificate, ~~flowers~~ or other item of value to be awarded shall cost more than \$75.00.

D. ~~School~~ Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to ~~School~~ Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.

E. Non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.

F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the ~~School~~ Board.

G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the ~~School~~ Board to the Superintendent or designee.

I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204

Date of Adoption: August 11, 2014

Date of Revision: March 13, 2017

Date of Revision: July 9, 2018

Internal Board Policies/PersonnelUse of Public Resources by Board Members and EmployeesRestrictions on Use

No Board member or employee of Norfolk Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources 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. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for personal financial gain.

*Incidental or De Minimis Use:* Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

*Personal Use as Part of Compensation:* Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

*School Vehicles:* Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

*Communication Devices:* A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the school district to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the district's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

*Election Issues:* A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the Board in determining the effect of a ballot question on the district.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the school district on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is

not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the school district unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption: August 11, 2014

Date of Reaffirmation: March 13, 2017

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may determine appropriate.

Legal Reference:      Neb. Rev. Stat. § 79-512

Date of Adoption:      August 11, 2014

Date of Revision:      April 10, 2017

Internal Board Policies - Board MembersConflict of Interest/Contracts

It shall be the policy of Norfolk Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of Norfolk Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. ' 49-14,103.01

Date of Adoption: August 11, 2014

Date of Reaffirmation: April 10, 2017

Internal Board PoliciesConflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:

- a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
- b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
- c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:

- a. Without first having made a reasonable solicitation and consideration of applications for such employment.
- b. Who is not qualified for and able to perform the duties of the position.
- c. For any unreasonably high salary.
- d. Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

5. A member of the Board of Education may not be engaged in a contract to teach with the Norfolk Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; '49-1499.05; 79-544; and 79-818

Date of Adoption: August 11, 2014

Article 8

**INTERNAL BOARD POLICIES**

Policy No. 8261

Date of Reaffirmation: April 10, 2017

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (a) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (b) Deliver a copy of the statement to the Secretary of the Board of Education who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:

(A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.

(B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: August 11, 2014  
Date of Revision: August 8, 2016  
Date of Reaffirmation: April 10, 2017

Internal Board Policies - Board MembersReporting Procedures

It shall be the policy of Norfolk Public Schools that any Board member who has a direct or indirect interest in a formal contract entered into with Norfolk Public Schools, or an open account, shall provide the Superintendent of schools with the following:

1. Names of the contracting parties.
2. Nature of the interest of the Board member.
3. Date that the contract was approved by the Board.
4. Amount of the contract.
5. Basic terms of the contract.

The above information shall be provided to the Superintendent of Schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent of Schools shall be available for public inspection during the normal working hours.

It shall further be the policy of Norfolk Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: Neb. Rev. Stat. § 49-14,103.02

Date of Adoption: August 11, 2014

Date of Reaffirmation: April 10, 2017

Internal Board Policies - Board MembersCode of Ethics

It shall be the policy of Norfolk Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the Norfolk School District, each Board member will recognize:
  - a. That he or she has been entrusted with the educational development of the children and youth of the community.
  - b. That the community expects that the first and greatest concern of a Board member will be the best interest of each and every one of the young people enrolled in the district's schools.
  - c. That the future welfare of this community, of this state, and of our nation depends in the largest measure upon the quality of education provided in Norfolk Public Schools to meet the needs of every learner.
  - d. That members of the Board of Education must collectively take the initiative in helping all the people in this community to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.
  - e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the Norfolk community.
  - f. That a Board member must never neglect his or her personal obligation to the community and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.
2. In view of the foregoing consideration, it must be the constant endeavor of each Board member:
  - a. To devote time, thought and study to the duties and responsibilities of a Board member so that he/she may render effective and creditable service.

- b. To work with fellow Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in Norfolk Public Schools.
- c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.
- d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media on the basis of this fact.
- e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself or any other individual or agency apart from the total interest of the school system.
- f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of Norfolk Public Schools as it is to plan for the business of the school district.
- g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in Norfolk Public Schools with respect to the establishment of policy on current school operation and proposed future developments.
- i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its community, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

Date of Adoption: August 11, 2014  
Date of Revision: April 10, 2017

Internal Board Policies - Methods of OperationMethods of Operation

It shall be the policy of Norfolk Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of Norfolk Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent of Schools for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference:      Neb. Rev. Stat. § 79-526  
                              Neb. Rev. Stat. § 79-520

Date of Adoption:        August 11, 2014  
Date of Reaffirmation:    April 10, 2017

Internal Board Policies - Methods of OperationFormulation of Policies

It shall be the policy of Norfolk Public Schools that the Board of Education, representing the people of the Norfolk School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Norfolk Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a Board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent and the Policy Committee.

Legal Reference:      Neb. Rev. Stat. § 79-554  
                                 Neb. Rev. Stat. § 79-520

Date of Adoption:      August 11, 2014  
Date of Revision:      April 10, 2017

Internal Board Policies - Methods of Operation

Adoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.
- B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.
- C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: August 11, 2014  
Date of Reaffirmation: April 10, 2017

Internal Board Policies - Methods of OperationFormulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference:      Neb. Rev. Stat. § 79-520

Date of Adoption:      August 11, 2014

Date of Reaffirmation:      April 10, 2017

Internal Board Policies - Methods of OperationMeetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference:      Neb. Rev. Stat. § 79-554  
                              Neb. Rev. Stat. § 79-555  
                              Neb. Rev. Stat. § 84-1412

Date of Adoption:        August 11, 2014  
Date of Reaffirmation:    April 10, 2017

Internal Board Policies - Methods of OperationTypes of MeetingsRegular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference:      Neb. Rev. Stat. § 79-554  
                                 Neb. Rev. Stat. § 84-1409

Date of Adoption:              August 11, 2014  
Date of Reaffirmation:        April 10, 2017

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 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  
Date of Revision: December 14, 2020

Internal Board Policies - Methods of Operation

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
  
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall be sufficiently descriptive to set forth the matters to be discussed at the meeting. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of Schools of the Norfolk School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference:      Neb. Rev. Stat. § 84-1411

Date of Adoption:              August 11, 2014

Date of Revision:              April 10, 2017

Internal Board PoliciesLocation of School Board Meetings

The traditional meeting place for Board meetings shall be Norfolk Public Schools Central Administration Office Board Room. The President or Superintendent may designate a different meeting place for individual meetings with advance notice to the members.

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the school district boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.

Legal Reference: Neb. Rev. Stat. §§ 84-1411 and 84-1412

Date of Adoption: August 11, 2014

Date of Revision: April 10, 2017

Internal Board Policies - Methods of OperationProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

The requirements of a roll call or vica voce vote may be satisfied by the use of an electronic voting device which allows the yeas and the nays of each member of the Board to be readily seen by the public.

Legal Reference:      Neb. Rev. Stat. § 79-569  
                              Neb. Rev. Stat. § 79-520  
                              Neb. Rev. Stat. § 84-1413

Date of Adoption:        August 11, 2014  
Date of Revision:        April 10, 2017

Internal Board Policies - Methods of OperationPublic Participation at Board Meetings

## A. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

**Legal Reference:**

§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)
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## B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

**Legal Reference:**

§ 84-1412 (7)
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## C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

**Legal Reference:**

§ 84-1412 (1)
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## D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

**Legal Reference:**

§ 84-1412 (8)
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## E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

<b>Legal Reference:</b>	§ 84-1412 (1) (2) and (3)
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Date of Adoption: August 11, 2014  
Date of Revision: April 10, 2017

Internal Board Policies - Methods of OperationTeacher-Administrator-Board of Education Relationships

Because it is recognized that providing a high quality education for children is the paramount aim of Norfolk Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

- A. The Board of Education, under law, has the final responsibility of establishing policies for the district.
- B. The Superintendent and staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.
- C. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: August 11, 2014  
Date of Revision: April 10, 2017

**Norfolk Public Schools  
Request for Proposal**



**District School Pictures and ID Services  
For  
2021-2022 through 2025-2026**

**Responses should be addressed to:**

**Angie Baumann  
Director of Human Resources and Accreditation  
Norfolk Public Schools  
512 Philip Avenue  
Norfolk, NE 68701**

**To: Interested Parties**

**From: Angie Baumann, Director of Human Resources and Accreditation**

**Re: District Picture and ID Services**

Request for Proposals  
District School Pictures and ID Services  
Norfolk Public School District

Enclosed are the specifications and instructions.

Proposals will be received at the Norfolk Public Schools Administration building, 512 Philip Avenue, Norfolk NE 68701 until **12:00 p.m. on Thursday, February 25th, 2021**, at which time all the proposals will be gathered and the process of reviewing them will begin.

The Board of Education reserves the right to accept or reject any or all proposals, to waive any informality on proposals, and unless specified by the party, to accept or reject any item in the proposal. They do not bind themselves to accept any proposal but will accept the proposal they feel will be in the best interest of the school district.

Parties are requested to sign the proposal form with ink, indicating the name of the company and the title of the officer signing the proposal. Parties should address the envelope in which proposals are submitted to:

Angie Baumann, Director of Human Resources and Accreditation  
Norfolk Public School District  
512 Philip Avenue  
Norfolk NE 68701

Plainly endorse same as follows:

District School Pictures and ID Services Proposal

If you have questions, please contact Angie Baumann at 402-644-2500 Ext. 3.

## **Introduction**

Norfolk Public Schools, by way of this request for Proposal, seeks an experienced qualified vendor to handle all School Picture Services in the fall of each contract year as well as all school ID photos and cards. The Board will consider local firms, national firms or combinations thereof.

This is a five-year proposal, but may be terminated by the Board of Education at any time.

## **Services Required**

The services which the District is requiring, but may not be limited to, the following:

### **School Families Receive:**

- 1. Choice of Poses:** Two (2) different head and shoulder poses of each student, and images provided to parents for selection and ordering.
- 2. Instant ID –Card (Electronic Option made available):** Each student at the Middle School, Junior High and Senior High receives an instant Photo ID card printed on standard PVC material, no purchase required. We will design the graphics and layout of the card to the school's specifications. These will be single-sided ID cards made of PVC.
- 3. Free Class Composite:** Each student at the elementary schools receives a free class composite (no purchase required).
- 4. Family Plan (Free Packages):** Families who have more than two (2) children in schools we are photographing only pay for two (2) packages, the other children's packages are FREE (same size order or smaller). To receive the free package, families will need to complete the proper information when ordering.
- 5. Wide selection** of products to choose from. Both traditional portrait pages and contemporary products with student's photos: key chains, calendars, greeting cards, magnets, black and white portraits with their name and grade, etc. Offerings and prices may be different from year to year.
- 6. Large selection** of portrait packages, as well as a Make-Your-Own-Package option.
- 7. Retakes** offered for any reason, and at no charge.
- 8. 100% satisfaction guarantee**, and toll-free access to FAST, friendly customer service.

### The Staff Receives:

1. **Instant ID** card printed on standard PVC material and free portrait package, consisting of 1-5x7 and 4 wallets.
2. **Staff Composite:** Complementary 8x10 of building staff.
3. **Student Appreciation Awards:** 100's of templates to print your own student award and appreciation certificates.

### Each School Building Receives:

1. **School Photography Services:** Initial photos in the fall with enough cameras to alleviate long waiting lines, and a retake day 3-4weeks later. We will use matching medium-blue backgrounds at each camera, so the yearbook and any other service items have a consistent look.
2. **Same-day Administrative ID:** With all student and staff images to upload into Infinite Campus software. This will be delivered to the school office before leaving the building, or at the school's option delivered it to the district office.
3. **ID Printer:** Vendor will loan the district ID printers at the High School, Junior High, Middle School, and District Office. These may be used for printing replacement staff and student ID's and activity cards. Vendor will provide all supplies, training and support necessary. Vendor will leave these at each building from mid-September until the end of the school year unless arrangements with that building are made. The High School and District Office will have their printers from the start of school, however the vendor reserves the right to use it during picture days. During the weeks a building may be without a printer, vendor will provide same-day printing and delivery of ID cards from their office. If the school building e-mails the information by 10 am, vendor will reprint the ID card, and deliver it to the school before the close of the school day.
4. **Yearbook CD** with photos of all students and staff. This is made to PSPA specs, and guaranteed to work with yearbook software. This will be delivered in November, but may be available earlier upon request.
5. **Peel & Stick** permanent record photos of each student, up to 3 copies of each.
6. **Principal's album** showing all the students and staff.
7. **Visitor Badges:** 10 per building.
8. **Wall Composite** of all students each year in a frame. Size relative to number of students. Most composites are 16x20 or 22x28.
9. **Appreciation Plaques** administration can use for year-end appreciation awards. Up to 12 plaques per building per year with customized wording.

**10. 10% Rebate** on spring portraits with many backgrounds available.

**The District Receives:**

- 1. Staff Photography** – Photos in the fall of all district staff complete with single-sided ID cards, designed to include all relevant information. Vendor will bring their camera equipment on-site to take pictures of substitute teachers, and any other staff members who need a photo and/or ID card. ID cards are included for all who need them.
  
- 2. School Board & District Administration Photography** – Photography of all school board members & district administration on a studio-quality background. Copyright-free digital images provided for press releases, web-site use, etc. Date and location of this photography to be arranged at the convenience of the school board.
  
- 3. Rebate** – A check for **12%** of the net sales from fall portraits will be delivered to the District Office in January of each school year.

**Other General Information**

The District will not compensate any submitter for the cost of preparing its proposal or for any pre-selection advisory services.

The District reserves the right to reject any or all submissions. All submissions will be final and may not be changed once received by the District. The District reserves the right to select the firm or team most responsive to this Request for Proposal or which it otherwise concludes will do the best, most cost-effective job for the District. The District reserves the right to waive minor irregularities in the procedures. The District further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of the district.

It is the sole responsibility of the submitter to ensure that its proposal is received in a timely manner.

Proposals will be accepted only from parties that:

1. Are free of all obligations and interest that might conflict with the best interest of Norfolk Public Schools.
  
2. Have the capacity to provide services on a timely basis.

**Evaluation of Proposals**

Proposals will be evaluated using a predetermined method to ascertain which proposer best meets the needs of the district.

1. The firm’s technical experience.
3. The firm’s experience and professional activities.
4. The firm’s willingness to provide year-round assistance to the district to assure compliance with appropriate laws and regulations.
5. Firm’s ability to meet all the requested criteria of the RFP.
6. References from other clients.

The proposals will be analyzed; a recommendation prepared, with intent of an award being made at the March 8th, 2021 Board of Education meeting.

**Submission of Proposals**

One (1) complete copy of the Proposal, including all requested elements, must be received at the following address by **12:00 p.m. Thursday, February 25th, 2021.**

Angie Baumann  
Director of Human Resources and Accreditation  
Norfolk Public Schools  
512 Philip Avenue  
Norfolk, NE 68701

**Questions**

All questions regarding this Request for Proposal should be addressed to the Director of Human Resources and Accreditation.

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Typed Signature**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Area Code: Telephone Number**

\_\_\_\_\_  
**Fax Number**

## **Safety Protocols to be followed if Specials are allowed to return to their classrooms:**

- Teachers will return 5 minutes early from special time and pick up students to provide time for wiping down desks / items.
- Student locations will be rotated in order to lessen cross contamination and disinfecting
  - Media teachers can switch rather than switching student locations
  - For Music / Art / Guidance, if possible, students will sit in different locations when rotating between same grades
    - Use chairs or sit spots on the floor that can be rotated. Could even rotate open rooms when possible.
- When rotating between groups at the halfway point, classes will be exchanged between teachers in the hallway so they are not all in the room at the same time and they can social distance
- Same rules for using materials and equipment as we have been using. They will not be shared among students and will not be used again for the next class unless disinfected or quarantined.
- Masks stay the same. Masks stay on unless taking a mask break in which students are facing the same direction, not moving, and socially distanced.
- In music students will be socially distant and facing the same direction when singing. If they are moving around the room, they will remain socially distanced.



## 2021-2022 Calendar

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
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31						

NOVEMBER 2021						
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28	29	30				

DECEMBER 2021						
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26	27	28	29	30	31	

**No Preschool on Wednesdays**  
**\*\* 2 Home Visits Required Per Year \*\***

**August**  
3-6 Orientation-New Teaching Staff  
9-11 Orientation- All Teaching Staff  
12-13, 16-17 Preschool Home Visits  
18 Preschool Orientation 10:00-11:00 or 1:00-2:00  
19 Group A-First Day of Preschool (No Group B)  
20 Group B-First Day of Preschool (No Group A)  
23 All Little Panthers at Preschool

**September**  
6 No School- Labor Day

**October**  
18-19 Parent Teacher Conferences (4:00-7:00 pm)  
21 PT Conferences (1:00-4:00)  
No Half Day Class (AM and PM) Full Day Dismiss at 11:30  
22 No School  
25 No School for Students-Teacher Professional Dev.

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

**December**  
23-31 No School- Winter Break

**January**  
3 No School for Students-Teacher Prof. Dev./ Work Day  
4 School Resumes  
17 No School- Teacher Professional Development

**February**  
7-8 Parent Teacher Conf. (4:00-7:00 pm)  
10 PT Conf. (1:00-4:00)  
No Half Day Class (AM and PM) Full Day Dismiss at 11:30  
11 No School

**March**  
11 No School-Spring Break  
14-15 No School- Spring Break (possible snow make-up dates)

**April**  
15-18 No School-Spring Break  
19-21 No School- Preschool Home Visits  
22 No School for Students-Teacher Prof. Dev./Work Day

**May**  
4 Staff Appreciation Day  
17 Last Day of Preschool  
18-19 Teacher Work Day-GOLD Finalization

JANUARY 2022						
S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
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27	28					

MARCH 2022						
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27	28	29	30	31		

APRIL 2022						
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MAY 2022						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Red** - Start and End of Preschool

**Orange** - Professional Development/No School for Students

**Green** - No School for students or staff

**Blue** - Parent/Teacher Conferences

**Purple** - Home Visits (2 required per year)

**Yellow** - No Preschool