

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Study Session
4. Pledge of Allegiance
5. Presentations, Special Recognition, Focus on Students
 - 5.1. Focus on the Students
6. Discuss, consider and take action to accept the resignation of Board member, Dr. Jenna Hatfield-Waite.
7. Public Comments & Communication
8. Information and Discussion Items
 - 8.1. Finance & Facilities Report
 - 8.2. Teaching & Learning Report
 - 8.3. Student Programs Report
 - 8.4. Student Services Report
 - 8.5. Human Resources & Accreditation Report
 - 8.6. Superintendent's Report
9. Committee Reports
 - 9.1. Facilities & Finance Committee Report
 - 9.2. Government Relations Committee Report
 - 9.3. Curriculum Committee Report
 - 9.4. American Civics Committee Report
 - 9.5. Norfolk Public Schools Foundation Committee Report
10. Approve Consent Agenda
 - 10.1. Minutes of Previous Meetings
 - 10.2. Personnel
 - 10.2.1. Contract Approval
 - 10.2.2. Resignations
 - 10.3. Claims
11. Action Items
 - 11.1. Discuss, consider and take action to approve the addition of a third school resource officer, with expenses to be shared with the Norfolk Police Department/City of Norfolk
 - 11.2. Discuss, consider and take action to approve the 2022-2023 Emergency Operations Plan
 - 11.3. Discuss, consider and approve the Career and Technical Education courses for the Senior High that include: Computer Science Principles, Computer Science A, Digital Design, Foundations of Web Design and Culinary 2

- 11.4. Discuss, consider and approve the addition of the Holocaust and Genocide Studies course as an elective for 11th and/or 12th graders
- 11.5. Discuss, consider and take action to appoint one Board member to serve as our voting delegate at the Nebraska Association of School Boards (NASB) Assembly Delegate
- 11.6. Discuss, consider and take action to recognize the Norfolk City Education Association as the exclusive bargaining agent for the district's non-supervisory certificated staff for the 2024-2025 contract year.
- 11.7. Discuss, consider and take action to approve the second reading of Board Policies 1000-1120 related to Community Relations.
12. Future Meetings
13. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 - 13.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
 - 13.2. Reconvene Meeting from Executive Session
 - 13.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
14. Adjournment

SEPTEMBER 2022 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	BAND SHOPPE	BAGS	13 2900 610 2 632 001	\$191.66
2		BAND GLOVES	13 2900 610 2 559 001	\$243.85
3	BAND SHOPPE Total			\$435.51
4	BARTEE, JAMES	9/2 OFFICIAL	13 2900 610 2 537 001	\$120.00
5	BARTEE, JAMES Total			\$120.00
6	BATTLE CREEK HIGH SCHOOL	9/12 ENTRY FEE	13 2900 610 2 539 001	\$75.00
7	BATTLE CREEK HIGH SCHOOL Total			\$75.00
8	BAUMANN, TRAVIS	9/26 OFFICIAL	13 2900 610 2 537 001	\$70.00
9	BAUMANN, TRAVIS Total			\$70.00
10	BERRYMAN, TROY	9/26 OFFICIAL	13 2900 610 2 543 001	\$120.00
11		9/27 OFFICIAL	13 2900 610 2 543 001	\$120.00
12		9/3 OFFICIAL	13 2900 610 2 543 001	\$180.00
13		9/6 OFFICIAL	13 2900 610 2 543 001	\$120.00
14	BERRYMAN, TROY Total			\$540.00
15	BIG RED PRINTING	HOCO TICKETS	13 2900 610 2 517 001	\$174.97
16			13 2900 610 2 556 001	\$174.97
17	BIG RED PRINTING Total			\$349.94
18	BLOEDORN, LANDON	9/3 OFFICIAL	13 2900 610 2 543 001	\$210.00
19	BLOEDORN, LANDON Total			\$210.00
20	BLOOMFIELD HIGH SCHOOL	10/7 ENTRY FEE	13 2900 610 2 279 001	\$35.00
21			13 2900 610 2 536 001	\$35.00
22	BLOOMFIELD HIGH SCHOOL Total			\$70.00
23	BORER, JEFF	9/1 OFFICIAL	13 2900 610 2 545 001	\$100.00
24		9/13 OFFICIAL	13 2900 610 2 545 001	\$100.00
25		9/17 OFFICIAL	13 2900 610 2 545 001	\$280.00
26		9/22 OFFICIAL	13 2900 610 2 545 001	\$50.00
27		9/24 OFFICIAL	13 2900 610 2 545 001	\$220.00
28		9/27 OFFICIAL	13 2900 610 2 545 001	\$100.00
29	BORER, JEFF Total			\$850.00
30	BRADLEY, AARON	MENARDS-TENT STAKES	13 2900 610 2 536 001	\$6.36
31	BRADLEY, AARON Total			\$6.36
32	BREDEMEIER, LOGAN	9/15 OFFICIAL	13 2900 610 2 537 001	\$120.00
33	BREDEMEIER, LOGAN Total			\$120.00

34	BRUNGARDT, MARY MARGARET	9/10 OFFICIAL	13 2900 610 2 545 001	\$150.00
35	BRUNGARDT, MARY MARGARET Total			\$150.00
36	BSN SPORTS,	22/23 UNIFORMS	13 2900 610 2 531 001	\$7,511.44
37		VISORS	13 2900 610 2 558 001	\$1,081.44
38	BSN SPORTS, Total			\$8,592.88
39	CARD SERVICES	ABCA-MEMBERSHIP	13 2900 610 2 512 001	\$225.00
40		AUGUSTANA TWILIGHT	13 2900 610 2 279 001	\$150.00
41			13 2900 610 2 536 001	\$150.00
42		BOOSTERS INCORP-POMS/PAW	13 2900 610 2 556 001	\$825.00
43		CAMP MEALS/FUEL	13 2900 610 2 562 001	\$756.18
44		COBBLESTONE -CAMP LODGING	13 2900 610 2 562 001	\$650.76
45		COMPLETE WEDDINGS-HOCO DJ	13 2900 610 2 517 001	\$487.50
46			13 2900 610 2 556 001	\$487.50
47		COUNTRY INN-COACH CLINIC	13 2900 610 2 597 001	\$665.00
48		DAN WARD-FIRE BOOKS	13 2900 610 2 503 001	\$144.06
49		DAYS INN-OFFICER TRAINING	13 2900 610 2 276 001	\$671.22
50		FREDDY'S-TEAM MEAL	13 2900 610 2 517 001	\$181.38
51		GODFATHER'S-TEAM MEAL	13 2900 610 2 528 001	\$448.00
52		HYVEE-BUNS	13 2900 610 2 502 001	\$64.68
53		HYVEE-HOSPITALITY SUPPLIES	13 2900 610 2 545 001	\$63.58
54		HYVEE-MTG SUPPLIES	13 2900 610 2 270 001	\$22.50
55		HYVEE-POST RACE SUPPLIES	13 2900 610 2 231 001	\$42.78
56		LOBSTER SPORTS-COVER	13 2900 610 2 550 001	\$59.00
57		MENARDS-FIELD SHOW SUPPLIES	13 2900 610 2 559 001	\$126.85
58		MENARDS-TRAINER SUPPLIES	13 2900 610 2 597 001	\$42.97
59		OFFICER TRAINING MEALS & FUEL	13 2900 610 2 276 001	\$356.86
60		OMNI CHEER-BOWS/SOCKS	13 2900 610 2 517 001	\$236.11
61		ORIENTAL TRADING-HOCO SUPPLIES	13 2900 610 2 517 001	\$79.84
62			13 2900 610 2 556 001	\$79.83
63		PANERA BREAD-TEAM MEAL	13 2900 610 2 561 001	\$563.73
64		PIZZA RANCH-COACH MTG	13 2900 610 2 597 001	\$825.00
65		PIZZA RANCH-TEAM MEAL	13 2900 610 2 231 001	\$468.49
66		PIZZA RANCH-YOUTH PROGRAM	13 2900 610 2 513 001	\$138.99
67		STATE FAIR ENTRIES	13 2900 610 2 276 001	\$705.00

68		WALGREENS-CARWASH SUPPLIES	13 2900 610 2 561 001	\$39.92
69		WALMART-MYERS GRANT	13 2900 610 2 280 001	\$530.95
70		WALMART-PANTHER PANTRY	13 2900 610 2 584 001	\$283.38
71		WALMART-SUPPLIES	13 2900 610 2 597 001	\$22.20
72		WEBSTAIRANT-COTTON CANDY	13 2900 610 2 276 001	\$322.65
73		WEBSTAIRANT-CUPS/LIDS/SYRUP	13 2900 610 2 502 001	\$800.59
74		WEBSTAIRANT-LIDS	13 2900 610 2 502 001	\$89.97
75		WEBSTAIRANT-POPCORN OIL	13 2900 610 2 502 001	\$374.98
76		WIPES.COM-WEIGHT ROOM WIPES	13 2900 610 2 503 001	\$58.17
77			13 2900 610 2 597 001	\$58.16
78	CARD SERVICES Total			\$12,298.78
79	CASH	10/1 TAE KWON DOE CONCESSION	13 2900 610 2 501 001	\$400.00
80		10/3 FB CONCESSION	13 2900 610 2 501 001	\$400.00
81		10/3 FB GATES @MS	13 2900 610 2 501 001	\$600.00
82		9/1 VB CONCESSION	13 2900 610 2 501 001	\$550.00
83		9/1 VB GATES	13 2900 610 2 501 001	\$1,600.00
84		9/10 VB CONCESSION	13 2900 610 2 501 001	\$300.00
85		9/10 VB GATE	13 2900 610 2 501 001	\$600.00
86		9/11 RAMPAGE CONCESSION	13 2900 610 2 501 001	\$300.00
87		9/13 FB GATE	13 2900 610 2 501 001	\$600.00
88		9/13 VB GATE	13 2900 610 2 501 001	\$1,450.00
89		9/15 FB GATES	13 2900 610 2 501 001	\$3,200.00
90		9/15 FB PROGRAMS	13 2900 610 2 501 001	\$200.00
91		9/15 PINK PANTHER FUNDRAISER	13 2900 610 2 501 001	\$200.00
92		9/15 SB GATE	13 2900 610 2 501 001	\$600.00
93		9/17 HOMECOMING CONCESSION	13 2900 610 2 501 001	\$800.00
94		9/17 VB CONCESSION	13 2900 610 2 501 001	\$300.00
95		9/17 VB GATE	13 2900 610 2 501 001	\$800.00
96		9/18 RAMPAGE CONCESSION	13 2900 610 2 501 001	\$300.00
97		9/19 JH FB @ MS CONCESSION	13 2900 610 2 501 001	\$300.00
98		9/2 FB GATES	13 2900 610 2 501 001	\$3,200.00
99		9/2 FB PROGRAMS	13 2900 610 2 501 001	\$200.00
100		9/22 FB GATE	13 2900 610 2 501 001	\$150.00
101		9/22 VB CONCESSION	13 2900 610 2 501 001	\$400.00

102		9/22 VB GATE	13 2900 610 2 501 001	\$800.00
103		9/24 VB CONCESSION	13 2900 610 2 501 001	\$400.00
104		9/24 VB GATE	13 2900 610 2 501 001	\$800.00
105		9/26 FB GATE	13 2900 610 2 501 001	\$600.00
106		9/26 SB GATE	13 2900 610 2 501 001	\$600.00
107		9/27 JH FB @ MS CONCESSION	13 2900 610 2 501 001	\$300.00
108		9/27 SB GATE	13 2900 610 2 501 001	\$600.00
109		9/27 VB CONCESSION	13 2900 610 2 501 001	\$400.00
110		9/27 VB GATE	13 2900 610 2 501 001	\$800.00
111		9/3 SB GATE	13 2900 610 2 501 001	\$800.00
112		9/30 FB GATES	13 2900 610 2 501 001	\$3,200.00
113		9/30 FB PROGRAMS	13 2900 610 2 501 001	\$200.00
114		9/30 PINK PANTHER FUNDRAISER	13 2900 610 2 501 001	\$200.00
115		9/6 JH FB CONCESSION	13 2900 610 2 501 001	\$270.00
116		9/6 SB GATE	13 2900 610 2 501 001	\$600.00
117		9/7 HOMECOMING TICKET STARTUP	13 2900 610 2 501 001	\$300.00
118		9/8 JH FB CONCESSION	13 2900 610 2 501 001	\$280.00
119	CASH Total			\$28,600.00
120	CASH-WA DISTRIBUTING	RETURNED ITEMS	13 2900 610 2 502 001	-\$14.00
121		SUPPLIES	13 2900 610 2 502 001	\$1,793.26
122	CASH-WA DISTRIBUTING Total			\$1,779.26
123	CHESTERMAN COMPANY	COCA COLA SUPPLIES	13 2900 610 2 502 001	\$1,475.25
124	CHESTERMAN COMPANY Total			\$1,475.25
125	COLUMBUS HIGH SCHOOL	9/2 ENTRY FEE	13 2900 610 2 534 001	\$60.00
126		9/27 ENTRY FEE	13 2900 610 2 539 001	\$100.00
127		9/30 ENTRY FEE	13 2900 610 2 279 001	\$115.00
128			13 2900 610 2 536 001	\$115.00
129	COLUMBUS HIGH SCHOOL Total			\$390.00
130	CONSOLI, DOMEMIC	9/1 OFFICIAL	13 2900 610 2 543 001	\$140.00
131		9/27 OFFICIAL	13 2900 610 2 543 001	\$140.00
132		9/3 OFFICIAL	13 2900 610 2 543 001	\$210.00
133	CONSOLI, DOMEMIC Total			\$490.00
134	CUSTOM SPORTS	10,000 SHOT SHIRTS	13 2900 610 2 513 001	\$75.00
135		BAND SHIRTS	13 2900 610 2 559 001	\$2,322.00

136		COACH APPAREL	13 2900 610 2 514 001	\$186.00
137		STAFF POLOS & JACKETS	13 2900 610 2 559 001	\$590.00
138	CUSTOM SPORTS Total			\$3,173.00
139	DALE, TIMOTHY	9/13 OFFICIAL	13 2900 610 2 545 001	\$110.00
140	DALE, TIMOTHY Total			\$110.00
141	DIGITAL DREAMS	TEAM POSTER	13 2900 610 2 517 001	\$550.00
142		TEAM POSTERS	13 2900 610 2 561 001	\$699.00
143	DIGITAL DREAMS Total			\$1,249.00
144	EIKMEIER, GARRETT	9/16 OFFICIAL	13 2900 610 2 537 001	\$60.00
145	EIKMEIER, GARRETT Total			\$60.00
146	ELKINS PORTABLE RESTROOMS,	10/13 DISTRICT CC RESTROOMS	13 2900 610 2 529 001	\$350.00
147		9/16 PORTABLE RESTROOMS	13 2900 610 2 279 001	\$175.00
148			13 2900 610 2 536 001	\$175.00
149	ELKINS PORTABLE RESTROOMS, Total			\$700.00
150	FAUSS, DAVID M.	9/13 OFFICIAL	13 2900 610 2 537 001	\$70.00
151	FAUSS, DAVID M. Total			\$70.00
152	FLEER, MICHAEL	9/3 OFFICIAL	13 2900 610 2 543 001	\$180.00
153	FLEER, MICHAEL Total			\$180.00
154	FOUTS, BART	9/22 OFFICIAL	13 2900 610 2 537 001	\$70.00
155		9/26 OFFICIAL	13 2900 610 2 537 001	\$70.00
156	FOUTS, BART Total			\$140.00
157	FREMONT SENIOR HIGH SCHOOL	9/10 ENTRY FEE	13 2900 610 2 534 001	\$100.00
158	FREMONT SENIOR HIGH SCHOOL Total			\$100.00
159	GODFATHERS PIZZA NORFOLK	CONCESSION PIZZA	13 2900 610 2 502 001	\$120.00
160	GODFATHERS PIZZA NORFOLK Total			\$120.00
161	GORDON-RUSHVILLE PUBLIC	SHIPPING REIMB	13 2900 610 2 503 001	\$19.75
162	GORDON-RUSHVILLE PUBLIC Total			\$19.75
163	GOTTULA, LANE	9/27 OFFICIAL	13 2900 610 2 543 001	\$120.00
164		9/3 OFFICIAL	13 2900 610 2 543 001	\$180.00
165	GOTTULA, LANE Total			\$300.00
166	GRAND ISLAND HIGH SCHOOL	9/2 ENTRY FEE	13 2900 610 2 539 001	\$165.00
167	GRAND ISLAND HIGH SCHOOL Total			\$165.00
168	GROTH, MARK	9/27 OFFICIAL	13 2900 610 2 543 001	\$140.00
169		9/3 OFFICIAL	13 2900 610 2 543 001	\$210.00

170	GROTH, MARK Total			\$350.00
171	GUTZ, CRAIG	9/16 OFFICIAL	13 2900 610 2 537 001	\$60.00
172	GUTZ, CRAIG Total			\$60.00
173	HALL, TERRENCE	9/1 OFFICIAL	13 2900 610 2 543 001	\$140.00
174		9/3 OFFICIAL	13 2900 610 2 543 001	\$210.00
175	HALL, TERRENCE Total			\$350.00
176	HARDER, THEODORE	9/16 OFFICIAL	13 2900 610 2 537 001	\$60.00
177	HARDER, THEODORE Total			\$60.00
178	HASTINGS COLLEGE	CLINIC REGISTRATION	13 2900 610 2 513 001	\$40.00
179	HASTINGS COLLEGE Total			\$40.00
180	HASTINGS HIGH SCHOOL	9/17 ENTRY FEE	13 2900 610 2 534 001	\$30.00
181		9/23 ENTRY FEE	13 2900 610 2 534 001	\$50.00
182	HASTINGS HIGH SCHOOL Total			\$80.00
183	HAUFF MID AMERICA SPORTS	VOLLEYBALLS	13 2900 610 2 545 001	\$224.00
184	HAUFF MID AMERICA SPORTS Total			\$224.00
185	HEARTLAND CHAMPIONSHIPS	REGISTRATION	13 2900 610 2 517 001	\$640.00
186	HEARTLAND CHAMPIONSHIPS Total			\$640.00
187	HENN, JENNIFER	9/24 OFFICIAL	13 2900 610 2 545 001	\$220.00
188	HENN, JENNIFER Total			\$220.00
189	HERZ, MEGAN	9/15 OFFICIAL	13 2900 610 2 543 001	\$130.00
190		9/26 OFFICIAL	13 2900 610 2 543 001	\$140.00
191		9/3 OFFICIAL	13 2900 610 2 543 001	\$180.00
192	HERZ, MEGAN Total			\$450.00
193	HOPPE, ROBERT	9/3 OFFICIAL	13 2900 610 2 543 001	\$120.00
194	HOPPE, ROBERT Total			\$120.00
195	HOSA-FUTURE HEALTH	STATE & NATIONAL DUES	13 2900 610 2 270 001	\$600.00
196	HOSA-FUTURE HEALTH Total			\$600.00
197	HUDL	SUBSCRIPTION RENEWAL	13 2900 610 2 529 001	\$13,000.00
198	HUDL Total			\$13,000.00
199	KEARNEY HIGH SCHOOL	10/3 ENTRY FEE	13 2900 610 2 534 001	\$40.00
200		9/10 ENTRY FEE	13 2900 610 2 545 001	\$130.00
201	KEARNEY HIGH SCHOOL Total			\$170.00
202	KOEHLMOOS, KEENA	9/13 OFFICIAL	13 2900 610 2 545 001	\$110.00
203	KOEHLMOOS, KEENA Total			\$110.00

204	KOSKI, KEITH	9/3 OFFICIAL	13 2900 610 2 543 001	\$120.00
205	KOSKI, KEITH Total			\$120.00
206	KREATIVE FORCE CHOREO, LLC	PINK PANTHER MILEAGE PRE-	13 2900 610 2 597 001	\$395.56
207	KREATIVE FORCE CHOREO, LLC Total			\$395.56
208	KWAPNIOSKI, KIM	9/27 OFFICIAL	13 2900 610 2 545 001	\$110.00
209	KWAPNIOSKI, KIM Total			\$110.00
210	LANHAM, TODD	9/15 OFFICIAL	13 2900 610 2 537 001	\$120.00
211	LANHAM, TODD Total			\$120.00
212	LINCOLN EAST HIGH SCHOOL	9/12 ENTRY FEE	13 2900 610 2 534 001	\$90.00
213		9/22 ENTRY FEE	13 2900 610 2 539 001	\$135.00
214	LINCOLN EAST HIGH SCHOOL Total			\$225.00
215	LINCOLN NORTH STAR HIGH	9/22 ENTRY FEE	13 2900 610 2 279 001	\$70.00
216			13 2900 610 2 536 001	\$70.00
217	LINCOLN NORTH STAR HIGH Total			\$140.00
218	LINCOLN NORTHEAST HIGH	9/30-10/1 ENTRY FEE	13 2900 610 2 545 001	\$310.00
219	LINCOLN NORTHEAST HIGH Total			\$310.00
220	LINCOLN SOUTHEAST HIGH	9/24 ENTRY FEE	13 2900 610 2 543 001	\$135.00
221	LINCOLN SOUTHEAST HIGH Total			\$135.00
222	LOVE SIGNS, INC	DENTAL WELLNESS GYM AD	13 2900 610 2 597 001	\$250.00
223	LOVE SIGNS, INC Total			\$250.00
224	LOWE, ROBERT	9/2 OFFICIAL	13 2900 610 2 537 001	\$120.00
225		9/22 OFFICIAL	13 2900 610 2 537 001	\$70.00
226	LOWE, ROBERT Total			\$190.00
227	MAHASKA	POPCORN	13 2900 610 2 502 001	\$135.00
228	MAHASKA Total			\$135.00
229	MARATHON PRESS INC	FALL ACTIVITY POSTERS	13 2900 610 2 597 001	\$194.00
230	MARATHON PRESS INC Total			\$194.00
231	MEDCO SUPPLY, INC	TRAINER SUPPLIES	13 2900 610 2 597 001	\$29.61
232	MEDCO SUPPLY, INC Total			\$29.61
233	MEISTER, DANIEL	9/3 OFFICIAL	13 2900 610 2 543 001	\$210.00
234	MEISTER, DANIEL Total			\$210.00
235	MILLARD NORTH HIGH SCHOOL	9/15 ENTRY FEE	13 2900 610 2 534 001	\$175.00
236	MILLARD NORTH HIGH SCHOOL Total			\$175.00
237	NATA	B.KOEHN NATA REGISTRATION	13 2900 610 2 598 001	\$190.00

238		C.BENNETT REGISTRATION	13 2900 610 2 598 001	\$125.00
239		J.CARLISLE NATA REGISTRATION	13 2900 610 2 598 001	\$120.00
240		M.RUZICKA NATA REGISTRATION	13 2900 610 2 598 001	\$100.00
241		T.KOEHN NATA REGISTRATION	13 2900 610 2 598 001	\$190.00
242	NATA Total			\$725.00
243	NEBRASKA HOSA	METRO CC HEALTH SCIENCE	13 2900 610 2 270 001	\$180.00
244	NEBRASKA HOSA Total			\$180.00
245	NEBRASKA STATE BAR	MOCK TRIAL REGISTRATION	13 2900 610 2 505 001	\$150.00
246	NEBRASKA STATE BAR Total			\$150.00
247	NECC LIVESTOCK JUDGING	DAIRY JUDGING ENTRY FEE	13 2900 610 2 276 001	\$20.00
248	NECC LIVESTOCK JUDGING Total			\$20.00
249	NORTHEAST COMMUNITY	TEXTBOOK	13 2900 610 2 277 001	\$146.00
250		TEXTBOOKS	13 2900 610 2 269 001	\$1,680.00
251	NORTHEAST COMMUNITY Total			\$1,826.00
252	NPS STUDENT FEES ACCOUNT	BOOSTER FUNDS FOR FOR	13 2900 610 2 598 001	\$832.80
253	NPS STUDENT FEES ACCOUNT Total			\$832.80
254	NPS-FOOD SERVICE	L.JACKSON LUNCH MONEY	13 2900 610 2 598 001	\$40.00
255	NPS-FOOD SERVICE Total			\$40.00
256	NSCTA	CONVENTION REGISTRATION	13 2900 610 2 553 001	\$535.00
257	NSCTA Total			\$535.00
258	OMAHA CENTRAL HIGH SCHOOL	9/10 ENTRY FEE	13 2900 610 2 279 001	\$60.00
259			13 2900 610 2 536 001	\$60.00
260	OMAHA CENTRAL HIGH SCHOOL Total			\$120.00
261	PAPILLION LAVISTA HIGH	9/19 ENTRY FEE	13 2900 610 2 534 001	\$125.00
262	PAPILLION LAVISTA HIGH Total			\$125.00
263	PATEFIELD, ROBERT	9/26 OFFICIAL	13 2900 610 2 543 001	\$120.00
264		9/3 OFFICIAL	13 2900 610 2 543 001	\$180.00
265	PATEFIELD, ROBERT Total			\$300.00
266	PIERCE HIGH SCHOOL	10/1 ENTRY FEE	13 2900 610 2 545 001	\$65.00
267	PIERCE HIGH SCHOOL Total			\$65.00
268	PRIVETT, COREY	9/13 OFFICIAL	13 2900 610 2 537 001	\$70.00
269		9/2 OFFICIAL	13 2900 610 2 537 001	\$120.00
270		9/22 OFFICIAL	13 2900 610 2 537 001	\$70.00
271	PRIVETT, COREY Total			\$260.00

272	QUALITY DRY CLEANERS	TABLECLOTH CLEANING	13 2900 610 2 503 001	\$100.10
273			13 2900 610 2 597 001	\$100.10
274	QUALITY DRY CLEANERS Total			\$200.20
275	RAMADA INN	STATE DUALS LODGING 2/5/22	13 2900 610 2 546 001	\$845.40
276	RAMADA INN Total			\$845.40
277	RETHWISCH, RICHARD	9/16 OFFICIAL	13 2900 610 2 537 001	\$60.00
278		9/2 OFFICIAL	13 2900 610 2 537 001	\$120.00
279	RETHWISCH, RICHARD Total			\$180.00
280	RIDDELL/ALL AMERICAN	2022/2023 HELMETS	13 2900 610 2 537 001	\$8,402.92
281	RIDDELL/ALL AMERICAN Total			\$8,402.92
282	RUFFNECK WEAR, INC,	SCARVES	13 2900 610 2 514 001	\$590.00
283			13 2900 610 2 549 001	\$590.00
284	RUFFNECK WEAR, INC, Total			\$1,180.00
285	RUMP, BRADY	9/30 OFFICIAL	13 2900 610 2 537 001	\$120.00
286	RUMP, BRADY Total			\$120.00
287	RUMP, BRYAN	9/30 OFFICIAL	13 2900 610 2 537 001	\$120.00
288	RUMP, BRYAN Total			\$120.00
289	RUMP, GREGORY	9/30 OFFICIAL	13 2900 610 2 537 001	\$120.00
290	RUMP, GREGORY Total			\$120.00
291	RUMP, NATHAN	9/30 OFFICIAL	13 2900 610 2 537 001	\$120.00
292	RUMP, NATHAN Total			\$120.00
293	RYSTROM, BRANDON	9/15 OFFICIAL	13 2900 610 2 543 001	\$130.00
294		9/26 OFFICIAL	13 2900 610 2 543 001	\$140.00
295		9/3 OFFICIAL	13 2900 610 2 543 001	\$180.00
296		9/6 OFFICIAL	13 2900 610 2 543 001	\$140.00
297	RYSTROM, BRANDON Total			\$590.00
298	SCHAFFER, JEREMIAH	9/13 OFFICIAL	13 2900 610 2 537 001	\$70.00
299		9/2 OFFICIAL	13 2900 610 2 537 001	\$120.00
300	SCHAFFER, JEREMIAH Total			\$190.00
301	SCHLOTE, JOSHUA	9/3 OFFICIAL	13 2900 610 2 543 001	\$210.00
302		9/6 OFFICIAL	13 2900 610 2 543 001	\$140.00
303	SCHLOTE, JOSHUA Total			\$350.00
304	SCHULTE, VERN	9/15 OFFICIAL	13 2900 610 2 537 001	\$120.00
305	SCHULTE, VERN Total			\$120.00

306	SCHUURMANS, GARY	9/3 OFFICIAL	13 2900 610 2 543 001	\$120.00
307	SCHUURMANS, GARY Total			\$120.00
308	SCHWEERS, MITCHELL	9/16 OFFICIAL	13 2900 610 2 537 001	\$60.00
309	SCHWEERS, MITCHELL Total			\$60.00
310	SKILLSUSA NEBRASKA	FLC REGISTRATION	13 2900 610 2 569 001	\$50.00
311	SKILLSUSA NEBRASKA Total			\$50.00
312	SOKOL, LEXI	9/1 OFFICIAL	13 2900 610 2 545 001	\$100.00
313		9/13 OFFICIAL	13 2900 610 2 545 001	\$100.00
314		9/17 OFFICIAL	13 2900 610 2 545 001	\$280.00
315		9/22 OFFICIAL	13 2900 610 2 545 001	\$50.00
316		9/24 OFFICIAL	13 2900 610 2 545 001	\$220.00
317		9/27 OFFICIAL	13 2900 610 2 545 001	\$100.00
318	SOKOL, LEXI Total			\$850.00
319	SPEER, MARK	9/1 OFFICIAL	13 2900 610 2 545 001	\$110.00
320	SPEER, MARK Total			\$110.00
321	SPORTDECALS	WINDOW DECALS	13 2900 610 2 528 001	\$252.56
322	SPORTDECALS Total			\$252.56
323	STADIUM SPORTS	APPAREL	13 2900 610 2 515 001	\$1,375.00
324		PRACTICE SHIRTS	13 2900 610 2 561 001	\$1,393.00
325		RUNNING CAPS	13 2900 610 2 231 001	\$130.00
326	STADIUM SPORTS Total			\$2,898.00
327	STEINER, JACQUELINE M	9/27 OFFICIAL	13 2900 610 2 545 001	\$110.00
328	STEINER, JACQUELINE M Total			\$110.00
329	SYNCB/AMAZON	GOLDEN SOWER BOOKS	13 2900 610 2 594 001	\$69.34
330		HOCO CROWNS	13 2900 610 2 503 001	\$44.98
331		HOCO SUPPLIES	13 2900 610 2 517 001	\$17.48
332			13 2900 610 2 556 001	\$17.48
333		HOCO TIARAS	13 2900 610 2 517 001	\$44.95
334			13 2900 610 2 556 001	\$44.95
335		KAUP DAYCO GRANT	13 2900 610 2 280 001	\$183.76
336		KAUP DAYCO-REFUND FOR DAMANGED	13 2900 610 2 280 001	-\$30.49
337		OFFICE SUPPLIES	13 2900 610 2 503 001	\$39.98
338			13 2900 610 2 597 001	\$84.45
339		REPLACEMENT BOOK	13 2900 610 2 579 001	\$15.40

340		REPLACEMENT TEXTBOOKS	13 2900 610 2 579 001	\$70.97
341		THE INNER GAME OF TENNIS BOOKS	13 2900 610 2 513 001	\$143.14
342		THOMPSON GRANT	13 2900 610 2 280 001	\$16.50
343		WHITEBOARDS	13 2900 610 2 531 001	\$119.95
344	SYNCB/AMAZON Total			\$882.84
345	TASICH, NICK	9/15 OFFICIAL	13 2900 610 2 537 001	\$120.00
346	TASICH, NICK Total			\$120.00
347	TEECO INC	WATER COOLER	13 2900 610 2 500 001	\$238.25
348	TEECO INC Total			\$238.25
349	TRIHEx ATHLETIC APPAREL	WARMUP TOPS & SHORTS	13 2900 610 2 546 001	\$1,862.50
350			13 2900 610 2 650 001	\$1,602.50
351	TRIHEx ATHLETIC APPAREL Total			\$3,465.00
352	TURNER, ALYSSA	9/6 OFFICIAL	13 2900 610 2 543 001	\$120.00
353	TURNER, ALYSSA Total			\$120.00
354	UNIVERSITY OF NEBRASKA	2022 CAREER DAY REGISTRATION	13 2900 610 2 266 001	\$536.00
355	UNIVERSITY OF NEBRASKA Total			\$536.00
356	US BANK VOYAGER FLEET	OFFICER TRAINING FUEL	13 2900 610 2 276 001	\$110.96
357	US BANK VOYAGER FLEET Total			\$110.96
358	VANLENGEN, AUDREY	9/22 OFFICIAL	13 2900 610 2 545 001	\$110.00
359	VANLENGEN, AUDREY Total			\$110.00
360	VANLENGEN, NEIL	9/22 OFFICIAL	13 2900 610 2 545 001	\$110.00
361	VANLENGEN, NEIL Total			\$110.00
362	VARSITY SPIRIT FASHIONS	BACKPACKS & APPAREL	13 2900 610 2 517 001	\$1,921.60
363	VARSITY SPIRIT FASHIONS Total			\$1,921.60
364	WARDS NATURAL SCIENCE Est.	MICROSCOPE SLIDES	13 2900 610 2 281 001	\$99.80
365	WARDS NATURAL SCIENCE Est. Total			\$99.80
366	WAYNE HIGH SCHOOL	9/22 ENTRY FEE	13 2900 610 2 539 001	\$110.00
367	WAYNE HIGH SCHOOL Total			\$110.00
368	WELLS, JORDAN	9/26 OFFICIAL	13 2900 610 2 537 001	\$70.00
369	WELLS, JORDAN Total			\$70.00
370	WELLS, LARRY	9/13 OFFICIAL	13 2900 610 2 537 001	\$70.00
371		9/22 OFFICIAL	13 2900 610 2 537 001	\$70.00
372		9/26 OFFICIAL	13 2900 610 2 537 001	\$70.00
373	WELLS, LARRY Total			\$210.00

374	WESTOVER, JEFF	9/30 OFFICIAL	13 2900 610 2 537 001	\$120.00
375	WESTOVER, JEFF Total			\$120.00
376	WILES, BRIAN	9/15 OFFICIAL	13 2900 610 2 537 001	\$120.00
377	WILES, BRIAN Total			\$120.00
378	WINNERS CIRCLE	TROPHIES	13 2900 610 2 543 001	\$97.25
379			13 2900 610 2 545 001	\$60.02
380		TROPHIES/MEDALS	13 2900 610 2 536 001	\$415.44
381			13 2900 610 2 539 001	\$102.08
382	WINNERS CIRCLE Total			\$674.79
383	WISNER-PILGER HIGH SCHOOL	9/17 ENTRY FEE	13 2900 610 2 545 001	\$100.00
384	WISNER-PILGER HIGH SCHOOL Total			\$100.00
385	WYHE'S CHOICE FUNDRAISING	BUTTER BRAID FUNDRAISER	13 2900 610 2 517 001	\$2,732.50
386	WYHE'S CHOICE FUNDRAISING Total			\$2,732.50
387	Grand Total			\$116,242.52

SEPTEMBER 2022 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	BAND SHOPPE	MARCHING BAND SHOES	14 2900 610 2 831 002	\$1,430.80
2	BAND SHOPPE Total			\$1,430.80
3	BARNHILL ENTERPRISES LLC	MARCHING SUPPLIES	14 2900 610 2 831 002	\$449.33
4	BARNHILL ENTERPRISES LLC Total			\$449.33
5	BARTEE, JAMES	OFFICIAL PAY FB 9/8	14 2900 610 2 846 002	\$50.00
6	BARTEE, JAMES Total			\$50.00
7	BEHNKIE, NATHANIEL	OFFICIAL PAY FB 9/19	14 2900 610 2 846 002	\$40.00
8	BEHNKIE, NATHANIEL Total			\$40.00
9	BORER, EMILY	OFFICIAL PAY 9/13	14 2900 610 2 847 002	\$90.00
10	BORER, EMILY Total			\$90.00
11	CARD SERVICES	CONCESSION SUPPLIES #24	14 2900 610 2 835 002	\$111.16
12	CARD SERVICES Total			\$111.16
13	CASH-WA DISTRIBUTING	CONCESSION SUPPLIES	14 2900 610 2 835 002	\$284.61
14	CASH-WA DISTRIBUTING Total			\$284.61
15	CHILDERS, CURTIS	OFFICIAL PAY 2 GAMES 9/6	14 2900 610 2 846 002	\$90.00
16	CHILDERS, CURTIS Total			\$90.00
17	FAUSS, DAVID M.	OFFICIAL PAY 9/19	14 2900 610 2 846 002	\$40.00
18	FAUSS, DAVID M. Total			\$40.00
19	FINKE, GARRETT	2 FOOTBALL GAMES 9/6	14 2900 610 2 846 002	\$90.00
20		OFFICIAL PAY 8TH GR 9/20	14 2900 610 2 846 002	\$100.00
21		OFFICIAL PAY IM FB 9/27/22	14 2900 610 2 846 002	\$40.00
22	FINKE, GARRETT Total			\$230.00
23	GILL, MICHELE	OFFICIAL PAY 9/13	14 2900 610 2 847 002	\$90.00
24		OFFICIAL PAY VB 9/20	14 2900 610 2 847 002	\$60.00
25		OFFICIAL PAY VB 9/26	14 2900 610 2 847 002	\$90.00
26	GILL, MICHELE Total			\$240.00
27	GODFATHERS PIZZA NORFOLK	PIZZA FOR CONCESSIONS	14 2900 610 2 835 002	\$75.00
28		PIZZA FOR CONCESSIONS	14 2900 610 2 835 002	\$24.00
29	GODFATHERS PIZZA NORFOLK Total			\$99.00
30	HAGEDORN, RANDY	OFFICIAL PAY 2 GAMES 9/6	14 2900 610 2 846 002	\$90.00
31	HAGEDORN, RANDY Total			\$90.00
32	KLUG, MELISSA	OFFICIAL PAY IM VB 9/29/22	14 2900 610 2 847 002	\$60.00
33		OFFICIAL PAY VB 9/20	14 2900 610 2 847 002	\$60.00

34		OFFICIAL PAY VB 9/22	14 2900 610 2 847 002	\$60.00
35		OFFICIAL PAY VB 9/26/22	14 2900 610 2 847 002	\$90.00
36	KLUG, MELISSA Total			\$270.00
37	KRUSEMARK, KIARA	OFFICIAL PAY VB 9/20	14 2900 610 2 847 002	\$30.00
38		OFFICIAL PAY VB 9/26	14 2900 610 2 847 002	\$90.00
39	KRUSEMARK, KIARA Total			\$120.00
40	LOWE, ROBERT	OFFICIAL PAY IM FB 9/27/22	14 2900 610 2 846 002	\$40.00
41	LOWE, ROBERT Total			\$40.00
42	NELSON, AMY	OFFICIAL PAY 9/13	14 2900 610 2 847 002	\$90.00
43	NELSON, AMY Total			\$90.00
44	NORFOLK CATHOLIC SCHOOL	JH ENTRY FEE CROSS COUNTRY	14 2900 610 2 858 002	\$80.00
45	NORFOLK CATHOLIC SCHOOL Total			\$80.00
46	NORFOLK SENIOR HIGH SCHOOL	POWERADE XC	14 2900 610 2 858 002	\$18.96
47		XC MEDALS REIMBURSEMENT	14 2900 610 2 858 002	\$104.00
48	NORFOLK SENIOR HIGH SCHOOL Total			\$122.96
49	NPS SUBSIDIARY	AFTERSHOCK % FOR WORKING	14 2900 610 2 835 002	\$24.80
50	NPS SUBSIDIARY Total			\$24.80
51	PLATTEVIEW HIGH SCHOOL	XC INVITE 10/3/22	14 2900 610 2 858 002	\$100.00
52	PLATTEVIEW HIGH SCHOOL Total			\$100.00
53	PRIVETT, COREY	OFFICIAL PAY FB 9/8	14 2900 610 2 846 002	\$50.00
54	PRIVETT, COREY Total			\$50.00
55	SCHAFFER, JEREMIAH	OFFICIAL PAY JH 9/8	14 2900 610 2 846 002	\$50.00
56	SCHAFFER, JEREMIAH Total			\$50.00
57	SHERMAN, JESSICA	OFFICIAL PAY 2 GAMES 9/12	14 2900 610 2 847 002	\$60.00
58		OFFICIAL PAY 9/22 VB	14 2900 610 2 847 002	\$60.00
59		OFFICIAL PAY IM VB 9/29/22	14 2900 610 2 847 002	\$60.00
60		OFFICIAL PAY VB 9/19	14 2900 610 2 847 002	\$60.00
61	SHERMAN, JESSICA Total			\$240.00
62	STADIUM SPORTS	BAND SHIRTS	14 2900 610 2 831 002	\$883.05
63			14 2900 610 2 840 002	\$382.95
64	STADIUM SPORTS Total			\$1,266.00
65	TEECO INC	LEASE FOR WATER COOLER	14 2900 610 2 840 002	\$38.00
66	TEECO INC Total			\$38.00
67	WELLS, JORDAN	OFFICIAL PAY FB 9/20	14 2900 610 2 846 002	\$100.00

68	WELLS, JORDAN Total			\$100.00
69	WELLS, LARRY	OFFICIAL PAY 8TH GR 9/20	14 2900 610 2 846 002	\$100.00
70		OFFICIAL PAY 9/16 INTRAMURAL	14 2900 610 2 846 002	\$40.00
71	WELLS, LARRY Total			\$140.00
72	YANKTON SENIOR HIGH SCHOOL	XC ENTRY FEE	14 2900 610 2 858 002	\$50.00
73	YANKTON SENIOR HIGH SCHOOL Total			\$50.00
74	Grand Total			\$6,026.66

SEPTEMBER 2022 SUBSIDIARY EXPENDITURES

1	BULK BOOKSTORE	PETERSON CLASSROOM GRANT	05 2900 610 0 040 000	\$570.50
2	BULK BOOKSTORE Total			\$570.50
3	CARD SERVICES	AD MIN LETRS TRAINING #2	05 2900 610 0 081 000	\$58.66
4		AMAZON #13	05 2900 610 0 044 000	\$39.99
5		AMAZON SUPPLIES #9	05 2900 610 0 063 000	\$25.98
6		BERNT/MORGAN GRANT #15	05 2900 610 0 061 000	\$434.14
7		BUZZSPROUT #18	05 2900 610 0 093 000	\$12.00
8		CAREER ACADEMY FUNDS #28	05 2900 610 0 062 000	\$2,531.70
9		CASEYS #15	05 2900 610 0 061 000	\$54.74
10		COFFIN/GLEASON GRANT #15	05 2900 610 0 061 000	\$336.84
11		CURRICULUM MEETING SUPPLIES #2	05 2900 610 0 081 000	\$174.69
12		DIANE ABLER #12	05 2900 610 0 073 000	\$135.54
13		DREHER GRANT #13	05 2900 610 0 040 000	\$519.74
14		GODFATHERS #6	05 2900 610 0 058 000	\$107.51
15		HERLEY GRANT MONEY #6	05 2900 610 0 058 000	\$536.89
16		JARECKI GRANT MONEY #6	05 2900 610 0 058 000	\$443.75
17		JIMMY JOHNS BAND #13	05 2900 610 0 045 000	\$74.30
18		LEUTHOLD GRANT MONEY #6	05 2900 610 0 058 000	\$459.85
19		MORENO GRANT #15	05 2900 610 0 061 000	\$243.66
20		OFFICE SUPPLIES #14	05 2900 610 0 069 000	\$77.09
21		OFFICE/NURSE SUPPLIES #14	05 2900 610 0 069 000	\$137.96
22		ORIENTAL TRADING CO #12	05 2900 610 0 073 000	\$86.95
23		PRIMETIME #15	05 2900 610 0 061 000	\$35.78
24		RANSEN GRANT MONEY #6	05 2900 610 0 058 000	\$681.57
25		REUSABLE TENT CARDS #2	05 2900 610 0 081 000	\$249.80
26		SCIP MENARDS #13	05 2900 610 0 040 000	\$95.69
27		SECRET STORIES #3	05 2900 610 0 076 000	\$114.33
28		SOCIAL THINKING #12	05 2900 610 0 073 000	\$442.46
29		STAFF MEETING #6	05 2900 610 0 058 000	\$66.76
30		STEM GRANT MENARDS #13	05 2900 610 0 062 000	\$31.88
31		SUPPLIES FOR GRANT #14 BIRD	05 2900 610 0 069 000	\$249.13
32		TEACHER GRANT LEARNING STEM	05 2900 610 0 089 000	\$155.84
33		TEACHERS PAY TEACHERS #3	05 2900 610 0 076 000	\$35.08

34		TITLE TEACHER SUPPLIES #2	05 2900 610 0 081 000	\$87.30
35		VISIBLE LEARNING CONFERENCE #2	05 2900 610 0 081 000	-\$58.00
36		WALMART #13	05 2900 610 0 040 000	\$69.36
37		WALMART/TARGET OFFICE SUPPLIES	05 2900 610 0 069 000	\$157.99
38		WIDE RULED PAPER #2	05 2900 610 0 081 000	\$0.98
39	CARD SERVICES Total			\$8,907.93
40	CHESTERMAN COMPANY	POWERADE	05 2900 610 0 043 000	\$196.90
41	CHESTERMAN COMPANY Total			\$196.90
42	CUSTOM SPORTS	RED RIBBON T-SHIRTS	05 2900 610 0 083 000	\$1,418.00
43	CUSTOM SPORTS Total			\$1,418.00
44	ELF ENTERPRISES, INC	FOUNDATION CAREER ACADEMY	05 2900 610 0 062 000	\$1,500.00
45	ELF ENTERPRISES, INC Total			\$1,500.00
46	GAWRONSKI, MATTHEW	1 YR TEACHER LICENSE 3 MIN	05 2900 610 0 045 000	\$283.00
47	GAWRONSKI, MATTHEW Total			\$283.00
48	GOPHER	MOBILE TOWER STEM SUPPLIES	05 2900 610 0 069 000	\$1,367.73
49	GOPHER Total			\$1,367.73
50	LAKESHORE LEARNING	COFFIN/GLEASON GRANT	05 2900 610 0 061 000	\$453.93
51		STEM KIT	05 2900 610 0 089 000	\$111.98
52	LAKESHORE LEARNING Total			\$565.91
53	MADISON NATIONAL LIFE	SEPT 22 BASIC LIFE INSUR	05 2900 610 0 090 000	\$490.08
54	MADISON NATIONAL LIFE Total			\$490.08
55	MILNE, ALYISSA	RETURNED BOOK-REFUND	05 2900 610 0 051 000	\$15.60
56	MILNE, ALYISSA Total			\$15.60
57	MONTESSORI LABORATORY LLC	CLASSROOM MEMBERSHIP GRANT	05 2900 610 0 069 000	\$288.00
58	MONTESSORI LABORATORY LLC Total			\$288.00
59	NEBRASKA SCHOOLMASTERS	SCHOOLMASTERS DUES 22-23,	05 2900 610 0 050 000	\$30.00
60	NEBRASKA SCHOOLMASTERS Total			\$30.00
61	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$21.50
62	NORFOLK SENIOR HIGH SCHOOL Total			\$21.50
63	NPS GENERAL FUND	AFTERSHOCK PAYROLL M.	05 2900 610 0 038 000	\$263.21
64		ENTREPRENEURSHIP GRANT S.	05 2900 610 0 093 000	\$1,036.19
65	NPS GENERAL FUND Total			\$1,299.40
66	NPS STUDENT FEES ACCOUNT	SCHEDULE PICKUP FEES	05 2900 610 0 040 000	\$11,700.00
67	NPS STUDENT FEES ACCOUNT Total			\$11,700.00

68	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$6.36
69	NPS-JUNIOR HIGH SCHOOL Total			\$6.36
70	POPPY'S PUMPKIN PATCH	1ST GRADE FIELD TRIP	05 2900 610 0 058 000	\$455.00
71	POPPY'S PUMPKIN PATCH Total			\$455.00
72	PRUSA RESEARCH A.S	PRINTER	05 2900 610 0 062 000	\$8,064.12
73	PRUSA RESEARCH A.S Total			\$8,064.12
74	ROBERTSON, KAYLEE	LIBRARY BOOK RETURNED	05 2900 610 0 051 000	\$11.17
75	ROBERTSON, KAYLEE Total			\$11.17
76	STERLING COMPUTERS	COMPUTER FOR DEREK	05 2900 610 0 050 000	\$1,438.47
77	STERLING COMPUTERS Total			\$1,438.47
78	TEECO INC	LEASE/RENT/WATER	05 2900 610 0 050 000	\$96.25
79	TEECO INC Total			\$96.25
80	UNIVERSITY OF NEBRASKA-	FIELD TRIP TO INSANE SCIENCE	05 2900 610 0 069 000	\$534.00
81	UNIVERSITY OF NEBRASKA- Total			\$534.00
82	WATTIER'S AUTO BODY INC	DAMAGE TO VEHICLE	05 2900 610 0 050 000	\$235.00
83	WATTIER'S AUTO BODY INC Total			\$235.00
84	WEST MUSIC COMPANY	MARCHING PERCUSSION DRUMS	05 2900 610 0 098 000	\$2,987.94
85	WEST MUSIC COMPANY Total			\$2,987.94
86	WINNERS CIRCLE	MEDALS/TROPHIES RRR	05 2900 610 0 083 000	\$59.60
87	WINNERS CIRCLE Total			\$59.60
88	Grand Total			\$42,542.46

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending September 30, 2022

Fund/Account	2022-2023 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$2,473,870.80	\$176,813.34	\$52,732.38	\$2,597,951.76	
SPECIAL BUILDING FUND (3)	\$7,300,400.57	\$301,705.46	\$79,115.50	\$7,522,990.53	
DEPRECIATION RESERVE FUND (3)	\$8,222,820.13	\$7,558.71	\$515,343.92	\$7,715,034.92	
ACTIVITIES ACCOUNT (2)	\$694,759.79	\$149,347.59	\$122,269.18	\$721,838.20	
SUBSIDIARY ACCOUNT (2)	\$356,190.87	\$61,254.74	\$82,081.23	\$335,364.38	
GENERAL FUND (1)	\$13,814,060.61	\$7,986,946.90	4,919,701.56	\$16,881,305.95	
PAYROLL ACCOUNT (2)	\$4,865.78	\$3,683,136.53	\$3,683,678.38	\$4,323.93	
SCHOOL LUNCH FUND (2)	\$1,406,108.61	\$281,770.47	\$31,517.15	\$1,656,361.93	
BOND FUND (3)	\$1,085,172.02	\$2,278.30	\$0.00	\$1,087,450.32	
COOPERATIVE FUND (2)	\$222,491.78	\$146,414.50	\$104,756.73	\$264,149.55	
EMPLOYEE BENEFIT FUND (2)	\$3,767.04	\$0.70	\$0.00	\$3,767.74	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$426,741.48	\$6,040.14	\$0.00	\$432,781.62	
CONVENIENCE FEE FUND (2)	\$11,145.67	\$318.23	\$28.80	\$11,435.10	
STUDENT FEE FUND (2)	\$463,786.24	\$39,124.15	\$14,575.16	\$488,335.23	
TOTAL ALL FUNDS	\$36,486,181.39	\$12,842,709.76	\$9,605,799.99	\$39,723,091.16	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$16,881,305.95	
(2) ELKHORN VALLEY BANK				\$6,516,309.44	
(3) MIDWEST BANK				\$16,325,475.77	
TOTAL BALANCES				\$39,723,091.16	



Curriculum Committee Meeting Minutes

Date: __9-30-2022_____

Time: __2:00 PM_____

Location: __NPS Central Office__

Members Present:

LeAnnWidhalm

Jake Claussen

Jenna Hatfield

Beth Nelson

Jared Oswald

Nancy Probasco

Mickie Mueller

Austin Casselberry

Dr. Jami Jo Thompson

Notes referencing meeting topics:

The Curriculum Committee meeting began at 2:20 p.m. on Sept. 30th. The agenda contained several course proposals from the senior high. Austin Castleberry, Career Academy Coordinator, was present to give an explanation of the Career Academy classes being proposed.

Mr. Castleberry updated the committee on steps taken last year with stakeholders to examine the community needs in the area of computer sciences. There was overwhelming support from local businesses and teachers to adjust our current course offerings to better align with the department of education's updated career academies and meet community employment needs. Two courses were proposed to complete an academy in the area of computer sciences. The IT Fundamentals course already exists at the senior high as an introductory course for the pathway. Computer Science Principles and Computer Science A were proposed as the intermediate and capstone courses for the academy. In order to make room in the class and teacher schedule, the elective course of Hospitality and Tourism will be cut. Currently this course does not fulfill a career academy purpose and is not a popular course chosen by students. Two programs have been researched for teaching the program. Project Lead the Way and Code.Org. Code.Org is provided free of charge, based in Nebraska and is used in other schools with similar programs. This particular program can place a student in a job offering IT Help or on a track for a 2 or 4 year degree in Cyber Security. Neither of these course proposals

require the addition of staff members or purchasing of materials if Code.Org is used. The next two courses proposed are to complete a Digital Design Academy. Digital Media already exists in course offerings as an introductory course. Digital Design and Foundations of Web Design are proposed courses to serve as intermediate and capstone courses for the academy. Digital Design would replace the existing Commercial Art course but plays a very similar role with the curriculum content. The Foundations of Web Design would replace the existing section of Digital Media but has more intentional and focused topics for the academy. These courses could provide employment opportunities for students without post high school degrees in website development or social media design. Neither of these courses would require the hiring of additional staff or purchasing of new materials.

The last career academy course proposal was in the area of Culinary Arts. The senior high has the introductory course, Fundamentals of Nutrition and Culinary and the intermediate course, Culinary 1. The capstone course of the program, Culinary 2 was proposed to complete the academy. Through careful scheduling of culinary academy students, a section can be made available for Culinary 2 without the need of additional lab space or teachers. Existing materials and Open Education Resources online can be used for this course.

The last course proposed for the senior high school came from the social studies department. The course proposed was Holocaust and Genocide Studies. This course is an elective course that would be made available to seniors and possibly some juniors. The two existing elective courses offered from the social studies department would be cut and replaced with this new course. World History and Psychology, the semester version, are found to be redundant to the newly required World History at 9th grade and the year long course of Psychology. The newly passed LB888 requires schools to include Holocaust education in the senior high. While we are still waiting for the guidance of law implementation from NDE, it is likely the topics of this course could suffice this requirement.

Other topics discussed at the Curriculum Committee meeting included the newly adopted math standards, the math program pilots in K-12, the completed scope and sequence in technology as a fulfillment of LB1112 as well as the environmental science textbooks that are under review.

American Civics Committee Meeting Minutes Template

Date: __9-30-2022_____

Time: __2:00 PM_____

Location: __NPS Central Office Administration Building_____

Members Present:

LeAnnWidhalm
Jake Claussen
Jenna Hatfield
Beth Nelson
Jared Oswald
Nancy Probasco
Mickie Mueller
Austin Casselberry

Notes referencing meeting topics:

The American Civics Committee began at 2:00 pm on Friday, September 30, 2022. Notification of this meeting was published in the Norfolk Daily News on September 22nd.

No formal action was needed during the meeting. The information shared from Beth Nelson, Director of Teaching and Learning consisted of an update on course materials that were purchased for 5th through 8th grade Social Studies last school year. All pieces of the program materials are performing correctly and implementation has been smooth. The rearrangement of senior high courses to meet state standards has been put into action this fall with no issues.

The American Civics meeting concluded at 2:20 p.m.

#1 Board of Education Regular Meeting

Monday, September 12, 2022

5:30 PM: Study Session

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present

Jake Claussen: Present

Tammy Day: Present

Jenna Hatfield: Present

Leann Widhalm: Present

Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: September 2, 2022
2. Call to Order
The Norfolk Public School District's board of education meeting is called to order at 5:30 PM.
 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting
The meeting was declared legal.
3. Study Session
 - A. Construction updates were summarized by Otte Construction, general contractor for the Junior High and Huff Construction personnel explained the addition and renovations at Bel Air Elementary.
 - B. Dr. Ippensen, NHS Principal, discussed College and Career Readiness Dual Credit Options for NHS students. NHS has partnered with NECC to develop four Partner Pathways.
4. Adjournment
The meeting adjourned at 6:25 PM.

Chairperson

Superintendent

Board of Education Regular Meeting-#2

Monday, September 12, 2022

7:00 PM: Business Meeting #2

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present
Jake Claussen: Present
Tammy Day: Present
Jenna Hatfield: Present
Leann Widhalm: Present
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: September 2, 2022
2. Call to Order
The Norfolk Public School District's board of education meeting #2 is called to order at 7:00 PM.
 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting
The meeting was declared legal.
3. Presentations, Special Recognition, Focus on Students
 - 3.1. Focus on the Students
Melissa Jantz, Principal at Little Panthers Preschool, introduced the staff of the Early Development Network, who serve children from birth to age 3. The staff explained the qualifications needed for families and children to be eligible for services. Three families involved in the program shared their experiences and what they have learned as participants.
 - 3.2. Award for Excellence
Cher Moore, Principal's Secretary at Norfolk Junior High School, received the Award for Excellence.
 - 3.3. NPSF Annual Report
Callan Collins, Executive Director of the NPSF, presented the Foundation's Annual Report.
4. Public Comments & Communication
5. Information and Discussion Items
 - 5.1. Finance & Facilities Report
 - A. The total amount for the 21-22 end of the fiscal year claims, which were approved last month are listed below:
 - **General Fund = \$400,000**
 - B. The total amount of claims to be approved on the consent agenda for the month of September 2022 by specific fund are listed below:
General Fund = \$1,244,260.40
 - **Nutrition Services Fund = \$31,517.15**
 - **Cooperative Fund = \$103,837.25**
 - **Depreciation Fund = \$515,343.92**
 - **Special Building Fund = \$79,115.50**

- **QCPUF = \$52,732.38**
 - **Student Fee Fund = \$14,575.16**
- C. The total amount of claims for the month of August 2022 in the Activities Fund are as follows:
- **Activity Fund =\$123,198.50**
- D. All of these claims were reviewed earlier today by the Finance and Facility Committee. The end of the 21-22 fiscal year claim amount was approved at our last board meeting; details of the claims are attached for public review. The annual audit for the 21-22 fiscal year has already started with the gathering of financial information and records for our auditors. Herley and Reinke will be conducting the audit and plan to be on site during the week of Sept. 19th.
- 5.2. Teaching & Learning Report
- Curriculum, Instruction and Assessment**
- A. It is exciting to report that the beginning of the school year has started strong instructionally. Despite our struggles with the shipping of new Wonders materials, teachers have embraced the updated program and principals have scheduled follow up mini-training sessions to remind teachers of the key instructional routines in the program.
- B. We are collecting Fall student learning data from MAP Growth so teachers can make purposeful instructional decisions to drive student achievement.
- C. It has been reported from NDE that we should receive official and final results of the Spring 2021-22 NSCAS Growth data in mid-September. It has since been postponed to mid-October.
- D. September begins round 2 of the LETRS training of our 1st & 2nd grade teachers as well as Science of Reading Workshops for 3rd-6th grade teachers. This is important and excited research regarding how the brain learns to read.
- 5.3. Student Programs Report
- A. Our nurses will begin their annual health screenings this month. Students in grades Pre-K-4, 7th, and 10th grade are screened annually.
- B. Our ELL teachers have screened over 70 new students based on their Home Language Survey to determine if they qualify for our ELL program. This is determined by the ELPA screener.
- C. I attended the fall conference for Nebraska Association Special Education Supervisors (NASES) on Thursday, September 1st. Topics included presentations from Perry Law Firm and PTI Nebraska (Parent Training and Information).
- 5.4. Student Services Report
- A. In August our Student Services and Student Programs teams worked together to help our families from the Ukraine get registered and begin attending school. There were some new language hurdles but we worked through those with help from Google translate and volunteer translators within the state. I am glad we were able to address their needs with a small group to start with and feel we are ready if we have more families from the Ukraine that choose to come to Norfolk.
- B. I also have been working with our NPS Foundation and The Norfolk Family Coalition to address food insecurity needs of some of our families. The Food Bank for the Heartland supplies many weekend meals for students but not enough to cover all our students in need. We are working to secure funding to expand those offerings as soon as possible. I appreciate the help I have received from the NPS Foundation

and The Norfolk Family Coalition to help expand this program for our families in need and should be bringing in new meals soon.

5.5 Human Resources & Accreditation Report

HR Update:

- A. Half of our new NPS teachers receive training on the NPS Instructional Model on September 8 and the other half will receive their training on September 15. They are working hard to learn the essential concepts and strategies that will enhance learning and instruction in their classroom.
- B. Job fairs are already beginning and I will be traveling to UNK on Thursday for the first job fair of the school year. Thankfully, we have all of our current positions filled, so I will be recruiting and networking for the 2023-2024 school year.
- C. Student Teachers: NPS currently has eight student teachers in our district. I have received positive feedback from our administrators about their start to the year.

5.6 Superintendent's Report

Dr. Thompson highlighted the budget data in the NPS 2022-23 Financial Summary handout. She also explained the decrease in enrollment numbers during the 2019-20 school year and the current increase in enrollment for the 2022-23 year at NPS.

6. Committee Reports

6.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 today. The claims for the month of September and the end of the fiscal year claims for August as well as activity claims for August were reviewed. The committee then reviewed the following items:
 - Review of Budget and Tax Request for Hearings
 - Updates on current district projects
 - Review of the Audit Timeline
- B. The next meeting will be Monday, October 10th at 12:00 noon.

6.2. Policy Committee Report

- A. The Policy Committee met on August 26th to review Board Policies 1000-1120 related to Community Relations.
- B. Policy 1010 (Visiting School) was revised to note that visitors must sign in and out when they visit a school. Previously, the policy just said sign in.
- C. Policy 1050 (Public Access to School Records) was edited to remove "discs" and "tapes" as methods of record keeping, as these methods are no longer used.
- D. Additional, non-substantive changes were made to correct grammar and formatting issues.

6.3. Activities Committee Report

- A. The Activities Committee met at noon on August 22nd. Mr. Erwin and Mrs. Lenton provided participation updates.
- B. Mr. Erwin also provided a uniform update. He reported that it is still somewhat of an issue getting clothing, but it has been much easier to get equipment and uniforms since we switched to BSN.
- C. Mrs. Lenton shared information regarding a request for an Assistant Speech Coach at the Junior High. This request will be reviewed later this evening, as the Committee recommended that it be brought to the full Board for consideration.

7. Approve Consent Agenda

Motion to approve the consent agenda at 7:58 PM passed with a motion by Tammy Day and a second by Jenna Hatfield.

Brenda Carhart:

Yea

Jake Claussen:

Yea

Tammy Day: Yea Leann Widhalm: Yea
Jenna Hatfield: Yea Sandy Wolfe: Yea

7.1. Minutes of Previous Meetings
Minutes of the August 8, 2022 and August 25, 2022 school board meetings were reviewed.

7.2. Personnel

7.2.1 Contract Approval

Goodrich, Stephanie

- 2022-2023, NPS District Behavior Specialist
- Doctorate-PhD, Education Administration (focus on Transition Planning), University of Nebraska-Lincoln
- 2019-present, Diverse Ability Educational Consultant, BOLL D Collaborations, Omaha, NE

7.2.2. Resignations

None at this time.

7.3. Claims

Attached are the claims for the month of September 2022. These claims were reviewed earlier today by our Finance and Facility Committee. There are no conflict statements for this month that will need to be read before voting.

8 Action Items

8.1. Discuss, consider and take action to approve updated COVID Return to In-Person Learning (Safety) Protocols

Motion to approve updated COVID Return to In-Person Learning (Safety) Protocols at 8:11 PM passed with a motion by Jake Claussen and a second by Leann Widhalm.

Brenda Carhart: Yea Jenna Hatfield: Yea

Jake Claussen: Yea Leann Widhalm: Yea

Tammy Day: Yea Sandy Wolfe: Yea

8.2. Discuss, consider and take action to approve the addition of an assistant speech coach at the Junior High

- Currently, we have one speech coach for the junior high, which has an average participation rate of 50-55 students. Other junior high activities average a coach to student ratio between 1:14 and 1:22. 50-55 students is a lot for one person to supervise, let alone coach. Mrs. Whitney is not able to provide students with the individual attention and feedback that is needed.
- It is my recommendation, as well as the recommendation of the Activities Committee, that we add one assistant speech coach at the Junior High.
- According to our Negotiated Agreement, first year assistant coaches at the junior high are paid \$2646. This amount is available within our proposed 2022-2023 budget.

Motion to approve the addition of an assistant speech coach at the Junior High at 8:15 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart: Yea Jenna Hatfield: Yea

Jake Claussen: Yea Leann Widhalm: Yea

Tammy Day: Yea Sandy Wolfe: Yea

8.3. Discuss, consider and take action to approve the first reading of Board Policies 1000-1120 related to Community Relations

The policy committee has reviewed these policies and recommends the approval of their first reading, with minor changes.

Motion to approve the first reading of Board Policies 1000-1120 related to Community Relations at 8:17 PM passed with a motion by Brenda Carhart and a second by Leann Widhalm.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

9. Future Meetings

- A. The 2nd monthly meeting of the Board of Education will be at 5:30 PM on Wednesday, September 28, 2022. The purpose of this meeting is to approve the 2022-2023 Budget and Tax Requests.
- B. The next regular meeting of the Board of Education will be held on Monday, October 10, 2022. The Study Session will begin at 5:30 PM. The regular business meeting will start at 6:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

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

- 10.1 Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
No Executive Session was convened.

11. Adjournment

The meeting adjourned at 8:18 PM.

Chairperson

Superintendent

Board of Education Budget Hearing

Monday, September 12, 2022

6:30 PM: Budget Hearing

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present
Jake Claussen: Present
Tammy Day: Present
Jenna Hatfield: Present
Leann Widhalm: Present
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: September 2, 2022
2. Call to Order
The Norfolk Public School District's board of education Budget Hearing is called to order at 6:30 PM.
 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting
The meeting was declared legal.
3. Annual Budget Hearing
The Budget Hearing opened at 6:31 PM.
 - A. Welcome to the Budget Hearing for the 2022-2023 school year. The purpose of this hearing is to give taxpayers the opportunity to provide support, opposition, criticism, or suggestions and observations regarding the budget. The hearing is for the budget only, other items will not be discussed. There will be a review of budget items and the board will provide an opportunity for public comment. The adoption of the budget will take place by a vote during the Sept. 28th board meeting and not at the hearing. The budget for all the funds includes all the estimated resources of each fund, including its cash reserve. The district is not anticipating needing to expend all of those dollars this fiscal year in each fund but does need to budget for it in its expenditures to show all resources of each fund are accounted for.
 - B. With the general fund being the largest and most used fund, I will provide more details. We are budgeting \$55,432,293 in actual expenditures in the general fund for 2022-2023, which leaves the remainder for cash reserve and county treasurer balance. The actual expenditure increase in the general fund for 2022-2023 is \$2,205,336 from 2021-2022 expenditures. Of that, \$2,032,809.51 is for staffing cost increases and \$177,526.49 to cover all other areas (curriculum, technology, transportation, utilities, maintenance, etc.) As in past years the budget is largely, for staff. This year, 82.56% of the general fund budget is for salary and benefits, which is close to the same percentage that was in past budgets.
 - C. All the other fund budgets are budgeted for the function each fund provides. The other two taxing funds (Special Building Fund and QCPUF) also include estimated county treasurer balances in their budgeted resources.

There were no public comments.
The Budget Hearing closed at 6:34 PM.

4. Adjournment
Meeting adjourned at 6:34 PM.

Chairperson

Superintendent

Board of Education Tax Hearing

Monday, September 12, 2022

6:45 PM: Tax Hearing

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present
Jake Claussen: Present
Tammy Day: Present
Jenna Hatfield: Present
Leann Widhalm: Present
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: September 2, 2022
2. Call to Order
The Norfolk Public School District's board of education Tax Hearing is called to order at 6:45 PM.
 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting
3. Discuss, consider and receive input on the 2022-2023 Tax Request
The Tax Request Hearing opened at 6:45 PM.
 - A. Welcome to the local Tax Request Hearing for the 2022-2023 fiscal year. The purpose of this hearing is to give taxpayers the opportunity to provide support, opposition, criticism, or suggestions and observations regarding the proposed tax request. The hearing is only for items related to the tax request resolution. A joint public hearing will also be held on Sept. 26th at 6:00p.m. at the Lifelong Learning Center.
 - B. There will be a review of the tax requests and the board will provide the opportunity for public input. Official action and voting on the tax resolution will be on Sept. 28th and not at this meeting.
 - C. Norfolk Public Schools (Madison County School District 59-0002) is proposing the following tax request:
 - General Fund - \$30,794,185
 - Special Building Fund - \$1,539,709
 - QCPUF - \$866,263This is a total tax request of \$33,200,157.
 - A. The total assessed value of the property differs from last year's assessed value by 6.21%.
 - B. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$1.016898 per \$100 of assessed value.
 - C. Norfolk Public Schools (Madison County School District 59-0002) proposes to adopt a property tax request that will cause its tax rate to be \$1.078131 of assessed value. This is a reduction of .001869 from the current tax rate of assessed value of \$1.080000.
 - D. Based on the proposed property tax request and changes in other revenue, the total operating budget for all funds of Norfolk Public Schools (Madison County School District 59-0002) will exceed last year's operating budget of all funds by 0%. The percent increase or decrease in operating budget by specific fund is the following:

- General Fund: 3% increase
 - Bond Fund: (-56%) decrease
 - Special Building Fund: 21% increase
 - QCPUF Fund: (-33%) decrease
- A. To obtain more information regarding the increase in property tax request, citizens may contact Norfolk Public Schools (Madison County School District 59-0002) at 402-644-2500 or e-mail by going to the following web address
<https://www.norfolkpublicschools.org/contact/>

There were no public comments.

The Tax Request Hearing closed at 6:48 PM.

4. Adjournment

The meeting adjourned at 6:50 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Wednesday, September 28, 2022

5:30 PM: Business meeting

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

- Brenda Carhart: Absent
- Jake Claussen: Present
- Tammy Day: Present
- Jenna Hatfield: Present
- Leann Widhalm: Present
- Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: September 22, 2022

2. Call to Order

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

2.1. Roll Call—See attendance above.

Motion to excuse the absence of Brenda Carhart at 5:30 PM passed with a motion by Tammy Day and a second by Leann Widhalm.

- | | | | |
|-----------------|--------|-----------------|-----|
| Brenda Carhart: | Absent | Jenna Hatfield: | Yea |
| Jake Claussen: | Yea | Leann Widhalm: | Yea |
| Tammy Day: | Yea | Sandy Wolfe: | Yea |

2.2. Declaration of a Legal Meeting
The meeting was declared legal.

3. Public Comment

There were no public comments.

4. Action Items

4.1. Discuss, consider and approve the 2022-2023 Budget

The 2022-2023 budget has been reviewed by our Finance and Facilities Committee. The entire board had a chance to review the budget at a public meeting on August 26th. The public also had an opportunity for comment and input at our hearing on Sept. 12th.

Motion to approve the 2022-2023 Budget at 5:35 PM passed with a motion by Jenna Hatfield and a second by Jake Claussen.

- | | | | |
|-----------------|--------|-----------------|-----|
| Brenda Carhart: | Absent | Jenna Hatfield: | Yea |
| Jake Claussen: | Yea | Leann Widhalm: | Yea |
| Tammy Day: | Yea | Sandy Wolfe: | Yea |

4.2. Discuss, consider and approve the 2022-2023 Tax Request

Public notice was given at least five days in advance of the district's Special Public Hearings on Sept. 12th and Sept. 26th which were called for the purpose of discussing and approving or modifying the District's Tax Requests for the 2022-2023 school's fiscal year for the General Fund, Special Building Fund, and Qualified Capital Purpose Undertaking Fund of Madison County School District 59-0002.

A Special Public Hearing was held before the Board of Education of Madison County School District 59-0002 at the time, date, and place announced in the notice published

in a newspaper of general circulation, a copy of which notice and proof of publication is attached hereto as Exhibit A-1. A second joint public hearing was held before the public of Madison County at the time, date, and place announced in the notice published in a newspaper of general circulation, a copy of which notice and proof of publication is attached hereto as Exhibit A-2, all of which is required by law.

NOW, THEREFORE, the Governing Body of Norfolk Public Schools resolves that:

1. The 2022-2023 property tax request be set at:

General Fund:	\$	30,794,185.00
Bond Fund:	\$	-
Special Building Fund:	\$	1,539,709.00
Qualified Capital Purpose Undertaking Fund:	\$	866,263.00

2. The total assessed value of property differs from last year's total assessed value by 6.21 percent.
3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 1.016898 per \$100 of assessed value.
4. Norfolk Public Schools proposes to adopt a property tax request that will cause its tax rate to be 1.078131 per \$100 of assessed value.
5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Norfolk Public Schools will increase (or decrease) last year's budget by 0 percent.
6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2022.

Motion to approve the 2022-2023 Tax Resolution at 5:40 PM passed with a motion by Leann Widhalm and a second by Jenna Hatfield.

Jake Claussen:	Yea	Jenna Hatfield:	Yea
Tammy Day:	Yea	Leann Widhalm:	Yea
Brenda Carhart:	Absent	Sandy Wolfe:	Yea

5. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, October 10, 2022. The Study Session will begin at 5:30 PM. The regular business meeting will start at 6:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

6. Executive Session to Discuss Litigation -- As Necessary to Protect the Interest of the District

6.1 Convene Executive Session to Discuss Litigation -- As Necessary to Protect the Interest of the District

Motion to Convene Executive Session to Discuss Litigation -- As Necessary to Protect the Interest of the District at 5:42 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Jake Claussen:	Yea	Tammy Day:	Yea
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Brenda Carhart: Absent Leann Widhalm: Yea
Jenna Hatfield: Yea Sandy Wolfe: Yea

- 6.2. Reconvene Meeting from Executive Session
The meeting reconvened from the Executive Session at 6:15 PM.
- 6.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
No action was deemed necessary.

- 7. Adjournment
The meeting adjourned at 6:15 PM.

Chairperson

Superintendent

OCTOBER 10, 2022

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	ACERS, MELISSA	PARENT MILEAGE	01 2712 332 1 004 000	\$262.50
2	ACERS, MELISSA Total			\$262.50
3	ADVANCE AUTO PARTS	BELT VEHICLE #47	01 2650 610 1 001 000	\$16.41
4			01 2650 610 2 001 000	\$16.41
5		BULBS	01 2650 610 1 001 000	\$27.37
6			01 2650 610 2 001 000	\$27.37
7		LIC PLATE LIGHT	01 2650 610 1 001 000	\$10.43
8			01 2650 610 2 001 000	\$10.43
9		MAINT. SHOP SUPPLIES	01 2650 610 1 001 000	\$28.01
10			01 2650 610 2 001 000	\$28.00
11		UV FLASHLIGHT	01 2620 610 1 001 000	\$14.26
12			01 2620 610 2 001 000	\$14.25
13		VEHICLE #30 PARTS	01 2650 610 1 001 000	\$152.77
14			01 2650 610 2 001 000	\$152.76
15		VEHICLE #52 PARTS	01 2650 610 1 001 000	\$56.92
16			01 2650 610 2 001 000	\$56.92
17	VEHICLE SUPPLIES	01 2650 610 1 001 000	\$136.90	
18		01 2650 610 2 001 000	\$136.91	
19		01 2710 610 1 001 000	\$59.19	
20		01 2710 610 2 001 000	\$59.18	
21	ADVANCE AUTO PARTS Total			\$1,004.49
22	ALISON'S MONTESSORI	CLASSROOM SUPPLIES	01 1100 610 1 613 005	\$36.00
23	ALISON'S MONTESSORI Total			\$36.00
24	APPEARA	LAUNDRY SERVICES	01 1100 340 2 211 001	\$70.17
25			01 2410 340 2 209 001	\$226.54
26		MOPS	01 2610 431 1 001 000	\$181.20
27			01 2610 431 2 001 000	\$181.16

28		SERVICE/CLEANING BUILDING RUGS	01 2410 340 2 141 002	\$86.16
29		WORK SHIRTS	01 2610 431 1 001 000	\$197.33
30			01 2610 431 2 001 000	\$197.33
31			01 2620 431 1 001 000	\$49.34
32			01 2620 431 2 001 000	\$49.34
33		WORKSHIRTS	01 2610 431 1 001 000	\$63.33
34			01 2610 431 2 001 000	\$63.33
35			01 2620 431 1 001 000	\$15.84
36			01 2620 431 2 001 000	\$15.83
37	APPEARA Total			\$1,396.90
38	ARKFELD LOCK & SECURITY	MASTER PADLOCK KEY BLANK	01 2620 610 1 001 000	\$3.18
39			01 2620 610 2 001 000	\$3.18
40	ARKFELD LOCK & SECURITY Total			\$6.36
41	ARKFELD, KAREN	STAFF MILEAGE	01 1200 333 1 004 000	\$25.35
42			01 1200 333 2 004 000	\$25.34
43	ARKFELD, KAREN Total			\$50.69
44	ASPM LANDSCAPES, LLC	LANDSCAPING	01 2620 431 2 001 000	\$4,585.71
45	ASPM LANDSCAPES, LLC Total			\$4,585.71
46	BARNHILL ENTERPRISES LLC	BOOKS	01 1100 610 2 205 001	\$54.95
47		REEDS	01 1100 610 1 418 014	\$130.00
48	BARNHILL ENTERPRISES LLC Total			\$184.95
49	BAUER BUILT, INC	TIRES #9H VEHICLE	01 2712 340 1 001 000	\$629.96
50	BAUER BUILT, INC Total			\$629.96
51	BAUER, KAITLYN	STUDENT TEACHER 1ST PAYMENT	01 1100 340 1 001 000	\$1,000.00
52			01 1100 340 2 001 000	\$1,000.00
53	BAUER, KAITLYN Total			\$2,000.00
54	BAUER, RACHEL	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$133.50
55		SIXPENCE MILEAGE AUG22	01 3541 333 1 004 000	\$74.13
56	BAUER, RACHEL Total			\$207.63
57	BLACK, BETHANY	STUDENT TEACHER 1ST PAYMENT	01 1100 340 1 001 000	\$1,000.00
58			01 1100 340 2 001 000	\$1,000.00
59	BLACK, BETHANY Total			\$2,000.00
60	BOMGAARS SUPPLY	BATTERY	01 2620 610 1 001 000	\$90.00
61			01 2620 610 2 001 000	\$89.99

62		FASTENERS	01 2620 610 2 001 002	\$32.65
63		FUEL LINES	01 2650 610 1 001 000	\$3.29
64			01 2650 610 2 001 000	\$3.29
65		GREASE, DRILL BIT SET	01 2620 610 1 001 000	\$28.78
66			01 2620 610 2 001 000	\$28.78
67		HOSE NOZZLE	01 2620 610 1 001 004	\$6.99
68		MAINT. SHOP SUPPLIES	01 2620 610 1 001 000	\$50.17
69			01 2620 610 2 001 000	\$50.16
70		PLUMBING SUPPLIES	01 2620 610 1 001 000	\$14.39
71			01 2620 610 2 001 000	\$14.39
72		RATCHET STRAPS	01 2620 610 1 001 000	\$19.49
73			01 2620 610 2 001 000	\$19.48
74		SOLAR SALT	01 2620 610 1 001 021	\$59.90
75		SUPPLIES FOR FIELD PAINTER	01 2620 610 1 001 000	\$20.08
76			01 2620 610 2 001 000	\$20.08
77	BOMGAARS SUPPLY Total			\$551.91
78	BOOKS, LINDSAY	STAFF MILEAGE	01 2171 333 1 004 000	\$21.06
79	BOOKS, LINDSAY Total			\$21.06
80	BOSS LASER, LLC	LASER MACHINE/WATER CHILLER	01 1100 610 2 141 002	\$7,253.97
81	BOSS LASER, LLC Total			\$7,253.97
82	BOSSARD, BRENT	ACTIVITY WORKER	01 2190 120 2 001 000	\$46.59
83	BOSSARD, BRENT Total			\$46.59
84	BOYS TOWN	CONTRACTED SPED SERVICES AUG22	01 1200 561 1 004 000	\$4,200.00
85	BOYS TOWN Total			\$4,200.00
86	BRAINPOP LLC	BRAIN POP	01 1100 643 1 407 014	\$2,595.00
87	BRAINPOP LLC Total			\$2,595.00
88	BSN SPORTS,	US GAMES LICENSE RENEWAL	01 1100 610 2 226 001	\$149.00
89	BSN SPORTS, Total			\$149.00
90	BULLSEYE FIRE SPRINKLER	FIRE SPRINKLER INSPECTION	01 2620 431 2 001 002	\$295.00
91	BULLSEYE FIRE SPRINKLER Total			\$295.00
92	BUSINESS & EDUCATION	3 IN PERSON PRESENTATIONS	01 2320 330 1 923 000	\$12,750.00
93			01 2320 330 2 923 000	\$12,750.00
94	BUSINESS & EDUCATION Total			\$25,500.00
95	BVJ CONSTRUCTION LLC	PLAYGROUND SIDEWALK	01 2620 431 1 001 008	\$2,600.40

96	BVJ CONSTRUCTION LLC Total			\$2,600.40
97	CANNON MOSS BRYGGER	JUNIOR HIGH RENOVATION	01 6997 340 2 945 002	\$5,125.00
98	CANNON MOSS BRYGGER Total			\$5,125.00
99	CAPITAL BUSINESS SYSTEMS,	COPIERS	01 1100 340 1 104 010	\$409.71
100			01 1100 340 1 201 003	\$246.79
101			01 1100 340 1 302 004	\$201.15
102			01 1100 340 1 430 014	\$544.58
103			01 1100 340 1 602 005	\$182.25
104			01 1100 340 1 705 008	\$214.26
105			01 1100 340 1 819 009	\$212.50
106			01 1100 340 1 904 012	\$178.47
107			01 1100 340 2 016 001	\$19.08
108			01 1100 340 2 141 002	\$422.57
109			01 1100 340 2 209 001	\$976.68
110			01 1190 610 1 163 021	\$94.98
111			01 1200 610 1 004 000	\$351.25
112			01 1200 610 2 004 000	\$351.25
113			01 1291 610 1 017 000	\$28.15
114			01 1292 610 1 017 000	\$28.14
115			01 2530 340 1 001 000	-\$280.05
116			01 2530 340 2 001 000	-\$280.06
117			01 2620 431 0 001 000	\$8.18
118			01 6998 340 1 945 008	\$0.97
119			01 6998 340 1 945 014	\$0.44
120			01 6998 340 2 945 001	\$6.17
121	CAPITAL BUSINESS SYSTEMS, Total			\$3,917.46
122	CARLISLE, TIMOTHY	ACTIVITY WORKER	01 2190 120 2 001 000	\$54.36
123	CARLISLE, TIMOTHY Total			\$54.36
124	CDW GOVERNMENT, INC	CEILING PROJECTOR	01 2410 650 2 209 001	\$399.00
125		EPSON BULBS	01 1100 650 1 430 014	\$564.56
126	CDW GOVERNMENT, INC Total			\$963.56
127	CENGAGE LEARNING	JOURNAL WORKING PAPERS	01 1100 610 2 203 001	\$1,331.00
128	CENGAGE LEARNING Total			\$1,331.00
129	CITY OF NORFOLK	FAN ADMISSION & FOOD	01 3541 610 1 004 000	\$522.00

130		RESIDENTIAL WASTE	01 2630 420 1 001 000	\$40.20
131			01 2630 420 2 001 000	\$40.19
132		WATER	01 2610 410 1 001 000	\$982.35
133			01 2610 410 1 001 003	\$833.76
134			01 2610 410 1 001 005	\$195.27
135			01 2610 410 1 001 008	\$1,850.76
136			01 2610 410 1 001 009	\$750.99
137			01 2610 410 2 001 000	\$982.34
138			01 2610 410 2 001 002	\$2,715.31
139	CITY OF NORFOLK Total			\$8,913.17
140	COFFIN, ABBEY	STEPS TRAINING	01 1200 580 1 004 010	\$238.50
141	COFFIN, ABBEY Total			\$238.50
142	COLLINS, NICHOLAS	FFA @ GRAND ISLAND	01 2190 580 2 001 000	\$10.00
143		FOOTBALL @ COLUMBUS	01 2190 580 2 001 000	\$11.44
144		FOOTBALL @ GRAND ISLAND	01 2190 580 2 001 000	\$12.22
145		FOOTBALL @ SIOUX CITY	01 2190 580 2 001 000	\$13.43
146		VB @ SIOUX CITY	01 2190 580 2 001 000	\$20.92
147		XC @ OMAHA	01 2190 580 2 001 000	\$11.44
148	COLLINS, NICHOLAS Total			\$79.45
149	CORNHUSKER AUTO CENTER	ANTIFREEZE VEHICLE #56	01 2650 610 1 001 000	\$8.75
150			01 2650 610 2 001 000	\$8.75
151	CORNHUSKER AUTO CENTER Total			\$17.50
152	CORNHUSKER INTERNATIONAL	VEHICLE #6 REPAIR	01 2710 350 1 001 000	\$486.16
153			01 2710 350 2 001 000	\$486.16
154	CORNHUSKER INTERNATIONAL Total			\$972.32
155	COURTESY FORD	ANTI FREEZE	01 2650 610 1 001 000	\$7.48
156			01 2650 610 2 001 000	\$7.48
157	COURTESY FORD Total			\$14.96
158	CRAVEN, SHEILA	CONTRACTED OT SERVICES SCHOOL	01 2161 320 1 004 000	\$11,158.75
159			01 2161 320 2 004 000	\$256.75
160		MILEAGE FOR OT SERVICES	01 2161 334 1 004 000	\$100.56
161			01 2161 334 2 004 000	\$3.63
162	CRAVEN, SHEILA Total			\$11,519.69
163	CUSTOM SPORTS	UNIFORM TOPS FOR JOB	01 1200 610 2 258 001	\$330.00

164	CUSTOM SPORTS Total			\$330.00
165	DEMCO	LIBRARY SUPPLIES	01 2220 610 1 030 000	\$291.79
166	DEMCO Total			\$291.79
167	DINKEL IMPLEMENT	PARTS FOR LAWN MOWERS	01 2630 610 1 001 000	\$68.69
168			01 2630 610 2 001 000	\$68.68
169	DINKEL IMPLEMENT Total			\$137.37
170	DITTER, EMMA	PARENT MILEAGE	01 2713 332 1 004 021	\$38.50
171	DITTER, EMMA Total			\$38.50
172	DIVOT'S CONFERENCE CENTER	MINITURE GOLF PE LESSON	01 1100 610 2 016 001	\$84.00
173	DIVOT'S CONFERENCE CENTER Total			\$84.00
174	DOLLIVER, DENNIS	ACTIVITY WORKER	01 2190 120 2 001 000	\$62.12
175	DOLLIVER, DENNIS Total			\$62.12
176	EAKES OFFICE PLUS	OFFICE SUPPLIES	01 2510 610 1 001 000	\$21.51
177			01 2510 610 2 001 000	\$21.51
178	EAKES OFFICE PLUS Total			\$43.02
179	ECHO GROUP INC	SUPPLIES	01 2620 610 1 001 014	\$85.30
180			01 2620 610 2 001 001	\$155.16
181	ECHO GROUP INC Total			\$240.46
182	EDFICIENCY LLC	SCHEDULING TOOL	01 2410 340 1 430 014	\$1,850.00
183		SUBSCRIPTION RENEWAL	01 2410 340 2 209 001	\$4,580.00
184	EDFICIENCY LLC Total			\$6,430.00
185	EGAN SUPPLY COMPANY	EQUIPMENT REPAIR JH	01 2610 431 2 001 002	\$317.88
186		GRIP COVER	01 2610 610 1 001 000	\$18.07
187			01 2610 610 2 001 000	\$18.07
188		REPAIR PARTS	01 2610 610 1 001 000	\$80.33
189			01 2610 610 2 001 000	\$80.33
190		T3 DRIVE WHEELS	01 2610 610 2 001 002	\$1,145.08
191		WIPER CURTAIN	01 2610 610 1 001 000	\$86.68
192			01 2610 610 2 001 000	\$86.68
193	EGAN SUPPLY COMPANY Total			\$1,833.12
194	ELKHORN FEED CENTER	FEED FOR ANIMALS	01 1100 610 2 208 001	\$100.13
195	ELKHORN FEED CENTER Total			\$100.13
196	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$22.60
197			01 2510 340 2 001 000	\$22.59

198	ESSENTIAL SCREEN Total			\$45.19
199	ESU 8	AUG SPED LEVEL III	01 1200 591 2 004 000	\$4,300.00
200		LMHP	01 2141 591 1 014 000	\$150.00
201			01 2141 591 2 014 000	\$9,654.00
202			01 6998 591 1 945 014	\$9,504.00
203			01 6998 591 2 945 002	\$9,504.00
204		NETWORK NEBRASKA 2ND HALF 21-22	01 2230 350 1 005 000	\$778.47
205		01 2230 350 2 005 000	\$778.47	
206	ESU 8 Total			\$34,668.94
207	FAMILY PHYSICAL THERAPY	CONTRACTED OT BIRTH TO 5	01 2162 320 1 004 000	\$2,092.50
208			01 2162 334 1 004 000	\$33.17
209			01 2163 320 1 004 000	\$2,092.50
210			01 2163 334 1 004 000	\$33.17
211	FAMILY PHYSICAL THERAPY Total			\$4,251.34
212	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$32.94
213			01 1292 333 1 004 000	\$43.50
214	FERNAU, JESSICA Total			\$76.44
215	FIRST CHOICE FOOD	BOE DINNER	01 2310 890 1 033 000	\$83.25
216			01 2310 890 2 033 000	\$83.25
217	FIRST CHOICE FOOD Total			\$166.50
218	FLINN SCIENTIFIC, INC	CHEMISTRY SUPPLIES	01 1100 610 2 206 001	\$599.56
219	FLINN SCIENTIFIC, INC Total			\$599.56
220	FLORES, ALEJANDRINA	PARENT MILEAGE	01 2713 332 1 004 021	\$117.00
221	FLORES, ALEJANDRINA Total			\$117.00
222	FREUDENBURG, BRIDGETT	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$82.88
223	FREUDENBURG, BRIDGETT Total			\$82.88
224	FROWICK, KIM	STAFF MILEAGE	01 2151 333 1 004 000	\$26.13
225			01 2151 333 2 004 000	\$26.12
226	FROWICK, KIM Total			\$52.25
227	GLASS EDGE INC, THE	ALUMINIM CLOSER	01 2620 610 1 001 009	\$1,537.50
228		MAINT SUPPLIES	01 2620 610 1 001 000	\$322.25
229			01 2620 610 2 001 000	\$322.25
230	GLASS EDGE INC, THE Total			\$2,182.00
231	GONZALEZ, CRISTAL	PARENT MILEAGE	01 2713 332 1 004 021	\$38.50

232	GONZALEZ, CRISTAL Total			\$38.50
233	GREATER NEBR SCHOOLS ASSN	22-23 MEMBERSHIP DUES	01 2320 810 1 033 000	\$2,125.00
234			01 2320 810 2 033 000	\$2,125.00
235	GREATER NEBR SCHOOLS ASSN Total			\$4,250.00
236	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$60.00
237	GROSSERODE, SAMANTHA Total			\$60.00
238	HALLEY, TRACETEN	STUDENT TEACHER 1ST PAYMENT	01 1100 340 1 001 000	\$1,000.00
239			01 1100 340 2 001 000	\$1,000.00
240	HALLEY, TRACETEN Total			\$2,000.00
241	HAMPL, MELISSA	SUMMER CURRICULUM WORK	01 6310 151 2 028 000	\$85.00
242	HAMPL, MELISSA Total			\$85.00
243	HANSEN, LACEY	PARENT MILEAGE	01 2710 332 2 001 000	\$377.79
244	HANSEN, LACEY Total			\$377.79
245	HARDY, MARSHAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$310.60
246	HARDY, MARSHAL Total			\$310.60
247	HEADLEY, LINDSAY	SUMMER CURRICULUM WORK	01 6310 151 2 028 000	\$250.00
248	HEADLEY, LINDSAY Total			\$250.00
249	HEINEMANN	MATH BOOK	01 6310 640 2 028 000	\$35.00
250	HEINEMANN Total			\$35.00
251	HENKENIUS, NICHOLAS	STUDENT TEACHER 1ST PAYMENT	01 1100 340 1 001 000	\$1,000.00
252			01 1100 340 2 001 000	\$1,000.00
253	HENKENIUS, NICHOLAS Total			\$2,000.00
254	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$200.77
255	HIRSCH, HEATHER Total			\$200.77
256	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$132.00
257	HOFERER, KIMBERLY Total			\$132.00
258	HOFFMANN, BENNETT	STUDENT TEACHER 1ST PAYMENT	01 1100 340 1 001 000	\$1,000.00
259			01 1100 340 2 001 000	\$1,000.00
260	HOFFMANN, BENNETT Total			\$2,000.00
261	HOME DEPOT PRO, THE	FIRST AID KITS	01 2650 610 1 001 000	\$709.10
262			01 2650 610 2 001 000	\$301.10
263	HOME DEPOT PRO, THE Total			\$1,010.20
264	HUFF CONSTRUCTION INC.	BEL AIR ADDITION/RENOVATION	01 6998 340 1 945 010	\$270,249.93
265	HUFF CONSTRUCTION INC. Total			\$270,249.93

266	HUGHES, PAUL	ACTIVITY WORKER	01 2190 120 2 001 000	\$62.12
267	HUGHES, PAUL Total			\$62.12
268	INNOVATIVE OFFICE	COOP SUPPLIES	01 1100 610 2 204 001	\$21.48
269			01 2220 610 2 228 001	\$21.48
270	INNOVATIVE OFFICE Total			\$42.96
271	J W PEPPER, INC	CONCERT MUSIC	01 1100 610 1 415 014	\$137.98
272		MUSIC	01 1100 610 1 424 014	\$50.00
273	J W PEPPER, INC Total			\$187.98
274	KANSAS CITY AUDIO-VISUAL	PROJECTOR MOUNT	01 1200 610 2 004 001	\$158.62
275			01 2410 610 2 209 001	\$158.62
276	KANSAS CITY AUDIO-VISUAL Total			\$317.24
277	KASSMEIER, TIM	SUMMER CURRICULUM WORK	01 6310 151 2 028 000	\$180.00
278	KASSMEIER, TIM Total			\$180.00
279	KELLY SUPPLY COMPANY	BELT	01 2620 610 1 001 008	\$27.41
280		COG-BELT	01 2620 610 2 001 002	\$55.81
281		COUPL ASSY	01 2620 610 2 001 002	\$54.80
282		MAINT. SUPPLIES	01 2620 610 1 001 000	\$20.99
283			01 2620 610 2 001 000	\$20.99
284		MS SUPPLIES	01 2620 610 1 001 014	\$27.21
285		RUBBER SHEET PACKING	01 2620 610 1 001 000	\$6.29
286			01 2620 610 2 001 000	\$6.29
287		THREADED STEM CASTERS	01 2620 610 2 001 002	\$23.60
288		V-BELT	01 2620 610 1 001 014	\$4.48
289			01 2620 610 2 001 000	\$55.81
290		V-BELT RETURNED	01 2620 610 2 001 000	-\$31.26
291		V-BELTS	01 2620 610 1 001 009	\$42.87
292			01 2620 610 1 001 012	\$70.98
293			01 2620 610 1 001 014	\$60.86
294			01 2620 610 2 001 001	\$54.77
295	KELLY SUPPLY COMPANY Total			\$501.90
296	KIDS AND DREAMS FOUNDATION	AUTISM CONFERENCE N. KONERT	01 1200 330 1 004 000	\$100.00
297	KIDS AND DREAMS FOUNDATION Total			\$100.00
298	KMC MINI STORAGE	STORAGE UNIT RENTAL 9/22-8/23	01 3541 440 1 004 000	\$440.00
299	KMC MINI STORAGE Total			\$440.00

300	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 1 004 000	\$21.91
301			01 2151 333 2 004 000	\$21.91
302			01 2152 333 1 004 021	\$21.91
303			01 2153 333 1 004 000	\$21.90
304	KNIGHT, KARLA Total			\$87.63
305	KONERT, NICOLE	STAFF MILEAGE	01 1200 333 1 004 000	\$47.45
306			01 1200 333 2 004 000	\$47.43
307	KONERT, NICOLE Total			\$94.88
308	KOOPMAN, REBECCA	SUMMER WORK	01 6310 151 2 028 000	\$75.00
309	KOOPMAN, REBECCA Total			\$75.00
310	KORTH, JESSIE	CONTRACTED PT BIRTH TO 5	01 2172 320 1 004 000	\$3,406.08
311			01 2173 320 1 004 000	\$3,406.09
312		CONTRACTED PT BIRTH TO 5	01 2172 334 1 004 000	\$125.00
313			01 2173 334 1 004 000	\$125.00
314	KORTH, JESSIE Total			\$7,062.17
315	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$402.21
316			01 2620 610 2 001 000	\$402.21
317	KURITA AMERICA, INC. Total			\$804.42
318	KUSTOM PEST CONTROL	PEST CONTROL SEPT22	01 2630 340 1 001 000	\$73.50
319			01 2630 340 1 001 003	\$49.00
320			01 2630 340 1 001 004	\$49.00
321			01 2630 340 1 001 005	\$49.00
322			01 2630 340 1 001 008	\$49.00
323			01 2630 340 1 001 009	\$49.00
324			01 2630 340 1 001 010	\$49.00
325			01 2630 340 1 001 012	\$49.00
326			01 2630 340 1 001 014	\$49.00
327			01 2630 340 1 001 021	\$49.00
328			01 2630 340 2 001 000	\$73.50
329			01 2630 340 2 001 001	\$98.00
330			01 2630 340 2 001 002	\$49.00
331	KUSTOM PEST CONTROL Total			\$735.00
332	LAKESHORE LEARNING	CLASSROOM EXPANSION SUPPLIES	01 3540 610 1 017 021	\$360.05
333	LAKESHORE LEARNING Total			\$360.05

334	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 1 001 000	\$3,939.00
335			01 2630 420 2 001 000	\$3,938.99
336	LAWNCO Total			\$7,877.99
337	LAWSON PRODUCTS, INC	MAINT. SHOP SUPPLIES	01 2620 610 1 001 000	\$197.47
338			01 2620 610 2 001 000	\$197.45
339	LAWSON PRODUCTS, INC Total			\$394.92
340	LIBRARY STORE, THE	BOOK COVERS/FILE CASES	01 2220 610 1 030 000	\$242.97
341		SUPPLIES	01 2220 610 1 030 000	\$275.42
342			01 2220 610 1 423 014	\$132.47
343	LIBRARY STORE, THE Total			\$650.86
344	LINCOLN PUBLIC SCHOOLS	MARCHING BAND REGISTRATION	01 1100 810 2 202 001	\$180.00
345	LINCOLN PUBLIC SCHOOLS Total			\$180.00
346	LINGENFELTER, NATALIE	SUMMER CURRICULUM WORK	01 6310 151 2 028 000	\$890.00
347	LINGENFELTER, NATALIE Total			\$890.00
348	LITERACY RESOURCES, LLC	PRIMARY CURRICULUM	01 1100 610 1 602 005	\$97.00
349	LITERACY RESOURCES, LLC Total			\$97.00
350	LOVE SIGNS, INC	NUMBER DECALS FOR LPP	01 2670 610 1 035 021	\$125.00
351		SIGNS	01 2410 610 1 904 012	\$820.00
352	LOVE SIGNS, INC Total			\$945.00
353	LUHR, MARY	STAFF MILEAGE	01 1200 333 1 004 000	\$60.63
354			01 1200 333 2 004 000	\$60.62
355		STAFF MILEAGE	01 1200 333 1 004 000	\$38.75
356	LUHR, MARY Total			\$160.00
357	MACKIN LIBRARY MEDIA	BOOKS & PERIODICALS	01 2220 640 1 030 000	\$142.96
358	MACKIN LIBRARY MEDIA Total			\$142.96
359	MASTERS TRANSPORTATION	CONDENSER FAN BUS #8H	01 2712 610 1 001 000	\$399.09
360	MASTERS TRANSPORTATION Total			\$399.09
361	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$105.90
362			01 2620 610 2 001 000	\$105.90
363	MATHESON TRI-GAS INC. Total			\$211.80
364	MCGRAW-HILL SCHOOL	BOOKS & PERIODICALS	01 1100 640 1 028 005	\$5,583.96
365			01 1200 640 1 004 000	\$38,065.21
366			01 6926 610 1 004 000	\$13,320.43
367		CLS AND NC SPED CURRICULUM	01 1200 640 1 004 000	\$4,084.82

368		CORRECTIVE READING	01 1100 640 1 028 005	\$2,484.69
369			01 1200 640 1 004 003	\$1,715.83
370		INSPIRE CHEMISTRY BOOKS	01 1100 640 2 028 000	\$2,689.09
371		STUDYSYNC WRITING COMPANIONS	01 1100 640 2 028 000	\$831.91
372	MCGRAW-HILL SCHOOL Total			\$68,775.94
373	MEAD LUMBER AND RENTAL	STORAGE SHED SUPPLIES	01 1100 610 2 211 001	\$351.27
374	MEAD LUMBER AND RENTAL Total			\$351.27
375	MEISINGER OIL CO	DIESEL	01 2650 626 1 001 000	\$180.00
376			01 2650 626 2 001 000	\$180.00
377			01 2710 626 1 001 000	\$3,599.99
378			01 2710 626 2 001 000	\$3,599.99
379			01 2712 626 1 001 000	\$1,440.00
380		DIESEL EXHAUST FLUID	01 2650 626 1 001 000	\$3.23
381			01 2650 626 2 001 000	\$3.23
382			01 2710 626 1 001 000	\$64.60
383			01 2710 626 2 001 000	\$64.60
384			01 2712 626 1 001 000	\$25.84
385		NOLEAD	01 2650 626 1 001 000	\$3,599.95
386			01 2650 626 2 001 000	\$3,599.94
387			01 2712 626 1 001 000	\$1,799.97
388		PROPANE CYL FOR FORKLIFT	01 2620 610 1 001 000	\$27.87
389			01 2620 610 2 001 000	\$27.87
390	MEISINGER OIL CO Total			\$18,217.08
391	MENARDS	BATTERIES	01 2610 610 1 001 000	\$3.89
392			01 2610 610 2 001 000	\$3.89
393		BLADES	01 2620 610 1 001 000	\$7.24
394			01 2620 610 2 001 000	\$7.24
395		BROOM, BRACKET	01 2620 610 1 001 000	\$35.93
396			01 2620 610 2 001 000	\$35.93
397		COUPLER	01 2620 610 1 001 014	\$34.47
398		COUPLIN CREDIT	01 2620 610 1 001 021	-\$29.90
399		COUPLINGS AND SUPPLIES	01 2620 610 1 001 021	\$98.22
400		CUSTODIAL TOOLS	01 2610 610 1 001 000	\$29.70
401			01 2610 610 2 001 000	\$29.70

402		FABRIC AND RIVER ROCK	01 2630 610 1 001 005	\$110.72
403		JH MAINT SUPPLIES	01 2620 610 2 001 002	\$46.59
404		JH SUPPLIES	01 2620 610 2 001 002	\$11.74
405		LPP MAINT. SUPPLIES	01 2620 610 1 001 021	\$122.20
406		LPP SUPPLIES	01 2620 610 1 001 021	\$39.83
407		MAINT SUPPLIES	01 2620 610 1 001 000	\$12.52
408			01 2620 610 2 001 000	\$12.51
409		MAINT. SUPPLIES	01 2620 610 1 001 000	\$85.04
410			01 2620 610 2 001 000	\$85.03
411		NOTE PADS	01 2610 610 1 001 000	\$3.95
412			01 2610 610 2 001 000	\$3.95
413		PROJECTOR PARTS	01 2230 650 1 005 000	\$14.35
414			01 2230 650 2 005 000	\$14.35
415		PVC CEMENT	01 2620 610 1 001 000	\$13.13
416			01 2620 610 2 001 000	\$13.13
417		PVC PIPE	01 2620 610 1 001 014	\$43.10
418		RIVER ROCK	01 2630 610 1 001 005	\$7.96
419		SH SUPPLIES	01 2620 610 2 001 001	\$20.20
420		SHELF	01 2620 610 2 001 001	\$239.99
421		TRASH CANS AND PLYERS	01 2610 610 2 001 002	\$63.25
422		VEHICLE SUPPLIES	01 2620 610 1 001 000	\$6.65
423			01 2620 610 2 001 000	\$6.65
424		VOLTAGE TESTER	01 2610 610 1 001 000	\$12.49
425			01 2610 610 2 001 000	\$12.49
426		WASHERS AND BOLTS	01 2620 610 2 001 002	\$6.07
427	MENARDS Total			\$1,264.20
428	METAL DOORS & HARDWARE CO.	4 LOCKS	01 2620 610 1 001 005	\$621.90
429	METAL DOORS & HARDWARE CO. Total			\$621.90
430	MICHAEL'S PHOTOGRAPHY	ID TAGS	01 2670 610 1 035 000	\$37.50
431			01 2670 610 2 035 000	\$37.50
432	MICHAEL'S PHOTOGRAPHY Total			\$75.00
433	MIDWEST SCHOOL SERVICES,	PICTURES FOR HALLWAYS	01 1100 610 1 104 010	\$108.00
434	MIDWEST SCHOOL SERVICES, Total			\$108.00
435	MILLER, AMY	CONTRACTED PT SCHOOL AGE	01 2171 320 1 004 000	\$7,070.50

436			01 2171 334 1 004 000	\$105.69
437	MILLER, AMY Total			\$7,176.19
438	MODEL ELECTRIC INC	BATTERIES	01 2620 610 1 001 014	\$287.82
439		CHANGED OUTSIDE LIGHT TO LED	01 2620 431 2 001 000	\$442.68
440		CUT IN OUTLET	01 2620 431 2 001 000	\$114.02
441		INSTALL STEP LIGHTS IN CARSON	01 2620 431 2 715 001	\$840.21
442		INSTALLED NEW BREAKER COKE	01 2620 431 2 001 001	\$243.35
443		INSTALLED NEW BREAKER FOR	01 2620 431 1 001 004	\$243.35
444		LABOR DOOR 26	01 2620 431 2 001 000	\$979.71
445		LABOR FOR CHILLER	01 2620 431 2 001 002	\$849.83
446		LABOR FORUM TV	01 2620 431 2 001 001	\$94.50
447		PUT CHAIN ON FLAG POLE	01 2620 431 1 001 004	\$107.00
448		RELOCATE DIPPER SWITCH	01 2620 431 1 001 012	\$793.00
449		RETRO LIGHTS AND CHANGE SWITCH	01 2620 431 2 001 002	\$197.93
450	MODEL ELECTRIC INC Total			\$5,193.40
451	NAESP REGION III	HAUSMANN MEMBERSHIP DUES	01 2410 810 1 601 005	\$20.00
452	NAESP REGION III Total			\$20.00
453	NAPA OF NORFOLK	BATTERIES	01 2650 610 1 001 000	\$157.49
454			01 2650 610 2 001 000	\$157.49
455			01 2712 610 1 001 000	\$118.72
456		BATTERY	01 2650 610 1 001 000	\$92.25
457			01 2650 610 2 001 000	\$92.24
458		MAINT SUPPLIES FOR GOLF CART	01 2620 610 1 001 000	\$28.08
459			01 2620 610 2 001 000	\$28.08
460		VEHICLE #10H SUPPLIES	01 2712 610 1 001 000	\$79.98
461		VEHICLE #503 SUPPLIES	01 2710 610 1 001 000	\$18.63
462			01 2710 610 2 001 000	\$18.63
463		VEHICLE SUPPLIES	01 2650 610 1 001 000	\$83.25
464			01 2650 610 2 001 000	\$83.24
465			01 2710 610 1 001 000	\$10.45
466			01 2710 610 2 001 000	\$10.45
467	NAPA OF NORFOLK Total			\$978.98
468	NCS PEARSON	TESTING	01 2141 610 1 014 000	\$114.10
469			01 2141 610 2 014 000	\$114.07

470			01 2142 610 1 014 000	\$25.35
471	NCS PEARSON Total			\$253.52
472	NCSA	2022 SCHOOL LAW UPDATE WILSON	01 2670 330 1 035 000	\$70.00
473			01 2670 330 2 035 000	\$70.00
474		ADMIN DAYS	01 1100 810 1 201 003	\$225.00
475		ANDREASEN MTSS REGISTRATION	01 1200 330 1 004 010	\$125.00
476		DUES AND FEES	01 2410 810 1 601 005	\$594.00
477		MEMBERSHIP FEES	01 2410 810 2 141 002	\$920.00
478		MTSS SUMMIT	01 2213 330 1 601 005	\$250.00
479		MTSS SUMMIT HAUSMANN	01 1200 330 1 004 005	\$125.00
480		NASES CONF/LUHR	01 1200 330 1 004 000	\$75.00
481			01 1200 330 2 004 000	\$75.00
482		P. HASTINGS MTSS SUMMIT	01 1200 330 2 004 001	\$125.00
483	NCSA Total			\$2,654.00
484	NASB	2022 MEMBERSHIP MEETING	01 2320 810 1 033 000	\$38.50
485			01 2320 810 2 033 000	\$38.50
486		B CARHART MEETING	01 2310 810 1 033 000	\$38.50
487			01 2310 810 2 033 000	\$38.50
488	NASB TOTAL FOR BRENDA CARHART			\$77.00
489		L WIDHALM MEETING	01 2310 810 1 033 000	\$38.50
490			01 2310 810 2 033 000	\$38.50
491	NASB TOTAL FOR LEANN WIDHALM			\$77.00
492		DUES AND FEES	01 2320 810 1 033 000	\$17.50
493			01 2320 810 2 033 000	\$17.50
494			01 2510 810 1 001 000	\$70.00
495			01 2510 810 2 001 000	\$70.00
496	NASB Total			\$406.00
497	NEBRASKA FFA ASSOCIATION	CHAPTER FEE	01 1100 610 2 208 001	\$25.00
498	NEBRASKA FFA ASSOCIATION Total			\$25.00
499	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,857.25
500			01 2610 621 1 001 003	\$3,043.38
501			01 2610 621 1 001 004	\$2,249.01
502			01 2610 621 1 001 005	\$3,142.33
503			01 2610 621 1 001 008	\$3,723.51

504			01 2610 621 1 001 009	\$2,240.55
505			01 2610 621 1 001 010	\$3,293.05
506			01 2610 621 1 001 014	\$12,611.09
507			01 2610 621 1 001 021	\$3,749.68
508			01 2610 621 2 001 000	\$1,857.25
509			01 2610 621 2 001 001	\$61,558.93
510			01 2610 621 2 001 002	\$19,677.00
511	NEBRASKA PUBLIC POWER Total			\$119,003.03
512	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$825.00
513			01 2570 890 2 001 000	\$825.00
514	NEBRASKA SAFETY CENTER Total			\$1,650.00
515	NEBRASKA SCHOOL PUBLIC	PUBLIC RELATION ASSOCIATION	01 2310 810 1 010 000	\$17.50
516			01 2310 810 2 010 000	\$17.50
517	NEBRASKA SCHOOL PUBLIC Total			\$35.00
518	NEWZBRAIN EDUCATION	1 YR MEMBERSHIP	01 1100 610 2 134 002	\$209.00
519	NEWZBRAIN EDUCATION Total			\$209.00
520	NORDHUES, ELLE	MILEAGE	01 6200 333 1 028 000	\$43.88
521	NORDHUES, ELLE Total			\$43.88
522	NORFOLK AREA CHAMBER	ACTION COUNCIL MEETING JJT	01 2320 890 1 033 000	\$5.00
523			01 2320 890 2 033 000	\$5.00
524	NORFOLK AREA CHAMBER Total			\$10.00
525	NORFOLK COUNTRY CLUB	JJT ACTION COUNCIL MEAL	01 2320 890 1 033 000	\$4.66
526			01 2320 890 2 033 000	\$4.66
527	NORFOLK COUNTRY CLUB Total			\$9.32
528	NORFOLK DAILY NEWS	ADS	01 2310 540 1 010 000	\$107.50
529			01 2310 540 2 010 000	\$107.50
530			01 2510 540 1 001 000	\$118.64
531			01 2510 540 1 901 000	\$394.30
532			01 2510 540 2 001 000	\$118.63
533			01 2510 540 2 901 000	\$394.29
534	NORFOLK DAILY NEWS Total			\$1,240.86
535	NORFOLK WINSUPPLY	CLOSET REPAIR KIT	01 2620 610 1 001 000	\$34.32
536			01 2620 610 2 001 000	\$34.32
537			01 2620 610 2 001 001	\$22.88

538		FILTERS	01 2620 610 1 001 000	\$43.52
539			01 2620 610 1 001 012	\$141.45
540			01 2620 610 2 001 000	\$43.53
541			01 2620 610 2 001 001	\$1,588.63
542		GASKETS	01 2620 610 1 001 014	\$108.24
543		OVAL CAPACITOR	01 2620 610 1 001 004	\$5.63
544			01 2620 610 2 001 001	\$15.36
545		SUPPLIES	01 2620 610 2 001 002	\$11.94
546		TEST KIT	01 2620 610 1 001 000	\$25.37
547			01 2620 610 2 001 000	\$25.36
548	NORFOLK WINSUPPLY Total			\$2,100.55
549	NORTHEAST COMMUNITY COLLEGE	LLC RENTAL STRATEGIC PLANNING	01 2320 810 1 033 000	\$110.00
550			01 2320 810 2 033 000	\$110.00
551	NORTHEAST COMMUNITY COLLEGE Total			\$220.00
552	NPS ATHLETIC FIELD	MEMORIAL FIELD 22/23	01 2510 890 2 001 000	\$6,250.00
553	NPS ATHLETIC FIELD Total			\$6,250.00
554	NPS SUBSIDIARY	A STRONG/NOTARY RENEWAL	01 2510 340 1 001 000	\$15.00
555			01 2510 340 2 001 000	\$15.00
556			01 2510 610 1 001 000	\$25.00
557			01 2510 610 2 001 000	\$25.00
558		ACTE CONF REGISTRATION #21	01 6700 330 2 028 000	\$1,220.00
559		ACTIVITIES MEETING #1	01 2190 890 2 001 000	\$82.28
560		ADHESIVE #6	01 1200 610 1 153 010	\$28.86
561		AUTODESK UNIVERSITY FLIGHT #29	01 6700 580 2 028 001	\$345.96
562		BACKGROUND CHECKS #7	01 2510 340 1 001 000	\$6.50
563			01 2510 340 2 001 000	\$6.50
564		BAGS AND NOTEBOOKS #16	01 2410 610 1 704 008	\$145.88
565		BATTERIES AND FOLDERS #16	01 1100 610 1 705 008	\$29.09
566		BLT MEETING EXPENSE #1	01 2320 890 1 033 000	\$57.49
567			01 2320 890 2 033 000	\$57.49
568		BOARD GAME #3	01 2151 610 1 953 012	\$55.90
569		BOARD MEETING MEALS #20	01 2510 890 1 001 000	\$43.58
570			01 2510 890 2 001 000	\$43.58
571		BOE 2ND MONTHLY MEETING #1	01 2310 890 1 033 000	\$42.64

572		01 2310 890 2 033 000	\$42.64
573	CABLE BOXES	01 2410 340 2 209 001	\$11.89
574		01 2510 340 1 001 000	\$2.77
575		01 2510 340 2 001 000	\$2.76
576		01 2670 340 1 035 000	\$2.76
577		01 2670 340 2 035 000	\$2.76
578	CARPET MARKER #9	01 1100 610 1 306 004	\$15.20
579	CELL SERVICE	01 2670 382 1 035 000	\$158.05
580		01 2670 382 2 035 000	\$158.05
581		01 2710 382 1 001 000	\$158.05
582		01 2710 382 2 001 000	\$158.06
583		01 3541 382 1 004 000	\$160.83
584		01 6910 382 1 004 000	\$53.61
585		01 6968 382 1 001 014	\$11.11
586		01 6968 382 2 001 002	\$11.10
587	CHAIR #3	01 1100 610 1 916 012	\$139.99
588	CHANGING TABLE PAD #17	01 1200 610 1 004 010	\$71.60
589	CIVICS GAMES #28	01 1100 610 2 227 001	\$409.00
590	CLASSROOM SUPPLIES #10	01 1190 610 1 163 021	\$74.70
591	CLASSROOM SUPPLIES #21	01 1100 610 2 206 001	\$50.83
592	CLASSROOM SUPPLIES #22	01 1200 610 2 297 001	\$23.55
593	CLASSROOM SUPPLIES #23	01 1100 610 2 208 001	\$40.77
594	CLASSROOM SUPPLIES #24	01 1200 610 2 195 002	\$112.59
595	CLASSROOM SUPPLIES #27	01 1100 610 2 210 001	\$455.00
596	CLASSROOM SUPPLIES #3	01 2120 610 1 905 012	\$102.37
597	CLASSROOM SUPPLIES #5	01 1100 610 2 208 001	\$92.33
598	CLASSROOM SUPPLIES #6	01 1100 610 1 104 010	\$199.32
599		01 1100 610 1 124 010	\$65.96
600	CLASSROOM TOOLS AND SUPPLIES	01 1100 610 1 320 004	\$76.36
601	COAT LOCKERS #10	01 3540 610 1 017 021	\$2,011.56
602	COMPOSITION SUBSCRIPTION #13	01 1100 643 1 415 014	\$49.00
603	COMPUTER DESK W/WHEELS #24	01 1100 610 2 141 002	\$314.97
604	CULINARY LAB SUPPLIES #27	01 1100 610 2 204 001	\$30.00
605	DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$643.38

606		01 2510 340 2 001 000	\$643.37
607	DESK ORGANIZER #24	01 2120 610 2 146 002	\$55.99
608	DISPLAY GRIPS #9	01 1100 610 1 302 004	\$124.02
609	DUES AND FEES #15	01 1100 810 1 201 003	\$594.00
610	DUES AND FEES #16	01 2410 810 1 704 008	\$594.00
611	ELECTRICITY	01 2610 621 1 001 012	\$2,691.35
612	EMPLOYEE TRAINING	01 2151 330 1 004 000	\$105.94
613	EXPANSION KITS #18	01 6968 610 1 001 014	\$329.85
614	FABRIC #24	01 1100 610 2 141 002	\$121.36
615	FABRIC #6	01 1100 610 1 104 010	\$47.96
616	FAN - FOOD/SUPPLIES #10	01 3541 610 1 004 000	\$184.91
617	FEELINGS BOX SET #12	01 2120 610 1 816 009	\$51.69
618	FLIGHTS FOR ACTE CONF #27	01 6700 580 2 028 001	\$1,492.80
619	FRIDGE #10	01 3541 610 1 004 000	\$128.00
620	GENERAL SUPPLIES	01 1100 610 2 211 001	\$1,013.83
621	GENERAL SUPPLIES #3	01 1100 610 1 902 012	\$183.39
622	GUIDANCE SUPPLIES #9	01 2120 610 1 309 004	\$29.89
623	HARBOR FREIGHT-CLASSROOM TOOLS	01 1100 610 2 211 001	\$335.74
624	HDMI CABLES #25	01 2230 650 1 005 000	\$37.43
625		01 2230 650 2 005 000	\$37.42
626	INSTRUMENT REPLACEMENT FUNDS	01 1100 610 2 001 000	\$23,000.00
627	JOURNALS #9	01 1100 610 1 302 004	\$208.94
628	LAP/SHOULDER BELTS #8	01 2712 610 1 001 000	\$397.11
629	LAW UPDATE TRAINING #7	01 2211 330 1 901 000	\$70.00
630		01 2211 330 2 901 000	\$70.00
631	MATH PROGRAM #9	01 1100 643 1 302 004	\$100.00
632	MEMBERSHIP FOR ALL STATE CHOIR	01 1100 810 2 116 002	\$135.00
633	MICROPHONE CABLE #13	01 1100 610 1 415 014	\$59.99
634	MICROWAVE #6	01 1100 610 1 104 010	\$149.79
635	NAME TAGS #9	01 1100 610 1 304 004	\$64.64
636		01 1100 610 1 306 004	\$64.63
637	NEON LABELS #13	01 2410 610 1 430 014	\$17.81
638	NSPRA MEALS/FLIGHT/PARKING #30	01 2310 580 1 010 000	-\$12.77
639		01 2310 580 2 010 000	-\$12.76

640	NURSES SUPPLIES #24	01 1100 610 2 147 002	\$82.58
641	OFFICE SUPPLIES #22	01 2410 610 2 209 001	\$24.20
642	ONLINE HOMEWORK/ASSESSMENT	01 1100 643 2 212 001	\$725.00
643	OSHA REG FEE FOR CAREER ACAD	01 1115 810 2 257 001	\$2,144.00
644	PANTHER PAWS/RED TICKET PAPER	01 1100 610 1 904 012	\$30.45
645	PENCILS #16	01 1100 610 1 705 008	\$67.85
646	PIPE TAIL #8	01 2710 610 1 001 000	\$59.31
647		01 2710 610 2 001 000	\$59.30
648	PLANBOOK #16	01 1100 610 1 705 008	\$192.00
649	PLANNERS #9	01 1100 610 1 302 004	\$375.00
650	PLAYGROUND SUPPLIES #6	01 1100 610 1 104 010	\$106.60
651	POSTER BOARD #24	01 1100 610 2 109 002	\$141.05
652	POSTERBOARD/COMMAND STRIPS #3	01 1100 610 1 904 012	\$33.72
653	PROJECTOR #3	01 1100 650 1 904 012	\$907.87
654	PROJECTOR LAMP #24	01 1100 610 2 106 002	\$89.20
655	PYRAMID MODEL TRAINING/C	01 1190 330 1 163 021	\$20.35
656	RBI BOOT CAMP LODGING #10	01 6416 580 1 017 000	\$389.76
657	READING RESOURCES #16	01 1100 610 1 710 008	\$104.86
658	RESERVED PARKING SIGNS #24	01 1100 610 2 141 002	\$69.95
659	RETURNED FILING CABINET #10	01 3541 610 1 004 000	-\$429.00
660	RETURNED MONEY COUNTER #24	01 1100 610 2 141 002	-\$137.19
661	RETURNED MUFFLER #8	01 2710 610 1 001 000	-\$59.31
662		01 2710 610 2 001 000	-\$59.30
663	RETURNED OFFICE SUPPLIES #18	01 6968 610 2 001 002	-\$67.00
664	RUBBER GLOVES #24	01 1100 610 2 109 002	\$34.99
665	SCHOOL SUPPLIES #17	01 6910 610 1 004 000	\$125.95
666		01 6910 610 2 004 000	\$125.95
667		01 6994 610 1 004 000	\$19.80
668	SHOW CHOIR MUSIC #5	01 1100 610 2 207 001	\$1,445.60
669	SMORE #16	01 2410 350 1 704 008	\$79.00
670	STAFF NEWSLETTERS #13	01 2410 643 1 430 014	\$79.00
671	STAMPED ENVELOPES #29	01 2410 531 2 209 001	\$2,719.80
672	STOOLS #9	01 1100 610 1 313 004	\$58.79
673	STORAGE #3	01 1100 610 1 904 012	\$86.97

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STORAGE CABINET #10	01 3541 610 1 004 000	\$279.99
STORE ITEMS #24	01 1200 610 2 022 002	\$232.11
STUDENT SUPPLIES #17	01 1200 610 1 004 009	\$84.95
	01 6994 610 1 004 000	\$575.07
SUPPLIES	01 2620 610 1 001 000	\$19.65
	01 2620 610 2 001 000	\$19.65
	01 2650 610 1 001 000	\$26.68
	01 2650 610 2 001 000	\$26.67
SUPPLIES #12	01 2410 610 1 802 009	\$221.94
SUPPLIES #13	01 1100 610 1 430 014	\$347.15
	01 2120 610 1 404 014	\$78.50
	01 2130 610 1 425 014	\$84.76
	01 2220 610 1 423 014	\$36.36
SUPPLIES #14	01 1100 610 1 602 005	\$330.36
	01 1100 610 1 613 005	\$68.74
	01 1100 610 1 642 005	\$94.79
	01 1100 610 1 643 005	\$201.67
	01 1100 610 1 664 005	\$152.92
SUPPLIES #15	01 1100 610 1 201 003	\$87.56
	01 1100 610 1 220 003	\$3.57
	01 1100 610 1 221 003	\$3.57
	01 2410 610 1 201 003	\$223.54
SUPPLIES #16	01 1100 610 1 705 008	\$704.31
	01 1150 610 1 755 008	\$162.34
	01 2410 610 1 704 008	\$164.17
SUPPLIES #17	01 1150 610 1 004 000	\$215.40
SUPPLIES #19	01 2670 610 1 035 000	\$7.49
	01 2670 610 2 035 000	\$7.48
SUPPLIES #24	01 1100 610 2 113 002	\$199.67
	01 1100 610 2 141 002	\$290.43
SUPPLIES #3	01 1100 610 1 904 012	\$11.21
SUPPLIES #6	01 1100 610 1 104 010	\$180.00
	01 1200 610 1 153 010	\$83.81
SUPPLIES #7	01 2211 610 1 901 000	\$35.26

708		01 2211 610 2 901 000	\$35.25
709	SUPPLIES #9	01 2120 610 1 309 004	\$116.14
710	SUPPLIES-TECHNOLOGY RELATED	01 2230 650 1 005 000	\$24.17
711		01 2230 650 2 005 000	\$24.16
712	TEACHING TUBS #6	01 1200 610 1 153 010	\$203.99
713	TECH SUPPLIES #25	01 2230 650 1 005 000	\$14.62
714		01 2230 650 2 005 000	\$14.62
715	TELEPHONE	01 2510 382 1 001 000	\$198.36
716		01 2510 382 1 001 003	\$101.17
717		01 2510 382 1 001 004	\$100.75
718		01 2510 382 1 001 005	\$101.17
719		01 2510 382 1 001 008	\$101.17
720		01 2510 382 1 001 009	\$101.17
721		01 2510 382 1 001 010	\$101.17
722		01 2510 382 1 001 012	\$97.19
723		01 2510 382 1 001 014	\$202.71
724		01 2510 382 1 001 021	\$100.75
725		01 2510 382 2 001 000	\$198.35
726		01 2510 382 2 001 001	\$406.90
727		01 2510 382 2 001 002	\$205.68
728	THERMOMETER #24	01 1100 610 2 141 002	\$14.18
729	TICKETS #16	01 1100 610 1 705 008	\$42.25
730	TOOLS #24	01 1100 610 2 113 002	\$359.98
731	TRAINING/C RAMIREZ #10	01 1190 330 1 163 021	\$50.88
732	TRAINING/SIXPENCE #10	01 3541 330 1 004 000	\$50.88
733	TRAVEL #19	01 2670 580 1 035 000	\$21.50
734		01 2670 580 2 035 000	\$21.50
735	UF 45/BULBS #6	01 1100 650 1 104 010	\$335.61
736	VERSAMATIC BAG HOUSING #8	01 2610 610 1 001 000	\$170.10
737		01 2610 610 2 001 000	\$170.10
738	VINYL MACHINE #24	01 1100 610 2 141 002	\$279.99
739	WATER AND SEWER	01 2610 410 1 001 012	\$78.34
740	WHITEBOARD #13	01 1100 610 1 430 014	\$29.68
741	WIDE RULED PAPER #2	01 6200 610 1 028 014	\$13.94

742		WRITING/READING STRATEGIES	01 3535 610 1 027 009	\$269.27
743	NPS SUBSIDIARY Total			\$60,540.55
744	NWEA	MAP READING FLUENCY	01 1100 340 2 028 000	\$315.00
745	NWEA Total			\$315.00
746	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$8.44
747			01 2142 333 1 014 000	\$8.44
748	OHL, CASSIE Total			\$16.88
749	OMAHA WORLD-HERALD	SUBSCRIPTION RENEWAL	01 1100 640 2 209 001	\$290.99
750	OMAHA WORLD-HERALD Total			\$290.99
751	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$10.80
752			01 2620 431 2 001 000	\$10.80
753	ONE CALL CONCEPTS, INC Total			\$21.60
754	ONE OFFICE SOLUTION	CALCULATOR	01 1100 610 2 141 002	\$142.48
755		CLASSROOM FURNITURE	01 2620 610 1 001 005	\$14,941.50
756		FURNITURE FOR NEW ROOMS	01 2620 610 1 001 005	\$578.00
757		LIBRARY FURNITURE CREDIT	01 2620 610 1 001 005	-\$100.00
758	ONE OFFICE SOLUTION Total			\$15,561.98
759	OTERO, JOSLYNN	PARENT MILEAGE	01 2713 332 1 004 021	\$81.25
760	OTERO, JOSLYNN Total			\$81.25
761	PERRY,GUTHERY,HAASE	LEGAL SERVICES	01 2330 317 1 001 000	\$1,867.88
762			01 2330 317 2 001 000	\$1,867.87
763	PERRY,GUTHERY,HAASE Total			\$3,735.75
764	PORTER CONSTRUCTION, INC	SOIL	01 1100 610 2 208 001	\$20.45
765	PORTER CONSTRUCTION, INC Total			\$20.45
766	PORTER, STEVE	ACTIVITY WORKER	01 2190 120 2 001 000	\$42.71
767	PORTER, STEVE Total			\$42.71
768	PRESENCE LEARNING, INC	CONTRACTED PSYCH SERVICES	01 1100 340 2 991 001	\$6,028.50
769	PRESENCE LEARNING, INC Total			\$6,028.50
770	PRICE, PAT	SUMMER CURRICULUM WORK	01 6310 151 2 028 000	\$160.00
771	PRICE, PAT Total			\$160.00
772	PRIME SANITATION SERVICE	SEPTEMBER 22 DUMPSTERS	01 2610 420 1 001 000	\$2,275.00
773			01 2610 420 2 001 000	\$2,275.00
774	PRIME SANITATION SERVICE Total			\$4,550.00
775	PRO-ED	PROTOCOLS FOR EVALUATIONS	01 1291 610 1 004 021	\$125.40

776			01 1292 610 1 004 021	\$125.40
777	PRO-ED Total			\$250.80
778	PYRAMID SCHOOL PRODUCTS	COOP SUPPLIES	01 1100 610 0 001 000	\$500.15
779			01 1100 610 1 801 009	\$38.95
780			01 1100 610 2 142 002	\$44.46
781			01 1190 610 1 163 021	\$90.82
782			01 1291 610 1 017 021	\$48.09
783	PYRAMID SCHOOL PRODUCTS Total			\$722.47
784	QUILL CORPORATION	BINDERS	01 2410 610 1 430 014	\$72.80
785		BLUE PAPER, CENTRAL SUPPLY	01 1100 610 0 001 000	\$555.66
786		CALCULATORS	01 2410 610 2 209 001	\$171.75
787		CARPET MAT	01 2151 610 1 854 009	\$28.79
788		ENVELOPE SEALERS	01 2510 610 1 001 000	\$4.08
789			01 2510 610 2 001 000	\$4.08
790		OFFICE AND CLASSROOM SUPPLIES	01 1100 610 2 225 001	\$21.04
791			01 2410 610 2 209 001	\$95.34
792		OFFICE SUPPLES	01 1100 610 1 801 009	\$29.73
793	QUILL CORPORATION Total			\$983.27
794	RASMUSSEN MECHANICAL	GYM UNIT NOT COOLING	01 2620 431 1 001 009	\$579.23
795		LABOR TO EXHAUST FAN MOTOR	01 2620 431 2 001 001	\$1,008.45
796		LABOR TO MAIN AC UNIT	01 2620 431 2 001 002	\$3,500.17
797		LABOR TO RM 406	01 2620 431 2 001 001	\$516.40
798		LABOR, CHILLER	01 2620 431 2 001 002	\$1,007.80
799		LABOR, RELIEF VALVE ON BOILER	01 2620 431 1 001 014	\$457.45
800		OFFICE UNIT NOT COOLING	01 2620 431 1 001 012	\$1,524.20
801		REPLACE FAN MOTOR	01 2620 431 2 001 001	\$1,044.07
802		REPLACED MOTOR ON EXHAUST FAN	01 2620 431 1 001 010	\$464.90
803		REPLACED SEQUENCE FOR DUCT	01 2620 431 1 001 008	\$1,699.64
804		WATER LEAK RM 103	01 2620 431 1 001 003	\$516.40
805	RASMUSSEN MECHANICAL Total			\$12,318.71
806	REALLY GOOD STUFF	CLASSROOM PLAYDOUGH	01 1190 610 1 163 021	\$49.00
807	REALLY GOOD STUFF Total			\$49.00
808	REDING, DANIELLE	STUDENT TEACHER 1ST PAYMENT	01 1100 340 1 001 000	\$1,000.00
809			01 1100 340 2 001 000	\$1,000.00

810	REDING, DANIELLE Total			\$2,000.00
811	REZA, SAMANTHA	PARENT MILEAGE	01 2712 332 1 004 000	\$61.75
812	REZA, SAMANTHA Total			\$61.75
813	RISTAU, RYAN	ACTIVITY WORKER	01 2190 120 2 001 000	\$97.06
814	RISTAU, RYAN Total			\$97.06
815	RIVERSIDE ASSESSMENTS, LLC	PSYCH TESTING BOOKLETS	01 2141 610 2 014 000	\$222.20
816	RIVERSIDE ASSESSMENTS, LLC Total			\$222.20
817	RODRIGUEZ, ESTEFANI	PARENT MILEAGE	01 2713 332 1 004 021	\$45.50
818	RODRIGUEZ, ESTEFANI Total			\$45.50
819	SAGER, WAYNE	ACTIVITY WORKER	01 2190 120 2 001 000	\$139.77
820	SAGER, WAYNE Total			\$139.77
821	SCANNING PENS INC	C-PEN READER AND LINGO	01 6926 610 1 004 000	\$1,388.50
822			01 6926 610 2 004 000	\$1,388.50
823	SCANNING PENS INC Total			\$2,777.00
824	SCHMIT, CHELSEY	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$22.75
825	SCHMIT, CHELSEY Total			\$22.75
826	SCHOLASTIC INC.	LETS FIND OUT SUBSCRIPTION	01 1100 610 1 124 010	\$63.80
827	SCHOLASTIC INC. Total			\$63.80
828	SCHOOL SPECIALTY, LLC	CENTRAL SUPPLY	01 1100 610 0 001 000	\$9,065.80
829		CLASSROOM SUPPLIES	01 1100 610 2 224 001	\$241.76
830		WHITE BOARD	01 1100 610 1 430 014	\$843.62
831	SCHOOL SPECIALTY, LLC Total			\$10,151.18
832	SCHRUNK, AMBER	STEPS TRAINING	01 1200 580 1 004 010	\$211.23
833	SCHRUNK, AMBER Total			\$211.23
834	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000	\$239.41
835			01 2710 332 2 001 000	\$239.40
836	SCHUMACHER, EMILY Total			\$478.81
837	SCHUURMANS, ERIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$58.24
838	SCHUURMANS, ERIN Total			\$58.24
839	SCHUURMANS, GARY	ACTIVITY WORKER	01 2190 120 2 001 000	\$77.65
840	SCHUURMANS, GARY Total			\$77.65
841	SCOTCH BAYARD LLC	FIELD PAINT	01 2620 610 2 001 000	\$2,957.00
842	SCOTCH BAYARD LLC Total			\$2,957.00
843	SEESAW	WEB/CLOUD BASED SOFTWARE	01 1100 643 1 904 012	\$1,100.00

844	SEESAW Total			\$1,100.00
845	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING AUG22	01 2610 420 1 001 000	\$1,748.50
846			01 2610 420 1 001 005	\$1,795.43
847			01 2610 420 1 001 008	\$2,154.78
848			01 2610 420 1 001 012	\$1,800.00
849			01 2610 420 2 001 000	\$1,748.50
850	SERVICEMASTER OF NORFOLK Total			\$9,247.21
851	SHERWIN-WILLIAMS	PRIMER,PAINT	01 2620 610 1 001 012	\$97.14
852	SHERWIN-WILLIAMS Total			\$97.14
853	SOCIAL THINKING	CURRICULUM PACKAGE	01 2120 610 1 605 005	\$12.21
854	SOCIAL THINKING Total			\$12.21
855	SOLUTION TREE	BUILDING BLOCK FOR SOCIAL	01 6310 640 2 028 000	\$41.71
856	SOLUTION TREE Total			\$41.71
857	SPEEDWAY AUTO	VECHICLE SUPPLIES	01 2650 610 1 001 000	\$90.00
858			01 2650 610 2 001 000	\$90.00
859			01 2712 610 1 001 000	\$180.00
860	SPEEDWAY AUTO Total			\$360.00
861	SPRINGER, JOSHUA	SUMMER CURRICULUM WORK	01 6310 151 2 028 000	\$80.00
862	SPRINGER, JOSHUA Total			\$80.00
863	STEPP, JUDY	STAFF MILEAGE	01 1200 333 1 004 000	\$13.53
864			01 1200 333 2 004 000	\$13.53
865	STEPP, JUDY Total			\$27.06
866	STERLING COMPUTERS	DELL MONITOR/SOUNDBAR	01 2310 650 1 010 000	\$19.50
867			01 2310 650 2 010 000	\$19.50
868		PROJECTOR	01 1100 650 1 705 008	\$422.19
869	STERLING COMPUTERS Total			\$461.19
870	SYNCB/AMAZON	BOOKS & PERIODICALS	01 2320 640 1 033 000	\$158.18
871			01 2320 640 2 033 000	\$158.18
872		CHANGING PAD AND SUPPLIES	01 1200 610 1 004 010	\$103.88
873		CLASSROOM SUPPLIES	01 1100 610 2 206 001	\$185.89
874			01 1100 610 2 225 001	\$95.94
875			01 1200 610 2 293 001	\$76.29
876			01 1200 610 2 297 001	\$57.99
877			01 2151 610 1 004 000	\$14.51

878		DOCUMENT CAMERA	01 1100 610 2 224 001	\$99.00
879		FILE FOLDERS/COLORED PAPER	01 1100 610 1 801 009	\$46.19
880		HEADPHONES	01 1100 650 1 802 009	\$129.95
881		HEADSETS	01 1100 650 1 028 010	\$80.43
882		JOB SITE AND GROOMING SUPPLIES	01 1200 610 2 297 001	\$224.35
883		LIBRARY SUPPLIES	01 2220 610 2 228 001	\$45.84
884		MEDICINE CABINET	01 1200 610 2 258 001	\$99.58
885		OFFICE SUPPLIES	01 1200 610 1 004 000	\$88.89
886			01 1200 610 2 004 000	\$88.89
887			01 2410 610 2 209 001	\$142.80
888			01 2670 610 1 035 000	\$25.90
889			01 2670 610 2 035 000	\$25.90
890		PRIVACY SCREENS	01 1200 610 2 293 001	\$187.98
891		SAFETY HARNESS	01 2171 610 1 004 000	\$59.99
892		SPED STUDENT SUPPLIES	01 1200 610 1 004 000	\$136.42
893		STEREO HEADSETS	01 1100 650 1 028 010	\$34.47
894		SUPPLIES	01 1100 610 2 211 001	\$1,925.86
895		SUPPLIES FOR NEW BATHROOMS	01 2610 610 2 001 002	\$1,247.52
896		THERMAL CAMERA IMAGING TOOL	01 2620 610 1 001 000	\$210.00
897			01 2620 610 2 001 000	\$209.99
898		WEIGHT ROOM SUPPLIES	01 1100 610 2 226 001	\$26.76
899		WHEELCHAIR	01 1200 610 2 004 001	\$154.99
900	SYNCB/AMAZON Total			\$6,142.56
901	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT. CONTRACT	01 2620 431 1 001 000	\$107.90
902			01 2620 431 1 001 005	\$215.74
903			01 2620 431 1 001 014	\$215.74
904			01 2620 431 2 001 000	\$107.89
905			01 2620 431 2 001 001	\$215.74
906			01 2620 431 2 001 002	\$215.74
907	THYSSENKRUPP ELEVATOR Total			\$1,078.75
908	TRUCK CENTER COMPANIES	LABOR VEHICLE #107	01 2710 350 1 001 000	\$606.72
909			01 2710 350 2 001 000	\$606.72
910	TRUCK CENTER COMPANIES Total			\$1,213.44
911	U S POSTAL SERVICE	POSTAGE FOR METER	01 2510 531 1 001 000	\$250.00

912			01 2510 531 2 001 000	\$250.00
913	U S POSTAL SERVICE Total			\$500.00
914	UNIVERSITY OF NEBRASKA	TRANSITIONAL TEACHER PLACEMENT	01 2210 340 2 901 001	\$4,000.00
915			01 2210 340 2 901 002	\$2,000.00
916	UNIVERSITY OF NEBRASKA Total			\$6,000.00
917	VIDLAK, KIMBERLY	1ST STUDENT TEACHER PMT	01 1100 340 1 001 000	\$2,000.00
918		SUBSTITUTE	01 1100 340 2 001 002	\$62.50
919	VIDLAK, KIMBERLY Total			\$2,062.50
920	VIRCO INC	KIDNEY SHAPED TABLE	01 1100 610 1 101 010	\$424.44
921	VIRCO INC Total			\$424.44
922	VONSEGGERN, MADELYN	1ST STUDENT TEACHER PMT	01 1100 340 1 001 000	\$1,000.00
923			01 1100 340 2 001 000	\$1,000.00
924	VONSEGGERN, MADELYN Total			\$2,000.00
925	WACHTER, EMILY	ACTIVITY WORKER	01 2190 120 2 001 000	\$42.71
926	WACHTER, EMILY Total			\$42.71
927	WATSON, SARAH	TRAININGS	01 1100 330 1 104 010	\$100.00
928	WATSON, SARAH Total			\$100.00
929	WEST MUSIC COMPANY	INSTRUMENTS	01 1100 610 1 415 014	\$319.73
930	WEST MUSIC COMPANY Total			\$319.73
931	WIESER, PAM	SUMMER WORK 2022	01 6310 151 2 028 000	\$30.00
932	WIESER, PAM Total			\$30.00
933	WINNERS CIRCLE	AFE PLAQUES	01 2310 610 1 001 000	\$27.75
934			01 2310 610 2 001 000	\$27.75
935	WINNERS CIRCLE Total			\$55.50
936	WOODRIVER ENERGY LLC	NATURAL GAS AUG22	01 2610 621 1 001 000	\$278.75
937			01 2610 621 1 001 003	\$143.57
938			01 2610 621 1 001 004	\$436.48
939			01 2610 621 1 001 005	\$800.38
940			01 2610 621 1 001 008	\$1,062.36
941			01 2610 621 1 001 009	\$303.79
942			01 2610 621 1 001 010	\$361.04
943			01 2610 621 1 001 012	\$421.77
944			01 2610 621 1 001 014	\$748.23
945			01 2610 621 1 001 021	\$1,338.16

946			01 2610 621 2 001 000	\$278.75
947			01 2610 621 2 001 001	\$3,153.13
948			01 2610 621 2 001 002	\$5,334.11
949	WOODRIVER ENERGY LLC Total			\$14,660.52
950	WORTHINGTON DIRECT	CLASSROOM SUPPLIES	01 1100 610 1 602 005	\$826.53
951	WORTHINGTON DIRECT Total			\$826.53
952	YORK ELEMENTARY SCHOOL	EARLY INTERVENTION TRAINING	01 6416 330 1 017 000	\$280.00
953	YORK ELEMENTARY SCHOOL Total			\$280.00
954	ZEMAN, NICOLE	PARENT MILEAGE	01 2712 332 1 004 000	\$48.75
955	ZEMAN, NICOLE Total			\$48.75
956	ZONE, THE	AUG2022 PAYROLL	01 6968 340 2 001 002	\$510.00
957		M. INDRA PAYROLL AUG22	01 6968 340 1 001 014	\$138.75
958		PAYROLL SEPT M VARELA	01 6968 340 2 001 002	\$780.00
959		T.OLSEN PAYROLL SEPT22	01 6968 340 1 001 014	\$1,300.07
960	ZONE, THE Total			\$2,728.82
961	Grand Total			\$858,445.20
962				
963				
964	NUTRITION FUND			
965	GOODWIN TUCKER GROUP	POWER CORD FOR FOOD WARMER	02 3100 610 2 001 001	\$110.61
966	GOODWIN TUCKER GROUP Total			\$110.61
967	HOBART SALES & SERVICE	CONVECTION OVEN REPAIR	02 3100 340 1 001 014	\$735.36
968		KITCHEN STEAMER REPAIR	02 3100 340 2 001 001	\$5,799.51
969		PRESSURE STEAMER REPAIR	02 3100 340 1 001 014	\$135.00
970	HOBART SALES & SERVICE Total			\$6,669.87
971	HOFMANN PLUMBING	KITCHEN REMODEL	02 3100 340 1 001 005	\$15,498.25
972	HOFMANN PLUMBING Total			\$15,498.25
973	HPAUYU, JOSEPH	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$818.15
974	HPAUYU, JOSEPH Total			\$818.15
975	JENSEN, LACEY	REFUND OF LUNCH ACCT	02 3100 890 0 001 000	\$19.30
976	JENSEN, LACEY Total			\$19.30
977	KIMMEL, SARAH	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$17.05
978	KIMMEL, SARAH Total			\$17.05
979	LUNCHTIME SOLUTIONS, INC.	AUG MEALS	02 3100 340 1 001 000	\$105,537.27

980			02 3100 340 2 001 000	\$105,537.26
981		SEPT MEALS	02 3100 340 1 001 000	\$170,959.84
982			02 3100 340 2 001 000	\$170,959.83
983	LUNCHTIME SOLUTIONS, INC. Total			\$552,994.20
984	MENARDS	PART FOR HOT BOX AT SH	02 3100 610 2 001 001	\$10.97
985	MENARDS Total			\$10.97
986	NAPA OF NORFOLK	VEHICLE SUPPLIES	02 3100 610 1 001 000	\$11.05
987			02 3100 610 2 001 000	\$11.05
988	NAPA OF NORFOLK Total			\$22.10
989	NPS GENERAL FUND	SEPT TUITION PAYMENT	02 5690	\$20,429.00
990	NPS GENERAL FUND Total			\$20,429.00
991	NPS SUBSIDIARY	BULK MAILING	02 3100 610 1 001 000	\$24.63
992			02 3100 610 2 001 000	\$24.62
993	NPS SUBSIDIARY Total			\$49.25
994	RASMUSSEN MECHANICAL	FOOD STORAGE HVAC	02 3100 340 1 001 021	\$5,349.00
995	RASMUSSEN MECHANICAL Total			\$5,349.00
996	RESTAURANT DESIGN	LINCOLN KITCHEN REMODEL	02 3100 340 1 001 005	\$3,840.00
997			02 3100 731 1 001 005	\$29,804.21
998	RESTAURANT DESIGN Total			\$33,644.21
999	SUKUP, MATTHEW	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$80.00
1000	SUKUP, MATTHEW Total			\$80.00
1001	TUNINK, BRAD	REFUND OF LUNCH ACCT	02 3100 890 0 001 000	\$137.55
1002	TUNINK, BRAD Total			\$137.55
1003	Grand Total			\$635,849.51
1004				
1005				
1006	COOPERATIVE FUND			
1007	GOODMAN, LISA	CONTRACTED DEAF ED SERVICES	04 1200 340 1 004 000	\$526.13
1008			04 1200 340 2 004 000	\$526.12
1009	GOODMAN, LISA Total			\$1,052.25
1010	HOLIDAY INN	BATTLE OF BOOKS HOTEL RM	04 1200 580 1 004 000	\$48.00
1011			04 1200 580 2 004 000	\$48.00
1012	HOLIDAY INN Total			\$96.00
1013	HOLIDAY INN EXPRESS	ACADEMIC BOWL MEETING HOTEL RM	04 1200 580 1 004 000	\$161.45

1014	HOLIDAY INN EXPRESS Total			\$161.45
1015	KOCH, CINDY	STAFF FAMILY FUN DAY	04 1200 340 1 004 000	\$104.38
1016			04 1200 340 2 004 000	\$104.37
1017	KOCH, CINDY Total			\$208.75
1018	NORTHEAST COMMUNITY	RM RENTAL SPICE TRAINING	04 1200 330 1 004 000	\$35.00
1019			04 1200 330 2 004 000	\$35.00
1020	NORTHEAST COMMUNITY Total			\$70.00
1021	NPS GENERAL FUND	POSTAGE	04 1200 531 1 004 000	\$6.27
1022	NPS GENERAL FUND Total			\$6.27
1023	NPS SUBSIDIARY	ASL POSTERS PRESCHOOL #26	04 1200 610 1 004 000	\$60.96
1024		ICE CREAM FAMILY FUN DAY	04 1200 610 1 004 000	\$137.50
1025			04 1200 610 2 004 000	\$137.50
1026		SHELTER RENTAL #26	04 1200 580 1 004 000	\$17.50
1027			04 1200 580 2 004 000	\$17.50
1028	NPS SUBSIDIARY Total			\$370.96
1029	NUNEZ, MEGAN	ASL CLASS IN SPANISH	04 1200 340 1 004 000	\$45.00
1030			04 1200 340 2 004 000	\$45.00
1031	NUNEZ, MEGAN Total			\$90.00
1032	PETERSEN, ROXANNE	STAFF FAMILY FUN DAY STAFF	04 1200 340 1 004 000	\$122.50
1033			04 1200 340 2 004 000	\$122.50
1034	PETERSEN, ROXANNE Total			\$245.00
1035	SWANSON, TRACY	STAFF FAMILY FUN DAY STAFF	04 1200 340 1 004 000	\$70.63
1036			04 1200 340 2 004 000	\$70.62
1037	SWANSON, TRACY Total			\$141.25
1038	U. S. CELLULAR	HOT SPOTS DEAF ED	04 1200 610 1 004 000	\$65.24
1039			04 1200 610 2 004 000	\$65.23
1040	U. S. CELLULAR Total			\$130.47
1041	US BANK VOYAGER FLEET	FUEL ON NERP TRIP	04 1200 580 1 004 000	\$41.12
1042			04 1200 580 2 004 000	\$41.12
1043	US BANK VOYAGER FLEET Total			\$82.24
1044	Grand Total			\$2,654.64
1045				
1046				
1047	<u>DEPRECIATION FUND</u>			

1048	ALISON'S MONTESSORI	SUPPLIES	06 2900 610 1 028 005	\$610.00
1049	ALISON'S MONTESSORI Total			\$610.00
1050	NIENHUIS MONTESSORI USA	SUPPLIES	06 2900 610 1 028 005	\$97.70
1051	NIENHUIS MONTESSORI USA Total			\$97.70
1052	OCC BUILDERS, LLC	JH ADDITION/RENOVATION	06 2900 340 2 001 002	\$262,953.00
1053	OCC BUILDERS, LLC Total			\$262,953.00
1054	Grand Total			\$263,660.70
1055				
1056				
1057	<u>SPECIAL BUILDING FUND</u>			
1058	CITY OF NORFOLK	CONCRETE/TA HA	08 2620 340 1 001 000	\$43,488.36
1059			08 2620 340 2 001 000	\$43,488.35
1060	CITY OF NORFOLK Total			\$86,976.71
1061	MID-STATE ENGINEERING &	CONCRETE TESTING	08 2620 340 1 001 010	\$4,004.50
1062			08 2620 340 2 001 002	\$851.00
1063	MID-STATE ENGINEERING & Total			\$4,855.50
1064	MIDWEST TENNIS & TRACK	TRACK MAINTENANCE	08 2620 340 2 001 001	\$34,390.00
1065	MIDWEST TENNIS & TRACK Total			\$34,390.00
1066	Grand Total			\$126,222.21
1067				
1068				
1069	<u>QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND</u>			
1070	CANNON MOSS BRYGGER	ADDITION/RENOVATION ARCHITECTS	09 4500 340 1 001 003	\$625.00
1071	CANNON MOSS BRYGGER Total			\$625.00
1072	RASMUSSEN MECHANICAL	SH RESTROOM EXHAUST FAN	09 4500 340 2 001 001	\$1,034.00
1073	RASMUSSEN MECHANICAL Total			\$1,034.00
1074	Grand Total			\$1,659.00
1075				
1076				
1077	<u>STUDENT FEE FUND</u>			
1078	BAND SHOPPE	BAND SHOES	17 2190 610 2 965 001	\$423.35
1079		FLAG GLOVES	17 2190 610 2 973 001	\$65.80
1080		FLAG SHOES	17 2190 610 2 973 001	\$232.65
1081	BAND SHOPPE Total			\$721.80

1082	KEN'S BAND INSTRUMENT	TROMBONE REPAIR	17 2190 340 2 028 001	\$30.00
1083	KEN'S BAND INSTRUMENT Total			\$30.00
1084	NORFOLK SENIOR HIGH SCHOOL	PD ACT. CARD BY MISTAKE, REIMB	17 2190 610 2 577 001	\$40.00
1085	NORFOLK SENIOR HIGH SCHOOL Total			\$40.00
1086	NPS ATHLETIC FIELD	ANNUAL MEMORIAL FIELD FEES	17 2190 610 1 671 000	\$3,125.00
1087			17 2190 610 2 671 000	\$3,125.00
1088	NPS ATHLETIC FIELD Total			\$6,250.00
1089	NPS SUBSIDIARY	AFTERSHOCK FEES MOVED TO LUNCH	17 2190 610 1 669 014	\$50.00
1090		AFTERSHOCK SUPPLIES #18	17 2190 610 1 669 014	\$648.58
1091			17 2190 610 2 669 002	\$879.43
1092	NPS SUBSIDIARY Total			\$1,578.01
1093	NPS-JUNIOR HIGH SCHOOL	DEPOSIT TO WRONG FUND	17 2190 610 2 672 002	\$35.00
1094	NPS-JUNIOR HIGH SCHOOL Total			\$35.00
1095	SGW STRINGED INSTRUMENT	VIOLIN REPAIR	17 2190 340 1 028 014	\$165.00
1096	SGW STRINGED INSTRUMENT Total			\$165.00
1097	SYNCB/AMAZON	FLAG CORP SHOES	17 2190 610 2 973 001	\$29.99
1098		SHOW CHOIR COSTUMES	17 2190 610 2 972 001	\$1,423.67
1099	SYNCB/AMAZON Total			\$1,453.66
1100	VARSITY SPIRIT FASHIONS	CHEER SHOES AND POMS	17 2190 610 2 517 001	\$1,842.50
1101	VARSITY SPIRIT FASHIONS Total			\$1,842.50
1102	Grand Total			\$12,115.97

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #488 for the month of October in the consent agenda for this meeting.

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

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

Date: _____

Board Member

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #491 for the month of October in the consent agenda for this meeting.

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

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

Date: _____

Board Member



Emergency Operations Plan

Disclaimer:

This template was developed using Federal funds, USDOE PR/Award # S184Q180009 and is available for all Nebraska schools at no cost for the purpose of developing a high-quality school Emergency Operations Plan to be supported by the Nebraska Department of Education School Safety.

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SIGNATURE PAGE

This school emergency operations plan has been completed and approved through a collaboration of efforts in the community, including:

Name: Dr. Jami Jo Thompson
Title: Norfolk Public School (Superintendent)

Name: Mrs. Sandy Wolfe
Title: Norfolk Public School Board President

Name: Mrs. Tammy Day
Title: Norfolk Public School Board Vice-Chair

Name: Erik Wilson
Title: NPS Safety Team Chair/Member

Name: John Erwin
Title: NPS Safety Team Member

Name: Bruce Strong
Title: NPS Safety Team Member

Name: Don Miller
Title: NPD Police Chief

Name: Todd Volk
Title: Madison County Sheriff

Name: Bobbi Risor
Title: Region 11 Emergency Manager

Name: Tim Wragge
Title: Norfolk Fire Department (Fire Chief)

Name: Mike Unger
Title: Stanton County Sheriff

Name: Adam Behmer
Title: Hoskins/Woodland Park Fire Dept (Fire Chief)

I. INTRODUCTION

A. Purpose of the Plan

The purpose of the Norfolk Public Schools Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Norfolk Public Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Norfolk Public Schools has established guidelines and procedures to respond to threats, hazards and incidents in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific systems outline an organized systematic method to prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Norfolk Public Schools regularly schedules in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases Norfolk Public School's legal protection. Schools without established incident management procedures have been found liable for their absence of planning. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

B. Scope of the Plan

The Norfolk Public Schools Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, state, and federal government mandates; common and specialized procedures; and responses/recovery for specific hazards and vulnerabilities.

1. Definitions

Threats: Threats include situations to harm students, personnel, and/or facilities. Threats usually include those things that we can control, such as active killer, bullying, and suicide. Threats may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

Hazards: Hazards include situations to harm students, personnel, and/or facilities. Hazards usually include those things that we cannot control, such as tornadoes, floods, and chemical spills. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

Incidents: An incident is an occurrence that requires a response to protect life or property. An incident is something that we most likely cannot control, such as car accidents, pandemics, and illness. The superintendent/principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.

2. School Board Policy Statement

The Norfolk Public Schools Emergency Operations Plan operates within the framework of the Norfolk Public Schools Board policy.

2020-2021 Safety Relevant Board Policies:

- Board Policy: 2410
- Board Policy: 3230
- Board Policy: 3240
- Board Policy: 5506
- Board Policy: 6114
- Board Policy: 6115
- Board Policy: 6120

C. Situation Overview/Hazard Analysis Summary

1. School Population

a. General Population

Norfolk Public Schools has 13 school buildings on the NPS campus. The current enrollment of Norfolk Public Schools is approximately 230 preschool age students in one building, 1,780 elementary-school students located in seven school buildings, 686 middle-school students located in one building, 670 junior high-school students in one school building and 1,338 high-school students located in one building (NHS/AFS) on campus. These students are supported by a committed staff and faculty consisting of:

24 Superintendent/Principal/Building Administrators

315 Teachers

165 Paraeducators

17 Counselors, Social Workers, and Psychologists

16 School Nurses/Health Assistants

47 Custodians/Maintenance Personnel

44 Office/support staff

52 Food Service/Cafeteria staff

2 SRO

18 Outside Coaches

X Other (4 tech staff, 15 Aftershock staff)

A master schedule of classes, locations, grade levels, and staff are provided to each classroom and is available in the main office. The current master schedule of Norfolk Public Schools is also located in [Appendix A](#) in this plan.

b. Special Needs Population

Norfolk Public Schools is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Students on the Autism Spectrum,
- Limited English proficiency,
- Blindness or visually impaired,
- Cognitive or emotional disabilities,
- Deaf or hard of hearing,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of students with special needs is approximately 648; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, wheelchairs, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff with additional assistance needs, along with assigned staff trained to assist during drills, exercises and incidents are identified in [Appendix B](#).

2. Building Information

Norfolk Public Schools consist of 13 buildings (1 preschool, 7 elementary, 1 middle school, 1 junior high, 1 senior high, 1 maintenance building, and 1 central office building), 1 football field/track, and 5 tennis courts.

Detailed building information and annotated maps of the buildings and grounds are included in [Appendix C](#);

- _____ Evacuation routes
- _____ Shelter locations
- _____ Fire alarm pull stations
- _____ Fire hydrants
- _____ Fire extinguishers
- _____ First aid kits
- _____ AED (Automatic External Defibrillator)
- _____ Hazardous materials storage
- _____ Utility shutoffs
 - _____ Electricity
 - _____ Gas
 - _____ Water
 - _____ HVAC

GUIDANCE: All staff members are required to know these locations as well as how to operate the utility shutoffs.

Located in [Appendix D](#) are the list of local utility companies and their contacts for additional assistance.

3. Hazard Analysis Summary

Norfolk Public Schools are exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In 2020/2021 NPS completed a thorough hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The most recent risk assessment by RAS Insurance Company was completed 12/5/19 (date).

In addition, the table on the following page briefly discusses Norfolk Public School's high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism.

Table 1. High-Priority Hazards

Tornado/ Severe Weather	<p>Severe weather is a common threat in Northeast Nebraska. Tornado warnings, hail storms, high winds, and flooding have been common over the years. In the spring of 2019, our schools were closed down for flooding and many families' lives were disrupted. Hail and wind storms are also common and have caused significant damage to property in the district. Tornado warnings are also common, although our district has rarely needed to shelter over the years, in 2014 the neighboring community of Pilger was hit with twin tornadoes causing massive devastation and loss of life.</p>
Winter Weather	<p>Norfolk and its surrounding areas are vulnerable to severe winter weather. The effects are generally transportation of students and staff with the possibility for loss of utilities. This can vary with the intensity of the winter weather. Some factors to consider would include snowfall amount, wind and temperature/wind chill. Other factors to include would be city maintenance of streets and the availability to get the school parking lots and sidewalks cleared off.</p>
Utilities Issues	<p>We have many buildings in our districts and each school building has unique HVAC and utilities needs. Some of our older buildings have more areas of concern in regards to any potential utilities issues. We have had several issues in the last few school years that have resulted in at least limited interruptions during the school day.</p>
Police Activity in the Area	<p>The Norfolk Public School District buildings are located within densely populated areas of the community. On occasion there may be Police activity, both planned and unplanned, in the immediate area of a school building. School Resource Officers can facilitate communication between the Police Division and the appropriate school to ensure building administrators are aware of activity that could have an impact on any school building in the immediate area.</p>
Medical Emergency	<p>We have numerous students and staff throughout our school district that have unique medical needs (diabetes, heart conditions, autoimmune diseases, etc.). While these students and staff have medical plans in place to address their needs, we still need to have plans and operations in place to address any potential emergency situations.</p>
Fire on or near school grounds	<p>Over 300 fires occurred in 2020 in the city of Norfolk. The potential for a fire to occur in the neighborhood near the school district or in a school building is a threat to the students, staff, and property of Norfolk Public Schools.</p>
Suicide/ Death of student/staff member	<p>Suicide is one of the leading causes of death in the United States. Unfortunately, Norfolk is not immune to this. Over the years several students or family members of students have died as a result of Suicide. Additionally, students and staff have unexpectedly and tragically lost their lives for various reasons during the school year causing significant impact on the climate and functionality of our school district.</p>
Behavioral Issues/ Disruptions	<p>Behavioral issues can be a common problem for our schools. The main objective is to handle these situations in a calm manner and to consider the safety of students and staff as a high priority. Most of these issues can be dealt with without causing a disruption to the school. However, there may be a situation which requires the school to be on "Hold" until the situation is resolved.</p>
Real or Perceived Threat	<p>Real or perceived threats would include threats/statements made over social media or other forms of digital communication, notifications provided through the reporting tool "Safe Schools", phone calls made to the school district, in person threats, or any form of</p>

	communication that involves a threat to student or staff safety. Each of these should be evaluated carefully by the NPS Threat Assessment Team and school administration to determine the likelihood that the threat is credible.
Unauthorized person on school grounds	Our district has many schools across Norfolk that allow students to have outside activities/recess with weather permitting. During school hours these grounds are not open to the public for student safety. Anyone who is not permitted on school grounds during school activities would be considered unauthorized. All school personnel and students should relocate to the locked school building and initiate a “Secure” until the issue has been addressed by administration or police.
Intruder in the Building	All buildings in the district should be in a modified “Secure” throughout the school day. Visitors can enter the building through a monitored door and are checked in at the front office. Anyone who has not gone through this process or is acting in a suspicious manner should be considered an intruder in the building and school personnel need to initiate a “Lockdown” for the building.
Bus/School Vehicle Accident	Our district utilizes a variety of buses and other vehicles for daily routes and school activities. Our district utilizes 3-4 full-sized school buses every day for daily routes for students who live outside of city limits. We also utilize several smaller buses for our students with special needs. Activities travel in buses and school vehicles as a regular occurrence.

4. Prevention, Preparedness, Response, and Recovery Overview

Prevention includes actions to avoid a threat or intervene to stop a threat from occurring. It also includes activities to reduce the loss of life and property from controllable and noncontrollable disasters. Prevention aims to avoid or lessen the impact of a disaster and provides value to the public by creating safer communities. Norfolk Public Schools is committed to taking proactive, prevention measures whenever possible to protect the safety and security of students and staff.

Norfolk Public Schools highly recommend all adults and secondary students to display identification badges. The school visitors and security protocols have been enhanced. All staff have been trained in our safety and security procedures, (etc.)

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Norfolk Public Schools fosters preparedness at all levels including students, parents, teachers, staff and community partners. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Response is the capability necessary to stabilize an emergency once it has happened or is certain to happen in an unpreventable way using both systems, Incident Command System (ICS) and the Standard Response Protocol (SRP). Norfolk Public Schools will establish a safe and secure environment to allow for the saving of lives and property and will facilitate the transition to recovery.

Recovery is the capability necessary to assist any school building impacted by an incident or emergency in restoring the health and well-being of students and the learning environment over the long-term. Successful recovery addresses the full range of psychological, emotional, and behavioral health needs associated with the disaster's impact and resulting recovery challenges. Individuals and families will be better situated to manage their recovery once their basic needs are met, such as shelter, food, and reunification with family and

household pets or service and assistance animals. Successful recovery depends on all recovery stakeholders having a clear understanding of pre- and post- disaster roles and responsibilities.

D. Planning Assumptions and Limitations

1. Planning Assumptions

Stating the planning assumptions allows Norfolk Public School to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/ or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident related losses.
- Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

2. Limitations

It is the policy of Norfolk Public Schools that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Norfolk Public Schools can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

GUIDANCE: Examples:

<https://www.disastermh.nebraska.edu/wp-content/uploads/2020/05/DHHS-Disaster-Behavioral-Health-Risk-Messages-June-2019.pdf>

II . CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, prepare, respond, and recover, from the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Norfolk Public Schools participates in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.

Norfolk Public Schools recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

Norfolk Public Schools works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). Adopt the use of the NIMS and the use of SRP. Should a staff member desire more information about these, they can reference the ICS-100 web-based training as well as ICS-700, available free from FEMA.
- Participate in the local government's NIMS preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, Norfolk Public Schools may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. **The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used in all phases of incident management, including pre-incident, during incident, post-incident activities,]**

The Superintendent/Principal/Incident Commander at Norfolk Public Schools will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the principal or other officials, identify incident management resources required, and direct the on-scene incident management activities from the

ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

C. Initial Response (Standard Response Protocol) (SRP)

SECURE - GET INSIDE, LOCK OUTSIDE DOORS (Threat related)

Secure is called when there is a threat or hazard outside of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground. Secure uses the security of the physical facility to act as protection.

Secure: is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

Lockdown: is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

Evacuate: is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

Shelter: is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

Hold: means to hold in your classroom or area. Clear the halls. (No threat involved)

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. The superintendent/principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied upon to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what task.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. Superintendent/District Administrator

The Superintendent/District Administrator/Building Administrator may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the Superintendent/District Administrator/Building Administrator still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Superintendent/District Administrator to focus on policy-level activities and interfacing with other agencies and parents. The Superintendent/District Administrator shall coordinate between the superintendent's office and the Incident Commander.

B. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Ensure the proper incident management protocols (i.e., Secure, Lockdown, Evacuate, Shelter) are being implemented and followed.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep other administrators and officials informed of the situation.
- Delegate other onsite duties as needed to address the incident.

C. Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Attend to students with special and/or trauma needs.
- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.

- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary.

D. Instructional Assistants (paras, support staff)

Responsibilities include:

- Assisting teachers as directed.

E. Counselors, Social Workers, and Psychologists

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

F. School Nurses/Health Assistants

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.
- Administer medication as needed.

G. Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander, Safety Officer, or Operations Section Chief.
- Control main shutoff valves for gas, water, HVAC, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of the condition of school.

H. School Secretary/Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Safety Team.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

I. Food Service/Cafeteria Workers

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Prepare feeding opportunities beyond school based operations.

J. Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new locations when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Render first aid if necessary.

K. Other Staff (e.g., Itinerant Staff, Substitute Teachers)

Responsibilities include:

- Reporting to the Incident Commander or ICS supervisor if requested or activated.

L. Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of and associated prevention, preparedness, response, and recovery processes.
- Take an active part in school incident response/recovery activities, as age appropriate.

M. Parents/ Guardians

Responsibilities include:

- Follow all SRP procedures (secure, lockout, evacuate, and shelter).
- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.

- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Report situations of concern to district administration.
- Allow school personnel/law enforcement/etc. to manage the situation without interference.
- Monitor school and community communications (school website, text notifications) for updates.
- Follow all requests and procedures regarding reunification of parents and students.

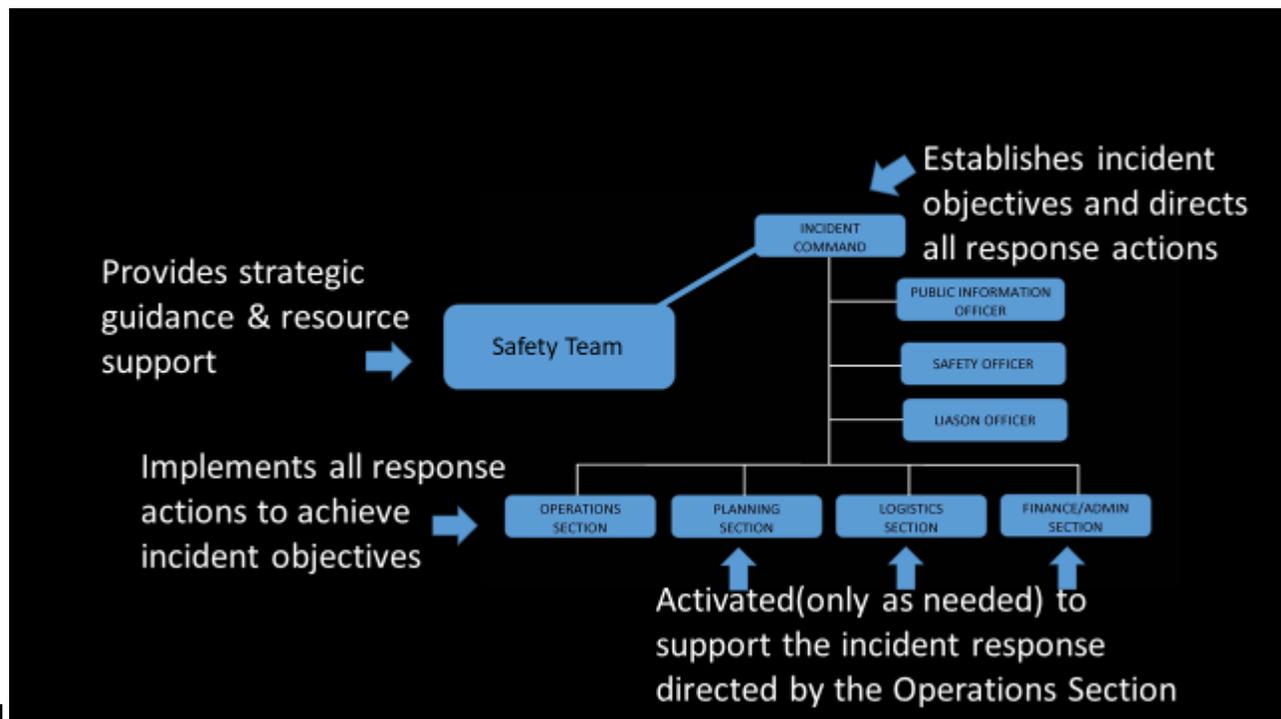
IV. DIRECTION, CONTROL, AND COORDINATION

A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School EOP will be activated including the implementation of the Incident Command System (ICS). An ICS Organizational Chart is located in [Appendix E1](#). [Appendix E2](#) is a list of your ICS contacts within your school. [Appendix E3](#) is provided by the district and includes Finance/Administration Future School Budgets.

The Incident Commander is delegated the authority to direct tactical on-scene operation until a coordinated incident management framework can be established with local authorities. The Safety Team is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

Figure 1. Incident Management Team



The ICS is organized into the following functional areas:

1. Incident Command: Directs the incident management activities using strategic guidance provided by the Safety Team.

School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants. (including students, staff, volunteers, and responders)
- Coordinate media relations and information dissemination with the superintendent's office.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Keep elected officials and other executives informed of the situation and decisions.

- Document all activities on Chronological Log of Activities. [Appendix F](#)

2. Operations Section: Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat, ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
- Establish medical triage with staff trainees in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities on Chronological Log of Activities. [Appendix F](#)

As needed, the types of Operations Teams described in the following table may be established within the Operations Section.

Table 2 Operations Section Teams

Operations Team	Potential Responsibilities
Fire & Rescue Team	Fire & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Fire & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Fire & Rescue Teams are also responsible for: <ul style="list-style-type: none"> • Identifying and marking unsafe areas. • Conducting initial damage assessment. • Obtaining injury and missing student reports from teachers. • Provide triage & treatment services as needed. • Assessing and treating injuries.
School Nurse/Health team	First Aid Teams provide basic First Aid as needed. First Aid Teams are responsible for: <ul style="list-style-type: none"> • Setting up a first aid area for students. • Stop the bleed. • Completing master injury report. Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.
Reunification Team	Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Reunification Team is responsible for:

	<ul style="list-style-type: none"> ● Establish an Incident Command. ● Classroom evacuation. ● Mobilize the reunification team members. ● Provide a secure assembly area, greeting area, check in table, reunification area. <ul style="list-style-type: none"> ○ Check student/parent identification ○ Complete appropriate reunification paperwork ○ Provide interpretation services as necessary ● Law Enforcement support and investigations. ● Accounting for the whereabouts of all students, staff, and volunteers. ● Coordinating with the Logistics Section to secure the needed space, transportation, and supplies. ● Coordinate with the public information officer
Maintenance/ Custodial Department	<p>The Facility Maintenance/Custodial Team is responsible for:</p> <ul style="list-style-type: none"> ● Locating all utilities and turning them off, if necessary. ● Securing and isolating fire/HazMat. ● Assessing and notifying officials of fire/HazMat. ● Conducting perimeter control. ● Provide building access and information.
Crisis Counseling Team	<p>The PFA Support Team is responsible for:</p> <ul style="list-style-type: none"> ● Assessing the need for onsite mental health support. ● Determining the need for outside agency assistance. ● Providing onsite intervention/counseling. ● Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.

3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities on Chronological Log of Activities. [Appendix F](#)

4. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution, coordinating personnel; assembling and deploying volunteer teams, and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities on Chronological Log of Activities. [Appendix F](#)

5. Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.
- Schools have to track finances for loss and should track for cost to the district.
- Document all activities on Chronological Log of Activities. [Appendix F](#)

This section may not be established onsite at the incident. Rather, the school superintendent/business manager/principal may assume responsibility for these functions.

B. Coordination With Safety Team

In complex incidents, a Safety Team will be convened at the school district Emergency Operations Center (EOC). The role of the Safety Team is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Provide factual information, both internally and externally through the Incident Commander.

The Norfolk Public Schools Superintendent/Principal/Incident Commander will keep the Safety Team informed.

C. Local Emergency Operations Plan (LEOP)

The Madison/Stanton County School District maintains a district Emergency Operations Plan (EOP) to address hazards and incidents in their district. The Norfolk Public Schools EOP has been developed to fit into the larger local county EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with Madison/Stanton Emergency Manager(s).

D. Coordination With First Responders

An important component of the Norfolk Public Schools EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and Norfolk Public Schools.

E. Source and Use of Resources

Norfolk Public Schools will use its own resources and equipment to respond to incidents until incident response personnel arrive. The school district may also contact the Region 11 Emergency Manager, Stanton County Emergency Manager, American Red Cross, City of Norfolk, Orphan Grain Train, and Salvation Army if more resources are needed. Communication to obtain needed resources will be handled by the district Communications Director.

- [Appendix G1: Interlocal Agreement](#)

V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines Norfolk Public Schools communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

A. Internal Communications

1. Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- **Infinite Campus/Electronic messaging: robocalls, emails and texts**
- **Morning Faculty/Staff Meeting:** As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- **End-of-Day Faculty/Staff Meeting:** As appropriate, update information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

2. Communication With the School District Office

The Incident Commander will use a cell phone, school phone, email, and/or text messaging to communicate with building and district level administrators.

B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from the Superintendent's Office about the incident, what is being done about it, and the safety of the children and staff.

1. Communication With Parents

Before an incident occurs, Norfolk Public Schools will:

- Discuss specific strategies with parents of students with special needs or trauma, the best way to support their children during an incident.
- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter or district website.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

During the incident, Norfolk Public Schools will:

- Disseminate information via text messages, mass telephone messages, radio announcements, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.

- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

2. Communication With Media

Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives. (Media Briefing Area)
- Coordinate messages with the superintendent/principal and Safety Team.

All Norfolk Public Schools employees are to refer requests for information and questions to the designated Public Information Officers or Joint Information Center. Sample templates for statements/press releases to the media, including standard procedures and protocols, have been developed and are included in this link:

GUIDANCE:

The link below contains several pre-developed messages that Public Information Officers can use for different events. Public Information Officers should practice delivering the three key messages, then work their way through the supporting points when needed. These messages were developed by Nebraska's Behavioral Health Risk Communication Cadre – professionals with special expertise and knowledge of risk communication and threat assessment. The group meets monthly to discuss emergency plans and information related to behavioral health.

<https://www.disastermh.nebraska.edu/wp-content/uploads/2020/05/DHHS-Disaster-Behaviorial-Health-Risk-Messages-June-2019.pdf> [Appendix H](#)

Media contacts at the major local media outlets are maintained by the Public Information Officer (PIO) or superintendent/executive assistant. In the case of an incident, these media contacts will broadcast Norfolk Public School's external communications plans, including the information hotline for parents and guardians.

3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Norfolk Public Schools will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known may be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.
- Consistent statement is provided as a response to possible questions.

GUIDANCE: After the immediate incident response period, Norfolk Public Schools will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

4. Communication With First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Norfolk Public Schools frequently exercises the School EOP with first responders to practice effective coordination and transfer of command.

5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.
- Apprise the Madison and Stanton County Offices of Emergency Management.

The school district will:

- Review the use of the ICS and identify areas for modification.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, telegroup tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention measures that can be incorporated into short-term and long-term recovery plans.

C. Communication Tools

Some common internal and external communication tools that Norfolk Public Schools may use include the following:

- **Landline Phone:** A designated school telephone number for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.
- **Cell phones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff enroute to or from a site.
- **Infinite Campus messaging:**
- **Intercom systems:** The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- **Bullhorns and megaphones:** A battery-powered bullhorn is part of the school's emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- **Two-way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site.
- **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Website (www.norfolkpublicschools.org).
- **Fax machines:** Possible uses include off-campus accidents where lists of students and staff members involved, their location and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents - for example, fire lockdown or special alert (with instructions to follow). All staff/ faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Agreements and Contracts

If school resources prove to be inadequate during an incident, Norfolk Public Schools will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts (see Section IV, Direction, Control, and Coordination, for specific details). Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in [Appendix I](#) (District created).

B. Recordkeeping

1. Administrative Controls

Norfolk Public Schools is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

2. Activity Logs

The ICS Section Chiefs will maintain accurate Chronological Logs of Activities [Appendix F](#) recording key incident management activities including:

- Basic documentation by each role or position responsibilities with time and completed by whom.
- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

C. Incident Costs

1. Annual Incident Management Costs

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that may be used in preparing future school budgets. [Appendix E3](#) (District Created)

2. Incident Costs

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.

- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

D. Preservation of Records

In order to continue normal school operation following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The likely causes of damage to records are fire and water; therefore, essential records should be protected accordingly (e.g., electronic, redundant backup, offsite electronic version). Details are outlined in the Continuity of Operations (COOP) Procedures, a functional system of this plan.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

The Safety Team (including community partners) is responsible for the overall maintenance and revision of the Norfolk Public Schools EOP. The Safety Team is responsible for coordinating, training, and exercising the School EOP. The Team is expected to make recommendations for revising and enhancing the plan.

The local school board and the superintendent are responsible for approving and promulgating this plan. Community fire/rescue, law enforcement, and emergency managers' approval and suggestions will also be requested.

A. Approval and Dissemination of the Plan

The superintendent and principals will initiate the annual review of the EOP following the steps below. The local school board will approve the plan.

- Review and Update the Plan.
- Present the Plan to the local school board. (for Comment or Suggestions)
- Obtain Plan Approval Annually. (local school board)
- Distribute the Plan. [Appendix J](#)

1. Record of Changes

Each update or change to the plan will be tracked on Page 2 of this document. The record of changes will include: the change number, the date of the change, and the name of the person who made the change (the date the school board was informed/approved). The record of change will be in table format and maintained by the Safety Team.

2. Record of Distribution

Copies of plans and systems will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Safety Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. [Appendix J](#)

B. Plan Review and Updates

The basic plan and its systems will be reviewed annually by the Safety Team, emergency management agency, law enforcement, fire/rescue, school board, and others deemed appropriate by school administration. The superintendent will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

C. Training and Exercising the Plan

GUIDANCE: (Definitions)

Drill: The primary objective of a drill is for participants to build muscle memory, and practice an action to use in various events or situations. A secondary objective is for the people who are administering the drill to validate procedures, clarify roles and identify operational process gaps. In the school safety context, it is critical to distinguish between drills and exercises. Drills are for staff and students, and are educational opportunities to practice a life skill.

Exercise: The overall learning objective of an exercise is to test response, capacity and resources across the system. An exercise often includes a description or enactment of an incident, depending on the type of exercise that's being conducted. Exercises are broader in scope. These typically present a hypothetical emergency scenario (hurricane, earthquake, biochemical emergency, etc.) designed to encourage people to think on their toes, work together, and apply lessons learned from Drills.

Tabletop Exercise: is a roundtable session administered by a facilitator. Team members discuss their roles and share observations regarding a simulated emergency scenario. It's designed to test each team's ability to refer and react to their role in the emergency plan, as well as their readiness to communicate with other teams as needed. These usually run a few hours in duration, and are highly valuable for identifying the unique threats in each community.

Functional Exercises: typically focus on specific team members and/or procedures, and are often used to identify process gaps associated with multi-agency coordination, command and control. In a Functional Exercise, participants perform their duties in a simulated emergency environment.

Full-scale Exercise: is similar in execution to a functional exercise, and is as close to the real thing as possible. It can include employees from multiple functions, community first responders, local businesses, and regulatory agencies. This type of exercise should utilize, to the extent possible, the actual systems and equipment that would be dispatched during a real event. From a duration stand-point, full-scale exercises often take place over the course of an entire business day.

Basic training and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel.

School EOP training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the School EOP.
- First Aid and CPR/AED training for designated staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Two online FEMA courses: ICS 100 and IS-700 for assigned staff. Both courses are available for free at FEMA's Emergency Management Institute Website.

Additional training will include drills and functional exercises. Fire drills will be conducted 10 times per year, SRP drills will be conducted once per semester. Exercises will occur as the Safety Team sees fit. The details of training are outlined in the Multi-Year Training and Exercise Plan. Records of the training provided including date(s), type of training, and participant roster will be maintained.

[Appendix K1: Record of Trainings](#)

[Appendix K2: Schedule/Record of Drills](#)

[Appendix K3: Record of Exercises](#)

VIII. AUTHORITIES AND REFERENCES

The following regulations are the State authorizations and mandates upon which this School EOP is based. These authorities and references provide a legal basis for incident management operations and activities.

Rule 10

- 011.01B Each school system has a safety and security plan for the schools' in the system. The plan addresses the safety and security of students, staff and visitors. The plan is approved by the local governing body.
- 011.01C Each school system has a school safety committee which includes representatives of faculty, parents and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures including emergency plans and procedures.
- 011.01D The school systems safety and security plan(s) are reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. The review will include a visit to school buildings to analyze plans, policies and procedures, and practices and recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety committee to be considered in making revisions to the plan.

79-2,143. State school security director; appointment.

The position of state school security director is created within the State Department of Education. The Commissioner of Education shall appoint the director based on experience, knowledge, and skills in the field of school security.

79-2,144. State school security director; duties.(those included are specific to EOP)

The state school security director appointed pursuant to section 79-2,143 shall be responsible for providing leadership and support for safety and security for the public schools. Duties of the director include, but are not limited to:

- (1) Collecting safety and security plans, required pursuant to rules and regulations of the State Department of Education relating to accreditation of schools, and other school security information from each school system in Nebraska. School districts shall provide the state school security director with the safety and security plans of the school district and any other security information requested by the director, but any plans or information submitted by a school district may be withheld by the department pursuant to subdivision (8) of section 84-712.05;
- (4) Identifying deficiencies in school security based on the minimum standards adopted by the State Board of Education and making recommendations to school boards for remedying such deficiencies;
- (5) Establishing security awareness and preparedness tools and training programs for public school staff;
- (8) Establishing tornado preparedness standards which shall include, but not be limited to, ensuring that every school conducts at least two tornado drills per year;

GUIDANCE: Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), October 2011, as amended;
- E. RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002;
- F. Nebraska Administrative Code, Chapter 7; Nebraska Emergency Management Agency Title 67, July 21, 2001;

- G. Nebraska Revised Statutes 81-201 (Reissue 1996), 54-701 (reissue 1998 and Cum. Supp. 2002, and 54-1180 to 54-1182 (Reissue 1998 and Cum. Supp. 2002), (Nebraska Department of Agriculture's general response procedures); 2-1072 to 2-10, 117, the Plant Protection and Pest Act; and 54-847 to 54-863, (Reissue 1998) the Commercial Feed Act; 81-2,257 to 81-2,261 (Reissue 1996 and Cum. Supp. 2002), the Nebraska Pure Food Act; S2-3901 to 2-3911 (Reissue 1997 and Cum. Supp. 2002), the Nebraska Pasteurized Milk Law; 2-3913 to 2-3946 (Reissue 1997 and Cum. Supp. 2002), Manufacturing Milk Act;
- H. USC Title 21, section 134(a), (USDA response procedures for animal disease events);
- I. USC Title 7, sections 7701-7772, (USDA Plant Protection Act);
- J. 21 CFR, Parts 500-599 (Food, Drug, and Cosmetic Act);
- K. Homeland Security Presidential Directive (HSPD) 5 "Management of Domestic Incidents," 28 Feb. 2003;
- L. Presidential Policy Directive (PPD) 8 "National Preparedness" March 30, 2011;
- M. State of Nebraska, Executive Order 05-02, State Adoption of the National Incident Management System (NIMS), March 4, 2005.

Functional Systems

Note:

Functional Systems address all-hazard critical operational functions, including:

- Common procedures.
- Specialized procedures.

Each functional system describes the policies, processes, roles, and responsibilities for that function.

All functional systems should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures.
- Specific actions to be taken when the procedures are implemented.

Functional systems do not repeat content but rather build on the information within the basic plan. This section presents three sample functional systems.

Standard Response Protocol (SRP)

I. PURPOSE

When all schools work off the same plan for an immediate response, success can be achieved in keeping our students safe in all buildings and activities, in any setting throughout the state. The statewide plan includes the use of a common language, common signage, and common protocol and when applied in all schools across the state will provide the safest and most secure settings possible.

Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. A statewide approach is necessary to enhance the preparation of all students, staff, and parents to respond immediately as protocol to any incident.

- For students, a common plan provides continuity of expectations and actions in any school and community setting throughout the state.
- For school staff, a common plan clarifies procedures and lends to simplified training and practice.
- The common language and protocols assist first responders with greater predictability throughout the duration of any incident.
- The expected procedures afford parents greater understanding of risk and can reduce the level of their stress.

In cases of an incident requiring a school to either secure, lockdown, evacuate and shelter or hold, the following procedure should be adhered to by students, staff, and parents.

II. SCOPE

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for greater flexibility. The premise is simple - there are four specific actions that can be performed during an incident.

Secure: is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

Lockdown: is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

Evacuate: is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

Shelter: is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

Hold: means to hold in your classroom or area. Clear the halls. (No threat involved)

III. RESPONSIBILITIES

To implement the Standard Response Protocol:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff and bus drivers assigned to work with special needs students will undergo in-depth training.

- Emergency management and response personnel will review and provide input into the plan.

Tornado Warning

- If Outdoors:
 - If possible, move students indoors and to the tornado safety area.
 - If not possible to relocate indoors, move students and yourself away from the buildings. Stay clear of walls, power poles, trees, loose wires, and metal fences.
 - Lie flat on the ground and bury your face in the crook of one elbow while placing the other hand over the back of the neck.
- If traveling in a school vehicle (school bus, van, etc):
 - When possible, the driver will pull out of traffic and park at the side of the road.
 - Students should evacuate the bus and lie in a low lying area such as a ditch, ravine, depression that is away from the bus. Advise passengers to not “sneak a peek” at the tornado.
 - Take attendance and notify the administration or command center of injured or missing students.
 - If communication and travel are not possible, the driver will remain with the students and supervise them until such time as they are released by School/District Administration.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Remain in the area until the "All Clear" is indicated

ADULTS

Close and lock door
Business as usual
Account for students and adults



SECURE! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual
Monitored entry or controlled release of students as information increases

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Account for students and adults



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for students and adults
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

ADULTS

Lead evacuation to specified location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults

Standard Reunification Method (SRM):

I. Purpose

One critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency. The Standard Reunification Method provides school and district safety teams with proven methods for planning, practicing and achieving a successful reunification.

Crisis recovery starts with the crisis, not after. Without a plan to reunite students and parents, more than just the mental health demands which accompany a crisis are ignored; the responsibility of the school and district in maintaining the chain of custody for every student can be lost. No school is immune to emergencies; fires, floods, tornadoes, blizzards, power outages, bomb threats, acts of violence -- this is just a short list of events that could initiate a release and reunification for a school or district.

II. Scope

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

A predetermined, practiced reunification method ensures the reunification process will not further complicate what is probably already a chaotic, anxiety-filled scene. In fact, putting an orderly reunification plan into action will help defuse the emotion building at the site.

A reunification typically occurs because of a crisis or emergency. Consequently, not just students and parents are trying to function at extraordinary stress levels; staff, their families and other first responders also feel the strain. By having a defined process with signage, cards, branding, procedures and protocols, the school presents an organized, calm face to all involved. Fear or uncertainty often results from the unknown. By adopting, communicating and practicing a “known” procedure, the school removes some of that uncertainty.

SRM Operations Guide can be found at: <https://iloveuguys.org/The-Standard-Reunification-Method.html>

The SRM Process in a Nutshell

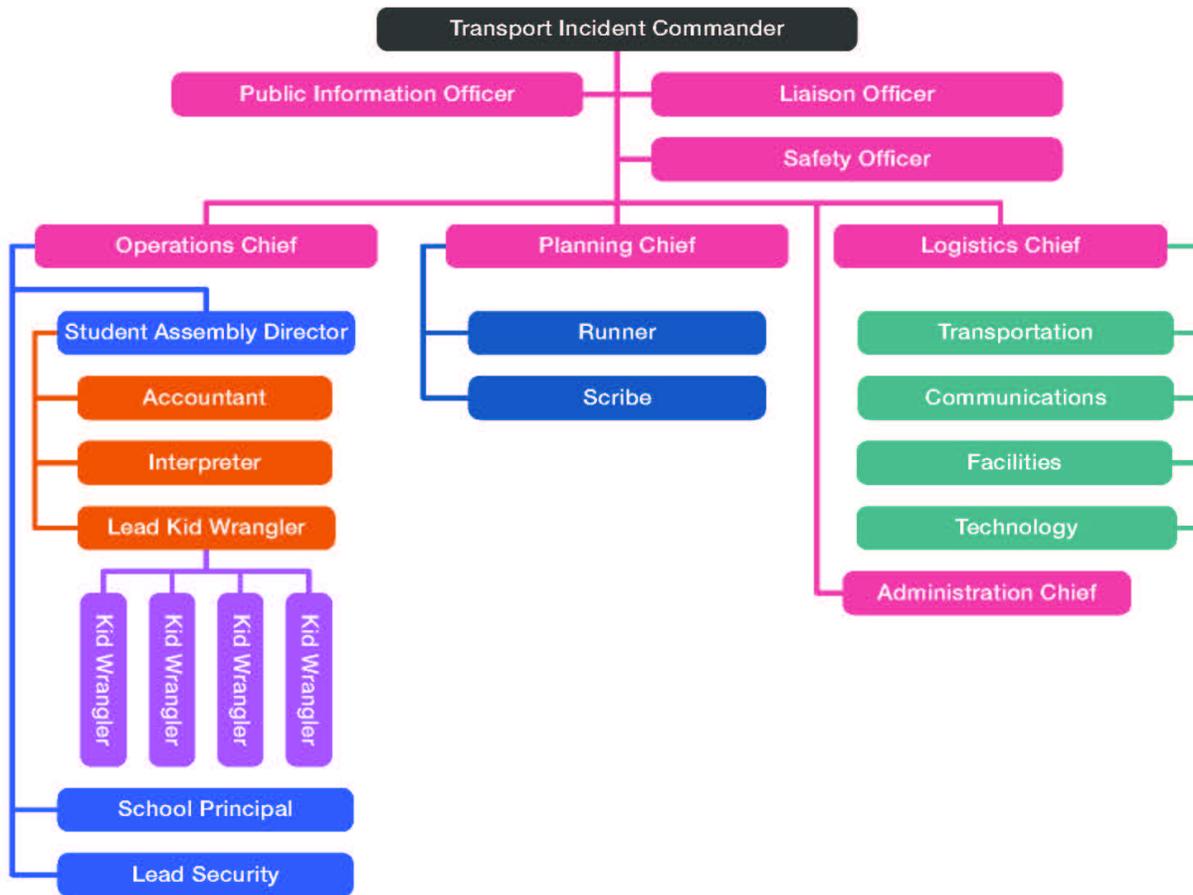
The materials provide the fundamentals for a comprehensive district plan. The beauty of the Standard Reunification Method is its simplicity in the following steps:

- Establish a parent check-in location.
- Deliver the students to the student staging area, beyond the field of vision of parents/guardians.
- Once students are on site, notify parents of location.
- “Greeters” direct parents/guardians to the parent check-in location, and help them understand the process.
- Parents/guardians complete Reunification Cards.
- Procedure allows parents/guardians to self-sort during check in, streamlining the process.
- The “Reunifier” recovers students from the student staging area and delivers to the parent.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
- Medical, notification, or investigative contingencies are anticipated.
- Pedestrian “flows” are created so lines don’t cross.
- When it’s all said and done, successful reunification is about managing the student and parent experience.

The Reunification Operations Kit (ROK) which are ready made SRM materials can be found at:
<https://iloveguys.org/The-Standard-Reunification-Method.html#ROK-Box>

[Offsite Reunification Organization Chart](#) (Fillable) [Appendix L1](#)

SAMPLE TRANSPORT ORGANIZATION CHART



SAMPLE OFFSITE REUNIFICATION ORGANIZATION CHART



SRM Staging the

STEP 1 ESTABLISH ONSITE INCIDENT COMMAND

The first step in staging for transport is establishing School Incident Command at the affected school. Integrating with Unified Command should be a priority.



Priorities: Student and staff safety and wellbeing
Student and staff whereabouts and condition
Assemble affected school command staff
Integrate with Unified Command
Joint Information Center established

Objectives: Safe transport of students and staff to reunification site

Strategy: The Standard Reunification Method

Tactics: Will be determined by the environment

STEP 2 CLASSROOM EVACUATION

Classrooms are individually evacuated to the Secure Assembly Area. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.



If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

STUDENTS WITH DISABILITIES

The Individuals with Disabilities Act mandates additional supports for students with special education needs in a school setting. These supports would also function to provide supervision and assistance to students with disabilities during emergency situations.



SRM Actions and

COMMUNITY ACTION PARENTS WILL BEGIN TO ARRIVE

Parents will be arriving at the impacted school. Often with a Lockdown event, adjoining schools will go into Lockout. Parents may be arriving at those schools as well.



REUNIFICATION SITE MOBILIZE REUNIFICATION TEAM

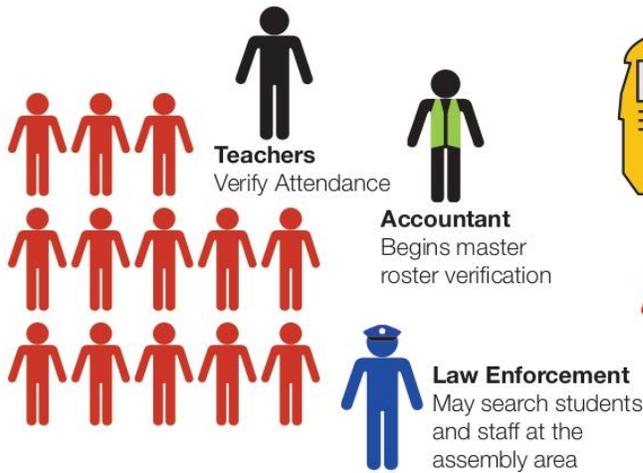
Contacting the Superintendent and determining the Reunification Site are among the first actions taken. If the site is another school, early release may be necessary.



School for Transport

STEP 3 SECURE ASSEMBLY AREA

At the Secure Assembly Area it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with "Partner" teachers is appropriate.



STEP 4 STUDENT AND STAFF TRANSPORT

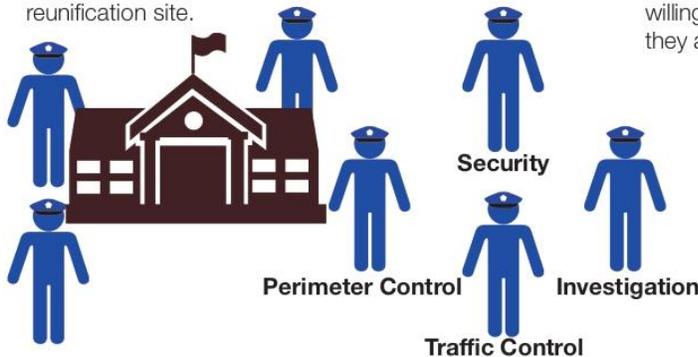
Students and staff board the bus and are transported to the Reunification Site. Buses having audio video systems can be utilized for further accountability by having students face the camera and state their name.



Considerations

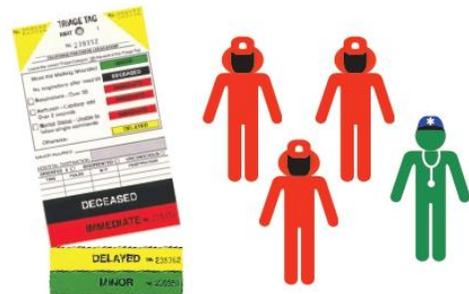
LAW ENFORCEMENT SUPPORT AND INVESTIGATIONS

Regardless of criminal activity, law enforcement support will be necessary at both the impacted school and the reunification site.



FIRE AND EMS CASUALTY CARE

If necessary, Fire and EMS will establish Casualty Collection, Triage and Transport areas. Many fire departments are also willing to assist in the transport and reunification process, if they are not actively responding to crisis.



CONTINUITY OF OPERATIONS (COOP) PLAN

I. PURPOSE

The purpose of these Continuity of Operations Plan (COOP) is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

Continuity of operations planning is required by Nebraska State Statute 79-2,144.

II. SCOPE

It is the responsibility of Norfolk Public Schools officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying hazards, threats, and incidents, and preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules. They apply to Norfolk Public Schools, 512 W Phillip Ave.

III. RESPONSIBILITIES

The COOP plan outlines actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Norfolk Public Schools relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recover following an incident.

GUIDANCE: A COOP plan should address the following nine elements to help ensure that after a large emergency that significantly impacts the school occurs, teaching and learning continues; physical aspects of the school and campus are addressed, such as identification of an alternate site and provision of classroom equipment, books, and material; business functions continue to operate; and appropriate emotional and psychological support is provided to students, teachers, and staff.

1. **GUIDANCE:** Define Essential Functions. The planning team should identify all of the functions performed by the district or school and determine which are critical, and need to continue during and after an emergency. One essential function the team will likely readily identify is continuity of education, which includes teaching and learning, special education and related services, and school-based medical services and food programs. Other essential functions may include communications (internal and external), computer and systems support, facility use/maintenance, business services (e.g., payroll), and the provision of safety, security, mental and behavioral health services. Examples of non-essential functions may include after-school activities, professional development/educator training, sporting events, and field trips.

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections. Designated school staff/faculty COOP plan personnel, in conjunction with the principal, will perform the essential functions listed below.

Essential Functions Performed by COOP Plan Personnel

Person Responsible	Actions
Superintendent /CO Director	<ul style="list-style-type: none"> ● Determine when to close schools, and/or send students/staff to alternate locations. ● Disseminate information internally to students and staff. ● Communicate with parents, media, and the larger school community. ● Identify a line of succession, including who is responsible for restoring which business functions for schools/districts.
Primary Person: Dr. Jami Jo Thompson	
Phone/Email: 402.644.2500	
Alternate: Dr. Bill Robinson, Associate Supt.	
Phone/Email:402-644-2500	
Second Alternate: Erik Wilson	
Phone/Email:402-644-2500	
CO Directors and/or Building Principal	<ul style="list-style-type: none"> ● Ensure systems are in place for rapid contract execution after an incident. ● Identify relocation areas for classrooms and administrative operations. ● Create a system for registering students. (out of district or into alternative schools) ● Brief and train staff regarding their additional responsibilities. ● Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations. ● Identify strategies to continue teaching. (e.g., using the Internet, providing tutors for homebound students, rearranging tests) ● Reevaluate the curriculum.
Primary Person: Erik Wilson	
Phone/Email:402-644-2500	
Alternate: Mary Luhr	
Phone/Email:402-644-2500	
Second Alternate: Beth Nelson	
Phone/Email: 402-644-2500	
Custodians/ Maintenance Personnel	<ul style="list-style-type: none"> ● Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds. ● Manage the restoration of school buildings and grounds. (e.g., debris removal, repairing, repainting, and/or re-landscaping)
Primary Person: Dr. Bill Robinson	
Phone/Email:402-644-2500	
Alternate: Mike Hilligus	
Phone/Email:402-644-2512	
Second Alternate: Derek Bennet	
Phone/Email: 402-644-2512	
School Secretary/ Office Staff	<ul style="list-style-type: none"> ● Maintain inventory. ● Maintain essential records (and copies of records) including the school's insurance policy. ● Ensure redundancy of records is kept at a different physical location. ● Secure classroom equipment, books, and materials in advance. ● Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records. ● Retrieve, collect, and maintain personnel data.

	<ul style="list-style-type: none"> • Provide accounts payable and cash management services.
Primary Person:Auni Strong	Phone/Email:402-644-2500
Alternate: Melissa Coler	Phone/Email:402-644-2500
Second Alternate: Amanda Lewier	Phone/Email: 402-644-2500
Counselors, Social Workers, Psychologists	<ul style="list-style-type: none"> • Ensure all students have electronic access and equipment. • Establish academic and support services for students and staff/faculty. • Implement additional response and recovery activities according to established protocols. • Maintain continual contact with families and students.
Primary Person: Mary Luhr	Phone/Email: 402-644-2500
Alternate:	Phone/Email: 402-644-2500
Second Alternate:Jamie London	Phone/Email: 402-644-2500
School Nurses/Health Assistants	<ul style="list-style-type: none"> • Assist families with medical questions and concerns. • Connect families/students with medical services.
Primary Person: Mary Luhr	Phone/Email:402-644-2500
Alternate: Blair Brink	Phone/Email:402-644-2529
Second Alternate:Cindy Fox	Phone/Email: 402-644-2516
Food Service /Cafeteria Workers	<ul style="list-style-type: none"> • Determine how transportation and food services will resume. • Establish food security for any student.
Primary Person:Dr. Bill Robinson	Phone/Email:402-644-2500
Alternate: Grant Ahlman	Phone/Email: 402-644-2529
Second Alternate:Tony Graham	Phone/Email:
Teachers	<ul style="list-style-type: none"> • Develop Continuity of Learning Plan for students. • Alternative Education (web-based, electronic) (I.T.) • Provide educational feedback on completed student work. • Maintain continual contact with families and students. • Continue the learning environment as best possible. • Communicate with counselors any concerns on the well-being of students.
Primary Person: Beth Nelson	Phone/Email:402-644-2500
Alternate: Teaching/Learning Coaches	Phone/Email:402-644-2500
Second Alternate:	Phone/Email:

Transportation	<ul style="list-style-type: none"> ● Assist in the distribution of food/lunches. ● Assist in transportation of people as needed.
Primary Person: Theresa Becker	Phone/Email: 402-644-2512
Alternate: Kory Hall	Phone/Email:402-644-2512
Second Alternate: Mike Hilligus	Phone/Email:
Emergency Management	<ul style="list-style-type: none"> ● Assist the school with any needs. (i.e., state or federal agencies) ● Coordinate using NIMS and ICS. ● Coordinate personnel to assist in setting up structure.
Primary Person: Bobbi Risor	Phone/Email:402-844-2050
Alternate:	Phone/Email:
Second Alternate:	Phone/Email:
Law Enforcement	<ul style="list-style-type: none"> ● Maintain the security of off site location. ● Set up traffic flow at an off site location. ● Provide traffic control at the off site location.
Primary Person:Dave Lichtenberg	Phone/Email:402-750-8753
Alternate:Brent Tietz	Phone/Email:402-430-9056
Second Alternate:	Phone/Email:
Parents	<ul style="list-style-type: none"> ● Support the educational Continuity of Learning Plan provided by schools. ● Provide an environment at home conducive to learning. ● Provide support and encouragement to children for their continued learning. ● Procure food security if needed.
Students	<ul style="list-style-type: none"> ● Follow the educational Continuity of Learning Plan provided by the school. ● Maintain communication with teacher(s).

All core COOP procedures personnel as well as senior staff will undergo annual training on executing the COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation of COOP procedures.

Identified COOP procedures personnel will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of offsite backup system data and IT operating systems in cooperation with the district office.

Order of Succession

School to determine and place statements or charts here. In the table below, describe how successor(s) will be notified. List key positions, the titles of those who are the primary and secondary in the orders of succession, and any limitations for those titles. Address who will review and revise succession plans and insert completion date.

Orders of Succession				
Conditions for Succession	Key position holder(s) are unable to execute their duties for an extended period of time.			
Method of Notification	<i>Cell phone contact</i>			
Succession by Position	Key Position Title	Primary Succession Title	Secondary Succession Title	Time/Geographical/Organizational Limitations
	Superintendent	Associate Superintendent	Director of Safety	None
	MS/JH/HS Principal	Assistant Principal	CO administrator	None
	Director of Safety	Director of HR	Director of Student Programs	None
Succession Revision Procedures/ Date Completed	<i>Updated by Director of Student Services and Safety</i>			

Delegation of Authority

School to determine and place statements or charts here. In the table below, list key positions and their associated authorities. For each authority, identify a primary and alternate position that can assume those authorities if necessary. Include any limitations to authority (i.e., financial decisions).

Delegation of Authority			
Delegated Authorities	Position	Authority	
	Superintendent	Associated authorities of the Superintendent	Associate Superintendent
	Principal	Associated authorities of the Principal	Assistant Principal or CO Director
Delegation Circumstances	Effective: Principal (or other key position holders) out of contact/unable to execute duties, or authority is delegated by the Principal (or other key position holders).		

	Termination: Key position holder can assume duties once again.		
Assigned Authority	Authority	Primary (title)	Alternative (title)
Call off School	Superintendent	Associate Superintendent	Director of Student Services

A. Activation and Relocation

The principal will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The principal or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The principal will also notify the district office and provide contact information for the relocation.

B. Alert, Notification, and Implementation Process

Each School Safety Team member will be part of the telephone tree used to notify employees of COOP procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

In the table below, identify the primary communication resources and alternates that would be used if necessary. Identify whether the alternate communications are internal or external, what data or services can be accessed, and indicate if they are redundant.

Alternative Communications				
Device type/name	Internal Capability (Y/N)	External Capability (Y/N)	Data/System/Services that can be accessed	Redundant (Y/N)
Infinite Campus	Y	Y	Email, Cell Phone Call, Text	Y
Google Mail	Y	Y	Email	Y

C. Relocation Sites

Relocation sites have been identified as locations to establish management and to implement essential functions if warranted by an incident. Each school site will have more than one potential relocation site, in different wind directions from the incident site. One site can be accessed by walking and other site(s) by transportation services.

D. Alternate Facilities and Strategy

For estimated short-term (2 to 14 days) payroll and personnel actions, the alternative facility will be the Central Office. All essential functions have been web based and can be accessed with work from home if needed.

Facility/Site Name	Alternate Sites Name/Location	Alternate Site Contact Information	Existing or Prepositioned Assets & Capabilities at Alternate Facility	Additional Resources Needed at Alternate Facility
Norfolk Senior High	Alternative Site: King's Lanes, 1000 Riverside Blvd	Carter Olson 402-379-0551 402-750-4040		
	Secondary Site: YMCA, 301 W Benjamin Ave	Randy Hagedorn 402-371-9770 402-841-9770		
Norfolk Junior High	Alternative Site: Christ Lutheran School. 605 S 5th st.	Drew Urban 402-371-5536 281-229-3450		
	Secondary Site: Phillips St. Gym 510 Phillip Ave	Angi Baumann 402-644-2500 402-841-5708		
Norfolk Middle School	Alternative Site: YMCA, 301 W Benjamin Ave	Randy Hagedorn 402-371-9770 402-841-9770		
	Secondary Site: First Baptist Church 404 Benjamin ave	John Blaylock 402-371-5609		
Bel Air School	Alternative Site: Heritage of Bel Air	Katie Referick 402-371-4991 402-649-7267		
	Secondary Site: YMCA Tennis Courts	Randy Hagedorn 402-371-9770 402-841-9770		
Grant School	Alternative Site: First Presbyterian Church	Chris Asmussen 402-371-1635 605-290-3935		
	Secondary Site: Phillips St. Gym 510 Phillip Ave	Angi Baumann 402-644-2500 402-841-5708		
Jefferson School	Alternative Site: YMCA Gymnastics building 127 N 1st St.	Randy Hagedorn 402-371-9770 402-841-9770		
	Secondary Site: Norfolk Middle School 1221 N 1st St	Chuck Hughes 402-644-2569 402-750-6610		
Lincoln Montessori	Alternative Site: United Methodist Church	Pam Hansen 402-371-2785 402-649-7969		
	Secondary Site: Phillips St. Gym	Angi Baumann 402-644-2500		

	510 Phillip Ave	402-841-5708		
Washington School	Alternative Site: Mount Olive Church 1212 S 2nd St	Robin Munderloh 402-371-0814 402-750-7173		
	Secondary Site: National Guard Armory	Chad Pokorney 402-841-6190 Jesse London 402-690-1299		
Westside School	Alternative Site: The Meadows 500 S 18th St	Jan Nixon 402-371-1730 402-750-5505		
	Secondary Site: Sacred Heart 2300 Madison Ave	Jeff Bellar 402-371-2784		
Woodland Park	Alternative Site: SID building 99 Market Place	Charlene Sparks 402-371-6440 402-640-6079		
	Secondary Site: Ag Complex	Night Patrol 402-841-5169 402-371-2020		
Little Panthers	Alternative Site: FRHS - Family Medi 2600 Norfolk Ave	Laurie Jackson 402-844-8243		
	Secondary Site: Norfolk Catholic Church	Patsy Taylor 402-640-3681		

For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with Norfolk Public School's backup data.

Interoperable Communications/Backup Sites

As noted above, the Central Office Building will be the backup site if necessary.

With a longer term and/or more comprehensive incapacity of the building, remote is the first option for relocation. Currently the lines and services for telephones and computers at the Tech Center are maintained, protected, and backed up offsite by the district office.

Vital Records and Retention File

Vital records are archived and/or retained on backup data systems stored off site.

Vital Records: Emergency Operations Records		
Vital Record Name/Database	Location	Back-up/Alternate Record Location
Staff Contact List	IC	Cloud based
Orders of Succession	EOP	Cloud based
Delegation of Authority	EOP	Cloud based

Vital Records: Legal & Financial Records		
Vital Record Name/Database	Location	Back-up/Alternate Record Location
Personnel Records	Perform	Cloud based
Payroll Records	Software Unlimited	Cloud based
Contracts	Perform	Cloud based
Student Emergency Contact List	IC	Cloud based
Student Medical Records	IC	Cloud based
Education Records	IC	Cloud based and Laserfiche

Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

Below, indicate how your school plans to manage human capital while the COOP is activated

Notifying Staff about their role during an emergency

- .Superintendent
- .Central Office Directors
- .Building Administrators

Notifying Students and Parents/Guardians about the Continuity of Instruction

- .Communications

Provisions and accommodations for students who have IEPs

- .Student Programs
- .IEP Case Managers

Provisions and accommodations for eligible students to continue receiving medical and food service

- .Business Director
- .Director of Student Programs

COOP training plan for staff

- .Human Resources Director
- .Curriculum Director

8. GUIDANCE: Establish Plans for Devolution. Devolution occurs when essential functions are handed over to alternate staff and teachers at another location. Although a rare occurrence, schools and districts need to prepare for a situation where a school needs to close and its administrators, teachers and staff are no longer able or available to provide support in their day-to-day roles. Procedures, guidance, and organizational structure need to be developed so that the transfer of roles and responsibilities to other administrators, staff and teachers at another school or location can go smoothly.

Plan for Devolution

Devolution is the process of transferring operational control of one or more essential functions to a predetermined responsible party or parties. The possibility for hazards, threats, and incidents are constant. Any of these could occur at different times, have variable durations, and may differ in the severity; therefore, full or partial devolution of essential functions may be necessary to continue essential functions and services. The District has established plans and procedures for devolution, which identifies how it will transfer operations, if any of these hazards, threats, or incidents renders leadership and essential staff incapable or unavailable, as determined by the Board of Education.

The school may want to identify the plans and procedures for transfer of operations here or identify where that information is located.

Outline your devolution plan below by answering the questions below:

Who has the authority to order devolution and under what conditions?

- Superintendent has the authority when school essential functions “fail to operate”.
- .Associate Superintendent
- .

What are the triggers to activate devolution? (What are the “fail to operate” triggers?)

- Bus drivers are unable or unavailable to transport students to/from school
- .Building safety concerns
- .Not having enough staff to operate school

What resources are required should a devolution occur?

- Remote Learning options
- .Chromebooks and Hotspots
- .

9. GUIDANCE: Establish a Plan for Reconstitution. Reconstitution occurs when educational programming is restored and teachers and staff are able to continue teaching and providing other support. The process of reconstitution can be rather complex, so districts and schools need to consider how this will be achieved quickly and efficiently.

Reconstitution

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.

- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

Reconstitution Responsibilities			
Phase	Duties	Primary Responsible	Alternate Responsible
Relocation from alternate facility to primary (or replacement) facility	Internal alert and notification	Principal	Asst. Principal
	External alert and notification	Communications	Director of Student Services
	Transfer equipment, vital records, data	Cloud based	
	Transfer communications	IT	
	Deployment and departure from alternate facility	Maintenance	
	Transition to primary operations	Building Principals	AP's or Directors
	Set up at primary or replacement site	Business Director	Maintenance Head
Operations	Execution of essential functions		
	Execution of non-essential functions		
	Establishment of communications		
	Procurement of equipment and supplies		
	Conduct a review of COOP execution and effectiveness (After Action Report)		

10. GUIDANCE: The COOP procedures should be reviewed annually to assure all information is accurate and up-to-date. Staff and personnel who perform essential functions should participate in regular training and exercises to ensure they understand their role when the COOP is activated.

Plan Maintenance, Testing, Training, Exercising

In the table below, identify the primary and alternate persons responsible for carrying out COOP maintenance activities, and the date they were completed.

COOP Maintenance			
Activity	Person Responsible		Completion
	Primary	Alternate	
Schedule COOP maintenance meeting	Director of Safety	Safety Team	
Review list of essential	Director of Safety	Safety Team	

functions			
Identify essential employees and confirm their availability	Director of Safety	Safety Team	
Update contact information, emergency call roster, and checklists	Building Principals	Director of Safety	
Establish assistance/cooperative agreements with suppliers and vendors	Director of Business Services	Building Principals	
Identify computer network interdependencies (such as servers connected to the district network)	IT	IT	
Notify/Follow-up with facilities management regarding any repairs or maintenance to buildings	Director of Business Services	Maintenance	

[Appendix M1](#) is a COOP Example and [Appendix M2](#) is a COOP form (Fillable).

RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES/PSYCHOLOGICAL FIRST AID (PFA)

I. PURPOSE

These procedures have been developed to provide an emotional support to students/staff impacted by trauma at school or in the community.

Psychological First Aid (PFA) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the immediate aftermath of an emergency. PFA is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping. The principles and techniques of PFA meet five basic standards. They are:

1. Consistent with research evidence on risk and resilience following trauma.
2. Respectful of and consistent with the school administration of the academic setting, school culture, and the behavior (code of conduct) of students.
3. Applicable and practical in field settings.
4. Appropriate for developmental levels across the lifespan.
5. Delivered in a culturally-informed and flexible manner.

PFA assumes that students and staff members may experience a broad range of early reactions (e.g., physical, cognitive, psychological, behavioral, spiritual) following an emergency. Some of these reactions can cause distress that interferes with adaptive coping, but support from informed, compassionate, and caring professionals can help students and staff members recover from these reactions. PFA has the potential to mitigate the development of severe mental health problems or long-term difficulties in recovery by identifying individuals who may need additional services and linking them to such services as needed.

Following a traumatic event or incident, the following outcomes should be possible through the implementation to assist students, staff, and their families in the healing process.

- To establish a positive connection with students and staff members in a non-intrusive, compassionate manner.
- To enhance immediate and ongoing safety and provide physical and emotional comfort.
- To calm and orient emotionally overwhelmed or distraught students and staff.
- To help students and staff members identify their immediate needs and concerns.
- To offer practical assistance and information to help students and staff members address their immediate needs and concerns.
- To connect students and staff members as soon as possible to social support networks, including family members, friends, coaches, and other school or community groups.
- To empower students, staff, and families to take an active role in their recovery, by acknowledging their coping efforts and strengths, and supporting adaptive coping.
- To make clear your availability and (when appropriate) link the student and staff to other relevant school or community resources such as school counseling services, peer support programs, after-school activities, tutoring, primary care physicians, local recovery systems, mental health services, employee assistance programs, public-sector services, and other relief organizations.

Whether conducting school vulnerability assessments or adopting an intervention such as PFA, schools organize safety initiatives based on the four-part emergency management cycle. The four-part emergency management cycle includes:

A. Prevention phase

Schools both assess and address building security, the safety and integrity of facilities, the culture/ climate of schools, and the need for secondary prevention mental health programs.

B. Preparedness phase

Schools facilitate a rapid, coordinated, and effective response in the event of an actual emergency by taking the following steps:

- Refining emergency management plans and emergency procedures in collaboration with key members of the emergency response community. (fire and police departments, disaster services, and public health)
- Periodically reviewing and reinforcing emergency plans and procedures with staff.
- Defining building-level and district-level Incident Command System (ICS) structures.
- Implementing staff training on various topics, including parent-student reunification and PFA.
- Conducting emergency simulations in collaboration with outside agencies.
- Developing and regularly updating a list of providers trained in PFA.

C. Response phase

Action is taken to effectively contain and resolve an emergency and to decrease the potential for such an emergency to escalate. During this phase, the school executes the emergency management plan and emergency procedures and initiates preliminary activation of the PFA teams. Although the response phase may have a clear ending point for emergency response agencies, the transition into the fourth phase, recovery, may be less distinct.

D. Recovery phase

Steps are taken to assist students, staff, and their families in the recovery process and to restore educational operations in schools. This phase involves conducting damage assessments and making repairs, implementing business continuity plans, and addressing grief and stress reactions. The very early stages of the recovery phase (hours or days after an emergency) are the most appropriate time to deliver PFA. Depending on the nature of the incident, recovery may be a long-term process. PFA is an acute intervention; for information about longer-term interventions appropriate for students and families who have lingering or severe symptoms, go to www.NCTSN.org for a review of evidence-based interventions and treatments.

II. SCOPE

PFA is most effective immediately following the incident (e.g., from one hour to a couple of weeks after an event). In some circumstances, assuming the safety of students and staff has been ensured, PFA can be initiated while an incident is still occurring, such as in shelter or lockdown situations.

PFA is intended for students, school personnel, and their families who have been exposed to a disaster or other emergency. Whether an emergency occurs on school grounds or in the community at large, schools serve as a central location for professionals to assist children, families, school personnel, and school partners.

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as nurses and social workers are required to participate in the development, implementation,

and evaluation of the School EOP as it relates to this system. Additional advice will be sought from outside psychologists and mental health experts.

- 1. Contact and Engagement Goal:** To initiate contacts or to respond to contacts by students and staff in a non-intrusive, compassionate, and helpful manner.
- 2. Safety and Comfort Goal:** To enhance immediate and ongoing safety, and provide physical and emotional comfort.
- 3. Stabilization (if needed) Goal:** To calm and orient emotionally overwhelmed or disoriented students and staff.
- 4. Information Gathering: Current Needs and Concerns Goal:** To identify immediate needs and concerns, gather additional information, and tailor Psychological First Aid for Schools interventions to meet these needs.
- 5. Practical Assistance Goal:** To offer practical help to students and staff in addressing immediate needs and concerns.
- 6. Connection with Social Supports Goal:** To help establish brief or ongoing contacts with primary support persons or other sources of support, including family, friends, teachers, and other school and/or community resources.
- 7. Information on Coping Goal:** To provide information about stress reactions and coping to reduce distress and promote adaptive functioning.
- 8. Linkage with Collaborative Services Goal:** To link students and staff with available services needed at the time or in the future.

These core actions of Psychological First Aid constitute the basic objectives of providing early assistance within hours, days, or weeks following an event. Be flexible and base the amount of time you spend on each core action on the person's specific needs and concerns.

III. RESPONSIBILITIES

To implement the recovery of psychological healing procedures:

- Identified staff will undergo training to learn how to recognize signs of trauma.
- Members of the Psychological First Aid Team (PFA) will undergo in-depth training to learn how to assist in managing trauma.
- Parents and guardians will be offered tips on how to recognize signs of trauma.
- Mental health experts will review and provide input into the plan.

IV. SPECIALIZED PROCEDURES

The following procedure will be implemented by staff/faculty when directed by the principal or when deemed appropriate by the situation.

Immediately Following a Serious Injury or Death and/or Major Incident:

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families. (refer to the communication procedures in the basic plan)
- Set up support rooms. (include CRT team and outside mental health professionals to assist)
- Encourage teachers to read the script about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Avoid specific details of the incident, just basic facts. Any students who are excessively distraught should be referred to the CRT Team.
- Designate a place for staff, students, and community members to leave condolences, well-wishes, messages and items, and determine a standard amount of time for those items to remain.

Hospital/Funeral Arrangements:

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all students and staff will be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

Post-Incident Procedures:

- Allow for changes in normal routines or schedule to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.

Hazard- and Threat - Specific Systems:

Refer to the following Appendices:

[Appendix N1: Threats/Hazards List](#)

[Appendix N2: Risk Assessment Worksheet](#)

[Appendix N3: Examples of Threats/Hazards in SRP Areas](#)

[Appendix N4: Sample Goals/Objectives and Action Plan](#)

[Appendix N5: Goals/Objectives and Action Plan \(Fillable\)](#)

GLOSSARY OF TERMS

Command Staff: A group of incident personnel that the Incident Commander or Unified Command assigns to support the command function at an ICP. Command staff often include a PIO, a Safety Officer, and a Liaison Officer, who have assistants as necessary. Additional positions may be needed, depending on the incident.

COOP: The purpose of Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

Drill: A coordinated, supervised activity usually employed to validate a specific operation or function in a single agency or organization. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills. During drills, school personnel and community partners (i.e., first responders, local emergency management staff) use the actual school grounds and buildings to practice responding to a scenario.

Emergency Operations Center (EOC): An EOC is a facility from which staff provide information management, resource allocation and tracking, and/or advanced planning support to personnel on scene or at other EOCs (e.g., a state center supporting a local center).

Emergency Operations Plan (EOP): (formerly called Safety Plan) An ongoing plan for responding to a wide variety of potential threats and hazards.

Exercise: An instrument to train for, assess, practice, and improve performance in prevention, protection,, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

Evacuate: is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

Hazards: Hazards include situations to harm students, personnel, and/or facilities. Hazards usually include those things that we cannot control, such as tornadoes, floods, and chemical spills. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

Hold: means to hold in your classroom or area. Clear the halls. (No threat involved)

Incident: An incident is an occurrence that requires a response to protect life or property. An incident is something that we most likely cannot control, such as car accidents, pandemics, and illness. The superintendent/principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is

applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Local Emergency Operations Plan (LEOP): The School EOP has been developed to fit into the larger local county or local EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with the County/City Emergency Manager and the County/City Emergency Management Department.

Lockdown: is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

Memorandum of Understanding (MOU) Agreement: A written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate the rapid, short-term deployment of support prior to, during, and/or after an incident.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework called for in PPD-8, the term "prevention" refers to preventing imminent threats.

Psychological First Aid Team (PFA): Psychological First Aid for Schools (PFA) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the aftermath of an emergency. PFA is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping.

Psychological First Aid Team The school team that assists in carrying out the PFA plan.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Recovery: The capabilities necessary to assist communities affected by an incident to recover effectively.

Response: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Risk: The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.

Section Chiefs: The General Staff consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. These individuals are responsible for the functional aspects of the incident command structure. The Incident Commander or Unified Command activates these section chiefs as needed. These functions default to the Incident Commander or Unified Command until a section chief is assigned. The section chiefs may have one or more deputies as necessary.

Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

Shelter is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

SRM: Standard Reunification Method: Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The SRM is a protocol that makes this process more predictable and less chaotic for all involved.

SRP: Standard Response Protocol: The SRP is based on four actions, Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA system. (new version not on website yet).

Tabletop Exercises: Tabletop exercises are small-group discussions that walk through a scenario and the courses of action a school will need to take before, during, and after an emergency to lessen the impact on the school community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

Threat: Threats include situations to harm students, personnel, and/or facilities. Threats usually include those things that we can control, such as active killer, bullying, and suicide. Threats may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

September 23, 2022

Norfolk Public Schools
Board of Education
512 West Philip Avenue
Norfolk, NE 68701

Dear Negotiation Committee:

The Norfolk City Education Association requests that the school board of Norfolk Public Schools take action to recognize Norfolk City Education Association as the exclusive bargaining agent for the district's non-supervisory certificated staff to begin bargaining next fall for the 2024-2025 contract year.

Please direct your response to the undersigned.

Sincerely,

Alecia Amezcua

Norfolk City Education Association

Community RelationsStatement of Intent

It is the desire and intent of the Board of Education that there be continuous planned public relations activities for all participants in the school community - for students, staff, parents and for the public at large. The public relations efforts should emanate from the schools, as well as from the administrative offices.

Because the Board is proud of the staff, students and the school, public relations activities should encompass all areas of school life, including regular instructional activities, special events of unusual interest, extra-curricular activities, accomplishments of students and staff and Board of Education activities.

The purpose of the public relations activities shall be to inform so that all participants in the public education endeavor may gain pride in and understanding of their schools.

Methods of Communication

The Board of Education will use various media to keep the public informed—including news releases to the area newspapers, issuance of newsletters, social media posts, presentations before parent groups and other community organizations.

All Board of Education publicity releases shall be made through the Superintendent. Releases directly related to School Board Operations shall be approved by the President of the School Board. The Superintendent shall establish procedures for the dissemination of information regarding deliberations and decisions of the Board of Education. The Superintendent shall also establish procedures for the dissemination of local school news, emphasizing student and staff activities and achievements.

Date of Adoption: October 14, 2013
Date of Revision: September 14, 2014
Date of Revision: October 8, 2018

Community RelationsCitizen Communication to the Board of Education

The Board of Education recognizes the necessity for open communication with students, parents, patrons and staff but is also aware that a procedure for processing concerns and complaints is imperative to the normal operations of the District. It is the intent of the Board that concerns and complaints be resolved at the lowest possible level.

Complaints Made to Individual Board Members

Members of the Board of Education have no authority or power to act on behalf of the Board or the District except when acting as a member of the entire Board at a duly called board meeting or when acting with express, specific authority granted by the Board or by law. Should any member of the Board be approached by a student, parent, patron or staff member who has a concern or complaint, the member should:

1. Listen attentively to the concerns but not take any inflexible position.
2. Instruct the individual about the District's process for resolving concerns and complaints and direct the individual to the appropriate complaint or grievance procedure or to the Superintendent for information concerning such procedures. If the concern or complaint involves a teacher, the individual should be informed to discuss the matter with the teacher first.
3. Inform the Superintendent of the concern.

The Board and the District shall not be bound in any way by the action or statement on the part of any individual Board member or committee, except when such statement or action is taken or made in conformance with express, specific authority granted by the Board or by law.

Complaints Made to the Board

Concerns or complaints related to the approved board agenda may be made to the Board of Education at a duly called Board meeting at such time as the agenda provides for public participation or comment.

In the event the complaint involves a personnel matter relating to an employee of the District, the individual raising the complaint shall be directed to first exhaust the appropriate complaint or grievance procedure, which involves submitting a signed, written statement of complaint to the appropriate building principal or the superintendent of the schools. The board shall not respond or take action on such a complaint until such complaint or grievance procedure has been exhausted.

Individuals raising concerns or complaints involving non-personnel matters which may be the subject of a complaint or grievance procedure may also be directed to first use such complaint or grievance procedure.

Date of Adoption: October 14, 2013

Date of Revision: October 8, 2018

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the **Nebraska Department of Education**, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, or actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the **Nebraska Department of Education**. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.5.02; 10.9 and 10.10

Date of Adoption:	October 14, 2013
Date of Revision:	December 11, 2017
Date of Reaffirmation:	October 8, 2018
Date of Revision:	August 10, 2020

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine, make memoranda and copy School District records. The School District shall not make records of individual students or personnel available except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday when the Superintendent is present, except legal holidays.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, ~~disc, tapes~~, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall establish a fee schedule for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, ~~discs~~, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district. [See, Regulation Form 1050A, "Denial of Access To School District Records"]; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. [See, Regulation Form 1050B, "Explanation of Delay in Fulfilling Request for School District Records"].

Legal Reference: Neb. Rev. Stat. § 84-712 et seq.

Date of Adoption: October 14, 2013

Date of Reaffirmation: October 8, 2018

Community Relations

Denial of Access to School District Records Form

Name of Requester: _____.

Date of School Record Request: _____.

Name of Administrator Denying Record Request: _____.

Description of Records Requested (Actual written request for record may be attached): _____

_____.

Please be advised that the school district has determined that there is a legal basis for a denial of access or copies to all or a portion of the school records requested, and hereby provides the following information regarding such denial:

A. Description of the contents of the records withheld: _____

_____.

B. Statement of the specific reasons for the denial (Correlate specific portions of the records to specific reasons; include citation of statute expressly providing that particular information or records shall not be made public): _____

_____.

NOTICE: Pursuant to Neb. Rev. Stat. § 84-712.03, you may have a right of judicial or administrative review of the denial of access to school district records set forth above, including a right to petition for a writ of mandamus, or petition the Attorney General to review the record to determine if it may be withheld from public inspection.

Community Relations

Explanation of Delay in Fulfilling Request for School District Records

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of such request due to (check all applicable boxes):

G Significant difficulty in compiling or copying such records;

G Extensiveness of the request.

A. Additional Explanation: _____

_____.

B. Projected Date of Fulfilling Request: _____.

C. Projected Cost of Copies: \$_____.

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office of the business office:

_____.

Date of Adoption: October 14, 2013

Date of Reaffirmation: October 8, 2018

Community RelationsSchool Directory

A school directory will be used and distributed only by authorization of the principal or superintendent of schools. Under no circumstances will it be distributed for political or commercial purposes. If student directory information is released it shall not be released to an agency or individual if personal profit is the object of the receiver. Directory information for purposes of the school directory shall consist of the information that is considered to be "directory information" in the School District's annual FERPA notice. Parents who do not wish to have their child's name(s) included in the directory to be released may request that it be deleted. It shall be the principal's responsibility to delete those names.

Legal Reference: Neb. Rev. Stat. §§79-2,104 & 79-2,105; Neb. Rev. Stat. §79-539
Neb. Rev. Stat. §§84-1201 to 84-1220
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g

Date of Adoption: October 14, 2013
Date of Reaffirmation: October 8, 2018

Community RelationsCommunity Use of School Facilities

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

1. Application for Use.

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

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

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

2. Acceptance of Application for Use.

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

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

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

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.

- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public.
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon.

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

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

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

- a. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- b. Tax-supported agencies such as educational entities or units of city, county or state government.
- c. Nonprofit community agencies such as private educational agencies.
- d. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

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

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

- a. Any of the reasons for non-acceptance of an application exist.

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

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

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

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

3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
 - i. Comply with all local, state and federal laws, including health and fire codes.
 - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
 - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship

in such form and manner as the administration may request.

- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
- i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
 - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.
 - iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
 - iv. Possesses a firearm or a weapon.
 - v. Engages in disorderly, lewd, or lascivious conduct.
 - vi. Engages in any criminal behavior.

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

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

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

- d. Condition of Premises. Applicant agrees to:
- i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
 - ii. Not use or allow any school equipment to be used without express approval of school administration.
 - iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
 - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
 - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
 - vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.

- vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
 - viii. Not cause or allow others to cause damage to school facilities or equipment.
 - 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
 - 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
 - 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
 - ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean-up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean-up.
 - x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.
- e. Financial Responsibility. Applicant agrees to:
- i. Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$500,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.
 - ~~1. Beginning with the 2014 2015 school year, this policy shall be written with a minimum of \$500,000 Combined Single Limit per occurrence.~~
 - ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
 - iii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.
4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

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

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use and for clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- f. Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when determined to be needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- a. A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- b. A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

5. Use Consistent with NSAA Bylaws.

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

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an

Application for Use) to prove the school is not involved in its sponsorship or funding.

- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, tennis courts, and athletic playing fields.

Date of Adoption: October 14, 2013
Date of Reaffirmation: November 12, 2018

Community RelationsUse of School Facilities: Student Groups and Boy Scouts

1. Equal Access to Student Groups. In the event any of the schools have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

2. Equal Access to Boy Scouts. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a "patriotic society." The administration shall in all respects maintain the District in compliance with the Boy Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other noncurriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

Legal Reference: 20 U.S.C. §§ 4071-4074 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) & 34 CFR
Part 108

Date of Adoption: October 14, 2013
Date of Revision: November 12, 2018

Community RelationsRecording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. § 86-290
 Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: July 9, 2018
Date of Reaffirmation: November 12, 2018

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: October 14, 2013
Date of Reaffirmation: November 12, 2018
Date of Revision: July 12, 2021

Community RelationsTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including ~~without limitation~~ the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference: Neb. Rev. Stat. §§ 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: October 13, 2014
Date of Revision: July 14, 2014
Date of Reaffirmation: November 12, 2018
Date of Revision: August 12, 2019