Schuyler Community Schools
Board of Education Regular Meeting
Monday, July 11, 2016 6:30 PM
Schuyler Central High School Music Room
120 W. 20th St.
Schuyler, NE 68661-2400

I. Call Meeting to Order
Discussion: President Brabec called the meeting to order at 6:30 PM. In addition to all school board members, Superintendent Hoesing was also present. Advance notice of this meeting was given to the public and all school board members.

I.A. Pledge of Allegiance
Discussion: All those present participated in the Pledge of Allegiance.

I.B. Declaration of Open Meeting
Discussion: President Brabec declared that this meeting was in open session.

II. Approval of Consent Agenda

II.A. Agenda

II.B. Minutes

II.C. Acceptance of Claims

II.C.1. Bills of $5,000 or more

II.D. Financial

II.E. Other Listed Reports

III. Public Forum - We ask that all presentation be limited in their length.

III.A. Recognition of visitors and guests

III.B. Other topics (limited to 5 minutes - subject to guidelines of the Board Participation Policy)

IV. Action Items

IV.A. Board Policy, Handbooks, and Support Programs

IV.A.1. Consider, discuss, and take action to approve 1st reading of the 2016-2017 board policy additions and revisions.
Discussion: Changes and revisions will be reviewed by the school board before the second reading and adoption at the August meeting.

IV.A.2. Consider, discuss, and take action to approve first reading of Workman's Comp Policy Statement and Return to Work Protocol Program.
Discussion: Our overall MOD rate will be affected by having the injured employee return to work as soon as possible serving in a transitional work capacity until able to return to his/her job.

IV.B. Governance: Public Relations, Technology, and Planning

IV.B.1. Consider, discuss, and take action to approve 2016-17 membership with the Nebraska Rural Community Schools Association (NRCSA)

IV.C. Budget, finance, negotiations, and personnel

IV.C.1. Consider, discuss, and take action to approve the contract with Pekny and Associates, CPA's, PC for the 2015-16 District Audit

Discussion: SCS has been pleased with the past working relationship with Pekny and Associates serving to do our annual audit as well as their availability throughout the year.

V. Discussion Items and Reports

V.A. Superintendent's Report

Discussion: With the school board's approval the regular August meeting will be moved to August 15th. In addition, a work session will be scheduled for August 29 to work on the budget for 16-17. An update on the progress at the Recreation Center/Field House was given; plans for an Open House and ribbon cutting on Labor Day are being discussed. All SCS staff will return for an August 10th workshop; school board members are invited to take part in all or any part of it. Notice was received that SCS will receive a new Sixpence Grant and a School Improvement Grant for the 16-17 school year. The majority of the exterior landscaping and fencing at SCS Preschool will be completed by the beginning of the year at the preschool.

V.B. Board Member/Committee Reports

Discussion: The SCS Foundation met on July 11th. Plans are being made for an August 6th Golf Tournament and a September 4th Labor Day Dance.

VI. Correspondence Items

Discussion: Correspondence was received from Karen Marymee.

VII. Adjournment

Prepared by: Christina Bywater, Secretary to the Board

Board of Education Regular Meeting
July 11, 2016 6:30 PM
Schuyler Central High School Media Center

I. Call Meeting to Order — Rich
- **A.** Pledge of Allegiance — Rich
- **B.** Declaration of Open Meeting — Rich

II. Approval of Consent Agenda
- **A.** Agenda
- **B.** Minutes
- **C.** Acceptance of Claims
  - **1.** Bills of $5,000 or more
- **D.** Financial
- **E.** Other Listed Reports

III. Public Forum - We ask that all presentation be limited in their length.
- **A.** Recognition of visitors and guests — Rich
- **B.** Other topics (limited to 5 minutes - subject to guidelines of the Board Participation Policy)

IV. Action Items
- **A.** Board Policy, Handbooks, and Support Programs — Holly Hild, Brian Vavricek, Rich Brabec
  - **1.** Consider, discuss, and take action to approve 1st reading of the 2016-2017 board policy additions and revisions.
  - **2.** Consider, discuss, and take action to approve first reading of Workman's Comp Policy Statement and Return to Work Protocol Program.
- **B.** Governance: Public Relations, Technology, and Planning — Brian Vavricek, Holly Hild, Virginia Semerad
  - **1.** Consider, discuss, and take action to approve 2016-17 membership with the Nebraska Rural Community Schools Association (NRCSA)
- **C.** Budget, finance, negotiations, and personnel — Chuck Misek, Rich Brabec, Brian Vavricek
  - **1.** Consider, discuss, and take action to approve the contract with Pekny and Associates, CPA's, PC for the 2015-16 District Audit

V. Discussion Items and Reports
- **A.** Superintendent's Report — Dan
- **B.** Board Member/Committee Reports — Board Members

VI. Correspondence Items

VII. Adjournment

Board of Education Regular Meeting
June 13, 2016 6:30 PM
Schuyler Central High School Media Center

Attendance Taken at 6:30 PM:

Present Board Members:
Richard Brabec
Eric Cerny
Holly Hild
Chuck Misek
Brian Vavricek

Absent Board Members:
Virginia Semerad

I. Parent Involvement Hearing

Discussion:
The Parent Involvement Hearing opened at 6:30 PM to receive comments and opinions from the public regarding parent involvement for the 16-17 school year. The hearing closed at 6:33 PM.

II. Student Fees Hearing

Discussion:
The Student Fees hearing opened at 6:33 PM. The purpose of this hearing is to receive comments and opinions from the public regarding student fees for the 16-17 school year. The hearing closed at 6:40 PM.

III. Call Meeting to Order

Discussion:
The meeting was called to order by President Brabec. Board members present were Misek, Cerny, Hild, Vavricek, and Brabec; Semerad was absent. Also present was Superintendent Hoesing and Curriculum Director Gibbons. The meeting was preceded by public notice and was declared to be in open session.

III.A. Pledge of Allegiance

Discussion:
All present participated in the Pledge of Allegiance.

III.B. Declaration of Open Meeting

IV. Approval of Consent Agenda

Motion Passed: Motion to approve the consent agenda passed with a motion by Holly Hild and a second by Chuck Misek.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

IV.A. Agenda
IV.B. Minutes
IV.C. Acceptance of Claims
IV.C.1. Bills of $5,000 or more
IV.D. Financial
IV.E. Other Listed Reports

V. Public Forum - We ask that all presentation be limited in their length.
V.A. Recognition of visitors and guests
V.B. Other topics (limited to 5 minutes - subject to guidelines of the Board Participation Policy)

VI. Action Items
VI.A. Board Policy, Handbooks, and Support Programs
VI.A.1. Consider, discuss, and take action to accept the 2015-16 student fees report and reaffirm the student fees policy for the 2016-2017 school year.

Motion Passed: Motion to accept the 2015-2016 student fees report and reaffirm the student fees policy for the 2016-2017 school year. passed with a motion by Richard Brabec and a second by Eric Cerny.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

VI.A.2. Consider, discuss, and take action to reaffirm the parent involvement policy for the 2016-2017 school year.

Motion Passed: Motion to reaffirm the parent involvement policy for the 2016-2017 school year. passed with a motion by Holly Hild and a second by Brian Vavricek.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

VI.A.3. Consider, discuss, and take action to reaffirm the bullying and harassment policy for the 2016-2017 school year.

Motion Passed: Motion to reaffirm the bullying and harassment policy for the 2016-2017 school year. passed with a motion by Brian Vavricek and a second by Richard Brabec.

5 Yeas - 0 Nays.

Richard Brabec	Yes

Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

VI.A.4. Consider, discuss, and take action to approve administrative recommendations on 2016-2017 handbook changes.

Discussion:
There were changes made to five student handbooks. Major changes were made to the SCHS handbook where new programs to be implemented included Student Achievement Center and Project Success. Alternative Education core classes will be graded on a pass/fail basis.

Motion Passed: Motion to approve 2016-2017 handbook revisions as presented. passed with a motion by Eric Cerny and a second by Chuck Misek.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

VI.B. Budget, finance, negotiations, and personnel
VI.B.1. Consider, discuss, and take action to approve 2016-17 school breakfast and lunch prices.

Discussion:
Superintendent Hoesing shared that the head of the SCS Food Service, Jeff Andel, has been elected to a three-year term as president of the Nebraska Food Service Association.

Motion Passed: Motion to approve 2016-17 breakfast and lunch prices at the 2015-16 rates. passed with a motion by Richard Brabec and a second by Chuck Misek.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

VI.B.2. Consider, discuss, and take action to approve staff resignations

Motion Passed: Motion to accept Valerie Comley and Paula Mares resignations and thank them for their service to the district. passed with a motion by Holly Hild and a second by Brian Vavricek.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

VII. Discussion Items and Reports
VII.A. SMS Principal's Report

Discussion:
290 students are registered in the K-8 Warrior Academy Program, as well as the SMS Newcomers Program and the ESU #7 Migrant Program averaging approximately 340 students per day.
VII.B. Directors Reports

Discussion:
The following changes were made at the State Board of Education Meeting on Friday, June 3: No State writing assessment next year in any grade; No NeSA Assessment at all for 11th graders next year. A college entrance exam to be implemented for 11th graders has not yet been chosen; proposals are being made to testing companies.
VII.C. Superintendent's Report

Discussion:
Improvements to the exterior of Schuyler Preschool are in progress including tuckpointing the brick exterior, adding fill dirt to the playground, installing underground sprinklers and a new fence. The SCS Recreation Center/Fieldhouse has a projected completion date in July. School activities will be scheduled for July; public use activities will not be scheduled until after the 16-17 school year has begun.
VII.D. Board Member/Committee Reports

VIII. Correspondence Items

Discussion:
Correspondence was received from Marlene Hartman and Cindy Vacha.

IX. Adjournment

Motion Passed: Motion to adjourn at 7:16 PM. passed with a motion by Chuck Misek and a second by Brian Vavricek.

5 Yeas - 0 Nays.

Richard Brabec	Yes
Eric Cerny	Yes
Holly Hild	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

Board of Education Regular Meeting
June 13, 2016
Schuyler Central High School Media Center

The Parent Involvement Hearing opened at 6:30 PM to receive comments and opinions from the public regarding parent involvement for the 16-17 school year. The hearing closed at 6:33 PM.

The Student Fees hearing opened at 6:33 PM. The purpose of this hearing is to receive comments and opinions from the public regarding student fees for the 16-17 school year. The hearing closed at 6:40 PM.

The meeting was called to order by President Brabec. Board members present were Misek, Cerny, Hild, Vavricek, and Brabec; Semerad was absent. Also present was Superintendent Hoesing and Curriculum Director Gibbons. The meeting was preceded by public notice and was declared to be in open session. All present participated in the Pledge of Allegiance.

Motion to approve the consent agenda passed with a motion by Hild and a second by Misek.

Board Policy

Motion to accept the 2015-2016 Student Fees report and reaffirm the Student Fees Policy for the 2016-2017 school year passed with a motion by Brabec and a second by Cerny.

Motion to reaffirm the Parent Involvement Policy for the 2016-2017 school year passed with a motion by Hild and a second by Vavricek.

Motion to reaffirm the Bullying and Harassment Policy for the 2016-2017 school year passed with a motion by Vavricek and a second by Brabec.

Motion to approve 2016-2017 handbook revisions as presented passed with a motion by Cerny and a second by Misek.

Discussion: There were changes made to five student handbooks. Major changes were made to the SCHS handbook where new programs to be implemented included Student Achievement Center and Project Success. Alternative Education core classes will be graded on a pass/fail basis.

Budget & Personnel

Motion to approve 2016-17 breakfast and lunch prices at the 2015-16 rates passed with a motion by Brabec and a second by Misek.

Discussion: Superintendent Hoesing shared that the head of the SCS Food Service, Jeff Andel, has been elected to a three-year term as president of the Nebraska Food Service Association.

Motion to accept resignations from Valerie Comley and Paula Mares and thank them for their service to the district passed with a motion by Hild and a second by Vavricek.

Reports

290 students are registered in the K-8 Warrior Academy Program, as well as the SMS Newcomers Program and the ESU #7 Migrant Program averaging approximately 340 students per day.

The following changes were made at the State Board of Education Meeting on Friday, June 3: No state-writing assessment in 16-17 in any grade; No NeSA Assessment for 11th graders in 16-17. A college entrance exam to be implemented for 11th graders has not yet been chosen; proposals are being made to testing companies.

Improvements to the exterior of Schuyler Preschool are in progress including tuckpointing the brick exterior, adding fill dirt to the playground, installing underground sprinklers and a new fence. The SCS Recreation Center/Fieldhouse has a projected completion date in July. School activities will be scheduled for July; public use activities will not be scheduled until after the 16-17 school year has begun.

Correspondence was received from Marlene Hartman and Cindy Vacha.

Motion to adjourn at 7:16 PM passed with a motion by Misek and a second by Vavricek.

Respectfully Submitted,
Cathie Marking
Recording Secretary

SCHUYLER COMMUNITY SCHOOLS
MONTHLY DISBURSEMENT REPORT
For the month of July 2016

GENERAL FUND

Check #	Date	Vendor	Description	Amount
00035356	7/11/2016	Advanced Fire & Safety	inspections	$691.05
00035357	7/11/2016	SYNCB/AMAZON	supplies	$973.58
00035358	7/11/2016	A.P.L. Associates	Travel	$1,643.40
00035359	7/11/2016	Awards USA	Music neck ribbons	$25.51
00035360	7/11/2016	BOMGAARS	supplies	$376.98
00035361	7/11/2016	BSN Sports inc	supplies	$146.32
00035362	7/11/2016	Caseys General Stores, Inc	fuel	$329.82
00035363	7/11/2016	Cenex Fleetcard	fuel	$248.80
00035364	7/11/2016	Central Community College	MS Camp Wkbks	$1,232.80
00035365	7/11/2016	CenturyLink	telephone	$1,620.22
00035366	7/11/2016	Central Nebraska Rehab Services	OT/PT services	$7,668.55
00035367	7/11/2016	CenterPoint Energy Services Retail LLC	natural gas	$2,225.62
00035368	7/11/2016	Clarkson TV & Appliance	tower at Fisher school	$2,554.75
00035369	7/11/2016	Council for Exceptional Children	D Vrba membership	$65.00
00035370	7/11/2016	Columbus Screen Printing, Inc	Sixpence shirts	$3,812.50
00035371	7/11/2016	Columbus Telegram	ad & minutes	$453.12
00035372	7/11/2016	Community Internet Systems	internet	$209.85
00035373	7/11/2016	Computers Etc	supplies	$143.17
00035374	7/11/2016	Cornhusker Public Power District	electricity	$688.13
00035375	7/11/2016	Department Of Utilities	utilities	$28,345.82
00035376	7/11/2016	Discovery Education	Digital Services Training	$7,500.00
00035377	7/11/2016	Lisa Duranski	contracted training services	$530.00
00035378	7/11/2016	Eakes Office Products Center	first & last payments	$8,166.57
00035379	7/11/2016	eBackpack, inc	Core 20 subscription	$3,650.00
00035380	7/11/2016	Education Service Unit #7	SPED SRS	$3,709.00
00035381	7/11/2016	Electrical Engineering & Equipment Co	MS Science sewer line	$246.47
00035382	7/11/2016	Engineered Air	MS roof unit repair	$100.12
00035383	7/11/2016	Division of Eric Armin Inc.	Summer school supplies	$137.41
00035384	7/11/2016	Educational Services Unit #1	E.Mallory Summer Tech Institut	$30.00
00035385	7/11/2016	ESU 7 Distance learning	July-Sept network charges	$682.41
00035386	7/11/2016	Educational Serv Unit #7 Network	network support	$162.50
00035387	7/11/2016	ESU #7 Special Education	SPED final	$7,984.00
00035388	7/11/2016	Everything Medical LLC	supplies	$51.69
00035389	7/11/2016	Fisher Scientific	supplies	$852.92
00035390	7/11/2016	Fremont Sanitation	services	$814.05
00035391	7/11/2016	Fremont Winnelson Co	MS Science Sewer line	$60.10
00035392	7/11/2016	Frontier	telephone	$75.25
00035393	7/11/2016	General Binding Corporation	electric stapler	$29.49
00035394	7/11/2016	Haddock Corporation	projectors	$3,500.00
00035395	7/11/2016	Holiday Inn	Kasik/Wemhoff hotel	$98.95
00035396	7/11/2016	Hometown Leasing	copier leases	$797.90
00035397	7/11/2016	J & B Auto Parts	supplies	$111.80
00035398	7/11/2016	Jackson Services Inc	services	$776.40
00035399	7/11/2016	Johnstone Supply	MS AC freon	$2,723.73
00035400	7/11/2016	John's Tire Sales & Services	service and repair	$60.95
00035401	7/11/2016	Jostens, Inc	diplomas	$33.35
00035402	7/11/2016	Kelly Supply Company	elem sprinkler fittings	$24.94
00035403	7/11/2016	Lakeshore Learning Materials	Summer school supplies	$260.33
00035404	7/11/2016	Luis O Lucar	June video services	$405.00
00035405	7/11/2016	Mid-american Research Chemicals	gym floor refinishing	$4,276.30
00035406	7/11/2016	McRel International	ELL Evaluation	$24,540.00
00035407	7/11/2016	Midwest Education Grants	commission	$3,538.25
00035408	7/11/2016	Midwest Storage Company	storage unit	$400.00
00035409	7/11/2016	Midwest Technology Products	supplies	$23.59
00035410	7/11/2016	NAEA	B. Peters fees	$440.00
00035411	7/11/2016	Nebr Assoc Of School Boards	Jakub,Janousek dues/registrati	$125.00
00035412	7/11/2016	National Inventors Hall of Fame	club licenses	$9,600.00
00035413	7/11/2016	Nebraska Council of School Administrators	NCE Conf. Wemhoff	$789.00
00035414	7/11/2016	Nebraska Public Health Environmental Laborato	water samples	$61.00

Check #	Date	Vendor	Description	Amount
00035415	7/11/2016	North Bend Eagle	advertising	$26.90
00035416	7/11/2016	Novicki	annual inspection	$69.75
00035417	7/11/2016	Nebraska Rural Community Schools Association	16-17 Membership renewal	$850.00
00035418	7/11/2016	Northwest Evaluation Association	MAPS testing	$25,092.50
00035419	7/11/2016	Omaha Public Power District	electricity	$158.91
00035420	7/11/2016	Parkview One Stop	fuel	$329.55
00035421	7/11/2016	Clarence A Bolln	parts for Grasshopper mower	$307.94
00035422	7/11/2016	Presto-X	pest control	$280.00
00035423	7/11/2016	Pyramid School Products	Elem supplies	$6,051.15
00035424	7/11/2016	Qc Supply, Llc	supplies	$461.99
00035425	7/11/2016	Jasmine Ramirez	mileage	$1,847.39
00035426	7/11/2016	S&S Worldwide	supplies	$32.74
00035427	7/11/2016	Scholastic Inc	books	$529.58
00035428	7/11/2016	School Specialty, Inc	supplies	$2,853.90
00035429	7/11/2016	Schuyler Coop Association	fuel	$150.28
00035430	7/11/2016	Schuyler Lumber Company, Inc.	supplies	$2,136.55
00035431	7/11/2016	The Sherwin Williams Co.	Elem paint	$1,330.81
00035432	7/11/2016	Spara Tool	hand truck	$87.13
00035433	7/11/2016	Sunbelt Rentals Inc	Jackhammer for MS Science room	$125.85
00035434	7/11/2016	Tek-Hut	Lightspeed & Web filter	$15,872.00
00035435	7/11/2016	University of Ne-Lincoln	B Klein registration	$185.00
00035436	7/11/2016	Verizon Wireless	cell phones	$510.17
00035437	7/11/2016	Virco	MS Chair Desks	$6,261.70
00035438	7/11/2016	Visa	21st Century supplies	$1,192.58
00035439	7/11/2016	VISA	Sixpence	$223.12
00035440	7/11/2016	VISA	SIG ISTE Conf. expenses	$5,051.23
00035441	7/11/2016	Visa	Sixpence	$146.00
00035442	7/11/2016	VISA	summer school supplies	$107.58
00035443	7/11/2016	Visa	supplies	$200.05
00035444	7/11/2016	WageWorks	fee	$340.00
2016-055	7/12/2016	Eugene Barr	school bus permit	$20.00
2016-056	7/12/2016	Ethan Hutton	CDL & Bus license	$66.63
2016-057	7/12/2016	Amanda O'Malley	baggage fee	$25.00
TOTAL GENERAL FUND DISBURSEMENTS				**$213,747.44**
SPECIAL BUILDING FUND				
00001188	7/11/2016	Arps Gravel & Concrete, Inc	MS Science room	$222.00
00001189	7/11/2016	Bierman Contracting Inc	payment	$189,215.10
00001190	7/11/2016	Columbus Carpet, Inc	MS cafeteria tile	$3,140.80
00001191	7/11/2016	Karr Tuckpointing Company LLC	Preschool tuckpointing	$46,485.00
TOTAL SPECIAL BUILDING FUND DISBURSEMENTS				**$239,062.90**
STUDENT FEES				
00000319	7/11/2016	SYNCB/AMAZON	Apple Y2 pack tech supplies	$649.50
00000320	7/11/2016	Mark R Oliva	iPad repairs	$3,630.06
00000321	7/11/2016	SCS ACTIVITY FUND	student fees Badge fee waived	$5,891.55
TOTAL STUDENT FEES DISBURSEMENTS				**$10,171.11**
COOPERATIVE FUND				
00003040	7/11/2016	CenturyLink	telephone	$195.91
00003041	7/11/2016	Homestead Bank	Extension Educator office rent	$450.00
00003042	7/11/2016	LMF Janitorial	services	$240.00
TOTAL COOPERATIVE FUND DISBURSEMENTS				**$885.91**

SCHUYLER COMMUNITY SCHOOLS
MONTHLY DISBURSEMENT REPORT
For the month of July 2016

GENERAL FUND

Check #	Date	Vendor	Description	Amount
00035440	7/11/2016	VISA	SIG ISTE Conf. expenses	$5,051.23
00035423	7/11/2016	Pyramid School Products	Elem supplies	$6,051.15
00035437	7/11/2016	Virco	MS Chair Desks	$6,261.70
00035376	7/11/2016	Discovery Education	Digital Services Training	$7,500.00
00035366	7/11/2016	Central Nebraska Rehab Services	OT/PT services	$7,668.55
00035387	7/11/2016	ESU #7 Special Education	SPED final	$7,984.00
00035378	7/11/2016	Eakes Office Products Center	first & last payments	$8,166.57
00035412	7/11/2016	National Inventors Hall of Fame	club licenses	$9,600.00
00035434	7/11/2016	Tek-Hut	Lightspeed & Web filter	$15,872.00
00035406	7/11/2016	McRel International	ELL Evaluation	$24,540.00
00035418	7/11/2016	Northwest Evaluation Association	MAPS testing	$25,092.50
00035375	7/11/2016	Department Of Utilities	utilities	$28,345.82
TOTAL GENERAL FUND DISBURSEMENTS				**$152,133.52**

SPECIAL BUILDING FUND

00001189	7/11/2016	Bierman Contracting Inc	payment	$189,215.10
00001191	7/11/2016	Karr Tuckpointing Company LLC	Preschool tuckpointing	$46,485.00
TOTAL SPECIAL BUILDING FUND DISBURSEMENTS				**$235,700.10**

STUDENT FEES

00000321	7/11/2016	SCS ACTIVITY FUND	student fees Badge fee waived	$5,891.55
TOTAL STUDENT FEES DISBURSEMENTS				**$5,891.55**

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ACADEMIC					
1100 CONSORTIUM PAYROLL	232.84	0.00	0.00	0.00	232.84
1200 DISTANCE LEARNING	0.00	0.00	0.00	0.00	0.00
1500 ARC EQUIP SPEC.ED.	144.00	0.00	0.00	0.00	144.00
A ACADEMIC Totals:	376.84	0.00	0.00	0.00	376.84
B ATHLETIC					
2100 BASKETBALL B	3,751.81	0.00	0.00	0.00	3,751.81
2150 BASKETBALL G	3,908.72	0.00	0.00	0.00	3,908.72
2200 CROSS COUNTRY B & G	596.52	0.00	0.00	0.00	596.52
2250 CROSS COUNTRY	0.00	0.00	0.00	0.00	0.00
2300 FOOTBALL	7,105.62	0.00	3,194.92	0.00	3,910.70
2350 GOLF B	474.90	0.00	42.00	0.00	432.90
2375 GOLF G	1,130.00	0.00	0.00	0.00	1,130.00
2400 SOFTBALL	921.00	0.00	0.00	0.00	921.00
2450 SOCCER B	802.79	0.00	0.00	0.00	802.79
2500 SOCCER G	3,049.07	0.00	0.00	0.00	3,049.07
2600 TRACK	-346.16	0.00	100.00	0.00	-446.16
2650 TRACK G	0.00	0.00	0.00	0.00	0.00
2700 VOLLEYBALL	3,722.76	0.00	0.00	0.00	3,722.76
2750 WRESTLING	6,636.25	0.00	0.00	0.00	6,636.25
2755 WEIGHT ROOM EQUIPMENT	334.26	0.00	0.00	0.00	334.26
2800 SMS ATHLETICS	4,357.67	0.00	2,518.38	0.00	1,839.29
2850 LAUNDRY	0.00	0.00	0.00	0.00	0.00
2900 GENERAL	11,228.47	2,478.34	3,776.81	31.88	9,961.88
2950 MEDICAL	1,100.00	0.00	0.00	0.00	1,100.00
2970 BOOSTER CLUB DONATION	0.00	0.00	0.00	0.00	0.00
2975 AYSO DONATION	0.00	0.00	0.00	0.00	0.00
B ATHLETIC Totals:	48,773.68	2,478.34	9,632.11	31.88	41,651.79
C DISTRICT					
3100 ADULT EDUCATION	2,455.84	0.00	0.00	0.00	2,455.84
3110 COLLEGE CREDIT	0.00	0.00	0.00	0.00	0.00
3200 GENERAL	-19,314.82	24,070.28	268.97	0.00	4,486.49
3300 FINES	1,175.17	0.00	0.00	0.00	1,175.17
3400 HIGH SCHOOL--- BOOK FINES	4,024.16	0.00	0.00	0.00	4,024.16
C DISTRICT Totals:	-11,659.65	24,070.28	268.97	0.00	12,141.66
D DEPARTMENTS					
3450 SCHS LIBRARY FINES	495.76	0.00	17.25	0.00	478.51
4000 BAND	4,400.16	0.00	147.06	0.00	4,253.10
4025 Musical	4,965.92	0.00	0.00	0.00	4,965.92
4050 VOCAL	271.40	0.00	0.00	0.00	271.40
D DEPARTMENTS Totals:	10,133.24	0.00	164.31	0.00	9,968.93
E UNIFORMS & EQUIPMENT					
4500 BAND (UNIFORM DEP)	828.18	0.00	0.00	0.00	828.18
4550 CHEERLEADER UNIFORM	0.00	0.00	0.00	0.00	0.00
4600 DANCE TEAM UNIFORM	0.00	0.00	0.00	0.00	0.00
4650 FLAG CORPS	0.00	0.00	0.00	0.00	0.00
4700 INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00
4750 BAND PARENTS	0.00	0.00	0.00	0.00	0.00
4770 AMBASSADORS	1,839.30	0.00	0.00	0.00	1,839.30
E UNIFORMS & EQUIPMENT Totals:	2,667.48	0.00	0.00	0.00	2,667.48

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F CLUBS ORGANIZATIONS					
5000 ART	1,158.92	0.00	24.07	0.00	1,134.85
5005 ATHS	573.39	0.00	0.00	0.00	573.39
5050 CHEERLEADERS	6,004.85	4,042.24	8,915.00	0.00	1,132.09
5100 DRAMATICS, SPEECH	29.12	0.00	249.00	0.00	-219.88
5105 One Act	1,056.78	0.00	0.00	0.00	1,056.78
5125 NEWSPAPER	0.00	0.00	0.00	0.00	0.00
5150 DANCE TEAM	3,169.04	464.24	3,712.41	0.00	-79.13
5175 EMERGENCY RESPNSE TEAM	138.77	0.00	0.00	0.00	138.77
5200 FFA	3,568.93	0.00	384.90	0.00	3,184.03
5250 FCCLA	2,379.18	0.00	0.00	0.00	2,379.18
5300 CULTURAL UNITY	1,164.95	0.00	24.25	0.00	1,140.70
5350 NATIONAL HONOR SOCIETY	971.32	40.98	0.00	0.00	1,012.30
5400 S-CLUB	797.13	0.00	0.00	-129.80	667.33
5405 SPIRIT CLUB	270.32	0.00	102.39	0.00	167.93
5425 WARRIORS STAND FOR THE SILENT	183.52	0.00	0.00	0.00	183.52
5450 SADD	0.00	0.00	0.00	0.00	0.00
5500 SCIENCE & mATH cLUB	4,642.92	0.00	0.00	0.00	4,642.92
5510 SCIENCE TRIP	31.26	0.00	0.00	0.00	31.26
5515 MONSANTO SCIENCE	0.00	0.00	0.00	0.00	0.00
5525 SCIENCE FAIR	699.97	0.00	0.00	0.00	699.97
5550 STUDENT COUNCIL	6,360.81	0.00	39.64	0.00	6,321.17
5575 504 R ACTIVITY FUND	319.22	0.00	0.00	0.00	319.22
5600 RICHLAND ACTIVITY FUND	1,240.52	0.00	85.42	0.00	1,155.10
5610 FISHER 24 ACTIVITY FUND	1,985.04	0.00	0.00	0.00	1,985.04
5620 SCHUYLER ELEMENTARY SCHOOL	2,209.38	21.91	291.98	0.00	1,939.31
5621 SES FELICIATIONS	849.51	0.00	48.00	0.00	801.51
5622 SES FIELD DAY	9,011.00	0.00	96.00	0.00	8,915.00
5623 SES Vocal Music Club	806.15	0.00	0.00	0.00	806.15
5624 SES LIBRARY	1,643.65	0.00	0.00	0.00	1,643.65
5625 SES FIRST GRADE	-121.45	0.00	0.00	0.00	-121.45
5626 SECOND GRADE	204.26	0.00	202.97	0.00	1.29
5627 THIRD GRADE	132.69	0.00	111.90	0.00	20.79
5628 FOURTH GRADE	6.74	0.00	-350.00	0.00	356.74
5629 FIFTH GRADE	-29.44	0.00	0.00	0.00	-29.44
5630 kINDERGARTEN	716.55	0.00	108.87	0.00	607.68
5631 SES POP FUND	1,209.71	0.00	190.24	0.00	1,019.47
5649 ELECTRIC CAR	0.00	0.00	0.00	0.00	0.00
5650 BRAINSTORMING	31.88	0.00	0.00	-31.88	0.00
5675 TEEN MOM'S	133.86	0.00	0.00	0.00	133.86
5700 A.S.K.	1,195.23	0.00	0.00	914.68	2,109.91
5725 STUDENT COUNCIL MAKE A WISH	3,295.11	0.00	0.00	0.00	3,295.11
5750 FELLOWSHIP CHRISTIANS FOR ATHLETICS	84.43	0.00	0.00	0.00	84.43
5775 INDUSTRIAL TECH ACCOUNT	84.35	0.00	91.14	0.00	-6.79
5800 SHEEL CREEK WATER TESTING	0.00	0.00	413.70	0.00	-413.70
5825 PRESCHOOL	300.00	0.00	0.00	0.00	300.00
5900 SMS GENERAL ACTIVITY	2,494.07	70.32	436.32	0.00	2,128.07
5901 SMS STUDENT COUNCIL	3,775.83	0.00	656.47	0.00	3,119.36
5902 SMS LIBRARY	5,680.35	0.00	0.00	0.00	5,680.35
5903 SMS RESOURCE ROOM	3,961.98	0.00	0.00	-202.10	3,759.88
5904 SMS BAND CLUB	384.97	0.00	0.00	0.00	384.97
5905 SMS TEACHER POP 7702463	-18.94	0.00	0.00	0.00	-18.94
5906 SMS FELICITATIONS	335.62	0.00	0.00	0.00	335.62

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
5907 SMS ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
5909 SMS VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00
F CLUBS ORGANIZATIONS Totals:	75,123.45	4,639.69	15,834.67	550.90	64,479.37
G CONCESSION/VENDING					
6000 CONCESSION	2,805.88	0.00	0.00	0.00	2,805.88
6010 Imp. Fund-10%	4,529.06	0.00	0.00	0.00	4,529.06
6100 SCHS PEPSI 7701503	-545.36	216.70	0.00	331.90	3.24
6200 STUDENT POP	3,892.05	0.00	0.00	0.00	3,892.05
6300 TEACHER POP	3,485.85	0.00	0.00	0.00	3,485.85
6400 S-CLUB JUICE	87.07	0.00	0.00	0.00	87.07
6500 MAINTENANCE	3,793.30	39.20	0.00	0.00	3,832.50
6600 MILK MACHINE - FCCLA	171.53	0.00	0.00	0.00	171.53
G CONCESSION/VENDING Totals:	18,219.38	255.90	0.00	331.90	18,807.18
H SALES					
5908 SMS Teammates	0.00	0.00	0.00	0.00	0.00
7000 HORTICULTURE	5,102.12	0.00	0.00	0.00	5,102.12
7010 HOUSE CONSTRUCTION	2,056.71	1,685.00	0.00	0.00	3,741.71
7020 RENTAL HOUSE	7,866.57	400.00	0.00	0.00	8,266.57
7050 MANUFACTURING	0.00	0.00	0.00	0.00	0.00
7100 VIDEO FUND	0.00	0.00	0.00	0.00	0.00
7150 BBB CLUB ACCOUNT	764.86	880.00	650.00	0.00	994.86
7200 GBB CLUB ACCOUNT	778.97	470.00	638.50	0.00	610.47
7215 BOYS GOLF CLUB ACCT.	45.33	0.00	0.00	0.00	45.33
7225 GIRLS GOLF CLUB ACCOUNT	732.80	0.00	0.00	0.00	732.80
7250 WRESTLING CLUB ACCOUNT	3,294.90	0.00	0.00	0.00	3,294.90
7275 WRESTLING AIDS	836.43	0.00	0.00	0.00	836.43
7300 BSOC CLUB ACCOUNT	783.66	0.00	884.00	0.00	-100.34
7325 GSOC CLUB ACCOUNT	2,599.38	0.00	0.00	0.00	2,599.38
7350 G/B CROSS COUNTRY CLUB	992.24	0.00	0.00	0.00	992.24
7400 FOOTBALL CLUB ACCOUNT	4,665.77	0.00	160.00	0.00	4,505.77
7450 VOLLEYBALL CLUB ACCT.	3,208.32	0.00	288.59	0.00	2,919.73
7500 SB CLUB ACCOUNT	1,233.67	115.00	0.00	0.00	1,348.67
7550 STUDENT PURCHASES	242.34	0.00	64.01	0.00	178.33
7575 PROJECT S	0.00	0.00	0.00	0.00	0.00
7600 TR. CLUB ACCT	229.61	0.00	0.00	0.00	229.61
7650 BAKESHOP	0.00	0.00	0.00	0.00	0.00
H SALES Totals:	35,433.68	3,550.00	2,685.10	0.00	36,298.58
I CLASSES					
8000 CLASS OF 1998	0.00	0.00	0.00	0.00	0.00
8005 CLASS OF 1954	0.00	0.00	0.00	0.00	0.00
8050 CLASS OF 1999	0.00	0.00	0.00	0.00	0.00
8075 CLASS OF 2000	0.00	0.00	0.00	0.00	0.00
8100 CLASS OF 2000/01	0.00	0.00	0.00	0.00	0.00
8150 CLASS OF 2001/02	0.00	0.00	0.00	0.00	0.00
8200 CLASS OF 2003	0.00	0.00	0.00	0.00	0.00
8205 CLASS OF 2004	0.00	0.00	0.00	0.00	0.00
8210 Class of 2005	0.00	0.00	0.00	0.00	0.00
8215 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
8220 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
8225 Class 2008	0.00	0.00	0.00	0.00	0.00
8230 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
8235 CLASSES OF 2010	0.00	0.00	0.00	0.00	0.00
8240 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
8245 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
8250 ALUMNI ACCOUNT	1,386.24	0.00	0.00	0.00	1,386.24
8255 CLASSES OF 2013	719.22	0.00	0.00	0.00	719.22
8260 CLASS 2014	382.63	0.00	0.00	0.00	382.63
8265 CLASS OF 2015	219.65	0.00	0.00	0.00	219.65
8270 CLASS OF 2016	294.24	0.00	0.00	0.00	294.24
8275 CLASS OF 2017	1,095.90	0.00	122.29	0.00	973.61
8280 CLASS 2018	1,604.04	0.00	0.00	0.00	1,604.04
8285 CLASS OF 2019	1,061.04	0.00	0.00	0.00	1,061.04
8290 CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
I CLASSES Totals:	6,762.96	0.00	122.29	0.00	6,640.67
J YEARBOOK					
8500 1998-99	0.00	0.00	0.00	0.00	0.00
8550 1999-00	0.00	0.00	0.00	0.00	0.00
8555 2000-2001	0.00	0.00	0.00	0.00	0.00
8560 YEARBOOK	141.21	0.00	0.00	0.00	141.21
8600 MISC. YEARBOOK	0.00	0.00	0.00	0.00	0.00
J YEARBOOK Totals:	141.21	0.00	0.00	0.00	141.21
K MISCELLANEOUS					
9000 STUDENT COUNCIL SCHOOL IMPROVMENT	1,304.25	0.00	0.00	0.00	1,304.25
9025 SAVE THE CHILDREN	300.00	0.00	0.00	0.00	300.00
9030 AFTERSCHOOL PROGRAM	20,649.43	1,467.11	209.99	0.00	21,906.55
9035 SIXPENSE	78.95	258.87	197.73	0.00	140.09
9050 SCHS FELICITATIONS	126.03	0.00	60.00	0.00	66.03
9075 KEY DEPOSITS & RENTAL FEES	479.00	0.00	0.00	0.00	479.00
9100 BLOOD MOBILE	88.36	0.00	0.00	0.00	88.36
9105 WELLNESS WARRIORS	557.99	0.00	0.00	0.00	557.99
9115 LUNCH CARD	1,734.05	0.00	0.00	0.00	1,734.05
9125 TMH	71.20	0.00	0.00	0.00	71.20
9150 PRINCIPAL	921.35	39.09	0.00	0.00	960.44
9175 Technology Fee	11,919.63	0.00	675.95	0.00	11,243.68
K MISCELLANEOUS Totals:	38,230.24	1,765.07	1,143.67	0.00	38,851.64
L SCHOLARSHIPS/MEMORIALS					
9200 TOUR	176.57	0.00	0.00	0.00	176.57
9500 JOHNSONS SILENT AUCTION	914.68	0.00	0.00	-914.68	0.00
L SCHOLARSHIPS/MEMORIALS Totals:	1,091.25	0.00	0.00	-914.68	176.57
Report Totals:	225,293.76	36,759.28	29,851.12	0.00	232,201.92

REVENUE REPORT	2011-12	%	2012-13	%	2013-14	%	2014-15	%	2015-16	%
September Total	**$2,972,868.38**	**18.07%**	**$3,243,881.77**	**20.05%**	**$3,265,998.95**	**18.78%**	**$3,689,300.73**	**17.69%**	**$3,777,399.57**	**18.11%**
Local/County	$2,365,384.97	26.82%	$2,721,553.23	29.79%	$2,722,697.71	27.36%	$2,959,876.38	25.25%	$3,296,850.19	25.42%
State	$552,137.62	8.10%	$486,165.87	8.37%	$517,078.69	8.34%	$581,961.52	8.41%	$406,284.76	7.95%
Federal	$54,732.30	6.97%	$35,044.21	2.85%	$26,108.00	2.12%	$147,462.83	6.66%	$74,077.43	2.66%
Other	$613.49	1.98%	$1,118.46	22.37%	$114.55	2.29%	$0.00	0.00%	$187.19	18719.00%
October Total	**$785,233.43**	**22.84%**	**$800,294.79**	**25.00%**	**$849,385.19**	**23.67%**	**$819,772.20**	**21.62%**	**$919,934.61**	**22.52%**
Local/County	$183,867.79	28.90%	$269,910.85	32.75%	$259,569.32	29.96%	$225,585.97	27.18%	$465,936.95	29.02%
State	$561,687.62	16.34%	$493,020.87	16.85%	$523,529.69	16.79%	$588,572.52	16.92%	$444,247.15	16.65%
Federal	$38,471.69	11.88%	$35,048.93	5.70%	$349.10	2.15%	$3,548.58	6.82%	$9,750.51	3.02%
Other	$1,206.33	5.87%	$2,314.14	68.65%	$65,937.08	1321.03%	$2,065.13	206513.00%	$0.00	18719.00%
November Total	**$729,594.34**	**27.28%**	**$681,651.52**	**29.21%**	**$670,719.61**	**27.53%**	**$704,918.79**	**25.00%**	**$841,237.42**	**26.56%**
Local/County	$118,026.85	30.24%	$95,304.63	33.79%	$112,741.80	31.10%	$98,109.77	28.01%	$115,861.20	29.91%
State	$552,137.62	24.44%	$483,165.87	25.17%	$515,078.69	25.09%	$581,961.52	25.33%	$0.00	16.65%
Federal	$59,129.73	19.41%	$97,466.14	13.62%	$35,415.49	5.03%	$24,291.13	7.92%	$723,064.57	29.03%
Other	$300.14	6.84%	$5,714.88	182.95%	$7,483.63	1470.71%	$556.37	262150.00%	$2,311.65	249884.00%
December Total	**$890,744.44**	**32.69%**	**$862,123.68**	**34.54%**	**$800,090.95**	**32.13%**	**$894,606.37**	**29.29%**	**$1,243,678.07**	**32.52%**
Local/County	$98,406.54	31.35%	$272,803.54	36.78%	$192,538.93	33.03%	$226,629.75	29.95%	$307,081.16	32.28%
State	$646,837.62	33.93%	$569,949.87	34.98%	$607,161.69	34.89%	$655,231.52	34.80%	$914,854.52	34.57%
Federal	$142,948.83	37.62%	$3,417.77	13.90%	$0.00	5.03%	$7,379.81	8.25%	$14,668.35	29.55%
Other	$2,551.45	15.07%	$15,952.50	502.00%	$390.33	1478.51%	$5,365.29	798679.00%	$7,074.04	957288.00%
January total	**$1,468,935.43**	**41.62%**	**$1,292,143.75**	**42.52%**	**$2,125,248.63**	**44.35%**	**$1,840,957.36**	**38.12%**	**$2,258,459.02**	**43.35%**
Local/County	$773,645.01	40.12%	$665,610.57	44.07%	$1,194,008.87	45.03%	$1,173,520.62	39.96%	$1,324,921.74	42.50%
State	$647,367.62	43.43%	$572,198.87	44.83%	$606,631.69	44.67%	$655,231.52	44.27%	$931,190.66	52.80%
Federal	$47,377.37	43.66%	$44,861.18	17.55%	$324,573.84	31.44%	$11,844.10	8.79%	$2,346.62	29.64%
Other	$545.43	16.83%	$9,473.13	691.46%	$34.23	1479.20%	$361.12	834791.00%		957288.00%
February Total	**$1,156,853.11**	**48.65%**	**$1,220,138.54**	**50.07%**	**$1,148,504.60**	**50.96%**	**$1,728,208.84**	**46.41%**	**$852,443.43**	**47.44%**
Local/County	$283,067.17	43.33%	$252,933.44	46.84%	$247,669.25	47.52%	$255,338.86	42.14%	$262,178.17	44.52%
State	$865,700.40	56.13%	$845,016.92	59.37%	$891,484.60	59.05%	$1,030,379.73	59.16%	$523,430.65	63.05%
Federal	$7,882.60	44.67%	$3,615.29	17.84%	$8,725.67	32.15%	$442,490.25	28.78%	$66,834.61	32.04%
Other	$202.94	17.48%	$118,572.89	3062.92%	$625.08	1491.70%	$0.00	834791.00%		957288.00%
March total	**$1,089,119.94**	**55.27%**	**$1,555,657.68**	**59.68%**	**$1,088,408.12**	**57.22%**	**$1,211,095.78**	**52.21%**	**$1,513,121.85**	**54.70%**
Local/County	$419,165.91	48.08%	$452,827.33	51.79%	$322,560.66	50.76%	$425,766.41	45.77%	$485,798.34	48.27%
State	$647,826.62	65.64%	$575,647.87	69.28%	$628,728.00	69.19%	$664,297.52	68.76%	$500,780.51	72.85%
Federal	$22,003.40	47.47%	$526,637.48	60.66%	$136,430.87	43.25%	$120,632.85	34.23%	$515,712.32	50.59%
Other	$124.01	17.88%	$545.00	3073.82%	$688.59	1505.47%	$399.00	874691.00%	$10,830.68	2040356.00%
April Total	**$1,341,308.74**	**63.42%**	**$1,171,427.67**	**66.92%**	**$1,633,241.15**	**66.61%**	**$1,863,742.31**	**61.15%**	**$2,030,684.75**	**64.43%**
Local/County	$606,887.10	54.96%	$549,372.21	57.81%	$1,008,894.58	60.89%	$998,263.70	54.29%	$1,277,509.82	58.12%
State	$650,143.62	75.18%	$534,523.87	78.48%	$608,417.69	79.01%	$684,985.53	78.66%	$509,797.76	82.83%
Federal	$83,063.69	58.05%	$87,131.59	67.75%	$13,969.09	44.39%	$180,493.08	42.38%	$243,077.17	59.34%
Other	$1,214.33	21.80%	$400.00	3081.82%	$1,959.79	1544.67%	$0.00	874691.00%	$300.00	2070356.00%
May Total	**$3,658,422.12**	**85.66%**	**$3,940,649.71**	**91.28%**	**$3,932,891.88**	**89.23%**	**$4,708,506.23**	**83.73%**	**$4,701,494.65**	**86.98%**
Local/County	$3,014,145.73	89.13%	$3,090,817.05	91.64%	$3,268,977.47	93.74%	$3,823,961.03	86.91%	$3,802,993.88	87.45%
State	$640,348.62	84.57%	$723,278.87	90.93%	$609,889.66	88.85%	$663,745.52	88.25%	$556,121.29	93.72%
Federal	$71.13	58.06%	$110,514.87	76.73%	$48,453.34	48.33%	$220,669.22	52.35%	$342,379.48	71.65%
Other	$3,856.64	34.24%	$16,038.92	3402.60%	$5,571.41	1656.09%	$130.46	887737.00%		2070356.00%
June Total	**$1,185,589.05**	**92.87%**	**$1,127,680.84**	**98.25%**	**$1,133,300.30**	**95.75%**	**$1,148,776.66**	**89.24%**	**$1,495,188.04**	**94.15%**
Local/County	$247,284.43	91.94%	$490,950.58	97.02%	$316,040.03	96.91%	$300,080.50	89.47%	$863,965.74	94.11%
State	$658,335.57	94.23%	$612,293.90	101.47%	$666,530.56	99.60%	$700,820.48	98.38%	$526,569.77	104.03%
Federal	$252,507.08	90.24%	$23,735.41	78.66%	$149,047.80	60.45%	$146,450.68	58.97%	$104,486.09	75.41%
Other	$27,461.97	122.83%	$700.95	3416.62%	$1,681.91	1689.73%	$1,425.00	1030237.00%	$166.44	2087000.00%
July Total	**$253,253.81**	**94.40%**	**$175,787.22**	**99.33%**	**$211,749.74**	**96.97%**	**$389,401.73**	**91.10%**	**$0.00**	**94.15%**
Local/County	$133,184.89	93.45%	$136,849.87	98.52%	$77,114.79	97.69%	$332,808.51	92.31%		94.11%
State	$6,125.00	94.32%	$0.00	101.47%	$6,837.50	99.71%	$35,084.52	98.89%		104.03%
Federal	$68,890.73	99.01%	$35,598.85	81.56%	$127,411.04	70.82%	$21,073.17	59.92%		75.41%
Other	$45,053.19	268.16%	$3,338.50	3483.39%	$386.41	1697.46%	$435.53	1073790.00%		2087000.00%
August Total	**$497,051.31**	**97.43%**	**$587,272.25**	**102.96%**	**$439,373.88**	**99.50%**	**$617,773.93**	**94.07%**	**$0.00**	**94.15%**
Local/County	$243,922.95	96.21%	$310,399.36	101.92%	$358,946.75	101.29%	$377,791.04	95.53%		94.11%
State	$0.00	94.32%	$0.00	101.47%	$41,490.58	100.38%	$0.00	98.89%		104.03%
Federal	$218,304.47	126.83%	$229,726.99	100.24%	$38,925.14	73.99%	$216,848.53	69.72%		75.41%
Other	$34,823.89	380.50%	$47,145.90	4426.31%	$11.41	1697.69%	$23,134.36	3387226.00%		2087000.00%
Total Received	**$16,028,974.10**	**97.43%**	**$16,658,709.42**	**102.96%**	**$17,298,913.00**	**99.50%**	**$19,617,060.93**	**94.07%**	**$19,633,641.41**	**94.15%**
Total Budgeted	**$16,452,447.00**		**$16,179,118.00**		**$17,386,713.00**		**$20,854,313.00**		**$20,854,313.00**	
Local/County Budgeted	$8,821,000.00		$9,134,315.00		$9,953,110.00		$11,721,501.00		$12,967,000.00	
State Budgeted	$6,815,626.00		$5,809,931.00		$6,199,437.00		$6,919,305.00		$5,107,423.00	
Federal Budgeted	$784,821.00		$1,229,872.00		$1,229,166.00		$2,213,506.00		$2,779,889.00	
Others Budgeted	$31,000.00		$5,000.00		$5,000.00		$1.00		$1.00	
Over/Under	(423,472.90)	**-2.57%**	**479,591.42**	**2.96%**	(87,800.00)	**-0.50%**	(1,237,252.07)	**-5.93%**	(1,220,671.59)	**-5.85%**

EXPENDITURE REPOR	2011-12	%	2012-13	%	2013-14	%	2014-15	%	2015-16	%
September Total	**$1,759,164.66**	**10.43%**	**$1,849,309.87**	**10.70%**	**$1,617,997.97**	**9.11%**	**$1,586,003.98**	**7.93%**	**$1,546,839.29**	**7.73%**
Payroll and Benefits	$1,109,493.87	8.20%	$1,227,892.31	8.69%	$1,283,591.68	8.75%	$1,293,637.93	7.79%	$1,254,278.80	7.56%
Accounts Payable	$649,670.79	19.49%	$621,417.56	19.70%	$334,406.29	10.83%	$292,366.05	8.60%	$292,560.49	8.60%
October Total	**$1,299,400.64**	**18.13%**	**$1,333,822.76**	**18.41%**	**$1,401,716.38**	**17.00%**	**$1,610,650.56**	**15.98%**	**$1,643,562.29**	**15.95%**
Payroll and Benefits	$1,091,566.40	16.26%	$1,143,367.18	16.78%	$1,181,349.20	16.79%	$1,258,567.43	15.37%	$1,308,199.96	15.44%
Accounts Payable	$207,834.24	25.73%	$190,455.58	25.73%	$220,367.18	17.97%	$352,083.13	18.95%	$335,362.33	18.47%
November Total	**$1,384,552.47**	**26.34%**	**$1,445,993.76**	**26.77%**	**$1,536,909.02**	**25.65%**	**$1,478,880.75**	**23.38%**	**$1,538,076.50**	**23.64%**
Payroll and Benefits	$1,093,862.55	24.34%	$1,150,477.61	24.91%	$1,198,104.30	24.96%	$1,271,292.91	23.03%	$1,306,456.33	23.31%
Accounts Payable	$290,689.92	34.45%	$295,516.15	35.10%	$338,804.72	28.95%	$207,587.84	25.06%	$231,620.17	25.28%
December Total	**$1,279,880.67**	**33.93%**	**$1,357,283.75**	**34.62%**	**$1,344,398.22**	**33.22%**	**$1,446,578.00**	**30.61%**	**$1,503,918.41**	**31.16%**
Payroll and Benefits	$1,098,299.05	32.46%	$1,148,765.66	33.04%	$1,185,882.01	33.04%	$1,244,464.16	30.53%	$1,293,460.90	31.10%
Accounts Payable	$181,581.62	39.90%	$208,518.09	41.71%	$158,516.21	34.08%	$202,113.84	31.00%	$210,457.51	31.47%
January total	**$1,247,065.16**	**41.32%**	**$1,264,922.47**	**41.94%**	**$1,312,879.88**	**40.61%**	**$1,416,599.92**	**37.69%**	**$1,478,112.93**	**38.55%**
Payroll and Benefits	$1,079,676.90	40.44%	$1,120,649.98	40.97%	$1,177,040.50	41.05%	$1,257,022.65	38.10%	$1,298,596.35	38.92%
Accounts Payable	$167,388.26	44.92%	$144,272.49	46.28%	$135,839.38	38.48%	$159,577.27	35.70%	$179,516.58	36.75%
February Total	**$1,295,196.27**	**49.00%**	**$1,311,064.49**	**49.52%**	**$1,403,873.80**	**48.51%**	**$1,618,399.15**	**45.79%**	**$1,526,340.07**	**46.18%**
Payroll and Benefits	$1,101,865.39	48.58%	$1,137,572.54	49.02%	$1,191,361.71	49.17%	$1,256,823.51	45.67%	$1,291,244.15	46.70%
Accounts Payable	$193,330.88	50.72%	$173,491.95	51.78%	$212,512.09	45.37%	$361,575.64	46.33%	$235,095.92	43.67%
March total	**$1,268,120.61**	**56.52%**	**$1,325,835.62**	**57.19%**	**$1,349,916.60**	**56.11%**	**$1,463,652.98**	**53.10%**	**$1,604,907.73**	**54.21%**
Payroll and Benefits	$1,101,146.24	56.71%	$1,153,519.72	57.18%	$1,198,109.22	57.33%	$1,290,767.24	53.45%	$1,333,219.78	54.73%
Accounts Payable	$166,974.37	55.73%	$172,315.90	57.24%	$151,807.38	50.29%	$172,885.74	51.42%	$271,687.95	51.66%
April Total	**$1,294,787.02**	**64.19%**	**$1,280,538.15**	**64.60%**	**$1,330,513.12**	**63.60%**	**$1,488,270.17**	**60.55%**	**$1,393,336.22**	**61.18%**
Payroll and Benefits	$1,106,418.33	64.89%	$1,130,521.26	65.17%	$1,181,684.00	65.38%	$1,261,959.40	61.05%	$1,295,557.89	62.54%
Accounts Payable	$188,368.69	61.39%	$150,016.89	62.00%	$148,829.12	55.11%	$226,310.77	58.07%	$97,778.33	54.53%
May Total	**$1,321,231.78**	**72.03%**	**$1,350,912.94**	**72.41%**	**$1,454,410.75**	**71.79%**	**$1,433,181.09**	**67.71%**	**$1,590,118.89**	**69.13%**
Payroll and Benefits	$1,112,271.54	73.10%	$1,159,091.91	73.37%	$1,192,409.39	73.51%	$1,266,060.96	68.68%	$1,288,718.16	70.30%
Accounts Payable	$208,960.24	67.66%	$191,821.03	68.08%	$262,001.36	63.60%	$167,120.13	62.99%	$301,400.73	63.40%
June Total	**$1,401,973.35**	**80.34%**	**$1,500,316.16**	**81.09%**	**$1,478,554.44**	**80.11%**	**$1,786,307.10**	**76.64%**	**$1,905,598.30**	**78.65%**
Payroll and Benefits	$1,081,601.05	81.09%	$1,147,558.00	81.49%	$1,188,929.32	81.61%	$1,281,344.42	76.40%	$1,310,032.08	78.19%
Accounts Payable	$320,372.30	77.27%	$352,758.16	79.26%	$289,625.12	72.98%	$504,962.68	77.84%	$595,566.22	80.91%
July Total	**$1,288,886.37**	**87.98%**	**$1,340,066.51**	**88.84%**	**$1,318,578.29**	**87.53%**	**$1,917,135.16**	**86.23%**	**$0.00**	**78.65%**
Payroll and Benefits	$1,039,447.31	88.77%	$1,119,731.82	89.41%	$1,163,519.86	89.54%	$1,259,810.39	83.99%		78.19%
Accounts Payable	$249,439.06	84.75%	$220,334.69	86.24%	$155,058.43	78.00%	$657,324.77	97.17%		80.91%
August Total	**$1,447,832.80**	**96.56%**	**$1,326,233.19**	**96.51%**	**$1,916,892.73**	**98.32%**	**$2,304,800.20**	**97.75%**	**$0.00**	**78.65%**
Payroll and Benefits	$1,082,327.56	96.77%	$1,188,034.58	97.82%	$1,215,792.69	97.82%	$1,253,854.19	91.54%		78.19%
Accounts Payable	$365,505.24	95.72%	$138,198.61	90.62%	$701,100.04	100.71%	$1,050,946.01	128.09%		80.91%
Total Expended	**$16,288,091.80**	**96.56%**	**$16,686,299.67**	**96.51%**	**$17,466,641.20**	**98.32%**	**$19,550,459.06**	**97.75%**	**$15,730,810.63**	**78.65%**
Total Budgeted	**$16,867,821.00**		**$17,290,444.00**		**$17,764,736.00**		**$19,999,791.00**		**$19,999,791.00**	
Payroll and Benefits	$13,535,040.00		$14,135,441.00		$14,677,899.00		$16,599,826.53		$16,599,826.53	
Accounts Payable	$3,332,781.00		$3,155,003.00		$3,086,837.00		$3,399,964.47		$3,399,964.47	
Over/Under	(579,729.20)	**3.44%**	(604,144.33)	**3.49%**	(298,094.80)	**1.68%**	(449,331.94)	**2.25%**	(4,268,980.37)	**21.35%**

2015-16 School Year

01	General Fund	Budgeted/Beginning	September	October	November	December	January	February	March	April	May	June	July	August	Year to Date	Balance	% Spent/Rec
	SPED Expenditures	1,798,565.00	138,846.57	207,080.86	215,447.97	210,248.41	220,151.82	216,234.33	1,417,370.28	157,270.74	266,602.61	555,817.90			3,605,071.49	(1,806,506.49)	200.44%
	Non-SPED Expenditures	18,201,226.00	1,407,992.72	1,436,481.43	1,322,628.53	1,293,670.00	1,257,961.11	1,310,105.74	187,537.45	1,236,065.48	1,323,516.28	1,349,780.40	0.00	0.00	12,125,739.14	6,075,486.86	66.62%
	Total Expenditures	19,999,791.00	1,546,839.29	1,643,562.29	1,538,076.50	1,503,918.41	1,478,112.93	1,526,340.07	1,604,907.73	1,393,336.22	1,590,118.89	1,905,598.30	0.00	0.00	15,730,810.63	4,268,980.37	78.65%
	Total Receipts	20,854,313.00	3,777,399.57	919,934.61	841,237.42	1,243,678.07	2,258,459.02	852,443.43	1,513,121.85	2,030,684.75	4,701,494.65	1,495,188.04	0.00	0.00	19,633,641.41	1,220,671.59	94.15%
	Monthly Inter-Fund Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	Cash Balance	**256,897.15**	**2,487,457.43**	**1,763,829.75**	**1,066,990.67**	**806,750.33**	**1,587,096.42**	**913,199.78**	**821,413.90**	**1,458,762.43**	**4,570,138.19**	**4,159,727.93**	**4,159,727.93**	**4,159,727.93**			
02	**Depreciation Fund**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	849,307.00	0.00	0.00	0.00	8,603.05	0.00	0.00	7,067.66	26,031.11	24,000.00	206,640.00			272,341.82	576,965.18	32.07%
	Receipts	400,000.00	167.26	167.29	215.81	178.37	204.22	260.36	217.67	198.73	264.27	173.32			2,047.30	397,952.70	0.51%
	Loan to General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		**Outstanding**		
	Loan Repayment from GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Cash Balance	**899,115.62**	**899,282.88**	**899,450.17**	**899,665.98**	**891,241.30**	**891,445.52**	**891,705.88**	**884,855.89**	**859,023.51**	**835,287.78**	**628,821.10**	**628,821.10**	**628,821.10**			
03	**Employee Benefit**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	145,560.00	8,061.23	9,696.65	22,435.18	12,261.06	8,506.59	9,326.64	6,292.54	7,857.54	7,168.31	10,426.94			102,032.68	43,527.32	70.10%
	Receipts	95,695.00	44,427.19	7,763.19	7,771.53	7,546.52	7,546.58	7,554.75	7,546.58	7,546.40	7,554.75	7,546.40			112,803.89	(17,108.89)	117.88%
	Cash Balance	**46,279.20**	**82,645.16**	**80,711.70**	**66,048.05**	**61,333.51**	**60,373.50**	**58,601.61**	**59,855.65**	**59,544.51**	**59,930.95**	**57,050.41**	**57,050.41**	**57,050.41**			
04	**QCPUF**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	1,230,000.00	0.00	0.00	0.00	119,710.00	0.00	0.00	0.00	0.00	0.00	119,210.00			238,920.00	991,080.00	19.42%
	Receipts	501,067.00	146,748.10	19,239.36	114,642.57	11,086.97	52,334.18	8,558.84	18,452.84	50,337.87	264,374.47	33,658.54			719,433.74	(218,366.74)	143.58%
	Cash Balance	**1,832,286.72**	**1,979,034.82**	**1,998,274.18**	**2,112,916.75**	**2,004,293.72**	**2,056,627.90**	**2,065,186.74**	**2,083,639.58**	**2,133,977.45**	**2,398,351.92**	**2,312,800.46**	**2,312,800.46**	**2,312,800.46**			
05	**Activities**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	500,000.00	38,121.04	33,925.11	32,717.35	31,576.03	39,671.96	15,938.34	24,820.90	48,192.28	54,168.65	29,851.12			348,982.78	151,017.22	69.80%
	Receipts	295,568.00	65,206.45	33,312.42	42,233.16	28,988.95	25,466.08	16,266.65	23,229.97	56,759.46	36,254.52	36,759.28			364,476.94	(68,908.94)	123.31%
	Cash Balance	**216,707.76**	**243,793.17**	**243,180.48**	**252,696.29**	**250,109.21**	**235,903.33**	**236,231.64**	**234,640.71**	**243,207.89**	**225,293.76**	**232,201.92**	**232,201.92**	**232,201.92**			
06	**School Lunch**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	1,026,851.00	93,979.68	97,796.19	105,520.92	88,031.71	86,509.80	97,385.04	93,650.16	108,386.01	82,921.22	52,051.27			906,232.00	120,619.00	88.25%
	Receipts	891,700.00	65,641.88	126,998.21	108,820.73	104,402.56	95,742.19	111,086.34	106,678.61	97,910.06	91,470.48	57,912.41			966,663.47	(74,963.47)	108.41%
	Cash Balance	**78,544.01**	**50,206.21**	**79,408.23**	**82,708.04**	**99,078.89**	**108,311.28**	**122,012.58**	**135,041.03**	**124,565.08**	**133,114.34**	**138,975.48**	**138,975.48**	**138,975.48**			
07	**Bond**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	575,000.00	0.00	0.00	0.00	364,408.75	0.00	0.00	0.00	0.00	0.00	63,933.75			428,342.50	146,657.50	74.49%
	Receipts	501,849.00	137,548.21	21,540.46	9,619.50	10,758.92	44,811.14	12,307.30	19,845.02	49,503.56	144,377.73	32,940.54			483,252.38	18,596.62	96.29%
	Cash Balance	**508,025.05**	**645,573.26**	**667,113.72**	**676,733.22**	**323,083.39**	**367,894.53**	**380,201.83**	**400,046.85**	**449,550.41**	**593,928.14**	**562,934.93**	**562,934.93**	**562,934.93**			
08	**Special Building**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	1,875,000.00	6,127.96	8,466.63	0.00		0.00	411,407.10	64,278.00	145,238.84	203,099.39	158,569.13			997,187.05	877,812.95	53.18%
	Receipts	500,811.00	147,691.08	19,648.25	4,541.31	14,918.52	68,850.74	10,588.09	25,814.13	67,563.32	203,715.05	57,984.73			621,315.22	(120,504.22)	124.06%
	Loan Balance to Gen. Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		**Outstanding**		
	Loan Repayment from GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Cash Balance	**2,032,424.59**	**2,173,987.71**	**2,185,169.33**	**2,189,710.64**	**2,204,629.16**	**2,273,479.90**	**1,872,660.89**	**1,834,197.02**	**1,756,521.50**	**1,757,137.16**	**1,656,552.76**	**1,656,552.76**	**1,656,552.76**			
09	**Student Fees**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	50,000.00	364.55	4,157.97	643.87	1,433.75	762.02	1,424.44	2,857.98	2,298.78	1,931.86	416.37			16,291.59	33,708.41	32.58%
	Receipts	22,677.00	8,273.05	1,229.00	2,693.50	2,138.00	2,239.00	998.65	1,770.00	1,629.00	3,987.71	122.00			25,079.91	(2,402.91)	110.60%
	Cash Balance	**27,121.06**	**35,029.56**	**32,100.59**	**34,150.22**	**34,854.47**	**36,331.45**	**35,905.66**	**34,817.68**	**34,147.90**	**36,203.75**	**35,909.38**	**35,909.38**	**35,909.38**			
00	**Coopertive Fund**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	150,000.00	2,936.61	3,502.56	4,122.08	3,976.13	4,379.04	3,857.22	3,377.55	3,582.36	3,374.33	2,905.40			36,013.28	113,986.72	24.01%
	Receipts	50,000.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00	7,500.00	0.00	2,000.00	0.00			17,500.00	32,500.00	35.00%
	Cash Balance	**20,000.00**	**17,063.39**	**13,560.83**	**13,438.75**	**9,462.62**	**5,083.58**	**5,226.36**	**9,348.81**	**5,766.45**	**4,392.12**	**1,486.72**	**1,486.72**	**1,486.72**			
	Cash Balance	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Cash Balance	**5,917,401.16**	**8,614,073.59**	**7,962,798.98**	**7,395,058.61**	**6,684,836.60**	**7,622,547.41**	**6,580,932.97**	**6,497,857.12**	**7,125,067.13**	**10,613,778.11**	**9,786,461.09**	**9,786,461.09**	**9,786,461.09**			

2014-15 School Year

01	General Fund	Budgeted/Beginning	September	October	November	December	January	February	March	April	May	June	July	August	Year to Date	Balance	% Spent/Rec
	SPED Expenditures	1,798,565.00	102,442.05	172,922.76	169,245.45	171,446.92	174,786.55	168,728.74	172,024.69	175,611.35	117,916.45	232,296.58	149,609.86	228,981.81	2,036,013.21	(237,448.21)	113.20%
	Non-SPED Expenditures	18,201,226.00	1,483,561.93	1,437,727.80	1,309,635.30	1,275,131.08	1,241,813.37	1,449,670.41	1,291,628.29	1,312,658.82	1,315,264.64	1,554,010.52	1,767,525.30	2,075,818.39	17,514,445.85	686,780.15	96.23%
	Total Expenditures	19,999,791.00	1,586,003.98	1,610,650.56	1,478,880.75	1,446,578.00	1,416,599.92	1,618,399.15	1,463,652.98	1,488,270.17	1,433,181.09	1,786,307.10	1,917,135.16	2,304,800.20	19,550,459.06	449,331.94	97.75%
	Total Receipts	20,854,313.00	3,689,300.73	819,772.20	704,918.79	894,606.37	1,840,957.36	1,728,165.99	1,211,138.63	1,863,769.39	4,708,506.23	1,148,776.66	389,401.73	617,773.93	19,617,088.01	1,237,224.99	94.07%
	Monthly Inter-Fund Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	Cash Balance	**170,773.80**	**2,274,070.55**	**1,483,192.19**	**709,230.23**	**157,258.60**	**581,616.04**	**691,382.88**	**438,868.53**	**814,367.75**	**4,089,692.89**	**3,452,162.45**	**1,924,429.02**	**237,402.75**			
02	**Depreciation Fund**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	849,307.00	160,611.97	56,398.40	0.00	5,694.98	0.00	0.00	0.00	122,300.00	23,900.00	0.00	0.00	0.00	368,905.35	480,401.65	43.44%
	Receipts	400,000.00	150.25	129.98	149.76	127.06	114.94	107.30	165.50	113.33	146.58	94.25	80.94	400,126.81	401,506.70	(1,506.70)	100.38%
	Loan to General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		**Outstanding**		
	Loan Repayment from GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Cash Balance	**866,514.27**	**706,052.55**	**649,784.13**	**649,933.89**	**644,365.97**	**644,480.91**	**644,588.21**	**644,753.71**	**522,567.04**	**498,813.62**	**498,907.87**	**498,988.81**	**899,115.62**			
03	**Employee Benefit**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	145,560.00	12,660.07	14,812.49	19,655.28	6,544.25	17,151.59	11,830.60	9,578.32	10,461.28	12,190.71	3,640.99	5,401.34	4,347.13	128,274.05	17,285.95	88.12%
	Receipts	95,695.00	37,607.47	7,873.14	7,881.46	7,873.13	7,806.64	7,814.72	7,806.64	7,806.39	7,814.70	7,806.39	7,806.64	7,694.73	123,592.05	(27,897.05)	129.15%
	Cash Balance	**50,961.20**	**75,908.60**	**68,969.25**	**57,195.43**	**58,524.31**	**49,179.36**	**45,163.48**	**43,391.80**	**40,736.91**	**36,360.90**	**40,526.30**	**42,931.60**	**46,279.20**			
04	**QCPUF**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	1,230,000.00	0.00	0.00	0.00	119,710.00	0.00	0.00	0.00	0.00	0.00	119,210.00	3,393.62	0.00	242,313.62	987,686.38	19.70%
	Receipts	501,067.00	154,074.36	9,793.12	113,560.93	8,839.00	51,013.59	8,689.70	17,462.75	42,568.09	288,042.99	10,709.58	6,020.51	15,136.35	725,910.97	(224,843.97)	144.87%
	Cash Balance	**1,348,689.37**	**1,502,763.73**	**1,512,556.85**	**1,626,117.78**	**1,515,246.78**	**1,566,260.37**	**1,574,950.07**	**1,592,412.82**	**1,634,980.91**	**1,923,023.90**	**1,814,523.48**	**1,817,150.37**	**1,832,286.72**			
05	**Activities**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	500,000.00	45,003.44	46,774.86	16,626.64	44,063.28	18,226.54	51,708.14	20,031.05	26,715.51	45,824.37	38,661.82	1,513.34	10,725.86	365,874.85	134,125.15	73.17%
	Receipts	295,568.00	49,075.00	33,655.38	34,245.70	21,642.35	25,345.34	16,516.96	37,288.34	47,849.13	34,039.09	8,055.24	7,369.12	32,683.57	347,765.22	(52,197.22)	117.66%
	Cash Balance	**234,817.39**	**238,888.95**	**225,769.47**	**243,388.53**	**220,967.60**	**228,086.40**	**192,895.22**	**210,152.51**	**231,286.13**	**219,500.85**	**188,894.27**	**194,750.05**	**216,707.76**			
06	**School Lunch**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	1,026,851.00	70,346.31	108,763.90	102,106.14	96,021.71	73,535.66	97,738.76	88,552.53	101,477.76	97,905.24	57,667.34	36,959.32	31,342.29	962,416.96	64,434.04	93.73%
	Receipts	891,700.00	64,406.53	117,431.39	108,095.46	91,320.14	86,634.98	95,406.23	94,037.37	109,702.90	92,522.68	61,600.12	17,291.44	44,334.44	982,783.68	(91,083.68)	110.21%
	Cash Balance	**58,177.29**	**52,237.51**	**60,905.00**	**66,894.32**	**62,192.75**	**75,292.07**	**72,959.54**	**78,444.38**	**86,669.52**	**81,286.96**	**85,219.74**	**65,551.86**	**78,544.01**			
07	**Bond**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	575,000.00	0.00	0.00	0.00	355,133.75	0.00	0.00	0.00	0.00	0.00	64,908.75	29,281.27	0.00	449,323.77	125,676.23	78.14%
	Receipts	501,849.00	144,070.52	14,350.88	8,830.33	8,589.42	43,236.79	12,628.88	19,947.55	41,909.48	139,992.51	18,103.52	36,392.70	14,759.95	502,812.53	(963.53)	100.19%
	Cash Balance	**454,536.18**	**598,606.70**	**612,957.58**	**621,787.91**	**275,243.58**	**318,480.37**	**331,109.25**	**351,056.80**	**392,966.28**	**532,958.79**	**486,153.56**	**493,264.99**	**508,024.94**			
08	**Special Building**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	1,875,000.00	26,926.74	16,095.64	54,361.77	212.13	0.00	2,400.00	0.00	708,162.26	18,563.73	54,093.47	266,923.98	256,881.31	1,404,621.03	470,378.97	74.91%
	Receipts	500,811.00	59,559.61	4,032.08	51,437.27	7,947.80	49,376.51	7,712.40	16,827.99	742,560.17	271,206.86	313,804.16	212,427.46	16,280.13	1,753,172.44	(1,252,361.44)	350.07%
	Loan Balance to Gen. Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		**Outstanding**		
	Loan Repayment from GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Cash Balance	**1,683,873.18**	**1,716,506.05**	**1,704,442.49**	**1,701,517.99**	**1,709,253.66**	**1,758,630.17**	**1,763,942.57**	**1,780,770.56**	**1,815,168.47**	**2,067,811.60**	**2,327,522.29**	**2,273,025.77**	**2,032,424.59**			
09	**Student Fees**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures	50,000.00	146.39	1,669.21	2,256.30	700.60	2,366.00	1,060.55	1,600.27	1,195.58	1,594.93	2,676.25	1,262.50	683.45	17,212.03	32,787.97	34.42%
	Receipts	22,677.00	2,597.80	3,988.60	454.25	1,234.00	662.25	516.00	1,099.40	2,499.50	5,516.80	130.10	0.00	0.00	18,698.70	3,978.30	82.46%
	Cash Balance	**25,634.39**	**28,085.80**	**30,405.19**	**28,603.14**	**29,136.54**	**27,432.79**	**26,888.24**	**26,387.37**	**27,691.29**	**31,613.16**	**29,067.01**	**27,804.51**	**27,121.06**			
09	**Coopertive Fund**	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Expenditures														0.00	0.00	#DIV/0!
	Receipts													20,000.00	20,000.00	(20,000.00)	#DIV/0!
	Cash Balance													**20,000.00**			
	Cash Balance	**Budgeted/Beginning**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**Year to Date**	**Balance**	**% Spent/Rec**
	Cash Balance	**4,893,977.07**	**7,193,120.44**	**6,348,982.15**	**5,704,669.22**	**4,672,189.79**	**5,249,458.48**	**5,343,879.46**	**5,166,238.48**	**5,566,434.30**	**9,481,062.67**	**8,922,976.97**	**7,337,896.98**	**5,877,962.65**			

SCHUYLER COMMUNITY SCHOOLS
Treasurer's Report
Fiscal Year 2016

GENERAL FUND	Jun-16	YTD 2015-16
Beginning Cash Balance	**4,494,104.52**	**180,949.34**
Receipts:		
Colfax county Local District Tax	627,633.05	11,044,900.22
Butler county Local District Tax	233,856.53	1,147,006.32
Interest	924.09	2,975.72
License Fees		3,885.00
Rent of Facility	200.00	1,332.00
Curriculum Receipts		0.00
Other Local Receipts		0.00
ESU Receipts	1,352.07	2,912.07
State Aid	406,284.74	4,068,268.09
Special Education	68,990.00	672,658.00
SPED Transportation		2,083.00
State Apportionment		267,562.65
Distant Ed Incentive		0.00
Six Pence	49,315.57	287,642.87
Other State Receipts	1,979.46	1,979.46
High Ability Learner		13,083.00
Title 1 Part A		336,470.00
Title I part B		25,426.00
Title I, SIG	69,087.36	1,094,575.03
Title II, Part A - Staff	5,566.00	25,238.00
Title IIA - ESU consortium		6,668.80
Title II, Part A - consortium		0.00
SPED IDEA Base		61,426.00
SPED Preschool		4,373.00
SPED IDEA, Part B Enroll		210,715.00
SPED Ed IDEA CEIS		35,809.00
Medicaid in the Public Schools - MIPS	1,234.91	15,100.07
NASB MEDICAID Reimbursements	9,868.79	29,722.03
Carl Perkins Fund	453.03	943.03
E-Rate Reimbursement		0.00
Migrant		200.00
Title III	8,160.00	42,733.00
Title III Immigrant	8,616.00	35,171.00
21st Century Grant	1,500.00	171,077.19
EducationQuest Grant		750.00
Buffett Foundation		0.00
Scott Foundation Grant - Child Well Being		0.00
Insurance Adjustments		0.00
Sale of Property		0.00
Other Non Revenue	166.44	20,870.00
Transfers in		0.00
Total Receipts	**1,495,188.04**	**19,633,555.55**
Non-program Receipts		
Non-program Receipts		126.00
Lunch & Coop Fund Reimbursements	24,172.97	241,423.93
Subtotal	**24,172.97**	**241,549.93**
Transfers from CD		
Transfers IN/OUT Money Market Accounts	1,000,000.00	11,357,000.00
Total Receipts & Transfers	**2,519,361.01**	**31,232,105.48**
General Fund Cash	**7,013,465.53**	**31,413,054.82**
General Fund Disbursements	-1,905,598.30	-14,199,050.94
Transfers In/Out Money Market Accounts	-1,024,172.97	-13,130,309.62
Prior Period Adjustment (Voided Checks)		0.00
Total Disbursements	**-2,929,771.27**	**-27,329,360.56**
Ending Book Balance	**4,083,694.26**	**4,083,694.26**
INVESTMENT ACCOUNTS BALANCES:		
GENERAL FUND CD's (BALANCE CARRIED F(	**76,033.67**	**75,947.81**
CD Cashed out		**0.00**
Interest on CD		**85.86**
Total CD BALANCE	**76,033.67**	**76,033.67**
TOTAL GENERAL FUND CASH BALANCE	**4,159,727.93**	**4,159,727.93**

SPECIAL BUILDING FUND		
Beginning Cash Balance	**1,757,137.16**	**2,032,424.59**
Colfax County Tax Collection	31,329.99	537,816.36
Butler County Tax Collection	12,455.29	57,233.85
School Project Support Donations		26.88
Sale of Property		0.00
Interest	474.25	4,986.25
REC building Project	725.20	8,251.88
Sale of Property		0.00
Non-revenue receipts		0.00
Total before non-program receipts	**44,984.73**	**608,315.22**
Non-program Receipts/transfers	13,000.00	1,063,000.00
Total Monthly Receipts	**57,984.73**	**1,671,315.22**
Cashed CD's		0.00
Total Building Fund Cash	**1,815,121.89**	**3,703,739.81**
Disbursements & Transfers:		
Total Expenditures	**(145569.13)**	(984187.05)
Non-program Expenditures	(13000.00)	(1063000.00)
Total Disbursements	**(158,569.13)**	**(2,047,187.05)**
Ending Balance	**1,656,552.76**	**1,656,552.76**
Total Special Building Fund	**1,656,552.76**	**1,656,552.76**
BOND FUND ACCOUNT		
Beginning Balance Pinnacle Bank	**593,928.14**	**508,025.05**
New Bond K-3 2007 tax collections	32,894.03	482,844.06
Interest	46.51	408.32
		0.00
Total	**32,940.54**	**483,252.38**
Bond Payment	-63,933.75	-428,342.50
Expenditures		**0.00**
Balance 2007 bonds	**562,934.93**	**562,934.93**
Beatrice Bank Holding funds		**0.00**
Total Bond Fund Balance	**562,934.93**	**562,934.93**
DEPRECIATION FUND SAVINGS		
Beginning Balance Checking accounts	**750,022.31**	**813,987.59**
Receipts		0.00
Interest on Money Market Account	173.32	1,909.86
Total	**750,195.63**	**815,897.45**
Disbursements	-206,640.00	-272,341.82
Transfers		0.00
Ending Balance Cash account/Money Market Ac	**543,555.63**	**543,555.63**
DEPRECIATION FUND INVESTMENTS:		
Beginning Balance (800011254, 800012522, 583	**85,265.47**	**84,957.99**
CD's		
Interest		307.48
Ending Balance Investments	**85,265.47**	**85,265.47**
Total Depreciation Funds	**628,821.10**	**628,821.10**
QUALIFIED CAPTIAL PURPOSE BONDS		
Beginning balance	**2,398,351.92**	**1,832,286.72**
PINNACLE BANK (initial deposit+interest)		
Colfax County Tax Collections	23,605.89	444,548.57
Butler County Tax Collections	9,381.89	47,272.66
Interest & Transfers	670.76	5,405.07
US Treasury Receipts		222,207.44
Total Monthly Receipts	**33,658.54**	719,433.74
Transfers		
Payments/Transfer of interest	119,210.00	238,920.00
Disbursements		
Fund Balance	**2,312,800.46**	**2,312,800.46**

EMPLOYEE BENEFITS FUND		
Beginning Balance	**46,667.89**	**33,041.00**
Deposits	7,546.40	112,779.03
Total Revenue	**54,214.29**	**145,820.03**
Disbursements & Transfers:	-10,426.94	-102,032.68
Ending Balance	**43,787.35**	**43,787.35**
EMPLOYEE BENEFITS FUND INVESTMENTS:		
Beginning Balance (800010018; 55375)	**13,263.06**	**13,238.20**
SCS CD's		24.86
Ending Balance	**13,263.06**	**13,263.06**
Total Employee Benefits Funds Investments	13,263.06	13,263.06
Total Employee Benefits Funds	**57,050.41**	**57,050.41**

SCS STUDENT FEES		
Beginning Balance	**36,203.75**	**27,121.06**
Receipts	122.00	25,079.91
Total	**36,325.75**	**52,200.97**
Disbursements	-416.37	-16,291.59
Ending Balance	**35,909.38**	**35,909.38**

SCS ACTIVITY FUND		
Beginning Balance	**225,293.76**	**216,707.76**
Receipts	36,759.28	364,476.94
Total	**262,053.04**	**581,184.70**
Disbursements	-29,851.12	-348,982.78
Ending Balance	**232,201.92**	**232,201.92**

Lunch Fund		
Beginning Balance Checking accounts	**133,114.34**	**78,544.01**
Receipts	57,911.17	960,537.76
Interest	1.24	9.94
non-program receipts		6,115.77
Total Cash	**191,026.75**	**1,045,207.48**
Disbursements	52,051.27	-802,129.46
non-program expenses		0.00
Total Expenditures	52,051.27	-802,129.46
Total Lunch Funds	**243,078.02**	**243,078.02**

SCS COOPERATIVE FUND		
Beginning Balance	**4,392.12**	**20,000.00**
Receipts	0.00	17,500.00
Total	**4,392.12**	**37,500.00**
Disbursements	-2,905.40	-36,013.28
Ending Balance	**1,486.72**	**1,486.72**

Submitted By:

Charles P. Misek, Treasurer

Revenue Summary Report
FY 2016
For the Month of June 2016

acct #	Account	BUDGET 2015-16	Jun-16	#	2015-16 YTD TOTALS	Percent Collected
1-1210	Tax Collections	12,933,607.00	861,489.58		12,191,906.54	94.27%
1-1410	Interest earned on Local Receipts	1,000.00	924.09		2,975.72	297.57%
	CD Interest	19,000.00			85.86	0.45%
1-1510	License Fee	3,500.00			-	0.44
1-1990	Other Local Receipts	7,500.00	200.00		1,332.00	17.76%
1-2210	ESU Receipts	2,000.00	1,352.07		2,912.07	145.60%
1-3110	State Aid	4,062,848.00	406,284.74		4,068,268.09	100.13%
1-3120	Sp Ed Programs	658,000.00	68,990.00		672,658.00	102.23%
1-3125	Sp Ed Transportation	8,150.00			2,083.00	25.56%
1-3200	State Apportionment	211,975.00			267,562.65	126.22%
1-3135	High Ability Learner	8,450.00			13,083.00	154.83%
1-3541	Six Pence	155,000.00	49,315.57		287,642.87	185.58%
1-3990	Other State	3,000.00	1,979.46		1,979.46	0.00%
1-4200	Title I, Part A				336,470.00	0.00%
1-4210	Title I, part B	400,000.00			25,426.00	0.00%
1-4215	Title I - School Improvement Grant	886,985.00	69,087.36		1,094,575.03	0.00%
1-4310	Title IIA	40,000.00	5,566.00		30,805.00	77.01%
1-4311	Title IIA, ESU7 Consortium	-			1,101.80	0.00%
1-4404	IDEA, to age 5	82,576.00			61,426.00	0.00%
1-4406	Sp Ed - Base	3,595.00			199,388.00	5546.26%
1-4410	Sp Ed-Part B Funds Enrollment	225,000.00			15,700.00	6.98%
1-4411	Sp Ed - CEIS	45,000.00			35,809.00	79.58%
1-4450	Medicaid In Public Schools	10,000.00	1,234.91		15,100.07	151.00%
1-4455	NASB NEBMAC MEDICAID	60,000.00	9,868.79		29,722.03	49.54%
1-4700	Carl Perkins	5,000.00	453.03		943.03	18.86%
1-4850	E-Rate Reimbursement	57,000.00			-	0.00%
1-4915	Migrant	-			200.00	
1-4925	Title III	80,000.00	8,160.00		42,733.00	53.42%
1-4926	Title III Immigrant	5,000.00	8,616.00		35,171.00	0.00%
1-4968	21st Century Grant	293,750.00	1,500.00		171,077.19	0.00%
1-4997	Save the Children Buffett Foundation	84,600.00			-	0.00%
1-4994	Education Quest	-			750.00	0.00%
1-4999	Scott Grant - Child Well Being				-	
Jan-60	Debt Services				-	0.00%
1-5300	Insurance Adjustments	-			-	0.00%
1-5400	Sale of Property	-			-	0.00%
1-5690	Other Non Revenue Receipts		166.44		20,870.00	0.00%
	Total Program Receipts	**20,355,536.00**	**1,495,188.04**		**19,631,088.41**	96.44%
	Non Program Receipts					
1-9000	Non Program Receipts	-			126.00	
1-9000	Lunch, Coop Payroll or Reimb	-	24,172.97		241,423.93	
		-				
	Total Receipts	**20,355,536.00**	**1,519,361.01**		**19,872,638.34**	
	Total Budgeted Beginning Cash	2,219,256.00				
	Total Resources Available	**22,574,792.00**				
	Audit adjustments					
	OTHER FUND RECEIPTS					
	Depreciation Fund Receipts	382,792.00	173.32		2,047.30	
	Employee Benefits Fund Receipts	110,159.00	7,546.40		112,803.89	102.40%
	Qualified Capital Purpose Fund	716,047.00	33,658.54		719,433.74	100.47%
	Activities Fund Receipts	295,183.00	36,759.28		364,476.94	123.47%
	Lunch Fund Receipts	945,654.00	57,912.41		966,663.47	102.22%
	Bond Fund	501,051.00	32,940.54		483,252.38	96.45%
	Special Bldg Fund	568,682.00	44,984.73		608,315.22	106.97%
	Cooperative Fund	150,000.00	-		17,500.00	11.67%
	Student Fee Receipts	18,366.00	122.00		25,079.91	136.56%
	TOTAL OTHER FUND RECEIPTS	**3,687,934.00**	**214,097.22**		**3,299,572.85**	
	Beginning Balances	4,584,626.00				
	TOTAL SCS FUND RECEIPTS	***30,847,352.00***	**1,733,458.23**		**23,172,211.19**	
	Transfer					
1-9000	General Fund	-	1,000,000.00		11,357,000.00	
	Depreciation Fund				-	
	Employee Benefits				-	
	Qualified Capital Purpose Fund				-	
	Activity Fund				-	
	Lunch Fund				-	
	Bond Fund				-	
	Special Building Fund		13,000.00		1,063,000.00	
	Student Fees Fund				-	
	TOTAL TRANSFERS		**1,013,000.00**		**12,420,000.00**	
	TOTAL SCS RECEIPTS WITH TRANSFERS		**2,746,458.23**		**35,592,211.19**	

SCHUYLER COMMUNITY SCHOOLS
EXPENDITURE SUMMARY
FISCAL YEAR 2016
Monthly Expenditures

Account	2015-16 Budget	Jun-16	YTD 2015-16	Percent 2015-16
Regular Instructional Programs	10,712,094.00	969,180.41	8,465,159.59	79.02%
Special Education Instructional Programs	1,697,005.00	202,871.98	1,700,656.91	100.22%
Support Services-Pupils	909,083.00	59,007.51	611,981.74	67.32%
Support Services-Staff	615,415.00	81,873.05	527,560.15	85.72%
General Administration	441,640.00	46,806.86	573,188.68	14.86%
Office Of The Principal	831,399.00	57,512.24	123,577.34	125.08%
Support Services-Business	98,800.00	17,395.41	123,577.34	125.08%
Vehicle Acquisition & Maintenance	36,400.00	3,468.61	19,767.49	54.31%
Support Services-Maintenance & Operation	1,591,256.00	206,608.41	1,316,056.00	82.71%
Support Services-Pupil Transportation	60,320.00	28,387.13	58,258.68	96.58%
Community Services	60,000.00	977.75	9,616.74	16.03%
State Categorical Programs	415,400.00	56,785.08	278,306.72	67.00%
Federal Programs	2,280,820.00	165,495.86	1,652,448.94	72.45%
Debt Service	108,160.00	8,983.82	8,983.82	
Summer School	42,000.00	244.18	244.18	0.58%
Transfers	100,000.00		-	0.00%
Total Program Expenditures	**19,999,792.00**	**1,905,598.30**	**15,469,384.32**	**77.35%**
Non Prog. Expenditures - Misc			-	
Non Prog. Expenditures - Lunch & Coop		24,172.97	216,965.29	
Total Expenditures	**19,999,792.00**	**1,929,771.27**	**15,686,349.61**	
Budgeted Cash Reserve	2,575,000.00			
Total Requirements	**22,574,792.00**	**1,929,771.27**	**15,686,349.61**	
OTHER FUND DISBURSEMENTS				
Depreciation Fund Disbursements	850,000.00	206,640.00	272,341.82	32.04%
Employee Benefits Fund Disbursements	145,560.00	10,426.94	102,032.68	70.10%
Qualified Capital Purpose Fund	2,250,000.00	119,210.00	238,920.00	10.62%
Activities Fund Disbursements	500,000.00	29,851.12	348,982.78	69.80%
Lunch Fund Disbursements	1,027,000.00	52,051.27	906,231.90	88.24%
Bond Fund	575,000.00	63,933.75	428,342.50	74.49%
Special Bldg Fund Disbursements	1,875,000.00	145,569.13	984,187.05	52.49%
Cooperative	150,000.00	2,905.40	36,013.28	24.01%
Student Fee Disbursements	50,000.00	416.37	16,291.59	32.58%
	7,422,560.00	631,003.98	3,333,343.60	44.91%
Other fund Cash Reserves	850,000.00			
TOTAL DISTRICT'S DISBURSEMENTS	**30,847,352.00**	**2,560,775.25**	**19,019,693.21**	
Transfer funds				
General Fund		1,000,000.00	11,381,458.64	
Depreciation Fund			-	
Employee Benefits			-	
Qualified Capital Purpose Fund			-	
Activity Fund			-	
Lunch Fund Transfers			-	
Bond Fund			-	
Special Building Fund		13,000.00	1,063,000.00	
Student Fees Fund			-	
Transfer funds		**1,013,000.00**	**12,444,458.64**	
TOTAL DISTRICT EXPENDITURES		**3,573,775.25**	**31,464,151.85**	

SCHUYLER COMMUNITY SCHOOLS
LUNCH PROGRAM
BUDGET TO ACTUAL
FISCAL YEAR 2016

Receipts:	**Budget 2015-16**	**June 2016**	**YTD Actual 2015-16**	**% of Budget**
Sale of Meals	210000.00	136.20	141632.49	67.44%
Interest	200.00	1.24	9.94	4.97%
State Reimbursement	7500.00		7333.23	97.78%
Federal Reimbursement	665724.00	57774.97	808022.01	121.37%
Other Non-Revenue Income	10000.00		3549.93	35.50%
Transfer	52230.00		0.00	0.00%
Non-program receipts	0.00		6115.77	0.00%
Total Receipts	**945654.00**	**57912.41**	**966663.37**	**102.22%**
Beginning Cash	81346.00			
Transfer between accts				
Total Receipts & Beg. Cash	**1027000.00**			
Expenditures				
Regular Salaries	263047.00	24952.65	245560.98	93.35%
Subs	10000.00	325.80	2030.20	20.30%
Employee Benefits	132232.00	11193.43	110859.39	83.84%
Contracted Services	3500.00		983.43	28.10%
Gas & Van Service	2000.00	45.50	788.14	39.41%
Food	555710.00	15013.39	479231.07	86.24%
Supplies & Materials	30100.00	375.00	47240.99	156.95%
Equipment	15000.00		12120.88	0.00%
Miscellaneous	15411.00	145.50	1253.55	8.13%
Non-program Expenditures	0.00		6163.27	0.00%
Total Expenditures	**1027000.00**	**52051.27**	**906231.90**	**88.24%**
Necessary Cash Reserves	**0.00**			
TOTAL REQUIREMENTS	**1027000.00**			
Transfers back between accts				
Revenue over Expenses		**5,861.14**	**60,431.47**	

TERM OF OFFICE

Board members nominated by primary election and elected by general election will serve for four years. Board members appointed to fill a vacant position will serve for the remainder of the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Neb. Statute 32-543, 570

Cross Reference: 201.02 Board Membership - Elections/Appointment

Approved _____ Reviewed _____ Revised _____

REGULAR BOARD MEETINGS

The regular meeting time and date shall be set by the board at its organizational meeting. The regular meetings of the board will be held on the second Monday of each month unless otherwise scheduled by the board.

The board shall generally adhere to this meeting date unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience. Public notice of the meetings shall be given.

The board shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

All actions taken by the board shall occur in open session by a roll call vote of the board with a record of the voting kept for the minutes. The voting requirements may be met by using an electronic voting device which allows the vote of each board member to be readily seen by the public.

Legal Reference: Neb. Statute 79-554
79-560
79-561
84-1412

Cross Reference: 203.01 Board Organizational Meeting

Approved _____ Reviewed _____ Revised _____

CREDIT CARDS

The Superintendent shall determine which employees may use school district credit cards for the purchase of goods and services on behalf of the district or the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties may include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

The Superintendent, in consultation with the Board, shall determine the acceptable types of purchases for which the credit card may be used.

Employees using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred and may lead to suspension of the employee's credit card use.

It shall be the responsibility of the board to determine through its annual audit whether the school district credit card use and procedures are appropriately handled.

The superintendent shall be responsible for implementing this policy.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.08 Employee Travel Compensation

Approved _____ Reviewed _____ Revised _____

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.

Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident district prior to the option district's consideration for acceptance.

The application for option enrollment does not require a release from the resident district and the receiving district has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the reasons for rejection and the process for appealing the decision to the State Board of Education.

The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline. For those applications, the option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution setting forth its specific standards for acceptance and rejection of applications as an option school. Standards will conform to those set forth by

state statute. These may include the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the district. The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from the school district as provided by state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

Legal Reference:	Neb. Statute 79-215	
	79-232 to 246	
	NDE Rule 19.008	
Cross Reference:	503	Student Attendance
	801	Transportation

HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated District Homeless Coordinator for tracking, monitoring and coordinating programs and activities for these children is (title) . The identity and duties of the District Homeless Coordinator shall annually be provided to the NDE, school staff, providers and advocates of services to homeless persons, and to homeless students.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in the previous examples.

District Residency: To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

Enrollment Disputes

If an enrollment dispute arises between the student's custodial parent/guardian (or the student not in custody of a parent/guardian) and the district, the student shall be immediately enrolled in the school selected by the parent/guardian or student until the dispute is resolved.

The parent/guardian (or student, if applicable) may appeal an enrollment determination

Approved _____ Reviewed _____ Revised _____

made by this district to the District Homeless Coordinator within 30 calendar days after receiving the written determination and notice of right-to-appeal.

If additional information is required to resolve the dispute, the District Homeless Coordinator will schedule a meeting within 10 calendar days, if practicable, to allow the individuals involved in the dispute to provide such information.

The District Homeless Coordinator shall issue a written decision on the dispute within 30 calendar days of the receipt of the appeal and hand deliver a written decision and notice of right-to-appeal to the Board of Education to the parent/guardian (or student, if applicable). This written decision will include a notice of the right to appeal using the appeal process provided for in NDE Rule 19.

Within 30 days of receipt of the District Homeless Coordinator's decision, the parent/guardian (or student, if applicable) may file a written appeal of the decision to the Nebraska Commissioner of Education.

Within 30 days of receipt of the Commissioner's decision, the parent/guardian (or student, if applicable) may file a written appeal of the decision with the State Board of Education.

Placement: If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means according to district policy to determine the appropriate grade level for the child.

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records. The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations. Permanent exemptions for homeless students from the immunization requirement in this policy will be allowed only for medical, military or religious reasons recognized under the law.

Students defined in state law as homeless children shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Legal Reference:	Neb. Statute 79-215 NDE Rule 19 42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act) NCLB, Title X, Sec. 722, P.L. 107-110 (2002)
Cross Reference:	503.01 Compulsory Attendance

HAZING, INITIATION, SECRET SOCIETIES OR GANG ACTIVITIES

Hazing or initiation by any school organizations, groups, clubs, teams or individuals are prohibited unless specifically approved by the administration. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion.

Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity.

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

Legal Reference: Neb. Statute 79-2,101 to 2,102

Cross Reference: 505 Student Discipline
506 Student Activities

Approved _____ Reviewed _____ Revised _____

ASTHMA AND ALLERGIC REACTION PROTOCOL

The district will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. The school shall allow a student with asthma or anaphylaxis to self- manage his or her asthma or anaphylaxis condition upon written request of the student's parent or guardian and authorization of the student's physician or other health care professional who prescribed the medication for treatment of the student's condition.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy during regular hours while school classes are in session. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Approved _____ Reviewed _____ Revised _____

CURRICULUM DEVELOPMENT

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the superintendent. These timelines will provide for periodic review of each curriculum area.

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- fulfill the philosophy of the school district;
- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- provide measurable quality academic content standards by the dates specified in Part 004 of Rule 10 that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education.

The above mentioned standards include the English Language Arts Standards (2014), Mathematics Standards (2015), Science Standards (2010) and Social Studies Standards (2012) as approved by NDE. Any changes from the specific standards as approved by NDE in those four areas will be attached to this policy.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and, if needed, to develop administrative regulations for curriculum development and recommendations to the board.

Legal Reference:	NDE Rule 10	
	20 U.S.C. § 1232h (1994).	
	34 C.F.R. Pt. 98 (1996).	
Cross Reference:	102	Educational Philosophy of the District
	104	Educational and Operational Planning
	604	Instructional Curriculum
	606	Instructional Materials

Approved _____ Reviewed _____ Revised _____

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees. The district shall educate staff and students regarding the harms of copyright piracy.

Copyrighted materials, whether they are print or nonprint, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

While the district encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law, should consult the superintendent. The superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

The superintendent is responsible for implementing this policy and creating procedures to guide employees in following copyright compliance.

Legal Reference: P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)
P.L. 105-304, Digital Millennium Copyright Act of 1998

Approved _____ Reviewed _____ Revised _____

TEST OR ASSESSMENT SELECTION

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

As part of any program funded by the United States Department of Education, the district shall obtain written parental consent prior to the participation of any student under the age of 18 in any mental health survey, analysis, evaluation or assessment. The consent form shall describe in detail the purpose, provider, beginning time and duration of the survey, analysis, evaluation or assessment.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
20 U.S.C. § 1232h (1994).

Cross Reference: 507 Student Records
608.02 Student Health Services
611 Academic Achievement

Approved _____ Reviewed _____ Revised _____

STUDENT PROGRESS REPORTS

The district shall provide a student progress report at the end of each grading period. Students who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Cross Reference: 507 Student Records

Approved _____ Reviewed _____ Revised _____

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT PROPERTY

Decisions regarding the lease, sale, or disposal of school district property shall be made by a two-thirds vote of the board in consultation with the Superintendent. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Disposition of district property may occur by any method chosen by the board such as auction, private or public sale, trade, or bid process with care to provide financial accountability for the district's resources. Such dispositions shall be publicized by newspaper advertisement, website or newsletter announcement, posting on bulletin boards or other means of notifying district residents. Real estate shall be sold by a formal bid process.

If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies. Discarded items shall not be claimed by employees except by prior approval of the administration.

If needed, One or more qualified individuals may be employed to prepare an appraisal of the property.

In the case of the razing of a school district facility the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district property. It shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Cross Reference: 705 Revenue
706.01 Bidding Procedures

Approved _____ Reviewed _____ Revised _____

INJURED EMPLOYEE ALTERNATIVE DUTY REVIEW

Employees returning to work from an injury may in some instances be placed on temporary light duty assignment by the building principal based on a doctor's recommendation. All employees are hired to perform essential functions for the district and it is necessary to the continued operation of the district that they carry out the duties they were hired to perform. This alternative duty assignment is intended to reduce lost time days and shall not continue indefinitely.

The building principal shall monitor the health improvement of the employee and conduct a review of the light duty assignment every *[sixty (60); ninety (90)]* days. Light duty assignment is limited to all employees to a maximum of 180 days.

Cross Reference:
407.05 Certificated Employee Workers' Compensation
410.02 Certificated Employee Personal Illness Leave
413.04 Support Staff Workers' Compensation
415.02 Support Staff Personal Illness Leave

Approved _____ Reviewed _____ Revised _____

Return to Work Policy Statement

The policies and procedures of the Return to Work Program for our school are designed to effectively manage the return to work of injured employees with minimum time lost. The program is intended to provide our employees with opportunities to continue as valuable members of our team whenever possible while recovering from work-related injuries.

The Return to Work Program benefits injured employees by promoting speedy recoveries while assisting to keep their work patterns and income as consistent as possible. The school also benefits by minimizing lost time claims and having its employees retain work skills (thus contributing to the overall productivity of our school).

Schuyler Community Schools is committed to keeping employees safe and returning injured employees to temporary modified or alternative work whenever possible and as soon as possible after an injury. This may be done by modifying the employee's regular job or providing the employee with alternative work assignments during their recovery. The employee's medical condition, along with any limitations or restrictions given by the attending physician, will be considered and followed when identifying appropriate modified or alternative positions.

Return to Work Program Development Plan

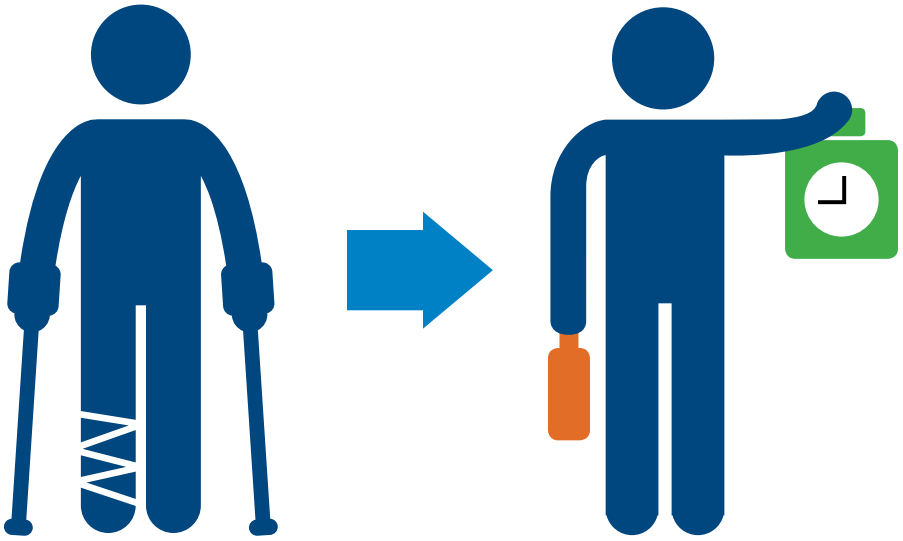
***Schuyler Community School District believes these are the KEYS to a success*ful Return-to-Work Program:**

- Our school will demonstrate visible commitments to safety and a reduction of lost-time injuries to include instituting a formal Return to Work Program.
- Administration shares Return-to-Work and Injury Management policies with employees.
- Supervisors are trained and can demonstrate understanding of and commitment to their important role in a successful Return to Work process.
- Written Loss Control and Return to Work procedures are consistently followed. Immediate reporting and investigation of accidents occurs. Injured/ill employees, supervisors/management and medical providers know what they are supposed to do when an injury occurs.
- Select Provider Program formats are used to help treat injured employees; injured workers receive timely and quality care by providers who communicate effectively and believe in return to work.
- Written functional job descriptions are available and maintained for regular and transitional duty jobs consideration.

count on EMC INSURANCE

Return to Work Programs

Getting injured employees back to work sooner and safer



Why Use a Return to Work Program?

When a worker becomes injured or ill, expenses can add up quickly due to lost time, medical costs and hiring replacement workers. Implementing an early return to work program can help your organization control these costs. Plus, getting employees back to work can help improve your experience modification factor, which can save you money on workers' compensation premiums.



EMC's Effective Return to Work Strategy



Encourages Communication



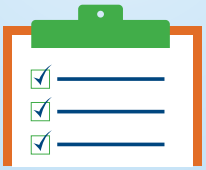
Retains Skilled and Experienced Employees



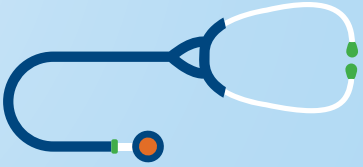
Minimizes Productivity Losses



Reduces the Need To Train New Employees



Creates Chances To Complete Work Usually Left Undone



May Reduce Risk of Reinjury



Return to work programs are designed to bring injured employees back to work safely and as soon as they are able to work in a medically approved capacity. This can save an organization an average of $463 per day off work (medical and indemnity costs).

3 TIMES MORE

Indirect costs of an injured worker can be three times more expensive than direct cost claims. Indirect costs can include:

- Hiring and training new workers
- Production downtime
- Overtime costs

4 Steps for Implementing a Return to Work Program

1.



Create a policy statement.

- The goal is to provide injured workers with temporary work whenever possible.
- Clearly state that injured workers will be expected to return to work as soon as medically possible.
- Share your written policy with all employees.

2.



Develop and document procedures.

- Review the sample program available online on EMC's Loss Control page.
- Designate an on-site employee to handle documentation.
- Communicate with injured workers, medical providers and EMC.
- Train employees on the process.
- Monitor returning injured employees.

3.



Identify transitional tasks.

- Identify and document tasks ahead of time that meet typical medical restrictions.
- Consider seasonal or "rainy day" tasks that need to be done.
- Assign transitional tasks based on the employee's work restrictions.

4.



Build job descriptions.

- Describe all essential tasks and include accurate physical demand measurements.
- Include employees in the process.
- Share the completed job descriptions with the employees and medical providers.

Workers involved in a return to work program return 38% sooner compared to workers with nonparticipating employers.[i]



An intervention program, including early reporting, employee-centered case management and removal of return to work barriers, **reduced claim dollars by an average of $2,329 and the number of compensated days by 19.4.**[ii]

EMC Can Help

EMC's injury management specialists offer assistance with all areas of return-to-work development, including:

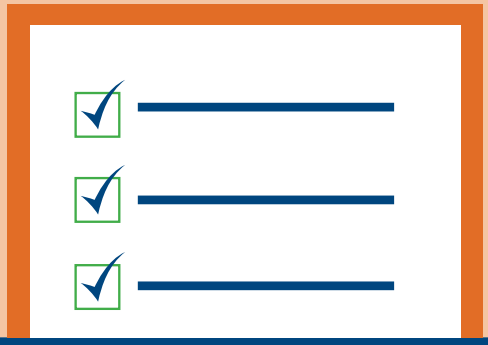


- Creating job descriptions
- Identifying transitional jobs
- Identifying medical providers
- Creating training materials
- Reviewing program for improvements

Nearly 60 percent of job accommodations cost nothing, and the rest typically cost around $500.[iii]

Additional Tips for a Successful Program

- Set up your return to work program before it's needed.
- Remind your injured workers that all other human resource and company policies still apply during transitional duty.
- Enlist support from your supervisors.
- Include necessary mental abilities in job descriptions.
- Alter work assignments as necessary during your employee's recovery.
- Make work tasks meaningful, not just busy work.
- Write detailed job descriptions to aid the physician in making better return to work recommendations.



Improve Your Injury Management Program

Improve Safety Program • Conduct Prework Screenings • Start a Wellness Program



Who Do I Contact?

To access online resources, go to www.emcins.com and select **Loss Control**.
For help identifying transitional work, email losscontrol.injurymgmt@emcins.com.
For help finding a medical provider, email claims.spp@emcins.com.

*Each state's laws differ regarding the extent that an employer can direct employees' healthcare and providers. Consult your organization's legal counsel or your state workers' compensation board to determine the level and extent this program can be implemented.

[i] RAND Institute for Civil Justice, Center for Health and Safety in the Workplace: http://www.rand.org/content/dam/rand/pubs/working_papers/2010/RAND_WR745.pdf
[ii] National Institutes of Health, U.S. National Library of Medicine: http://www.ncbi.nlm.nih.gov/pubmed/22466434
[iii] www.askjan.com

©Copyright 2015 Employers Mutual Casualty Company. RI0100 (5-15)

www.emcins.com |

count on EMC INSURANCE

SCHUYLER COMMUNITY SCHOOLS

Return To Work Program

Check Your Understanding. A Return To Work Program is designed to provide medically approved, transitional work for employees with work related injuries or illnesses.

A common goal of every organization's safety program is to prevent workplace accidents and injuries. When an injury does occur, its ultimate cost can be controlled through injury management tools such as Return To Work Programs and the use of designated or preferred medical providers. This sample program is designed to help your organization develop a Return To Work Program to manage workers' compensation related injuries. Every organization, large or small, can benefit from a Return To Work Program. Some of the possible benefits of developing a program may include:

- Reduced workers' compensation premium and experience modification factor
- Reduced operational costs related to training, overtime, rehiring and loss of production
- Reduced workers' compensation lost time payment
- Reduced medical costs
- Improved worker morale

An ideal Return To Work Program will include a policy statement, a list of preplanned transitional work options and written job descriptions.

For help with developing and customizing this written program, check out these resources.

- Injury Management Topic Page
- Return To Work Online Training Module
- Return to Work Guide

Policy Statement

Schuyler Community Schools is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to **Schuyler Community Schools** This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the Return To Work Program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the Return To Work Program.

Check Your Understanding. Return To Work Programs can also be designed to include other work absences such as non-work related injuries or absences related to health. If expanding Return To Work Programs to cover these other elements, an attorney who specializes in employment practices should be consulted to review your state's laws.

Medical Provider

Schuyler Community Schools designated/preferred medical provider is CHI Health Schuyler Hospital (402) 352-2441 All employees injured at work will go to CHI Health Schuyler Hospital for treatment. CHI Health Schuyler Hospital has been sent copies of all of **Schuyler Community Schools** job descriptions.

Check Your Understanding. Each state's laws differ regarding the extent that an employer can direct employee's healthcare and providers in the event of a workplace injury. You should consult your organization's legal counsel or your state workers' compensation board to determine the level and extent you can direct your employee's medical care. If you would like assistance identifying quality medical providers in your area, please email claims.spp@emcins.com.

If you are located in a state that doesn't allow you to designate a treating physician, send the Letter to Treating Physician in Appendix E to the treating physician. This letter informs the physician of your intent to bring the employee back to work as soon as medically possible.

Transitional Work

Schuyler Community Schools has identified a list of preplanned transitional work for common work restrictions. This list can be found in **Appendix C. Schuyler Community Schools** will work with CHI Health Schuyler Hospital prescribed restrictions to find transitional work for all injured employees. The work may consist of modified, alternative or a combination.

Check Your Understanding. People often confuse the terms transitional work, modified work and alternative work.

Transitional Work allows an employee with temporary work restrictions to work in a modified or alternative capacity for a defined period of time, while recuperating from an illness or injury. Transitional work can consist of modified work or alternative work.

Modified Work may include changing, transferring or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions.

Alternative Work may include offering the employee a position other than his or her regular job to meet the temporary work restrictions.

This program doesn't use the term "light duty" because it doesn't allow you to identify specific work modifications. Return to work programs can include modified work and/or alternate work, each of which will aid in the employee's transition back to full and normal work activities. It's important to remember that an employee's restrictions may change during their recovery leading to changes to his/her temporary work assignments.

It's important to identify transitional work options before they are needed. For help with ideas on various accommodation options, visit the Job Accommodation Network's Searchable Online Accommodation Resource or email losscontrol.injurymgmt@emcins.com.

Written Job Descriptions

Schuyler Community Schools has written job descriptions for all positions with detailed information on physical demands and essential tasks. All job descriptions are shared with CHI – Schuyler so they can provide input regarding the transitional work the injured employees can perform. School Administrators review job descriptions annually to ensure they include up-to-date information and measurements.

Check Your Understanding. Written job descriptions describe the tasks and activities that workers perform and are helpful to medical providers who provide input regarding the type of activities an injured worker can complete. If the job descriptions contain information about the physical demands of the worker's duties and activities then the medical provider can sometimes specify which activities a worker can or can't perform rather than imposing very general physical restrictions.

Job descriptions are created using functional job analysis. This is a process used to identify the essential tasks of a job and the competencies a worker must possess to adequately perform the job. For more information on essential tasks, click here.

Program Responsibilities

Management. The management of **Schuyler Community Schools** is committed to our overall safety program, including our return to work initiatives. Management supports the Return To Work Program and the Program Administrator by pledging financial and leadership support. Management will effectively communicate with employees about the program on a regular basis.

Check Your Understanding. Although the term "Program Administrator" is used throughout this document, it does not need to be an official title or position at your organization. This person may be a Safety Director, Human Resource Manager, or even the company owner in a smaller organization. The term is simply used to identify the person who is responsible for reporting and managing workers' compensation injuries in the workplace.

Program Administrator. The Program Administrator is the primary contact for the Return To Work Program. The Program Administrator will:

- Ensure prompt, quality medical care is available and offered to injured employees.
- Identify transitional work for injured employees and record in **Appendix C.**
- Follow all the steps outlined in **Appendix F** when an employee is injured.
- Maintain all return to work records and communications in a folder separate from the employee's HR folder.
- Train supervisors and employees on the program annually or when employees are assigned to a new role or responsibility. Training will be documented in the Training Record located in **Appendix K.**
- Review the Return to Work Program annually and make any needed changes or updates.
- Arrange for CHI Health Schuyler Hospital to tour facilities.
- Record injured employee's transitional work hours in **Appendix I** and send to EMC Insurance Company.

Supervisors. Our supervisors play an active role in the success of our Return To Work Program. Supervisors will:

- Assist the Program Administrator in identifying transitional work options.
- Follow all the steps outlined in **Appendix G** when an employee is injured**.**
- Assign employees with job-related restrictions to transitional work within their prescribed restrictions. *(Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.)*
- Ensure all employees with job-related restrictions are adhering to their restrictions.

Injured Employees. Every effort will be made to assist the injured employee in returning to his or her regular position as soon as it is medically safe to do so. To assist in this effort, employees must do the following:

- Follow all the steps outlined in **Appendix H** if injured on the job.
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and the Program Administrator with information about their work restrictions or changes to work restrictions (this includes release to full duty with no continuing restrictions).
- Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately.
- Perform assigned transitional work. Note: the injured employee may or may not be working the same position or even in the same department.

Permanent Job Modifications

In the event an injury results in permanent medical restrictions, we will work with our insurance carrier to determine the best course of action. In some cases, this may include reasonable accommodations made to the worker's regular job or the placement of the employee in a position that is suitable to his or her permanent restrictions.

Training

All employees including new hires will be trained annually on **Schuyler Community Schools** Return to Work Program. Training will include the following topics:

- Purpose and detail of the Return To Work Program
- How to fill out necessary return to work forms
- The step-by-step process to follow when an injury occurs
- Where to go for treatment if injured on the job
- How to report any work restrictions prescribed by their physician
- How to report any difficulties with performing transitional work duties

All training will be documented in **Appendix K**.

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. **(Appendix J)**

Revision History

Revision: July 9, 2016

Appendix A – Employee Work Injury Report

You, the injured employee, are responsible for answering all questions on the Employee's Work Injury Report accurately and in detail. This completed report should be given to the Program Administrator within 24 hours of your work-related injury.

Employee Work Injury Report

Personal Information

Name _____ Social Security Number _____

Address _____ Birth Date _____ Sex M ☐ F ☐

City, State _____ Zip _____ Telephone _____

Married ☐ Single ☐ Number of Dependents _____ Home/School _____

Family Physician _____ Telephone Number _____

Are you currently entitled to Medicare Benefits? Yes ☐ No ☐ Medicare #(HICN)

Have you applied for Medicare or SSDI? Yes ☐ No ☐ Pending ☐ Rejected ☐

Employment Information

Job Title _____ Employment Date _____

Salary/Hourly Rate _____ Hours Worked Per Day _____

Building Location Time Work Day Begins

Injury/Illness

Date of Injury _____ Time of Accident _____

Where in the facility/job site did this injury occur? _____

What were you doing when injured? _____

How did the injury occur? _____

_____

Describe the injury or illness in detail and indicate the part of the body affected. (Designate right or left if appropriate)

_____

_____

Any previous similar injury? If yes, explain. _____

Was this injury witnessed? If so, by whom? _____

Did you lose time from work? Yes ☐ No ☐ Date(s) missed _____

Have you returned? Yes ☐ No ☐ If yes, what was the date?

Treatment

Medical Facility _____

Diagnosis/Care Prescribed

Contact

When you return to work, you must call_____ at_____

Employee Name (PRINTED) _____ Date _____

Employee's Signature _____ _____

Appendix B – Work-Related Injury/Illness Report

PLEASE FAX IMMEDIATELY TO BOTH:
Schuyler Community Schools
Fax: (402) 352-3527
Kelly Kohler
EMC Insurance Companies Fax: (402) 352-3366

Date of Service: _____

Patient Name: _____

Employer: _____

Notified: ☐ Yes ☐ No

Diagnosis:		Is condition work related? ☐ Yes ☐ No
Treatment Plan:		
Medication(s):		

Date of most recent examination by this office: __/__/__. The next scheduled visit is: ☐ as needed OR __/__/__.
Month/Day/Year

1. ☐ Recommended his/her return to work with no limitations on _____.
Date

2. ☐ He/She may return to work on _____ with the following limitations:
Date

DEGREE	LIMITATIONS
☐ **Sedentary Work.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. ☐ **Light Work.** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls. ☐ **Medium Work.** Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds. ☐ **Heavy Work.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. ☐ **Very Heavy Work.** Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.	1. In an 8 hour work day, patient may: a. Stand/walk ☐ None ☐ 4-6 Hours ☐ 1-4 Hours ☐ 6-8 Hours b. Sit ☐ 1-3 Hours ☐ 3-5 Hours ☐ 5-8 Hours c. Drive ☐ 1-3 Hours ☐ 3-5 Hours ☐ 5-8 Hours 2. Patient may use hands for repetitive: ☐ Single grasping ☐ Pushing and pulling ☐ Fine manipulation 3. Patient may use feet for repetitive movement as in operating foot controls: ☐ Yes ☐ No 4. Patient is able to: Frequently / Occasionally / Not at all a. Bend ❑ ❑ ❑ b. Squat ❑ ❑ ❑ c. Climb ❑ ❑ ❑

OTHER INSTRUCTIONS AND/OR LIMITATIONS:			
3. ☐ These restrictions are in effect until _____ or until patient is reevaluated.			
Date			
4. ☐ He/She is totally incapacitated at this time. Patient will be reevaluated on _____ .			
Date			
THIS TREATMENT HAS BEEN DISCUSSED WITH THE EMPLOYEE			
Treating Facility Name			
Please Print			
Physician's Signature:		Phone No:	

Appendix C – Transitional Work List

The following list outlines preplanned opportunities for transitional work. Tasks selected for an injured employee must be consistent with their work restrictions provided by the medical provider. Additional tasks that may be appropriate for this list should be sent to the Program Administrator for approval. Prior to work beginning, the injured employee's supervisor and Program Administrator will ensure the selected tasks are within the physician's prescribed restrictions. The treating physician will be consulted to verify the tasks are appropriately matched to the worker's current abilities.

Frequency Abbreviation	Number of Repetitions During Shift	Percentage of Time
Rare to Occasional (R/O)	0-20	33%
Frequent (F)	20-100	33-66%
Constant (C)	>100	66-100%

Task Type	Job	Requirements							
		Lift/ Carry (lbs)	Stand/ Walk	Sit	Drive	Grip	Bend	Squat	Climb
Safety Related Tasks	Act as safety liaison, spotter or observer	<5	F	F		O	R	R	R
	Rotate/replace/update /create/clean warning signs or posters	15	F	O		O	O	O	O
	Safety program development	10	O	C		O			
Housekeeping Tasks	Site clean-up	25	F	O		F	O/F	O	
Maintenance Tasks	Water plants, trees and lawns	25	F			F	O/F		
Driving Tasks	Drive delivery truck, forklift or other machinery	<5	O	C	C	C	O	O	O

Check Your Understanding. When creating this list, consider things that your organization hasn't had time to do. Identify and document some predetermined tasks that meet common medical restrictions, such as lifting, walking, standing, overhead reaching, one-handed duties, bending and sitting. You should measure and record the weights of objects and other physical requirements of the tasks to the best of your ability. This way, you may be able to simply match the medical provider's restrictions with predetermined transitional work.

Appendix D – Transitional Job Letter

Schuyler Community Schools
401 Adam Street
Schuyler, NE 68661

Date:

Dear _____

We are pleased to offer you temporary transitional work as part of **Schuyler Community Schools**' Return To Work Program while you are recovering from your injury. It is our goal that this temporary assignment will aid in your transition back into full work activities. Your doctor _____has released you to perform certain work activities, which we have available for you.

Start Date: _____

Planned Work Schedule: _____

Supervisor Name: _____

Job Title/Tasks: _____

Any difficulty in performing the work you are assigned must be reported to your supervisor immediately. Your wage and benefits for this temporary transitional position will be paid according to our policy and Nebraska's workers' compensation laws.

We look forward to your return to work at _____on _____, and ask that you please check in with _____. Please contact me if you have any questions or to discuss this further. We ask that you respond promptly to this job offer by signing the written acknowledgment at the bottom of this letter. Please return the original copy of this letter to me by _____and retain a copy for your records as well. Please note that if we do not receive this acknowledgment form from you by this date, your rights to further workers' compensation benefits may be affected.

Sincerely,

Daniel J. Hoesing, Superintendent
(402) 352-3527

I acknowledge receipt of this letter and offer of temporary transitional work by way of my signature below.

Employee Signature_____

Date_____

Appendix E – Letter To Treating Physician

Schuyler Community Schools
401 Adam Street
Schuyler, NE 68661

Date:

Dear _____

_____ is employed by **Schuyler Community Schools** as a _____ He/she was injured on _____.

Schuyler Community Schools has a Return To Work Program that is designed to safely return our injured employees to work as soon as possible.

If _____is unable to return to work in his/her original position and capacity, we will make every effort to provide modified or alternative work for him/her. Enclosed you will find a copy of _____job description, which outlines the employee's essential job functions, and a work-related injury/illness report. Please fill out the work-related injury/illness report so we will have a better understanding of _____work restrictions. We will ensure that any modified or alternative positions meet all of your prescribed medical restrictions. Please fax the work-related injury/illness report back to our office at (402) 352-5552.

Please contact me if you have any questions at (402) 352-3527. We appreciate your participation in our efforts to return our employees to a safe, productive workplace.

Sincerely,

Daniel J. Hoesing
Superintendent

Appendix F – Program Administrator Checklist

Follow the steps below when an employee is injured.

- Fill out the First Report of Injury and send to EMC Insurance Company.

- ❑ Contact EMC Insurance Company and collect the Work-Related Injury/Illness Report with the doctor's signature.
- ❑ Review the Work-Related Injury/Illness Report from EMC Insurance Company with the injured employee's supervisor and find transitional work within his/her work restrictions using the following priority:

  Regular Work. If the medical restrictions do not exceed the injured employee's regular job requirements, the employee can return to his or her usual job. If not, evaluate modified work options. **Modified Work.** If the medical restrictions do exceed the injured employee's regular job requirements, determine if changes can be made to the job to accommodate the employee. For example, an employee with a 20 pound lifting restriction will not be able to complete a job requiring him or her to lift a 30 pound box. We will attempt to work around this restriction through the use of controls such as hoists, or by having another employee perform the lifting task in the interim. **Alternate Work.** If job changes are not feasible, determine if other jobs are available within the facility that fall within the employee's restrictions. This may include jobs such as quality assurance inspections or non-routine jobs like filing papers or painting.
- ❑ Send the injured employee a Written Transitional Job Offer outlining the duties of the transitional position, start date, hours and work tasks, and a job description for the transitional job.
- ❑ Receive signed copy of the Written Transitional Job Offer from the employee.
- ❑ Send a copy of the signed Written Transitional Job Offer to EMC Insurance Company.
- ❑ File a copy of the signed Written Transitional Job Offer in a folder separate from the employee's HR folder.
- ❑ After employee returns to work, check in with him/her daily and remind him/her to only work within the prescribed restrictions.
- ❑ Log all the employee's transitional work hours in the Transitional Work Log.
- ❑ Send Transitional Work Log to EMC Insurance Company.
- ❑ Contact EMC Insurance Company any changes to the employee's work restrictions or if he/she is not adhering to the prescribed restrictions.
- ❑ If restrictions change, update the employees transitional work assignment.
- ❑ Send employee a new Written Transitional Job Offer if transitional work changes.

NOTE: *An employee may be disqualified from receiving workers' compensation benefits if he/she refuses to return to work after a physician has cleared him/her for work. If a situation like this arises, contact your insurance claims adjuster for guidance.*

Appendix G – Supervisor Checklist

When an employee is injured, follow the steps below.

- ❑ Ensure the employee fills out the Employee Work-Injury Report as soon as possible.
- ❑ Direct the injured employee to go to CHI Health Schuyler Hospital, 1721 Colfax Street, (402) 352-2441 for medical care.
- ❑ Make sure he/she has the following forms and direct him/her to give the forms to the treating physician.
    - ❑ Work-Related Injury/Illness Report
    - ❑ Copy of employee's job description
    - ❑ Letter to Treating Physician
- ❑ Contact employee and ask if he/she has received, reviewed, signed and returned the Written Transitional Job Offer.
- ❑ Once the employee has returned to work, report any issues he/she has completing the transitional work to the Program Administrator.
- ❑ Assist in logging the employee's transitional work hours in the Transitional Work Log.

Appendix H – Employee Checklist

- ❑ Fill out the Employee Work-Injury Report as soon as possible.
- ❑ For non-emergency treatment and follow-up care go CHI Health Schuyler Hospital, 1721 Colfax Street, (402) 352-2441 for medical care with the following:
    - ❑ Work-Related Injury/Illness Report
    - ❑ Copy of your job description
    - ❑ Letter to Treating Physician

Receive a Written Transitional Job Offer from **Schuyler Community Schools.**

- ❑ Review the Written Transitional Job Offer, sign and return to the Program Administrator.
- ❑ Return to work on the agreed upon date.
- ❑ Report any issues you have completing your transitional work to the Program Administrator.
- ❑ Report all transitional work hours to the Program Administrator and your Supervisor.
- ❑ Return to regular work when approved by CHI Health Schuyler Hospital.

NOTE: *You may be disqualified from receiving workers' compensation benefits if you refuse to return to work after a physician has cleared you for work.*

Appendix I – Transitional Work Log

Fill out this log each day accounting for all the transitional work performed by the injured employee. Weekly send a copy to EMC Insurance Company and retain a copy in a folder separate from the employee's HR file.

Organization Name:	
Date:	
Employee Name:	
Supervisor Name:	

Date	Start/Stop Time	Transitional Work Performed	Issues With Work

Appendix J – Annual Program Evaluation Report

Date of Evaluation:	Evaluated By (list all present):
Written Program Reviewed: Yes No	
Comments on Written Program:	
The following specific procedures have been reviewed:	
The following specific procedures were modified:	
The following specific procedures were added:	
A review of the accident reports and injury and illness reports were made: Yes No	
The following additional expense(s) resulted from failure to use correct return to work procedures:	
Comments:	

Appendix K – Training Record For The Return To Work Program

The following individuals received training on the Return To Work Program.

Print Name	Sign Name

The undersigned conducted training in accordance with Schuyler Community Schools' Return To Work Program.

Print Instructor's Name	
Instructor's Signature	
Instructor's Title	
Date of Training	

Example Transitional Work Task List

The following list outlines preplanned opportunities for transitional work. Tasks selected for a given injured employee must be consistent with their work restrictions. Additional tasks which may be appropriate for this list should be sent to the Program Administrator for approval. Prior to work beginning, the injured employee's supervisor and Program Administrator should ensure the selected tasks are within the physician's prescribed restrictions. You should consult with the treating physician to verify the tasks are appropriately matched to the worker's current abilities.

Note: The rows can be color-coded to match the department, building or other category, if department, building or category specific tasks are identified. Otherwise, any task can be used in any category, color-coding is just shown for reference. The frequency of each requirement listed in the table below should be recorded using the key at the end of this document (rare to occasional [R/O], frequent [F] or constant [C]).

Department	Job	Requirements							
		Lift/ Carry (lbs)	Stand/ Walk	Sit	Drive	Grip	Bend	Squat	Climb
Custodial/ Janitorial	Check and repair safety equipment (fire extinguishers, emergency lighting, etc)								
	Conduct safety inspections								
	Check homework								
	Ensure visitors sign in/out								
	Help coordinate volunteers								
	Inventory library books								
	Monitor hallways								
	Orient new hires								
	Shred outdated materials/papers								
	Assist or develop safety talks								
	Testing monitor								
	Broom sweeping								
	Wiping down machines								
	Making sure equipment is in working order								
	Salting entryways in winter								
	Checking entry mats for wear and tear and reporting findings								

	Making sure mats are not wrinkled to prevent falls								
	Assist in the library								
	Clean water fountains								
	Listen to children read								
	Read to children								
	Monitor lunchroom								
	Paint trim								
	Sanitizing surfaces to prevent the spread of bacteria and viruses								
	Complete annual/recurrent training (i.e. bloodborne pathogens, OSHA, State in services, etc.)								
	Update first-aid kits								
	Research for projects that need to be completed								
	Special human resources filing if authorized to see the files								
	Decorate bulletin boards								
	Hang art								
	Chaperone field trips								
	Assist students with homework								
	Record video for property assets								
	Complete a school chemical inventory								
	Watch EMC’s online training module on ChemEyes chemical management program								
Bus Drivers/ Transportation	Answering phones (could use a headset)								
	Changing light bulbs								
	Checking and repairing equipment								
	Checking and repairing safety equipment (smoke detectors, first-aid kits, fire extinguishers)								
	Cleaning and restocking bathrooms, break rooms and lounges								

	Completing OSHA paperwork								
	Completing equipment inspection logs.								
	Conducting site, building, vehicle or other safety inspections/surveys								
	Data entry/word processing								
	Greeting visitors								
	Inspecting buses and equipment								
	Organizing files								
	Performing light clerical work (copying, mailing, delivering mail and messages.)								
	Picking up trash								
	Riding along with other drivers as an observer or aide								
	Shredding documents								
	Sorting invoices								
	Sweeping and vacuuming								
	Supervising recess								
	Tracking inventory								
	Training new hires								
	Updating safety or other manuals								
	Updating safety data sheet (SDS) manual								
	Washing and sweeping buses								
	Working in parts crib								
	Working in office								
	Performing light shop duties (cleanup, sweeping, etc)								
	Working in dispatch								
Generic Department	Make sure walking and working surfaces are free from trip hazards (i.e. cracks in sidewalk, unmarked elevation changes >0.25 inches, spills, objects on floor, etc) make a list of areas that need addressed and correct them if possible.								

	Sidewalk inspection								
	Facility/housekeeping inspection (document findings)								
	Window cleaning								
	Food inventory								
	Painting								
	Dusting/cleaning shelves and other horizontal surfaces								
	Document stained ceiling tiles to check for water leaks								
	Catalog and index books								
	Collect attendance slips								
	Correct papers								
	Correct tests								
	Monitor hallways								
	Help coordinate volunteers								
	Organize and update files/filing cabinets								
	Print and assemble materials								
	Patrol parking lots								
	Send and deliver mail or messages								
	Serve snacks and meals								
	Stock gym supplies								
	Work as a teacher's assistant or station helper								
	Act as school crossing guard								
	Assemble, cut, color and copy materials								
	Assist nurses with immunizations								
	Check books in and out of the library								
	Checking for books that need repair								
	Empty wastebaskets								
	Ensure that no more than 20% of the wall surfaces are covered by flammable or combustible materials (such as paper to prevent fires)								
	Ensure no items are hanging from the ceiling (to prevent fire spread)								

	Monitor bus routes								
	Proofreading bulletins, meeting minutes, etc.								
	Reviewing programs of videos								
	Serving snacks								
	Spotting at the swimming pool								
	Training apprentices								
	Trimming and packing Campbell's Soup labels, box tops or other school related items								
	Sidewalk inspection								
	Playground inspection (looking for hazards that could cause injury to a child) and documenting findings.								
	Bleacher inspection and documenting findings								
	Vehicle inspection (filling out inspection forms)								
	Facility/housekeeping inspection (document findings)								
	Window cleaning								
	Sanitize locker rooms								
	Custodial supply inventory								
	Vacuuming								
	Food inventory								
	Mowing lawn								
	Painting								
	Landscaping								
	Playground supervision								
	Weight room supervision								
	Administrative filing								
	Watch safety videos for training								
	Complete pre-trip inspections (buses, cars, etc)								
	Security duty								
	Dusting/cleaning desktops and other horizontal surfaces								
	Changing air handling unit filters								
	Document maintenance activities (i.e.in software similar to SchoolDude or								

	other tracking methods or on paper, books etc)								
	Monitor sprinkler usage								
	Inspect air handling units for cleanliness								
	Check outside air dampers, make sure they are open and not blocked, etc								
	Document stained ceiling tiles to check for water leaks								
	Change vacuum cleaner bags								
	Identify light bulbs that are burned out								

This list should be used for examples or flexible guidelines. The department head/manager should be the person to decide what tasks should be completed by the person on modified duty in relation to the restrictions given by the treating physician.

Check Your Understanding. When creating this list, consider things that your organization hasn't had time to do. Identify and document some predetermined tasks that meet common medical restrictions, such as lifting, walking, standing, overhead reaching, one-handed duties, bending and sitting. You should measure and record the weights of objects and other physical requirements of the tasks to the best of your ability. EMC can assist you with measuring these physical requirements if you need assistance.

The Department of Labor guidelines can be used if desired (number of repetitions or percentage of time can be used):

Frequency Abbreviation	Number of Repetitions During Shift	Percentage of Time
Rare to Occasional (R/O)	0-20	33%
Frequent (F)	20-100	33-66%
Constant (C)	>100	66-100%

NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2016-17
EXECUTIVE COMMITTEE

Officers:

Stephen Grizzle, President.
Fairbury Public Schools
Fairbury, Nebraska

Greg Sjuts, Past President.
Humphrey Public Schools
Humphrey, Nebraska

Dr. Jon Cerny, Pres-Elect.
Bancroft-Rosalie Community Schs
Bancroft, Nebraska

Jane Davis, Secretary.
Hershey Public Schools
Hershey, Nebraska

District Representatives:

Dr. Caroline Winchester, West
Chadron Public Schools
Chadron, Nebraska

Jason Alexander, North Central
Ord Public Schools
Ord, Nebraska

Jason Dolliver, Northeast
Pender Public Schools
Pender, Nebraska

Charles Isom, Southeast
Superior Public Schools
Superior, Nebraska

Dr. Dennis Shipp, South Central
Bertrand Public Schools
Bertrand, Nebraska

Jim Kent, Southwest
Dundy County-Stratton Public Schs
Benkelman, Nebraska

Executive Director:

Dr. Jon Habben
455 S. 11th St, Ste B
Lincoln, NE 68508
402-440-4378

Lobbyist:

Trent P. Nowka
Nowka & Edwards.
Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

June 30, 2016

To: NRCSA Members
From: Dr. Jon Habben, Executive Director
Re: 2016-17 Membership

Thank you for being an active member of the Nebraska Rural Community Schools Association (NRCSA)! Your continued membership will help assure NRCSA's ongoing effort to continue rural community school advocacy. Thanks to you, NRCSA had 189 member school districts and Educational Service Units in 2015-16 representing over 74,000 students across 89 counties and 24 legislative districts throughout Nebraska.

Why Remain a Member of NRCSA?

We are the only organization focused on rural community K-12 school districts and their role in Nebraska's public education system. Depth of membership matters when talking to senators and other officials. Senators view NRCSA as representing all "small, rural, community districts". The more members we have, the larger the true number of districts and students represented, the stronger our voice. The enrollment range includes member districts up to 1961 students PK-12, the common theme being a rural community school.

NRCSA can act as a forum for advancing ideas and concerns, whether legislative, Department of Education, or any entity having a role in public education. This has included representing members to groups such as rural education research groups, rural membership advocacy groups, rural interest groups, NDE Policy Partners, and NREA committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer our members the chance to learn about issues affecting rural schools, network with personnel representing other districts, and interact directly with policymakers as well as NRCSA leaders.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs (fifteen $1,000 scholarships, seven Outstanding Educator Awards, eleven 2016 Closing the Achievement Gap Effective School Awards).

NRCSA provides, exclusively to superintendents of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. The superintendent is the conduit for getting this information to their board members.

NRCSA currently offers leadership roles, nine elected and 45 appointed positions, for superintendents of member districts to be further involved.

NRCSA is one of thirty-one state rural community school organizations belonging to the National Rural Education Association (NREA). As a state affiliate, NRCSA offers discounted individual and school memberships to the NREA. The NREA provides a strong and respected advocacy for rural public education on the national level.

NRCSA offers the NRCSA-USbank OneCard program to all school districts and service units statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district. Thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. NRCSA receives a portion of the interchange income generated by use of the cards.

NRCSA is able to partner toward making events available to members, such as the 2016 STEM (Discovery) Academy and the annual NREA Research Symposium and Conference.

NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2016-17
EXECUTIVE COMMITTEE

Officers:

Stephen Grizzle, President.
Fairbury Public Schools
Fairbury, Nebraska

Greg Sjuts, Past President.
Humphrey Public Schools
Humphrey, Nebraska

Dr. Jon Cerny, Pres-Elect.
Bancroft-Rosalie Community Schs
Bancroft, Nebraska

Jane Davis, Secretary.
Hershey Public Schools
Hershey, Nebraska

District Representatives:

Dr. Caroline Winchester, West
Chadron Public Schools
Chadron, Nebraska

Jason Alexander, North Central
Ord Public Schools
Ord, Nebraska

Jason Dolliver, Northeast
Pender Public Schools
Pender, Nebraska

Charles Isom, Southeast
Superior Public Schools
Superior, Nebraska

Dr. Dennis Shipp, South Central
Bertrand Public Schools
Bertrand, Nebraska

Jim Kent, Southwest
Dundy County-Stratton Public Schs
Benkelman, Nebraska

Executive Director:

Dr. Jon Habben
455 S. 11th St, Ste B
Lincoln, NE 68508
402-440-4378

Lobbyist:

Trent P. Nowka
Nowka & Edwards.
Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

NRCSA provides elective services such as One Card Purchase Card, Superintendent Search, Planning Support, Speech Teletherapy, and Pusch Foundation programs to date.

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the superintendent and board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrcsa.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. District dues for 2016-17 are $850.00, due September 1st

Again this year, NRCSA is offering a discounted membership in the National Rural Education Association (NREA). NRCSA is one of thirty-one state affiliates of the NREA and as such, can offer NRCSA member schools a twenty-five percent discount on NREA memberships. There are two membership options: An individual membership (cost $75.00 per year) and a school district membership (cost $300.00 per year). The individual membership allows a single person to maintain membership in the NREA, while a district membership allows up to seven (7) people (such as board members or other staff) to be listed as members under the school district's membership. If you would like to join the NREA, as well NRCSA, simply complete the enclosed registration form and return it to NRCSA along with a check for the cost of membership dues. A separate check must be submitted for NREA dues, made out to NREA. The checks and information collected will be forwarded to the NREA. Joining the NREA is an optional addition to NRCSA membership dues.

Thank you in advance for your continued support of NRCSA and quality education for all students in rural Nebraska. Your membership and voice toward growing your rural and outstate specific education association is vital to our relationships and our efforts on behalf of your schools, students, and communities.

Jon Habben

Dr. Jon Habben
Executive Director, NRCSA

Nebraska Rural Community Schools Association

Invoice

Nebraska Rural Community Schools Association
455 S.11th St, Ste B
Lincoln, NE 68508

Invoice #: 2016-17 Member

Date: 6/21/2016

Bill To:

SCHUYLER COMMUNITY SCHOOLS
401 ADAM ST
SCHUYLER NE 68661

For: NRCSA Membership Dues

Description	Amount
2016-17 NRCSA Membership Dues Renewal	*$850.00*

Total: *$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail:jbundy@nrcsa.net

Please update and return this report along with the dues check!

Co Dist No 19-0123-000

School Name SCHUYLER COMMUNITY SCHOOLS

Address 1

Address 2 401 ADAM ST

City SCHUYLER **Postal Code** 68661

School Phone Number (402) 352-2421

School Fax Number (402) 352-2372

Contact Information

Dan	Hoesing	Supt/ESU Administrator	dan.hoesing@schuylercommunityschools.
Michelle	Burton	Principal	Michelle.
Bill	Comley	Principal	bill.comley@schuylercommunityschools.
Stephen	Grammer	Principal	stephen.
Greg	Pavlik	Principal	Greg.Pavlik@schuylercommunityschools.
Gerald	Reinsch	Principal	Gerald.
Darli	Vrba	Principal	darli.vrba@schuylercommunityschoools.
Richard	Brabec	Bd. Member	rich_brabec@cargill.com
Eric	Cerny	Bd. Member	cerny00@hotmail.com
Holly	Hild	Bd. Member	hollyhild@hotmail.com
Chuck	Misek	Bd. Member	
Virginia	Semerad	Bd. Member	vsemerad@yahoo.com
Brian	Vavricek	Bd. Member	

PEKNY & ASSOCIATES, CPA'S, PC

2458 18th Avenue
Columbus, NE 68601
402-564-7138
FAX 402-564-7139

200 E. 12th Street
Schuyler, NE 68661
402-352-8898
FAX 402-352-8741

July 5, 2016

To the School Board of
Schuyler Community Schools
District No. 123, Colfax County

And

Dr. Dan Hoesing, Superintendent
Schuyler Community Schools

We are pleased to confirm our understanding of the services we are to provide Schuyler Community Schools, District No. 123, Colfax County, for the year ended August 31, 2016. We will audit the financial statements of the governmental activities and each major fund which collectively comprise the financial statements, of Schuyler Community Schools, District No. 123, Colfax County, as of and for the year ended August 31, 2016.

We have also been engaged to report on supplementary information other than RSI (Required Supplementary Information) that accompanies Schuyler Community Schools, District No. 123, Colfax County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in our report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards.
2. Combining Schedule of Assets and Fund Balance – Cash Basis.
3. Combining Schedule of Receipts, Disbursements, and Changes in Fund Balance – Cash Basis.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Budgetary Comparison Schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance; and the guide to auditing and reporting for Nebraska School Districts issued by the Nebraska Department of Education, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our report will be addressed to the Board of Education of Schuyler Community Schools, District No. 123, Colfax County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant

risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgement prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards.* In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of assets, and direct confirmation of certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by general accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Schuyler Community Schools, District No. 123, Colfax County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Schuyler Community Schools, District No. 123, Colfax County's major programs. The purpose of these procedures will be to express an opinion on Schuyler Community Schools, District No. 123, Colfax County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Schuyler Community Schools, District No. 123, Colfax County in conformity with the cash basis of accounting and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements) Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the School District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 30, 2016.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have

disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors'

reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to Schuyler Community Schools, District No. 123, Colfax County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Pekny & Associates, CPA's, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Pekny & Associates, CPA's, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by regulatory agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin out audit in early September and to issue our reports no later than November 5, 2016, the Nebraska School District audit deadline. Jack Pekny is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs except that we agree that our gross fee will not exceed $15,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit (i.e. the inclusion of component units). If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Any additional services performed, that are not included in the above quotation, such as the submission of the audit to the Municipal Securities Rulemaking Board (MSRB) and the preparation of the Annual Financial Report, will be billed separately.

We appreciate the opportunity to be of service to Schuyler Community Schools, District No. 123, Colfax County, and believe this letter accurately summarizes the significant terms of our

engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Pekny & Associates, CPA's, PC

Pekny & Associates, CPA's, PC

RESPONSE:

This letter correctly sets forth the understanding of Schuyler Community Schools, District No. 123, Colfax County.

Management Signature:_____

Title:_____

Date:_____

Governance Signature:_____

Title:_____

Date:_____

7/11/2016

TRANSFERS WITHIN THE DISTRICT

Last Name	First Name	Transferring School Year	Date Transfer Requested	Grade Entering	SCS Resident School Building	SCS Transfering to Building

OPTIONS OUT / IN

Last Name	First Name	Option School Year	Date Transfer Requested	Grade Entering	Resident District	Option district

CANCELED OPTIONS:

Last Name	First Name	Option School Year	Date canceled		Resident District	Option district
Reyes	Perla	2014/2015	6/3/2016	graduated	SCS	Columbus Public
Stevenson	Rylee	2011/2012	6/15/2016	graduated	SCS	Lakeview
Gabel	Haley	2002/2003	5/15/2016	graduated	SCS	North Bend Public
Jedlicka	Cole	2011/2012	5/15/2016	graduated	SCS	North Bend Public
Renner	Molly	2013-2014	7/1/2016	graduated	SCS	Fremont Public
Krula	Michelle	2003-2004	5/15/2016	graduated	SCS	North Bend Public

NEBRASKA DEPARTMENT OF EDUCATION (NDE)
301 Centennial Mall South
Lincoln, NE 68509-4987

REVISED GRANT AWARD NOTIFICATION (GAN)

Approved Date: 7/11/16

Name and Address of Grantee (Subrecipient Agency): Schuyler Community Schools 401 Adams Street Schuyler, NE 68661-2400 Schuyler Central High School Address Book Number: 564427 Federal Tax ID#: 470535355	**NDE Program Contact /Phone Number / Email:** Diane Stuehmer / 402-471-1740 / diane.stuehmer@nebraska.gov **NDE Payments Contact / Phone Number / Email:** Janice Paling / 402-471-3672 / janice.paling@nebraska.gov
Amount of Grant: $365,790 AMENDMENT #: __	**Grant Award Period:** **From:** 7/11/2016 **To:** 8/31/17

Program Title : SIG (School Improvement Grant)
CFDA: 84.377

Source: USDE
Program FAIN: S377A130028; S377A140028; S377A150028

Project Number: 2016-07-019-0123-008-SIG

Terms and Conditions of Award

A. This Grant shall be in effect for the designated period of the Grant award (Grant Period) unless otherwise terminated or suspended by NDE at any time.
B. Program and fiscal reports will be completed and submitted as required and shall report grant activities in accordance with the approved application and budget as required by NDE.
C. Amendments must be agreed to by the Grantee and NDE and documented by NDE and an amended Grant Award provided to the grantee
D. The obligation period of the Grant is identified in Grant Award Period above. Obligations cannot be made prior to or after this Grant Period. All obligations should be liquidated within 45 days after ending date of Grant. At the completion of the grant period, a final request for funds accompanied by the final report of expenditures must be submitted to NDE with proper documentation not later than 60 days after the last day of the grant period.
E. Funding requests will be documented as required by NDE's Grants Management System (GMS) or, for grants not in the GMS documented using a Report of Expenditures (NDE 28-003) according to procedures identified in application process. This form can be found on the NDE website: http://www.education.ne.gov/FOS/Forms/index.html or the NDE Portal - Forms Tab: https://portal.education.ne.gov/site/DesktopDefault.aspx.
F. Properly detailed documentation specifying the grant expenditures must accompany all requests for reimbursement. (i.e. computer printouts, system generated documentation, etc.)
G. If grant funds are not expended in accordance with the grant award, the Department may require that all grant funds or any portion thereof be returned by a means to be determined by NDE.
H. Records will be maintained for equipment acquired and the equipment will remain under the administrative control of the grantee. The Secretary of State Record Retention Schedules are applicable to records retention, except that all grant records shall be maintained for at least five (5) years following the end of the grant period.
   - **Federal Regulations 34 CFR 80.32 or the Secretary of State Record Retention Schedule 124 is applicable to records retention.**
I. The grantee assures NDE that the project will be conducted in accordance with state/federal statutes and regulations as identified in the Statement of Assurances for the specific grant program.
J. If the subrecipient expends a total of $500,000 or more during subrecipient's fiscal year from all federal funding sources, the subrecipient shall have either a single audit or a program-specific audit made for such fiscal year in accordance with the Single Audit Act, as amended by the Single Audit Act Amendments of 1996, and a copy of the complete audit report must be submitted to the NDE Offices no later than nine months after the audited period ends.
K. Total funding is contingent upon availability of appropriated funds.
L. Additional terms and conditions are attached, if applicable.

NDE Approvals

Approved by: Randy McIntyre - Karen Hardin	**Approved by: Diane Stuehmer**