

## Board of Education Regular Meeting

Monday, October 10, 2016 7:30 PM

C.L. Jones Middle School, 520 West Third, Minden, NE 68959

Ken Carpenter: Present  
Justin Glanzer: Present  
Craig Grams: Present  
Richard Jacobsen: Present  
Kevin Raun: Present  
Rusty Rhynalds: Present

### 1. Roll Call

### 2. Minutes

#### Action(s):

Motion to approve the minutes from the September 12 meeting as presented Passed with a motion by Justin Glanzer and a second by Rusty Rhynalds.

#### Voting Detail:

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

### 3. Public Comment

### 4. Financial Reports - Action Items

#### 4.a. Consider Financial Reports

#### Action(s):

Motion to approve the Financial Reports as presented Passed with a motion by Rusty Rhynalds and a second by Justin Glanzer.

#### Voting Detail:

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

### 5. Old Business - Action Items

#### 5.a. Consider Bills - General Fund

#### Action(s):

Motion to approve the consideration of bills from the General Fund Passed with a motion by Craig Grams and a second by Richard Jacobsen.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

**6. Discussion Only**

6.a. Report from Superintendent

6.b. Reports from Administrators

6.c. Facilities Update

**7. New Business**

7.a. Consider, Discuss, and Take Action on Standard Response Protocol

**Action(s):**

Motion to approve the Standard Response Protocol  
Passed with a motion by Justin Glanzer and a second by Kevin Raun.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

7.b. Consider, Discuss, and Take Action on District Audit -- added 10/5/2016

**Action(s):**

Motion to table approval of the district audit  
Passed with a motion by Rusty Rhynalds and a second by Justin Glanzer.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

**8. Additional Information**

**9. Adjournment**

**Action(s):**

At 7:50 pm, motion to adjourn the meeting Passed with a motion by Ken Carpenter and a second by

Justin Glanzer.

**Voting Detail:**

Ken Carpenter: Yea

Justin Glanzer: Yea

Craig Grams: Yea

Richard Jacobsen: Yea

Kevin Raun: Yea

Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

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Board Secretary

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
September 12, 2016**

The agenda for the September 12, 2016 hearings and meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and published in the local paper.

The board meeting began at 7:36 pm with all board members present, except Raun. Motion by Grams and second by Jacobsen to approve the absence of Raun. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

At 7:37 pm, motion by Grams and second by Glanzer to hear support, opposition, criticism, suggestions and observations of taxpayers relating to the proposed 2016-2017 budget. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

No one present commented.

The hearing was closed at 7:38 pm, following a motion by Glanzer and second by Carpenter. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

At 7:39 pm, motion by Jacobsen and second by Glanzer to hear support, opposition, criticism, suggestions, and observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

No one present commented.

The hearing was closed at 7:40 pm, following a motion by Glanzer and second by Carpenter. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Grams to approve the minutes from the meetings held August 8 and August 24. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the financial reports. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Glanzer to approve the claims against the General Fund. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Rhynalds to approve the 2016/2017 budget disbursements and transfers as follows:

General Fund Budget:	\$12,264,686.80
Depreciation Fund Budget:	\$ 1,934,542.19
Employee Benefits:	\$ 35,336.00
Activities:	\$ 474,179.26
School Lunch Fund:	\$ 465,245.00
Bond Fund:	\$ 1,423,392.75
Special Building Fund:	\$16,591,227.00
Qualified Capital Purpose Undertaking:	\$ 10.00
Student Fee Fund:	\$ 12,105.72
TOTAL 2016/2017	\$33,200,724.72

Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the property tax levy of 0.729536 and the following resolution: Now be it therefore resolved that (1) the Tax Request for the General Fund should be, and hereby is set at \$8,605,763.23 for the 2016-2017 school fiscal year; (2) the Tax Request for the Bond Fund should be, and hereby is set at \$1,434,710.84 for the 2016-2017 school fiscal year; and (3) the Tax Request for the Special Building Fund should be, and is hereby set at \$282,828.28 for the 2016-2017 school fiscal year. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Carpenter to approve the final reading of the amendments to Policy 5104 Drug & Substance Use & Prevention. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Jacobsen to approve the out of state Industrial Technology Club trip. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve construction change order #013c for the new Minden High School building project approved pursuant to the Minden Public Schools – Board of Education Protocol Re: 2014 Bond Issue Projects – Construction Change Orders and Construction Change Directives. Roll call: Carpenter, nay; Glanzer, aye; Grams, aye; Jacobsen, nay; Rhynalds, aye. Motion carried.

At 8:31 pm, a motion was made by Carpenter and second by Glanzer to adjourn the meeting. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

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Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
September 30, 2016

SCHOOL BALANCE - August 31, 2016	\$106,211.01	
Current Months Receipts	\$1,848,366.39	
Transfers from Investments	\$0.00	
Total Beginning Balance and Receipts	\$1,954,577.40	
Less: Disbursements	\$867,809.42	
Transfer to Investments	\$1,000,000.00	
Total Disbursements	\$1,867,809.42	
SCHOOL BALANCE - September 30, 2016	\$86,767.98	
BALANCE PER BANK STATEMENT - September 30, 2016	\$87,853.99	
Deposits In Transit	\$0.00	
LESS : Outstanding Checks	\$1,086.01	
RECONCILED BANK BALANCE - September 30, 2016	\$86,767.98	
(Balance - September 30, 2015 = \$64,163.52)		
GENERAL FUND INVESTMENTS		\$3,237,277.20
Money Market Minden Exchange	\$2,012,289.27	0.15% demand
Money Market First Bank	\$1,224,987.93	0.25% demand
(Balance September 30, 2015 = \$3,646,429.57)		
DEPRECIATION FUND INVESTED		\$1,924,219.60
Money Market Minden Exchange Bank	\$656,270.95	0.15% demand
Money Market First Bank	\$526,948.15	0.25% demand
NE Liquid Asset Fund - Depreciation Fund	\$741,000.00	
Checking Minden Exchange Bank	\$0.50	
(Balance September 30, 2015 = \$1,323,567.35)		
EMPLOYEE BENEFITS FUND		\$35,255.61
Money Market First Bank	\$35,255.61	0.25% demand
(Balance September 30, 2015 = \$35,167.35)		
BUILDING FUND		\$14,457,758.66
Money Market Minden Exchange Bank	\$2,592,775.08	0.15% demand
Money Market First Bank	\$57,497.75	0.25% demand
NE Liquid Asset Fund - Building Fund	\$741,000.00	
Money Market First Bank - HS Constr. Acct.	\$5,970,071.06	0.25% demand
NE Liquid Asset Fund - HS Constr. Acct.	\$5,096,413.30	
Checking Minden Exchange Bank	\$1.47	
(Balance September 30, 2015 = \$14,089,924.39)		
BOND FUND		\$669,323.28
Money Market Minden Exchange Bank	\$669,323.28	
(Balance September 30, 2015 = \$0.00)		
LUNCH FUND		\$112,495.79
Money Market First Bank	\$7,929.12	0.05% demand
Checking First Bank	\$104,566.67	
(Balance September 30, 2015 = \$103,317.55)		
FUNDS PLEDGED FOR DEPOSITS		
Minden Exchange Bank	\$7,013,926.95	Plus 250M FDIC
First Bank	\$8,410,000.00	Plus 250M FDIC

William Johnson, Treasurer

# Monthly Board Report All Expenses

Account	Description	Proposed Budgeted	Disbursed	Balance Remaining	Percentage Spent
1-1100	Instructional Supplies & Services	\$347,847.48	\$42,538.94	\$305,308.54	12.23%
1-1100-110	Instructional Salaries & Benefits	\$4,604,337.74	\$740,299.68	\$3,864,038.06	16.08%
1-1125	Academic Intervention Supplies & Service	\$3,600.00	\$1,250.00	\$2,350.00	34.72%
1-1125-110	Academic Intervention Salaries & Benefits	\$120,856.08	\$20,109.32	\$100,746.76	16.64%
1-1200	SPED Supplies & Services	\$99,134.79	\$3,337.91	\$95,796.88	3.37%
1-1200-110	SPED Salaries & Benefits	\$1,071,703.58	\$148,242.25	\$923,461.33	13.83%
1-1290	Preschool Supplies & Services	\$19,555.00	\$1,411.59	\$18,143.41	7.22%
1-1290-110	Preschool Salaries & Benefits	\$6,187.99	\$364.41	\$5,823.58	5.89%
1-1310	Gifted Supplies & Services	\$1,900.00	\$25.00	\$1,875.00	1.32%
1-1310-110	Gifted Salaries & Benefits	\$49,587.86	\$8,244.65	\$41,343.21	16.63%
1-2120	Guidance Supplies & Services	\$3,500.00	\$21.95	\$3,478.05	0.63%
1-2120-110	Guidance Salaries & Benefits	\$270,087.54	\$45,114.68	\$224,972.86	16.70%
1-2130	Health Services	\$41,089.96	\$7,973.36	\$33,116.60	19.40%
1-2150	Safety & Security	\$6,000.00	\$257.00	\$5,743.00	4.28%
1-2190	Activities Supplies & Services	\$30,000.00	\$7,939.30	\$22,060.70	26.46%
1-2190-110	Activities Salaries & Benefits	\$182,148.37	\$23,204.07	\$158,944.30	12.74%
1-2210	ESU Grant	\$587.64	\$0.00	\$587.64	0.00%
1-2212	Staff Training and Curriculum Development	\$5,000.00	\$468.75	\$4,531.25	9.38%
1-2215	Assessment Coordinator Supplies & Service	\$850.00	\$391.00	\$459.00	46.00%
1-2215-110	Assessment Coordinator Salary & Benefits	\$40,223.69	\$6,703.12	\$33,520.57	16.66%
1-2222	Media Center Supplies & Services	\$26,242.25	\$6,512.12	\$19,730.13	24.82%
1-2222-110	Media Center Salaries & Benefits	\$241,137.86	\$37,871.91	\$203,265.95	15.71%
1-2310	Board of Education	\$43,845.63	\$4,750.38	\$39,095.25	10.83%
1-2320	Executive Administration Supplies & Services	\$10,350.00	\$920.62	\$9,429.38	8.89%
1-2320-110	Executive Administration Salaries & Benefits	\$240,297.20	\$40,101.91	\$200,195.29	16.69%
1-2330	District Legal Services	\$20,000.00	\$339.00	\$19,661.00	1.70%
1-2410	Principals Supplies & Services	\$9,025.00	\$302.50	\$8,722.50	3.35%
1-2410-110	Principals Salary & Benefits	\$541,729.96	\$93,420.44	\$448,309.52	17.24%
1-2500	Postage & Telephone	\$15,000.00	\$492.76	\$14,507.24	3.29%
1-2510	Business Administration	\$117,816.08	\$16,434.63	\$101,381.45	13.95%
1-2520	Non-Pupil Vehicle Fuel & Maintenance	\$10,500.00	\$738.30	\$9,761.70	7.03%
1-2610	Custodial Supplies & Services	\$30,000.00	\$4,905.78	\$25,094.22	16.35%
1-2610-110	Custodial Salaries & Benefits	\$258,982.51	\$40,814.94	\$218,167.57	15.76%
1-2615	Utilities	\$355,550.00	\$54,922.03	\$300,627.97	15.45%
1-2620	Maintenance Supplies & Services	\$366,000.01	\$30,882.92	\$335,117.09	8.44%
1-2620-110	Maintenance Salaries & Benefits	\$133,859.20	\$16,447.24	\$117,411.96	12.29%
1-2620-300	Insurance	\$104,095.99	\$104,095.99	\$0.00	100.00%
1-2750	Pupil Transportation Supplies & Services	\$109,500.00	\$15,879.50	\$93,620.50	14.50%
1-2750-110	Pupil Transportation Salaries & Benefits	\$166,317.37	\$23,068.48	\$143,248.89	13.87%
1-3135	High Ability Learners	\$7,600.00	\$0.00	\$7,600.00	0.00%
1-4200	Title I Part A	\$115,471.00	\$16,160.42	\$99,310.58	14.00%
1-4310	Title II Part A	\$23,424.00	\$11,763.42	\$11,660.58	50.22%
1-4400	Federal Funds	\$169,077.00	\$61,048.37	\$108,028.63	36.11%
1-6000	Summer School	\$9,026.14	\$0.00	\$9,026.14	0.00%
1-8000	Interfund Transfers	\$50,000.00	\$0.00	\$50,000.00	0.00%
1-9000	Payroll Reimbursed by Other Funds/Agencies	\$5,288.76	\$839.24	\$4,449.52	15.87%
<b>Totals</b>		<b>\$10,084,333.68</b>	<b>\$1,640,609.88</b>	<b>\$8,443,723.80</b>	<b>16.27%</b>

## 2016/17 Projections vs. Actuals for General Fund As of September 30, 2016

### Income

2016/17 Budgeted Income = \$9,984,333.68				
Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,018,832.27	\$1,848,291.32	(\$170,540.95)	(\$170,540.95)
October	\$513,194.75			
November	\$179,718.01			
December	\$157,752.47			
January	\$1,635,433.86			
February	\$831,695.00			
March	\$512,196.32			
April	\$379,404.68			
May	\$2,603,914.22			
June	\$831,695.00			
July	\$131,793.20			
August	\$188,703.90			

### Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,130,402.47	\$980,999.16	(\$149,403.31)	(\$149,403.31)
October	(\$268,341.11)	\$0.00		
November	(\$629,045.55)	\$0.00		
December	(\$620,758.09)	\$0.00		
January	\$858,940.17	\$0.00		
February	\$45,116.97	\$0.00		
March	(\$277,407.01)	\$0.00		
April	(\$405,156.48)	\$0.00		
May	\$1,784,057.89	\$0.00		
June	(\$58,751.66)	\$0.00		
July	(\$716,299.26)	\$0.00		
August	(\$942,758.34)	\$0.00		

### Expenses

2016/17 Budgeted Expenses = \$10,084,333.68				
Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$888,429.80	\$867,292.16	(\$21,137.64)	(\$21,137.64)
October	\$781,535.86			
November	\$808,763.56			
December	\$778,510.56			
January	\$776,493.69			
February	\$786,578.03			
March	\$789,603.33			
April	\$784,561.16			
May	\$819,856.33			
June	\$890,446.66			
July	\$848,092.46			
August	\$1,131,462.24			

### General Fund Balance

Beginning Reconciled GF Balance = \$2,343,046.02			
Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,473,448.49	\$3,324,045.18	(\$149,403.31)
October	\$3,205,107.38		
November	\$2,576,061.83		
December	\$1,955,303.74		
January	\$2,814,243.91		
February	\$2,859,360.88		
March	\$2,581,953.87		
April	\$2,176,797.39		
May	\$3,960,855.28		
June	\$3,902,103.62		
July	\$3,185,804.36		
August	\$2,243,046.02		

## Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	9/8/2016	Sysco - EFT	Commodities	\$ 5,522.96
5096	9/8/2016	Cash-wa Distributing Co.	Commodities	\$ 5,532.54
5097	9/8/2016	Chesterman Company	Beverages	\$ 226.20
5098	9/8/2016	Nebraska Food Distribution	Commodities	\$ 1,494.38
5099	9/8/2016	Pepsi-cola Bottling	Beverages	\$ 78.80
5100	9/8/2016	Roberts Dairy	Milk Products	\$ 1,732.01
5101	9/8/2016	Minden Office Supply	Lunch Room Printer Ink	\$ 48.03
5102	9/8/2016	Minden Hardware	Lunch Room Equipment	\$ 39.99
5104	9/8/2016	Mason's Market	Commodities	\$ 14.32
5105	9/8/2016	Minden Middle School	Water	\$ 108.00
5106	9/8/2016	Kristi Effenbeck	Lunch Account Refund	\$ 44.65
5108	9/8/2016	Dollar General	Lunch Room Supplies	\$ 80.40
<b>Subtotal</b>				<b>\$ 14,922.28</b>
<b>Net Payroll - October 2016</b>				<b>\$ 8,460.00</b>
<b>Total Lunch Fund Disbursements</b>				<b>\$ 23,382.28</b>

## Depreciation Fund Disbursements

Check Number	Date	Payee	Reason	Amount
1001	10/11/2016	TMK IPSCO	Steel for Industrial Tech Tables & Racks for New HS	\$ 637.79
<b>Total Depreciation Fund Disbursements</b>				<b>\$ 637.79</b>

## Building Fund Liabilities - New High School Construction

Check Number	Date	Payee	Reason	Amount
EFT	10/11/2016	DLR Group, Inc.	Construction Services - 44% Complete	\$ 15,889.11
EFT	10/11/2016	DLR Group, Inc.	Reimbursable Meals	\$ 38.98
EFT	10/11/2016	DLR Group, Inc.	Reimbursable Mileage/Transportation	\$ 941.97
EFT	10/11/2016	Boyd Jones Construction Co.	CMR Fee - 62.43% Complete	\$ 23,687.58
EFT	10/11/2016	Boyd Jones Construction Co.	Construction Effort - 77.76% Complete	\$ 30,996.50
EFT	10/11/2016	Boyd Jones Construction Co.	Reimbursable Expenses - 38.97% Complete	\$ 11,518.51
EFT	10/11/2016	Boyd Jones Construction Co.	Acoustical Tile Ceilings & Panels - 3.13% Complete	\$ 2,700.00
EFT	10/11/2016	Boyd Jones Construction Co.	Concrete - 66.27% Complete	\$ 1,022.40
EFT	10/11/2016	Boyd Jones Construction Co.	Earthwork/Site Demo/Site Utilities/Erosion Control - 66.99% Complete	\$ 1,313.37
EFT	10/11/2016	Boyd Jones Construction Co.	Electrical - 32.21% Complete	\$ 65,326.50
EFT	10/11/2016	Boyd Jones Construction Co.	Elevator - 75% Complete	\$ 38,844.00
EFT	10/11/2016	Boyd Jones Construction Co.	Install Doors/Frames/Hardware - 2.93% Complete	\$ 2,059.92
EFT	10/11/2016	Boyd Jones Construction Co.	Storefront & Glass - 41.99% Complete	\$ 8,966.70
EFT	10/11/2016	Boyd Jones Construction Co.	Surveying - 112.68% Complete	\$ 4,928.77
EFT	10/11/2016	Boyd Jones Construction Co.	Toilet Partitions/Accessories/Specialties/VD Boards - 0.25% Complete	\$ 271.75
EFT	10/11/2016	Boyd Jones Construction Co.	Waterproofing/Weather Barriers/Sealants/Subdrains - 45.38% Complete	\$ 9,126.00
EFT	10/11/2016	Boyd Jones Construction Co.	Woods - 1.45% Complete	\$ 1,371.10
EFT	10/11/2016	Boyd Jones Construction Co.	Masonry - 69.19% Complete	\$ 244,512.00
EFT	10/11/2016	Boyd Jones Construction Co.	Mechanical - 43.22% Complete	\$ 221,419.81
EFT	10/11/2016	Boyd Jones Construction Co.	Private Utilities - 101.25% Complete	\$ 21,937.50
EFT	10/11/2016	Boyd Jones Construction Co.	Segmental Retaining Walls - 90.97% Complete	\$ 32,742.90
EFT	10/11/2016	Boyd Jones Construction Co.	Steel Fab - 98.53% Complete	\$ 2,700.00
EFT	10/11/2016	Boyd Jones Construction Co.	Steel/HC/Precast Erection - 98.10% Complete	\$ 18,831.25
<b>Subtotal - Liabilities Paid From Bond Proceeds</b>				<b>\$ 761,146.62</b>
472	10/11/2016	Olsson Associates, Inc.	Early Site Package - 95% Complete	\$ 376.80
472	10/11/2016	Olsson Associates, Inc.	Material Testing Package - 76% Complete	\$ 4,919.60
<b>Subtotal - Liabilities Paid From Existing Building Fund Proceeds</b>				<b>\$ 5,296.40</b>
<b>Total Building Fund Liabilities - New High School Construction - October 2016</b>				<b>\$ 766,443.02</b>

**Total Minden HS Construction/MS Renovation Billings as of 09/30/2016 - Pay App #17**

Item #	Work Description	Original Budget	Owner Change Orders	CM@R Change Orders	Current Budget**	Total Work Previously Completed and Billed	Work Billed This Period	Materials Purchased and Stored	Total Completed & Stored	% Complete	Remaining Balance	Retainage
1	Pre-Bond Effort	\$6,527.00			\$6,527.00	\$6,527.00			\$6,527.00	100.00%	\$0.00	\$0.00
1	Pre-Construction Effort	\$35,960.00			\$35,960.00	\$35,858.00			\$35,858.00	100.00%	\$102.00	\$0.00
1	Construction Effort	\$574,628.00			\$574,628.00	\$415,833.43	\$30,996.50		\$446,829.93	77.76%	\$127,798.07	\$0.00
1	Reimbursable Expenses	\$302,846.00			\$302,846.00	\$106,507.90	\$11,518.51		\$118,026.41	38.97%	\$184,819.59	\$0.00
1	General Requirements	\$59,250.00			\$59,250.00	\$25,420.61			\$25,420.61	42.90%	\$33,829.39	\$2,542.06
1	Surveying	\$39,185.00			\$39,185.00	\$38,678.12	\$5,476.41		\$44,154.53	112.68%	(\$4,969.53)	\$4,415.45
1	Winter Conditions (gas, tenting, covering, blankets, thawing)	\$155,000.00			\$155,000.00	\$38,598.89			\$38,598.89	24.90%	\$116,401.11	\$3,859.89
2	Selective Demo in MS	\$50,000.00			\$50,000.00	\$52,000.00			\$52,000.00	104.00%	(\$2,000.00)	\$5,200.00
3	Concrete	\$1,907,377.00	\$17,749.00	\$4,342.00	\$1,929,468.00	\$1,277,594.60	\$1,136.00		\$1,278,730.60	66.27%	\$650,737.40	\$127,873.06
3	Reinforcing	\$225,055.00	\$670.00	\$945.00	\$226,670.00	\$225,079.32			\$225,079.32	99.30%	\$1,590.68	\$22,507.93
3	Hollow Cores	\$165,195.00		\$2,075.00	\$167,270.00	\$155,875.00			\$155,875.00	93.19%	\$11,395.00	\$15,587.50
3	Structural Precast	\$1,349,909.00			\$1,349,909.00	\$1,354,931.00			\$1,354,931.00	100.37%	(\$5,022.00)	\$135,493.10
4	Masonry	\$1,931,600.00			\$1,931,600.00	\$1,064,787.00	\$271,680.00		\$1,336,467.00	69.19%	\$595,133.00	\$133,646.70
5	Steel Fab	\$624,000.00	\$2,917.69	\$1,999.00	\$628,916.69	\$616,699.00	\$3,000.00		\$619,699.00	98.53%	\$9,217.69	\$61,969.90
5	Steel/HC/Precast Erection	\$604,550.00			\$604,550.00	\$572,150.00	\$20,923.61		\$593,073.61	98.10%	\$11,476.39	\$59,307.36
6	Woods	\$104,295.00	\$520.00		\$104,815.00		\$1,523.44		\$1,523.44	1.45%	\$103,291.56	\$152.34
7	Waterproofing/Weather Barriers/Sealants/Subdrainage	\$177,000.00			\$177,000.00	\$70,187.39	\$10,140.00		\$80,327.39	45.38%	\$96,672.61	\$8,032.74
7	Insulated Metal Wall Panels (to Composite Wall Panels)	\$0.00			\$0.00				\$0.00	0.00%	\$0.00	\$0.00
7	Composite Wall Panels	\$182,490.00			\$182,490.00	\$4,000.00			\$4,000.00	2.19%	\$178,490.00	\$400.00
7	Roofing	\$544,590.00			\$544,590.00	\$352,501.00			\$352,501.00	64.73%	\$192,089.00	\$35,250.10
7	Fireproofing	\$13,500.00			\$13,500.00				\$0.00	0.00%	\$13,500.00	\$0.00
7	Expansion Joint Covers	\$20,257.00			\$20,257.00	\$1,535.00			\$1,535.00	7.58%	\$18,722.00	\$153.50
8	Door/Frame/Hardware	\$345,373.00		\$10,950.00	\$356,323.00	\$235,814.00			\$235,814.00	66.18%	\$120,509.00	\$23,581.40
8	Install Doors/Frames/HW	\$78,056.00			\$78,056.00		\$2,288.80		\$2,288.80	2.93%	\$75,767.20	\$228.88
8	Access Doors	\$5,650.00			\$5,650.00				\$0.00	0.00%	\$5,650.00	\$0.00
8	OH and Coiling Doors	\$73,673.00			\$73,673.00				\$0.00	0.00%	\$73,673.00	\$0.00
8	Storefront and Glass	\$331,198.00		(\$8,555.00)	\$322,643.00	\$125,527.76	\$9,963.00		\$135,490.76	41.99%	\$187,152.24	\$13,549.08
9	Drywall & Framing	\$539,260.00		\$53,000.00	\$592,260.00				\$0.00	0.00%	\$592,260.00	\$0.00
9	Tiling (to Flooring)	\$0.00			\$0.00				\$0.00	0.00%	\$0.00	\$0.00
9	Acoustical Tile Ceilings & Acoustical Panels	\$192,900.00			\$192,900.00	\$3,041.99	\$3,000.00		\$6,041.99	3.13%	\$186,858.01	\$604.20
9	Flooring (LVT, Carpet, Tile & Terrazo)	\$316,880.00	\$145,377.55	\$3,606.00	\$465,863.55				\$0.00	0.00%	\$465,863.55	\$0.00
9	Wood Flooring	\$122,760.00			\$122,760.00				\$0.00	0.00%	\$122,760.00	\$0.00
9	Concrete Treated Flooring Systems	\$43,115.00			\$43,115.00				\$0.00	0.00%	\$43,115.00	\$0.00
9	Painting/Air Barriers/Water Repellents	\$377,289.00			\$377,289.00				\$0.00	0.00%	\$377,289.00	\$0.00
10	Toilet Partitions/Accessories/Specialties/Visual Display Boards	\$119,580.00			\$119,580.00		\$301.95		\$301.95	0.25%	\$119,278.05	\$30.20
10	Visual Display Boards (to Toilet Accessories)	\$0.00			\$0.00				\$0.00	0.00%	\$0.00	\$0.00
10	Signage	\$33,649.00			\$33,649.00				\$0.00	0.00%	\$33,649.00	\$0.00
10	Lockers	\$84,350.00	(\$3,350.00)		\$81,000.00				\$0.00	0.00%	\$81,000.00	\$0.00
10	Flagpoles	\$5,280.00			\$5,280.00				\$0.00	0.00%	\$5,280.00	\$0.00
11	Knox Boxes	\$2,750.00			\$2,750.00	\$2,200.03			\$2,200.03	80.00%	\$549.97	\$220.00
11	Paint Spray Booth	\$27,650.00			\$27,650.00				\$0.00	0.00%	\$27,650.00	\$0.00
11	Stage Rigging & Curtains	\$58,406.00		\$720.00	\$59,126.00				\$0.00	0.00%	\$59,126.00	\$0.00
11	Athletic Equipment	\$41,150.00			\$41,150.00				\$0.00	0.00%	\$41,150.00	\$0.00
12	Educational Casework	\$380,313.00	\$4,084.50		\$384,397.50				\$0.00	0.00%	\$384,397.50	\$0.00
12	Auditorium Seating	\$75,498.00			\$75,498.00				\$0.00	0.00%	\$75,498.00	\$0.00
12	Bleachers (500 seats)	\$50,061.00			\$50,061.00				\$0.00	0.00%	\$50,061.00	\$0.00
14	Elevator	\$66,400.00			\$66,400.00	\$6,640.00	\$43,160.00		\$49,800.00	75.00%	\$16,600.00	\$4,980.00
21	Fire Sprinkler	\$192,500.00			\$192,500.00	\$116,800.00			\$116,800.00	60.68%	\$75,700.00	\$11,680.00
23	Mechanical	\$4,185,000.00	\$8,030.00	\$1,653.00	\$4,194,683.00	\$1,567,004.03	\$246,022.01		\$1,813,026.04	43.22%	\$2,381,656.96	\$181,302.60
26	Electrical	\$2,883,163.00	\$5,028.04	\$43,152.29	\$2,931,343.33	\$871,514.15	\$72,585.00		\$944,099.15	32.21%	\$1,987,244.18	\$94,409.92
31	Earthwork, Site Demo, Site Utilities, Erosion Control	\$683,074.00	\$7,100.00	\$2,200.00	\$692,374.00	\$462,358.70	\$1,459.30		\$463,818.00	66.99%	\$228,556.00	\$46,381.80
31	Termite Control	\$8,100.00			\$8,100.00				\$0.00	0.00%	\$8,100.00	\$0.00
31	Helical Piers	\$50,100.00			\$50,100.00	\$46,540.00			\$46,540.00	92.89%	\$3,560.00	\$4,654.00
32	Pavement Striping/Sealants/Signs	\$12,740.00	\$200.00	\$10,222.00	\$23,162.00	\$1,000.00			\$1,000.00	4.32%	\$22,162.00	\$100.00
32	Fencing	\$25,240.00			\$25,240.00				\$0.00	0.00%	\$25,240.00	\$0.00

**Total Minden HS Construction/MS Renovation Billings as of 09/30/2016 - Pay App #17**

Item #	Work Description	Original Budget	Owner Change Orders	CM@R Change Orders	Current Budget**	Total Work Previously Completed and Billed	Work Billed This Period	Materials Purchased and Stored	Total Completed & Stored	% Complete	Remaining Balance	Retainage
32	Segmental Retaining Walls	\$66,657.00			\$66,657.00	\$24,254.00	\$36,381.00		\$60,635.00	90.97%	\$6,022.00	\$6,063.50
32	Landscaping	\$66,249.00	\$47,850.00	\$325.00	\$114,424.00	\$13.89			\$13.89	0.01%	\$114,410.11	\$1.39
32	Utility Relocation	\$255,165.00	\$17,807.66		\$272,972.66	\$252,083.08			\$252,083.08	92.35%	\$20,889.58	\$25,208.31
32	Private Utilities	\$187,000.00	\$49,038.00	\$4,000.00	\$240,038.00	\$218,658.00	\$24,375.00		\$243,033.00	101.25%	(\$2,995.00)	\$24,303.30
32	Subdrainage (to Waterproofing)	\$0.00			\$0.00	\$0.00			\$0.00	0.00%	\$0.00	\$0.00
33	CMR Fee (3.28%)	\$660,575.00	\$10,135.93	\$4,289.47	\$675,000.40	\$395,061.73	\$26,319.53		\$421,381.26	62.43%	\$253,619.14	\$42,138.13
34	Subcontractor Bond Allowance	\$150,000.00			\$150,000.00	\$125,909.00			\$125,909.00	83.94%	\$24,091.00	\$12,590.90
35	CMR Bond	\$118,605.00	\$2,808.58	\$1,188.56	\$122,602.14	\$118,605.00			\$118,605.00	96.74%	\$3,997.14	\$0.00
36	2% CMR Contingency	\$432,861.00	\$6,000.00	(\$136,112.32)	\$302,748.68				\$0.00	0.00%	\$302,748.68	\$0.00
	<b>Total</b>	<b>\$22,421,484.00</b>	<b>\$321,966.95</b>	<b>\$0.00</b>	<b>\$22,743,450.95</b>	<b>\$10,987,788.62</b>	<b>\$822,250.06</b>	<b>\$0.00</b>	<b>\$11,810,038.68</b>	<b>51.93%</b>	<b>\$10,933,412.27</b>	<b>\$1,108,419.24</b>

\*\* Based on October 7, 2015 GMP budget provided by Boyd Jones Construction after 100% Construction Documents were released plus/minus any approved change orders.

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School                      09/01/2016    through    09/30/2016

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## Bank Statement Reconciliation Summary

Statement Balance	\$ 170,461.41
- Outstanding checks	\$ 4,156.27
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	<hr/> \$ 166,305.14
+ Investments	\$ 37,000.00
Book Balance	<hr/> \$ 203,305.14

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
10/11/2016	33808	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 250.00
10/11/2016	33809	Annuities Service Center	Prudential Tsa	\$ 250.00
10/11/2016	33818	AR Commercial Roofing, LLC	MS Roof Repair	\$ 7,001.00
10/11/2016	33819	Aurora Cooperative	Fuel	\$ 1,736.09
10/11/2016	33820	Better Homes & Gardens Books	MS Library Book	\$ 36.45
10/11/2016	33821	Bill's Plumbing	HS Plumbing Repairs	\$ 95.00
09/20/2016	33807	Blue Cross Blue Shield	Health Insurance Premiums	\$ 563.61
10/11/2016	33810	Blue Cross Blue Shield	Dental Insurance	\$ 684.22
10/11/2016	33810	Blue Cross Blue Shield	District Dental Insurance	\$ 144.96
10/11/2016	33810	Blue Cross Blue Shield	District Health Ins 2PT	\$ 24,142.23
10/11/2016	33810	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 10,611.00
10/11/2016	33810	Blue Cross Blue Shield	District Health Ins FAM	\$ 75,193.93
10/11/2016	33810	Blue Cross Blue Shield	District Health Ins SNG	\$ 6,736.20
10/11/2016	33810	Blue Cross Blue Shield	District Health Ins SPD	\$ 5,079.75
10/11/2016	33810	Blue Cross Blue Shield	District Health Ins Split	\$ 1,534.57
10/11/2016	33810	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 350.16
10/11/2016	33810	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,063.04
10/11/2016	33810	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 135.24
10/11/2016	33810	Blue Cross Blue Shield	Health Insurance	\$ 1,097.76
10/11/2016	33822	Cardmember Service	Driving Records	\$ 6.00
10/11/2016	33822	Cardmember Service	East Classroom Books	\$ 40.47
10/11/2016	33822	Cardmember Service	East SPED Conference Registration	\$ 453.45
10/11/2016	33822	Cardmember Service	HS Counselor Conference Registration	\$ 200.00
10/11/2016	33822	Cardmember Service	MS Software Subscription	\$ 219.90
10/11/2016	33822	Cardmember Service	MS Computer Supplies	\$ 54.31
10/11/2016	33822	Cardmember Service	MS Life Skills Supplies	\$ 45.16
10/11/2016	33822	Cardmember Service	MS Lockdown Magnets	\$ 257.00
10/11/2016	33822	Cardmember Service	MS Website Subscription	\$ 30.00
10/11/2016	33823	Carter Electric	MS Electrical Repairs	\$ 95.00
10/11/2016	33823	Carter Electric	MS Electrical Repairs - Emergency Lights	\$ 720.60
10/11/2016	33824	Cash-wa Distributing Co.	Custodial Supplies	\$ 285.75
10/11/2016	33825	Century Link Long Distance	District Long Distance	\$ 114.66
10/11/2016	33826	CenturyLink - Regular Telephone	Activities Director Telephone	\$ 31.48
10/11/2016	33826	CenturyLink - Regular Telephone	Bus Barn Telephone	\$ 43.63
10/11/2016	33826	CenturyLink - Regular Telephone	District Fax Line	\$ 2.74
10/11/2016	33826	CenturyLink - Regular Telephone	District Telephone Line	\$ 113.98
10/11/2016	33826	CenturyLink - Regular Telephone	HS Fax Line	\$ 0.61
10/11/2016	33826	CenturyLink - Regular Telephone	HS Telephone Line	\$ 26.00
10/11/2016	33826	CenturyLink - Regular Telephone	MS Telephone Line	\$ 8.25
10/11/2016	33826	CenturyLink - Regular Telephone	Preschool Telephone	\$ 0.69
10/11/2016	33827	Charter Communications	Distance Learning/Expanded Bandwidth	\$ 3,070.38
10/11/2016	33828	Chemsearch	Custodial Supplies	\$ 701.00
10/11/2016	33829	City Of Minden	Utilities	\$ 26,360.03
10/11/2016	33830	Coach Masters, Inc.	Coach Bus Repairs	\$ 1,293.04
10/11/2016	33831	Colorado/West Equipment, Inc.	Transit Bus Mirror	\$ 424.43
10/11/2016	33832	Computer Hardware, Inc.	MS Projector	\$ 866.00
10/11/2016	33833	Conditioned Air Mechanical Systems & Service	HVAC Repairs	\$ 8,885.75
10/11/2016	33834	Cooperative Producers, Inc.	Football Field Grub Control	\$ 195.60
10/11/2016	33835	Cornhusker International Trucks, Inc.	Bus Tail Light	\$ 115.11
10/11/2016	33836	Cornhusker Marriott Hotel (The)	NSLHA Conference Lodging	\$ 224.00
10/11/2016	33837	D & M Security, Inc.	Alarm Monitoring	\$ 225.00
10/11/2016	33838	Dana F. Cole & Company, LLP	Auditing Services	\$ 2,000.00
10/11/2016	33839	DAS State Accounting - Central Finance	Distance Learning Services	\$ 238.96
10/11/2016	33840	Eakes Office Solutions	Copy and Print Charges	\$ 3,542.05
10/11/2016	33841	Educational Service Unit #10	NWEA Meeting Charge	\$ 10.00
10/11/2016	33841	Educational Service Unit #10	School Age Deaf Ed Services	\$ 112.86
10/11/2016	33842	Educational Service Unit #11	Casper & VPP Troubleshooting	\$ 280.00
10/11/2016	33842	Educational Service Unit #11	Distance Learning Services	\$ 2,500.00
10/11/2016	33843	Educational Service Unit #15	ELL Testing Materials	\$ 356.00
10/11/2016	33844	Egan Supply Co.	Custodial Supplies	\$ 227.03

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
10/11/2016	33845	Eletech, Inc.	HS Elevator Maintenance Agreement	\$ 189.57
10/11/2016	33845	Eletech, Inc.	HS Elevator Repair	\$ 1,091.25
10/11/2016	33846	Engineered Controls, Inc.	East HVAC Repairs	\$ 402.00
10/11/2016	33847	Family Physical Therapy & Sports Center, P.C.	OT & PT Services	\$ 564.25
10/11/2016	33848	First Advantage Occupational Health Service Corp.	Bus Driver Alcohol Testing	\$ 10.00
10/11/2016	33849	Franklin Public Schools	5-6 Quiz Bowl Registration	\$ 25.00
10/11/2016	33850	Glenwood	East Internet Connection Repair	\$ 262.00
10/11/2016	33851	Hometown Leasing	Printer & Copier Lease	\$ 2,734.54
10/11/2016	33811	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 4,225.00
10/11/2016	33852	Jim's OK Tire Store, Inc.	Bus 14B Tire Rotation	\$ 37.00
10/11/2016	33853	John Deere Financial	JD Mower Guide Wheel Kit	\$ 57.48
10/11/2016	33854	Johnson, Pamela J	Textiles Class Sewing Machine Repairs	\$ 100.80
10/11/2016	33855	Kearney Centre Vacuum	Vacuum & Carpet Extractor	\$ 675.00
10/11/2016	33856	Kearney County Health Services	Bus Driver Drug Testing	\$ 88.00
10/11/2016	33856	Kearney County Health Services	Bus Driver Physical	\$ 353.00
10/11/2016	33857	King of Kars, Inc.	89 Pickup Repairs	\$ 150.00
10/11/2016	33858	Landmark Implement Carquest	89 P/U Set Cover	\$ 175.95
10/11/2016	33858	Landmark Implement Carquest	89 Pickup Repairs	\$ 176.96
10/11/2016	33858	Landmark Implement Carquest	Bus 13B Headlight	\$ 10.44
10/11/2016	33858	Landmark Implement Carquest	Bus 5A & 14B Repairs	\$ 241.94
10/11/2016	33858	Landmark Implement Carquest	Bus 5A & Shop Supplies	\$ 212.31
10/11/2016	33858	Landmark Implement Carquest	Coach Bus Repairs	\$ 451.29
10/11/2016	33858	Landmark Implement Carquest	Coach Bus Repairs & Shop Supplies	\$ 21.16
10/11/2016	33858	Landmark Implement Carquest	Impala Maintenance	\$ 42.90
10/11/2016	33858	Landmark Implement Carquest	Van 7V2 Wipers	\$ 37.98
10/11/2016	33859	Mason's Market	East Life Skills Supplies	\$ 16.89
10/11/2016	33859	Mason's Market	FCS Supplies	\$ 328.36
10/11/2016	33859	Mason's Market	Kindergarten Supplies	\$ 41.94
10/11/2016	33859	Mason's Market	MS Life Skills Supplies	\$ 49.63
10/11/2016	33859	Mason's Market	MS Science Supplies	\$ 8.73
10/11/2016	33859	Mason's Market	Water Softener Salt	\$ 77.22
10/11/2016	33860	Mid-States Automation & Control, Inc.	East HVAC Repairs	\$ 951.75
10/11/2016	33861	Minden Courier	Board Postings	\$ 386.10
10/11/2016	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 35.05
10/11/2016	33862	Minden Hardware	Repairs, Maintenance, Tools, & Supplies	\$ 451.16
10/11/2016	33863	Minden Lawn and Sprinkler, LLC	FB Field Main Line Repair	\$ 107.88
10/11/2016	33863	Minden Lawn and Sprinkler, LLC	HS Sprinkler Repair	\$ 353.86
10/11/2016	33864	Minden Lumber & Concrete	East Custodial Supplies	\$ 8.95
10/11/2016	33864	Minden Lumber & Concrete	East Repairs	\$ 2.56
10/11/2016	33864	Minden Lumber & Concrete	Grounds Supplies	\$ 31.36
10/11/2016	33864	Minden Lumber & Concrete	HS Repairs	\$ 2.25
10/11/2016	33864	Minden Lumber & Concrete	MS Sand Bags for Volleyball Nets	\$ 35.96
10/11/2016	33864	Minden Lumber & Concrete	MS Sand Bags for Volleyball Nets	\$ (25.96)
10/11/2016	33865	Minden Office Supply	Transportation Supplies	\$ 21.59
10/11/2016	33812	Minden Public Schools	District Court	\$ 806.00
10/11/2016	33812	Minden Public Schools	F/b Dependent Care	\$ 3,716.70
10/11/2016	33812	Minden Public Schools	F/b Medical Dental	\$ 5,310.15
10/11/2016	33812	Minden Public Schools	Feba Life Insurance	\$ 379.45
10/11/2016	33812	Minden Public Schools	Increased Retirement Percent	\$ 11,934.00
10/11/2016	33812	Minden Public Schools	NE Retirement	\$ 80,975.76
10/11/2016	33812	Minden Public Schools	Term Life Policy	\$ 500.75
10/11/2016	33866	Mower Medic, LLC	07 Walker Mower Repair	\$ 132.46
10/11/2016	33867	Mps Lunch Fund M.s.	Board Paid Meals	\$ 10.35
10/11/2016	33813	Mps Payroll	Federal Withholding	\$ 45,376.61
10/11/2016	33813	Mps Payroll	FICA	\$ 58,340.88
10/11/2016	33813	Mps Payroll	Medicare	\$ 13,651.96
10/11/2016	33814	Mps Payroll NE Income Tax	State Withholding - NE	\$ 15,785.06
10/11/2016	33868	Napa Auto Parts	05 Pickup Wiper Blades	\$ 16.88
10/11/2016	33868	Napa Auto Parts	Bus 14B Headlight Bulb	\$ 8.83
10/11/2016	33868	Napa Auto Parts	Bus Barn Supplies	\$ 40.19

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
10/11/2016	33868	Napa Auto Parts	Magnum Mower Repair	\$ 45.59
10/11/2016	33868	Napa Auto Parts	Transit Wiper Blades	\$ 27.98
10/11/2016	33868	Napa Auto Parts	Van 12V1 & 2 Wiper Blades	\$ 39.96
10/11/2016	33868	Napa Auto Parts	Van 6V Wiper Blades	\$ 17.98
10/11/2016	33868	Napa Auto Parts	Van 7V1 Wiper Blades	\$ 35.76
10/11/2016	33868	Napa Auto Parts	Van 7V2 Headlight Lenses	\$ 405.56
10/11/2016	33869	National Association for Music Education	HS Instrumental Music Membership Dues	\$ 122.00
10/11/2016	33870	Nebraska Safety Center	Level I Transportation Course	\$ 150.00
10/11/2016	33815	New York Life	Ny Life Tsa	\$ 200.00
10/11/2016	33871	One Source	September Background Checks	\$ 109.00
10/11/2016	33872	Osgood, John B	Volleyball Net Sand Bags	\$ 16.60
10/11/2016	33816	Pacific Life	Pacific Life	\$ 300.00
10/11/2016	33873	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Services	\$ 225.00
10/11/2016	33874	Platte Valley Communications	Bus 13B Radio Repair	\$ 50.00
10/11/2016	33874	Platte Valley Communications	Bus Barn Base Radio Repair	\$ 214.12
10/11/2016	33875	PPG Architectural Finishes	Field Marking Paint	\$ 187.50
10/11/2016	33875	PPG Architectural Finishes	Field Marking Paint & Strainer	\$ 177.38
10/11/2016	33875	PPG Architectural Finishes	Paint Sprayer Tips	\$ 96.58
10/11/2016	33876	Pracht, Randy L	School Bus Permit & CDL	\$ 65.00
10/11/2016	33877	Presto-X Company	Pest Control Services	\$ 119.48
10/11/2016	33817	Principal Life Insurance Company	Long-Term Disability	\$ 1,837.55
10/11/2016	33878	Renaissance Learning	MS AR Reading Additional Licenses	\$ 142.50
10/11/2016	33879	School Specialty, Inc.	MS PE Supplies	\$ 25.98
10/11/2016	33880	Source Gas, LLC	Activity Building Natural Gas	\$ 440.23
10/11/2016	33880	Source Gas, LLC	Bus Barn Natural gas	\$ 50.04
10/11/2016	33880	Source Gas, LLC	East Natural Gas	\$ 396.79
10/11/2016	33880	Source Gas, LLC	HS Natural Gas	\$ 317.31
10/11/2016	33880	Source Gas, LLC	MS Natural Gas	\$ 760.86
10/11/2016	33881	TAESE/USU	Tri-State SPED Law Conference Registrations	\$ 435.00
10/11/2016	33882	Teaching Strategies, LLC	GOLD Assessments	\$ 418.00
10/11/2016	33883	Tri-County Glass, Inc.	Bus 98A Windshield Replacement	\$ 565.00
10/11/2016	33883	Tri-County Glass, Inc.	Bus Window Replacement	\$ 222.50
10/11/2016	33884	U.S. Post Office	Postage	\$ 66.00
10/11/2016	33885	University of Nebraska - Lincoln	Paraeducator Conference Registration	\$ 150.00
10/11/2016	33886	Village Uniform	Custodial Supplies	\$ 1,759.61
10/11/2016	33887	Willow Lake Fish Hatchery	3rd Grade Science Crayfish	\$ 18.00
10/11/2016	33887	Willow Lake Fish Hatchery	Outdoor Classroom Fish & Pump Repair	\$ 468.09
10/11/2016	33888	Wilson Automotive	Van 7V1 Tire Repair	\$ 18.00
10/11/2016	33889	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
10/11/2016	33890	Wright Express Fleet Services	Fuel Purchases	\$ 535.94
10/11/2016	33891	Zeliff, Steven R	Physics Textbooks & Sewing Machine Repair	\$ 252.95
<b>Subtotal</b>				<b>\$ 454,827.10</b>
<b>Net Payroll - October 2016</b>				<b>\$ 319,061.97</b>
<b>Total General Fund Disbursements - October 2016</b>				<b>\$ 773,889.07</b>

Secretary \_\_\_\_\_

# Superintendent's Report

October 2016

## Audit Report

Dana Cole has completed the district audit, and Karen Labenz met with the finance committee to discuss the audit as required by law. The annual financial report will be submitted to the Nebraska Department of Education prior to the November 1<sup>st</sup> deadline.

## Nebraska Association of School Board Conference

The NASB conference is scheduled for Nov. 17th and 18th in LaVista. The plan would be to leave the afternoon of November 16th and return the afternoon of the 18th. **Rooms need to be cancelled at least 48 hours in advance**, so please let me know if you do not plan to attend the conference. **Conference registrations have been completed for: Craig, Richard, Ken, Justin, Rusty, and Kevin.**

## Upcoming Dates

- November 14<sup>th</sup> Finance Committee, noon
- November 14<sup>th</sup> Board Meeting, 7:30 pm
- November 17, 18 NE School Board Conference
  
- December 12<sup>th</sup> Finance Committee, noon
- December 12<sup>th</sup> Board Meeting, 5:00 pm
  
- January 9<sup>th</sup> Finance Committee, noon
- January 9<sup>th</sup> Board Meeting, 5:00 pm



# **MINDEN PUBLIC SCHOOLS**

## **ACTIVITIES/ATHLETIC DEPARTMENT**

*Phillip Hoyt, Assistant Principal  
Activities Director*

*325 North Yates Avenue  
Minden, NE 68959-1598  
308-832-2254 School  
308-832-1892 Fax*

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### **OCTOBER 2016 BOARD MEETING ACTIVITIES DIRECTOR REPORT**

The fall activities are beginning to wind down as we move into the middle of October. The teams and organizations are continuing to work hard and continue to have many successes as we near the midpoint or end of those seasons. Our student athletes and members of those various organizations have done their best to represent themselves, our school, our community, and their family with hard work ethics, common courtesy, and good sportsmanship this fall as they competed or performed. We can continue to be proud of their efforts and the way they represent Minden.

Cross Country has competed well at the Varsity, JV, and Jr. High levels this fall. The boys and girls teams have finished well at all meets this fall and look to compete well here at the end of their season.

The Southwest Conference Cross Country Championship was held in Gothenburg on Thursday, October 6.

Minden boys placed 6 runners in the top 11 and scored 25 points to win the SWC Championship.

The top 15 finishers earned All SWC Honors. Aidan Wheelock – 1st, Rodrigo Jauregui – 7th, Lucas Lahr 8th, Colton Taylor – 9th, Alex Olson was 10th and Jay Maska 11th. The Minden girls scored 40 points and were SWC Runner-ups Champions with 5 girls medaling. Michaela Sinsel finished 5th, Kristen Sinsel 8th, Jaden Donley 13th, and Johanna Maska 15th.

For Middle School – Placing in the top 15 were Neide Vazquez 4th, Abbey Rehtus 5th, and Alaina Suchsland 9th. The Minden girls team won the MS Girls team division. Congrats to the Success of the Cross Country Teams and good luck at districts. The teams will compete in the District Cross Country meet on Oct 13 at Fairbury. The state meet will be in Kearney on Friday Oct 21.

Varsity Football is 3-3 as they get ready for their last 3 regular season games. The JV football has had success this season and will finish their Schedule on Monday Oct 10 at Cozad. The Varsity will play at Kearney Catholic on Friday, Oct 7 and then at Chase County on Friday, Oct 14. Their final game will be at home with Gothenburg on Thursday Oct 20.

Volleyball has continued to have success at all the levels of Varsity, JV and Freshmen competition. The Varsity is 13-9 at this time. The team looks forward to continued success and to compete well towards the end of their regular season matches. They lost to Ogallala and defeated Broken Bow on Thursday, Oct 6 here at Minden. They will play next at Cozad on Monday Oct 11 and then at Alma with Southern Valley on Thursday Oct 13th.

Girls Golf has competed very well this fall and finished 7th the SWC meet on Sept 29. Taylor Kissinger finished 4th and earned First Team All-Conference honors. The girls played well at the 2016 C-4 District Girls Golf Tournament held at Cozad on Tuesday Oct 2 and finished in ninth place. Taylor Kissinger finished in 6th for the Whippets and qualified for the 2016 State Golf Tournament to be held Lake Maloney Golf Course in North Platte on Oct 10-11. Good Luck to the Taylor at State!!

Softball continued to compete hard this fall as they completed their season at the C-6 District Softball Tournament held in Cozad on Oct 6-7. The girls were defeated by Chadron 0-10 and then by Ord 1-9 on Thursday Oct 6 in the first two games of the C-6 District Softball Tournament finishing their season at 2-24. Congrats to our Lady Whippets Softball Team this season and look forward next year.

Jr. High Football and Volleyball have been competing well as they continue their season this month. The Jr. High Football team competed at Cozad on Tuesday, Oct 3 and will compete at home against Kearney Catholic on Monday Oct 10. The Jr. High Volleyball teams competed against Hastings St Cecilia on Oct 3 and will compete against Lexington and Holdrege on Oct 10, 11 and 13th. This will complete their fall season. Girls basketball and wrestling practices will begin before the end of the month.

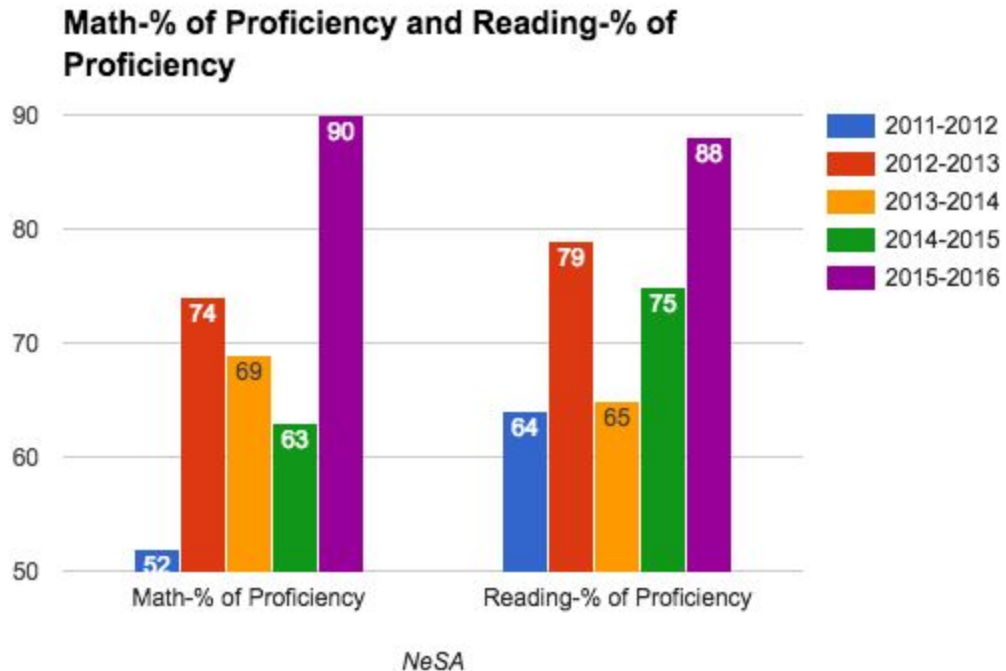
Band has been performing at halftime of the Varsity football games and practicing hard to prepare for marching competitions. The Band marched at the Homecoming Parade and Halftime performances at the Football game here. The Minden High School Marching Band also participated in the Harvest of Harmony Parade on Saturday, Oct 1. Saturday, Oct 15 is the Minden Bandfest here in Minden and Saturday, Oct 22nd, is the State Bandmasters Marching Competition.

Play Production is continuing to prepare for performances and competition in November. Their first performance will be on November 7 at the Ord One Act Play Festival.

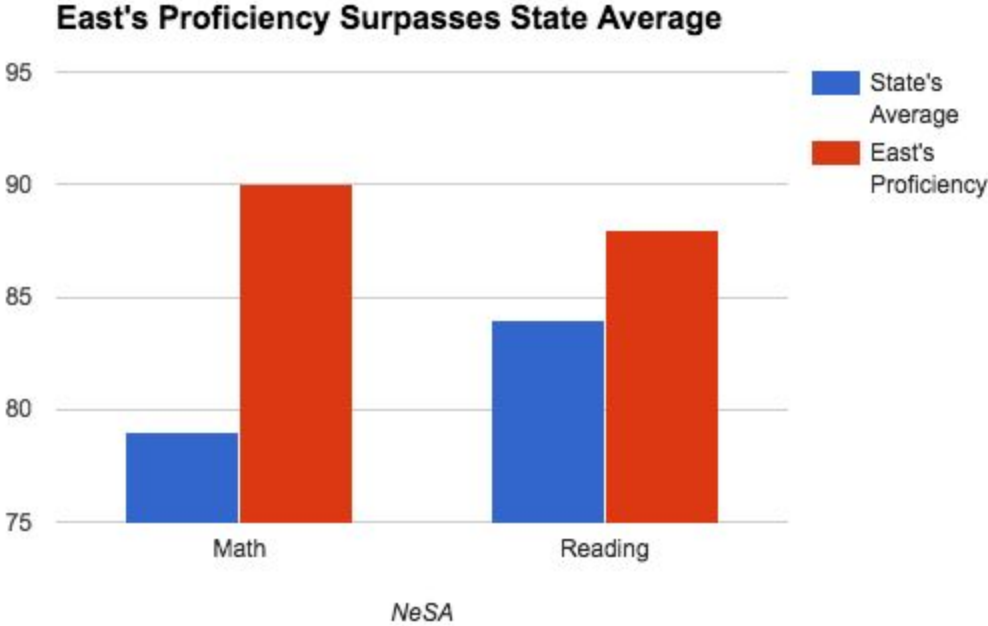
Minden Public Schools Board of Education Report  
October, 2016

During the month of September, the 2015-2016 Nebraska State Assessment results were distributed to school districts across our state. East Elementary takes great pride in highlighting the notable increase in proficiency percentages. To fully understand the pride, it is important to briefly touch upon the state's requirements as well as East's specific history with this state required assessment.

For several years prior to the 2015-2016 school year, East Elementary was given the label of "Needs Improvement". No Child Left Behind required the school to send home letters to all parents explaining East's state-given label. This was due to East's scores not meeting what the state considered as a high enough proficiency percentage. The following chart demonstrates East's last five years of NeSA scores in both reading and math.



The 2015-2016 NeSA scores for East Elementary reflect scores that surpass the state's average scores in both reading and math.



To conclude, the numbers from the 2015-2016 school year fully support the fact that East Elementary is not a school in needs of improvement, however, it is a school that delivers a high quality education to students in order to produce highly productive citizens.

The UNL Extension Office hosted a Farm Safety Day at the Kearney County fairgrounds on September 15th. Focuses of the day were animal safety and safety around farm equipment.

Sandy attended a Nebraska Department of Education Regional Monitoring meeting in Kearney on September 19th in Kearney. Special Education information was shared concerning state level requirements.

East Elementary and the Preschool showed school spirit during the week of homecoming by having dress up days at school. Mr. Lovin hosted a lunch recess “huddle” in his classroom for all 2nd and 3rd grade boys. He took a proactive approach to sportsmanship and what it meant to represent the Whippets. The boys loved meeting with a “real life football coach”. The week ended with a pup rally in which the high school cheerleaders served as special guests.

During the afternoon of September 23rd, East teachers as well as preschool teachers set up their individual pages on the new school website. The group of teachers also analyzed individual fall maps scores and looked at the skills provided on the maps learning continuum.

Further professional development in Marzano’s Art and Science of Teaching took place during Monday, October 3rd. Each East and Preschool teacher is focusing on one element to implement in their classrooms.

# Minden Public Schools

## Board of Education

### Monthly School Board Meeting (October 2016)

#### Mr. Hosick-Principal's Report

##### 1. Gallup/Strength Builders-Staff Development at High School:

Click on the link below to see an outline of our most recent cycle of staff development at the high school. Included in the link are samples of guided practice pages, video clips, podcasts, and spreadsheets that we will use as we grow in our knowledge of our individual strengths.

[Strengths Based Staff Development:](#)

##### 1. Armed Services Vocational Aptitude Battery (ASVAB)

On Thursday, Oct. 6th our junior class took the ASVAB tests. This is a yearly exam administered by National Guard from Omaha. I would like to mention that due to lack of space at the high school we do take this exam at the Methodist Church here in town. It has been a standard practice for the high school to use one of the churches to take the ASVAB. I am happy to say that with our new facility we will no longer have this problem. We are looking forward to being able to test large groups of students in our own facility.

##### 2. Parent/Teacher Conferences-Oct. 17th/Oct. 18th

Parent/Teacher Conferences will be held on Oct. 17th/Oct. 18th in the the high school gym. On those two days students will be released at 2:10 p.m. Conferences will run from 4-8 p.m on both days.

##### 3. Regional Award:

On Saturday, October 1st Mr. Horner was named the 2016 John Thurber Distinguished Teacher at the Nebraska Speech, Communication, and Theater Association convention in Kearney. This award is very well deserved by Mr. Horner.

##### 4. Student Council (by Ms. Oberg):

Student Council has had a busy start to the year. We gave tours at freshman orientation on August 9. We then began getting ready for homecoming. The members of student council arranged convertibles, ordered flowers, prepared for the parade, determined spirit days, and hosted the dance. After finishing homecoming, students will work the school sponsored blood drive. They will finish up the fall by helping with the Veterans Day breakfast

## **5. Business Education:**

The Minden High School Business Department is led by Jordan Reinertson. Several of his classes include Accounting, Advanced Accounting, Personal Finance, Information Technology II and Emerging Business Trends. In continuation with last year, the Advanced Accounting class is offered as a dual credit course for our students through Northeast Community College. We have three seniors that are taking advantage of this opportunity and are off to a go start. They can earn 3 college credits each semester which are accepted at the universities and community colleges. In Personal Finance, the Dave Ramsey curriculum is used. The students have been learning about saving, budgeting, and the dangers of having debt. Within our Information Technology class, our students are working to become certified in the Microsoft Office Specialist program utilizing Microsoft Imagine curriculum. Moreover, during the 2015-16 school year, we had 12 student certifications. In Emerging Business Trends, Mr. Reinertson has 10 upperclassmen. The class just completed a unit on leadership and one of the highlights for the students was taking the Gallup StrengthsFinder Assessment to discover their Top 5 talents and how they can continue to build upon these strengths. Currently, they are starting their Shark Tank activity in which the students come up with a new idea, perform the market research, and present it to a panel of "Sharks."

The FBLA is under the guidance of co-advisers, Jordan Reinertson and Connie Lovin. This year, we have 68 members in our chapter. The officers include Aurora Fowler, President; Courtney Thompson, Vice President; Justin Villars, Treasurer; Jake Putnam, Secretary; Emma Rutt, Historian; Amber Haight, Reporter; Lily Van Dusen, Student Council Representative.

This past week the advisers and officers attended Fall Leadership Conference in Kearney. The group spent the day working with and listening to members of the Nebraska FBLA team in various workshops. The students gained valuable experience that will keep our program growing and attaining success.

# C. L. Jones Middle School MPS Board of Education Report October 2016

**CLJMS Staff Mtg  
CLJMS Media Center  
Friday, October 7, 2016, 2:25 PM**

## **I. Marzano: Elements, Teamwork, Job Target Oct-Dec FSW -**

### **Team - Elections & Picture**

- Each team will elect a team leader, or select to operate as a cooperative. This person, or cooperative, will be responsible for reminding members of sharing opportunities, posting to Schoology, organizing team meetings, etc.
- Each team needs to submit a team picture [CLJMS Marzano Team Pictures](#) in Schoology. The picture is to have a caption with team name, members, and the elements the team has/is exploring.

### **Elements Self Assessment**

In September, teachers set a job target to use one or more of the first 13 elements. Please select your element(s), open the appropriate rubric, and evaluate your progress. The self-assessment tool will open as a PDF. Please open it in Notability. Complete the assessment as it is presented. Please add at the bottom of the document your comments on how you used, are using, the element in your classroom, and your opinion on its effectiveness. Once this is completed, please submit it to Schoology CLJMS Marzano [Self-Assessment. First 13 Elements](#)

[Design Question 1](#)

[Design Question 2](#)

[Design Question 6](#)

### **Marzano Job Target October-December**

During the Marzano training, October 3, 2016, Dr. Warrick reviewed Design Questions 3, 4, and 5. These Design Questions contain Elements 14 - 32, and Lesson Segments: Addressing Content, Enacted on the Spot.

Please select one or more strategies from Elements 14-32 to implement in your classroom. Once you have selected your Element(s), please follow the steps outlined on the [BART October through December](#) Marzano Job Target.

## **II. MAP Resource [MAP Wikispace](#)**

Anything you need or want to know will probably be found on this wikispace. Click on 'Fall 2016 Agenda' then 'Jenna Gifford's Padlet' for the most current information.

### III. Standard Response Protocol

This is the link to Mrs. Jacobsen's notes from the meeting she attended. [Poster SRP](#). Notes [Standard Response Protocol](#)

#### Features and Announcements

##### **YouTube Capture - Thank you Karen and Robin**

For teachers and students who need to upload large AV files

STUDENT: (notes by Karen)

Open Capture on your iPad. Sign in. Next, you will be asked for a youtube channel. If you already have one, you could use that one. If not, create a new account using your usual log-in information (First two letters of first name, first two letters of last name, then year you will graduate. If that channel is not available, use the first THREE letters of first and last name).

Allow access to photos, camera, and microphone. Click bottom left icon OR "All videos" option. Your videos should show automatically in the Queue. Select which video you want to upload. Trim if needed. Click the arrow at the top right.

Under Privacy, select "Unlisted--anyone with the link can view." You will also need to name your video. Click UPLOAD. Longer videos will take longer to upload--be patient.

DO NOT ALLOW NOTIFICATIONS

Once your video uploads, click on the link it has been assigned. You will have options on how to view or send it. Select Email and send to whichever teacher you want.

##### **The Website '[Study Stack](#)' - Shawn**

Study Stack now has an app. The students DO NOT need an account to use it. They go in as a 'guest' and search what they need (you provide this)

Example - swheelock

will bring up all the material that I use and give them access too. I loaded it on all the 7th grade ipads.

If your grade level wants it, please let me know and I will send the app. Thanks

##### **Bloodborne Pathogen training - due Oct. 28th**

Our next required Nebraska Dept. of Education training is "bloodborne pathogens." This course takes approximately 13 minutes to complete. Please complete this course by **October 28th**. You do not need to print out a certificate for this course to turn into your building principal, as I will receive updates of completion through the SafeSchools system.

In the new few days, you will receive an email that looks like the one below. Please follow the directions in the email. **Your username is your first initial and last name - no spaces.**

Thank you! Have a great day! GO WHIPPETS!

Melissa

Minden Public Schools is using SafeSchools™.com to offer employee training courses online for your convenience. Follow these easy steps to complete your Minden Public Schools safety training requirements:

Using your web browser, Go to the SafeSchools™ website for Minden Public Schools: <http://minden.ne.safeschools.com/>

Enter your Username: (\*\*Your username is your first initial and last name - NO spaces)

\*\*\*If you took the course last year, you will need to click on the "restart course" button in the left hand corner to complete.

(Please remember [Suicide Prevention Training](#) - Completed by October 21. Certificate printed and turned into me.)

### **K-12 Language Arts Department Meeting**

The LA dept. will have a brief meeting on Friday, October 7, at 3:10. Please plan to meet in Joann Paulsen's room at CL Jones. This is part of our Professional Development approved by the administration.

## **CLJMS Staff Mtg CLJMS Media Center Friday, September 23, 2016, 2:25 PM**

### **Focus Topics:**

[Learning Before Grades](#) - Grading practices are changing. This video discuss grading practices of at Schaumburg High School, Schaumburg, Illinois. The teacher is using Standards Based Grading/Learning. The video is 14 minutes. She references the work of Douglas Reeves, Rick Wormli, Dylan Wiliam, & Ken O'Conner. SBG or SBL works directly with our theme of **formative assessment**.

[The End of Average](#) - Todd Rose's '8 for 8' presentation for Harvard Education. Eight Harvard Ed School faculty members have eight minutes each to present their bold ideas for impact. This presentation talks about average. 8 minutes. **Provocative!**

### **Interesting:**

[Our World in Data](#)

### **Schoology Sharing/Presentations**

Whitney Maulsby - Discussion groups, using Updates page  
Brea Martin - Turning in daily assignments: [instructions](#) to submit assignments  
Nicole Schoone - turning in assignments/IXL and sharing Playlists/google slides  
Karen Space and Tessa Konen - Discussion questions, turning in assignments (WTG, IXL, map activities, google slide presentations), Distributing directions for projects, quizzes  
Shawn Wheelock - Quizzes  
Katie Gilson- Google Slides  
Beth Christensen - Copies from Google Docs

### **Assessment Info: Steph Emery**

[NDE](#)

[NeSA Timeline](#)

[NeSA-ELA \(DOK, Table of Specifications, Practice Tests\)](#)

[NeSA-Math \(DOK, Table of Specifications, Practice Tests\)](#)

[NeSA-Science \(DOK, Table of Specifications, Practice Tests\)](#)

[NeSA Practice Test Information](#) - You will need test tickets!

[NeSA-Practice Test Online Administration Manual](#)

\*NeSA Individual reports are here. I will put one copy in cum folders, and the other copy will be handed to parents at conferences. We will also give parents MAP Student Progress reports at this time (I will print them -- 6, 7, 8 parents will pick up in the office/4 & 5 in classrooms.)

## MAPS

To view reports logon at [NWEA](#) logon - cl.jones@mindenwhippets.org

Password - will be provided at the meeting

To logon from the NWEA homepage click on [Maps](#).

MAP and other data can be viewed on this Google spreadsheet: [NeSA/MAP data](#)

\*The "Help" and "Chat" tabs can be extremely helpful.

Reminder: Many MAP reports are displayed in the teacher's workroom.

## Learning Continuum (found under Reports)

\*Translates MAP scores to learning statements so you can set student goals and tailor your instruction to student needs.

\*Class View — organized by what each student should be working on

\*Test View — organized by all RIT bands so you can see what to reinforce or introduce

- Kahn Academy Link --  
Scroll down on the Learning Continuum page and you will find the link to Kahn Academy by RIT. Click on the correct pdf link for grade level. Scroll to bottom and you will find live links to Kahn Academy.

**Kylee has added the secret website - [Maps Khan Academy Mapper](#)**

## C4L

Students are able to test in C4L. [eDirect/DRC site](#).

## **Marzano Activity:**

1. [CLJMS Marzano Teams](#) - Teams will discuss how things are going with the implementation of the element(s) they selected for their BART Oct/Sept Job target.
2. [Learning Goals Discussed](#) - Teams will continue discussion on Learning Goals. How will they be developed? How they will be displayed in their classrooms? How will roadblocks be addressed? Teams will add their discussion to the Learning Goals Discussed google document.

Marzano (Learning Goals) [Designing Learning Goals](#)

## **Announcements:**

- [SWA Practice 2016/17](#)
- **Door Magnets** - If anyone needs a new door strike plate magnet please contact Mr. Osgood.
- **iPad Apps** - If you have app requests which need to be downloaded to the student iPad, please notify Shawn via email. This way he will have a note of the request.
- [Suicide Prevention Training](#) - Completed by October 21

You are receiving this email because you are required to complete the **mandatory** Nebraska Dept. of Education suicide prevention training. This training is required through Legislative Bill 923.

The training takes approximately 45 minutes. You can complete each short module at different times, and it does not have to be completed in one sitting. If you completed the training last year, this is the same program and qualifies as your yearly recertification.

Here are the instructions to complete the training:

- 1) Go to: <https://nebraska.kognito.com> (Suicide Prevention Training)
- 2) If you were required to take the training last year, you can enter your email address and password from last year. If you do not remember your password from last year, please click on "reset password."

If this is your **first** time taking the training, please click on "click here to create account."

3) After logging in, choose a course: Elementary, Middle School, or High School. If you are in multiple buildings, pick the building you are in the majority of your time.

Those that are **recertifying**: After selecting your course, click on "**recertifying 'i'**" in orange font. It will show you how to reset the course.

4) Hit "**launch**" in orange to start your course.

5) When you are finished with all modules, please print off your certificate of completion and turn in to your principal. Custodians - please give your certificate to your building principals.

- **Marzano October 3**

Our next Marzano teacher inservice day is scheduled for October 3rd at the Phelps County Fairgrounds (same location as in August.)

Time: 8:30 to 3:00

\*Breakfast and lunch will be served.

\*Please bring your *Becoming a Reflective Teacher* book.

\*Transportation will be provided at 7:50 am on Park Street (the street between the middle school and high school.) If you choose to drive on your own, mileage will not be reimbursed.

- **Bulletins** - Please double check both the daily and weekly bulletins for any errors, and be sure to contact Ann ASAP with concerns or questions. Typically the next week's bulletin is available by Thursday, allowing time for corrections.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

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

### TEACHER

Lead safety strategy  
Take attendance

