

Regular Board of Education Meeting
Monday, July 20, 2020 7:30 PM

Boone Central School
605 S. 6th Street
Albion, Nebraska 68620

Agenda

1. Open the Meeting - Call to Order
 - 1.1. Nebraska Open Meetings Law
 - 1.2. Publication of the Meeting
2. Roll Call
3. Approval of Agenda and Minutes
4. Welcome Guests
 - 4.1. Middle School Construction Project Presentation - DLR Group, WA Klinger
5. Bill Roster and Financial Reports
6. Reports
 - 6.1. Board Committee Reports
 - 6.1.1. Student Fee Policy
 - 6.2. Superintendent
 - 6.2.1. Return to School Framework
7. Discussion of Action Agenda Items
8. Public Comment
9. Action Items
 - 9.1. Middle School Design and Budget
 - 9.2. School Re-opening Resolution
 - 9.3. Student Bullying Policy Annual Review
 - 9.4. 2020-21 Chromebook Handbooks
 - 9.5. 2020-21 Student/Parent Handbook
 - 9.6. 2020-21 Cardinal Kids Club Handbook and Rates
 - 9.7. 2020-21 Classified Staff Policy 4200 - Cardinal Kids Club
 - 9.8. City of Albion Softball Interlocal Agreement/Participant Waiver
 - 9.9. 2020-21 Substitute Teacher Pay
 - 9.10. Request for Early Graduation
 - 9.11. 2020-21 Paid Meal Prices
 - 9.12. Board Policy Revisions
 - 9.13. Adoption of New Board Policies
10. Next Meeting Date
11. Questions by the Media
12. Adjournment

Regular Board of Education Meeting

Monday, June 8, 2020 7:30 PM

Boone Central Middle School Library

203 Widaman

Petersburg, NE 68652

1. Open the Meeting - Call to Order

Notice of the meeting was given in advance by publication to the public and to all members of the Board of Education. The Open Meetings Act is here and available for review. Motion to approve the meeting open and properly posted by advance notice at 7:33 p.m. This motion, made by Karrie Fogleman and seconded by Kathleen Rolf, Passed.

Karrie Fogleman: Yea, Justin Frey: Yea, Ed Knott: Yea, Kathleen Rolf: Yea, Tim Stopak: Yea
Yea: 5, Nay: 0

Notice of the meeting was given in advance by publication to the public and to all members of the Board of Education. Availability of the agenda was communicated in advance. The Open Meetings Act was available for review.

1.1. Nebraska Open Meetings Law

1.2. Publication of the Meeting

2. Roll Call

Board Member Wright was marked present at 7:38 p.m.

3. Approval of Agenda and Minutes

Motion to approve the agenda and prior meeting minutes as presented. This motion, made by Tim Stopak and seconded by Ed Knott, Passed.

Karrie Fogleman: Yea, Justin Frey: Yea, Ed Knott: Yea, Kathleen Rolf: Yea, Tim Stopak: Yea,
Darren Wright: Yea
Yea: 6, Nay: 0

4. Welcome Guests

5. Bill Roster and Financial Reports

Motion to approve the bills, and to authorize the Board President and Treasurer to sign and validate all the checks as presented. This motion, made by Kathleen Rolf and seconded by Karrie Fogleman, Passed.

Ed Knott: Abstain (With Conflict), Karrie Fogleman: Yea, Justin Frey: Yea, Kathleen Rolf: Yea,
Tim Stopak: Yea, Darren Wright: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

6. Reports

6.1. Facility Committee

Superintendent Hardwick provided an update on the Middle School Construction progress. Recent meetings have been focused on building mass, floor plans, structural system, mechanical system, electrical service/distribution, and interior materials. A Facility Committee meeting is scheduled for June 30th to review the design development progress. DLR will be seeking approval by the district in July to enter into final documentation for final bidding/pricing by WA Klinger.

6.2. Superintendent

Superintendent Hardwick provided an update on summer school and the graduation plan. Graduation is set for Sunday, June 28th @ 2:00 p.m.; the District is waiting for final approval of submitted graduation plan by the East Central District Health Department.

6.2.1. Bond Refunding, Series 2020

General Obligation Refunding Bonds, Series 2020, will be authorized for issuance of \$9,395,000 on June 16, 2020 for refunding of the Series 2015 bonds. Refunding savings of \$882,800.

7. Discussion of Action Agenda Items

8. Public Comment

9. Action Items

9.1. Superintendent 2020-21 Contract Terms

Motion to approve 2020-21 Superintendent contract terms as presented. This motion, made by Justin Frey and seconded by Darren Wright, Passed.

Karrie Fogleman: Yea, Justin Frey: Yea, Ed Knott: Yea, Kathleen Rolf: Yea, Tim Stopak: Yea, Darren Wright: Yea

Yea: 6, Nay: 0

9.2. 2020-21 Non-Certified Staff Wages

Motion to approve 2020-21 non-certified staff wages as presented. This motion, made by Darren Wright and seconded by Ed Knott, Passed.

Karrie Fogleman: Yea, Justin Frey: Yea, Ed Knott: Yea, Kathleen Rolf: Yea, Tim Stopak: Yea, Darren Wright: Yea

Yea: 6, Nay: 0

9.3. 2020-21 School Nurse Contract

Motion to approve 2020-21 nurse agreement as presented. This motion, made by Kathleen Rolf and seconded by Tim Stopak, Passed.

Karrie Fogleman: Yea, Justin Frey: Yea, Ed Knott: Yea, Kathleen Rolf: Yea, Tim Stopak: Yea, Darren Wright: Yea

Yea: 6, Nay: 0

9.4. 2020-21 Substitute Teacher Rates

Motion to table 2020-21 substitute teacher wages to the July Regular Board of Education meeting. Table. This motion, made by Darren Wright and seconded by Tim Stopak, Passed.

Karrie Fogleman: Yea, Justin Frey: Yea, Ed Knott: Yea, Kathleen Rolf: Yea, Tim Stopak: Yea, Darren Wright: Yea

Yea: 6, Nay: 0

10. Next Meeting Date

Monday, July 20, 2020 @ 7:30 p.m. Boone Central High School

11. Questions by the Media

12. Adjournment

Meeting adjourned 8:25 pm

Chairperson

Superintendent

Boone Central Middle School

School Board Approval Meeting



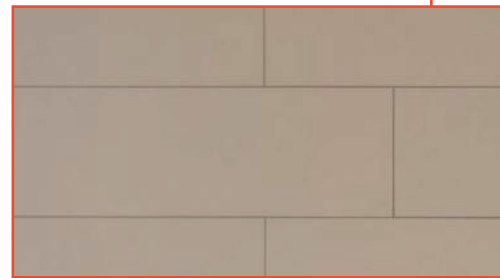
Design Development | July 20, 2020

10-20115-00





EAST ELEVATION



NEUTRAL ACCENT PANEL



MATCH EXISTING BRICK



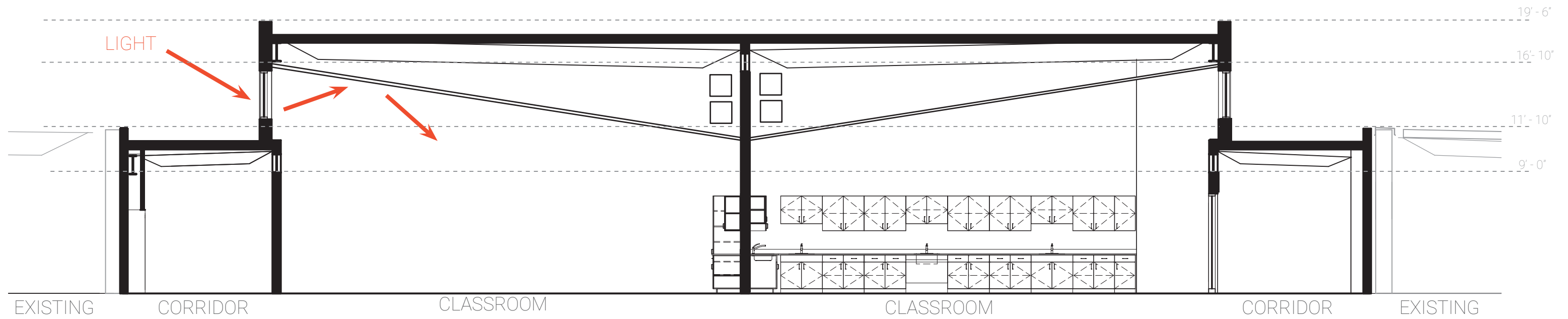
GRAY NICHIBA PANEL

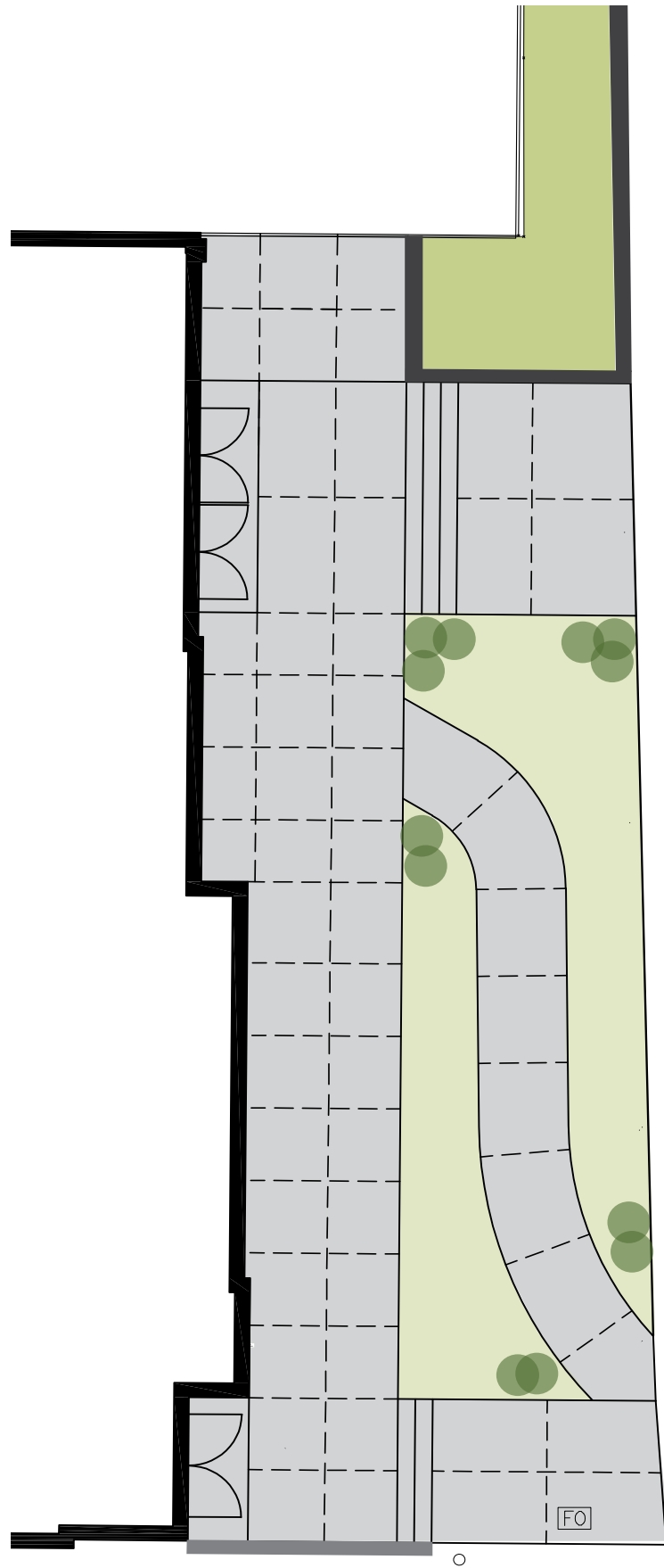


RED NICHIBA PANEL

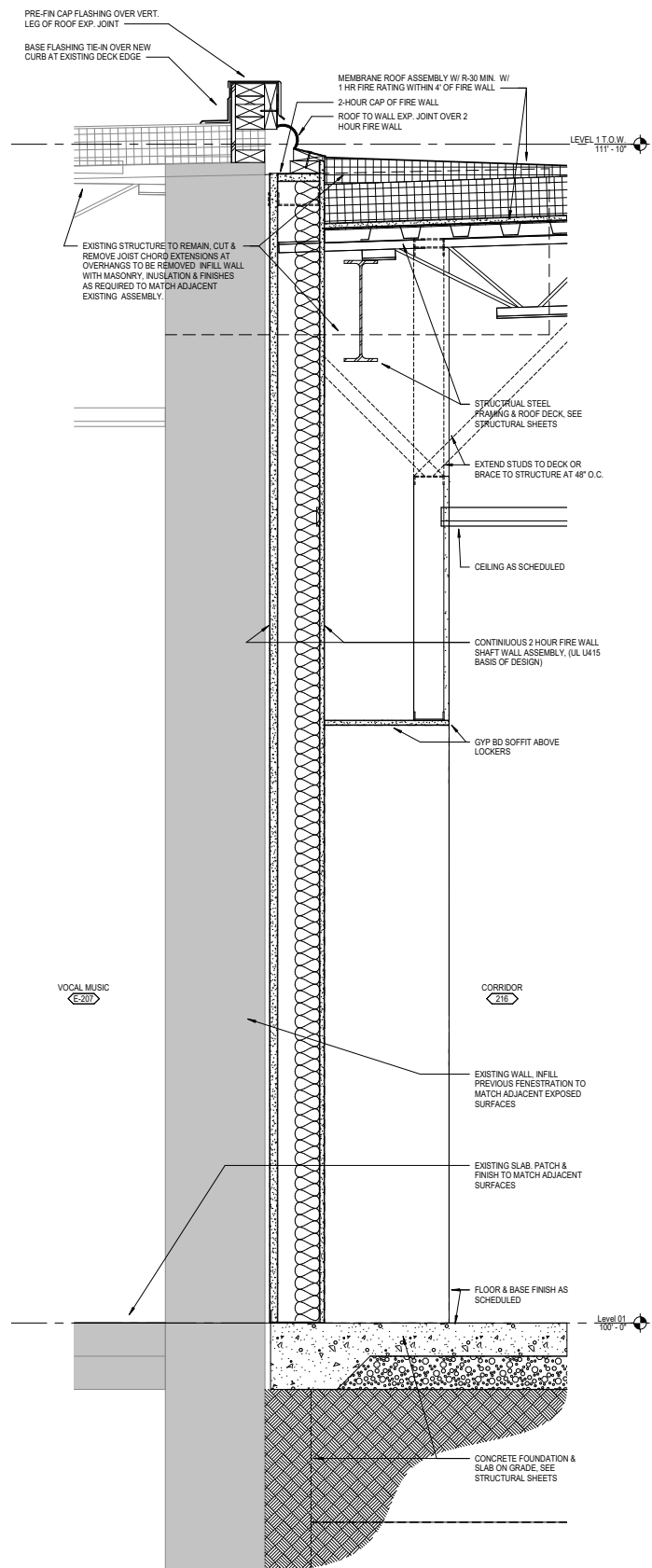


STOREFRONT





EAST ENTRY



SOUTHEAST ENTRY



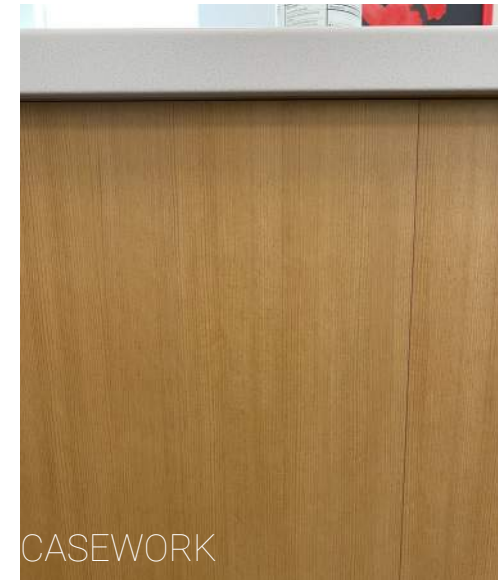
RECEPTION



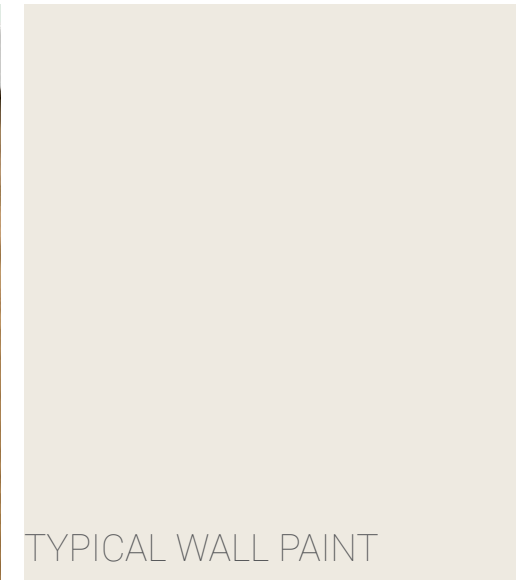
ENTRY WALL



DOORS & FRAMES



CASEWORK



TYPICAL WALL PAINT



POLISHED CONCRETE



CARPET



WALK OFF CARPET



FRAME PAINT



WALL BASE & ACCENT PAINT



TOILET PARTITIONS



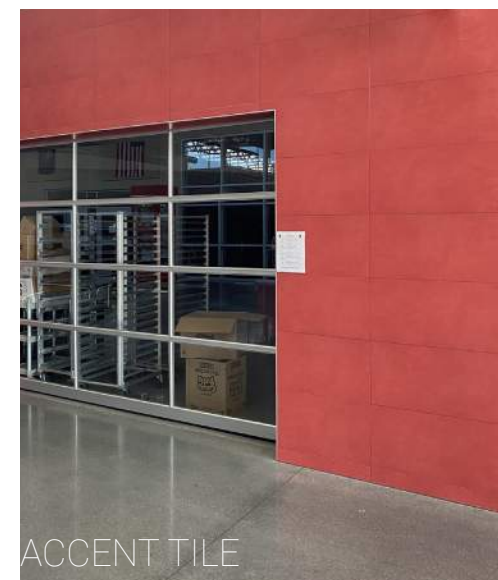
FLOOR TILE



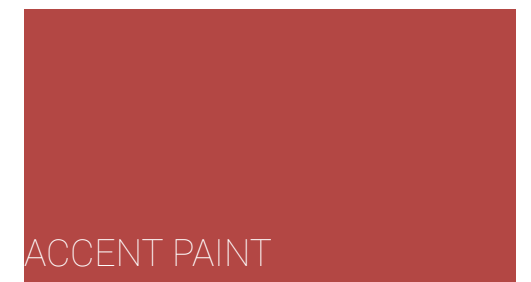
ACCENT TILE



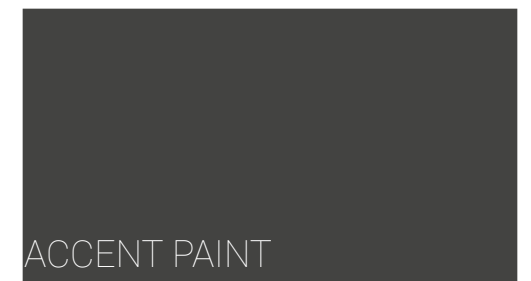
WALL TILE



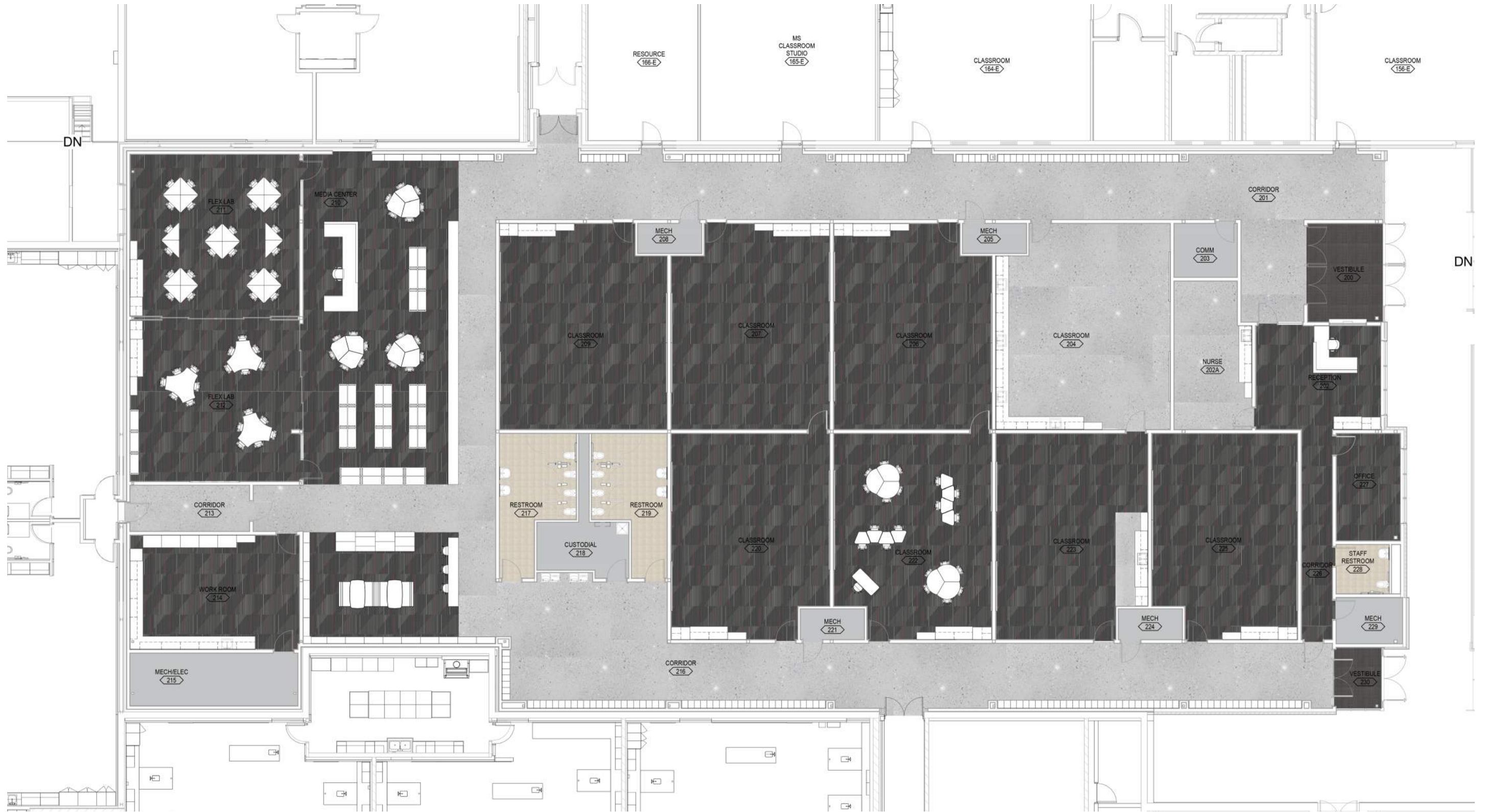
ACCENT TILE

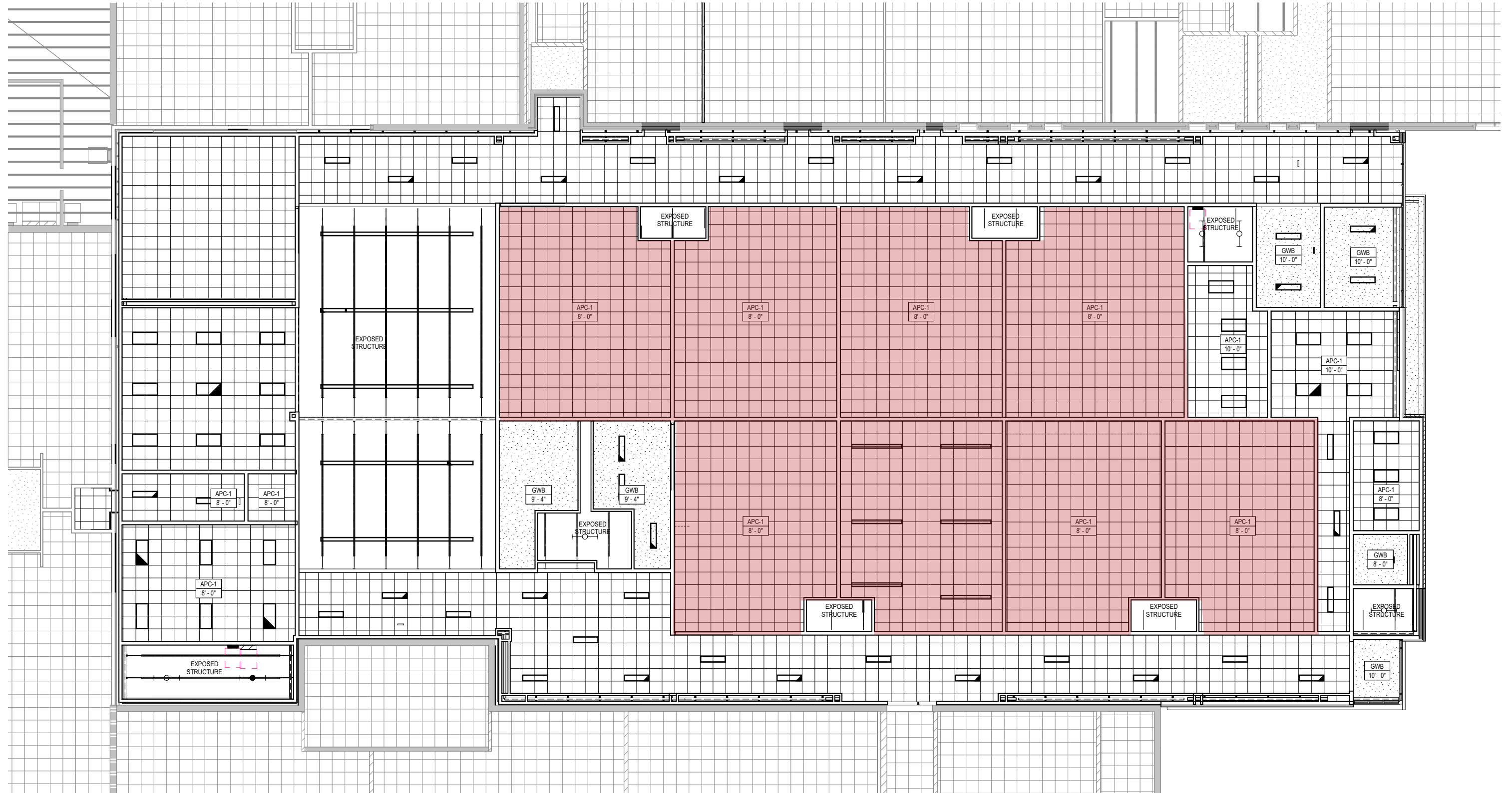


ACCENT PAINT



ACCENT PAINT







Corridor Perspective



Corridor Materials



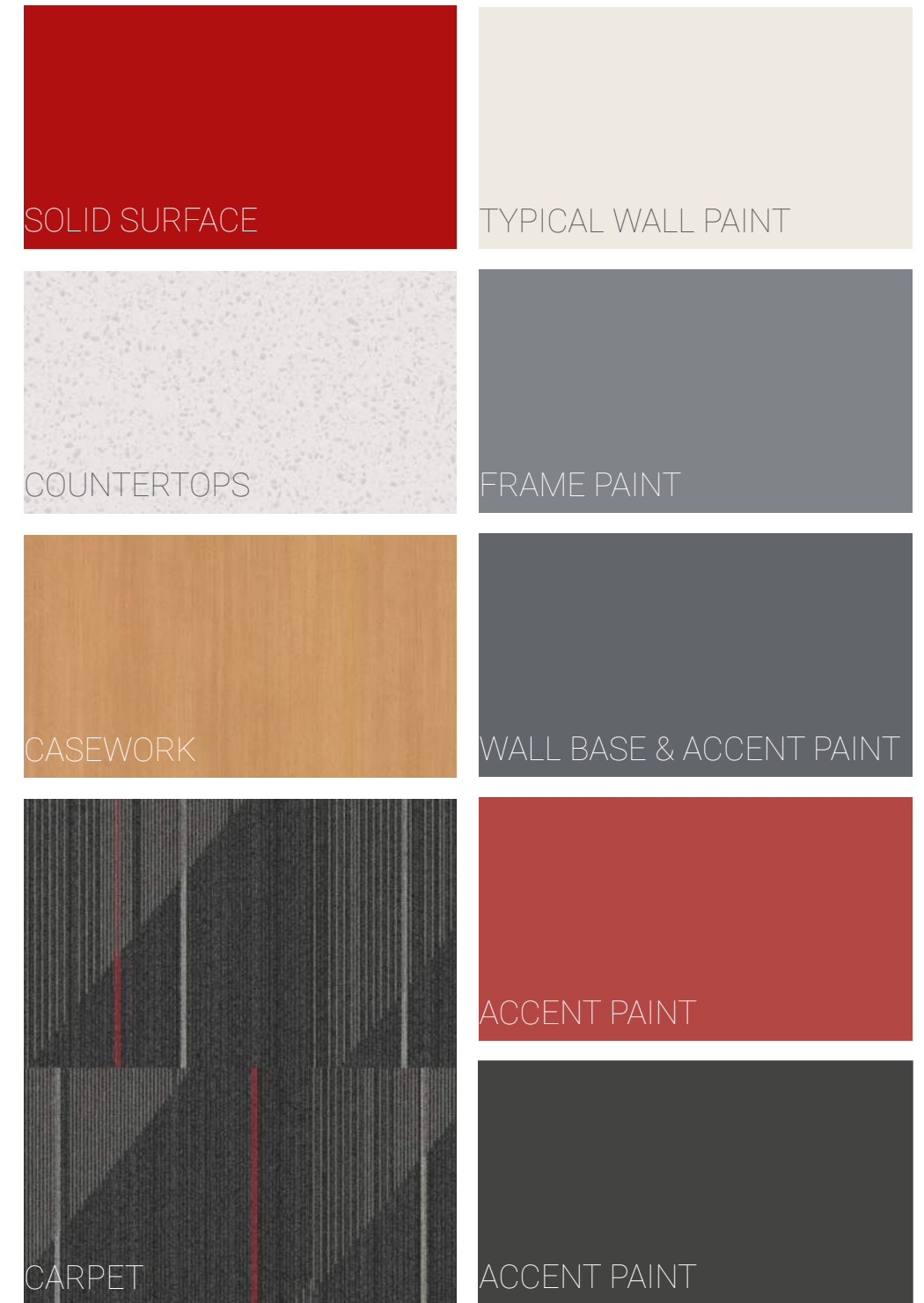
Typical Classroom Perspective



Classroom Materials



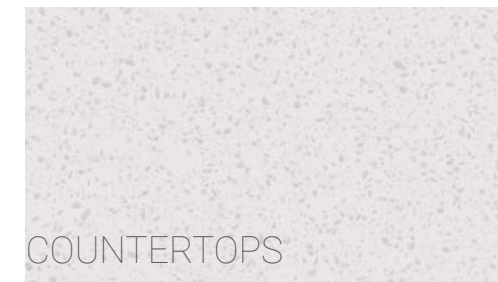
Media Center - Operable Wall Flex Lab Perspective



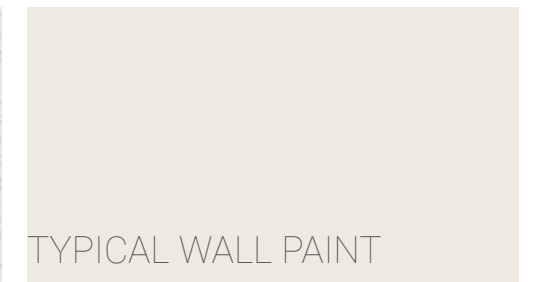
Media Center Materials



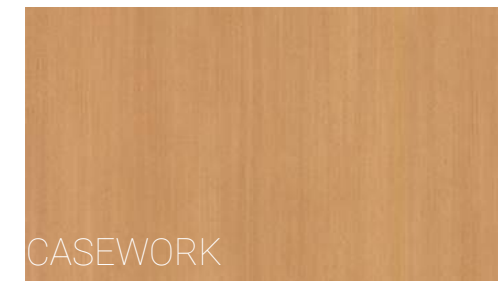
Flex Lab Operable Wall Perspective



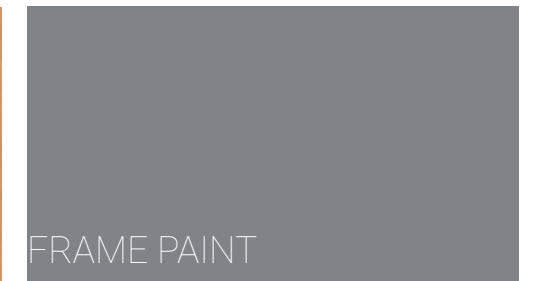
COUNTERTOPS



TYPICAL WALL PAINT



CASEWORK



FRAME PAINT



CARPET



WALL BASE & ACCENT PAINT

Flex Lab Materials

 **KLINGER**

 **DLR Group**

July 20, 2020
10:20:15:00

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0094	FAMILY LITERACY NIGHT	(1,108.51)	0.00	0.00	0.00	(1,108.51)
05 704 0095	ELEM PTO	53.00	0.00	0.00	0.00	53.00
05 704 0096	ELEM JEANS ON FRIDAY	340.00	0.00	0.00	0.00	340.00
05 704 0097	WRESTLING CLUB	33.23	0.00	0.00	0.00	33.23
05 704 0098	SKILLS USA	(5.59)	0.00	0.00	0.00	(5.59)
05 704 0099	EHA WELLNESS	635.80	0.00	0.00	0.00	635.80
05 704 0101	BC CLUB	5,600.43	0.00	0.00	0.00	5,600.43
05 704 0102	ACADEMIC HONORS	2,578.04	0.00	0.00	0.00	2,578.04
05 704 0103	WRESTLING COACH ACCOUNT	14.68	0.00	0.00	0.00	14.68
05 704 0104	ACTIVITY INTEREST	15,471.30	0.00	201.47	0.00	15,672.77
05 704 0105	ACTIVITY TICKET	10,929.92	0.00	0.00	0.00	10,929.92
05 704 0106	Band Donation	5,000.00	0.00	0.00	0.00	5,000.00
05 704 0107	Green House Sales	(163.00)	0.00	0.00	0.00	(163.00)
05 704 0108	AG SHOP	86.62	0.00	0.00	0.00	86.62
05 704 0110	SINGING ACROSS NEBRASKA	162.18	0.00	0.00	0.00	162.18
05 704 0111	CONCESSIONS	12,990.99	0.00	(3,539.80)	0.00	9,451.19
05 704 0113	ATHLETICS	(68,198.35)	11,732.07	0.00	0.00	(79,930.42)
05 704 0114	BAND	4,824.83	0.00	0.00	0.00	4,824.83
05 704 0116	CLOSE UP FUND RAISER	1,505.03	0.00	0.00	0.00	1,505.03
05 704 0117	Preschool Grant	9,481.19	2,227.11	0.00	0.00	7,254.08
05 704 0119	CHEERLEADERS	928.46	0.00	0.00	0.00	928.46
05 704 0120	CHORAL CLINIC	4,142.52	0.00	0.00	0.00	4,142.52
05 704 0121	STUDENT CHROMEBOOKS	13,829.55	0.00	0.00	0.00	13,829.55
05 704 0122	ONP	(16.76)	0.00	0.00	0.00	(16.76)
05 704 0123	ALUMNI GOLF	4,204.62	108.24	0.00	0.00	4,096.38
05 704 0124	CLASS OF 2023	1,350.00	0.00	0.00	0.00	1,350.00
05 704 0125	CROSS COUNTRY COACH ACCT	1,141.74	0.00	0.00	0.00	1,141.74
05 704 0126	JEANS ON FRIDAY SCHOLARSHIP	550.00	0.00	0.00	0.00	550.00
05 704 0127	COFFEE FUND	(138.15)	226.15	60.00	0.00	(304.30)
05 704 0130	FBLA	3,693.22	130.00	100.00	0.00	3,663.22
05 704 0131	KEY FOB DEPOSIT	10.00	0.00	0.00	0.00	10.00
05 704 0132	FFA	37,576.10	1,535.39	95.00	0.00	36,135.71
05 704 0133	FCCLA	(507.54)	351.00	303.41	0.00	(555.13)
05 704 0134	JEFF BUSSEY MEMORIAL	535.00	0.00	0.00	0.00	535.00
05 704 0135	CLASS OF 2021	6,174.85	0.00	0.00	0.00	6,174.85
05 704 0136	HONOR SOCIETY	1,085.16	0.00	0.00	0.00	1,085.16
05 704 0139	PARENT TEACHER ORGANIZATION	10.27	0.00	0.00	0.00	10.27
05 704 0140	ALBION CIRCLE OF FRIENDS	65.62	0.00	0.00	0.00	65.62

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0141	LIBRARY	599.65	0.00	0.00	0.00	599.65
05 704 0143	MISCELLANEOUS	1,318.03	0.00	0.00	0.00	1,318.03
05 704 0144	BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
05 704 0145	CLASS OF 2019	2,881.05	0.00	0.00	0.00	2,881.05
05 704 0147	SOFTBALL COACH ACCT	2,624.73	0.00	0.00	0.00	2,624.73
05 704 0148	ATHLETIC DIRECTOR ACCOUNT	1,006.37	0.00	0.00	0.00	1,006.37
05 704 0149	SADD	1,915.78	0.00	0.00	0.00	1,915.78
05 704 0150	VOLLEYBALL COACH ACCT	7,090.64	0.00	0.00	0.00	7,090.64
05 704 0152	SCHOLARSHIP	1,365.36	0.00	0.00	0.00	1,365.36
05 704 0153	SCHOLARSHIP CD	5,702.13	0.00	0.00	0.00	5,702.13
05 704 0154	SPEECH	3,597.67	0.00	1,354.00	0.00	4,951.67
05 704 0155	ONE ACT	905.06	0.00	0.00	0.00	905.06
05 704 0156	STUDENT COUNCIL	3,294.55	0.00	0.00	0.00	3,294.55
05 704 0157	CULTURE CLUB	535.56	0.00	0.00	0.00	535.56
05 704 0158	CRUISIN CARDS	3,859.83	0.00	0.00	0.00	3,859.83
05 704 0159	A-P HOOPS COACH ACCT	7,082.29	0.00	205.00	0.00	7,287.29
05 704 0160	FOOTBALL COACH ACCT	3,153.42	0.00	0.00	0.00	3,153.42
05 704 0161	VOCAL MUSIC	9,567.35	0.00	0.00	0.00	9,567.35
05 704 0163	WOOD SHOP	(1,721.28)	0.00	70.00	0.00	(1,651.28)
05 704 0164	GIRLS BASKETBALL COACH ACCT	4,866.25	0.00	0.00	0.00	4,866.25
05 704 0165	KOHTZ MEMORIAL	240.00	0.00	0.00	0.00	240.00
05 704 0166	ELEMENTARY ART FUND RAISING	632.70	0.00	0.00	0.00	632.70
05 704 0167	ELEM LIBRARY ACCOUNT	873.09	0.00	0.00	0.00	873.09
05 704 0170	MISC T-SHIRT ACCOUNT	(913.44)	0.00	55.00	0.00	(858.44)
05 704 0171	ART CLUB ACTIVITY ACCOUNT	216.47	0.00	0.00	0.00	216.47
05 704 0172	CLASS OF 2020	5,923.49	0.00	0.00	0.00	5,923.49
05 704 0178	POST PROM	15,937.56	63.67	0.00	0.00	15,873.89
05 704 0179	DISTRICT 5 FCCLA	0.00	0.00	0.00	0.00	0.00
05 704 0180	PATHWAYS	39.12	0.00	0.00	0.00	39.12
05 704 0182	CLASS OF 2022	3,765.00	0.00	40.00	0.00	3,805.00
05 704 0185	INSTRUMENT RENTAL	10,699.13	0.00	0.00	0.00	10,699.13
05 704 0188	DANCE SQUAD	(850.49)	2,039.00	0.00	0.00	(2,889.49)
05 704 0191	CENTRACARD/ALBACARD	4,606.13	55.00	0.00	0.00	4,551.13
05 704 0192	MS VOLLEYBALL COACH ACCT	1,243.35	0.00	0.00	0.00	1,243.35
05 704 0193	COUNSELOR RESOURCE FUND	449.60	0.00	0.00	0.00	449.60
05 704 0194	PERFORMING ARTS	(10,362.65)	2,053.97	0.00	0.00	(12,416.62)
05 704 0195	CARDINAL KIDS CLUB	40,968.48	309.14	0.00	0.00	40,659.34
05 704 0196	TRACK COACH ACCT	3,429.49	0.00	0.00	0.00	3,429.49

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0197	GREEN HOUSE	(7,126.57)	0.00	0.00	0.00	(7,126.57)
05 704 0198	TRADITIONS	5,496.80	0.00	0.00	0.00	5,496.80
05 704 0199	SCORVISION	33,500.00	0.00	0.00	0.00	33,500.00
05 704 0200	MUSICAL	7,819.73	0.00	0.00	0.00	7,819.73
05 704 0227	MS CIRCLE OF FRIENDS	76.27	0.00	0.00	0.00	76.27
05 704 0228	BAND UNIFORMS	4,459.31	0.00	0.00	0.00	4,459.31
05 704 2191	HS FOOTBALL	(5,107.90)	1,785.48	7.00	0.00	(6,886.38)
05 704 2192	HS VOLLEYBALL	2,698.73	0.00	0.00	0.00	2,698.73
05 704 2193	HS CROSS COUNTRY	2,562.97	0.00	95.20	0.00	2,658.17
05 704 2194	HS SOFTBALL	(969.93)	0.00	0.00	0.00	(969.93)
05 704 2196	HS WRESTLING	(4,816.89)	0.00	564.50	0.00	(4,252.39)
05 704 2197	HS GIRLS BASKETBALL	1,566.42	0.00	0.00	0.00	1,566.42
05 704 2198	HS TRACK	(1,346.60)	0.00	4,532.74	0.00	3,186.14
05 704 2199	HS GIRLS GOLF	(791.60)	0.00	0.00	0.00	(791.60)
05 704 2200	HS BOYS GOLF	1,679.93	0.00	826.22	0.00	2,506.15
05 704 2201	HS BOYS BASKETBALL	(1,070.78)	0.00	0.00	0.00	(1,070.78)
05 704 4191	MS FOOTBALL	(4,539.80)	1,058.38	0.00	0.00	(5,598.18)
05 704 4192	MS VOLLEYBALL	917.00	0.00	0.00	0.00	917.00
05 704 4196	MS WRESTLING	1,685.10	0.00	0.00	0.00	1,685.10
05 704 4197	MS GIRLS BASKETBALL	(1,091.75)	0.00	0.00	0.00	(1,091.75)
05 704 4201	MS BOYS BASKETBALL	(471.49)	0.00	0.00	0.00	(471.49)
05 704 5000	HOSTING DISTRICTS	8,070.56	0.00	0.00	0.00	8,070.56
05 704 5001	DISTRICT WRESTLING	293.89	0.00	0.00	0.00	293.89
05 704 5002	DISTRICT SPEECH	(216.12)	0.00	0.00	0.00	(216.12)
Fund Total: 05		254,685.20	23,674.60	4,969.74	0.00	235,980.34

Fund: 09 PETERSBURG ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
09 804 0139	MS PTO	235.00	0.00	0.00	0.00	235.00
09 804 0154	MS SPEECH	690.00	0.00	0.00	0.00	690.00
09 804 0201	YEARBOOK	(3,743.68)	1,005.65	0.00	0.00	(4,749.33)
09 804 0211	CONSUMER SCIENCE	23.06	0.00	0.00	0.00	23.06
09 804 0212	STUDENT OF THE MONTH	94.89	0.00	0.00	0.00	94.89
09 804 0216	INTEREST	1,068.71	0.00	0.47	0.00	1,069.18
09 804 0217	MIDDLE SCHOOL	806.59	0.00	0.00	0.00	806.59
09 804 0218	MEDIA	1,318.48	0.00	0.00	0.00	1,318.48
09 804 0221	SPEECH	(806.00)	0.00	0.00	0.00	(806.00)
09 804 0222	STUDENT COUNCIL	5,551.85	0.00	0.00	0.00	5,551.85
09 804 0224	MISC. ACTIVITY	535.95	0.00	0.00	0.00	535.95
Fund Total: 09		5,774.85	1,005.65	0.47	0.00	4,769.67

Board Report

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>	<u>Description</u>	
<u>Checking</u>					
Checking					
ACCOBRANDS	ACCO BRANDS USA LLC	32.28	4713014570	Supplies	
ACCOBRANDS	ACCO BRANDS USA LLC	301.44	4713014571	Supplies	
				Vendor Total:	333.72
ADVFIRESA	ADVANCED FIRE & SAFETY	576.99	1685060220	Safety Service Agreements	
				Vendor Total:	576.99
ALBIONNEWS	ALBION NEWS	552.82	6/20 Stmt	Adverting/Supplies	
				Vendor Total:	552.82
AMAZON	AMAZON	503.26	6/20 Stmt	Supplies	
				Vendor Total:	503.26
APPEARA	APPEARA	52.11	6/20	MS Service Agreements	
APPEARA	APPEARA	212.83	Petersburg 6/20 Stmt	HS/Elem Service Agreements	
				Vendor Total:	264.94
APPLEINC	APPLE INC.	0.99	6/12/20	Building Supplies	
APPLEINC	APPLE INC.	10.69	6/26/20	HS Office Supplies	
				Vendor Total:	11.68
APPLIEDCON	APPLIED CONNECTIVE TECHNOLOGIES	80.00	130282	District Security Services	
				Vendor Total:	80.00
BLACKHILLS	Black Hills Energy	26.09	6/20	Natural Gas	
BLACKHILLS	Black Hills Energy	460.29	6/20 HS/Elem	Natural Gas	
BLACKHILLS	Black Hills Energy	30.95	6/20	Natural Gas	
BLACKHILLS	Black Hills Energy	162.17	Pathways 6/20 Petersburg	Natural Gas	
				Vendor Total:	679.50
BLICKARTMA	BLICK ART MATERIALS	811.09	4064408	Supplies	
				Vendor Total:	811.09
BOMGAARS	BOMGAARS	265.97	5/20 Stmt	Supplies	
				Vendor Total:	265.97
BOOKWORM	BOOKWORM, THE	(8.78)	10611601-	Elem Library Books & Periodicals	
BOOKWORM	BOOKWORM, THE	215.04	10612958 44	Elem Library Books & Periodicals	
				Vendor Total:	206.26
BUETTNER	Buettner, Shayna	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
CASEYS	CASEYS GENERAL STORE	9.98	6/19/20	Teachers/Prof Staff Prof Dev	
				Vendor Total:	9.98
CEDARVALLE	CEDAR VALLEY LUMBER - ALBION	502.41	6/20 Stmt	Building Supplies	
				Vendor Total:	502.41

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Fund: 01 GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>		
CENTNEREHA	CENTRAL NEBRASKA REHABILITATION SERVICES	1,008.00	5/20	Occupational Therapy Services	
				Vendor Total:	1,008.00
CHOAT	Choat, Krista	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
COLPARTSIN	COLUMBUS PARTS, INC.-ALBION DIV	139.99	429473	MS Building Supplies	
				Vendor Total:	139.99
COURTFLOO	Court Floors LLC	7,500.00	6/18/20	Repairs Albion	
				Vendor Total:	7,500.00
CRISSCOINC	CRISS CO INC	45.00	4404	MS Contracted Repair Services	
				Vendor Total:	45.00
DANKO	Danko Emergency Equipment Co.	155.01	111309	ESSER Supplies	
				Vendor Total:	155.01
DAVIDKYLA	DAVID, KYLA	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
DEMCO	DEMCO, INC	140.34	6185271	Library Supplies	
				Vendor Total:	140.34
EAKESOFFIC	EAKES OFFICE SUPPLY	1,862.91	215182	Copier - supplies	
				Vendor Total:	1,862.91
EGANSUPPLY	EGAN SUPPLY CO.	2,078.69	320132	Building Supplies	
				Vendor Total:	2,078.69
ELLERHEATI	ELLER HEATING & AIR CONDITIONING LLC	490.00	200616-20	Contracted Repair Services	
				Vendor Total:	490.00
EMCINSURAN	EMC INSURANCE	8,422.28	6/20 Stmt	Insurance	
				Vendor Total:	8,422.28
ERICKSON	Erickson, Janelle	100.00	19-20	Tuition Reimbursement	
				Vendor Total:	100.00
ESU10	ESU #10	120.00	6/30/20	Prof Dev Training Fees	
				Vendor Total:	120.00
ESU7SPED	ESU #7-SPED	2,705.00	19-20	District SpEd Web-Based Software	
ESU7SPED	ESU #7-SPED	9,979.07	5/20	SpEd Services	
ESU7SPED	ESU #7-SPED	2,452.16	6/20 Final	SpEd Services	
				Vendor Total:	15,136.23
ESU7	ESU #7	2,816.00	62520-2	Web-based Subscriptions	
				Vendor Total:	2,816.00
ESU7TECH	ESU 7 TECHNOLOGY	2,562.96	6/20 Stmt	Distance Education	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>		
FILEWAVEUS	FileWave (USA), Inc	3,222.00	17828	Web-based Software Subscription	Vendor Total: 2,562.96
					Vendor Total: 3,222.00
FIRSTWIREL	First Wireless, INC.	10.50	112596	Safety Supplies	Vendor Total: 10.50
FRONTI	FRONTIER	601.91	6/20 Stmt	Telecommunications	Vendor Total: 601.91
GRAGERT	GRAGERT'S SHUR SAVE	7.99	6/19/20	Teachers/Prof Staff Prof Dev	Vendor Total: 7.99
GREATP	GREAT PLAINS COMMUNICATION	1,426.29	6/16/20	Telecommunication	Vendor Total: 1,426.29
HARRIS	HARRIS	317.25	MN00130989	Technology Supplies	Vendor Total: 317.25
HEDLTRA	HEDLUND, TRACY	60.00	19-20	Tuition Reimbursement	Vendor Total: 60.00
HELENA	Helena Agri-Ent., LLC	70.00	83496933	Building Supplies	Vendor Total: 103.75
HELENA	Helena Agri-Ent., LLC	33.75	83497421	Building Supplies	
HILLTOPROL	Hilltop Roll-Off, LLC	525.34	5/20 Stmt	Water/Garbage	Vendor Total: 525.34
HOMEDPOTP	Home Depot Pro Institutional	301.56	555170752	Building Supplies	Vendor Total: 2,783.97
HOMEDPOTP	Home Depot Pro Institutional	413.76	555427954	Supplies	
HOMEDPOTP	Home Depot Pro Institutional	112.16	556945335	Supplies	
HOMEDPOTP	Home Depot Pro Institutional	1,681.39	557674959	Building Supplies	
HOMEDPOTP	Home Depot Pro Institutional	275.10	560034332	Supplies	
HOMETOWNLE	Hometown Leasing	1,363.68	4th of mon-0022	Copiers	Vendor Total: 1,363.68
INNOFFICE	INNOVATIVE OFFICE SOLUTIONS	6,818.08	3016030	Supplies	Vendor Total: 6,818.08
JOHNSON5	Johnson, Teresa	60.00	19-20	Tuition Reimbursement	Vendor Total: 60.00
KAHLANDT2	Kahlandt, Angie	60.00	19-20	Tuition Reimbursement	Vendor Total: 60.00
KAVTIRELU	KAV TIRE & LUBE	15.00	240590	Vehicle #2 Repairs	Vendor Total: 15.00
KAYTON	KAYTON INTERNATIONAL	841.65	AH10139	Contracted Repair Services	

Boone Central Schools
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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>		
KAYTONINTE	KAYTON INTERNATIONAL	4,010.00	20-21	Custodial Equipment Rental	
KAYTONINTE	KAYTON INTERNATIONAL	250.00	AR03581	District Equipment Rental	
				Vendor Total:	841.65
				Vendor Total:	4,260.00
KELLBRA	KELLEY, BREA	100.00	19-20	Tuition Reimbursement	
				Vendor Total:	100.00
KOHL	Kohl, Jamie	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
KOHTZ	Kohtz, Heather	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
KRAMERTODD	KRAMER, TODD	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
KSBSCHOOL	KSB SCHOOL LAW, PC,LLO	243.00	8316	Legal Services	
				Vendor Total:	243.00
KURITAAM	Kurita America Inc	458.00	522273	Service Agreements	
KURITAAM	Kurita America Inc	458.00	529138	Service Agreements	
				Vendor Total:	916.00
LEARNINGSC	Learning Sciences	2,500.00	SIN029904	Title IIA Supplies	
				Vendor Total:	2,500.00
LEIFEL	LEIFELDS HARDWARE & FURNITURE	114.50	6/20 Stmt	MS Building Supplies	
				Vendor Total:	114.50
LOCODESIGN	LOCO'S DESIGNER T'S & MORE	150.00	10457	Supplies	
LOCODESIGN	LOCO'S DESIGNER T'S & MORE	52.16	10672	Supplies	
LOCODESIGN	LOCO'S DESIGNER T'S & MORE	3.00	10898	Supplies	
				Vendor Total:	205.16
LOUPPO	LOUP POWER DIST	7,330.72	6/20 Stmt	Electricity	
				Vendor Total:	7,330.72
LRPPUBLICA	LRP PUBLICATIOINS	324.50	4487096	Supplies	
				Vendor Total:	324.50
LUETAMY	LUETTEL, AMY	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
MATHESONTR	MATHESON LINWELD	57.27	21823887	Welding Supplies	
MATHESONTR	MATHESON LINWELD	224.88	21828439	Welding Supplies	
MATHESONTR	MATHESON LINWELD	301.55	51660391	Welding Supplies	
				Vendor Total:	583.70
METALD	METAL DOOR AND HARDWARE	430.00	68987	Building Supplies	
				Vendor Total:	430.00
MICROSOFT	Microsoft	42.60	6/8/20	Web-based Software Subscription	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>		
				Vendor Total:	42.60
MIDWESTALA	Midwest Alarm Services	207.71	325465	MS Safety Service Agreements	
				Vendor Total:	207.71
MISC	Misc Receipts	59.04	7/1/20	Gasoline & diesel fuel	
				Vendor Total:	59.04
NABER	Naber, Mandy	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
NATIONALAR	NATIONAL ART & SCHOOL SUPPLIES INC	5,207.24	991	Requisitions	
				Vendor Total:	5,207.24
NATIONALCA	National Career Academy Coalition	150.00	20201903	Prof Dev Training Fees	
				Vendor Total:	150.00
NRCSA	Nebraska Rural Community Schools Association	850.00	2020-21 Member	Board Dues & Fees	
				Vendor Total:	850.00
NELSAMY	Nelson, Amy	180.00	19-20	Tuition Reimbursement	
				Vendor Total:	180.00
NELSDAW	Nelson, Dawna	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
NELSON1	Nelson, Kay	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
NIEMANN1	Niemann, Aaron	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
NISSEN	Nissen, Melissia	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
NOREJIL	Nore, Jill	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
OLNEAMY	Olnes, Amy	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
OLSONSPEST	Olson's Pest Technicians	75.00	173226	MS Service Agreements	
OLSONSPEST	Olson's Pest Technicians	75.00	176343	MS Service Agreements	
				Vendor Total:	150.00
OPTK	OPTK Networks	176.47	7/20	Telecommunication	
				Vendor Total:	176.47
PAPER101	Paper 101	1,414.04	171703-00	Supplies	
				Vendor Total:	1,414.04
PARCOSCIEN	Parco Scientific Company	383.75	PU113392	Supplies	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>		Vendor Total:
					383.75
PAYFLEX	PAYFLEX SYSTEMS USA INC	100.00	23rd of mo-0006	Fees	
					Vendor Total: 100.00
PELMIC	PELSTER, MICHELLE	100.00	19-20	Tuition Reimbursement	
					Vendor Total: 100.00
PETBLD	PETERSBURG BUILDING AND SUPPLY	41.38	077949	MS Building Supplies	
					Vendor Total: 41.38
PETTYCASH	PETTY CASH FUND	1,136.94	6/20	Postage	
					Vendor Total: 1,136.94
PREIBEC	PREISTER, CRAIG AND BECKY	120.00	19-20	Tuition Reimbursement	
					Vendor Total: 120.00
PRESTO	PRESTO X CO	84.00	6917831	Service Agreements	
PRESTO	PRESTO X CO	36.00	6917832	Service Agreements	
PRESTO	PRESTO X CO	88.00	7266583	Service Agreements	
PRESTO	PRESTO X CO	38.00	7266584	Service Agreements	
					Vendor Total: 246.00
QUILL	QUILL CORP	123.09	7372781	HS SpEd Supplies	
					Vendor Total: 123.09
REICJEA	Reicks, Jean	60.00	19-20	Tuition Reimbursement	
					Vendor Total: 60.00
REYNOLDSON	Reynoldson, Lisa	120.00	19-20	Tuition Reimbursement	
					Vendor Total: 120.00
RUHNKE	Ruhnke, Lynn	60.00	19-20	Tuition Reimbursement	
					Vendor Total: 60.00
SSWORLD	S&S Worldwide	208.84	IN100522074	Requisitions	
					Vendor Total: 208.84
SAVVAS	Savvas Learning Company LLC	318.81	4026086338	HS Web-based Subscriptions	
SAVVAS	Savvas Learning Company LLC	2,022.23	7027120857	HS Textbooks/Workbooks/Reference	
SAVVAS	Savvas Learning Company LLC	802.44	7027137738	HS Textbooks/Workbooks/Reference	
					Vendor Total: 3,143.48
SCHOOLSPEC	SCHOOL SPECIALTY	57.14	208125317233	Supplies	
SCHOOLSPEC	SCHOOL SPECIALTY	613.39	308103535936	Supplies	
					Vendor Total: 670.53
SEARS1	Sears, Sara	120.00	19-20	Tuition Reimbursement	
					Vendor Total: 120.00
SIMONS	SIMONS, ANGIE	60.00	19-20	Tuition Reimbursement	
					Vendor Total: 60.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice</u>		
SLIZOSKI	SLIZOSKI, STEVE & VAL	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
SOFTWA	SOFTWARE UNLIMITED	12,356.00	20-21	Technology Supplies	
				Vendor Total:	12,356.00
STAUALL	Staub, Ally	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
CHOAJOD	STODOLA-CHOAT, JODY	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
STOPAK	Stopak, Tim	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
SUBWAY	SUBWAY	72.98	6/19/20	Teachers/Prof Staff Prof Dev	
				Vendor Total:	72.98
TROXELL	Troxell Communications	58.50	233653	Supplies	
TROXELL	Troxell Communications	530.09	240782	Supplies	
				Vendor Total:	588.59
TRUCKCENTE	TRUCK CENTER COMPANIES	339.74	375146	Bus 19A Repairs	
TRUCKCENTE	TRUCK CENTER COMPANIES	273.86	375246	Bus 8 Repairs	
				Vendor Total:	613.60
VERIZON	VERIZON	260.26	9857479362	Telecommunication	
				Vendor Total:	260.26
WEEDSAM	Weeder, Samantha	120.00	19-20	Tuition Reimbursement	
				Vendor Total:	120.00
WELCH	Welch, Nicole	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
WHITES	WHITE STAR OIL CO	257.32	6/20 Stmt	Vehicle Gasoline	
				Vendor Total:	257.32
WRIGHT	Wright, Seth	60.00	19-20	Tuition Reimbursement	
				Vendor Total:	60.00
				Fund Total:	113,920.88
				Checking Account Total:	113,920.88

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0094	FAMILY LITERACY NIGHT	(1,108.51)	0.00	0.00	0.00	(1,108.51)
05 704 0095	ELEM PTO	53.00	0.00	0.00	0.00	53.00
05 704 0096	ELEM JEANS ON FRIDAY	340.00	0.00	0.00	0.00	340.00
05 704 0097	WRESTLING CLUB	33.23	0.00	0.00	0.00	33.23
05 704 0098	SKILLS USA	(5.59)	0.00	0.00	0.00	(5.59)
05 704 0099	EHA WELLNESS	635.80	0.00	0.00	0.00	635.80
05 704 0101	BC CLUB	5,600.43	0.00	0.00	0.00	5,600.43
05 704 0102	ACADEMIC HONORS	2,578.04	0.00	0.00	0.00	2,578.04
05 704 0103	WRESTLING COACH ACCOUNT	14.68	0.00	0.00	0.00	14.68
05 704 0104	ACTIVITY INTEREST	15,471.30	0.00	201.47	0.00	15,672.77
05 704 0105	ACTIVITY TICKET	10,929.92	0.00	0.00	0.00	10,929.92
05 704 0106	Band Donation	5,000.00	0.00	0.00	0.00	5,000.00
05 704 0107	Green House Sales	(163.00)	0.00	0.00	0.00	(163.00)
05 704 0108	AG SHOP	86.62	0.00	0.00	0.00	86.62
05 704 0110	SINGING ACROSS NEBRASKA	162.18	0.00	0.00	0.00	162.18
05 704 0111	CONCESSIONS	12,990.99	0.00	(3,539.80)	0.00	9,451.19
05 704 0113	ATHLETICS	(68,198.35)	11,732.07	0.00	0.00	(79,930.42)
05 704 0114	BAND	4,824.83	0.00	0.00	0.00	4,824.83
05 704 0116	CLOSE UP FUND RAISER	1,505.03	0.00	0.00	0.00	1,505.03
05 704 0117	Preschool Grant	9,481.19	2,227.11	0.00	0.00	7,254.08
05 704 0119	CHEERLEADERS	928.46	0.00	0.00	0.00	928.46
05 704 0120	CHORAL CLINIC	4,142.52	0.00	0.00	0.00	4,142.52
05 704 0121	STUDENT CHROMEBOOKS	13,829.55	0.00	0.00	0.00	13,829.55
05 704 0122	ONP	(16.76)	0.00	0.00	0.00	(16.76)
05 704 0123	ALUMNI GOLF	4,204.62	108.24	0.00	0.00	4,096.38
05 704 0124	CLASS OF 2023	1,350.00	0.00	0.00	0.00	1,350.00
05 704 0125	CROSS COUNTRY COACH ACCT	1,141.74	0.00	0.00	0.00	1,141.74
05 704 0126	JEANS ON FRIDAY SCHOLARSHIP	550.00	0.00	0.00	0.00	550.00
05 704 0127	COFFEE FUND	(138.15)	226.15	60.00	0.00	(304.30)
05 704 0130	FBLA	3,693.22	130.00	100.00	0.00	3,663.22
05 704 0131	KEY FOB DEPOSIT	10.00	0.00	0.00	0.00	10.00
05 704 0132	FFA	37,576.10	1,535.39	95.00	0.00	36,135.71
05 704 0133	FCCLA	(507.54)	351.00	303.41	0.00	(555.13)
05 704 0134	JEFF BUSSEY MEMORIAL	535.00	0.00	0.00	0.00	535.00
05 704 0135	CLASS OF 2021	6,174.85	0.00	0.00	0.00	6,174.85
05 704 0136	HONOR SOCIETY	1,085.16	0.00	0.00	0.00	1,085.16
05 704 0139	PARENT TEACHER ORGANIZATION	10.27	0.00	0.00	0.00	10.27
05 704 0140	ALBION CIRCLE OF FRIENDS	65.62	0.00	0.00	0.00	65.62

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0141	LIBRARY	599.65	0.00	0.00	0.00	599.65
05 704 0143	MISCELLANEOUS	1,318.03	0.00	0.00	0.00	1,318.03
05 704 0144	BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
05 704 0145	CLASS OF 2019	2,881.05	0.00	0.00	0.00	2,881.05
05 704 0147	SOFTBALL COACH ACCT	2,624.73	0.00	0.00	0.00	2,624.73
05 704 0148	ATHLETIC DIRECTOR ACCOUNT	1,006.37	0.00	0.00	0.00	1,006.37
05 704 0149	SADD	1,915.78	0.00	0.00	0.00	1,915.78
05 704 0150	VOLLEYBALL COACH ACCT	7,090.64	0.00	0.00	0.00	7,090.64
05 704 0152	SCHOLARSHIP	1,365.36	0.00	0.00	0.00	1,365.36
05 704 0153	SCHOLARSHIP CD	5,702.13	0.00	0.00	0.00	5,702.13
05 704 0154	SPEECH	3,597.67	0.00	1,354.00	0.00	4,951.67
05 704 0155	ONE ACT	905.06	0.00	0.00	0.00	905.06
05 704 0156	STUDENT COUNCIL	3,294.55	0.00	0.00	0.00	3,294.55
05 704 0157	CULTURE CLUB	535.56	0.00	0.00	0.00	535.56
05 704 0158	CRUISIN CARDS	3,859.83	0.00	0.00	0.00	3,859.83
05 704 0159	A-P HOOPS COACH ACCT	7,082.29	0.00	205.00	0.00	7,287.29
05 704 0160	FOOTBALL COACH ACCT	3,153.42	0.00	0.00	0.00	3,153.42
05 704 0161	VOCAL MUSIC	9,567.35	0.00	0.00	0.00	9,567.35
05 704 0163	WOOD SHOP	(1,721.28)	0.00	70.00	0.00	(1,651.28)
05 704 0164	GIRLS BASKETBALL COACH ACCT	4,866.25	0.00	0.00	0.00	4,866.25
05 704 0165	KOHTZ MEMORIAL	240.00	0.00	0.00	0.00	240.00
05 704 0166	ELEMENTARY ART FUND RAISING	632.70	0.00	0.00	0.00	632.70
05 704 0167	ELEM LIBRARY ACCOUNT	873.09	0.00	0.00	0.00	873.09
05 704 0170	MISC T-SHIRT ACCOUNT	(913.44)	0.00	55.00	0.00	(858.44)
05 704 0171	ART CLUB ACTIVITY ACCOUNT	216.47	0.00	0.00	0.00	216.47
05 704 0172	CLASS OF 2020	5,923.49	0.00	0.00	0.00	5,923.49
05 704 0178	POST PROM	15,937.56	63.67	0.00	0.00	15,873.89
05 704 0179	DISTRICT 5 FCCLA	0.00	0.00	0.00	0.00	0.00
05 704 0180	PATHWAYS	39.12	0.00	0.00	0.00	39.12
05 704 0182	CLASS OF 2022	3,765.00	0.00	40.00	0.00	3,805.00
05 704 0185	INSTRUMENT RENTAL	10,699.13	0.00	0.00	0.00	10,699.13
05 704 0188	DANCE SQUAD	(850.49)	2,039.00	0.00	0.00	(2,889.49)
05 704 0191	CENTRACARD/ALBACARD	4,606.13	55.00	0.00	0.00	4,551.13
05 704 0192	MS VOLLEYBALL COACH ACCT	1,243.35	0.00	0.00	0.00	1,243.35
05 704 0193	COUNSELOR RESOURCE FUND	449.60	0.00	0.00	0.00	449.60
05 704 0194	PERFORMING ARTS	(10,362.65)	2,053.97	0.00	0.00	(12,416.62)
05 704 0195	CARDINAL KIDS CLUB	40,968.48	309.14	0.00	0.00	40,659.34
05 704 0196	TRACK COACH ACCT	3,429.49	0.00	0.00	0.00	3,429.49

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0197	GREEN HOUSE	(7,126.57)	0.00	0.00	0.00	(7,126.57)
05 704 0198	TRADITIONS	5,496.80	0.00	0.00	0.00	5,496.80
05 704 0199	SCORVISION	33,500.00	0.00	0.00	0.00	33,500.00
05 704 0200	MUSICAL	7,819.73	0.00	0.00	0.00	7,819.73
05 704 0227	MS CIRCLE OF FRIENDS	76.27	0.00	0.00	0.00	76.27
05 704 0228	BAND UNIFORMS	4,459.31	0.00	0.00	0.00	4,459.31
05 704 2191	HS FOOTBALL	(5,107.90)	1,785.48	7.00	0.00	(6,886.38)
05 704 2192	HS VOLLEYBALL	2,698.73	0.00	0.00	0.00	2,698.73
05 704 2193	HS CROSS COUNTRY	2,562.97	0.00	95.20	0.00	2,658.17
05 704 2194	HS SOFTBALL	(969.93)	0.00	0.00	0.00	(969.93)
05 704 2196	HS WRESTLING	(4,816.89)	0.00	564.50	0.00	(4,252.39)
05 704 2197	HS GIRLS BASKETBALL	1,566.42	0.00	0.00	0.00	1,566.42
05 704 2198	HS TRACK	(1,346.60)	0.00	4,532.74	0.00	3,186.14
05 704 2199	HS GIRLS GOLF	(791.60)	0.00	0.00	0.00	(791.60)
05 704 2200	HS BOYS GOLF	1,679.93	0.00	826.22	0.00	2,506.15
05 704 2201	HS BOYS BASKETBALL	(1,070.78)	0.00	0.00	0.00	(1,070.78)
05 704 4191	MS FOOTBALL	(4,539.80)	1,058.38	0.00	0.00	(5,598.18)
05 704 4192	MS VOLLEYBALL	917.00	0.00	0.00	0.00	917.00
05 704 4196	MS WRESTLING	1,685.10	0.00	0.00	0.00	1,685.10
05 704 4197	MS GIRLS BASKETBALL	(1,091.75)	0.00	0.00	0.00	(1,091.75)
05 704 4201	MS BOYS BASKETBALL	(471.49)	0.00	0.00	0.00	(471.49)
05 704 5000	HOSTING DISTRICTS	8,070.56	0.00	0.00	0.00	8,070.56
05 704 5001	DISTRICT WRESTLING	293.89	0.00	0.00	0.00	293.89
05 704 5002	DISTRICT SPEECH	(216.12)	0.00	0.00	0.00	(216.12)
Fund Total: 05		254,685.20	23,674.60	4,969.74	0.00	235,980.34

Fund: 09 PETERSBURG ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
09 804 0139	MS PTO	235.00	0.00	0.00	0.00	235.00
09 804 0154	MS SPEECH	690.00	0.00	0.00	0.00	690.00
09 804 0201	YEARBOOK	(3,743.68)	1,005.65	0.00	0.00	(4,749.33)
09 804 0211	CONSUMER SCIENCE	23.06	0.00	0.00	0.00	23.06
09 804 0212	STUDENT OF THE MONTH	94.89	0.00	0.00	0.00	94.89
09 804 0216	INTEREST	1,068.71	0.00	0.47	0.00	1,069.18
09 804 0217	MIDDLE SCHOOL	806.59	0.00	0.00	0.00	806.59
09 804 0218	MEDIA	1,318.48	0.00	0.00	0.00	1,318.48
09 804 0221	SPEECH	(806.00)	0.00	0.00	0.00	(806.00)
09 804 0222	STUDENT COUNCIL	5,551.85	0.00	0.00	0.00	5,551.85
09 804 0224	MISC. ACTIVITY	535.95	0.00	0.00	0.00	535.95
Fund Total: 09		5,774.85	1,005.65	0.47	0.00	4,769.67

BOARD EXPENDITURE REPORT BY FUNCTION

Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
1100	REGULAR INSTRUCTIONAL PROGRAMS							
01 1100 111 000 0000 0 000	District Wide Certified Staff	68,00	5,551.56	55,528.55	81.66	12,471.45	0.00	0.00
01 1100 111 002 0000 1 000	Elem Certified Staff	825,0	64,527.84	638,423.55	77.38	186,576.45	0.00	0.00
01 1100 111 001 0000 2 000	HS Certified Staff	930,0	69,847.42	690,519.19	74.25	239,480.81	0.00	0.00
01 1100 111 001 1116 2 000	Pathways Certified Staff	80,00	6,121.96	60,807.28	76.01	19,192.72	0.00	0.00
01 1100 111 004 0000 3 000	MS Certified Staff	535,0	41,140.22	408,740.88	76.40	126,259.12	0.00	0.00
01 1100 112 002 0000 1 000	Elem Paraprofessionals	125,0	8,611.77	108,288.76	86.63	16,711.24	0.00	0.00
01 1100 112 001 0000 2 000	HS Paraprofessionals	5,000	0.00	979.76	19.60	4,020.24	0.00	0.00
01 1100 112 004 0000 3 000	MS Paraprofessionals	5,000	242.24	3,302.47	66.05	1,697.53	0.00	0.00
01 1100 113 000 0000 0 000	District In Lieu Of	3,000	0.00	2,002.50	66.75	997.50	0.00	0.00
01 1100 113 002 0000 1 000	Elem In Lieu Of	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 113 001 0000 2 000	HS In Lieu Of	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 113 001 1116 2 000	Pathways In Lieu Of	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 113 004 0000 3 000	MS In Lieu Of	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 122 002 0000 1 000	Elem Paraprofessional Subs	5,000	0.00	3,590.76	71.82	1,409.24	0.00	0.00
01 1100 122 001 0000 2 000	HS Paraprofessiona Subs	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 122 004 0000 3 000	MS Paraprofessional Subs	1,000	0.00	70.11	7.01	929.89	0.00	0.00
01 1100 123 002 0000 1 000	Elem Certified Subs	50,00	0.00	20,737.17	41.47	29,262.83	0.00	0.00
01 1100 123 001 0000 2 000	HS Certified Subs	28,00	0.00	17,329.10	61.89	10,670.90	0.00	0.00
01 1100 123 001 1116 2 000	Pathways Certified Subs	2,000	0.00	1,236.25	61.81	763.75	0.00	0.00
01 1100 123 004 0000 3 000	MS Certified Subs	20,00	0.00	8,454.98	42.27	11,545.02	0.00	0.00
01 1100 132 002 0000 1 000	Elem Para Overtime	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 132 001 0000 2 000	HS Para Overtime	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 132 004 0000 3 000	MS Para Overtime	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 150 000 2195 0 000	District Activity Extra Duty	4,000	0.00	2,745.00	68.63	1,255.00	0.00	0.00
01 1100 150 001 2190 2 000	HS Athletic Coaches Non-Instructional	28,00	0.00	425.00	1.52	27,575.00	0.00	0.00
01 1100 150 001 2190 2 300	HS Athletic Non-Instr Extra Duty	3,000	0.00	2,450.00	81.67	550.00	0.00	0.00
01 1100 150 004 2190 3 000	MS Athletic Coaches Non-Instructional	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 1100 150 004 2190 3 300	MS Athletic Non-Instr Extra Duty	1,000	0.00	830.00	83.00	170.00	0.00	0.00
01 1100 151 000 2195 0 000	District Activities Sponsors - Certified	5,000	112.50	1,640.00	32.80	3,360.00	0.00	0.00
01 1100 151 001 2190 2 000	HS Athletic Coaches - Certified Staff	110,0	7,457.66	98,127.10	89.21	11,872.90	0.00	0.00
01 1100 151 001 2195 2 000	HS Activities Sponsors - Certified Staff	45,00	3,854.72	38,600.63	85.78	6,399.37	0.00	0.00
01 1100 151 001 2190 2 300	HS Athletic Certified Extra Duty	12,00	0.00	6,220.00	51.83	5,780.00	0.00	0.00
01 1100 151 004 2190 3 000	MS Athletic Coaches - Certified Staff	36,00	2,416.57	31,371.45	87.14	4,628.55	0.00	0.00
01 1100 151 004 2195 3 000	MS Activity Sponsors - Certified Staff	3,000	158.17	1,581.70	52.72	1,418.30	0.00	0.00
01 1100 151 004 2190 3 300	MS Athletic Certified Extra Duty	3,000	0.00	1,195.00	39.83	1,805.00	0.00	0.00
01 1100 152 001 2190 2 000	HS Athletic Coaches - Non-Certified Staf	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 1100 152 001 2190 2 300	HS Athletic Non-Certified Extra Duty	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 211 000 0000 0 000	Insurance - District Staff	20,00	1,292.64	12,926.44	64.63	7,073.56	0.00	0.00
11 1100 211 000 0000 0 000	LONG TERM DISABILITY	0.00	0.00	(18,893.76)	0.00	18,893.76	0.00	0.00
01 1100 211 002 0000 1 000	Insurance - Elem Certified Staff	280,0	22,022.62	208,482.01	74.46	71,517.99	0.00	0.00
01 1100 211 001 0000 2 000	Insurance - HS Certified Staff	280,0	17,604.01	177,748.77	63.48	102,251.23	0.00	0.00
01 1100 211 001 1116 2 000	Insurance - Pathways Certified Staff	25,00	1,846.62	18,466.20	73.86	6,533.80	0.00	0.00
01 1100 211 004 0000 3 000	Insurance - MS Certified Staff	165,0	11,931.84	116,539.96	70.63	48,460.04	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

		June 2020							
Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	
			Month	Date					
01 1100 212 002 0000 1 000	Insurance - Elem Paraprofessionals	22,00	1,067.69	12,139.75	55.18	9,860.25	0.00	0.00	
01 1100 212 001 0000 2 000	Insurance - HS Paraprofessionals	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00	
01 1100 212 004 0000 3 000	Insurance - MS Paraprofessionals	1,000	1.52	15.25	1.53	984.75	0.00	0.00	
01 1100 220 000 2195 0 000	Social Sec - Activity Sponsor NonInstr	500.0	0.00	210.02	42.00	289.98	0.00	0.00	
01 1100 220 001 2190 2 000	Social Security - HS Athletic Non-Instr	2,500	0.00	32.51	1.30	2,467.49	0.00	0.00	
01 1100 220 001 2190 2 300	Social Security - HS NonInst Extra duty	0.00	0.00	187.38	0.00	(187.38)	0.00	0.00	
01 1100 220 004 2190 3 000	Social Security - MS Athletics Non-Inst.	500.0	0.00	0.00	0.00	500.00	0.00	0.00	
01 1100 220 004 2190 3 300	Social Security - MS Non-Inst.Extra Duty	0.00	0.00	63.51	0.00	(63.51)	0.00	0.00	
01 1100 221 000 0000 0 000	Social Security - District Staff	5,000	421.17	4,212.64	84.25	787.36	0.00	0.00	
01 1100 221 000 2195 0 000	Social Sec - District Activity Cert	0.00	8.61	125.48	0.00	(125.48)	0.00	0.00	
01 1100 221 002 0000 1 000	Social Security - Elem Certified Staff	70,00	4,848.11	48,022.26	68.60	21,977.74	0.00	0.00	
01 1100 221 001 0000 2 000	Social Security - HS Certified Staff	85,00	5,321.32	52,415.64	61.67	32,584.36	0.00	0.00	
01 1100 221 001 1116 2 000	Social Sec - Pathways Certified Staff	8,000	466.33	4,631.76	57.90	3,368.24	0.00	0.00	
01 1100 221 001 2190 2 000	Social Security - HS Coaches Cert Staff	10,00	570.54	7,506.98	75.07	2,493.02	0.00	0.00	
01 1100 221 001 2195 2 000	Social Sec - HS Activity Sponsors Cert	5,000	294.64	2,937.32	58.75	2,062.68	0.00	0.00	
01 1100 221 001 2190 2 300	Social Security -HS Extra Duty Cert	0.00	0.00	475.61	0.00	(475.61)	0.00	0.00	
01 1100 221 004 0000 3 000	Social Security - MS Certified Staff	45,00	3,130.79	31,116.79	69.15	13,883.21	0.00	0.00	
01 1100 221 004 2190 3 000	Social Security - MS Certified Coaches	4,000	184.86	2,399.83	60.00	1,600.17	0.00	0.00	
01 1100 221 004 2195 3 000	Social Sec - MS Cert Activity Sponsors	1,000	12.05	120.50	12.05	879.50	0.00	0.00	
01 1100 221 004 2190 3 300	Social Security - MS Cert. Extra Duty	0.00	0.00	91.40	0.00	(91.40)	0.00	0.00	
01 1100 222 002 0000 1 000	Social Security - Elem Paraprofessionals	13,00	638.43	8,316.30	63.97	4,683.70	0.00	0.00	
01 1100 222 001 0000 2 000	Social Security - HS Paraprofessionals	1,000	0.00	86.44	8.64	913.56	0.00	0.00	
01 1100 222 004 0000 3 000	Social Securiyt - MS Professionals	1,000	18.53	257.98	25.80	742.02	0.00	0.00	
01 1100 223 000 0000 0 000	Social Security - District Subs	0.00	0.00	153.17	0.00	(153.17)	0.00	0.00	
01 1100 223 002 0000 1 000	Social Security - Elem Subs	3,000	0.00	1,586.52	52.88	1,413.48	0.00	0.00	
01 1100 223 001 0000 2 000	Social Security - HS Subs	2,500	0.00	1,325.72	53.03	1,174.28	0.00	0.00	
01 1100 223 001 1116 2 000	Social Security - Pathways Subs	250.0	0.00	94.58	37.83	155.42	0.00	0.00	
01 1100 223 004 0000 3 000	Social Security - MS Subs	1,500	0.00	646.91	43.13	853.09	0.00	0.00	
01 1100 230 000 2195 0 000	Retirement Non-Instructional	0.00	0.00	73.50	0.00	(73.50)	0.00	0.00	
01 1100 230 001 2190 2 000	Retirement HS Athletic Non-Instructional	0.00	0.00	40.01	0.00	(40.01)	0.00	0.00	
01 1100 230 001 2190 2 300	Retirement HS Extra Duty Non Instr	0.00	0.00	96.26	0.00	(96.26)	0.00	0.00	
01 1100 230 004 2190 3 300	Retirement MS Extra Duty Non-Instr	0.00	0.00	7.63	0.00	(7.63)	0.00	0.00	
01 1100 231 000 0000 0 000	Retirement - District Staff	7,000	408.04	4,362.03	62.31	2,637.97	0.00	0.00	
01 1100 231 002 0000 1 000	Retirement - Elem Certified Staff	85,00	4,694.29	50,127.12	58.97	34,872.88	0.00	0.00	
01 1100 231 001 0000 2 000	Retirement - HS Certified	91,00	4,734.96	52,234.20	57.40	38,765.80	0.00	0.00	
01 1100 231 001 1116 2 000	Retirement - Pathways Certified Staff	10,00	449.95	4,778.73	47.79	5,221.27	0.00	0.00	

BOARD EXPENDITURE REPORT BY FUNCTION

June 2020

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
01 1100 231 001 2190 2 000	Retirement - HS Athletic Coaches	9,500	548.15	6,323.52	66.56	3,176.48	0.00	0.00
01 1100 231 001 2195 2 000	Retirement - HS Cert. Activity Sponsors	6,000	266.87	2,892.54	48.21	3,107.46	0.00	0.00
01 1100 231 001 2190 2 300	Retirement - HS Certified Extra Duty	0.00	0.00	494.91	0.00	(494.91)	0.00	0.00
01 1100 231 004 0000 3 000	Retirement- MS Certified Staff	50,50	2,869.10	30,885.55	61.16	19,614.45	0.00	0.00
01 1100 231 004 2190 3 000	Retirement - MS Athletic Coach Cert	3,500	177.62	1,898.35	54.24	1,601.65	0.00	0.00
01 1100 231 004 2195 3 000	Retirement - MS Cert. Activity Sponsor	500.0	11.63	124.30	24.86	375.70	0.00	0.00
01 1100 231 004 2190 3 300	Retirement - MS Cert. Extra Duty	0.00	0.00	93.52	0.00	(93.52)	0.00	0.00
01 1100 232 000 0000 0 000	Retirement - District Paraprofessionals	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 232 002 0000 1 000	Retirement - Elem Paraprofessionals	15,00	632.96	8,430.37	56.20	6,569.63	0.00	0.00
01 1100 232 001 0000 2 000	Retirement - HS Paraprofessionals	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 232 004 0000 3 000	Retirement - MS Paraprofessionals	1,000	17.80	249.63	24.96	750.37	0.00	0.00
01 1100 233 000 0000 0 000	Retirement - District Sub In Lieu	0.00	0.00	162.01	0.00	(162.01)	0.00	0.00
01 1100 237 000 0000 0 000	Increased Retirement Contributions	0.00	140.32	1,156.45	0.00	(1,156.45)	0.00	0.00
01 1100 237 000 2195 0 000	Increased Retirement Contributions	0.00	0.00	25.28	0.00	(25.28)	0.00	0.00
01 1100 237 002 0000 1 000	Increased Retirement Contributions	0.00	1,832.15	15,153.08	0.00	(15,153.08)	0.00	0.00
01 1100 237 001 0000 2 000	Increased Retirement Contributions	0.00	1,628.44	13,223.20	0.00	(13,223.20)	0.00	0.00
01 1100 237 001 1116 2 000	Transfers (Outgoing)	0.00	154.75	1,227.56	0.00	(1,227.56)	0.00	0.00
01 1100 237 001 2190 2 000	Increased Retirement Contributions	0.00	188.54	1,672.53	0.00	(1,672.53)	0.00	0.00
01 1100 237 001 2195 2 000	Increased Retirement Contributions	0.00	91.80	739.27	0.00	(739.27)	0.00	0.00
01 1100 237 001 2190 2 300	Increased Retirement Contributions	0.00	0.00	133.13	0.00	(133.13)	0.00	0.00
01 1100 237 004 0000 3 000	Increased Retirement Contributions	0.00	992.88	8,009.46	0.00	(8,009.46)	0.00	0.00
01 1100 237 004 2190 3 000	Increased Retirement Contributions	0.00	61.07	488.56	0.00	(488.56)	0.00	0.00
01 1100 237 004 2195 3 000	Increased Retirement Contributions	0.00	4.00	32.00	0.00	(32.00)	0.00	0.00
01 1100 237 004 2190 3 300	Increased Retirement Contributions	0.00	0.00	21.95	0.00	(21.95)	0.00	0.00
01 1100 260 000 0000 0 000	Unemployment - Non-Certified	2,500	0.00	0.00	0.00	2,500.00	0.00	0.00
01 1100 270 000 0000 0 000	Work Comp - Non-Instructional	7,000	581.11	4,627.63	66.11	2,372.37	0.00	0.00
01 1100 271 000 0000 0 000	Work Comp - Certified Staff	15,000	1,162.23	9,255.34	61.70	5,744.66	0.00	0.00
01 1100 272 000 0000 0 000	Work Comp- Paraprofessionals	5,000	581.11	4,627.63	92.55	372.37	0.00	0.00
01 1100 281 000 0000 0 000	Payflex 125 Plan Fees	6,000	334.26	3,942.60	65.71	2,057.40	0.00	0.00
01 1100 281 002 0000 1 000	HSA Contributions - Elem Cert Staff	11,000	1,036.05	9,745.44	88.59	1,254.56	0.00	0.00
01 1100 281 001 0000 2 000	HSA Contributions - HS Cert Staff	16,000	1,523.10	15,231.00	95.19	769.00	0.00	0.00
01 1100 281 001 1116 2 000	HSA Contributions - Pathways Cert Staff	4,000	334.67	3,346.70	83.67	653.30	0.00	0.00
01 1100 281 004 0000 3 000	HSA Contributions - MS Cert Staff	9,000	926.15	8,714.78	96.83	285.22	0.00	0.00
01 1100 291 000 0000 0 000	Fitness Center Membership - District	4,000	0.00	3,013.44	75.34	986.56	0.00	0.00
01 1100 320 000 0000 0 000	Contracted Services	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 333 000 0000 0 000	District mileage paid to staff	500.0	138.58	138.58	27.72	361.42	0.00	0.00
01 1100 333 002 0000 1 000	Mileage paid to staff - Elem	500.0	0.00	0.00	0.00	500.00	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
01 1100 333 001 0000 2 000	Mileage paid to staff-HS	500.0	0.00	146.16	29.23	353.84	0.00	0.00
11 1100 333 001 0000 2 000	Mileage	0.00	0.00	146.16	0.00	(146.16)	0.00	0.00
01 1100 333 004 0000 3 000	Mileage paid to staff - MS	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 430 001 1123 2 000	PE Repairs	0.00	0.00	229.50	0.00	(229.50)	0.00	0.00
01 1100 550 000 0000 0 000	Copier - Supt.& District supplies	6,000	0.00	1,002.15	16.70	4,997.85	0.00	0.00
01 1100 550 002 0000 1 000	Elem Copiers/Printers	10,00	550.00	10,477.84	104.78	(477.84)	0.00	0.00
01 1100 550 001 0000 2 000	HS Copiers/Printers	10,00	514.68	7,869.85	78.70	2,130.15	0.00	0.00
01 1100 550 001 1116 2 000	Pathways Copiers/Printers	0.00	0.00	24.69	0.00	(24.69)	0.00	0.00
01 1100 550 004 0000 3 000	MS Copiers/Printers	6,000	299.00	4,256.56	70.94	1,743.44	0.00	0.00
01 1100 580 001 1121 2 000	HS FBLA Travel	2,000	0.00	2,368.00	118.40	(368.00)	0.00	0.00
01 1100 580 001 1127 2 000	HS Vocal Music Travel Expense	1,500	0.00	570.00	38.00	930.00	0.00	0.00
01 1100 580 001 1128 2 000	HS Band Travel Expense	500.0	0.00	384.53	76.91	115.47	0.00	0.00
01 1100 580 001 1129 2 000	HS FFA Travel Expense	3,000	0.00	3,354.57	111.82	(354.57)	0.00	0.00
01 1100 580 001 1130 2 000	HS FCCLA Travel Expense	3,500	0.00	3,704.36	105.84	(204.36)	0.00	0.00
11 1100 580 001 1128 2 000	Band-Student Travel Expense	0.00	0.00	66.53	0.00	(66.53)	0.00	0.00
01 1100 580 004 1127 3 000	MS Vocal Travel Expense	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 1100 591 001 2190 2 000	HS Athletic Coaches - Newman Grove	46,00	33,875.04	33,875.04	73.64	12,124.96	0.00	0.00
01 1100 591 004 2190 3 000	MS Athletic Coaches - Newman Grove	24,00	17,144.07	17,144.07	71.43	6,855.93	0.00	0.00
01 1100 610 000 0000 0 000	District Central Supply	22,00	0.00	6,531.24	29.69	15,468.76	0.00	0.00
01 1100 610 000 1126 0 000	District Art Supplies	10,00	0.00	2,654.96	26.55	7,345.04	0.00	0.00
01 1100 610 002 0000 1 000	Elementary Requisitions	18,00	505.00	5,952.57	33.07	12,047.43	0.00	0.00
01 1100 610 002 1101 1 000	Elem First Grade Supplies	2,000	57.73	733.23	36.66	1,266.77	0.00	0.00
01 1100 610 002 1102 1 000	Elem Second Grade Supplies	2,000	0.00	738.95	36.95	1,261.05	0.00	0.00
01 1100 610 002 1103 1 000	Elem Third Grade Supplies	2,000	0.00	106.02	5.30	1,893.98	0.00	0.00
01 1100 610 002 1104 1 000	Elem Fourth Grade Supplies	3,000	0.00	504.26	16.81	2,495.74	0.00	0.00
01 1100 610 002 1105 1 000	Elem Fifth Grade Supplies	1,500	0.00	392.98	26.20	1,107.02	0.00	0.00
01 1100 610 002 1107 1 000	Elem Kindergarten Supplies	2,000	3.87	116.50	5.83	1,883.50	0.00	0.00
01 1100 610 002 1108 1 000	Elem Title I Supplies	200.0	0.00	36.09	18.05	163.91	0.00	0.00
01 1100 610 002 1122 1 000	Elem Science Supplies	200.0	0.00	330.85	165.43	(130.85)	0.00	0.00
01 1100 610 002 1123 1 000	Elem PE/Health Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 610 002 1127 1 000	Elem Music Supplies	400.0	76.50	208.59	52.15	191.41	0.00	0.00
01 1100 610 002 1128 1 000	Elem Band Supplies	400.0	0.00	293.11	73.28	106.89	0.00	0.00
11 1100 610 002 0000 1 000	SUPPLIES	0.00	0.00	565.27	0.00	(565.27)	0.00	0.00
11 1100 610 002 1102 1 000	Supplies	0.00	0.00	35.22	0.00	(35.22)	0.00	0.00
11 1100 610 002 1103 1 000	Supplies	0.00	0.00	50.06	0.00	(50.06)	0.00	0.00
11 1100 610 002 1104 1 000	Grade 4 Supplies	0.00	0.00	75.95	0.00	(75.95)	0.00	0.00
11 1100 610 002 1107 1 000	Supplies	0.00	0.00	90.00	0.00	(90.00)	0.00	0.00
01 1100 610 002 0000 1 100	Elementary Furniture/Equip	40,00	0.00	0.00	0.00	40,000.00	0.00	0.00
01 1100 610 002 1127 1 100	Elem Music Equip	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 610 001 0000 2 000	HS Supplies	3,000	0.00	669.77	22.33	2,330.23	0.00	0.00
01 1100 610 001 1116 2 000	Pathways Classroom Supplies	2,000	0.00	15.99	0.80	1,984.01	0.00	0.00
01 1100 610 001 1117 2 000	HS Lang Arts Supplies	2,000	6.70	355.70	17.79	1,644.30	0.00	0.00
01 1100 610 001 1118 2 000	HS Spanish Supplies	2,000	0.00	244.96	12.25	1,755.04	0.00	0.00
01 1100 610 001 1119 2 000	HS Soc Studies Supplies	2,000	0.00	140.00	7.00	1,860.00	0.00	0.00
01 1100 610 001 1120 2 000	HS Math Supplies	2,000	0.00	70.50	3.53	1,929.50	0.00	0.00
01 1100 610 001 1121 2 000	HS Business Supplies	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 1100 610 001 1122 2 000	HS Science Supplies	9,000	71.35	4,870.44	54.12	4,129.56	0.00	0.00
01 1100 610 001 1123 2 000	HS PE/Health Supplies	7,000	0.00	4,629.28	66.13	2,370.72	0.00	0.00
01 1100 610 001 1124 2 000	HS Industrial Arts Supplies	4,000	0.00	2,175.04	54.38	1,824.96	0.00	0.00
01 1100 610 001 1127 2 000	HS Vocal Music Supplies	3,000	247.55	2,177.08	72.57	822.92	0.00	0.00
01 1100 610 001 1128 2 000	HS Band Supplies	3,000	0.00	967.70	32.26	2,032.30	0.00	0.00
01 1100 610 001 1129 2 000	HS Ag Supplies	2,000	0.00	313.10	15.66	1,686.90	0.00	0.00
01 1100 610 001 1130 2 000	HS FCS Supplies	2,000	0.00	974.36	48.72	1,025.64	0.00	0.00
11 1100 610 001 1122 2 000	Science Other Expense	0.00	0.00	123.69	0.00	(123.69)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

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Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
11 1100 610 001 1123 2 000	SUPPLIES	0.00	0.00	236.50	0.00	(236.50)	0.00	0.00
11 1100 610 001 1124 2 000	Supplies	0.00	0.00	26.20	0.00	(26.20)	0.00	0.00
11 1100 610 001 1129 2 000	Other Expense	0.00	0.00	221.60	0.00	(221.60)	0.00	0.00
11 1100 610 001 1130 2 000	SUPPLIES	0.00	0.00	210.78	0.00	(210.78)	0.00	0.00
01 1100 610 001 0000 2 100	HS Classroom Furniture/ Equipment	10,00	0.00	1,546.21	15.46	8,453.79	0.00	0.00
01 1100 610 001 1116 2 100	Pathways Furniture/Equipment	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 610 001 1121 2 100	HS Business Furniture/Equip	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 610 001 1124 2 100	HS Industrial Arts Equipment	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 1100 610 001 1127 2 100	HS Vocal Music Equipment	2,000	0.00	5.20	0.26	1,994.80	0.00	0.00
01 1100 610 001 1128 2 100	HS Band Equipment	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 610 001 1129 2 100	HS Ag Equipment	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 1100 610 004 0000 3 000	MS Supplies	2,000	0.00	306.68	15.33	1,693.32	0.00	0.00
01 1100 610 004 1117 3 000	MS Lang Arts Supplies	2,000	12.96	433.93	21.70	1,566.07	0.00	0.00
01 1100 610 004 1119 3 000	MS Social Studies Supplies	1,000	0.00	776.43	77.64	223.57	0.00	0.00
01 1100 610 004 1120 3 000	MS Math Supplies	1,000	214.46	364.46	36.45	635.54	0.00	0.00
01 1100 610 004 1122 3 000	MS Science Supplies	1,200	0.00	0.00	0.00	1,200.00	0.00	0.00
01 1100 610 004 1123 3 000	MS PE/Health Supplies	2,000	0.00	215.29	10.76	1,784.71	0.00	0.00
01 1100 610 004 1127 3 000	MS Music Supplies	750.0	34.39	383.97	51.20	366.03	0.00	0.00
01 1100 610 004 1128 3 000	MS Band Supplies	750.0	0.00	812.75	108.37	(62.75)	0.00	0.00
11 1100 610 004 1120 3 000	Supplies	0.00	0.00	105.00	0.00	(105.00)	0.00	0.00
01 1100 610 004 0000 3 100	MS Furniture/Equip	2,500	0.00	0.00	0.00	2,500.00	0.00	0.00
01 1100 640 002 0000 1 000	Elem Textbooks/Workbooks/Reference	35,00	9,003.60	9,828.60	28.08	25,171.40	0.00	0.00
01 1100 640 002 3155 1 000	Rule 4 - Textbook Loan	3,000	1,500.00	1,500.00	50.00	1,500.00	0.00	0.00
01 1100 640 001 0000 2 000	HS Textbooks/Workbooks/Reference	35,00	8,924.68	11,402.18	32.58	23,597.82	0.00	0.00
01 1100 640 001 1116 2 000	Pathways Textbooks/Workbooks/Ref	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 1100 640 004 0000 3 000	MS Textbooks/Workbooks/Reference	20,00	0.00	0.00	0.00	20,000.00	0.00	0.00
01 1100 643 002 0000 1 000	Elem. Web-based Subscriptions	10,00	5,651.10	8,646.92	86.47	1,353.08	0.00	0.00
01 1100 643 002 1128 1 000	Web-based Software	0.00	0.00	69.80	0.00	(69.80)	0.00	0.00
01 1100 643 001 0000 2 000	HS Web-based Subscriptions	5,000	2,671.89	2,671.89	53.44	2,328.11	0.00	0.00
01 1100 643 001 1116 2 000	Pathways Web-based Subscriptions	6,000	0.00	4,050.00	67.50	1,950.00	0.00	0.00
01 1100 643 001 1117 2 000	ELA Web-based Software	0.00	0.00	53.49	0.00	(53.49)	0.00	0.00
01 1100 643 001 1121 2 000	Business Class Web-based Subscriptions	3,000	0.00	3,857.73	128.59	(857.73)	0.00	0.00
01 1100 643 001 1128 2 000	Web-based Software	0.00	0.00	139.60	0.00	(139.60)	0.00	0.00
01 1100 643 004 0000 3 000	MS Web-based Subscriptions	4,000	0.00	1,260.00	31.50	2,740.00	0.00	0.00
01 1100 643 004 1128 3 000	Web-based Software	0.00	0.00	139.60	0.00	(139.60)	0.00	0.00
01 1100 650 000 0000 0 000	District Technology Supplies	75,00	0.00	0.00	0.00	75,000.00	0.00	0.00
01 1100 650 002 0000 1 000	Elem Technology Supplies	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
01 1100 650 001 0000 2 000	HS Technology Supplies	10,00	0.00	0.00	0.00	10,000.00	0.00	0.00
01 1100 650 001 1121 2 000	HS BusinessTechnology Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1100 650 001 1124 2 000	HS Industrial Arts Technology Supplies	1,500	0.00	1,200.00	80.00	300.00	0.00	0.00
01 1100 650 001 1128 2 000	HS Band Software	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 650 001 1129 2 000	HS Ag Software	0.00	0.00	325.00	0.00	(325.00)	0.00	0.00
01 1100 650 004 0000 3 000	MS Technology Supplies	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 1100 810 002 0000 1 000	Elem Dues for Memberships	300.0	0.00	132.00	44.00	168.00	0.00	0.00
01 1100 810 002 1127 1 000	Elem Music Student Contest Fees	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 1100 810 001 0000 2 000	HS Teachers Dues for Membership	1,500	0.00	629.00	41.93	871.00	0.00	0.00
01 1100 810 001 1127 2 000	HS Music Student Contest Fees	1,500	0.00	520.00	34.67	980.00	0.00	0.00
01 1100 810 001 1128 2 000	HS Band Contest Fees	1,200	0.00	446.00	37.17	754.00	0.00	0.00
01 1100 810 001 1129 2 000	HS Ag Contest Fees	500.0	130.00	260.00	52.00	240.00	0.00	0.00
11 1100 810 001 0000 2 000	Dues & Fees	0.00	0.00	65.00	0.00	(65.00)	0.00	0.00

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			Month	Date				
11 1100 810 001 1127 2 000	Student Contest Fees	0.00	0.00	360.00	0.00	(360.00)	0.00	0.00
11 1100 810 001 1128 2 000	Band Contest Fees	0.00	0.00	261.00	0.00	(261.00)	0.00	0.00
01 1100 810 004 0000 3 000	MS Dues for Memberships	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1100 810 004 1122 3 000	MS Science Student Contest Fees	400.0	0.00	0.00	0.00	400.00	0.00	0.00
01 1100 810 004 1127 3 000	MS Music Student Contest Fees	1,000	0.00	198.00	19.80	802.00	0.00	0.00
01 1100 810 004 1128 3 000	MS Band Contest Fees	500.0	0.00	0.00	0.00	500.00	0.00	0.00
11 1100 810 004 1127 3 000	Student Contest Fees	0.00	0.00	198.00	0.00	(198.00)	0.00	0.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	4,877	389,742.10	3,344,061.13	68.56	1,533,238.87	0.00	0.00
1115	Career Academy							
01 1115 111 001 0000 2 000	Salaries-Teachers/Prof Career Acad	13,00	1,005.29	10,052.90	77.33	2,947.10	0.00	0.00
01 1115 211 001 0000 2 000	HS Group Insurance Career Academy	100.0	1.73	17.30	17.30	82.70	0.00	0.00
01 1115 221 001 0000 2 000	HS Social Security - Career Acad	1,000	76.91	769.10	76.91	230.90	0.00	0.00
01 1115 333 001 0000 2 000	Mileage paid to welding instructor	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1115 580 000 0000 0 000	Career Acad Travel Expense	0.00	0.00	77.52	0.00	(77.52)	0.00	0.00
01 1115 610 001 0000 2 000	Career Acad Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1115 610 001 1115 2 000	Welding Supplies	4,000	311.07	8,677.32	216.93	(4,677.32)	0.00	0.00
01 1115 610 004 0000 3 000	MS Career Acad Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1115 640 001 0000 2 000	Career Academy Textbooks	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1115 640 004 0000 3 000	MS Career Acad Books	0.00	0.00	186.02	0.00	(186.02)	0.00	0.00
1115	Career Academy	20,00	1,395.00	19,780.16	98.90	219.84	0.00	0.00
1150	Limited English Proficiency							
01 1150 610 002 0000 1 000	LEP Supplies	500.0	11.72	11.72	2.34	488.28	0.00	0.00
1150	Limited English Proficiency	500.0	11.72	11.72	2.34	488.28	0.00	0.00
1190	Early Childhood							
01 1190 111 002 0000 1 000	Preschool Certified Staff Salaries	95,00	7,125.00	71,250.00	75.00	23,750.00	0.00	0.00
01 1190 112 002 0000 1 000	Preschool Paraprofessional Salaries	75,00	4,849.01	62,649.53	83.53	12,350.47	0.00	0.00
01 1190 122 002 0000 1 000	Preschool Paraprofessional Subs	4,000	0.00	2,736.00	68.40	1,264.00	0.00	0.00
01 1190 123 002 0000 1 000	Preschool Certified Staff Subs	2,500	0.00	920.00	36.80	1,580.00	0.00	0.00
01 1190 132 002 0000 1 000	Preschool Paraprofessional Overtime	500.0	0.00	86.38	17.28	413.62	0.00	0.00
01 1190 151 002 0000 1 000	Preschool Extra Duty	2,500	0.00	0.00	0.00	2,500.00	0.00	0.00
01 1190 211 002 0000 1 000	Insurance-Preschool Certified Staff	41,00	2,289.48	22,894.80	55.84	18,105.20	0.00	0.00
01 1190 212 002 0000 1 000	Insurance - Preschool Paraprofessionals	1,000	51.88	585.56	58.56	414.44	0.00	0.00
01 1190 221 002 0000 1 000	Social Sec. -Preschool Certified Staff	9,000	541.03	5,424.70	60.27	3,575.30	0.00	0.00
01 1190 222 002 0000 1 000	Social Security -Preschool Para	7,000	370.96	5,008.61	71.55	1,991.39	0.00	0.00
01 1190 223 002 0000 1 000	Social Security - Preschool Sub Teachers	0.00	0.00	70.40	0.00	(70.40)	0.00	0.00
01 1190 231 002 0000 1 000	Retirement - Preschool CertifiedTeachers	9,000	523.68	5,597.04	62.19	3,402.96	0.00	0.00
01 1190 232 002 0000 1 000	Retirement-Preschool Paras	10,00	356.40	4,929.53	49.30	5,070.47	0.00	0.00
01 1190 233 002 0000 1 000	Retirement-Preschool Substitute Teachers	0.00	0.00	8.45	0.00	(8.45)	0.00	0.00
01 1190 237 002 0000 1 000	Increased Retirement Contrib - Preschool	0.00	302.67	2,748.47	0.00	(2,748.47)	0.00	0.00
01 1190 281 002 0000 1 000	HSA Contributions-Preschool	500.0	94.95	949.50	189.90	(449.50)	0.00	0.00
01 1190 291 002 0000 1 000	Preschool Fitness Ctr Membership	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1190 330 002 0000 1 000	Preschool Employee Training & Dev.	800.0	0.00	240.00	30.00	560.00	0.00	0.00

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			Month	Date				
01 1190 580 002 0000 1 000	Preschool Travel Expenses	600.0	0.00	0.00	0.00	600.00	0.00	0.00
01 1190 610 002 0000 0 000	PRESCHOOL SUPPLIES	0.00	13.13	13.13	0.00	(13.13)	0.00	0.00
01 1190 610 002 0000 1 000	Preschool Supplies	8,000	0.00	2,135.45	26.69	5,864.55	0.00	0.00
01 1190 610 002 1190 1 000	Preschool Supplies	1,600	1.36	2,650.47	165.65	(1,050.47)	0.00	0.00
11 1190 610 002 0000 1 000	Supplies	0.00	0.00	164.26	0.00	(164.26)	0.00	0.00
01 1190 610 002 0000 1 100	Preschool Furniture/Equipment	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 1190 610 002 0000 1 700	Preschool Snacks	7,000	0.00	3,873.85	55.34	3,126.15	0.00	0.00
01 1190 643 002 0000 1 000	Web-based Software	2,000	1,015.75	1,015.75	50.79	984.25	0.00	0.00
01 1190 650 002 0000 1 000	Preschool Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
1190 Early Childhood		279,2	17,535.30	195,951.88	70.18	83,248.12	0.00	0.00
1200	SpEd Instructional Program School Age							
01 1200 111 000 0000 0 000	District Wide SpEd Certified Salaries	90,00	6,926.00	69,260.00	76.96	20,740.00	0.00	0.00
01 1200 111 002 0000 1 000	Elem SpEd Certified Salaries	115,0	9,226.88	92,268.80	80.23	22,731.20	0.00	0.00
01 1200 111 001 0000 2 000	HS SpEd Certified Salaries	130,0	10,574.29	105,913.07	81.47	24,086.93	0.00	0.00
01 1200 111 004 0000 3 000	MS SpEd Certified Salaries	72,00	5,829.04	58,290.40	80.96	13,709.60	0.00	0.00
01 1200 112 002 0000 1 000	Elem SpEd Paraprofessionals	60,00	2,667.72	42,624.53	71.04	17,375.47	0.00	0.00
01 1200 112 001 0000 2 000	HS SpEd Paraprofessionals	66,00	4,663.92	62,256.36	94.33	3,743.64	0.00	0.00
01 1200 112 004 0000 3 000	MS SpEd Paraprofessionals	40,00	3,368.90	41,030.70	102.58	(1,030.70)	0.00	0.00
01 1200 122 002 0000 1 000	Elem SpEd Para Subs	3,500	0.00	3,210.74	91.74	289.26	0.00	0.00
01 1200 122 001 0000 2 000	HS SpEd Para Subs	2,000	0.00	1,248.00	62.40	752.00	0.00	0.00
01 1200 122 004 0000 3 000	MS SpEd Para Subs	2,500	0.00	325.89	13.04	2,174.11	0.00	0.00
01 1200 123 002 0000 1 000	Elem SpEd Certified Subs	4,000	0.00	1,667.50	41.69	2,332.50	0.00	0.00
01 1200 123 001 0000 2 000	HS SpEd Certified Subs	2,500	0.00	2,297.50	91.90	202.50	0.00	0.00
01 1200 123 004 0000 3 000	MS SpEd Certified Subs	3,000	0.00	747.50	24.92	2,252.50	0.00	0.00
01 1200 132 002 0000 1 000	Elem SpEd Paraprofessional Overtime	0.00	0.00	5.38	0.00	(5.38)	0.00	0.00
01 1200 211 000 0000 0 000	District SpEd Certified Insurance	22,00	1,509.12	15,091.20	68.60	6,908.80	0.00	0.00
01 1200 211 002 0000 1 000	Elem SpEd Certified Insurance	45,00	3,200.13	32,201.10	71.56	12,798.90	0.00	0.00
01 1200 211 001 0000 2 000	HS SpEd Certified Insurance	30,00	2,109.55	21,159.85	70.53	8,840.15	0.00	0.00
01 1200 211 004 0000 3 000	MS SpEd Certified Insurance	20,00	1,294.40	13,063.97	65.32	6,936.03	0.00	0.00
01 1200 212 002 0000 1 000	Elem SpEd Paraprofessional Insurance	1,000	61.28	756.84	75.68	243.16	0.00	0.00
01 1200 212 001 0000 2 000	HS SpEd Paraprofessional Insurance	2,000	53.91	2,274.49	113.72	(274.49)	0.00	0.00
01 1200 212 004 0000 3 000	MS SpEd Paraprofessional Insurance	2,000	51.72	479.81	23.99	1,520.19	0.00	0.00
01 1200 221 000 0000 0 000	District Certified Social Security	8,000	528.24	5,282.40	66.03	2,717.60	0.00	0.00
01 1200 221 002 0000 1 000	Elem SpEd Certified Social Security	10,00	701.82	7,018.20	70.18	2,981.80	0.00	0.00
01 1200 221 001 0000 2 000	HS SpEd Certified Social Security	12,00	804.91	8,076.46	67.30	3,923.54	0.00	0.00
01 1200 221 004 0000 3 000	MS SpEd Certified Soc Sec	7,000	443.51	4,449.34	63.56	2,550.66	0.00	0.00
01 1200 222 002 0000 1 000	Elem SpEd Para Social Security	7,000	203.41	3,500.15	50.00	3,499.85	0.00	0.00
01 1200 222 001 0000 2 000	HS SpEd Para Social Security	7,000	352.20	4,808.51	68.69	2,191.49	0.00	0.00
01 1200 222 004 0000 3 000	MS SpEd Para Social Security	4,000	257.72	3,163.79	79.09	836.21	0.00	0.00
01 1200 223 002 0000 1 000	Elem Certified Subs Social Security	500.0	0.00	127.58	25.52	372.42	0.00	0.00
01 1200 223 001 0000 2 000	HS SpEd Sub Social Security	500.0	0.00	175.75	35.15	324.25	0.00	0.00
01 1200 223 004 0000 3 000	MS Certified Subs Social Security	600.0	0.00	57.20	9.53	542.80	0.00	0.00
01 1200 231 000 0000 0 000	District SpEd Retirement Certified	8,000	509.06	5,440.76	68.01	2,559.24	0.00	0.00
01 1200 231 002 0000 1 000	Elem SpEd Retirement - Certified	13,00	678.18	7,248.27	55.76	5,751.73	0.00	0.00
01 1200 231 001 0000 2 000	HS SpEd Retirement Certified Teachers	12,00	777.22	8,323.54	69.36	3,676.46	0.00	0.00

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			Month	Date				
01 1200 231 004 0000 3 000	MS SpEd Retirement Certified	7,000	428.43	4,579.05	65.42	2,420.95	0.00	0.00
01 1200 232 002 0000 1 000	Elem SpEd Retirement - Para	8,000	196.08	3,420.79	42.76	4,579.21	0.00	0.00
01 1200 232 001 0000 2 000	HS SpEd Retirement - Para	9,000	342.80	4,861.25	54.01	4,138.75	0.00	0.00
01 1200 232 004 0000 3 000	MS SpEd Retirement - Para	5,000	247.62	3,186.80	63.74	1,813.20	0.00	0.00
01 1200 237 000 0000 0 000	District SpEd iincreased Retire	0.00	175.07	1,400.56	0.00	(1,400.56)	0.00	0.00
01 1200 237 002 0000 1 000	Elem SpEd Increased Retire- Certified	0.00	300.68	2,689.13	0.00	(2,689.13)	0.00	0.00
01 1200 237 001 0000 2 000	HS SpEd Increased Retire- Certified	0.00	385.20	3,416.63	0.00	(3,416.63)	0.00	0.00
01 1200 237 004 0000 3 000	MS SpEd Increased Retire- Certified	0.00	232.52	2,060.20	0.00	(2,060.20)	0.00	0.00
01 1200 281 000 0000 0 000	District SpEd Health Benefitis- Certified	0.00	267.73	2,677.30	0.00	(2,677.30)	0.00	0.00
01 1200 281 002 0000 1 000	Elem SpEd Health Benefits - Certified	3,000	267.73	2,677.30	89.24	322.70	0.00	0.00
01 1200 281 001 0000 2 000	HS SpEd Health Benefits- Certified	3,000	267.73	2,677.30	89.24	322.70	0.00	0.00
01 1200 281 004 0000 3 000	MS SpEd Health Benefits - Certified	4,000	0.00	0.00	0.00	4,000.00	0.00	0.00
01 1200 282 001 0000 2 000	HS SpEd Health Benefits-Para	0.00	0.00	319.04	0.00	(319.04)	0.00	0.00
01 1200 291 000 0000 0 000	District SpEd Fitness Center	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1200 291 001 0000 2 000	HS SpEd Fitness Center - Certified	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1200 320 002 0000 1 000	Elem SpEd Professional Services	20,00	2,873.00	8,264.05	41.32	11,735.95	0.00	0.00
01 1200 320 001 0000 2 000	HS SpEd Professional Services	10,00	0.00	15,959.55	159.60	(5,959.55)	0.00	0.00
01 1200 320 004 0000 3 000	MS SpEd Professional Services	70,00	4,444.44	53,709.70	76.73	16,290.30	0.00	0.00
01 1200 330 000 0000 0 000	District SpEd Training/Development	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1200 330 002 0000 1 000	Elem SpEd Training/Development	1,000	0.00	235.00	23.50	765.00	0.00	0.00
01 1200 330 001 0000 2 000	HSt SpEd Training/Development	2,000	0.00	200.00	10.00	1,800.00	0.00	0.00
01 1200 330 004 0000 3 000	MS SpEd Training/Development	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1200 580 000 0000 0 000	District SpEd Travel Expenses	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1200 580 002 0000 1 000	Elem SpEd Travel Expenses	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1200 580 001 0000 2 000	HS SpEd Travel Expenses	1,500	0.00	35.66	2.38	1,464.34	0.00	0.00
11 1200 580 001 0000 2 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	35.66	0.00	(35.66)	0.00	0.00
01 1200 580 004 0000 3 000	MS SpEd Travel Expenses	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1200 591 002 0000 1 000	Elem SpEd Purchased Services from ESU	33,29	8,615.81	58,510.09	175.74	(25,217.09)	0.00	0.00
01 1200 591 001 0000 2 000	HS SpEd Purchased Services from ESU	6,173	6,447.37	59,013.59	956.00	(52,840.59)	0.00	0.00
01 1200 591 004 0000 3 000	MS SpEd Purchased Services from ESU	0.00	0.00	244.78	0.00	(244.78)	0.00	0.00
01 1200 610 000 0000 0 000	District SpEd Supplies	0.00	0.00	1,905.96	0.00	(1,905.96)	0.00	0.00
11 1200 610 000 0000 0 000	SpEd Supplies	0.00	0.00	82.50	0.00	(82.50)	0.00	0.00
01 1200 610 002 0000 1 000	Elem SpEd Supplies	2,000	0.00	678.65	33.93	1,321.35	0.00	0.00
01 1200 610 002 0000 1 100	Elem SpEd Furn-Equipment	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 1200 610 001 0000 2 000	HS SpEd Supplies	2,000	0.00	576.08	28.80	1,423.92	0.00	0.00
01 1200 610 001 0000 2 100	HS SpEd Furniture/Equipment	500.0	0.00	7,163.88	1,432.78	(6,663.88)	0.00	0.00
01 1200 610 004 0000 3 000	MS SpEd Supplies	500.0	0.00	101.73	20.35	398.27	0.00	0.00
01 1200 610 004 0000 3 100	MS SpEd Furn&Equip	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1200 640 002 0000 1 000	Elem SpEd Textbooks	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1200 640 001 0000 2 000	HS SpEd Textbooks	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1200 640 004 0000 3 000	MS SpEd Textbooks	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1200 643 000 0000 0 000	District SpEd Web-Based Software	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 1200 650 000 0000 0 000	District SpEd Technology Supplies	500.0	0.00	1,596.00	319.20	(1,096.00)	0.00	0.00
01 1200 650 002 0000 1 000	Elem SpEd Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1200 650 001 0000 2 000	HS SpEd Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 1200 650 004 0000 3 000	Mst SpEd Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00

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			Month	Date				
01 1200 810 000 0000 0 000	District SpEd Dues & Fees	0.00	0.00	745.00	0.00	(745.00)	0.00	0.00
1200	SpEd Instructional Program School Age	1,002	82,285.34	866,868.81	86.48	135,497.19	0.00	0.00
1300	Summer School							
01 1300 151 002 0000 1 000	Elem Summer School Teachers	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 1300 151 001 0000 2 000	HS Summer School Teachers	3,500	0.00	0.00	0.00	3,500.00	0.00	0.00
01 1300 151 004 0000 3 000	MS Summer School Teachers	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 1300 221 002 0000 1 000	Elem Summer School Social Security	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 1300 221 001 0000 2 000	HS Summer School Social Security	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 1300 221 004 0000 3 000	MS Summer School Social Security	100.0	0.00	0.00	0.00	100.00	0.00	0.00
01 1300 231 002 0000 1 000	Elem Summer School Retirement	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 1300 231 001 0000 2 000	HS Summer School Retirement	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 1300 231 004 0000 3 000	MS Summer School Retirement	100.0	0.00	0.00	0.00	100.00	0.00	0.00
01 1300 610 002 0000 1 000	Elem Summer School Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1300 610 001 0000 2 000	HS Summer School Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 1300 610 004 0000 3 000	MS Summer School Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
1300	Summer School	9,500	0.00	0.00	0.00	9,500.00	0.00	0.00
2110	ATTENDANCE AND SOCIAL WORK							
01 2110 643 000 0000 0 000	Web-based Software	7,000	0.00	6,442.79	92.04	557.21	0.00	0.00
2110	ATTENDANCE AND SOCIAL WORK	7,000	0.00	6,442.79	92.04	557.21	0.00	0.00
2120	GUIDANCE SERVICES							
01 2120 111 002 0000 1 000	Elem Guidance Certified Salaries	77,00	6,092.67	60,926.70	79.13	16,073.30	0.00	0.00
01 2120 111 001 0000 2 000	HS Guidance - Certified Salaries	85,00	6,751.34	67,513.40	79.43	17,486.60	0.00	0.00
01 2120 111 004 0000 3 000	MS Guidance - Certified Salaries	40,00	2,185.89	21,858.90	54.65	18,141.10	0.00	0.00
01 2120 123 002 0000 1 000	El Guidance - Sub Salaries	0.00	0.00	575.00	0.00	(575.00)	0.00	0.00
01 2120 123 004 0000 3 000	MS Guidance SubSalaries	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2120 211 002 0000 1 000	Elem Guidance Group Insurance	20,00	1,745.03	16,647.11	83.24	3,352.89	0.00	0.00
01 2120 211 001 0000 2 000	HS Guidance Group Insurance	20,00	1,477.30	14,773.00	73.87	5,227.00	0.00	0.00
01 2120 211 004 0000 3 000	MS Guidance Group Insurance	8,000	548.34	5,534.25	69.18	2,465.75	0.00	0.00
01 2120 221 002 0000 1 000	Elem Guidance Social Security	7,500	466.09	4,660.90	62.15	2,839.10	0.00	0.00
01 2120 221 001 0000 2 000	HS Guidance Social Security	7,500	512.44	5,138.81	68.52	2,361.19	0.00	0.00
01 2120 221 004 0000 3 000	MS Guidance Social Security	2,500	165.74	1,657.25	66.29	842.75	0.00	0.00
01 2120 223 002 0000 1 000	Elem Guidance Subs Social Security	0.00	0.00	44.00	0.00	(44.00)	0.00	0.00
01 2120 231 002 0000 1 000	Elem Guidance Retirement	8,000	447.81	4,786.12	59.83	3,213.88	0.00	0.00
01 2120 231 001 0000 2 000	HS Guidance - Retirement	8,000	496.22	5,303.53	66.29	2,696.47	0.00	0.00
01 2120 231 004 0000 3 000	MS Guidance Retirement	3,500	160.66	1,717.12	49.06	1,782.88	0.00	0.00
01 2120 237 002 0000 1 000	Elem Guidance Increased Retire	0.00	154.02	1,232.16	0.00	(1,232.16)	0.00	0.00
01 2120 237 001 0000 2 000	HS Guidance Increased Retire	0.00	170.67	1,365.35	0.00	(1,365.35)	0.00	0.00
01 2120 237 004 0000 3 000	MS Guidance Increased Retire	0.00	55.26	442.07	0.00	(442.07)	0.00	0.00
01 2120 281 002 0000 1 000	Elem Guidance Health Benefits	1,000	0.00	1,070.92	107.09	(70.92)	0.00	0.00
01 2120 281 001 0000 2 000	HS Guidance Health Benefits	3,500	267.73	2,677.30	76.49	822.70	0.00	0.00
01 2120 281 004 0000 3 000	MS Guidance Health Benefits	2,000	100.40	1,004.00	50.20	996.00	0.00	0.00
01 2120 291 001 0000 2 000	HS Guidance-Fitness Ctr	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2120 330 002 0000 1 000	Elem GuidTraining/Development	500.0	0.00	165.00	33.00	335.00	0.00	0.00
01 2120 330 001 0000 2 000	Employee Training & Development	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2120 330 004 0000 3 000	MS Guidance Training/Development	500.0	0.00	180.00	36.00	320.00	0.00	0.00
01 2120 580 002 0000 1 000	Elem Guidance Travel Expenses	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2120 580 001 0000 2 000	HS Guidance Travel Expenses	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2120 580 004 0000 3 000	MS Guidance Travel Expenses	500.0	0.00	0.00	0.00	500.00	0.00	0.00

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01 2120 610 002 0000 1 000	Elem Guidance Supplies	800.0	28.91	837.55	104.69	(37.55)	0.00	0.00
11 2120 610 002 0000 1 000	SUPPLIES	0.00	0.00	120.93	0.00	(120.93)	0.00	0.00
01 2120 610 001 0000 2 000	HS Guidance Supplies	1,000	0.00	913.06	91.31	86.94	0.00	0.00
01 2120 610 001 0000 2 100	HS Guidance Furniture & Equipment	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2120 610 004 0000 3 000	MS Guidance Supplies	800.0	0.00	116.85	14.61	683.15	0.00	0.00
11 2120 610 004 0000 3 000	MS GUIDANCE SUPPLIES	0.00	0.00	6.93	0.00	(6.93)	0.00	0.00
01 2120 650 002 0000 1 000	Elem Guidance Tech-Related Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2120 650 001 0000 2 000	HS Guidance Tech-Related Supplies	200.0	0.00	79.00	39.50	121.00	0.00	0.00
01 2120 650 004 0000 3 000	MS Guidance Tech-Related Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
2120	GUIDANCE SERVICES	300,9	21,826.52	221,347.21	73.56	79,552.79	0.00	0.00
2130	HEALTH SERVICES							
01 2130 110 000 0000 0 000	Nurse Salary	0.00	1,523.17	17,677.13	0.00	(17,677.13)	0.00	0.00
01 2130 220 000 0000 0 000	Nurse Social Security	0.00	116.53	1,352.37	0.00	(1,352.37)	0.00	0.00
01 2130 320 000 0000 0 000	School Nurse Contract	60,00	0.00	11,751.38	19.59	48,248.62	0.00	0.00
01 2130 330 000 0000 0 000	School Nurse Training/Development	200.0	0.00	122.00	61.00	78.00	0.00	0.00
01 2130 610 000 0000 0 000	Nurse Supplies	2,500	0.00	418.30	16.73	2,081.70	0.00	0.00
2130	HEALTH SERVICES	62,70	1,639.70	31,321.18	49.95	31,378.82	0.00	0.00
2141	Psych Services SpEd School Age							
01 2141 330 000 0000 0 000	Psych Registration/Conference Fees	400.0	0.00	0.00	0.00	400.00	0.00	0.00
01 2141 580 000 0000 0 000	Psychologist Travel Expenses	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2141 610 000 0000 0 000	Psych Supplies	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
2141	Psych Services SpEd School Age	2,100	0.00	0.00	0.00	2,100.00	0.00	0.00
2151	Speech Audiology SpEd School Age							
01 2151 111 002 0000 1 000	Elem Speech Salary	60,00	5,829.04	58,290.40	97.15	1,709.60	0.00	0.00
01 2151 111 001 0000 2 000	HS Speech Salary	12,000	0.00	0.00	0.00	12,000.00	0.00	0.00
01 2151 211 002 0000 1 000	Elem Speech Group Insurance	8,000	544.45	5,444.50	68.06	2,555.50	0.00	0.00
01 2151 211 001 0000 2 000	HS Speech Group Insurance	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2151 221 002 0000 1 000	Elem Speech Social Security	4,500	445.92	4,473.61	99.41	26.39	0.00	0.00
01 2151 221 001 0000 2 000	HS Speech Social Security	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2151 231 002 0000 1 000	Elem Speech Retirement	6,000	428.43	4,579.00	76.32	1,421.00	0.00	0.00
01 2151 231 001 0000 2 000	HS Speech Retirement	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2151 237 002 0000 1 000	Elem Speech Increased Retirement	0.00	147.35	1,178.80	0.00	(1,178.80)	0.00	0.00
01 2151 281 002 0000 1 000	Elem Speech Other Health Benefits	0.00	94.95	949.50	0.00	(949.50)	0.00	0.00
01 2151 320 002 0000 1 000	Elem Speech Contracted Services	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2151 320 004 0000 3 000	MS Speech Contracted Services	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2151 330 000 0000 0 000	Speech Registration/Conference Fees	250.0	0.00	215.00	86.00	35.00	0.00	0.00
01 2151 580 000 0000 0 000	Speech Travel Expenses	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 2151 591 002 0000 1 000	Elem Speech ESU Services	0.00	41.14	1,192.55	0.00	(1,192.55)	0.00	0.00
01 2151 591 004 0000 3 000	MS Speech ESU Services	0.00	287.92	4,206.87	0.00	(4,206.87)	0.00	0.00
01 2151 610 000 0000 0 000	Speech Supplies	0.00	6.00	51.00	0.00	(51.00)	0.00	0.00
01 2151 610 002 0000 1 000	Elem Speech Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2151 643 000 0000 0 000	Speech Web-based Software	0.00	0.00	199.00	0.00	(199.00)	0.00	0.00
01 2151 810 000 0000 0 000	Speech Dues & Fees	200.0	0.00	0.00	0.00	200.00	0.00	0.00
2151	Speech Audiology SpEd School Age	101,2	7,825.20	80,780.23	79.82	20,419.77	0.00	0.00
2152	Speech Patholog/Audiology y Age 3-5							
01 2152 111 002 0000 1 000	Preschool Speech Salaries	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2152 211 002 0000 1 000	PS Speech Insurance	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00

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01 2152 221 002 0000 1 000	PS Speech Social Security	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2152 231 002 0000 1 000	PS Speech Retirement	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 2152 610 002 0000 1 000	Preschool Speech Supplies	500.0	0.00	79.00	15.80	421.00	0.00	0.00
2152	Speech Pathology/Audiology y Age 3-5	6,000	0.00	79.00	1.32	5,921.00	0.00	0.00
2153	Speech Pathology/Audiology Age 0-2							
01 2153 320 002 0000 1 000	Birth-2 Speech Services	10,00	0.00	0.00	0.00	10,000.00	0.00	0.00
2153	Speech Pathology/Audiology Age 0-2	10,00	0.00	0.00	0.00	10,000.00	0.00	0.00
2161	Occupational Therapy School Age							
01 2161 320 002 0000 1 000	Elem Occupational Therapy Services	20,00	192.00	25,326.59	126.63	(5,326.59)	0.00	0.00
01 2161 320 001 0000 2 000	HS Occupational Therapy Services	3,000	64.00	462.70	15.42	2,537.30	0.00	0.00
01 2161 320 004 0000 3 000	MS Occupational Therapy Services	5,000	0.00	871.45	17.43	4,128.55	0.00	0.00
2161	Occupational Therapy School Age	28,00	256.00	26,660.74	95.22	1,339.26	0.00	0.00
2162	Occupational Therapy - Age 3-5							
01 2162 320 002 0000 1 000	Preschool Occupational Therapy	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
2162	Occupational Therapy - Age 3-5	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
2163	Physical Therapy- Age 0-2							
01 2163 340 002 0000 1 000	Birth-2 Occupational Therapy	20,00	0.00	0.00	0.00	20,000.00	0.00	0.00
2163	Physical Therapy- Age 0-2	20,00	0.00	0.00	0.00	20,000.00	0.00	0.00
2171	Physical Therapy -School Age							
01 2171 320 002 0000 1 000	Elem Physical Therapy	500.0	0.00	500.00	100.00	0.00	0.00	0.00
01 2171 320 001 0000 2 000	HS Physical Therapy	500.0	0.00	25.00	5.00	475.00	0.00	0.00
01 2171 320 004 0000 3 000	MS Physical Therapy	500.0	0.00	0.00	0.00	500.00	0.00	0.00
2171	Physical Therapy -School Age	1,500	0.00	525.00	35.00	975.00	0.00	0.00
2172	Physical Therapy - 3-5							
01 2172 320 002 0000 1 000	Preschool Physical Therapy	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
2172	Physical Therapy - 3-5	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
2173	Physical Therapy - 0-2							
01 2173 320 002 0000 1 000	Birth-2 Physical Therapy	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
2173	Physical Therapy - 0-2	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
2181	Vision							
01 2181 320 004 0000 3 000	Vision Services SpEd MS	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
2181	Vision	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
2190	Activities							
01 2190 340 002 0000 1 000	Student Drug & Alcohol Testing	0.00	0.00	93.00	0.00	(93.00)	0.00	0.00
01 2190 340 001 0000 2 000	HS Student Drug & Alcohol Testing	1,500	0.00	1,015.50	67.70	484.50	0.00	0.00
01 2190 340 004 0000 3 000	MS Student Drug & Alcohol Testing	1,000	0.00	514.50	51.45	485.50	0.00	0.00
01 2190 580 001 2195 2 000	HS Speech Travel Expense	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2190 610 001 2195 2 000	HS Speech Supplies	1,200	0.00	369.24	30.77	830.76	0.00	0.00
01 2190 610 004 2195 3 000	MS Speech Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2190 810 001 0000 2 000	Dues & Fees	0.00	0.00	125.00	0.00	(125.00)	0.00	0.00
01 2190 810 001 2195 2 000	HS Speech Fees	3,500	0.00	2,551.00	72.89	949.00	0.00	0.00
11 2190 810 001 0000 2 000	Dues & Fees	0.00	0.00	125.00	0.00	(125.00)	0.00	0.00
11 2190 810 001 2195 2 000	DUES AND FEES	0.00	0.00	2,501.00	0.00	(2,501.00)	0.00	0.00
01 2190 810 004 2195 3 000	MS Speech Dues & Fees	500.0	0.00	145.00	29.00	355.00	0.00	0.00
11 2190 810 004 2195 3 000	MS DUES AND FEES	0.00	0.00	145.00	0.00	(145.00)	0.00	0.00
2190	Activities	9,200	0.00	7,584.24	82.44	1,615.76	0.00	0.00
2210	Improvement of Instruction							

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
01 2210 151 002 0000 1 000	Elem SAT Coordinator and Mentors	2,000	213.82	2,138.20	106.91	(138.20)	0.00	0.00
01 2210 151 001 0000 2 000	HS SAT Coordinator & Mentors	0.00	143.53	1,435.30	0.00	(1,435.30)	0.00	0.00
01 2210 151 004 0000 3 000	MS SAT Coordinator and Mentors	2,000	111.31	1,113.10	55.66	886.90	0.00	0.00
01 2210 221 002 0000 1 000	Elem SAT Coordinator/Mentors Soc Sec	200.0	16.36	163.60	81.80	36.40	0.00	0.00
01 2210 221 001 0000 2 000	HS SAT Coordinator/Mentors Soc Security	200.0	10.99	109.90	54.95	90.10	0.00	0.00
01 2210 221 004 0000 3 000	MS SAT Coordinator/Mentors Soc Security	200.0	8.52	85.20	42.60	114.80	0.00	0.00
01 2210 231 002 0000 1 000	Elem SAT Coordinator/Mentors Retirement	200.0	15.71	167.90	83.95	32.10	0.00	0.00
01 2210 231 001 0000 2 000	HS SAT Coordinator/Mentors Retirement	200.0	10.55	112.74	56.37	87.26	0.00	0.00
01 2210 231 004 0000 3 000	MS SAT Coordinator/Mentors Retirement	200.0	8.18	87.42	43.71	112.58	0.00	0.00
01 2210 237 002 0000 1 000	Elem SAT Coordinator/Mentors Incr Retire	0.00	5.40	43.20	0.00	(43.20)	0.00	0.00
01 2210 237 001 0000 2 000	HS SAT Coordinator/Mentors Incr Retire	0.00	3.62	28.96	0.00	(28.96)	0.00	0.00
01 2210 237 004 0000 3 000	MS SAT Coordinator/Mentors Incr Retire	0.00	2.81	22.48	0.00	(22.48)	0.00	0.00
01 2210 643 000 0000 0 000	Web-based Software	0.00	0.00	8,871.00	0.00	(8,871.00)	0.00	0.00
2210	Improvement of Instruction	5,200	550.80	14,379.00	276.52	(9,179.00)	0.00	0.00
2211	School Improvement							
01 2211 151 000 0000 0 000	School Improvement Team Salaries	4,000	339.80	3,398.00	84.95	602.00	0.00	0.00
01 2211 221 000 0000 0 000	School Improvement Social Security	400.0	26.02	260.20	65.05	139.80	0.00	0.00
01 2211 231 000 0000 0 000	School Improvement - Retirement	500.0	24.95	266.74	53.35	233.26	0.00	0.00
01 2211 237 000 0000 0 000	School Improvement Increased Retirement	0.00	8.56	68.48	0.00	(68.48)	0.00	0.00
01 2211 320 000 0000 0 000	School Improvement Professional Services	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2211 330 000 0000 0 000	School Improvement Training	0.00	0.00	342.00	0.00	(342.00)	0.00	0.00
01 2211 610 000 0000 0 000	School Improvement Supplies	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2211 810 000 0000 0 000	AdvancEd Accreditation	1,200	0.00	1,200.00	100.00	0.00	0.00	0.00
01 2211 810 002 0000 1 000	Elem Accreditation	1,200	0.00	1,200.00	100.00	0.00	0.00	0.00
01 2211 810 001 0000 2 000	HS Accreditation	1,200	0.00	1,200.00	100.00	0.00	0.00	0.00
01 2211 810 004 0000 3 000	MS Accreditation	1,200	0.00	1,200.00	100.00	0.00	0.00	0.00
2211	School Improvement	10,90	399.33	9,135.42	83.81	1,764.58	0.00	0.00
2214	Professional Development							
01 2214 151 002 0000 1 000	Elem Teachers/Prof Staff Prof Dev	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2214 151 001 0000 2 000	HS Teachers/Prof Staff Prof Dev	2,000	0.00	3,597.05	179.85	(1,597.05)	0.00	0.00
01 2214 151 001 1116 2 000	Pathways Teachers/Prof Staff Prof Dev	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2214 151 004 0000 3 000	MS Teachers/Prof Staff Prof Dev	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2214 221 002 0000 1 000	Elem Social Security - Teachers PD	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 2214 221 001 0000 2 000	HS Social Security - Teachers PD	200.0	0.00	275.13	137.57	(75.13)	0.00	0.00
01 2214 221 001 1116 2 000	Pathways Prof Dev - Soc Security	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2214 221 004 0000 3 000	MS Social Security - Teachers PD	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2214 231 002 0000 1 000	Elem Retirement - PD	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 2214 231 001 0000 2 000	HS Retirement - PD	300.0	0.00	352.62	117.54	(52.62)	0.00	0.00
01 2214 231 001 1116 2 000	Pathways Prof Dev - Retirement	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2214 231 004 0000 3 000	MS Retirement - PD	200.0	0.00	0.00	0.00	200.00	0.00	0.00

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			Month	Date				
01 2214 237 001 0000 2 000	HS Prof Dev Increased Retirement	0.00	0.00	2.68	0.00	(2.68)	0.00	0.00
01 2214 320 000 0000 0 000	District Prof Dev Contracted Services	1,000	0.00	2,250.00	225.00	(1,250.00)	0.00	0.00
01 2214 320 002 0000 1 000	Elem Dev Contracted Services	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2214 320 001 0000 2 000	HS Prof Dev Contracted Services	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2214 320 004 0000 3 000	MS Prof Dev Contracted Services	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2214 330 000 0000 0 000	District Prof Dev Training Fees	0.00	0.00	640.00	0.00	(640.00)	0.00	0.00
01 2214 330 002 0000 1 000	Elem Prof Dev Training Fees	1,029	0.00	1,264.00	122.84	(235.00)	0.00	0.00
11 2214 330 002 0000 1 000	Employee Training & Development	0.00	0.00	245.00	0.00	(245.00)	0.00	0.00
01 2214 330 001 0000 2 000	HS Prof Dev Training Fees	2,000	0.00	918.50	45.93	1,081.50	0.00	0.00
01 2214 330 001 1116 2 000	Pathways Prof Dev Training Fees	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
11 2214 330 001 0000 2 000	Employee Training & Development	0.00	0.00	317.00	0.00	(317.00)	0.00	0.00
01 2214 330 004 0000 3 000	MS Prof Dev Training Fees	1,000	0.00	189.00	18.90	811.00	0.00	0.00
11 2214 330 004 0000 3 000	Employee Training & Development	0.00	0.00	20.00	0.00	(20.00)	0.00	0.00
01 2214 333 000 0000 0 000	District Prof Dev Mileage	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2214 333 001 0000 2 000	HS Prof Dev Mileage	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2214 333 004 0000 3 000	MS Prof Dev Mileage	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2214 580 000 0000 0 000	Dist Prof Dev Travel Expenses	2,000	0.00	942.57	47.13	1,057.43	0.00	0.00
11 2214 580 000 0000 0 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	75.00	0.00	(75.00)	0.00	0.00
01 2214 580 002 0000 1 000	Elem Prof Dev Travel Expenses	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 2214 580 001 0000 2 000	HS Prof Dev Travel Expenses	1,500	0.00	1,020.20	68.01	479.80	0.00	0.00
01 2214 580 001 1116 2 000	Pathways Prof Dev Travel Expenses	500.0	0.00	0.00	0.00	500.00	0.00	0.00
11 2214 580 001 0000 2 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	96.00	0.00	(96.00)	0.00	0.00
01 2214 580 004 0000 3 000	MS Prof Dev Travel Expenses	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2214 610 000 0000 0 000	Prof Dev Supplies	2,000	0.00	366.42	18.32	1,633.58	0.00	0.00
2214	Professional Development	26,52	0.00	12,571.17	47.39	13,957.83	0.00	0.00
2220	Library/Media Services							
01 2220 111 002 0000 1 000	Elem Library/Media Teacher Salaries	70,00	5,565.42	55,251.91	78.93	14,748.09	0.00	0.00
01 2220 111 001 0000 2 000	HS Library/Media Teacher Salaries	36,00	2,548.37	25,483.70	70.79	10,516.30	0.00	0.00
01 2220 111 004 0000 3 000	MS Library/Media Teacher Salaries	20,00	1,274.19	12,741.90	63.71	7,258.10	0.00	0.00
01 2220 112 002 0000 1 000	Elem Library Para	5,000	297.87	4,006.61	80.13	993.39	0.00	0.00
01 2220 112 001 0000 2 000	HS Library Para	5,000	595.75	8,013.40	160.27	(3,013.40)	0.00	0.00
01 2220 122 002 0000 1 000	Elem Para Library Sub	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 122 001 0000 2 000	HS Para Library Sub	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 123 002 0000 1 000	Elem Library Substitute Teachers	1,000	0.00	1,552.50	155.25	(552.50)	0.00	0.00
01 2220 123 001 0000 2 000	HS Library Substitute Teachers	1,000	0.00	488.75	48.88	511.25	0.00	0.00
01 2220 123 004 0000 3 000	MS Library Substitute Teachers	1,000	0.00	488.75	48.88	511.25	0.00	0.00
01 2220 211 002 0000 1 000	Elem Library Insurance	8,000	544.45	4,931.89	61.65	3,068.11	0.00	0.00
01 2220 211 001 0000 2 000	HS Library Insurance	10,00	738.65	7,376.63	73.77	2,623.37	0.00	0.00
01 2220 211 004 0000 3 000	MS Library Insurance	8,000	369.32	3,688.27	46.10	4,311.73	0.00	0.00
01 2220 212 002 0000 1 000	Elem Library Para Insurance	0.00	1.87	18.64	0.00	(18.64)	0.00	0.00
01 2220 212 001 0000 2 000	HS Library Para Insurance	0.00	3.73	37.30	0.00	(37.30)	0.00	0.00
01 2220 221 002 0000 1 000	Elem Library Social Security	6,000	425.76	4,226.80	70.45	1,773.20	0.00	0.00
01 2220 221 001 0000 2 000	HS Library Social Security	3,500	192.94	1,929.40	55.13	1,570.60	0.00	0.00
01 2220 221 004 0000 3 000	MS Library Social Security	2,500	96.46	964.63	38.59	1,535.37	0.00	0.00
01 2220 222 002 0000 1 000	Elem Library Para - Social Security	1,000	22.79	306.53	30.65	693.47	0.00	0.00
01 2220 222 001 0000 2 000	HS Library Para - Social Security	1,000	45.57	613.02	61.30	386.98	0.00	0.00
01 2220 223 002 0000 1 000	Elem Library Subs - Social Security	200.0	0.00	118.77	59.39	81.23	0.00	0.00

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01 2220 223 001 0000 2 000	HS Library Subs - Social Security	200.0	0.00	37.40	18.70	162.60	0.00	0.00
01 2220 223 004 0000 3 000	MS Library Subs - Social Security	200.0	0.00	37.40	18.70	162.60	0.00	0.00
01 2220 231 002 0000 1 000	Elem Library Retirement	7,500	409.06	4,342.39	57.90	3,157.61	0.00	0.00
01 2220 231 001 0000 2 000	HS Library Retirement	4,000	187.30	2,001.84	50.05	1,998.16	0.00	0.00
01 2220 231 004 0000 3 000	MS Library Retirement	3,000	93.66	1,000.97	33.37	1,999.03	0.00	0.00
01 2220 232 002 0000 1 000	Elem Library Para Retirement	1,000	21.90	314.02	31.40	685.98	0.00	0.00
01 2220 232 001 0000 2 000	HS Library Para Retirement	1,000	43.78	628.08	62.81	371.92	0.00	0.00
01 2220 237 002 0000 1 000	Elem Library Increased Retirement	0.00	148.21	1,197.02	0.00	(1,197.02)	0.00	0.00
01 2220 237 001 0000 2 000	HS Library Increased Retirement	0.00	79.48	678.81	0.00	(678.81)	0.00	0.00
01 2220 237 004 0000 3 000	MS Library Increased Retirement	0.00	32.21	257.68	0.00	(257.68)	0.00	0.00
01 2220 281 002 0000 1 000	Elem Library Health Benefits	1,000	94.95	949.50	94.95	50.50	0.00	0.00
01 2220 281 001 0000 2 000	HS Library Health Benefits	2,000	133.86	1,338.60	66.93	661.40	0.00	0.00
01 2220 281 004 0000 3 000	MS Library Health Benefits	2,000	66.94	669.40	33.47	1,330.60	0.00	0.00
01 2220 330 002 0000 1 000	Elem Library Training/Development	100.0	0.00	20.00	20.00	80.00	0.00	0.00
01 2220 330 001 0000 2 000	HS Library Training/Development	100.0	0.00	20.00	20.00	80.00	0.00	0.00
01 2220 330 004 0000 3 000	MS Library Training/Development	100.0	0.00	0.00	0.00	100.00	0.00	0.00
01 2220 580 002 0000 1 000	Elem Library Travel Expenses	200.0	0.00	129.00	64.50	71.00	0.00	0.00
01 2220 580 001 0000 2 000	HS Library Travel Expenses	200.0	0.00	129.00	64.50	71.00	0.00	0.00
01 2220 580 004 0000 3 000	MS Library Travel Expenses	200.0	0.00	0.00	0.00	200.00	0.00	0.00
01 2220 610 002 0000 1 000	Elem Library Supplies	1,500	12.82	211.15	14.08	1,288.85	0.00	0.00
01 2220 610 002 0000 1 100	Elem Library Furniture & Equip	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 2220 610 001 0000 2 000	HS Library Supplies	750.0	0.00	0.00	0.00	750.00	0.00	0.00
01 2220 610 001 0000 2 100	HS Library Furniture & Equip	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 610 004 0000 3 000	MS Library Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 610 004 0000 3 100	MS Library Furniture & Equip	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 640 002 0000 1 000	Elem Library Books & Periodicals	4,000	0.00	2,323.31	58.08	1,676.69	0.00	0.00
01 2220 640 001 0000 2 000	HS Library Books & Periodicals	4,000	189.00	309.95	7.75	3,690.05	0.00	0.00
01 2220 640 004 0000 3 000	MS Library Books & Periodicals	2,000	165.00	500.55	25.03	1,499.45	0.00	0.00
01 2220 641 002 0000 1 000	Elem Library E-Books	100.0	0.00	0.00	0.00	100.00	0.00	0.00
01 2220 641 001 0000 2 000	HS Library E-Books	300.0	0.00	0.00	0.00	300.00	0.00	0.00
01 2220 641 004 0000 3 000	MS Library E-Books	100.0	0.00	0.00	0.00	100.00	0.00	0.00
01 2220 643 002 0000 1 000	Elem Library Web-based Software	1,000	453.52	453.52	45.35	546.48	0.00	0.00
01 2220 643 001 0000 2 000	HS Library Web-based Software	1,000	453.53	453.53	45.35	546.47	0.00	0.00
01 2220 643 004 0000 3 000	MS Library Web-based Software	600.0	907.05	907.05	151.18	(307.05)	0.00	0.00
01 2220 650 002 0000 1 000	Elem Library Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 650 001 0000 2 000	HS Library Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2220 650 004 0000 3 000	MS Library Technology Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
2220	Library/Media Services	222,8	16,215.41	151,149.57	67.83	71,700.43	0.00	0.00
2224	Distance Education							
01 2224 382 001 0000 2 000	HS Distance Education	7,000	2,800.00	4,863.88	69.48	2,136.12	0.00	0.00
2224	Distance Education	7,000	2,800.00	4,863.88	69.48	2,136.12	0.00	0.00
2240	Academic Student Assessment							
01 2240 610 002 0000 1 000	Elem Assessment Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2240 610 001 0000 2 000	HS Assessment Supplies	1,000	0.00	852.00	85.20	148.00	0.00	0.00
01 2240 610 004 0000 3 000	MS Assessment Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2240 643 000 0000 0 000	District Web-based Assessments	3,500	0.00	3,750.00	107.14	(250.00)	0.00	0.00
01 2240 643 002 0000 1 000	Elem Web-based Software	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 2240 643 001 0000 2 000	HS Web-based Software	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 2240 643 004 0000 3 000	MS Web-based Software	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
2240	Academic Student Assessment	11,00	0.00	4,602.00	41.84	6,398.00	0.00	0.00
2310	Board of Education							
01 2310 330 000 0000 0 000	Board Training & Development	4,000	0.00	2,504.00	62.60	1,496.00	0.00	0.00
01 2310 340 000 0000 0 000	Board Professional Services	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2310 521 000 0000 0 000	Board Treasurer's Bond	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2310 540 000 0000 0 000	Board Advertising/Legal Notices	14,00	393.62	5,668.03	40.49	8,331.97	0.00	0.00
01 2310 580 000 0000 0 000	Board Travel Expenses	3,000	0.00	2,286.03	76.20	713.97	0.00	0.00
01 2310 610 000 0000 0 000	Board Supplies	7,500	0.00	8,965.92	119.55	(1,465.92)	0.00	0.00
11 2310 610 000 0000 0 000	SCHOOL BOARD SUPPLIES	0.00	0.00	89.64	0.00	(89.64)	0.00	0.00
01 2310 643 000 0000 0 000	Board Web-Based Software	7,000	0.00	4,520.00	64.57	2,480.00	0.00	0.00
01 2310 810 000 0000 0 000	Board Dues & Fees	8,000	0.00	5,235.00	65.44	2,765.00	0.00	0.00
11 2310 810 000 0000 0 000	DUES AND FEES	0.00	0.00	30.00	0.00	(30.00)	0.00	0.00
2310	Board of Education	46,00	393.62	29,298.62	63.69	16,701.38	0.00	0.00
2320	Executive Administration							
01 2320 105 000 0000 0 000	Superintendent Salary	145,0	11,708.37	117,083.34	80.75	27,916.66	0.00	0.00
01 2320 215 000 0000 0 000	Superintendent Insurance	18,00	1,797.73	17,174.11	95.41	825.89	0.00	0.00
01 2320 225 000 0000 0 000	Superintendent Social Security	12,00	889.95	8,569.28	71.41	3,430.72	0.00	0.00
01 2320 235 000 0000 0 000	Superintendent Retirement	15,00	860.57	9,197.55	61.32	5,802.45	0.00	0.00
01 2320 237 000 0000 0 000	Superintendent Increased Retirement	0.00	295.96	2,367.68	0.00	(2,367.68)	0.00	0.00
01 2320 285 000 0000 0 000	Superintendent Health Benefits	3,500	0.00	1,070.92	30.60	2,429.08	0.00	0.00
01 2320 295 000 0000 0 000	Superintendent Other Benefits	800.0	50.00	500.00	62.50	300.00	0.00	0.00
01 2320 330 000 0000 0 000	Superintendent Training & Development	2,000	75.00	295.00	14.75	1,705.00	0.00	0.00
11 2320 330 000 0000 0 000	Employee Training & Development	0.00	0.00	75.00	0.00	(75.00)	0.00	0.00
01 2320 333 000 0000 0 000	Superintendent Mileage	2,500	0.00	1,431.25	57.25	1,068.75	0.00	0.00
01 2320 350 000 0000 0 000	Superintendent Advertising & Printing	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 2320 580 000 0000 0 000	Superintendent Travel Expenses	4,000	0.00	882.50	22.06	3,117.50	0.00	0.00
01 2320 610 000 0000 0 000	Superintendent Supplies	5,000	1,774.73	3,839.99	76.80	1,160.01	0.00	0.00
01 2320 650 000 0000 0 000	Superintendent Technology Supplies	1,000	0.00	2,599.00	259.90	(1,599.00)	0.00	0.00
01 2320 810 000 0000 0 000	Superintendent Dues & Fees	2,000	0.00	93.00	4.65	1,907.00	0.00	0.00
11 2320 810 000 0000 0 000	DUES AND FEES	0.00	0.00	43.00	0.00	(43.00)	0.00	0.00
2320	Executive Administration	213,8	17,452.31	165,221.62	77.28	48,578.38	0.00	0.00
2330	Legal Services							
01 2330 317 000 0000 0 000	Legal Services	30,00	1,112.50	18,352.56	61.18	11,647.44	0.00	0.00
2330	Legal Services	30,00	1,112.50	18,352.56	61.18	11,647.44	0.00	0.00
2410	Office of the Principal							
01 2410 110 002 0000 1 000	Elem Secretary Salary	34,00	3,140.53	30,010.21	88.27	3,989.79	0.00	0.00
01 2410 110 001 0000 2 000	HS Secretary Salary	45,00	4,538.58	45,874.36	101.94	(874.36)	0.00	0.00
01 2410 110 004 0000 3 000	MS Secretary Salary	30,00	2,154.83	22,988.76	76.63	7,011.24	0.00	0.00
01 2410 111 002 0000 1 000	Elem Principal Salary	90,00	7,050.58	95,450.80	106.06	(5,450.80)	0.00	0.00
01 2410 111 001 0000 2 000	HS Principal Salary	102,0	8,240.83	82,408.30	80.79	19,591.70	0.00	0.00
01 2410 111 004 0000 3 000	MS Principal Salary	102,0	8,315.00	58,205.00	57.06	43,795.00	0.00	0.00
01 2410 120 002 0000 1 000	Elem Secretary Sub	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2410 120 001 0000 2 000	HS Secretary Sub	500.0	0.00	303.00	60.60	197.00	0.00	0.00
01 2410 120 004 0000 3 000	MS Secretary Sub	500.0	0.00	1,392.00	278.40	(892.00)	0.00	0.00
01 2410 130 002 0000 1 000	Elem Secretary Overtime	500.0	0.00	82.80	16.56	417.20	0.00	0.00
01 2410 130 001 0000 2 000	HS Secretary Overtime	4,000	193.29	2,505.90	62.65	1,494.10	0.00	0.00
01 2410 130 004 0000 3 000	MS Secretary Overtime	500.0	0.00	394.48	78.90	105.52	0.00	0.00
01 2410 210 002 0000 1 000	Elem Secretary Insurance	0.00	14.39	143.90	0.00	(143.90)	0.00	0.00
01 2410 210 001 0000 2 000	HS Secretary Insurance	22,00	1,770.04	17,700.40	80.46	4,299.60	0.00	0.00
01 2410 210 004 0000 3 000	MS Secretary Insurance	0.00	11.51	115.10	0.00	(115.10)	0.00	0.00
01 2410 211 002 0000 1 000	Elem Principal Insurance	20,00	1,530.00	19,870.90	99.35	129.10	0.00	0.00

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			Month	Date				
01 2410 211 001 0000 2 000	HS Principal Insurance	22,00	1,797.73	17,977.30	81.72	4,022.70	0.00	0.00
01 2410 211 004 0000 3 000	MS Principal Insurance	22,00	1,530.00	10,702.68	48.65	11,297.32	0.00	0.00
01 2410 220 002 0000 1 000	Elem Secretary Substitute Social Sec	3,000	240.25	2,302.11	76.74	697.89	0.00	0.00
01 2410 220 001 0000 2 000	HS Secretary Substitute Social Security	500.0	357.96	3,683.95	736.79	(3,183.95)	0.00	0.00
01 2410 220 004 0000 3 000	MS Secretary Substitute Social Security	3,000	164.85	1,895.32	63.18	1,104.68	0.00	0.00
01 2410 221 002 0000 1 000	Elem Principal Social Security	7,000	543.20	7,366.14	105.23	(366.14)	0.00	0.00
01 2410 221 001 0000 2 000	HS Principal Social Security	7,500	618.95	6,203.90	82.72	1,296.10	0.00	0.00
01 2410 221 004 0000 3 000	MS Principal Social Security	7,000	639.92	4,479.43	63.99	2,520.57	0.00	0.00
01 2410 230 002 0000 1 000	Elem Secretary Retirement	4,000	230.83	2,377.06	59.43	1,622.94	0.00	0.00
01 2410 230 001 0000 2 000	HS Secretary Retirement	6,000	347.80	3,828.86	63.81	2,171.14	0.00	0.00
01 2410 230 004 0000 3 000	MS Secretary Retirement	4,000	158.38	1,854.20	46.36	2,145.80	0.00	0.00
01 2410 231 002 0000 1 000	Elem Principal Retirement	9,000	518.22	7,792.47	86.58	1,207.53	0.00	0.00
01 2410 231 001 0000 2 000	HS Principal Retirement	10,00	605.70	6,473.63	64.74	3,526.37	0.00	0.00
01 2410 231 004 0000 3 000	MS Principal Retirement	10,00	611.15	4,278.06	42.78	5,721.94	0.00	0.00
01 2410 237 002 0000 1 000	Elem Increased Retirement Contributions	0.00	257.61	2,231.42	0.00	(2,231.42)	0.00	0.00
01 2410 237 001 0000 2 000	HS Increased Retirement Contributions	0.00	327.92	2,616.48	0.00	(2,616.48)	0.00	0.00
01 2410 237 004 0000 3 000	MS Increased Retirement Contributions	0.00	264.66	1,926.86	0.00	(1,926.86)	0.00	0.00
01 2410 281 002 0000 1 000	Elem Principal Health Benefits	3,500	267.73	3,480.49	99.44	19.51	0.00	0.00
01 2410 281 004 0000 3 000	MS Principal Health Benefits	0.00	267.73	1,874.11	0.00	(1,874.11)	0.00	0.00
01 2410 291 002 0000 1 000	Elem Principal Other Benefits	800.0	50.00	650.00	81.25	150.00	0.00	0.00
01 2410 291 001 0000 2 000	HS Principal Other Benefits	800.0	50.00	500.00	62.50	300.00	0.00	0.00
01 2410 291 004 0000 3 000	MS Principal Other Benefits	800.0	50.00	350.00	43.75	450.00	0.00	0.00
01 2410 330 002 0000 1 000	Elem Principal Training/Development	1,000	0.00	180.00	18.00	820.00	0.00	0.00
01 2410 330 001 0000 2 000	HS Principal Training/Development	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2410 330 004 0000 3 000	MS Principal Training & Development	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2410 333 002 0000 1 000	Elem Principal Mileage	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 2410 333 001 0000 2 000	HS Principal Mileage	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 2410 333 004 0000 3 000	MS Principal Mileage	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 2410 580 002 0000 1 000	Elem Principal Travel Expense	750.0	0.00	152.09	20.28	597.91	0.00	0.00
01 2410 580 001 0000 2 000	HS Principal Travel Expense	750.0	0.00	179.81	23.97	570.19	0.00	0.00
01 2410 580 004 0000 3 000	MS Principal Travel Expense	750.0	0.00	0.00	0.00	750.00	0.00	0.00
01 2410 610 002 0000 1 000	Elem Office Supplies	2,500	301.12	2,366.73	94.67	133.27	0.00	0.00
11 2410 610 002 0000 1 000	SUPPLIES	0.00	0.00	90.00	0.00	(90.00)	0.00	0.00
01 2410 610 001 0000 2 000	HS Office Supplies	2,500	729.21	2,586.82	103.47	(86.82)	0.00	0.00
11 2410 610 001 0000 2 000	SUPPLIES	0.00	0.00	42.00	0.00	(42.00)	0.00	0.00
01 2410 610 004 0000 3 000	MS Office Supplies	2,500	69.00	1,003.35	40.13	1,496.65	0.00	0.00
01 2410 650 000 0000 0 000	Technology Supplies	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2410 810 002 0000 1 000	Elem Principal Dues & Fees	750.0	335.00	355.00	47.33	395.00	0.00	0.00
11 2410 810 002 0000 1 000	DUES AND FEES	0.00	0.00	355.00	0.00	(355.00)	0.00	0.00
01 2410 810 001 0000 2 000	HS Principal Dues & Fees	750.0	0.00	0.00	0.00	750.00	0.00	0.00
01 2410 810 004 0000 3 000	MS Principal Dues & Fees	750.0	0.00	335.00	44.67	415.00	0.00	0.00
2410	Office of the Principal	590,1	48,294.50	480,116.18	81.35	110,033.82	0.00	0.00
2490	Other Administration Salaries							
01 2490 111 000 0000 0 000	Activities Director Salary	80,00	6,275.08	62,750.80	78.44	17,249.20	0.00	0.00
01 2490 211 000 0000 0 000	Activities Director Insurance	8,000	639.40	6,394.00	79.93	1,606.00	0.00	0.00
01 2490 221 000 0000 0 000	Activities Director Social Security	6,000	483.86	4,849.19	80.82	1,150.81	0.00	0.00
01 2490 231 000 0000 0 000	Activities Director Retirement	7,000	461.22	4,929.44	70.42	2,070.56	0.00	0.00

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			Month	Date				
01 2490 237 000 0000 0 000	Activities Director Increased Retirement	0.00	158.62	1,268.96	0.00	(1,268.96)	0.00	0.00
01 2490 291 000 0000 0 000	Activities Director Other Benefits	0.00	50.00	450.00	0.00	(450.00)	0.00	0.00
01 2490 330 000 0000 0 000	Activities Director Training Development	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2490 580 000 0000 0 000	Activities Director Travel Expense	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2490 610 000 0000 0 000	Activities Director Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2490 810 000 0000 0 000	Activities Director Membership Dues	500.0	0.00	0.00	0.00	500.00	0.00	0.00
2490	Other Administration Salaries	103,0	8,068.18	80,642.39	78.29	22,357.61	0.00	0.00
2510	Fiscal Services							
01 2510 110 000 0000 0 000	Bookkeeper Salary	140,0	12,641.16	95,907.92	68.51	44,092.08	0.00	0.00
01 2510 130 000 0000 0 000	Bookkeeper Overtime	20,00	0.00	7,053.99	35.27	12,946.01	0.00	0.00
01 2510 210 000 0000 0 000	Bookkeeper Insurance	40,00	1,540.04	15,263.12	38.16	24,736.88	0.00	0.00
01 2510 220 000 0000 0 000	Bookkeeper Social Security	12,00	967.05	7,876.58	65.64	4,123.42	0.00	0.00
01 2510 230 000 0000 0 000	Bookkeeper Retirement	17,00	929.12	8,086.00	47.56	8,914.00	0.00	0.00
01 2510 237 000 0000 0 000	Bookkeeper Increased Retirement	0,00	319.55	2,084.37	0,00	(2,084.37)	0.00	0.00
01 2510 280 000 0000 0 000	Bookkeeper Health Benefits	1,000	267.73	2,677.30	267.73	(1,677.30)	0.00	0.00
01 2510 315 000 0000 0 000	Audit/Accounting Costs	10,00	0.00	10,075.00	100.75	(75.00)	0.00	0.00
01 2510 330 000 0000 0 000	Bookkeeper Training & Development	750.0	75.00	75.00	10.00	675.00	0.00	0.00
11 2510 330 000 0000 0 000	Employee Training & Development	0,00	0,00	75.00	0,00	(75.00)	0.00	0.00
01 2510 520 000 0000 0 000	Property Insurance	65,00	5,903.54	41,437.60	63.75	23,562.40	0.00	0.00
01 2510 530 000 0000 0 000	District Telecommunication	20,00	1,429.28	14,313.36	71.57	5,686.64	0.00	0.00
01 2510 530 002 0000 1 000	Elem Telecommunications	4,000	263.33	2,663.90	66.60	1,336.10	0.00	0.00
01 2510 530 001 0000 2 000	HS Telecommunications	5,000	263.34	3,048.92	60.98	1,951.08	0.00	0.00
01 2510 530 001 1116 2 000	Pathways Telecommunications	1,000	75.24	761.12	76.11	238.88	0.00	0.00
01 2510 530 004 0000 3 000	MS Telecommunications	4,000	282.89	2,812.08	70.30	1,187.92	0.00	0.00
01 2510 531 002 0000 1 000	Elem Postage	3,500	0.00	2,456.46	70.18	1,043.54	0.00	0.00
11 2510 531 002 0000 1 000	Postage	0,00	0,00	2,103.71	0,00	(2,103.71)	0.00	0.00
01 2510 531 001 0000 2 000	HS Postage	3,500	0.00	2,431.96	69.48	1,068.04	0.00	0.00
11 2510 531 001 0000 2 000	Postage	0,00	0,00	2,103.71	0,00	(2,103.71)	0.00	0.00
01 2510 531 004 0000 3 000	MS Postage	2,000	0.00	1,305.65	65.28	694.35	0.00	0.00
01 2510 540 000 0000 0 000	District Advertising	500.0	0.00	115.20	23.04	384.80	0.00	0.00
01 2510 580 000 0000 0 000	Bookkeeper Travel Expense	800.0	0.00	0.00	0.00	800.00	0.00	0.00
01 2510 610 000 0000 0 000	Fiscal Service Supplies	3,000	0.00	993.09	33.10	2,006.91	0.00	0.00
01 2510 650 000 0000 0 000	Business Office Technology Supplies	10,00	0.00	325.00	3.25	9,675.00	0.00	0.00
01 2510 810 000 0000 0 000	Business Office Dues & Fees	100.0	107.49	137.49	137.49	(37.49)	0.00	0.00
2510	Fiscal Services	363,1	25,064.76	226,183.53	62.28	136,966.47	0.00	0.00
2515	Building & Sites							
08 2515 450 000 0000 0 000	Construction Services	0.00	0.00	1,150.92	0.00	(1,150.92)	0.00	0.00
08 2515 490 000 0000 0 000	OTHER PURCHASED PROPERTY SERVICES	0.00	0.00	4,700.00	0.00	(4,700.00)	0.00	0.00
08 2515 720 000 0000 0 000	BUILDINGS AND IMPROVEMENTS	0.00	0.00	395,869.46	0.00	(395,869.46)	0.00	0.00
2515	Building & Sites	0.00	0.00	401,720.38	0.00	(401,720.38)	0.00	0.00
2560	Public Information Services							
01 2560 643 000 0000 0 000	School Website/Messenger System	8,000	0.00	4,849.74	60.62	3,150.26	0.00	0.00
2560	Public Information Services	8,000	0.00	4,849.74	60.62	3,150.26	0.00	0.00
2570	Personnel Services							
01 2570 340 000 0000 0 000	Background Checks	1,500	0.00	500.50	33.37	999.50	0.00	0.00
01 2570 540 000 0000 0 000	Advertising for Personnel	1,000	0.00	345.60	34.56	654.40	0.00	0.00
01 2570 610 000 0000 0 000	Personnel Services Supplies	0.00	0.00	105.93	0.00	(105.93)	0.00	0.00
01 2570 643 000 0000 0 000	Web-based Software	0.00	0.00	7,760.00	0.00	(7,760.00)	0.00	0.00

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2570	Personnel Services	2,500	0.00	8,712.03	348.48	(6,212.03)	0.00	0.00
2580	Administrative Tech Services							
01 2580 114 000 0000 0 000	Technical Staff Salary	55,00	4,799.28	44,639.01	81.16	10,360.99	0.00	0.00
01 2580 134 000 0000 0 000	Technical Staff Overtime	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2580 151 004 0000 3 000	MS LAN Manager	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 2580 214 000 0000 0 000	Technical Staff Group Insurance	18,00	1,313.18	13,636.38	75.76	4,363.62	0.00	0.00
01 2580 221 004 0000 3 000	MS LAN Manager Social Security	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2580 224 000 0000 0 000	Technical Staff Social Security	4,000	361.39	3,356.04	83.90	643.96	0.00	0.00
01 2580 231 004 0000 3 000	MS Retirement - Tech	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2580 234 000 0000 0 000	Technical Staff Retirement	4,000	352.74	3,514.41	87.86	485.59	0.00	0.00
01 2580 237 000 0000 0 000	Technical Staff Increased Retirement	0.00	121.31	894.88	0.00	(894.88)	0.00	0.00
01 2580 432 000 0000 0 000	Technology Support	20,00	0.00	12,497.28	62.49	7,502.72	0.00	0.00
01 2580 643 000 0000 0 000	Web-based Software Subscription	6,000	42.60	1,343.01	22.38	4,656.99	0.00	0.00
01 2580 650 000 0000 0 000	Technology Supplies	0.00	21.72	5,007.99	0.00	(5,007.99)	0.00	0.00
11 2580 650 000 0000 0 000	Supplies-Technology Related	0.00	0.00	719.97	0.00	(719.97)	0.00	0.00
01 2580 734 000 0000 0 000	Technology Equipment	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
2580	Administrative Tech Services	116,5	7,012.22	85,608.97	73.48	30,891.03	0.00	0.00
2610	Operation of Buildings							
01 2610 110 002 0000 1 000	Elem Custodial Salaries	125,0	9,595.52	96,056.85	76.85	28,943.15	0.00	0.00
01 2610 110 001 0000 2 000	HS Custodial Salaries	130,0	9,595.51	96,227.91	74.02	33,772.09	0.00	0.00
01 2610 110 004 0000 3 000	MS Custodial Salaries	110,0	6,205.10	66,442.81	60.40	43,557.19	0.00	0.00
01 2610 120 004 0000 3 000	MS Custodial Substitutes	0.00	126.40	2,250.28	0.00	(2,250.28)	0.00	0.00
01 2610 130 002 0000 1 000	Elem Custodial Overtime	23,00	412.20	13,560.44	58.96	9,439.56	0.00	0.00
01 2610 130 001 0000 2 000	HS Custodial Overtime	23,00	412.20	13,560.56	58.96	9,439.44	0.00	0.00
01 2610 130 004 0000 3 000	MS Custodial Overtime	5,000	147.30	3,068.07	61.36	1,931.93	0.00	0.00
01 2610 210 002 0000 1 000	Elem Custodial Insurance	42,00	3,292.93	32,896.03	78.32	9,103.97	0.00	0.00
01 2610 210 001 0000 2 000	HS Custodial Insurance	42,00	3,292.94	32,962.67	78.48	9,037.33	0.00	0.00
01 2610 210 004 0000 3 000	MS Custodial Insurance	45,00	2,555.25	23,303.69	51.79	21,696.31	0.00	0.00
01 2610 220 002 0000 1 000	Elem Custodial Social Security	12,00	749.10	8,219.42	68.50	3,780.58	0.00	0.00
01 2610 220 001 0000 2 000	HS Custodial Social Security	12,00	749.05	8,232.31	68.60	3,767.69	0.00	0.00
01 2610 220 004 0000 3 000	MS Custodial Social Security	10,00	490.75	5,444.85	54.45	4,555.15	0.00	0.00
01 2610 230 002 0000 1 000	Elem Custodial Retirement	15,00	735.56	8,604.87	57.37	6,395.13	0.00	0.00
01 2610 230 001 0000 2 000	HS Custodial Retirement	15,00	735.57	8,621.74	57.48	6,378.26	0.00	0.00
01 2610 230 004 0000 3 000	MS Custodial Retirement	15,00	476.19	5,527.64	36.85	9,472.36	0.00	0.00
01 2610 237 002 0000 1 000	Elem Custodial Increased Retirement	0.00	252.98	2,222.95	0.00	(2,222.95)	0.00	0.00
01 2610 237 001 0000 2 000	HS Custodial Increased Retirement	0.00	252.97	2,222.91	0.00	(2,222.91)	0.00	0.00
01 2610 237 004 0000 3 000	MS Custodial Increased Retirement	0.00	163.78	1,403.46	0.00	(1,403.46)	0.00	0.00
01 2610 280 002 0000 1 000	Elem Custodial OtherHealth Benefit (HSA)	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2610 280 001 0000 2 000	HS Custodial Other Health Benefit (HSA)	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2610 280 004 0000 3 000	MS Custodial Other Health Benefit (HSA)	500.0	218.26	1,774.08	354.82	(1,274.08)	0.00	0.00
01 2610 330 000 0000 0 000	District Custodial Training&Development	500.0	0.00	450.00	90.00	50.00	0.00	0.00
11 2610 330 000 0000 0 000	Employee Training & Development	0.00	0.00	150.00	0.00	(150.00)	0.00	0.00
01 2610 410 000 0000 0 000	District Water/Garbage	500.0	87.94	445.82	89.16	54.18	0.00	0.00
01 2610 410 002 0000 1 000	Elem Water/Garbage	11,00	1,530.10	7,219.15	65.63	3,780.85	0.00	0.00
01 2610 410 001 0000 2 000	HS Water/Garbage	11,00	1,530.11	7,219.17	65.63	3,780.83	0.00	0.00
01 2610 410 001 1116 2 000	Pathways Water/Garbage	1,500	129.35	653.76	43.58	846.24	0.00	0.00
01 2610 410 004 0000 3 000	MS Water/Garbage	3,500	0.00	2,091.06	59.74	1,408.94	0.00	0.00
01 2610 430 000 0000 0 000	Repairs Albion	0.00	2,979.35	11,499.35	0.00	(11,499.35)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

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Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
01 2610 430 002 0000 1 000	Elem Contracted Repair Services	15,00	0.00	7,712.09	51.41	7,287.91	0.00	0.00
01 2610 430 001 0000 2 000	HS Contracted Repair Services	15,00	0.00	11,119.13	74.13	3,880.87	0.00	0.00
01 2610 430 001 1116 2 000	Pathways Contracted Repair Services	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
01 2610 430 004 0000 3 000	MS Contracted Repair Services	15,00	0.00	2,214.94	14.77	12,785.06	0.00	0.00
01 2610 431 000 0000 0 000	District Service Agreements	0.00	0.00	60.00	0.00	(60.00)	0.00	0.00
01 2610 431 002 0000 1 000	Elem Service Agreements	11,00	95.14	7,417.74	67.43	3,582.26	0.00	0.00
01 2610 431 001 0000 2 000	HS Service Agreements	11,00	150.14	7,637.72	69.43	3,362.28	0.00	0.00
01 2610 431 001 1116 2 000	Pathways Service Agreements	1,500	36.00	360.00	24.00	1,140.00	0.00	0.00
01 2610 431 004 0000 3 000	MS Service Agreements	5,000	99.56	2,134.94	42.70	2,865.06	0.00	0.00
01 2610 442 000 0000 0 000	District Equipment Rental	0.00	0.00	150.00	0.00	(150.00)	0.00	0.00
01 2610 442 002 0000 1 000	Elem Custodial Equipment Rental	7,500	0.00	70.00	0.93	7,430.00	0.00	0.00
01 2610 442 001 0000 2 000	HS Custodial Equipment Rental	7,500	150.00	745.00	9.93	6,755.00	0.00	0.00
01 2610 442 004 0000 3 000	MS Custodial Equipment Rental	2,000	0.00	2,000.00	100.00	0.00	0.00	0.00
01 2610 450 002 0000 1 000	Elem Construction Services Pd Contractor	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
01 2610 450 001 0000 2 000	HS Construction Services Pd Contractor	7,500	0.00	0.00	0.00	7,500.00	0.00	0.00
01 2610 450 001 1116 2 000	Pathways Construction Serv Pd Contractor	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
01 2610 450 004 0000 3 000	MS Construction Services Pd Contractor	10,000	0.00	0.00	0.00	10,000.00	0.00	0.00
01 2610 610 000 0000 0 000	District Building Supplies	10,00	1,175.04	9,340.76	93.41	659.24	0.00	0.00
01 2610 610 000 2020 0 000	COVID Supplies	0.00	1,097.50	1,097.50	0.00	(1,097.50)	0.00	0.00
01 2610 610 002 0000 1 000	Elem Building Supplies	25,00	868.93	20,414.80	81.66	4,585.20	0.00	0.00
01 2610 610 002 0000 1 100	Elementary Equipment/Furniture	0.00	0.00	1,089.00	0.00	(1,089.00)	0.00	0.00
01 2610 610 001 0000 2 000	HS Building Supplies	25,00	916.90	23,393.43	93.57	1,606.57	0.00	0.00
01 2610 610 001 1116 2 000	Pathways Building Supplies	10,00	0.00	0.00	0.00	10,000.00	0.00	0.00
01 2610 610 004 0000 3 000	MS Building Supplies	9,000	1,176.13	3,576.77	39.74	5,423.23	0.00	0.00
11 2610 610 004 0000 3 000	SUPPLIES	0.00	0.00	132.94	0.00	(132.94)	0.00	0.00
01 2610 621 000 0000 0 000	District Natural Gas	1,000	38.45	956.17	95.62	43.83	0.00	0.00
01 2610 621 002 0000 1 000	Elem Natural Gas	20,00	518.51	11,398.03	56.99	8,601.97	0.00	0.00
01 2610 621 001 0000 2 000	HS Natural Gas	23,00	715.05	15,390.79	66.92	7,609.21	0.00	0.00
01 2610 621 001 1116 2 000	Pathways Natural Gas	4,000	80.79	2,132.74	53.32	1,867.26	0.00	0.00
01 2610 621 004 0000 3 000	MS Natural Gas	20,00	385.86	11,672.24	58.36	8,327.76	0.00	0.00
01 2610 622 000 0000 0 000	District Electricity	1,200	61.16	671.00	55.92	529.00	0.00	0.00
01 2610 622 002 0000 1 000	Elem Electricity	42,00	1,849.47	25,706.10	61.21	16,293.90	0.00	0.00
01 2610 622 001 0000 2 000	HS Electricity	75,00	3,139.90	59,242.03	78.99	15,757.97	0.00	0.00
01 2610 622 001 1116 2 000	Pathways Electricity	2,000	138.91	2,015.20	100.76	(15.20)	0.00	0.00
01 2610 622 004 0000 3 000	MS Electricity	16,000	414.00	10,791.36	67.45	5,208.64	0.00	0.00
01 2610 626 002 0000 1 000	Elem Custodial Vehicle Gasoline	2,000	119.06	812.88	40.64	1,187.12	0.00	0.00
01 2610 626 001 0000 2 000	HS Custodial Vehicle Gasoline	2,000	119.07	812.90	40.65	1,187.10	0.00	0.00
01 2610 626 004 0000 3 000	MS Custodial Vehicle Gasoline	1,000	0.00	362.49	36.25	637.51	0.00	0.00
11 2610 626 004 0000 3 000	Gasoline & diesel fuel	0.00	0.00	79.40	0.00	(79.40)	0.00	0.00
01 2610 731 000 0000 0 000	District Custodial Machinery	20,000	0.00	0.00	0.00	20,000.00	0.00	0.00
2610	Operation of Buildings	1,082	60,061.98	705,041.94	65.12	377,658.06	0.00	0.00
2620	Maintenance of Buildings							
11 2620 610 000 0000 0 000	Supplies	0.00	0.00	18.00	0.00	(18.00)	0.00	0.00
2620	Maintenance of Buildings	0.00	0.00	18.00	0.00	(18.00)	0.00	0.00
2660	Security							
01 2660 340 000 0000 0 000	District Security Services	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00
01 2660 340 002 0000 1 000	Elem Security Services/Repairs	0.00	0.00	93.00	0.00	(93.00)	0.00	0.00
01 2660 340 001 0000 2 000	HS Security Services/Repairs	0.00	0.00	690.50	0.00	(690.50)	0.00	0.00
01 2660 610 000 0000 0 000	District Security Supplies	3,000	0.00	206.50	6.88	2,793.50	0.00	0.00
01 2660 610 000 0000 0 100	District Security Equipment	5,000	0.00	0.00	0.00	5,000.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
01 2660 643 000 0000 0 000	Security Web-based Software	3,000	0.00	0.00	0.00	3,000.00	0.00	0.00
2660	Security	16,00	0.00	990.00	6.19	15,010.00	0.00	0.00
2670	Safety							
01 2670 221 000 0000 0 000	Safety Coordinator Social Security	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 2670 231 000 0000 0 000	Safety Coordinator Retirement	250.0	0.00	0.00	0.00	250.00	0.00	0.00
01 2670 330 000 0000 0 000	Safety Training & Development	1,000	0.00	1,770.00	177.00	(770.00)	0.00	0.00
01 2670 340 000 0000 0 000	District Safety Services/Repairs	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 2670 431 002 0000 1 000	Elem Safety Service Agreements	2,500	0.00	1,146.43	45.86	1,353.57	0.00	0.00
01 2670 431 001 0000 2 000	HS Safety Service Agreements	2,500	0.00	1,146.42	45.86	1,353.58	0.00	0.00
01 2670 431 004 0000 3 000	MS Safety Service Agreements	2,500	0.00	0.00	0.00	2,500.00	0.00	0.00
01 2670 580 000 0000 0 000	Safety Travel Expense	500.0	0.00	94.25	18.85	405.75	0.00	0.00
01 2670 610 000 0000 0 000	Safety Supplies	2,000	0.00	543.92	27.20	1,456.08	0.00	0.00
2670	Safety	12,00	0.00	4,701.02	39.18	7,298.98	0.00	0.00
2710	Regular Pupil Transportation							
01 2710 110 000 0000 0 000	Daily Bus Route Driver Salaries	52,00	4,422.93	43,742.60	84.12	8,257.40	0.00	0.00
01 2710 110 000 0000 0 600	Bus Route & Activities Scheduling	10,00	17.50	4,812.50	48.13	5,187.50	0.00	0.00
01 2710 110 002 0000 1 000	Elem Activity Driver Salaries	5,000	0.00	580.50	11.61	4,419.50	0.00	0.00
01 2710 110 001 0000 2 000	HS Activity Driver Salaries	15,000	0.00	11,119.20	74.13	3,880.80	0.00	0.00
01 2710 110 004 0000 3 000	MS Activity Driver Salaries	5,000	566.19	5,721.48	114.43	(721.48)	0.00	0.00
01 2710 110 004 0000 3 500	MS Route Driver Salaries	30,00	1,274.94	24,353.43	81.18	5,646.57	0.00	0.00
01 2710 120 000 0000 0 000	Bus Driver Substitute Salaries	8,000	0.00	3,871.43	48.39	4,128.57	0.00	0.00
01 2710 120 004 0000 3 500	MS Route Driver Sub Salaries	4,000	0.00	2,171.57	54.29	1,828.43	0.00	0.00
01 2710 130 001 0000 2 000	HS Activity Transportation Overtime	8,000	0.00	9,393.36	117.42	(1,393.36)	0.00	0.00
01 2710 151 000 0000 0 000	Transportation Coordinator	2,000	96.66	966.60	48.33	1,033.40	0.00	0.00
01 2710 210 000 0000 0 000	Bus Driver Insurance	5,000	1,027.63	5,393.73	107.87	(393.73)	0.00	0.00
01 2710 210 000 0000 0 600	Bus Route Scheduling Insurance	2,000	0.00	0.00	0.00	2,000.00	0.00	0.00
01 2710 210 001 0000 2 000	HS Group Insurance - Bus Driver	0.00	0.00	1,751.35	0.00	(1,751.35)	0.00	0.00
01 2710 210 004 0000 3 500	MS Group Insurance - Bus Driver	0.00	0.00	1,757.89	0.00	(1,757.89)	0.00	0.00
01 2710 220 000 0000 0 000	Bus Driver Social Security	4,000	318.52	3,543.34	88.58	456.66	0.00	0.00
01 2710 220 000 0000 0 600	Bus Scheduling Social Security	1,000	1.33	368.17	36.82	631.83	0.00	0.00
01 2710 220 002 0000 1 000	Elem Bus Drivers Social Security	500.0	0.00	44.40	8.88	455.60	0.00	0.00
01 2710 220 001 0000 2 000	HS Social Security -Bus Drivers	1,500	0.00	1,535.60	102.37	(35.60)	0.00	0.00
01 2710 220 004 0000 3 000	MS Bus Drivers Social Security	1,000	43.31	437.69	43.77	562.31	0.00	0.00
01 2710 220 004 0000 3 500	MS Bus Route Social Security	3,000	97.53	1,993.01	66.43	1,006.99	0.00	0.00
01 2710 221 000 0000 0 000	Transportation - Social Security	250.0	7.39	73.90	29.56	176.10	0.00	0.00
01 2710 230 000 0000 0 000	Bus Driver Retirement	4,500	325.08	3,444.89	76.55	1,055.11	0.00	0.00
01 2710 230 000 0000 0 600	Bus Schedule Retirement	1,000	1.29	386.91	38.69	613.09	0.00	0.00
01 2710 230 002 0000 1 000	Elem Bus Activity Retirement	500.0	0.00	45.40	9.08	454.60	0.00	0.00
01 2710 230 001 0000 2 000	HS Bus Activity Retirement	1,500	0.00	1,578.71	105.25	(78.71)	0.00	0.00
01 2710 230 004 0000 3 000	MS Bus Activity Retirement	1,000	41.62	431.82	43.18	568.18	0.00	0.00
01 2710 230 004 0000 3 500	MS Bus Route Retirement	3,000	93.71	1,921.61	64.05	1,078.39	0.00	0.00
01 2710 231 000 0000 0 000	Transportation - Retirement	250.0	7.10	75.90	30.36	174.10	0.00	0.00
01 2710 237 000 0000 0 000	Bus Route Increased Retirement	0.00	114.24	949.30	0.00	(949.30)	0.00	0.00
01 2710 237 000 0000 0 600	Bus Scheduling Increased Retirement	0.00	0.44	88.48	0.00	(88.48)	0.00	0.00
01 2710 237 002 0000 1 000	Elem Activity Increased Retirement	0.00	0.00	11.95	0.00	(11.95)	0.00	0.00
01 2710 237 001 0000 2 000	HS Activity Increased Retirement	0.00	0.00	427.91	0.00	(427.91)	0.00	0.00
01 2710 237 004 0000 3 000	MS Activity Increased Retirement	0.00	14.31	132.68	0.00	(132.68)	0.00	0.00
01 2710 237 004 0000 3 500	MS Route Increased Retirement	0.00	32.23	482.11	0.00	(482.11)	0.00	0.00

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			Month	Date				
01 2710 332 000 0000 0 000	Mileage Paid to Parents	8,000	0.00	2,269.13	28.36	5,730.87	0.00	0.00
01 2710 333 000 0000 0 000	OTHER TRANS AND MILEAGE	0.00	0.00	79.77	0.00	(79.77)	0.00	0.00
11 2710 333 000 0000 0 000	MILEAGE	0.00	0.00	79.77	0.00	(79.77)	0.00	0.00
01 2710 340 000 0000 0 000	Professional Services for Drivers	3,000	0.00	1,371.00	45.70	1,629.00	0.00	0.00
01 2710 626 000 0000 0 000	GAS AND OIL	0.00	0.00	20.00	0.00	(20.00)	0.00	0.00
11 2710 626 000 0000 0 000	GAS AND OIL	0.00	0.00	20.00	0.00	(20.00)	0.00	0.00
01 2710 732 000 0000 0 000	Bus Acquisition Transfer to Depreciation	100,0	0.00	0.00	0.00	100,000.00	0.00	0.00
2710	Regular Pupil Transportation	280,0	8,503.95	137,449.09	49.09	142,550.91	0.00	0.00
2712	Vehicle Operation - School Age SpEd							
01 2712 332 002 0000 1 000	Elem Parent Mileage	0.00	104.65	358.80	0.00	(358.80)	0.00	0.00
11 2712 332 002 0000 1 000	MILEAGE TO PARENTS Elem	0.00	0.00	358.80	0.00	(358.80)	0.00	0.00
01 2712 332 001 0000 2 000	Mileage to HS Parents	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 2712 332 004 0000 3 000	MS Parent Mileage	5,000	0.00	2,177.28	43.55	2,822.72	0.00	0.00
11 2712 332 004 0000 3 000	MILEAGE TO PARENTS	0.00	0.00	2,177.28	0.00	(2,177.28)	0.00	0.00
2712	Vehicle Operation - School Age SpEd	6,000	104.65	5,072.16	84.54	927.84	0.00	0.00
2713	Vehicle Operation - Below Age 5 SpEd							
01 2713 112 002 0000 1 000	Preschool Transportation	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
2713	Vehicle Operation - Below Age 5 SpEd	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
2730	Vehicle Servicing & Maintenance - Reg Ed							
01 2730 110 000 0000 0 000	Bus Maintenance Trip Salaries	6,000	0.00	1,447.75	24.13	4,552.25	0.00	0.00
01 2730 220 000 0000 0 000	Bus MaintenanceTrips Social Security	500.0	0.00	110.76	22.15	389.24	0.00	0.00
01 2730 230 000 0000 0 000	Bus Maintenance Trips Retirement	500.0	0.00	100.48	20.10	399.52	0.00	0.00
01 2730 237 000 0000 0 000	Bus MaintenanceTrips Increased Retirement	0.00	0.00	29.23	0.00	(29.23)	0.00	0.00
01 2730 430 000	Repairs	60,00	(2,444.93)	75.00	0.13	59,925.00	0.00	0.00
01 2730 430 000 0007 0 000	Bus 7 Repairs	0.00	0.00	3,222.75	0.00	(3,222.75)	0.00	0.00
01 2730 430 000 0008 0 000	Bus 8 Repairs	0.00	13.98	7,942.10	0.00	(7,942.10)	0.00	0.00
01 2730 430 000 0009 0 000	Bus 9 Repairs	0.00	0.00	2,655.78	0.00	(2,655.78)	0.00	0.00
01 2730 430 000 0010 0 000	Vehicle #1 Repairs	0.00	89.00	988.20	0.00	(988.20)	0.00	0.00
01 2730 430 000 0013 0 000	Bus 13 Repairs	0.00	40.71	7,425.28	0.00	(7,425.28)	0.00	0.00
01 2730 430 000 0015 0 000	Bus 15 Repairs	0.00	0.00	7,966.92	0.00	(7,966.92)	0.00	0.00
01 2730 430 000 0020 0 000	Vehicle #2 Repairs	0.00	68.00	396.30	0.00	(396.30)	0.00	0.00
01 2730 430 000 0030 0 000	Vehicle #3 Repairs	0.00	409.10	1,112.58	0.00	(1,112.58)	0.00	0.00
01 2730 430 000 0040 0 000	Vehicle #4 Repairs	0.00	0.00	713.30	0.00	(713.30)	0.00	0.00
01 2730 430 000 0050 0 000	Vehicle #5 Repairs	0.00	182.50	693.68	0.00	(693.68)	0.00	0.00
01 2730 430 000 0060 0 000	Vehicle #6 Repairs	0.00	481.38	926.88	0.00	(926.88)	0.00	0.00
01 2730 430 000 0070 0 000	Vehicle #7 Repairs	0.00	0.00	183.90	0.00	(183.90)	0.00	0.00
01 2730 430 000 0080 0 000	Vehicle #8 Repairs	0.00	304.02	632.39	0.00	(632.39)	0.00	0.00
01 2730 430 000 0090 0 000	Vehicle #9 Repairs	0.00	294.63	556.13	0.00	(556.13)	0.00	0.00
01 2730 430 000 0100 0 000	Vehicle #10 Repairs	0.00	0.00	291.59	0.00	(291.59)	0.00	0.00
01 2730 430 000 0110 0 000	Vehicle #11Repairs	0.00	(294.63)	789.63	0.00	(789.63)	0.00	0.00
01 2730 430 000 0120 0 000	Vehicle #12 Repairs	0.00	276.50	549.50	0.00	(549.50)	0.00	0.00
01 2730 430 000 0130 0 000	Vehicle #13 Repairs	0.00	104.00	555.50	0.00	(555.50)	0.00	0.00
01 2730 430 000 0191 0 000	Bus 19A Repairs	0.00	0.00	578.75	0.00	(578.75)	0.00	0.00
01 2730 430 000 0192 0 000	Bus 19B Repairs	0.00	629.39	1,211.76	0.00	(1,211.76)	0.00	0.00
01 2730 430 000 1920 0 000	White Mini Bus Repairs	0.00	3.79	3.79	0.00	(3.79)	0.00	0.00
11 2730 430 000 0013 0 000	Repairs	0.00	0.00	213.54	0.00	(213.54)	0.00	0.00
01 2730 520 000 0000 0 000	Vehicle Insurance	13,000	1,109.27	8,082.45	62.17	4,917.55	0.00	0.00
01 2730 610 000 0000 0 000	Vehicle Supplies	2,000	0.00	1,833.99	91.70	166.01	0.00	0.00
11 2730 610 000 0000 0 000	Supplies	0.00	0.00	38.50	0.00	(38.50)	0.00	0.00
01 2730 626 000 0000 0 000	Gasoline & diesel fuel	65,000	138.05	40,240.75	61.91	24,759.25	0.00	0.00
11 2730 626 000 0000 0 000	Gasoline & diesel fuel	0.00	0.00	1,527.48	0.00	(1,527.48)	0.00	0.00

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01 2730 810 000 0000 0 000	Vehicle Fees	1,000	0.00	212.00	21.20	788.00	0.00	0.00
11 2730 810 000 0000 0 000	Licenses & Fees	0.00	0.00	46.00	0.00	(46.00)	0.00	0.00
2730	Vehicle Servicing & Maintenance - Reg Ed	148,0	1,404.76	93,354.64	63.08	54,645.36	0.00	0.00
2900	Other Support Services							
05 2900 112 002 0195 1 000	CKC Salaries	0.00	277.50	30,040.85	0.00	(30,040.85)	0.00	0.00
05 2900 212 002 0195 1 000	CKC Insurance	0.00	10.41	134.92	0.00	(134.92)	0.00	0.00
05 2900 222 002 0195 1 000	CKC Social Security	0.00	21.23	2,294.93	0.00	(2,294.93)	0.00	0.00
05 2900 232 002 0195 1 000	CKC Retirement	0.00	0.00	507.92	0.00	(507.92)	0.00	0.00
05 2900 237 002 0195 1 000	Increased Retirement Contributions	0.00	0.00	86.32	0.00	(86.32)	0.00	0.00
05 2900 610 000 0099 0 000	Supplies	0.00	0.00	312.60	0.00	(312.60)	0.00	0.00
05 2900 610 000 0104 0 000	SUPPLIES/ACTIVITY INTEREST	0.00	0.00	90.96	0.00	(90.96)	0.00	0.00
05 2900 610 000 0105 0 000	SUPPLIES/ACTIVITY TICKET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0113 0 000	Supplies	0.00	0.00	5,302.25	0.00	(5,302.25)	0.00	0.00
05 2900 610 000 0114 0 000	SUPPLIES/BAND	0.00	0.00	382.90	0.00	(382.90)	0.00	0.00
05 2900 610 000 0123 0 000	SUPPLIES/ALUMNI GOLF	0.00	108.24	108.24	0.00	(108.24)	0.00	0.00
05 2900 610 000 0127 0 000	SUPPLIES/COFFEE FUND	0.00	0.00	1,615.42	0.00	(1,615.42)	226.15	0.00
05 2900 610 000 0143 0 000	SUPPLIES/MISCELLANEOUS	0.00	0.00	15,286.62	0.00	(15,286.62)	0.00	0.00
05 2900 610 000 0148 0 000	SUPPLIES/ATHLETIC DIRECTOR	0.00	0.00	360.00	0.00	(360.00)	0.00	0.00
05 2900 610 000 0165 0 000	SUPPLIES/KOHTZ MEMORIAL	0.00	0.00	25.00	0.00	(25.00)	0.00	0.00
05 2900 610 000 0185 0 000	SUPPLIES/INSTRUMENT RENTAL	0.00	0.00	27.54	0.00	(27.54)	0.00	0.00
05 2900 610 000 0194 0 000	SUPPLIES/PERFORMING ARTS	0.00	0.00	1,812.03	0.00	(1,812.03)	2,053.97	0.00
05 2900 610 000 0198 0 000	SUPPLIES/TRADITIONS	0.00	0.00	88.71	0.00	(88.71)	0.00	0.00
05 2900 610 002 0094 1 000	Supplies/FAMILY LITERACY NIGHT	0.00	0.00	2,603.51	0.00	(2,603.51)	0.00	0.00
05 2900 610 002 0095 1 000	Supplies	0.00	0.00	88.00	0.00	(88.00)	0.00	0.00
05 2900 610 002 0117 1 000	Supplies/Preschool Grant	0.00	0.00	518.81	0.00	(518.81)	2,227.11	0.00
05 2900 610 002 0139 1 000	SUPPLIES/PTO	0.00	0.00	4,244.39	0.00	(4,244.39)	0.00	0.00
05 2900 610 002 0195 1 000	SUPPLIES/CKC	0.00	0.00	4,762.35	0.00	(4,762.35)	0.00	0.00
05 2900 610 001 0098 2 000	Supplies	0.00	0.00	96.00	0.00	(96.00)	0.00	0.00
05 2900 610 001 0101 2 000	SUPPLIES/BC CLUB	0.00	0.00	18.00	0.00	(18.00)	0.00	0.00
05 2900 610 001 0103 2 000	Supplies	0.00	0.00	421.73	0.00	(421.73)	0.00	0.00
05 2900 610 001 0107 2 000	Supplies/Greenhouse	0.00	0.00	539.00	0.00	(539.00)	0.00	0.00
05 2900 610 001 0111 2 000	CONCESSION EXPENSES	0.00	0.00	33,276.95	0.00	(33,276.95)	0.00	0.00
05 2900 610 001 0113 2 000	Supplies/Athletics	0.00	0.00	42,692.67	0.00	(42,692.67)	8,897.07	0.00
05 2900 610 001 0114 2 000	SUPPLIES/HS BAND	0.00	0.00	1,321.18	0.00	(1,321.18)	0.00	0.00
05 2900 610 001 0116 2 000	SUPPLIES/CLOSE UP FUND RAISER	0.00	0.00	7,983.85	0.00	(7,983.85)	0.00	0.00
05 2900 610 001 0119 2 000	SUPPLIES/CHEERLEADERS	0.00	0.00	2,364.02	0.00	(2,364.02)	0.00	0.00
05 2900 610 001 0120 2 000	SUPPLIES/CHORAL CLINIC	0.00	0.00	1,314.66	0.00	(1,314.66)	0.00	0.00
05 2900 610 001 0123 2 000	Supplies/Alumni Golf	0.00	0.00	992.20	0.00	(992.20)	0.00	0.00
05 2900 610 001 0125 2 000	HS CROSS COUNTRY COACHES ACCT	0.00	0.00	3,764.73	0.00	(3,764.73)	0.00	0.00
05 2900 610 001 0130 2 000	SUPPLIES/FBLA	0.00	0.00	961.67	0.00	(961.67)	0.00	0.00
05 2900 610 001 0132 2 000	SUPPLIES/FFA	0.00	1,535.39	39,365.30	0.00	(39,365.30)	0.00	0.00
05 2900 610 001 0133 2 000	SUPPLIES/FCCLA	0.00	0.00	1,013.00	0.00	(1,013.00)	0.00	0.00
05 2900 610 001 0135 2 000	SUPPLIES/CLASS OF 2021	0.00	0.00	1,082.01	0.00	(1,082.01)	0.00	0.00
05 2900 610 001 0136 2 000	SUPPLIES/HONOR SOCIETY	0.00	0.00	768.11	0.00	(768.11)	0.00	0.00
05 2900 610 001 0141 2 000	SUPPLIES/HS LIBRARY	0.00	0.00	547.47	0.00	(547.47)	0.00	0.00
05 2900 610 001 0144 2 000	SUPPLIES/BOOSTER CLUB	0.00	0.00	101,295.05	0.00	(101,295.05)	0.00	0.00
05 2900 610 001 0145 2 000	SUPPLIES/CLASS OF 2019	0.00	0.00	45.50	0.00	(45.50)	0.00	0.00
05 2900 610 001 0147 2 000	HS SOFTBALL COACHES ACCOUNT	0.00	0.00	4,032.42	0.00	(4,032.42)	0.00	0.00
05 2900 610 001 0148 2 000	SUPPLIES/ACTIVITIES DIRECTOR DONATIONS	0.00	0.00	4,817.20	0.00	(4,817.20)	0.00	0.00
05 2900 610 001 0149 2 000	SUPPLIES/SADD	0.00	0.00	5,348.22	0.00	(5,348.22)	0.00	0.00
05 2900 610 001 0150 2 000	HS VOLLEYBALL COACHES ACCOUNT	0.00	0.00	1,734.92	0.00	(1,734.92)	0.00	0.00
05 2900 610 001 0154 2 000	SUPPLIES/SPEECH	0.00	0.00	1,893.64	0.00	(1,893.64)	0.00	0.00
05 2900 610 001 0155 2 000	SUPPLIES/ONE ACT	0.00	0.00	1,145.48	0.00	(1,145.48)	0.00	0.00
05 2900 610 001 0156 2 000	SUPPLIES/STUDENT COUNCIL	0.00	0.00	703.14	0.00	(703.14)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
05 2900 610 001 0157 2 000	SUPPLIES/CULTURE CLUB	0.00	0.00	1,000.96	0.00	(1,000.96)	0.00	0.00
05 2900 610 001 0158 2 000	SUPPLIES/CRUISIN CARDS	0.00	0.00	1,318.00	0.00	(1,318.00)	0.00	0.00
05 2900 610 001 0159 2 000	A-P HOOPS COACHES ACCOUNT	0.00	0.00	19,431.38	0.00	(19,431.38)	0.00	0.00
05 2900 610 001 0160 2 000	HS FOOTBALL COACH ACCOUNT	0.00	0.00	12,880.76	0.00	(12,880.76)	0.00	0.00
05 2900 610 001 0161 2 000	SUPPLIES/VOCAL MUSIC	0.00	0.00	475.00	0.00	(475.00)	0.00	0.00
05 2900 610 001 0163 2 000	SUPPLIES/WOOD SHOP	0.00	0.00	2,679.42	0.00	(2,679.42)	0.00	0.00
05 2900 610 001 0164 2 000	GIRLS BASKETBALL COACHES ACCT	0.00	0.00	2,568.57	0.00	(2,568.57)	0.00	0.00
05 2900 610 001 0170 2 000	SUPPLIES/MISC CLOTHING	0.00	0.00	3,735.54	0.00	(3,735.54)	0.00	0.00
05 2900 610 001 0172 2 000	SUPPLIES/CLASS OF 2020	0.00	0.00	1,030.72	0.00	(1,030.72)	0.00	0.00
05 2900 610 001 0178 2 000	SUPPLIES/POST PROM	0.00	0.00	2,263.83	0.00	(2,263.83)	63.67	0.00
05 2900 610 001 0179 2 000	SUPPLIES/DISTRICT 5 FCCLA	0.00	0.00	6,437.79	0.00	(6,437.79)	0.00	0.00
05 2900 610 001 0185 2 000	SUPPLIES/HS INSTRUMENT RENTAL	0.00	0.00	43.00	0.00	(43.00)	0.00	0.00
05 2900 610 001 0188 2 000	SUPPLIES/DANCE SQUAD	0.00	0.00	6,047.09	0.00	(6,047.09)	0.00	0.00
05 2900 610 001 0191 2 000	SUPPLIES/CENTRACARD	0.00	55.00	174.40	0.00	(174.40)	0.00	0.00
05 2900 610 001 0194 2 000	Supplies	0.00	0.00	18,277.27	0.00	(18,277.27)	0.00	0.00
05 2900 610 001 0196 2 000	SUPPLIES/HS TRACK COACHES FUND	0.00	0.00	1,079.83	0.00	(1,079.83)	0.00	0.00
05 2900 610 001 0198 2 000	Supplies	0.00	0.00	2,559.92	0.00	(2,559.92)	0.00	0.00
05 2900 610 001 0228 2 000	SUPPLIES/HS BAND UNIFORMS	0.00	0.00	254.25	0.00	(254.25)	0.00	0.00
05 2900 610 001 2191 2 000	Supplies	0.00	0.00	7,757.82	0.00	(7,757.82)	1,785.48	0.00
05 2900 610 001 2192 2 000	Supplies	0.00	0.00	3,317.10	0.00	(3,317.10)	0.00	0.00
05 2900 610 001 2193 2 000	SUPPLIES/HS CROSS COUNTRY	0.00	0.00	1,451.71	0.00	(1,451.71)	0.00	0.00
05 2900 610 001 2194 2 000	Supplies/Softball	0.00	0.00	2,766.19	0.00	(2,766.19)	0.00	0.00
05 2900 610 001 2196 2 000	SUPPLIES/HS WRESTLING	0.00	0.00	9,066.46	0.00	(9,066.46)	0.00	0.00
05 2900 610 001 2197 2 000	Supplies/HS Girls Basketball	0.00	0.00	4,125.03	0.00	(4,125.03)	0.00	0.00
05 2900 610 001 2198 2 000	Supplies	0.00	0.00	1,371.60	0.00	(1,371.60)	0.00	0.00
05 2900 610 001 2199 2 000	SUPPLIES/GIRLS GOLF	0.00	0.00	1,702.05	0.00	(1,702.05)	0.00	0.00
05 2900 610 001 2201 2 000	SUPPLIES/HS BOYS BASKETBALL	0.00	0.00	3,765.01	0.00	(3,765.01)	0.00	0.00
05 2900 610 001 5000 2 000	EXPENSES FOR HOSTING DISTRICTS	0.00	0.00	12,043.04	0.00	(12,043.04)	0.00	0.00
02 2900 610 001 0000 2 100	Supplies	0.00	0.00	6,004.00	0.00	(6,004.00)	0.00	0.00
05 2900 610 001 2191 2 100	HS FOOTBALL EQUIPMENT	0.00	0.00	123.25	0.00	(123.25)	0.00	0.00
05 2900 610 001 2198 2 200	Supplies	0.00	0.00	60.00	0.00	(60.00)	0.00	0.00
05 2900 610 001 2201 2 200	Supplies	0.00	0.00	3,318.36	0.00	(3,318.36)	0.00	0.00
05 2900 610 004 0192 3 000	MS VOLLEYBALL COACHES ACCOUNT	0.00	0.00	1,254.25	0.00	(1,254.25)	0.00	0.00
05 2900 610 004 4191 3 000	MS FOOTBALL SUPPLIES	0.00	0.00	757.00	0.00	(757.00)	1,058.38	0.00
05 2900 610 004 4196 3 000	Supplies/MS WRESTLING	0.00	0.00	1,786.90	0.00	(1,786.90)	0.00	0.00
05 2900 610 004 4197 3 000	Supplies	0.00	0.00	280.00	0.00	(280.00)	0.00	0.00
05 2900 610 004 4201 3 000	SUPPLIES/MS BOYS BASKETBALL	0.00	0.00	993.75	0.00	(993.75)	0.00	0.00
09 2900 610 004 0139 3 000	Supplies/MS PTO	0.00	0.00	108.00	0.00	(108.00)	0.00	0.00
09 2900 610 004 0154 3 000	MS SPEECH SUPPLIES	0.00	0.00	636.00	0.00	(636.00)	0.00	0.00
09 2900 610 004 0201 3 000	ELEMENTARY & MS YEARBOOK	0.00	0.00	902.96	0.00	(902.96)	0.00	0.00
09 2900 610 004 0222 3 000	SUPPLIES/MS STUDENT COUNCIL	0.00	0.00	5,408.65	0.00	(5,408.65)	0.00	0.00
02 2900 610 004 0000 3 100	Supplies	0.00	0.00	6,316.35	0.00	(6,316.35)	0.00	0.00
05 2900 610 004 4197 3 200	Supplies	0.00	0.00	1,535.75	0.00	(1,535.75)	0.00	0.00
05 2900 610 004 4201 3 200	Supplies	0.00	0.00	1,535.74	0.00	(1,535.74)	0.00	0.00
05 2900 643 001 0132 2 000	Web-based Software	0.00	0.00	100.00	0.00	(100.00)	0.00	0.00
05 2900 643 001 2196 2 000	Web-based Software	0.00	0.00	450.00	0.00	(450.00)	0.00	0.00
05 2900 643 001 2201 2 000	Web-based Software	0.00	0.00	450.00	0.00	(450.00)	0.00	0.00
02 2900 650 000 0000 0 000	Supplies-Technology Related	0.00	0.00	7,566.00	0.00	(7,566.00)	0.00	0.00
02 2900 731 000 0000 0 000	Machinery	0.00	0.00	8,850.00	0.00	(8,850.00)	0.00	0.00
02 2900 732 000 0000 0 000	Vehicle Acquisition	0.00	0.00	129,505.00	0.00	(129,505.00)	0.00	0.00
02 2900 739 000 0000 0 000	Other Equipment	0.00	0.00	5,585.00	0.00	(5,585.00)	0.00	0.00
05 2900 810 001 2196 1 000	Dues & Fees	0.00	0.00	100.00	0.00	(100.00)	0.00	0.00
05 2900 810 001 0113 2 000	Dues & Fees	0.00	0.00	5,759.41	0.00	(5,759.41)	2,835.00	0.00
05 2900 810 001 0130 2 000	FBLA DUES & FEES	0.00	0.00	2,410.00	0.00	(2,410.00)	0.00	0.00
05 2900 810 001 0132 2 000	FFA DUES & FEES	0.00	0.00	6,495.50	0.00	(6,495.50)	0.00	0.00
05 2900 810 001 0133 2 000	Dues & Fees	0.00	300.00	1,517.00	0.00	(1,517.00)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

June 2020

Account Number	Account Description	Revised Budget	Expended During	Expenditures to	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
			Month	Date				
05 2900 810 001 0136 2 000	Dues & Fees	0.00	0.00	385.00	0.00	(385.00)	0.00	0.00
05 2900 810 001 0155 2 000	Dues & Fees	0.00	0.00	160.00	0.00	(160.00)	0.00	0.00
05 2900 810 001 0156 2 000	Dues & Fees	0.00	0.00	425.00	0.00	(425.00)	0.00	0.00
05 2900 810 001 0179 2 000	Dues & Fees	0.00	0.00	650.00	0.00	(650.00)	0.00	0.00
05 2900 810 001 0188 2 000	Dues & Fees	0.00	0.00	2,081.61	0.00	(2,081.61)	0.00	0.00
05 2900 810 001 2192 2 000	Dues & Fees	0.00	0.00	160.00	0.00	(160.00)	0.00	0.00
05 2900 810 001 2193 2 000	Dues & Fees	0.00	0.00	258.00	0.00	(258.00)	0.00	0.00
05 2900 810 001 2194 2 000	Dues & Fees	0.00	0.00	490.00	0.00	(490.00)	0.00	0.00
05 2900 810 001 2196 2 000	Dues & Fees	0.00	0.00	755.00	0.00	(755.00)	0.00	0.00
05 2900 810 001 2197 2 000	Dues & Fees	0.00	0.00	35.00	0.00	(35.00)	0.00	0.00
05 2900 810 001 2199 2 000	Dues & Fees	0.00	0.00	490.00	0.00	(490.00)	0.00	0.00
05 2900 810 001 2200 2 000	Dues & Fees/BOYS GOLF	0.00	0.00	160.00	0.00	(160.00)	0.00	0.00
05 2900 810 001 2201 2 000	Dues & Fees	0.00	0.00	35.00	0.00	(35.00)	0.00	0.00
05 2900 810 004 4191 3 000	Dues & Fees	0.00	0.00	1,460.00	0.00	(1,460.00)	0.00	0.00
05 2900 810 004 4192 3 000	Dues & Fees	0.00	0.00	100.00	0.00	(100.00)	0.00	0.00
05 2900 810 004 4196 3 000	Dues & Fees	0.00	0.00	190.00	0.00	(190.00)	0.00	0.00
05 2900 810 004 4197 3 000	Dues & Fees	0.00	0.00	30.00	0.00	(30.00)	0.00	0.00
09 2900 810 004 0222 3 000	Dues & Fees	0.00	0.00	425.00	0.00	(425.00)	0.00	0.00
2900	Other Support Services	0.00	2,307.77	667,954.61	0.00	(667,954.61)	19,146.83	0.00
3100	Food Service							
06 3100 110 002 0000 1 000	COOKS	0.00	4,113.78	55,541.46	0.00	(55,541.46)	0.00	0.00
06 3100 110 001 0000 2 000	COOKS	0.00	4,113.78	55,541.41	0.00	(55,541.41)	0.00	0.00
06 3100 110 004 0000 3 000	MS Kitchen Salaries	0.00	3,592.10	37,570.14	0.00	(37,570.14)	0.00	0.00
06 3100 120 002 0000 1 000	Elem Salaries - Substitute-Kitchen	0.00	0.00	858.00	0.00	(858.00)	0.00	0.00
06 3100 120 001 0000 2 000	HS Salaries - Substitute-Kitchen	0.00	0.00	858.00	0.00	(858.00)	0.00	0.00
06 3100 120 004 0000 3 000	Salaries - MS Kitchen Sub	0.00	0.00	846.00	0.00	(846.00)	0.00	0.00
06 3100 130 002 0000 1 000	Overtime Kitchen	0.00	0.00	2,272.35	0.00	(2,272.35)	0.00	0.00
06 3100 130 001 0000 2 000	Overtime Kitchen	0.00	0.00	2,272.43	0.00	(2,272.43)	0.00	0.00
06 3100 130 004 0000 3 000	Overtime Kitchen MS	0.00	50.70	2,689.99	0.00	(2,689.99)	0.00	0.00
06 3100 210 002 0000 1 000	Elem Group Insurance - Kitchen	0.00	467.20	4,675.45	0.00	(4,675.45)	0.00	0.00
06 3100 210 001 0000 2 000	HS Group Insurance - Kitchen	0.00	467.18	4,675.33	0.00	(4,675.33)	0.00	0.00
06 3100 210 004 0000 3 000	MS Group Insurance - Ktichen	0.00	695.37	7,470.38	0.00	(7,470.38)	0.00	0.00
06 3100 220 002 0000 1 000	Elem Social Security - Kitchen	0.00	221.85	3,559.87	0.00	(3,559.87)	0.00	0.00
06 3100 220 001 0000 2 000	HS Social Security - Kitchen	0.00	221.84	3,559.68	0.00	(3,559.68)	0.00	0.00
06 3100 220 004 0000 3 000	Social Security	0.00	272.45	3,082.25	0.00	(3,082.25)	0.00	0.00
06 3100 230 002 0000 1 000	Elem Retirement - Kitchen	0.00	302.38	4,547.76	0.00	(4,547.76)	0.00	0.00
06 3100 230 001 0000 2 000	HS Retirement - Kitchen	0.00	302.34	4,547.65	0.00	(4,547.65)	0.00	0.00
06 3100 230 004 0000 3 000	MS Retirement - Kitchen	0.00	267.74	3,147.05	0.00	(3,147.05)	0.00	0.00
06 3100 237 002 0000 1 000	Increased Retirement Contributions	0.00	103.97	1,163.01	0.00	(1,163.01)	0.00	0.00
06 3100 237 001 0000 2 000	Increased Retirement Contributions	0.00	104.00	1,163.06	0.00	(1,163.06)	0.00	0.00
06 3100 237 004 0000 3 000	Increased Retirement Contributions	0.00	92.08	829.74	0.00	(829.74)	0.00	0.00
06 3100 280 004 0000 3 000	Other Health Benefits	0.00	76.08	850.28	0.00	(850.28)	0.00	0.00
06 3100 430 000 0000 0 000	Repairs & Maintenance	0.00	0.00	2,189.99	0.00	(2,189.99)	0.00	0.00
06 3100 430 004 0000 0 000	Repairs	0.00	0.00	208.64	0.00	(208.64)	0.00	0.00
06 3100 430 002 0000 1 000	ELEM Repairs	0.00	0.00	285.46	0.00	(285.46)	0.00	0.00
06 3100 430 001 0000 2 000	HS Repairs	0.00	0.00	285.47	0.00	(285.47)	0.00	0.00
06 3100 430 004 0000 3 000	MS REPAIRS	0.00	0.00	4,004.89	0.00	(4,004.89)	0.00	0.00
06 3100 442 004 0000 3 000	Equipment Rental	0.00	0.00	33.96	0.00	(33.96)	0.00	0.00
06 3100 610 000 0000 0 000	KITCHEN SUPPLIES	0.00	0.00	14,380.07	0.00	(14,380.07)	157.91	0.00
06 3100 610 000 0000 0 101	NON FOOD ITEMS	0.00	0.00	285.20	0.00	(285.20)	25.00	0.00
06 3100 610 002 0000 1 000	ELEM Supplies	0.00	0.00	744.91	0.00	(744.91)	0.00	0.00
06 3100 610 001 0000 2 000	HS Supplies	0.00	0.00	744.90	0.00	(744.90)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
06 3100 610 004 0000 3 000	MS Supplies	0.00	0.00	938.65	0.00	(938.65)	34.46	0.00
06 3100 630 000 0000 0 000	FOOD	0.00	0.00	140,294.20	0.00	(140,294.20)	10,758.25	0.00
06 3100 630 000 0001 0 000	VENDING MACHINE SUPPLIES	0.00	0.00	2,584.75	0.00	(2,584.75)	0.00	0.00
06 3100 643 000 0000 0 000	Web-based Software	0.00	0.00	1,982.00	0.00	(1,982.00)	0.00	0.00
06 3100 735 000 0000 0 000	Technology Software	0.00	0.00	20.00	0.00	(20.00)	0.00	0.00
06 3100 810 000 0000 0 000	Dues & Fees	0.00	0.00	73.00	0.00	(73.00)	0.00	0.00
3100 Food Service		0.00	15,464.84	370,777.38	0.00	(370,777.38)	10,975.62	0.00
3300 Community Service - CKC								
01 3300 122 002 0000 1 000	Salaries - Substitute Aide CKC	0.00	0.00	60.00	0.00	(60.00)	0.00	0.00
01 3300 212 002 0000 1 000	Group Insurance - CKC	0.00	0.00	0.44	0.00	(0.44)	0.00	0.00
01 3300 222 002 0000 1 000	Social Security - CKC	0.00	0.00	4.59	0.00	(4.59)	0.00	0.00
01 3300 232 002 0000 1 000	Retirement CKC	0.00	0.00	5.93	0.00	(5.93)	0.00	0.00
3300 Community Service - CKC		0.00	0.00	70.96	0.00	(70.96)	0.00	0.00
3400 Categorical Grant								
01 3400 610 002 0000 1 000	Elem Foundation Grant Supplies	5,000	0.00	1,552.38	31.05	3,447.62	0.00	0.00
01 3400 610 001 0000 2 000	HS Foundation Grant Supplies	5,000	0.00	2,085.56	41.71	2,914.44	0.00	0.00
01 3400 610 004 0000 3 000	MS Foundation Grant Supplies	2,000	0.00	983.23	49.16	1,016.77	0.00	0.00
3400 Categorical Grant		12,000	0.00	4,621.17	38.51	7,378.83	0.00	0.00
3535 High Ability Learners								
01 3535 111 004 0000 3 000	MS High Ability Learners Salaries	15,000	1,171.67	11,716.70	78.11	3,283.30	0.00	0.00
01 3535 211 004 0000 3 000	MS High Ability Learners Insurance	5,000	369.33	3,693.30	73.87	1,306.70	0.00	0.00
01 3535 221 004 0000 3 000	MS High Ability Learners Social Security	1,500	88.62	886.20	59.08	613.80	0.00	0.00
01 3535 231 004 0000 3 000	MS High Ability Learners Retirement	2,500	86.12	920.44	36.82	1,579.56	0.00	0.00
01 3535 237 004 0000 3 000	MS High Ability LearnersrIncreased Retire	0.00	29.62	236.96	0.00	(236.96)	0.00	0.00
01 3535 281 004 0000 3 000	MS High Ability Learners HSA	1,500	66.93	669.30	44.62	830.70	0.00	0.00
01 3535 330 004 0000 3 000	MS High Ability Learners Training/Dev	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 3535 580 004 0000 3 000	MS High Ability Learners Travel Expense	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 3535 610 000 0000 0 000	District HAL Supplies	0.00	0.00	260.22	0.00	(260.22)	0.00	0.00
01 3535 610 002 0000 1 000	Elem HAL Supplies	0.00	0.00	121.00	0.00	(121.00)	0.00	0.00
01 3535 610 004 0000 3 000	MS HAL Supplies	1,000	0.00	414.07	41.41	585.93	0.00	0.00
01 3535 810 000 0000 0 000	District HAL Dues & Fees	0.00	0.00	250.00	0.00	(250.00)	0.00	0.00
11 3535 810 000 0000 0 000	DUES AND FEES	0.00	0.00	250.00	0.00	(250.00)	0.00	0.00
01 3535 810 002 0000 1 000	Elemt HAL Dues & Fees	0.00	0.00	147.00	0.00	(147.00)	0.00	0.00
01 3535 810 001 0000 2 000	HS HAL Dues & Fees	0.00	0.00	252.00	0.00	(252.00)	0.00	0.00
11 3535 810 001 0000 2 000	Dues & Fees	0.00	0.00	252.00	0.00	(252.00)	0.00	0.00
01 3535 810 004 0000 3 000	MS HAL Dues & Fees	1,500	0.00	497.00	33.13	1,003.00	0.00	0.00
3535 High Ability Learners		29,000	1,812.29	20,566.19	70.92	8,433.81	0.00	0.00
3551 Career Ed Grant								
01 3551 330 001 0000 2 000	Career Ed Grant Training & Development	1,500	0.00	0.00	0.00	1,500.00	0.00	0.00
01 3551 580 001 0000 2 000	Career Ed Grant Travel	500.0	0.00	0.00	0.00	500.00	0.00	0.00
01 3551 610 001 0000 2 000	Career Ed Grant - Supplies	500.0	0.00	0.00	0.00	500.00	0.00	0.00
3551 Career Ed Grant		2,500	0.00	0.00	0.00	2,500.00	0.00	0.00
3570 Educator Effectiveness Grant								
01 3570 111 000 0000 0 000	Educator Effectiveness Salaries	0.00	0.00	681.79	0.00	(681.79)	0.00	0.00
01 3570 221 000 0000 0 000	Ed Effectiveness Soc Sec	0.00	0.00	52.16	0.00	(52.16)	0.00	0.00
01 3570 231 000 0000 0 000	Ed Effectiveness Retirement	0.00	0.00	67.35	0.00	(67.35)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

June 2020

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
01 3570 330 000 0000 0 000	Ed Effeciveness tEmployee Training & Dev	0.00	0.00	4,699.00	0.00	(4,699.00)	0.00	0.00
01 3570 610 000 0000 0 000	Ed Effectiveness Supplies	0.00	0.00	496.97	0.00	(496.97)	0.00	0.00
3570	Educator Effectiveness Grant	0.00	0.00	5,997.27	0.00	(5,997.27)	0.00	0.00
4100	Land Acquisition							
08 4100 450 000 0000 0 000	Construction Services	0.00	0.00	10,773.80	0.00	(10,773.80)	0.00	0.00
4100	Land Acquisition	0.00	0.00	10,773.80	0.00	(10,773.80)	0.00	0.00
4900	Other Facility Expenditures							
01 4900 490 000 0000 0 000	Property Service	1,000	0.00	0.00	0.00	1,000.00	0.00	0.00
01 4900 830 000 0000 0 000	Debt Related Expenditures (ESU Behavior)	6,300	0.00	0.00	0.00	6,300.00	0.00	0.00
4900	Other Facility Expenditures	7,300	0.00	0.00	0.00	7,300.00	0.00	0.00
5000	5000							
07 5000 810 000 0000 0 000	Dues & Fees	0.00	0.00	400.00	0.00	(400.00)	0.00	0.00
07 5000 831 000 0000 0 000	Redemption of Principal	0.00	0.00	550,000.00	0.00	(550,000.00)	0.00	0.00
07 5000 832 000 0000 0 000	Debt Service Interest	0.00	0.00	171,588.13	0.00	(171,588.13)	0.00	0.00
5000	5000	0.00	0.00	721,988.13	0.00	(721,988.13)	0.00	0.00
6200	Title I							
01 6200 111 002 0000 1 000	Elem Title I Teaching Salary	71,16	3,660.52	36,605.20	51.43	34,562.80	0.00	0.00
01 6200 211 002 0000 1 000	Elem Title I Health Insurance	0.00	1,329.71	13,297.10	0.00	(13,297.10)	0.00	0.00
01 6200 221 002 0000 1 000	Elem Title I Social Security	0.00	276.96	2,769.60	0.00	(2,769.60)	0.00	0.00
01 6200 231 002 0000 1 000	Elem Title I Retirement	0.00	269.06	2,875.62	0.00	(2,875.62)	0.00	0.00
01 6200 237 002 0000 1 000	Elem Title I Increased Retirement	0.00	92.54	740.30	0.00	(740.30)	0.00	0.00
6200	Title I	71,16	5,628.79	56,287.82	79.09	14,880.18	0.00	0.00
6310	Title IIA							
01 6310 330 000 0000 0 000	Title IIA Training & Development	26,17	0.00	13,991.00	53.45	12,183.00	0.00	0.00
11 6310 330 000 0000 0 000	Employee Training & Development	0.00	0.00	1,533.00	0.00	(1,533.00)	0.00	0.00
01 6310 340 000 0000 0 000	Title IIA Contracted Services	24,97	0.00	0.00	0.00	24,971.00	0.00	0.00
01 6310 610 000 0000 0 000	Title IIA Supplies	1,000	0.00	916.03	91.60	83.97	0.00	0.00
11 6310 610 000 0000 0 000	TITLE IIA SUPPLIES	0.00	0.00	413.00	0.00	(413.00)	0.00	0.00
6310	Title IIA	52,14	0.00	16,853.03	32.32	35,291.97	0.00	0.00
6330	REAP							
01 6330 650 000 0000 0 000	REAP-Technology Supplies	24,00	0.00	0.00	0.00	24,000.00	0.00	0.00
6330	REAP	24,00	0.00	0.00	0.00	24,000.00	0.00	0.00
6404	IDEA 0-4							
01 6404 320 002 0000 1 000	IDEA Base 0-4 Contracted Services	0.00	1,264.00	11,966.48	0.00	(11,966.48)	0.00	0.00
01 6404 591 002 0000 1 000	IDEA 0-4 ESU Purchased Services	0.00	1,044.51	12,638.41	0.00	(12,638.41)	0.00	0.00
6404	IDEA 0-4	0.00	2,308.51	24,604.89	0.00	(24,604.89)	0.00	0.00
6408	IDEA E/P & Base							
01 6408 320 002 0000 1 000	Elem IDEA Contracted Services	18,00	16.00	1,041.05	5.78	16,967.95	0.00	0.00
01 6408 320 001 0000 2 000	HS IDEA Contracted Services	103,8	0.00	0.00	0.00	103,827.00	0.00	0.00
01 6408 591 002 0000 1 000	Elem IDEA ESU Contracted Services	0.00	0.00	385.94	0.00	(385.94)	0.00	0.00
6408	IDEA E/P & Base	121,8	16.00	1,426.99	1.17	120,409.01	0.00	0.00
6412	IDEA SpEd Nonpublic Proportionate Share							
01 6412 320 002 0000 1 000	Elem IDEA Propot Share Contracted Serv	0.00	48.00	1,997.80	0.00	(1,997.80)	0.00	0.00
01 6412 591 002 0000 1 000	Elem IDEA Propor Share ESU Services	0.00	0.00	98.31	0.00	(98.31)	0.00	0.00
6412	IDEA SpEd Nonpublic Proportionate Share	0.00	48.00	2,096.11	0.00	(2,096.11)	0.00	0.00

BOARD EXPENDITURE REPORT BY FUNCTION

June 2020

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
8000	Outgoing Transfers							
01 8000 912 000 0000 0 000	Outgoing Transfer to Lunch Fund	25,00	0.00	26,176.02	104.70	(1,176.02)	0.00	0.00
01 8000 913 000 0000 0 000	Outgoing Transfer to Activities Fund	53,45	0.00	0.00	0.00	53,450.00	0.00	0.00
8000	Outgoing Transfers	78,45	0.00	26,176.02	33.37	52,273.98	0.00	0.00
9000	Non-Program Expenditures							
11 9000 211 000 0000 0 000	HEALTH INSURANCE	0.00	0.00	19,997.77	0.00	(19,997.77)	0.00	0.00
11 9000 461 000 0000 0 000	125 Payflex	0.00	0.00	1,826.43	0.00	(1,826.43)	0.00	0.00
9000	Non-Program Expenditures	0.00	0.00	21,824.20	0.00	(21,824.20)	0.00	0.00
Grand Total:		10,44	747,542.05	9,397,466.57	90.23	1,050,677.43	30,122.45	0.00

000000ELECTRICITY

		KWH USED		KWH USED		KWH USED		KWH USED		KWH USED		KWH USED	
		2014-2015		2015-2016		2016-2017		2017-2018		2018=2019		2019=2020	
September	Albion	\$8,600.65	94040	\$9,141.83	102760	\$6,797.40	79200	\$9,869.30	113280	\$14,856.67	193717	\$13,947.30	186464
	Petersburg	\$1,221.12	16960	\$1,415.68	17920	\$1,038.16	15520	\$928.00	11600	\$1,587.20	19840	\$1,556.32	21920
	Pathways	\$96.63	985	\$88.22	870	\$84.30	816	\$72.52	655	\$112.37	1221	\$114.61	1193
	Other			\$288.99	28206	\$1,408.22	19081	\$191.32	1215	\$105.57	184	\$67.45	119
October	Albion	\$7,300.07	74280	7656.22	79560	\$6,649.99	68800	\$11,426.12	111800	\$10,979.43	73052	\$11,078.65	108448
	Petersburg	\$984.96	13680	\$1,181.84	14960	\$914.00	13600	\$1,107.20	13840	\$998.40	12480	\$1,028.08	14480
	Pathways	\$73.01	671	\$63.15	526	\$69.58	614	\$66.75	575	\$68.65	609	\$83.55	759
	Other			\$327.99	3303	\$310.35	2641	\$3,161.33	37867	\$83.10	112	\$44.12	0
November	Albion	\$5,464.30	75320	6296.47	79600	5860.31	72840	\$7,597.89	97240	\$8,518.32	127840	\$7,831.26	116632
	Petersburg	\$1,140.48	15840	\$1,170.00	15600	\$1,047.84	14160	\$1,047.84	14160	\$1,241.76	15920	\$1,362.00	18160
	Pathways	\$68.66	749	\$68.81	682	\$71.90	730	\$66.88	651	\$80.57	851	\$91.28	951
	Other			\$318.42	3575	\$523.19	6078	\$1,253.82	15949	\$521.58	5495	\$81.96	437
December	Albion	\$4,272.47	57640	4345.58	55600	4923.83	64720	\$7,151.59	82080	\$8,140.29	122640	\$7,548.48	99200
	Petersburg	\$933.12	12960	\$870.00	11600	\$852.48	11520	\$905.76	12240	\$1,048.32	13440	\$1,104.00	14720
	Pathways	\$59.13	594	\$57.42	504	\$65.14	624	\$63.60	601	\$79.88	840	\$242.43	3177
	Other			102.18	296	\$161.03	564	\$58.91	97	\$36.07	25	\$84.92	411
January	Albion	\$4,800.45	63600	4608.55	58720	5436.31	72080	\$7,960.65	110840	\$9,223.49	130080	\$8,340.59	139680
	Petersburg	\$1,032.00	13760	\$876.16	11840	\$870.24	11760	\$899.84	12160	\$992.16	12720	\$1,482.00	19760
	Pathways	\$73.29	784	\$68.62	679	\$69.87	698	\$69.49	692	\$83.70	899	\$390.25	5148
	Other			\$84.95	557	\$101.23	535	\$64.28	163	\$36.15	26	\$98.69	578
February	Albion	\$5,353.88	74960	\$5,159.28	69840	5860.95	81320	\$9,598.25	160160	\$8,401.65	132120	\$8,260.28	135400
	Petersburg	\$1,260.00	16800	\$1,101.12	14880	\$1,065.60	14400	\$1,385.28	17760	\$1,146.00	15280	\$1,548.00	20640
	Pathways	\$64.78	645	\$75.28	782	\$73.15	749	\$81.74	869	\$97.75	1050	\$373.98	4931
	Other			\$68.90	373	\$95.22	466	\$68.42	211	\$35.82	6	\$68.00	206
March	Albion	\$4,583.08	58480	4568.54	57960	5111.31	68400	\$7,615.46	106160	\$8,284.30	121641	\$7,689.49	98960
	Petersburg	\$1,026.00	13680	\$882.08	11920	\$846.56	11440	\$929.76	11920	\$1,026.00	13680	\$1,080.00	14400
	Pathways	\$66.26	670	\$57.81	511	\$61.09	561	\$62.04	568	\$93.14	980	\$248.50	3258
	Other			\$61.23	285	\$85.00	349	\$61.40	126	\$35.82	22	\$64.95	169
April	Albion	\$4,350.50	54320	\$4,810.92	62680	\$5,290.99	70600	\$7,269.83	110800	\$7,592.47	102840	\$6,030.68	66760
	Petersburg	\$894.00	11920	\$947.20	12800	\$947.20	12800	\$1,048.32	13440	\$1,020.00	13600	\$666.00	8880
	Pathways	\$58.49	544	\$63.02	591	\$60.90	559	\$68.22	662	\$74.52	695	\$204.25	2668
	Other			\$53.92	201	\$84.09	338	\$40.91	120	\$35.90	23	\$63.38	150
May	Albion	\$4,771.97	62200	5508.57	63040	4978.73	66920	\$6,707.98	85000	\$7,227.15	97640	\$4,989.37	44480
	Petersburg	\$1,008.00	13440	\$876.16	11840	\$888.00	12000	\$1,010.88	12960	\$1,008.00	13440	\$414.00	5520
	Pathways	\$57.84	533	\$54.92	465	\$53.37	441	\$56.75	487	\$72.96	671	\$138.91	1709
	Other			\$56.88	235	\$81.77	312	\$56.21	63	\$36.15	26	\$61.16	123
June	Albion	\$5,127.07	54880	5185.79	60520	5240.85	53440	\$9,520.98	139440	7627.01	103760	\$6,753.65	104960
	Petersburg	\$594.00	7920	\$657.12	8880	\$497.28	6720	\$1,023.36	13120	\$432.00	5760	\$462.00	6160
	Pathways	\$53.27	440	\$47.58	352	\$47.00	343	\$54.20	448	\$67.37	586	\$57.96	441
	Other			\$100.27	736	\$130.55	882	\$54.80	46	\$36.23	27	\$57.11	74
July	Albion	\$6,661.68	74680	5803.93	65960	2993.71	29640	\$10,368.19	130200	10099.19	141920		
	Petersburg	\$619.36	7840	\$572.56	8320	\$531.20	6640	\$544.00	6800	\$499.84	7040		
	Pathways	\$60.86	494	\$53.45	392	\$78.19	732	\$44.46	272	\$134.55	1499		
	Other			\$153.95	1013	\$211.60	1420	\$66.31	21	\$36.82	25		
August	Albion	\$7,770.95	87520	6408.13	81560	3731.83	42960	\$10,645.58	147160	9232.03	122280		
	Petersburg	\$739.44	9360	\$613.98	8960	\$608.00	7600	\$748.80	9360	\$550.96	7760		
	Pathways	\$91.05	909	91.6	917	\$91.60	917	\$99.39	1039	\$127.44	1389		
	Other			\$199.49	1464	230.01	1616	\$78.22	242	36.37	21		
TOTAL		\$81,332.82	994,098	\$85,065.27	1,033,371	\$77,231.12	951,146	\$123,272.83	1,607,159	\$123,861.12	1,637,772		

GENERAL FUND

6/1/20 Balance		\$2,829,032.99
6/18/2020	1125 Antelope County - Motor Vehicle	\$59.63
6/18/2020	3130 Antelope County - Homestead	\$47.77
6/18/2020	1100 Antelope County - Real & Personal Collection	\$3,441.31
6/18/2020	3133 Antelope County - Nameplate	\$1.37
6/18/2020	9000 Antelope County - Bond Fund	\$413.30
6/18/2020	9000 Antelope County - transfer to Bond Fund	-\$413.30
6/18/2020	9000 Antelope County - Building Fund	\$152.02
6/18/2020	9000 Antelope County - Transfer to Building Fund	-\$152.02
6/18/2020	1125 Boone County - Motor Vehicle	\$30,887.76
6/18/2020	1100 Boone County - Taxes	\$316,699.30
6/18/2020	1140 Boone County-Penalty/Interest	\$681.99
6/18/2020	3130 Boone County - Homestead	\$8,442.34
6/18/2020	3133 Boone County - Nameplate	\$23.79
6/18/2020	2110 Boone County - Fines	\$1,407.51
6/18/2020	5301 EMC Insurance - credit balance	\$1,219.00
6/17/2020	4709 State of Nebraska - MAC SN19	\$1,850.31
6/24/2020	3120 State of Nebraska - Extra SpEd SA 18-19	\$89,736.00
6/30/2020	3110 State of Nebraska - State Aid	\$40,177.00
6/18/2020	3570 State of Nebraska - Educator Effectiveness Grant	\$17,363.63
6/26/2020	4708 State of Nebraska - DS SN19	\$21.44
6/18/2020	5300 Lost key cards	\$8.00
6/18/2020	5690 Other Misc - book fines, science fines	\$5.00
6/18/2020	1925 Nebraska Community Foundation - COVID Grant	\$10,600.00
6/25/2020	3155 State of Nebraska - Textbook Loan Payment	\$1,548.75
6/29/2020	5300 Nebraska Book Buyer- Used textbooks	\$813.50
6/29/2020	1920 TeamMates - reimb A. Temme Jan-Jun	\$1,138.41
6/29/2020	4505 ESU 7 - Title I Q3	\$16,886.35
6/29/2020	1955 Wayne State College - Dual Credit Reimbursement SP20 semester	\$7,360.00
6/29/2020	1925 Mansfield - NE Community Foundation - COVID Grant	\$20,000.00
6/30/2020	1510 Interest	\$5,108.45
	Total Receipts	\$575,528.61
	Balance and Receipts	\$3,404,561.60

Disbursements:

June payroll and bills \$729,769.44

\$729,769.44

6/30/20 Balance

\$2,674,792.16

Premier Money Market Account

6/1/2020	Beginning Balance	\$501,646.96
6/30/2020	Interest	905.99
	Transfer to General Fund	
6/30/2020	Ending Balance	\$502,552.95
	Total General Fund	\$3,177,345.11

June Payroll \$579,638.35

June Bills \$150,131.09

Total \$729,769.44

DEPRECIATION FUND

6/1/2020 Balance \$1,346,480.53

Receipts:
6/30/2020 Checking interest \$2,428.66

Total Receipts \$2,428.66

Check # Disbursements:

360 Kallhoff Electric - HS Library Lights \$6,919.86

Total Disbursements \$6,919.86
 6/30/2020 Balance \$1,341,989.33

Depreciation Budget 19-20	\$1,465,316.00
YTD Expenses	\$170,746.21
Balance	\$1,294,569.79

BUILDING FUND

6/1/20 Balance \$243,474.35

Receipts:

6/18/2020	1100 Boone Co. -Real & Personal Property Tax	\$13,792.65	
6/18/2020	3130 Boone Co -Homestead	\$367.70	
6/18/2020	1140 Boone County-Penalty/Interest	\$29.65	
6/18/2020	3133 Boone. Co. - Nameplate	\$1.04	
6/18/2020	1100 Antelope Co. -Real & Personal Property Tax	\$149.88	
6/18/2020	3130 Antelope Co. - Homestead	\$2.08	
6/18/2020	3133 Antelope Co - Nameplate	\$0.06	
6/30/2020	1510 Checkirg interest - Cornerstone	\$643.41	
	Total Receipts		\$14,986.47

Check# Disbursements:

\$0.00

6/30/20 Balance \$258,460.82

Building Fund Budget 19-20	\$4,687,439.00
YTD Expenses	\$415,194.18
Balance	\$4,272,244.82

BOND FUND

6/1/20 Beginning Balance \$830,953.53

6/16/2020	5120 DA Davidson Refinance Bond	\$2,945.05	
6/18/2020	1100 Boone Co. Treasurer -Real & Personal Property Tax	\$37,501.16	
6/18/2020	3130 Boone Co -Homestead	\$999.68	
6/18/2020	1140 Boone County-Penalty/Interest	\$80.75	
6/18/2020	3133 Boone Co. Treasurer - Nameplate	\$2.82	
6/18/2020	1100 Antelope Co - Real & Personal Collection	\$407.49	
6/18/2020	3130 Antelope Co. - Homestead	\$5.65	
6/18/2020	3133 Antelope Co - Nameplate	\$0.16	
6/30/2020	1510 Interest	\$1,284.84	
	Total Receipts		\$43,227.60

Disbursements:

1045 BOK Financial - 15 Bond	\$156,438.13	
1046 BOK Financial - 16 Bond	\$10,050.00	
Wire Transfer Fee	\$12.00	
Total Disbursements		-\$166,500.13

6/30/20 Balance \$707,681.00

Bond Fund Budget 19-20	\$1,638,208.00
YTD Expenses	\$721,988.13
Balance	\$916,219.87

JUNE 2020 HOT LUNCH BILLS -- ALBION/PETERSBURG

	BEGINNING BANK BALANCE		\$14,527.89
Appeara		\$157.91	
Cash-Wa Dist		\$4,520.19	
Culligan		\$34.46	
Hiland Dairy		\$2,777.13	
Pegler Sysco Food		\$2,054.87	
School Health Supplies		\$24.00	
US Foods		\$1,406.06	
Vendnet		\$1.00	
TOTAL		\$10,975.62	
Payroll		<u>\$15,464.84</u>	
TOTAL EXPENSES FOR JUNE		\$26,440.46	
TOTAL DEPOSITS FOR JUNE		<u>\$31,452.58</u>	
	BANK BALANCE		\$19,540.01

HOT LUNCH REPORT
2019-2020

<u>MONTH</u>	<u>NUMBER OF MEALS</u>	<u>BEGINNING BALANCE</u>	<u>TOTAL INCOME</u>	<u>TOTAL EXPENSES</u>	<u>CLOSING BALANCE</u>
AUGUST	908 5,017	\$13,536.58	\$29,187.87	\$5,801.27	\$36,923.18
SEPTEMBER	1,715 8,432	\$36,923.18	\$26,152.18	\$37,948.67	\$25,126.69
OCTOBER	1,915 9,292	\$25,126.69	\$43,251.62	\$45,789.58	\$22,588.73
NOVEMBER	1,661 7,683	\$22,588.73	\$40,265.35	\$47,988.57	\$14,865.51
DECEMBER	1,261 6,274	\$14,865.51	\$33,427.34	\$39,197.36	\$9,095.49
JANUARY	1,365 7,248	\$9,095.49	\$33,955.22	\$29,382.94	\$13,667.77
FEBRUARY	1,490 7,752	\$13,667.77	\$37,846.89	\$42,692.39	\$8,822.27
MARCH	763 & 1690 3626 & 1690	\$8,822.27	\$52,423.05	\$39,342.61	\$21,902.71
APRIL	6,609 6,669	\$21,902.71	\$19,711.49	\$35,431.20	\$6,183.00
MAY	4,735 4,762	\$6,183.00	\$47,168.66	\$38,823.77	\$14,527.89
JUNE	5,181 5181	\$14,527.89	\$31,452.58	\$26,440.46	\$19,540.01
JULY					

000000NATURAL GAS

		2014-2015		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020	
September	Albion	\$1,130.44	1268	\$677.34	677	759.63	676	854.52	859	\$537.72	528	\$946.36	1069
	Petersburg	\$234.58	183	\$206.81	138	\$245.03	144	\$247.13	113	\$352.66	275	\$242.19	139
	Pathways	\$56.60	27	\$37.74	10	\$44.11	12	\$61.22	24	\$79.95	46	\$56.91	24
	Houses					\$45.28	7	60.24	0	\$59.22	0	\$39.43	1
October	Albion	\$2,050.30	2418	\$1,519.67	1920	\$1,541.40	1637	\$1588.87	1765	\$2094.58	2527	\$2,553.32	3323
	Petersburg	\$657.32	735	\$513.83	573	\$512.87	497	\$866.63	878	\$965.81	1122	\$1,100.22	1348
	Pathways	\$118.19	96	\$108.30	95	\$108.93	85	\$210.28	201	\$169.97	170	\$246.59	283
	Houses					\$62.75	23	\$72.86	11	\$60.29	1	\$78.48	47
November	Albion	\$3,893.43	4728	\$3,017.77	3959	\$2582.11	3049	\$3237.31	3788	\$5042.01	6361	\$3,697.15	4899
	Petersburg	\$2,229.91	2783	\$1,498.56	1968	\$1,305.61	1548	\$1,740.26	1953	\$2,237.51	2775	\$1,503.39	1904
	Pathways	\$318.70	337	\$253.03	298	\$256.44	280	\$326.92	344	\$359.82	416	\$299.46	355
	Houses					\$174.65	77	\$113.46	49	\$56.36	1	\$116.39	89
December	Albion	\$5,662.71	7005	\$4,909.37	6615	\$781.03	11105	\$5,687.32	6776	\$5533.24	6833	\$4,452.17	5995
	Petersburg	\$2,927.17	3697	\$2,381.62	3219	\$3,051.25	3815	\$2,764.40	3204	\$2,581.00	3141	\$1,962.22	2606
	Pathways	\$432.66	475	\$308.64	376	\$518.61	619	\$518.90	578	\$398.36	454	\$336.37	418
	Houses					\$291.04	255	\$173.98	123	\$39.48	0	\$130.04	108
January	Albion	\$4,493.27	5495	\$4,518.45	6187	\$6055.87	7381	\$6275.86	7550	\$5846.94	7349	\$5,192.02	7027
	Petersburg	\$2,281.91	2851	\$2,326.50	3136	\$2,355.09	2839	\$2,794.61	3264	\$2,680.34	3333	\$2,246.81	2963
	Pathways	\$301.23	316	\$334.04	411	\$435.35	499	\$509.85	571	\$422.86	495	\$414.35	517
	Houses			\$210.69	206	\$237.47	192	\$173.06	123	\$39.30	0	\$158.06	164
February	Albion	\$4,486.24	5476	\$2,843.25	3722	\$4278.96	5176	\$5,670.93	6863	\$6444.42	8445	\$3,802.07	5127
	Petersburg	\$2,453.79	3073	\$1,644.07	2136	\$1,929.13	2320	\$2,729.66	3209	\$2,935.49	3887	\$1,794.38	2354
	Pathways	\$381.76	413	\$264.67	309	\$358.30	406	\$482.64	542	\$447.78	562	\$309.85	376
	Houses			\$137.26	113	\$190.91	132	\$168.65	118	\$20.08	0	\$163.76	163
March	Albion	\$2,285.50	2668	\$2,537.61	3297	\$3015.03	3599	\$4136.68	4960	\$3,235.45	4070	\$2,797.90	3726
	Petersburg	\$1,204.93	1436	\$1,337.01	1701	\$1,381.24	1636	\$1,931.63	2216	\$1,616.68	2008	\$1,333.46	1709
	Pathways	\$178.55	167	\$235.44	268	\$287.47	320	\$366.52	398	\$263.71	297	\$242.34	282
	Houses			\$114.23	83	\$154.67	91	\$129.22	69	\$38.38	0	\$90.73	81
April	Albion	\$1,722.39	1952	\$1,449.44	1728	\$2292.53	2611	\$2,245.70	2627	\$1,819.90	2190	\$1,637.22	2084
	Petersburg	\$750.24	840	\$721.46	829	\$879.74	957	\$1,265.08	1396	\$882.97	1015	\$884.28	1073
	Pathways	\$102.56	75	\$140.60	135	\$182.90	179	\$232.42	233	\$159.15	156	\$114.17	100
	Houses			\$62.93	27	\$102.42	40	\$95.37	35	\$38.38	0	\$61.73	45
May	Albion	\$939.84	1090	\$897.23	908	\$1200.9	1083	\$475.11	441	\$1231.88	1530	\$1,037.01	1283
	Petersburg	\$352.58	353	\$299.51	238	\$334.88	219	\$303.50	202	\$516.22	525	\$385.86	356
	Pathways	\$84.45	63	\$65.76	34	\$83.21	44	\$73.92	38	\$89.33	62	\$80.79	52
	Houses			\$65.76	13	\$67.18	6	\$60.54	0	\$46.74	8	\$38.45	19
	Greenhouse									\$225.14	253	\$196.55	217
June	Albion	\$354.57	485	\$405.55	208	\$363.66	96	\$91.96	91	\$395.31	43	\$412.66	389
	Petersburg	\$91.20	74	\$176.23	65	\$189.66	53	\$68.15	\$65.00	\$194.86	75	\$162.17	50
	Pathways	\$37.74	10	\$40.28	9	\$45.22	10	\$21.96	9	\$31.91	0	\$30.95	0
	Houses			\$43.82	6	\$59.36	0	\$25.17	0	\$38.38	0	\$26.09	7
	Greenhouse									\$75.45	42	\$47.63	16
July	Albion	\$556.66	505	\$369.02	106	\$265.44	7	\$221.91	97	\$371.4	328		
	Petersburg	\$168.69	84	\$193.06	79	\$189.66	53	\$186.19	58	\$190.10	71		
	Pathways	\$39.83	12	\$39.49	8	\$45.22	10	\$43.50	10	\$31.91	0		
	Houses					59.36	0	59.01	0	\$38.38	0		
	Greenhouse									\$33.97	2		
August	Albion	\$625.62	602	\$592.36	424	\$414.28	318	\$266.01	155	\$427.56	405		
	Petersburg	\$193.40	119	\$216.76	107	\$204.33	66	\$221.95	95	\$219.43	108		
	Pathways	\$35.64	8	\$41.90	10	\$45.11	11	\$42.65	9	\$31.91	0		
	Houses			\$43.08	5	61.12	0	59.22	0	\$38.38	0		
	Greenhouse									49.49	17		
TOTAL		\$43,834.60	51919	\$37,757.06	46351	\$47,985.29	54183	\$49,897.71	56110	\$51,649.69	61909		

Batch Description: 6/20 Petty Cash REC
Checking Account: 11

Petty Cash

Processing Month: 06/2020

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2020	135,432.80

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
7521	NENSSA	10/31/2019	43.00
7554	Scott Wright	01/10/2020	75.00
7617	ALBION CHAMBER OF COMMERCE	05/19/2020	40.00
7623	PITNEY BOWES PURCHASE POWER	06/23/2020	705.50
7624	Craig Theis	06/25/2020	40.44
7625	BLUE CROSS BLUE SHIELD OF NEBRASKA	06/26/2020	101,614.99
7626	MADISON NATIONAL LIFE INSURANCE CO INC.	06/29/2020	2,096.73
	Total:		<u>104,615.66</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Payflex Claims	06/30/2020	(270.07)
	Total:		<u>(270.07)</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
135,432.80	(104,885.73)	30,547.07	30,547.07

Cleared Automatic Payment Total:	
Cleared Checks Total:	104,218.76
Cleared Direct Deposit Total:	
Cleared Void Total:	
Cleared Deposit Total:	106,660.18
Cleared Manual Journal Entries Total:	(416.66)
Cleared Sales Journal Total:	

Invoice Listing - Summary
June 2020 Petty Cash

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
Batch Description: 6/20 Petty Cash			Processing Month: 06/2020					
ALBIONPOST	ALBION POST OFFICE	20-21	Post Office Box	06/09/2020	06/09/2020	11	7620	274.00
BLUECROSSB	BLUE CROSS BLUE SHIELD OF NEBRASKA	7/20	Health Insurance	06/26/2020	06/26/2020	11	7625	101,614.99
MADISONNAT	MADISON NATIONAL LIFE INSURANCE CO INC.	7/20 Premium	Long Term Disability	06/29/2020	06/29/2020	11	7628	2,086.73
PITNEYBOW2	PITNEY BOWES INC	1015775341	Postage Machine	06/12/2020	06/15/2020	11	7621	117.00
PITNEYBOWE	PITNEY BOWES PURCHASE POWER	6/8/20	Postage	06/23/2020	06/23/2020	11	7623	705.50
THEICRA	Theis, Craig	6/18/20	PBIS Training Supplies Reimbursement	06/25/2020	06/25/2020	11	7624	40.44
Batch Total:								<u>104,848.66</u>
Report Total:								<u>104,848.66</u>

Cash Receipt Listing by Cash Receipt Date
June 2020 Petty Cash

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
Batch Description: PETTY CASH RECURRING						
				Processing Month: 06/2020		
	BCS BOONE CENTRAL SCHOOL	06/19/2020	LTD	11 1100 211 000 0000 0 000	LTD	2,089.50
	BCS BOONE CENTRAL SCHOOL	06/19/2020	REIMBURSE PETTY CASH	11 9000	REIMBURSE PETTY CASH	1,134.65
	BCS BOONE CENTRAL SCHOOL	06/19/2020	HEALTH INSURANCE	11 9000 211 000 0000 0 000	HEALTH INSURANCE	101,999.41
	BCS BOONE CENTRAL SCHOOL	06/19/2020	PAYFLEX	11 9000 461 000 0000 0 000	PAYFLEX	1,281.66
					Cash Receipt Date: 06/19/2020	<u>106,505.22</u>
	CORNERSTON CORNERSTONE BANK - ALBION	06/30/2020	CHECKING INTEREST	11 1510	CHECKING INTEREST	154.96
					Cash Receipt Date: 06/30/2020	<u>154.96</u>

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>		<u>Receivable Accounts</u>
Subtotal Revenue	1,289.61	11 101		106,660.18
Subtotal Expense	105,370.57		Total:	<u>106,660.18</u>
Subtotal General Ledger				
Total:	<u>106,660.18</u>			

Manual Journal Entries Listing - Summary
June 2020 Petty Cash

<u>Chart of Account Number</u>	<u>Entry Date</u>	<u>Reference Number</u>	<u>Transaction Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Batch Description: PETTY CASH JOURNAL		Processing Month: 06/2020			
11 101	06/23/2020		Payflex Claims	0.00	416.66
11 9000 461 000 0000 0 000	06/23/2020		Payflex Claims	416.66	0.00
11 101	06/30/2020		Payflex Claims	0.00	270.07
11 9000 461 000 0000 0 000	06/30/2020		Payflex Claims	270.07	0.00
				Total:	686.73
					686.73

Fund Totals:

<u>Fund</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
11 PETTY CASH	686.73	686.73
Grand Totals:	686.73	686.73

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied	7,347,176.00	320,140.61	6,463,246.69	87.97	883,929.31
01 1115	Carlisle	2,000.00	0.00	1,351.18	67.56	648.82
01 1120	PUB POWER DIST SALES TAX	150,000.00	0.00	0.00	0.00	150,000.00
01 1125	Motor Vehicle Fees	460,000.00	30,947.39	427,223.46	92.87	32,776.54
01 1140	Penalties & Interest on Taxes	0.00	681.99	6,231.66	0.00	(6,231.66)
01 1311	TUIT INDIV GEN ED	0.00	0.00	0.00	0.00	0.00
01 1312	SUMMER SCHOOL TUITION & FEES	0.00	0.00	0.00	0.00	0.00
01 1321	PATHWAYS TUITION	0.00	0.00	0.00	0.00	0.00
01 1323	TUIT FROM OTHER DIST	8,000.00	0.00	0.00	0.00	8,000.00
01 1335	Preschool SpEd Tuition	0.00	0.00	0.00	0.00	0.00
01 1423	TRANS FROM OTHER DIST-SP ED	5,000.00	0.00	5,100.00	102.00	(100.00)
01 1510	INT EARNED LOC REV RECPT	20,000.00	6,014.44	29,652.17	148.26	(9,652.17)
01 1790	OTHER LOC RECPTS	0.00	0.00	0.00	0.00	0.00
01 1800	Community Service - CKC	20,000.00	0.00	0.00	0.00	20,000.00
01 1910	Rental of Property & Facilities	0.00	0.00	0.00	0.00	0.00
01 1911	LOC LICENSE FEES	500.00	0.00	5,190.00	1,038.00	(4,690.00)
01 1920	CONTRIBUTIONS & DONATIONS	20,000.00	1,138.41	4,964.60	24.82	15,035.40
01 1921	POLICE COURT FINES	0.00	0.00	25.00	0.00	(25.00)
01 1925	Categorical Grants	20,000.00	30,600.00	60,715.71	303.58	(40,715.71)
01 1951	Misc. Revenue from Other Schools	0.00	0.00	0.00	0.00	0.00
01 1955	Dual Credit Reimbursement	0.00	7,360.00	7,360.00	0.00	(7,360.00)
01 1960	Misc Revenue from other local govt. unit	0.00	0.00	0.00	0.00	0.00
01 1990	Misc. Local Receipts	18,000.00	0.00	0.00	0.00	18,000.00
	Subtotal: 1000	8,070,676.00	396,882.84	7,011,060.47	86.87	1,059,615.53
01 2110	CO FINES AND LICENSE	11,000.00	1,407.51	11,034.31	100.31	(34.31)
01 2130	OTHER COUNTY SOURCES	0.00	0.00	0.00	0.00	0.00
01 2210	ED SERVICE UNIT RECEIPTS	1,000.00	0.00	665.84	66.58	334.16
	Subtotal: 2000	12,000.00	1,407.51	11,700.15	97.50	299.85
01 3110	STATE AID	401,770.00	40,177.00	401,770.00	100.00	0.00
01 3120	SPED	455,000.00	89,736.00	454,642.00	99.92	358.00
01 3125	SpEd Transportation School Age State	15,000.00	0.00	6,189.00	41.26	8,811.00
01 3130	Homestead Exemption	0.00	8,490.11	33,960.44	0.00	(33,960.44)
01 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	868,723.16	0.00	(868,723.16)
01 3132	Personal Property Tax Credit - Locally A	0.00	0.00	15,805.42	0.00	(15,805.42)
01 3133	NAMEPLATE CAPACITY (WIND ENERGY)	245,000.00	25.16	216,728.36	88.46	28,271.64
01 3134	Personal Property Tax Cr-Public Service	0.00	0.00	6.11	0.00	(6.11)
01 3155	TEXTBOOK RULE 4	0.00	1,548.75	1,548.75	0.00	(1,548.75)
01 3180	PRO-RATE MOTOR VEHICLE	12,000.00	0.00	10,877.81	90.65	1,122.19
01 3400	STATE APPORTIONMENT	78,000.00	0.00	86,348.04	110.70	(8,348.04)
01 3535	HIGH ABILITY LEARNERS	5,000.00	0.00	4,813.00	96.26	187.00
01 3570	Educator Effectiveness Grant	0.00	17,363.63	17,363.63	0.00	(17,363.63)
01 3575	After School Innovation Grant	25,000.00	0.00	27,270.72	109.08	(2,270.72)
01 3700	State Grants Through Intermediate Source	0.00	0.00	0.00	0.00	0.00
	Subtotal: 3000	1,236,770.00	157,340.65	2,146,046.44	173.52	(909,276.44)
01 4105	Universal Service Fund (E-RATE)	0.00	0.00	17,415.00	0.00	(17,415.00)
01 4310	REAP	30,000.00	0.00	28,025.00	93.42	1,975.00
01 4505	Title I	68,000.00	16,886.35	50,659.03	74.50	17,340.97
01 4506	Title I Accountability	0.00	0.00	0.00	0.00	0.00
01 4509	Title IIA Grant	0.00	0.00	16,522.00	0.00	(16,522.00)
01 4512	Idea Base Allocation SPED Preschool	0.00	0.00	57,730.00	0.00	(57,730.00)
01 4516	IDEA Preschool Base	4,000.00	0.00	3,936.00	98.40	64.00
01 4519	E/P IDEA Grant	123,000.00	0.00	80,712.00	65.62	42,288.00
01 4521	IDEA Proportionate Share	15,000.00	0.00	13,747.00	91.65	1,253.00

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4525	FED Vocational EDUC (Perkins)	0.00	0.00	0.00	0.00	0.00
01 4526	Migrant Ed	0.00	0.00	0.00	0.00	0.00
01 4530	Federal Grants	20,000.00	0.00	0.00	0.00	20,000.00
01 4708	Medicaid Reimb	0.00	21.44	3,650.16	0.00	(3,650.16)
01 4709	Medicaid Administrative Activities (MAC)	6,000.00	1,850.31	7,783.79	129.73	(1,783.79)
01 4900	Grant/Loans	0.00	0.00	0.00	0.00	0.00
01 4969	Title IV Part A	0.00	0.00	10,000.00	0.00	(10,000.00)
Subtotal: 4000		266,000.00	18,758.10	290,179.98	109.09	(24,179.98)
01 5200	Trans From Other Funds	0.00	0.00	0.00	0.00	0.00
01 5300	Sale of Property	0.00	821.50	994.50	0.00	(994.50)
01 5301	INS Adjust	0.00	1,219.00	1,967.99	0.00	(1,967.99)
01 5690	Other Non-Revenue Receipts	20,000.00	5.00	11,831.11	59.16	8,168.89
Subtotal: 5000		20,000.00	2,045.50	14,793.60	73.97	5,206.40
01 9000	Non Program Recpts	0.00	0.00	0.00	0.00	0.00
Subtotal: Non-Program Receipts		0.00	0.00	0.00	0.00	0.00
Fund Total:		9,605,446.00	576,434.60	9,473,780.64	98.63	131,665.36

Revenue Summary Report

Processing Month: 06/2020

June 2020

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	9,605,446.00	576,434.60	9,473,780.64	98.63	131,665.36

Board & Administrator

FOR SCHOOL BOARD MEMBERS

July 2020 Vol. 34, No. 3

Editor: Jeff Stratton

Add focus to the superintendent's evaluation

Give your board's members the opportunity to add specific comments about the superintendent's performance at the conclusion of his appraisal. This information should be collected by the president and used to direct the superintendent's work in the coming year.

Ask these four questions:

1. What impressed you the most about the superintendent's performance this year?
2. What specific recommendations do you have for the superintendent to improve per-

formance?

3. What should be the priorities for the superintendent over the next year?
4. Do you have any additional comments regarding the superintendent which have a bearing on her evaluation?

Question 3 "What should be the priorities for the superintendent over the next year?" lets board members provide guidance to the administrator on setting her performance goals for the next evaluation period. ■

Build mutual trust between board, superintendent

Trust is a key element in a healthy board-and-superintendent partnership.

Here are some trust-building suggestions from the University of Northern Iowa's Institute for Educational Leadership monograph, "Strengthening Board of Education [and] Superintendent Relationships in America's Schools."

- Hold retreats for the board and superintendent away from your regular meeting room at least once a year.
- Provide regular education for board members with a mentor approach, new member orientation, and a regular meeting agenda item devoted to continuing education.

- Count on the board president to lead. The president should work at building relationships with board members and the superintendent and encourage meeting participation by all members.

- Keep board policies updated, including the administrator's job description, and a statement of roles and responsibilities for the superintendent, board president and board members.

- Evaluate the board and superintendent annually.

For information, go to www.uni.edu/coe/iel/bssum.html. ■

From The Board Doctor[®]: Teach board its role

After serving as a board member for more than a decade, a board member in Washington commented that board orientation is one of the most critical issues. He said that an average board member's tenure is often less than it takes for that member to understand the role he plays on the school board.

Consider a recent disagreement you have had with your school board. Then, reflect whether better board orientation could have prevented or eased the disagreement. Most major board blow-ups can trace their roots back to the superintendent's failure to give board members a thorough orientation to board roles and responsibilities and supplementing a sound orientation with regular refreshers for the board on its role.

It is never easy for a school district superintendent to manage the "boss" — in this case, the school board. But when it comes to teaching board members their proper role, you do indeed need to be assertive.

When educating board members about board service, you always need to make this point: No single board member has the authority to make decisions independently, unless the board member is acting on the authority of the full board.

There are many effective ways to teach this. In board member job descriptions, and in your board's policies, see that a statement on the limits of board member authority is included. The following language provides an example:

"The Board is a policy-making body as distinguished from the responsibility for administration of the district's affairs. The Superintendent and staff are charged with implementing and executing Board policy. The Board observes, questions, and evaluates the operational functions of the district, but refrains from direct participation in those functions.

"No individual Board member or Board officer has any authority over the district or district personnel. The individual Board member has no authority to issue instructions directly to staff. Such action can only be taken by the full Board acting in its official capacity."

As you participate in school board member orientation or a refresher course, keep this example close at hand.

Sincerely,

Jeff Stratton, Editor

(515) 963-7972; jeff_stratton@msn.com. ■

Increase public participation in virtual board meetings

As districts continue to practice social distancing and hold virtual school board meetings, superintendents and board members should review efforts to facilitate stakeholder participation in the public meetings. Consider creating an electronic form that can be submitted in advance of the virtual meeting as a way to increase public input related to your agenda. Be sure to review the local regulations to determine what is possible for your district regarding public comments and virtual school board meetings first. The form can be posted on your district's website.

The general public comment form can contain the following:

- A notice that the comments include on the form will be read aloud during the public meeting.
- The maximum length of time permitted for commenting on the issue or topic listed on the form.
- Ample space for required information such as the stakeholder's name, address, topic or subject to be addressed, and the comment.

- A cut-off time of deadline (date and time) for submitting comments before the virtual meeting.
- The email address to submit the form or an alternative method for submitting it.
- Instructions on how the stakeholder will receive confirmation that the comment was submitted.
- An explanation that each topic on which the stakeholder wishes to comment should be submitted on a separate form.

Before the public meeting occurs, provide as much training as possible to your board to ensure each member's comfort level is high when the form comes into play. Try to host a practice meeting online with just a few members to test out the system using the comment form and reading the contents out loud. Work out any difficulties in advance.

Finally, continue discussions with your board on how long the form is intended to be used. Is this form a way to increase participation even when in-person school board meetings resume? ■

Considerations for Developing Re-Opening Plans for Nebraska's Schools

Nebraska Rural Community Schools Association

Jack Moles, Executive Director



INTRODUCTION

➔ Member Superintendents and Educational Service Unit Administrators of the Nebraska Rural Community Schools Association (NRCSA) have developed ideas for consideration to support districts and communities in determining their plans and strategies for reopening schools. NRCSA's Considerations for Developing Re-opening Plans for Nebraska's Schools provides a tiered approach of ideas that schools may choose to consider before students and employees return to school buildings, along with considerations that may be applicable throughout the school year. It is designed to help districts prioritize the health and safety of students and teachers as they open school buildings and deliver instruction for the 2020-2021 school year.

➔ This document is not intended to provide prescriptive or restrictive guidelines to districts. It is simply a framework for districts as they build their re-opening plans. NRCSA recommends school districts continue to monitor CDC, state agency, and local and district health department guidance and comply with directives as these are issued. The Nebraska Department of Education's "Launch Nebraska" → <https://www.launchne.com/> will be especially important for the district as it develops its local plan. It may also be advisable to confer with the school district's attorneys on some issues. The information provided in this document is not mandated, or state required. Local school districts have the authority and flexibility to meet their individual needs and be responsive to their communities.

➔ Nothing in this document should be construed as a mandate, and the committees which compiled these considerations did so with an intent to always provide room for, and respect for, the latitude of local control. Superintendents, school officials and local Boards of Education are the best determinants of decision making at the local level. They know their communities best.

Each committee was chaired by a Nebraska School District Superintendent or ESU Administrator and co-chaired or assisted by a colleague. Committees included diverse membership representing predominantly superintendents, but also ESU administrators and specialists.

MODEL

While state decisions may decide the general format that school takes in the fall, it will fall to the local administration and Board of Education to decide the fine details of any format. Basically, the general formats that may be utilized with the opening of the new school year will fall into one of three modes based on community spread of Covid-19. These modes are (1) low or no spread, (2) minimal or moderate spread, or (3) substantial spread. The general formats that the school year may take, based on these modes would appear to be as follows:

LOW/NO SPREAD	MINIMAL/MODERATE SPREAD	SUBSTANTIAL SPREAD
School buildings are open, with minimal restrictions. The district may choose to initiate preventative practices or additional proactive protocols.	School buildings are open, but use may be minimal, altered, or staggered. Such use may be based on social distancing directives.	School buildings are closed. The closure may be short-term or extended and will likely be based on state (NDE) or district health declaration.

Considerations for Developing Re-Opening Plans for Nebraska's Schools

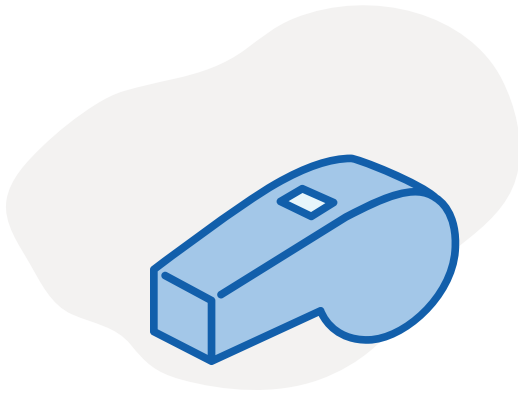
Nebraska Rural Community Schools Association
Jack Moles, Executive Director



➔ Member Superintendents and Educational Service Unit Administrators of the Nebraska Rural Community Schools Association (NRCSA) have developed ideas for consideration to support districts and communities in determining their plans and strategies for reopening schools. NRCSA's Considerations for Developing Re-opening Plans for Nebraska's Schools provides a tiered approach of ideas that schools may choose to consider before students and employees return to school buildings, along with considerations that may be applicable throughout the school year. It is designed to help districts prioritize the health and safety of students and teachers as they open school buildings and deliver instruction for the 2020-2021 school year.

➔ A committee chair and secretary were identified for each committee. These individuals served on a Steering Committee. Also serving on the Steering Committee were several Education Service Unit administrators, as well as Project Coordinators John Skretta (ESU 6 Administrator) and Jack Moles (NRCSA Executive Director). The committee chairs and secretaries were (first name listed is the Chair, second name is the Secretary/Co-Chair):

CUSTODIAL/HEALTH:	Mark Lenihan (Wayne Superintendent) Stephanie Kaczor (Riverside Superintendent)
TRANSPORTATION:	Brian Rottinghaus (Pawnee City Superintendent) Joe Sherwood (Morrill Superintendent)
SPED/504:	Heather Nebesniak (Ord Superintendent) Amy Shane (O'Neill Superintendent)
CALENDAR/LOGISTICS:	Brent Hollinger (Cross County Superintendent) Jim Widdifield (Minden Superintendent)
INSTRUCTION/CLASS SIZE:	Vern Fisher (Gibbon Superintendent) Deb Paulman (ESU 16 Administrator)
ACTIVITIES:	Alan Garey (Medicine Valley Superintendent) Jeff Edwards (Northwest Superintendent)
FOOD SERVICE:	Lori Liggett (Gordon-Rushville Superintendent) Curtis Cogswell (McCool Junction Superintendent)
PERSONNEL:	Shawn Scott (Adams Central Superintendent) Ginger Meyer (previously Scribner-Snyder Superintendent, now Chadron Superintendent)






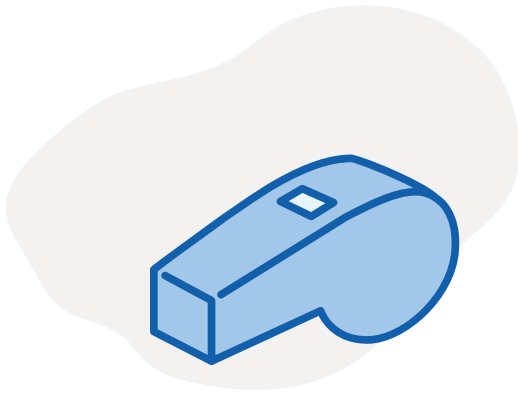
ACTIVITIES

LOW/NO SPREAD Building open as usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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NSAA ACTIVITIES ↘

The Nebraska School Activities Association’s (NSAA) [“Return to Activities” document](#) will provide guidance on high school NSAA-governed activities.

MIDDLE SCHOOL/JR. HIGH ACTIVITIES ↘	District/School considerations:	District/School considerations:	District/School considerations:
<p style="text-align: center;">No contact Activities</p>  <p>(i.e. Cross Country, Track & Field) Activities that can be done with physical distancing and no sharing of equipment.</p>	<ul style="list-style-type: none"> • Full practice and competitions. • For away contests, Activities Director should contact host school district to determine local guidelines for competition. For any significant changes or special conditions that impact parents/visitors/spectators, communicate those to stakeholders in advance. 	<p>Refer to NSAA Return to Activities Information sheet.</p>	<p>Refer to NSAA Return to Activities Information sheet.</p>
<p style="text-align: center;">Limited Contact Activities</p>  <p>(i.e. Volleyball, Baseball, Softball) Activities that involve close contact but with protective equipment in place.</p>	<ul style="list-style-type: none"> • Full practice and competitions. • For away contests, Activities Director should contact host school district to determine local guidelines for competition. For any significant changes or special conditions that impact parents/visitors/spectators, communicate those to stakeholders in advance. 	<p>Refer to NSAA Return to Activities Information sheet.</p>	<p>Refer to NSAA Return to Activities Information sheet.</p>
<p style="text-align: center;">Contact Activities</p>  <p>(i.e. Football, Wrestling, Basketball, Soccer, Music) Activities that involve close contact but lack significant protective barriers.</p>	<ul style="list-style-type: none"> • Full practice and competitions. • For away contests, Activities Director should contact host school district to determine local guidelines for competition. For any significant changes or special conditions that impact parents/visitors/spectators, communicate those to stakeholders in advance. 	<p>Refer to NSAA Return to Activities Information sheet.</p>	<p>Refer to NSAA Return to Activities Information sheet.</p>



ACTIVITIES *continued...*

LOW/NO SPREAD Building open as usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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NSAA ACTIVITIES ↘

The Nebraska School Activities Association’s (NSAA) [“Return to Activities” document](#) will provide guidance on high school NSAA-governed activities.

NDE ACTIVITIES ↘



(i.e. FFA, FCCLA, FBLA, SkillsUSA, DECA, HOSA, Educators Rising)

District/School considerations:

Implement standard operating procedures while taking preventative measures such as:

- Providing hand sanitizer for students and staff.
- Allowing students and staff to wear face masks/coverings.
- Follow social distancing practices established.
- Each individual school or student chooses to attend an activity or not.

Follow NSAA guidelines for sporting events and practices

District/School considerations:

- Abide by the maximum number of people allowed to congregate as defined.
- Identify and utilize large spaces.
- Stagger the schedule for large group gatherings.
- Discourage the congregation of students in parking lots and common areas
- Virtual conferences, workshops, meetings

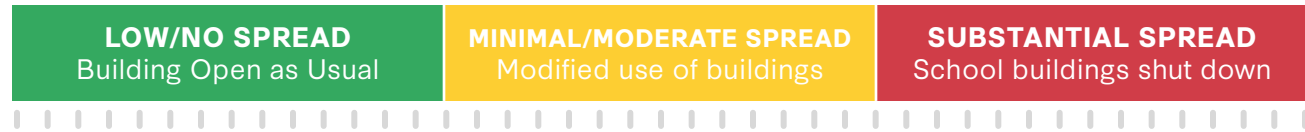
Follow NSAA guidelines for sporting events and practices

District/School considerations:

School buildings are closed. Abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order



CALENDAR/LOGISTICS



	LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
PANDEMIC RESPONSE/ RETURN TO SCHOOL COMMITTEE ↘	Admin, school board members, teachers, staff, school nurse, parents, community members, local health department	Admin, school board members, teachers, staff, school nurse, parents, community members, local health department	Admin, school board members, teachers, staff, school nurse, parents, community members, local health department
Frequency	No less than once per month	No less than once per week	No less than twice per week
Purpose	To provide a framework for communicating, preventing, responding to, and recovering from a pandemic outbreak and any resulting life-threatening complications that may impact the school. The development of the plan will include the local Public Health District as well as input from teachers, administration, parent representatives, and other members of the community as appropriate. The plan is part of the district’s school safety/crisis team plan. Parts of the plan may include but not limited to: District Team, Communication, Prevention Considerations, Response/Treatment Considerations, and Resources.		
Plan	Reopening Plan from ESU 3 📄		
Communication	Communication may include: frequent updates from leaders using multiple communication modalities; posters/infographics, web material, and social media; signage throughout facilities directing risk-minimizing behavior such as hand washing and surface sanitizing procedures, COVID-19 symptoms and how to stop the spread, screening and testing access, princess, and requirements		
Prevention Consideration (including cold/flu season)	<ul style="list-style-type: none"> Prevention considerations may include: activities to reduce the spread of a virus, social distancing, school cleaning and disinfecting, educating students/staff/parents to eliminate concern, hygiene practices embedded in classroom and symptoms checks, increasing nursing staff utilizing nurse clerks. Consider School Nurse Clerk 📄 		

- Committee responsible for communicating with each other. Frequency would be determined by color as stated above.
- Monitor restrictions and removal of restrictions based upon the changing dhms. Adjust the plan accordingly.
- Maintain consistent communication with local health department to ensure best practices.
- Adjust plans for the following aspects of school based upon the current color assigned to the district: length of school day, number of school days, transportation, food services, movement throughout the building, classroom arrangements.

➔ **What to do with staff/student** 📄 ➔ **What to do with staff/student** 📄 ➔ **What to do with staff/student** 📄
Staff with underlying health conditions 📄



CALENDAR/LOGISTICS *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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RESPONSE/TREATMENT CONSIDERATIONS ↴

Develop standard operating procedures (SOPs) for the following:

- A learner, faculty, staff or visitor is symptomatic for COVID-19
- A learner, faculty, staff or visitor test positive for COVID-19
- A learner, faculty, staff or visitor is exposed to an individual positive for COVID-19

The process should include:

- Processes to trace & contact relevant parties who may have been exposed
- Communication with environmental services to facilitate rapid cleaning and disinfecting surfaces to immediately limit learners, faculty and staff exposure
- Working with families and local authorities to take appropriate steps to prevent, diagnose and if necessary, quarantine/isolate or refer for treatment
- Working with public health authorities to make emerging antiviral therapy and/or vaccines available in a timely way as they become available.
- Develop and implement a return to school policy in coordination with local public health authorities for all recovering individuals, those returning from caring for an infected individual and those returning to the community from international and high-risk national locations
- Screening, list of support services available in the community for learners, faculty, and staff for loss of resilience, stress, depression and suicidal ideation
- Training for learners, faculty, and staff on the signs of mental health such as loss of resilience, stress, depression and suicidal ideation
- Learner access to mental health supports such as school counselors, school social workers, etc.
- Have available for staff, parents, and families educational materials on loss and grief and ways to cope with stress
- Identify a mental health team that among other things can identify students and families in need of emotional and psychological support and refer to school community services/supports if needed

COMMUNICATION PLAN ↴

Internal Communication

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Send out message about starting school on-time • Safety protocols ↗ • Survey Staff ↗ • Blackboard Connect • App notifications • CDC - School Decision Tree ↗ • Teacher Checklist ↗ | <ul style="list-style-type: none"> • Alternative Staff Procedures • Additional Safety Protocols ↗ • Post Safety Protocols | <ul style="list-style-type: none"> • Send out message of alternative start date • Remote Learning Procedures • Alternative Start Dates • Scheduling • Alternative Staff Procedures |
|--|---|---|



CALENDAR/LOGISTICS *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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COMMUNICATION PLAN *continued...* ↘

External Communication

- [Parent Survey](#)
- Send Out Message
- Start Dates
- [Safety Protocols](#)
- [Parent Checklist](#)
- [Fact Sheet - English](#)
- [Fact Sheet - Spanish](#)
- Additional Safety Protocols
- Days out of school/duration
- [Cloth Face Covering - English](#)
- [Cloth Face Covering - Spanish](#)
- Add Safety Protocols to Website
- Communication in the Fall
- E-Learning procedures
- Grading
- Schedules for classes

ENTERING THE BUILDING ↘

- | | | |
|--|---|---|
| <p>Schools are open implementing standard operating procedures while taking preventative measures such as:</p> <p>District Considerations:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students, staff, and visitors at all entryways • Limit unnecessary congregations of students and staff: <ul style="list-style-type: none"> ◊ Have students report directly to classrooms ◊ Have multiple areas for smaller groupings ◊ Separate groups in the gymnasium • Post signage in classrooms, hallways and entrances to communicate how to minimize the spread. Covid-19 symptoms, preventative measures, good hygiene, and school specific protocols | <p>School buildings are open with the potential for addition precautionary practices in place</p> <p>District Considerations:</p> <ul style="list-style-type: none"> • Designate limited entrances to the building and provide hand sanitizing stations at each of those entrances • Post signage in classrooms, hallways and entrances to communicate how to minimize the spread. Covid-19 symptoms, preventative measures, good hygiene, and school specific protocols • Designate flow patterns for entering and exiting the building and mark spacing lines to assist with distancing | <p>School buildings are closed: District/school leaders should require only essential staff to report in-person to carry out functions that are absolutely necessary</p> <p>District Considerations:</p> <ul style="list-style-type: none"> • District/school leaders must remain purposeful in determining roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements • District/school leaders should leverage virtual tools and platforms whenever possible to conduct essential business and minimize in-person reporting • District/school leaders might consider splitting staff to attend on alternate days for limited collaboration, for example HS on one day, elementary staff on a different day, or subject level teachers attending one day, consider shortened days |
|--|---|---|



CALENDAR/LOGISTICS *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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ENTERING THE BUILDING *continued...* ↘

- | | |
|---|---|
| <ul style="list-style-type: none"> • Establish a protocol for what to do with students and staff who feel ill/experience symptoms after coming to school <ul style="list-style-type: none"> ◇ Create an isolation room or area, such as a cot in a corner of the classroom, a small office, or an empty classroom that can be used to isolate a sick student. Ensure proper adult supervision of an isolated child as needed ◇ Follow CDC guidance on how to disinfect the building if someone is sick ◇ If a sick child has been isolated in the facility, clean and disinfect surfaces in the isolation room or area after the sick child has gone home ◇ Identify areas used by the person who is sick and restrict use of these areas until cleaned, if possible. ◇ Communicate with other parents in that classroom or cohort group | <ul style="list-style-type: none"> • Establish a protocol for what to do with students and staff who feel ill/experience symptoms after coming to school <ul style="list-style-type: none"> ◇ Follow CDC guidance on how to disinfect the building if someone is sick ◇ If a sick child has been isolated in the facility, clean and disinfect surfaces in the isolation room or area after the sick child has gone home ◇ Identify areas used by the person who is sick and restrict use of these areas until cleaned, if possible. ◇ Communicate with other parents in that classroom or cohort group |
|---|---|

NE Dept of Labor - Protecting Workers during the Pandemic [↗](#)

POSITIVE CASE IN THE SCHOOL/SCHOOL CLOSURE ↘

Remote Learning Plans

- | | | |
|--|---|--|
| <p>Review/Update Remote Learning Plans in Summer of 2020 or Fall of 2020 based on Spring Remote Learning</p> | <p>Review/Update Remote Learning Plans in Summer of 2020 or Fall of 2020 based on Spring Remote Learning. Initiate/Start your Remote Learning Plan for 2020-2021 school year if you have students or staff quarantined at home with COVID19 while school is in session.</p> | <p>Initiate/Start your Remote Learning Plan for 2020-2021 School year if school is closed. Determine if remote learning or enrichment based on closure length.</p> |
|--|---|--|



CALENDAR/LOGISTICS *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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POSITIVE CASE IN THE SCHOOL/SCHOOL CLOSURE *continued...* ↘

<p>Facility Usage</p>	<p>Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.</p>	<p>Schools consider alternative scheduling with certain grades attending (M, W, F) and others (T, TH) one week, then alternating to lower numbers in facility. Consider keeping K-6 or K-8 facilities operational with students attending during mandated closing and go with 100% remote learning with 9-12.</p>	<p>Consider keeping K-6 or K-8 facilities operational with students attending during mandated closing and go with 100% remote learning with 9-12? Can Schools receive a waiver from state allowing elementary students to continue receiving in-school education? Recommendation to NDE is to still allow small groups to attend school to work (Shop, SPED, 504)</p>
<p>Attendance</p>			<p>NDE/State School Board allow schools to teach remote learning and have those days “count” towards attendance if school chooses to do 100% remote learning.</p>
<p>Grading</p>			<p>NDE/State School Board allow schools to grade work and count towards GPA, class rank, etc. in remote learning environment if school chooses to do 100% remote learning.</p>
<p>Technology Needs</p>	<p>School may consider moving toward a 1:1 device:student for K-12 to provide assurance for district in the case of possible future shutdowns.</p>	<p>School may consider moving toward a 1:1 device:student for K-12 to provide assurance for district in the case of possible future shutdowns.</p>	<p>If school is required to go 100% remote learning, consideration of having a 1:1 device/student ratio for K-12.</p>
<p>Student Accessibility</p>			<p>100% wireless accessibility for ALL students in district? If not, implementing plan to provide 100% access. Perhaps purchasing iPads that have cellular service.</p>



CALENDAR/LOGISTICS *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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POSITIVE CASE IN THE SCHOOL/SCHOOL CLOSURE *continued...* ↘

Return to Work Agreements

Review/Update Return to Work Agreements with BOE and school attorneys to determine if they worked well for school district during spring of 2020

Possibly using Return to Work Agreements to keep some of workforce at home during a mild spread.

Initiate Return to Work Agreements for classified staff based on district philosophy on how to pay classified during closure.

Last 1st Semester Closure

School district could consider moving the end of 1st semester to after January 1, initiate a new calendar option that would then have school go longer into spring than originally planned.

CALENDAR OPTIONS ↘

- Consider various calendars
- Start on time
- Start, stop, then start again
- Start later than planned
- Start early
- Extend the school day to reduce the # of contact days
- **Reduced Calendar Day with Longer Hours** ☐

Calendar Examples:

- **Minden Alternative Calendar-Late Start Before Labor Day** ☐

Starting Early Calendar ideas:

- **August 4th Early Start** ☐
- **Thayer Central Alt Calendar** ☐



CUSTODIAL/HEALTH

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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EMPLOYEE & STUDENT SAFETY ↓	District/School may consider:	District/School may consider:	District/School may consider:
Screening	<ul style="list-style-type: none"> Whether and which screenings will be used. Communication with parents to monitor student symptoms at home before school. Designated areas for students/staff who show or report symptoms. Sending students home from school and consider keeping home until they have tested negative or have completely recovered according to CDC guidelines. 	<ul style="list-style-type: none"> Whether allowed visitors/vendors will be required to be screened before entering. Entering the building(s): <ul style="list-style-type: none"> Health checks at entrances? Different entrances for different groups? Staggered start times/bus unloading-loading? Designated areas for students/staff who show or report symptoms. Sending Students home from school and consider keeping home until they have tested negative or have completely recovered according to CDC guidelines. 	<ul style="list-style-type: none"> Whether allowed visitors/vendors will be required to be screened before entering.
PPE - Face Masks/Shields	<ul style="list-style-type: none"> Consider if masks will be required. Students and staff may choose to wear masks. 	<ul style="list-style-type: none"> Consider if masks will be required. Students and staff may choose to wear masks. 	<ul style="list-style-type: none"> Students will not be allowed in buildings. Consider whether staff are required to wear masks.
Visitor Restrictions	<ul style="list-style-type: none"> If there will be restrictions on visitors/vendors. Consider whether school will allow parents in school building in designated areas only such as office for appropriate circumstances determined by district and school officials. 	<ul style="list-style-type: none"> Which, if any, visitors will be limited? Are there alternate entrances which can be used by vendors? Consider working with vendors to require face coverings. Consider not allowing parents in building unless a circumstance is determined appropriate by district and school officials. 	<ul style="list-style-type: none"> Identify which visitors/vendors are essential. Are there alternate entrances which can be used by vendors? Consider working with vendors to require face coverings. Alternate drop-off points for vendors to limit their entry into the buildings.



CUSTODIAL/HEALTH *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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EMPLOYEE & STUDENT SAFETY <i>continued...</i> ↘	District/School may consider:	District/School may consider:	District/School may consider:
<p>School Nurse/Designated Symptom Monitor</p> <p>School Nurse Symptom Monitor Guide 📄</p>	<ul style="list-style-type: none"> Monitor students and staff who are reported with symptoms. Monitor students and staff with health related issues. Consider assigning a staff member in lieu of a school nurse. Consider training bus drivers, secretaries, first point of contact for symptom monitoring. 	<p>Consider involving trained staff in more detailed symptom monitoring.</p>	<p>Consider monitoring everyone who enters building.</p>
<p>Health Guidance for Exposure</p>	<ul style="list-style-type: none"> Consider public health recommendations. Assist public health in contact tracing. Consider communication plan to students, staff, families, and community. 	<ul style="list-style-type: none"> Consider public health recommendations. Consider relaxing attendance for students whose parents aren't comfortable sending to school. Consider concerns of staff who are in an at-risk category. Consider hybrid/remote learning - and/or reducing number of students in classrooms and buildings. Consider communication plan to students, staff, families, and community. 	<ul style="list-style-type: none"> Consider public health recommendations. Consider no or limited attendance in buildings until public health decision to move to yellow. Consider communication plan to students, staff, families, and community.
<p>Student/Staff Symptoms Check List 📄</p>	<p>Consider social distancing to the extent possible, especially in commons areas, busing, activities.</p>	<p>Consider staggering classes, limiting commons area usage, consider number of students in rooms/on buses, consider no use of lunch areas or stagger lunches to create more room.</p>	<p>Follow 6 foot social guidelines for anyone in the building.</p>
<p>Social Distancing</p>	<p>Consider social distancing to the extent possible, especially in commons areas, busing, activities.</p>	<p>Consider staggering classes, limiting commons area usage, consider number of students in rooms/on buses, consider no use of lunch areas or stagger lunches to create more room.</p>	<p>Follow 6 foot social guidelines for anyone in the building.</p>



CUSTODIAL/HEALTH *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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FACILITIES CLEANING ↘	District/School may consider:	District/School may consider:	District/School may consider:
Student Desks	Have cleaning supplies available to clean between classes. Designate who will be responsible for this cleaning.	Clean between classes by students entering. Clean their desk/seat.	
Teacher Workspace	Have cleaning supplies available to clean.	Consider cleaning area at least once a day.	Consider cleaning area at least twice a day.
Classrooms	Have cleaning supplies available to clean.	Clean in between classes by students.	Deep cleaning as needed.
Cafeteria/Commons Areas	Have cleaning supplies available to clean.	Arranged seating, scheduled lunch times. Consider expanding the commons area to classrooms and the gym. Clean or sanitize between groups of students.	
Buses	Have cleaning supplies available to clean.	Consider cleaning/fogging after each trip.	
Restrooms During Day	<ul style="list-style-type: none"> Daily cleaning and supplies available for janitorial staff. Hand Sanitizer before and after entering the restroom. Signage, STRESS handwashing! 	<ul style="list-style-type: none"> Consider more frequent cleaning and supplies available for janitorial staff. Hand Sanitizer before and after entering the restroom. Signage, STRESS handwashing! 	<ul style="list-style-type: none"> Deep clean as needed. Signage, STRESS handwashing!
Restrooms During Non-School Hours	<ul style="list-style-type: none"> Signage, stress handwashing and hand sanitizer. 	<ul style="list-style-type: none"> Signage, stress handwashing and hand sanitizer. Have janitors cleaning regularly. 	<ul style="list-style-type: none"> Signage, stress handwashing and hand sanitizer. Deep clean after events.



CUSTODIAL/HEALTH *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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FACILITIES CLEANING <i>continued... ↘</i>	District/School may consider:	District/School may consider:	District/School may consider:
Cleaning During the Day - Water Fountains, Door Knobs, Handles, High Touch Surfaces	<ul style="list-style-type: none"> Recommend everyone have their own water bottle. Have wipes/spray available to use on door knobs and handles when used. 	<ul style="list-style-type: none"> Consider shutting down water fountains with everyone having their own water bottle. Clean water fountains frequently. Clean door knobs, handles when used. 	<ul style="list-style-type: none"> Consider shutting down water fountains with everyone having their own water bottle. Allowing only staff to refill. Clean door knobs, handles when used.
Locker Rooms/Weight Room	<ul style="list-style-type: none"> Daily cleaning and supplies available for janitorial staff. Hand Sanitizer before and after entering the bathroom. Signage, STRESS handwashing! Educate students on social distancing in the locker rooms and proper sanitation. Clothes go home daily. 	<ul style="list-style-type: none"> Supervised locker rooms by school staff to enforce social distancing, hand washing, and hand sanitizing. Continue to educate students on these guidelines. Clothes go home daily. 	
Playgrounds	<ul style="list-style-type: none"> Have cleaning supplies available. 	<ul style="list-style-type: none"> Consider cleaning playground equipment after each recess. No sharing of toys or equipment. Consider social distancing. 	<ul style="list-style-type: none"> Consider shutting down playground equipment.
Signage Bertrand Sample Signage CDC COVID-19 Print Resources	<ul style="list-style-type: none"> Signage hung throughout all buildings on (social distancing, temperature checks, washing hands, hand sanitizer, and symptoms of COVID-19). 	<ul style="list-style-type: none"> Signage hung throughout all building on (social distancing, temperature checks, washing hands, hand sanitizer, and symptoms of COVID-19). 	<ul style="list-style-type: none"> Signage hung throughout all building on (social distancing, temperature checks, washing hands, hand sanitizer, and symptoms of COVID-19). Update signage as needed or as updates occur.



CUSTODIAL/HEALTH *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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PREVENTATIVE MATERIALS INVENTORY ↓	District/School may consider:	District/School may consider:	District/School may consider:
Chemicals Used by Maintenance	<ul style="list-style-type: none"> Organize MSD and Inventory sheets. 	<ul style="list-style-type: none"> Re-Evaluate effectiveness of cleaning. 	<ul style="list-style-type: none"> Increase inventory and cleaning process.
Chemicals Used by Staff/Students	<ul style="list-style-type: none"> Organize MSD and Inventory sheets. 	<ul style="list-style-type: none"> Re-Evaluate effectiveness of cleaning. 	<ul style="list-style-type: none"> Increase inventory and cleaning process.
Temperature Scanners	<ul style="list-style-type: none"> Use current on-hand devices. Follow normal protocol. 	<ul style="list-style-type: none"> Utilize screening questions to determine number of temperature checks. 	<ul style="list-style-type: none"> Use screening questions and Increase number of devices to conduct numerous temperature checks
Foggers/Misters	<ul style="list-style-type: none"> Use normal maintenance procedures. 	<ul style="list-style-type: none"> Consider increasing the frequency of fogging in high touch areas. 	<ul style="list-style-type: none"> Increase the frequency of fogging in high touch areas.
Hand Sanitizer and Mask Acquisitions (Facial Coverings)	<ul style="list-style-type: none"> Few changes to necessary inventory. May consider a need to increase inventory 	<ul style="list-style-type: none"> Consider increasing inventory to make sanitizer and masks available to students, staff, and guests as per request. 	<ul style="list-style-type: none"> Increase inventory to ensure enough sanitizer and masks for everyone on school grounds.
Cleaning Equipment Needed Regularly/Daily	<ul style="list-style-type: none"> Use normal maintenance procedures. 	<ul style="list-style-type: none"> Consider increasing the frequency of cleaning in high touch areas. 	<ul style="list-style-type: none"> Increase the frequency of cleaning in high touch areas.
Storage of Equipment/ Access	<ul style="list-style-type: none"> Normal supply and access. 	<ul style="list-style-type: none"> Consider increasing the availability in various areas in the building. 	<ul style="list-style-type: none"> Increase storage capacity and ease of availability to students and staff.
Storage of Chemicals/MSD Sheets/Shelf Life	<ul style="list-style-type: none"> Normal supply and access. Use First in First Out supply guidelines under all conditions 	<ul style="list-style-type: none"> When ordering increased supplies check life to ensure supplies do not lose effectiveness. 	<ul style="list-style-type: none"> Increase inventory and checking life of supplies more frequently to ensure supplies do not lose effectiveness.



CUSTODIAL/HEALTH *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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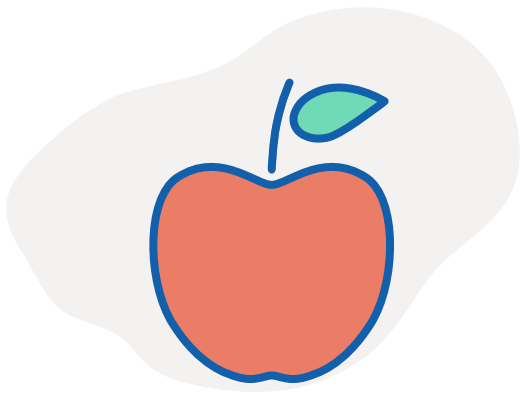
PREVENTATIVE MATERIALS INVENTORY <i>continued...</i> ↘	District/School may consider:	District/School may consider:	District/School may consider:
Inventory & Supply Needs	<ul style="list-style-type: none"> Normal supply. 	<ul style="list-style-type: none"> Increase supplies as necessary for cleaning and personal protection. 	<ul style="list-style-type: none"> Consider substantial increases in inventory to ensure supplies are available according to need.
HVAC/Filters	<ul style="list-style-type: none"> Use existing inventory and maintenance procedures. 	<ul style="list-style-type: none"> Increase inventory and consider replacing filters more often. 	<ul style="list-style-type: none"> Increase inventory and consider replacing filters weekly.
SUPPORTS/TRAINING/ CURRICULUM ↘	District/School may consider:	District/School may consider:	District/School may consider:
Social/Emotional Learning Supports & Resources - Students	<ul style="list-style-type: none"> Counselor develops videos/resources for the first day for all students. General messaging promoting well-being and self-efficacy. See NE SCHOOL MENTAL HEALTH CONFERENCE 2020 ☐ handouts and videos for resources. See also National Center for School Crisis and Bereavement ☐ resources. 	<ul style="list-style-type: none"> Counselor develops videos/resources that focus on: Wellness reminders for all Differentiated messaging for students identified as needing greater supports 	<ul style="list-style-type: none"> Counselor works with students in small groups and/or individually address well-being needs on a weekly basis for an identified caseload. Work may need to be done remotely.
Social/Emotional Learning Supports & Resources - Staff → EHA Wellness Resources	<ul style="list-style-type: none"> Counselor develops videos/resources for the first day or all staff, focusing on use of EHA wellness resources for member districts. 	<ul style="list-style-type: none"> Counselor and Admin continue to message EHA resources while also messaging any free EAP resources available to staff. 	<ul style="list-style-type: none"> Counselor and Admin may convene small groups and/or individually to address well-being needs on a weekly basis for key staff seeking more intensive collegial support.
Crisis/Safety Pandemic Response Team	<ul style="list-style-type: none"> Convene Pandemic Response Team quarterly or monthly. 	<ul style="list-style-type: none"> Convene Pandemic Response Team weekly. 	<ul style="list-style-type: none"> Convene Pandemic Response Team weekly and provide a daily email update from team coordinator.



CUSTODIAL/HEALTH *continued...*

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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SUPPORTS/TRAINING/ CURRICULUM <i>continued...</i> ↘	District/School may consider:	District/School may consider:	District/School may consider:
Training Staff - Building Protocols - Arrival, Passing Periods, Breakfast/Lunch, Dismissal	<ul style="list-style-type: none"> Pre-return to school training/ orientation. 	<ul style="list-style-type: none"> Pre-return to school training/ orientation. 	
Training Substitute Staff (Teachers, Paras, Janitors, etc.)	<ul style="list-style-type: none"> Pre-return to school training/ orientation required before start of school; mandatory to get on the approved substitute teacher list. 	<ul style="list-style-type: none"> Review and reinforce classroom cleaning and social distancing for substitute teachers; if a substitute has not been on site for >3 weeks, consider repeating basic "Clean Classrooms" checkoff before entering classroom. 	
Training Process, Pre-teach, Teach, Re-teach	<ul style="list-style-type: none"> Monthly review in a checklist format w/ required self-report (can be done as a google form. See also standard one-pager on office cleaning procedures for cleaning and disinfecting. 	<ul style="list-style-type: none"> Biweekly review in a checklist format which serves as basic criteria to be adhered to for custodians, paraprofessionals, teachers. 	<ul style="list-style-type: none"> Weekly review Daily classroom opening and closing procedures/checklist for teachers & custodians
Social/Emotional Supports & Resources - Parents	<ul style="list-style-type: none"> Survey families on concerns prior to school year CASEL / Committee for Children guidance on Efforts To Promote Social and Emotional Learning During the Pandemic resource is applicable to all levels. 	<ul style="list-style-type: none"> Survey families and/or individual families monthly? (underlying conditions) Monthly communication sent home 	<ul style="list-style-type: none"> Weekly communication sent home Survey



FOOD SERVICE

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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SERVING MEALS ↘	District/School may consider:	District/School may consider:	District/School may consider:
	<ul style="list-style-type: none"> Districts will consult with NDE Food Service personnel for guidance. <ul style="list-style-type: none"> Shawn.Vondracek@nebraska.gov → https://www.education.ne.gov/ns/forms-resources/summer-food-service-program/ Schools will serve in cafeterias, with no student self-service items. 	<ul style="list-style-type: none"> Schools will serve in cafeterias, with no student self-service items. School districts will determine the differences between “Offer vs Serve” in regards to the wording in the current DHM or other health department guidelines. When needed schools will take steps to transition between Phase III and Phase IV guidelines in regards to food service. 	<ul style="list-style-type: none"> Packaged meals will be distributed. The method would be at the district’s discretion. NDE will provide “guidance” (based on “best practices”) on safely reopening, but (3) it will ultimately be a local decision on how schools reopen this fall.

Schools will attempt to limit student interactions by practicing social distancing and the following if applicable.

- Serve lunch in classrooms or other available spaces ie. gym.
- Expand lunch periods so fewer students are in a space at one time.
- Consider outside seating if possible.
- Consider open campus for high school students
- Eliminate student use of keypad for point of sale, instead assign one staff member or use remote scanning of ID card.

In regards to the distribution of food schools may consider the following practices:

- No use of salad bar, or self-serve fruit and vegetable bar; instead provide individually wrapped items.
- Use foam or disposable trays.
- No self-serving by students. Food items will be individually packaged or placed on trays by food service personnel. Students may pick up prepackaged items, but a space will be maintained between items to prevent students from touching the food of others.
- Food service staff will comply with NDE safety requirements and recommendations such as face shields, gloves, disinfecting, etc.

NDE will provide “guidance” (based on “best practices”) on safely reopening, but it will ultimately be a local decision on how schools reopen this fall.



INSTRUCTION/CLASS SIZE

LOW/NO SPREAD Building open as usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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Professional Development (PD) on delivery of effective formative, interim and summative assessments both on-line and in the classroom; online/virtual delivery of instruction; social emotional supports for students & staff; Reach out to ESU for professional learning supports and supplemental mental health supports

- Consider limiting travel to in-state conferences only and to areas with low virus spread.
- Utilize internal district expertise for professional development. *Consider holding virtual conferences, workshops, and meetings.

- Ensure all faculty and staff have remote access and device capability.
- Limit school district mass gatherings of staff for PD/ motivational speakers for 2020-2021.
- Schools should consider measures such as providing early retirement incentives and creating new roles for teachers and principals who are forced to remain at home due to their risk.

CURRICULUM AND INSTRUCTION

<https://docs.google.com/document/d/1jgmkdyXPJ9eThz-QJLBwoRi-IrFdgVp2TPHAcxsbhUQ/edit>

ASSESSMENT AND RESPONDING TO STUDENT NEEDS ↴

General Considerations:

1. Keep students in grade level content and “spot” remediate unfinished learning,
2. Focus on [essential content-Math & ELA](#)
3. Ensure that all students have access to [HQIM](#) in core programming.

Plan of Actions:

- [Summer Critical Actions](#)

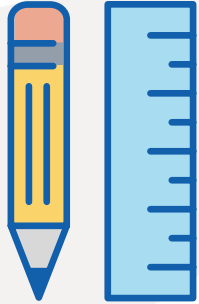
General Considerations:

- Whether we enter the 2020-21 school year in green or yellow teachers may want to consider engaging in the same assessment protocols recommended in green. Refer to the green column.
- [Key Factors if Administering NWEA MAP Growth Remotely](#)
- PD on delivery of effective formative, interim and summative assessments both on-line and in the classroom.

General Considerations:

- Assuming that the move to red occurs sometime after the on-site start of the 2020-21 school year, additional considerations could include:
- [Key Factors if Administering NWEA MAP Growth Remotely](#)
- PD on delivery of effective formative, interim and summative assessments both on-line and in the classroom.

INSTRUCTION/CLASS SIZE *continued...*



LOW/NO SPREAD
Building open as usual

MINIMAL/MODERATE SPREAD
Modified use of buildings

SUBSTANTIAL SPREAD
School buildings shut down

ASSESSMENT AND RESPONDING TO STUDENT NEEDS *continued...* ↘

How Do We Know What They Know?

- [Pre Assessment Strategies Examples](#) ▢
- For ELA:
 - ◊ [IRLA](#) ▢
 - ◊ IXL
 - ◊ Acadience
 - ◊ MAP Accelerator
- For Math:
 - ◊ [Zearn](#) ▢
 - ◊ IXL
 - ◊ MAP Accelerator

What Do We Do if They Don't Know?

- Addressing Student Needs
 1. How can use all staff (music, PE, Art, SS) and creatively schedule to remediate unfinished (pre-requisite) learning.
 2. For ELA gaps consider building background knowledge of students. Ex. preparing to read on grade level complex text on WWII, provide video, interview w/vet, access news reels, prior to reading complex text
 3. [Scaffolding student learning resource](#) ▢
 4. Online re-teach
- For ELA:
 - ◊ EdReady
- For Math:
 - ◊ Zearn
 - ◊ Kahn Academy
- Use Learning Management System (LMS) to deliver online re-teach lessons
- Flipped classroom



INSTRUCTION/CLASS SIZE *continued...*

LOW/NO SPREAD Building open as usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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GRADING PRACTICES ▾	K-8: Standard Grading; 9-12: Standard Grading	K-8: Completion Grading; 9-12: Standard Grading	K-8: Pass/Fail; 9-12: Completion Grading
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Technology

https://ies.ed.gov/ncee/edlabs/regions/central/pdf/RELCentral_Remote-Learning-QC-Handout.pdf

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Get technology for students by grade level. • Plan for the future and not being in school. • Use technology when possible • Teachers trained and prepared for online learning. • Have technology in students hands when they leave school. • Teachers fully utilize technology. • School has a Learning Management System to teach -Schoology, Canvas, etc. • Training on Google Chat, Zoom, GoToMeeting, etc. • Check on Student network availability - have backup plan for students lacking internet access such as procuring hotspots or providing flash drive content updated weekly, etc. • Synchronous vs Asynchronous learning--Have a blend and always record (asynchronous). • Synchronous vs Asynchronous learning--Have a blend and always record (asynchronous) • Parent Professional Development is important-- Parent knowledge of technology use. • District expectations for teaching - discuss-set expectations | <ul style="list-style-type: none"> • Teachers trained and prepared for online learning. • Have technology in students hands when leave school. • Teachers fully utilize technology. • School has a Learning Management System to teach -Schoology, Canvas, etc. • Implement Google Chat, Zoom, GoToMeeting, etc. • Synchronous vs Asynchronous learning--Have a blend and always record (asynchronous). | <ul style="list-style-type: none"> • Implement teacher expectations for teaching and learning, fully operational. • Communicate District expectations for teachers and students, follow through, etc. |
|---|---|---|



INSTRUCTION/CLASS SIZE *continued...*

LOW/NO SPREAD Building open as usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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GRADING PRACTICES *continued...* ↘

Rule 10/62

- Teach students how to use technology before alternate learning environment.
- **Student Enrollment, Attendance & Instructional Hours Considerations:** Assess and update student enrollment and attendance policies.
- **ATTENDANCE related:** Assess and update student enrollment and attendance policies. [reference NE 79-209 which states: (2) All school boards shall have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located. The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstances and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance.]
- **Rule 62 Declaratory Order** ☐ authorized by Stated Board at June 17 meeting.
- **Rule 62 Petition** ☐ has a fairly comprehensive list.

CLASS SIZE ↘

Schools by June 30 should indicate any concerns related to Rule waivers that may be needed for 2020-2021; See → <https://www.education.ne.gov/rule-10-eoy-waiver/>

Social Distancing to the extent possible in all contexts with class with classrooms operating at regular capacity.

Social Distancing with restrictions with potential reductions to classroom operating capacity.

Not in school /Working with local Health Department.



PERSONNEL

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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PERSONNEL ↘	District/School may consider:	District/School may consider:	District/School may consider:
	<ul style="list-style-type: none"> • Possibly survey the entire staff to gain insight into any ADA, FMLA or any concerns and issues staff may have concerning COVID-19. • Suggest doing this survey early (June or early July), as it may take some weeks to work through issues with individual staff members. • A sample staff survey can be viewed here. • Every school should have the interactive process within board policy. If you do not, or have tough issues to deal with, involve your attorney early in the process. • A simple checklist for ADA and FMLA issues can be viewed here □ • A simple flowchart for ADA and FMLA issues can be viewed here □ • Additional information on ADA can be viewed here □ • Additional information on FMLA can be viewed here □ • Additional information on FFCRA can be viewed here □ 	<ul style="list-style-type: none"> • Check in again with staff and address any legal or emotional concerns and issues. Follow similar process as outlined in low spread column. 	<ul style="list-style-type: none"> • Check in again with staff and address any legal or emotional concerns and issues. Follow similar process as outlined in low spread column.

PERSONNEL *continued...*



LOW/NO SPREAD
Building Open as Usual

MINIMAL/MODERATE SPREAD
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SUBSTANTIAL SPREAD
School buildings shut down

PERSONNEL *continued...* ↘

Start dialogue with your staff about the following:

(as level of spread increases, revisiting many of these topics is advised)

- The difference between a health condition and fear of returning to work (the checklist and processes above will help with this).
- Reminder that, due to COVID-19, duties may be assigned in which nobody is thinking about. For example, extra lunch room duty, extra cleaning, etc.
- Discuss with staff about extra duty pay if the sports season is partially or fully cancelled (education association/negotiations issue).
- Discuss how the negotiated agreement may apply to teaching and learning in a remote setting. Are there any anticipated issues, concerns, etc?
- Discuss with teachers about preparations and expectations to teach BOTH face-to-face and online.
- Discuss with teachers about the possible need to downsize the district (possibly RIF) because of COVID-19 in future years.
- Discuss with staff about the need and availability of mental health services for employees.
- Schedule time during the fall inservice for training of staff in safety protocol procedures with COVID-19 and document training.
- Review teacher certification endorsements for all teachers, as districts may need to be creative or change assignments to meet student/district/staff needs.
- Discuss with teachers about the possibility of reassignment. They are assured a position, but not a specific assignment.

Convey to staff the expectations moving forward in regard to teaching:

- Discuss staff expectations and how this may be measured under alternative learning environments, i.e. will teacher evaluation look different under remote learning, wearing a mask, etc.
- Guidelines for working from home in a remote learning environment and expectations regarding hours, duties, etc.
- Use of personal/sick/bereavement leave under remote learning environment.
- Reasonable expectations of supervision in remote learning environments.



SPED/504

LOW/NO SPREAD Building Open as Usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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SPED/504 ↘

The nature of this document is to provide suggestions, guidance, and considerations for a wide-variety of scenarios that school districts may encounter when planning for school opening in the fall in relation to SPED/504 Planning. It is imperative that each school district take into account the health status of the local community, the resources that are available to each school, and to remain flexible in meeting the educational, social, emotional, and health needs of each child. These practices and considerations are intended to be relevant for all stages of school operations.

Best Practice for all Districts to follow in regards to students with Disabilities

Revisit IEP and determine if goals can be accomplished under current operating conditions.

- If **YES**, carry out services to support goals.
- If **NO**, bring together the IEP team to determine how services can be modified to reflect current operating systems. Schools may want to consider remote learning, teletherapy, small on-site learning, sending staff to student homes, or having one-to-one service delivery.

Schools should ask the following question to Parents and IEP Team Members when reviewing all IEP's and 504 Plans prior to school starting: "Have the student's needs changed based on lack of in-person instruction?" Include a written response to this question as a Covid Impact Statement in the Plan.

- If **NO**, carry out services to support goals. Document parent response to this.
- If **YES**, bring together the IEP team to determine how services can be modified to reflect current operating systems. Document parent concerns and response. Schools may want to consider remote learning, teletherapy, small on-site learning, sending staff to student homes, or having one-to-one service delivery.
- Suggestion is to include a COVID Impact Statement that details the answer to this question in the Notes of IEP or 504 Plan.

Considerations for School Districts

- If there is a directive or mandate that in-person education is "banned" then that will trump the IEP. If the DHM or guidance is just a recommendation to cease in-person education, then schools can use best judgement about how to best serve the students.
- Schools should follow the guidelines put forth by the local Health Departments, such as social distancing and use of PPE devices. Therapists and service providers may encounter situations where work with PPE devices or social distancing is not possible. This should be addressed to determine the best way to still deliver services, but these barriers should not be an automatic reason to stop services.
- If there is a local outbreak, schools will need to make a decision on what services will look like if schools will move to a modified schedule or if schools need to close. If services can still be delivered to identified students in a small group or a one-to-one environment, continuation of services should still be a consideration. This is a local decision that will need to be addressed and determined. Considerations in this scenario are staffing, availability of rooms and spaces, number of students to be served, services to be provided, parental willingness to implement the plan, etc.
- Compensatory and recoupment of lost learning. If you have concerns or need guidance on this, please refer to Launch Nebraska Document.

SPED/504 *continued...*



LOW/NO SPREAD
Building Open as Usual

MINIMAL/MODERATE SPREAD
Modified use of buildings

SUBSTANTIAL SPREAD
School buildings shut down

Considerations for School Districts *continued...*

- When making decisions regarding student services, school districts may want to consider putting all student services type considerations into one target area to ensure that no consideration area(s) get overlooked. This would include academic services, behavior services, OT services, PT services, SLP services, OHI services, and 504 Plans.
- Launch Nebraska Health Document currently recommends homogeneous grouping for small schools and sets static group sizes at 20 students. Students can leave the homogenous grouping for services and/or the SPED teacher/therapists are able to come into the homogeneous classroom. See Best Practice statement at top of document and be very mindful of Least Restrictive Environment (LRE) when grouping students. DO NOT just put all students that qualify for SPED services in a group for easier access. LRE is still required and expected.
- When budgeting, school administrators may want to consider that funding may need to be adjusted if it is necessary to provide a new level of services to students. This may be due to personnel, equipment, contracted services, etc.
- *If needing to make changes to IEP/504 Plans to address changes in instructional delivery (i.e. in-person to remote learning), a PWN should address this change until the IEP/504 plan is due for review/renewal. Districts do not have to hold an IEP/504 meeting for all students prior to the start of the school year. See Best Practice Section at top of document.*



TRANSPORTATION

LOW/NO SPREAD
Building open as usual

MINIMAL/MODERATE SPREAD
Modified use of buildings

SUBSTANTIAL SPREAD
School buildings shut down

TRANSPORTATION ↴

Alternatives for Districts to Consider for COVID-19 Safe Transportation if there is a Risk

Note: NDE guidance indicates that school busing operations proceed normally when there is Low/No Spread. Therefore these considerations may be applicable to only Minimal/Moderate Spread depending on the desire of the district:

- Bus drivers and monitors wear masks at all times while transporting students.
- Employ bus monitors on each bus to ensure that passengers are adhering to health and safety expectations and to conduct temperature screenings.
- Take the temperature of all students prior to entry on the bus in the morning and then again before afternoon routes and activity trips.
- Develop a protocol with parents such as: if students have temperature above 100.4 they may not ride the bus either morning or afternoon routes, or before activity trips (e.g. when the student has a fever during the school day, the parent/guardian must arrange transportation back home for their child).
- All students and staff apply hand sanitizer as they enter the vehicle.
- When doubling up is necessary, sit students together who are from the same household.
- Develop seating arrangements based on the order students get on and off the bus (e.g. for AM routes, the first student on, sits at the back of the bus, the last student on, sits at the front of the bus).
- Disembarking should happen from front to back to minimize exposure.
- Drivers stay home if they have a fever or other COVID-19 related symptoms.
- Sanitize all surfaces after every route or trip.

No transportation would be provided.



TRANSPORTATION *continued...*

LOW/NO SPREAD Building open as usual	MINIMAL/MODERATE SPREAD Modified use of buildings	SUBSTANTIAL SPREAD School buildings shut down
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TRANSPORTATION *continued...* ↘

Bus routes and activity trips operate at full student capacity, with reasonable health measures implemented to prevent the spread of COVID-19, if deemed feasible by the district.

Bus routes and activity trips operate at reduced student capacity, with reasonable health measures implemented to prevent the spread of COVID-19, if deemed feasible by the district.

- Consider offering parents the option to bring their child(ren) to and from school rather than ride the bus.
- Consider whether passengers will wear masks, if feasible.
- Consider using multiple buses for activity trips to better space students for large activity groups, if feasible.
- If all certified drivers become suddenly unavailable due to COVID-19 related circumstances, consider utilizing clause 001.02A (iv) in NDE Rule 91 allowing for "...the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board."
- Consider increasing the number of bus routes for heavily populated routes, if feasible.

Committee Roster

Considerations for Developing Re-Opening Plans for Nebraska Schools | NRCSA

→ STEERING COMMITTEE

Jack Moles, NRCSA, Chair
John Skretta, ESU 6, Co-Chair

Curtis Cogswell	McCool Junction
Corey Dahl	ESU 8
Jeff Edwards	Northwest
Vern Fisher	Gibbon
Alan Garey	Medicine Valley
Drew Harris	ESU 9
Tim Heckenlively	Falls City
Brent Hollinger	Cross County
Stephanie Kaczor	Riverside
Mark Lenihan	Wayne
Lori Liggett	Gordon-Rushville
Ginger Meyer	Chadron
Brenda McNiff	ESU 5
Heather Nebesniak	Ord
Deb Paulman	ESU 16
Larianne Polk	ESU 7
Brian Rottinghaus	Pawnee City
Shawn Scott	Adams Central
Amy Shane	O'Neill
Joe Sherwood	Morrill
Melissa Wheelock	ESU 10
Jim Widdifield	Minden

→ ACTIVITIES

Alan Garey	Medicine Valley
Jeff Edwards	Northwest
Jon Davis	Alma
Chad Denker	David City
Vern Fisher	Gibbon
Bryon Hanson	Callaway
Jeff Jensen	Central City
Beth Johnson	Conestoga
Rich Lemburg	Clarkson
Mike Meyerle	Diller-Odell
Kevin Reiman	Weeping Water
Mike Williams	Arcadia
Dana Wiseman	Sutton
Holly Herzberg	Hampton
Paul Sheffield	Exeter-Milligan

→ CALENDAR/LOGISTICS

Brent Hollinger	Cross County
Jim Widdifield	Minden
Gregg Cruikshank	Homer
Tim DeWaard	Centennial
Wade Finley	Litchfield
Robert Hanzlik	Stuart
Nicole Hardwick	Boone Central
Drew Harris	ESU 9
Tim Heckenlively	Falls City
Derrick Joel	Raymond Central
Bryce Jorgensen	Southern Valley
Danny McMurtry	Maxwell
Randy Page	Thayer Central
Paul Pistulka	West Holt
Brian Tonniges	High Plains
Caroline Winchester	Chadron
Kevin Wingard	Milford

Committee Roster *continued...*

Considerations for Developing Re-Opening Plans for Nebraska Schools | NRCSA

➔ CUSTODIAL/HEALTH

Mark Lenihan	Wayne
Stephanie Kaczor	Riverside
Mike Apple	Ogallala
Brad Best	Heartland
Jason Brown	Maywood
Tim Cody	Minatare
Ray Collins	Wilber-Clatonia
Sherri Edmundsen	HTRS
Howard Gaffney	Stapleton
Dale Hafer	Ainsworth
Christopher Look	Crofton
Phillip Picquet	Perkins County
Daryl Schrunck	Dorchester
Barry Schaeffer	Arthur County
Robby Thompson	Creighton
Melissa Wheelock	ESU 10
Ron Wymore	Cozad

➔ FOOD SERVICE

Lori Liggett	Gordon-Rushville
Curtis Cogswell	McCool Junction
Candy Condradt	Franklin
Sherri Edmundson	HTRS
Justin Frederick	St. Edward
Darrin Hahne	Elkhorn Valley
Stan Hendricks	Doniphan-Trumbull
Brian Hof	Red Cloud
Marty Kobza	Superior
Dave Kraus	Friend
Chris Kuncel	Mullen
Jake Luhr	Battle Creek
Rick Masters	Kenesaw
Daryl Schrunck	Dorchester

➔ INSTRUCTION/CLASS SIZE

Vern Fisher	Gibbon
Deb Paulman	ESU 16
Chad Boyer	Wisner-Pilger
Sadie Coffey	Shickley
Josh Cumpston	Silver Lake
Jeff Edwards	Northwest
Brett Gies	Sioux County
George Griffith	Arapahoe
Kolin Haecker	Bruning-Davenport
Tim Heckenlively	Falls City
Beth Johnson	Conestoga
Rich Lemburg	Clarkson
Patrick Ningen	Creek Valley
Shawn Scott	Adams Central
John Weidner	Twin River

Committee Roster *continued...*

Considerations *for* Developing Re-Opening Plans *for* Nebraska Schools | NRCSA

→ PERSONNEL

Shawn Scott	Adams Central
Ginger Meyer	Scribner-Snyder
Chad Boyer	Wisner-Pilger
Gordon Goodman	Ansley
George Griffith	Arapahoe
Nichole Hall	ESU 6
Andy Havelka	Freeman
Justin Hayes	Santee
Logan Lightfoot	Anselmo-Merna
Darrin Max	Burwell
Travis Miller	Bayard
Nick Mumm	Giltner
Heather Nebesniak	Ord
Deb Paulman	ESU 16
Harlan Ptomey	Cedar Bluffs
Justin Knight	Perry Law

→ SPED/504

Heather Nebesniak	Ord
Amy Shane	O'Neill
Mark Bejot	Maywood
Jeremy Christiansen	Laurel-Concord-Coleridge
Sadie Coffey	Shickley
Ray Collins	Wilber-Clatonia
Del Dack	Paxton
Jane Davis	Hershey
Dan Endorf	North Bend
Andrew Farber	Louisville
Dan Hoelsing	Schuyler
Charles Isom	Hemingford
Brenda McNiff	ESU 5
Larianne Polk	ESU 7
Chris Proski	Southern
Jon Rother	Johnson County Central
Angela Simpson	Loup City
Karen Haase	KSB School Law

→ TRANSPORTATION

Brian Rottinghaus	Pawnee City
Joe Sherwood	Morrill
Terry Bauer	Silver Lake
Lindsey Beaudette	Emerson-Hubbard
Brad Best	Heartland
Evelyn Brown	Banner County
Jon Davis	Alma
Andy Havelka	Freeman
Ryan Knippelmeyer	Elmwood-Murdock
Dale Martin	Nebr Unified #1
Jeff Messersmith	Wynot
Mike Meyerle	Diller-Odell
Julie Otero	South Central Unified
Harlan Ptomey	Cedar Bluffs
Matt Quiring	Heartland
Greg Sjuts	Humphrey



Layout design by Elisa Taylor, Graphic Designer, ESU 6.



NSAA Return to Activities



****As conditions warrant, these guidelines are subject to change.**

NO MEMBER SCHOOL IS REQUIRED TO PARTICIPATE IN NSAA SPONSORED ACTIVITIES FOR THE 2020-2021 ACTIVITIES YEAR; SUCH IS A MEMBER SCHOOL CHOICE.

Objective	This document is intended to provide guidance for member schools in conjunction with Directed Health Measures and local health officials. It may also be used if conditions dictate the need for future restrictions. This plan is not intended to be a one-size fits all, but rather to assist in decision-making for all NSAA sanctioned athletics and activities and may be applied as appropriate for 7 th and 8 th grade school-sponsored athletics and activities.
Voluntary Participation and Consent of Students and Parents to Participate	<p>Participation in middle school and high school activities is voluntary and a privilege that is subject to member schools activity rules and the NSAA Constitution and Bylaws. The NSAA Parent and Student Consent Form provides:</p> <p>"The Parent and Student hereby:</p> <p>(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;</p> <p>(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury or illness of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; (d) the severity of an illness, including contagious diseases such as the COVID-19 virus, and bacterial infections may be so severe as to result in disability and death; and, (e) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;</p> <p>(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating."</p>
Core Beliefs	<p>The NSAA believes it is essential to the physical and mental well-being of students to return to physical activity, athletic competition, and activities participation.</p> <p>The NSAA recognizes that all Nebraska students may be unable to return to – and sustain – activities participation at the same time across the state. There will also likely be variation in what sports and activities are allowed over the next 9 to 12 months.</p> <p>While recognizing that county-by-county temporary and circumstance specific restrictions regarding individual student(s) or team participation in NSAA activities, the NSAA advocates and will make every effort to return a student or students and/or teams to regular participation in school-based athletics and activities as soon as possible while following all safety guidelines and directives of state and local health authorities. The NSAA is committed to removing any restrictions on student and team participation as soon as possible and to avoiding the continuation of any such restrictions on an ongoing basis.</p> <p>The NSAA is committed to keeping students, coaches, officials/judges, contest organizers and spectators safe. Prioritizing the health and safety of all students and staff must remain the focus of each NSAA member school.</p>
Addressing COVID-19	<p>Due to the near certainty of recurrent outbreaks in the coming months, schools and/or activities may experience periodic school closures and the possibility of some teams having to isolate for a period while in-season. <u>The determination of participation or continuation of participation of individual student(s) or teams in any NSAA sponsored activity through the four phases outlined below shall be in the sole discretion of each member school and State and local health guidelines and official Directed Health Measures.</u></p> <p>NSAA Catastrophic Insurance DOES NOT cover COVID-19 related illness. Compliance with the DHMs, NDE and local health officials will be essential to protect schools from liability.</p> <p>Member schools should follow Directed Health Measures and requirements of local health officials with regard to any student, coach, or sponsor testing positive and the tracing of any exposure of individuals participating in activities of a contagious disease including COVID-19.</p>

Phase Explanation	<p>Phase 1 (Red) is a base foundation for Phases 2, 3, and 4 and should be deemed in continuous effect as practicable throughout the entire NSAA activity year.</p> <p>Phase 2 (Orange) is an interim preparatory phase for Phase 3 when activities may commence, and should be deemed in continuous effect as practicable throughout the entire NSAA activity year.</p> <p>Phase 3 (Yellow) provides for the conditions when practice and competition in activities may commence, subject to meeting the applicable requirements of Phases 1, 2, and 3.</p> <p>Phase 4 (Green) is the final phase in which there are no Directed Health Measures or restrictions by local health officials; however, is recommended that social distancing guidelines continue to be implemented when practicable.</p> <p>Movement between Phases: A member school may be at different places in different activities pending upon the circumstances presented for each such activity; i.e. the volleyball team may be at Phase 3 while the football team may be at Phase 2. An activity at a member school that is at Phase 3 may be required to return to Phase 1 or Phase 2 if required to do by state or local health officials. The duration of any movement between Phases will be subject to Directive Health Measures and/or local health officials.</p> <p>Disruptions of Competition due to a Change in Phase: Should a member school have an activity moved from Phase 4 to Phases 1, 2 or 3 during the activity season due to a Directive Health Measure or direction from local health officials, the NSAA Board of Directors shall adjust the necessary rules to provide equitable opportunities for member schools. The NSAA will develop policies regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to post season events/competitions.</p>
Capacity of Facilities	<p>Schools should follow the DHM's and local health officials with regard to school facility capacity – gymnasiums, swimming pools, weight rooms, etc. See the website resource to be used to determine capacity of school facility space for participants that schools could use to determine capacity. social-distancing-room-space-calculator</p>
Public Attendance at Member School and NSAA Events	<p>Member schools should establish attendance guidelines for the public that are determined by the guidelines issued by the DHM and local health officials.</p>

Resources

Signage	<p>CDC Print Resources</p>
Additional Resources / Links	<p>Launchne.com White House Guidelines for Opening Up America Again Spanish CDC Considerations for Youth Sports CDC Recommendations Regarding the Use of Cloth Face Coverings NFHS Guidance for Opening Up High School Athletic and Activities NCAA Core Principles of Resocialization of Collegiate Sport U.S. Olympics and Paralympics Committee: Return to Training Considerations</p>

PHASES

	Phase 1	Phase 2	Phase 3	Phase 4
General Activity Description	Individual Skill Development and Workouts; Maintain Physical Distancing; No Contact with Others No Sharing of Equipment; No Grouping	Modified practices; Limited Contact with Others; Limited Sharing of Equipment; Smaller Groups; Physical Distancing when possible	Practices, rehearsals, and competition resume; Physical Distancing when not actively involved	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Facilities Cleaning	<p>Adequate cleaning schedules should be created and implemented for all athletic facilities.</p> <p>Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, weight room equipment, bathrooms, athletic training room tables, etc.).</p> <p>Individuals should wash their hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.</p> <p>Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.</p> <p>Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.</p> <p>Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.</p> <p>Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.</p>	Same as Phase 1.	Same as Phase 1.	Same as Phase 1.
Entrance/Exit Strategies	Prevent groups from gathering at entrances/exits of facilities to limit crossover and contact, including staggering starting/ending times.	Same as Phase 1.	Same as Phase 1.	
Limitations on Gatherings	<p>No gathering of more than 10 people at a time (inside/outside).</p> <p>Workouts should be conducted in "pods" of students with the same students working out together to limit overall exposures. Smaller pods can be utilized for weight training.</p> <p>There must be a minimum distance of 6 feet between each individual at all times. If this is</p>	<p>No gathering of more than 25 people at a time (inside/outside). 25 % of rated capacity</p> <p>Appropriate social distancing will need to be maintained on sidelines, benches, stages, classrooms during practices and rehearsals. Consider using tape or paint as a guide for students and coaches/sponsors.</p>	<p>Indoors 50% of rated occupancy at a time. Outdoors 75% of rated occupancy at a time.</p> <p>When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 3 to 6 feet between each individual.</p>	<p>Indoor 75% of rated occupancy at a time. Outdoors 100% of rated occupancy at a time.</p> <p>Recommended 6ft distance between groups and patrons to use face masks.</p>

	not possible indoors, then the maximum number of individuals in the room must be decreased to obtain a minimum distance of 6 feet between each individual.		Consider using tape or paint as a guide for students and coaches/sponsors.	
Pre-Participation Screenings	<p>All coaches/sponsors and students should be screened daily for signs and symptoms of COVID-19 prior to participating, including a temperature check. Anyone with a temperature of greater than 100.4 degrees should not participate and be sent home.</p> <p>Responses to screening questions for each person should be recorded and stored.</p> <p>Any person with signs or symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional.</p> <p><i>Any person who is positive for COVID-19 may not participate and should not be allowed to participate until their healthcare provider (MD, DO, NP, PA) clears them for participation. Individuals without a healthcare provider can contact their local public health department.</i></p> <p>Administrators must emphasize the need for all coaches, sponsors, and participants who have signs and symptoms of illness or who have tested positive to stay home.</p> <p>Prior to allowing use of facilities, schools should review facility use agreements, especially in the areas of cleaning and disinfecting requirements and liability.</p>	Same as Phase 1.	Same as Phase 1.	Same Phase 1.
Coaches, Sponsors, Officials, Judges	“Vulnerable individuals” people 65 years and older and people of all ages with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised should take extra precautions.	Same as Phase 1.	Same as Phase 1.	Same as Phase 1.
Face Coverings – When in competition not involving physical effort	<p>The determination and responsibility to observe DHM requirements for the use of face mask and social distancing measures for non-athletic – non-music activities is at the sole discretion and responsibility of member schools.</p> <p>Cloth face coverings should be considered acceptable. There is no need to require or recommend “medical grade” masks for</p>	Same as Phase 1.	Same as Phase 1.	Same as Phase 1.

	<p>physical activity.</p> <p>Any student who prefers to wear a cloth face covering should be allowed to do so.</p> <p>Coaches, officials, and other contest personnel may wear cloth face coverings at all times and are strongly encouraged to wear cloth face coverings whenever physical distancing is not possible. (Artificial noisemakers or a timer system with an alarm can be used to signal in place of a traditional whistle).</p>			
Face Coverings – When in competition involving physical effort	<p>Athletic and music student participants should not wear a face mask of any type during physical activity (practice or competition) but follow the guidelines established by the governor’s office and public health officials for time on sidelines, dugouts, etc. recommending mask use and distancing when not physically active.</p> <p>Recommend that cloth face coverings be worn by students when not competing.</p> <p>Reference should be made to the public health guidelines established by the home team’s public health department.</p>	Same as Phase 1.	Same as Phase 1.	Same as Phase 1.
Hygiene Practices	<p>Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.</p> <p>Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.</p> <p>Disinfect frequently used items and surfaces as much as possible.</p>	Same as Phase 1.	Same as Phase 1.	Same as Phase 1.
Hydration/Food	<p>All students must bring their own water bottle. Water bottles must not be shared. Food should not be shared. Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.</p>	Same as Phase 1.	Same as Phase 1.	Same as Phase 1.

Travel/Transportation	Keep it local and avoid cross county travel when possible, especially if counties are in different phases. Use individual transportation.	Limit travel as much as possible. Maintain social distancing on buses/vans. Use multiple buses/vans and/or parental/guardian transportation. It is recommended when possible one student, coach, or sponsor per seat and face masks should be worn.	Social distance rules apply to the extent possible. It is recommended when possible one student, coach, or sponsor per seat and face masks should be worn.	Travel can resume and is sole discretion of each member school.
Locker Rooms	Locker rooms should not be utilized during Phase 1. Students should report in appropriate attire and immediately return home to shower after participation.	If locker rooms are utilized during Phase 2, there must be a minimum of 6 feet between each individual at all times. Students must not share towels, clothing or shoes. Individual clothing/towels should be immediately washed and cleaned after every workout.	Same as Phase 2	Same as Phase 2.
Weight Rooms	<p>Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.</p> <p>Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter.</p> <p>Free weight exercises that require a spotter cannot be conducted while honoring physical distancing norms. Safety measures in all forms must be strictly enforced in the weight room.</p> <p>Weight rooms should follow physical distancing guidelines.</p>	<p>Same as Phase 1.</p> <p>Except maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.</p>	Same as Phase 2.	Same as Phase 2.
Physical Activity and Athletic Equipment	<p>There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.</p> <p>Students should wear their own appropriate workout clothing (do not share clothing). Individual clothing/towels should be washed and cleaned after every workout.</p> <p>All athletic equipment, including balls, should be cleaned after each individual use and prior to the next workout.</p> <p>Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.</p> <p>Physical contact such as high-fives, fist bumps, and hugs should not be allowed.</p>	<p>No contact activities and limited contact activities may begin practices and competitions.</p> <p>All athletic equipment, including balls, should be cleaned intermittently during practices and contests. Bats, batting helmets and catchers gear should be cleaned between each use.</p> <p>Contact activities may be begin modified practices.</p>	<p>Contact activities may begin practices and competitions.</p> <p>Athletic equipment such as wrestling head gear, football helmets and pads should be worn by only one individual and not shared.</p>	All activities are permitted to practice and compete without restrictions.

No Contact Activities (per Governor's DHM)	Activities that can be done with physical distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors. NSAA Activities: cross country, track and field, swimming/diving, golf, tennis, bowling, speech, play production, debate, journalism			
Cross Country	Runners should maintain at least 6 feet of distancing between individuals, no grouping (i.e. starts and finishes).	Staggered starts. Multiple course options to maintain social distancing.	Shared starts may resume.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical.
Track & Field/ Unified Sports Track & Field	Runners should maintain at least 6 feet of distancing between individuals, no grouping (i.e. starts and finishes). No sharing of implements / equipment. Padded equipment should be cleaned between use.	Implements/equipment should be cleaned intermittently. Staggered starts and finishes to maintain social distancing.	Full practices and competitions.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical.
Swimming/Diving	Swimmers and divers should maintain at least 6 feet of distancing. Diving boards/starting platforms should be cleaned between use.	Relay races may resume. Maintain social distancing when possible.	Full practices and competitions.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Golf	Maintain appropriate physical distancing 6 feet apart. Flag sticks are to remain in cup at all times.	No more than two golfers per tee time. Maintain social distancing when possible.	Full practices and competitions.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Tennis	Conditioning, no sharing of balls, each player use own can of balls to serve and uses racket to pass other balls (singles only), ball machine use by individuals only. Players may do individual drills, wall volleys and serves. Wipe down rackets and balls.	Practice and contests may begin. Doubles partners should remain the same if possible. Use smaller groups. Maintain social distancing when possible.	Full practices and competitions.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Bowling/ Unified Sports Bowling	Maintain appropriate physical distancing 6 feet apart. Each player has own ball.	Practice and contests may begin. Maintain social distancing when possible.	Full practices and competitions.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Speech/Play/Debate/Journalism	Maintain appropriate physical distancing 6 feet apart.	Group events/scenes are permitted. Maintain social distancing when possible. Groups/scenes/broadcasts should be done with the same students.	Events/contests/competitions may resume. Meetings should be conducted virtually when possible. Maintain social distancing when not actively involved.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical

Limited Contact Activities (per Governor's DHM)	Activities that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants. NSAA Activities: volleyball, baseball, softball			
Volleyball	Conditioning, individual ball handling drills, each player has own ball. A player should not use a single ball that others touch or hit in any manner.	May begin practices and competitions. All athletic equipment, including balls, should be cleaned intermittently during practices and contests. Teams shall not change benches between sets. Players should have designated spaces for their personal belongings. Players shall not huddle/gather between points. High fives, handshakes are prohibited. Maintain appropriate social distancing on team benches.	Full practices and competitions. Individual player equipment should not be shared. High fives, handshakes are prohibited. Maintain appropriate social distancing on team benches.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Baseball	Conditioning and tee work. Players should not share gloves or bats or throw a single ball that will be tossed among the team. A single player may hit in cages, throw batting practice (with netting as backstop, no catcher). Prior to another athlete using the same balls, they should be collected and cleaned individually.	May begin practices and competitions. All athletic equipment, including balls, should be cleaned intermittently during practices and contests. Bats, batting helmets and catchers gear should be cleaned between each use. Players should have designated spaces for their personal belongings. Players shall not huddle/gather. High fives, handshakes, physical contact are prohibited. Maintain appropriate social distancing in dugouts.	Full practices and competitions. Batting helmets, catching equipment and bats disinfected after each game. Batting helmets, gloves or other support articles should only be worn by one individual.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Softball	Conditioning and tee work. Players should not share gloves or bats or throw a single ball that will be tossed among the team. A single player may hit in cages, throw batting practice (with netting as backstop, no catcher). Prior to another athlete using the same balls, they should be collected and cleaned individually.	May begin practices and competitions. All athletic equipment, including balls, should be cleaned intermittently during practices and contests. Bats, batting helmets and catchers gear should be cleaned between each use. Players should have designated spaces for their personal belongings. Players shall not huddle/gather. High fives, handshakes, physical contact of any kind are prohibited. Maintain appropriate social distancing in dugouts.	Full practices and competitions. Batting helmets, catching equipment and bats disinfected after each game. Batting helmets gloves or other support articles should only be worn by one individual.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical

Contact Activities (per Governor's DHM)	Activities that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. NSAA Activities: football, wrestling, soccer, choir, band, orchestra, solo music			
Football	Conditioning and individual drills. A player should not participate in drills with a single ball that will be handed off or passed to other teammates. Contact with other players is not allowed, and there should be no sharing of tackling dummies / donuts / sleds. Protective equipment prohibited.	Modified practices may begin. Follow NSAA heat acclimatization and contact limit rules. Helmets & shoulder pads only. Limited player-to-player contact. Balls cleaned intermittently during practices. Tackling dummies/donuts/sleds cleaned intermittently.	Practices and contests may begin. Helmets, shoulder pads, etc. disinfected after each game. Football helmets and pads should only be worn by one individual and not shared.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Wrestling	Conditioning, mirror drills with spacing, no contact. Wrestlers may skill and drill without touching a teammate (if physical distancing is adhered to).	Modified practices may begin. Limited wrestler-to-wrestler contact. Stay in same small group and wrestle in same area/mat. Mats should be disinfected before, during and at the end of practice.	Practices and contests may begin. Wrestling head gear should only be worn by one individual and not shared. Wrestling mats should be disinfected between each match. Players should have designated spaces for their personal belongings. Maintain appropriate social distancing in team areas.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Soccer	Conditioning, individual ball skill drills, each player has own ball, feet only (no heading/use of hands); no contact.	Modified practices may begin. Non-competitive drills. Stay is same small group. Soccer balls cleaned intermittently during practices.	Practices and contests may begin. Players should have designated spaces for their personal belongings. Players shall not huddle/gather. High fives, handshakes are prohibited. Maintain appropriate social distancing in team bench areas.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Basketball	Conditioning, individual ball skill drills, no contact or sharing of balls. A player may shoot with a ball(s), but a team should not practice/pass a single ball among the team where multiple players touch the same ball.	Modified practices may begin. Non-competitive drills. Stay is same small group. Basketballs cleaned intermittently during practices.	Practices and contests may begin. Players should have designated spaces for their personal belongings. High fives, handshakes are prohibited. Maintain appropriate social distancing on team benches.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical
Music	The extent of the spread of respiratory droplets during singing and the playing of wind instruments is currently under investigation. We recommend restricting these activities in schools until further guidance is available.	Individualized music lessons. Maintain social distancing.	Group lessons only permitted if space allows for social distancing.	DHM's and local health officials' restrictions removed; physical distancing encouraged when practical



LAUNCH NEBRASKA



Planning a Safe Return to School in Nebraska

FINAL DRAFT

Special thanks to Opportunity Labs, the Nebraska Department of Health and Human Services, the Nebraska Association of Local Health Directors, and the University of Nebraska Medical Center for their collaboration and support in developing these guidelines.

Disclaimer: The information provided in this and related documents does not, and is not intended to, constitute legal advice. This is intended to be a guidance document to support and inform local school districts and school systems and all information included is for reference only. Because local school board policy and unique facts make dramatic differences in analyzing any situation, the Nebraska Department of Education and the Nebraska Department of Health and Human Services advise each school district or school system to consult with the local school district or system attorney for specific legal advice regarding the impact of the COVID-19 pandemic on school operations. Additionally, the Nebraska Department of Education and the Nebraska Department of Health and Human Services encourage districts to consult their local health departments to ensure that the health and safety of all students and staff are prioritized while working to provide a high-quality education to all students. The document contains links to other resources and sites and are provided for convenience only. The links do not constitute an endorsement. It is likely that evolving circumstances will necessitate changes to this document and local plans. While this guide is not comprehensive to all needs nor static in nature, it is intended to capture the most important components necessary for school planning as of the date of release.

Introduction

The mission of the Nebraska Department of Education is to lead and support the preparation of all Nebraskans for learning, earning, and living. As Nebraska schools begin the complicated transition into the fall, it is critical to address considerations for students and attendance in the fall. *The purpose of this document is to outline protocols schools should consider given their particular level of risk as determined by their Local Health Department and/or the Department of Health and Human Services.*

Foundational Values

- **Equity** - We must ensure our students, especially those who have been historically underserved, maintain access to high quality teaching.
- **Quality** - While flexibility and innovation must be pursued, we must not back down from our standards for quality.
- **Flexibility** - We must pursue flexibilities in regulations and innovations to ensure students have access to high quality teaching.
- **Safety** - Learning cannot occur if the school community does not feel safe in their environment.
- **Decisive** - Given the size and scope of the challenge, we must move deliberately and make tough choices. We will make mistakes, and we will adapt quickly as variables on the ground change

Process for Engaging with these Protocols

Step 1: Analyze Risk: Work with the Local Health Department to determine level of risk (ex. Green, Yellow/Orange, Red)

Step 2: Identify and Tailor Protocols: Consider the protocols detailed below.

Step 3: Plan around these protocols using your “Return to School” team: Planning should occur to consider the potential pivot to remote learning or differentiated levels.

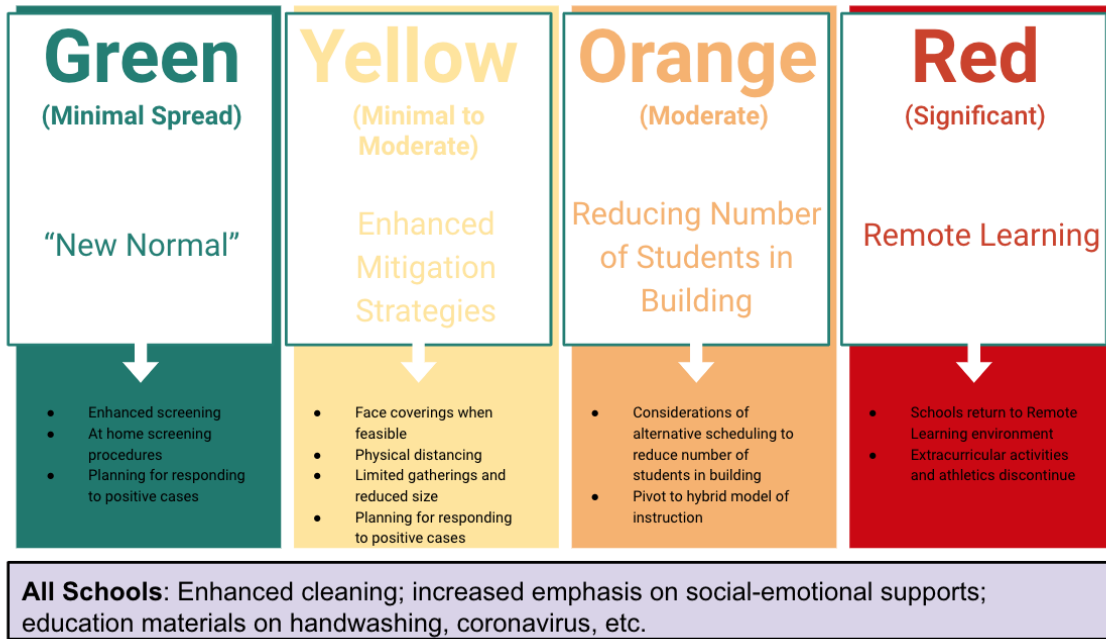
Step 4: Review and Communicate: Continue conversation with your Local Health Department as they review and approve your plan. Finally, communicate the steps with all stakeholders including parents and family, community, and students.

School policies and planning must be flexible and nimble in responding to new information, and administrators must be willing to refine approaches when specific policies are not working. Additionally, the actions and guidelines below acknowledge are intended to mitigate, not eliminate, risk.

Additional Support

The American Academy of Pediatrics (AAP) provides additional, helpful guidance which starts with the goal of having students physically present in school, while ensuring safety and providing age-appropriate guidance. The AAP provides high-priority and lower-priority strategies, which are in alignment to the guidance below. More information can be found [here](#).

Overview:



Scenario 1: Minimal Community Spread (Green)

Virus Status	<ul style="list-style-type: none"> ✓ Local Health Departments analyze risk using variables such as number of positive cases, percent of positive cases, hospitalization rate (situationally factored in), and the increase in positive cases from previous rolling averages. ✓ In this level, few, if any, active COVID-19 cases locally. ✓ Risk level corresponds to late Phase III or IV of DHMs.
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	<ul style="list-style-type: none"> ✓ Future statewide, regional, or local DHMs may necessitate additional requirements.
How to Keep School Communities Safe	<ul style="list-style-type: none"> • School preparedness activities primarily focused around awareness and updating emergency operations plans. • Close and continuing communication between school and local public health leaders focused on local epidemiology and any changes in disease surveillance that would necessitate a change to “minimal to moderate spread” community spread status. • Evaluate whether there are students or staff at risk for severe illness and/or students or staff living with a high-risk individual and develop or refine plans for remote work and education if necessary. • Encourage sick students and staff to stay home and consider waiving requirements for doctor's excuse notes. • Clean and disinfect work and school areas regularly (between groups of students, between school day and after school programs, etc). • Embed teaching of hygiene practices into regular routines.
School Operating Status	<ul style="list-style-type: none"> ✓ Open for in-person instruction.

Mental and Social Emotional Health

- Assess social-emotional and mental health resources (personnel, existing partners) to determine if there is a need for additional external support, and reach out to the existing mental health provider community to assess the potential for expanded clientele and services.

- ❑ Designate a school-based mental health liaison to work with the school district, mental health providers, local public health agencies, and community partners.
- ❑ Establish a mental health crisis response team that includes school administrators, school nurses, mental health practitioners, students, and parents, to focus on student and staff mental health and wellness using trauma informed, evidence-based models.
- ❑ Evaluate staff mental health readiness utilizing questionnaires, surveys, screening tools, and direct outreach. If any screening does occur, it should comply with privacy laws and requirements.
- ❑ Where feasible, institute evidence-based universal mental health screening tools appropriate for school staff and students in different grades. If any screening does occur, it should comply with privacy laws and requirements.
- ❑ Provide resources for staff self-care, including [resiliency strategies](#).
- ❑ Consider additional resources designed for populations with special needs that are developmentally, culturally, and linguistically appropriate.

Hygiene

- ❑ Provide adequate supplies to support healthy hygiene behaviors (e.g. , soap, hand sanitizer with at least 60% alcohol for safe use by staff and older children, paper towels, and tissues).
- ❑ Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
- ❑ Systematically and frequently check and refill hand sanitizers
- ❑ Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

- ❑ Limit sharing of personal items and supplies such as writing utensils.
- ❑ Keep students' personal items separate and in individually labeled cubbies, containers or lockers.
- ❑ Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- ❑ Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering over the mouth and nose).

Spacing, Movement, and Access

- ❑ Changes to class sizes and spacing unnecessary; can resume normal seating.
- ❑ No changes in movement between classes is required.
- ❑ Parents are not allowed in the school building except under extenuating circumstances determined by district and school officials; adults entering the building should wash or sanitize hands prior to entering.
- ❑ Only one parent per child should be allowed to enter except under extenuating circumstances determined by district and school officials.
- ❑ Strict records, including day and time, should be kept of visitors entering and exiting the building. If resources allow, any visitors should be temperature screened and, ideally, asked about symptoms, close contact with a known or suspected case, and recent travel history.

Screening Students

- ❑ Children who become ill at school should be placed in a designated area of quarantine with a surgical mask in place until parents/guardians arrive. Students should not be placed in a mask if developmentally unable to remove it.
- ❑ The preferred PPE for nurses or other health staff who care for the student showing possible symptoms of COVID-19 or a student who has been potentially exposed to COVID-19 is an N95 or equivalent or higher-level respirator as well

as gown, gloves, and eye protection (goggles or face shield). Staff should be fit-tested for N95s before use. An acceptable alternative would be a surgical mask along with gown, gloves, and face shield. (See [CDC Guidance](#)).

- ❑ Students sent home from school should be kept home until they have completely recovered according to CDC guidelines or DHM requirements.
- ❑ Students are allowed to enter the building at only 1-2 sites and must egress from other exits to keep traffic moving in a single direction.
- ❑ Parents are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available. Consider providing thermometers for families who do not have one and need to monitor their child's symptoms.
- ❑ Parents are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, loss of taste or smell, or gastrointestinal symptoms every morning. The presence of any symptoms should prompt the parent to keep the student home from school.
- ❑ If resources allow, temperature checks on students can be performed once per day by staff; febrile students should be sent to the quarantine area, nurse's office, or other area isolated from other students and staff until safe transport home by parents/guardians.

Testing Protocols for Students and Responding to Positive Cases

- ❑ Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- ❑ Parents should be notified of the presence of any positive cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- ❑ Students sent home from school should be kept home until they have completely recovered according to CDC guidelines. Consider providing thermometers for families who do not have one and need to monitor their child's symptoms.

- In the event that a student tests positive, schools should immediately call their Local Health Department to report it, and work with them to contact any close contacts (those who spent more than 15 minutes in close proximity to the student) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended, only those that develop symptoms require testing.

Responding to Positive Tests Among Staff and Students

- In the event of a positive test among staff or a student, the classroom or areas exposed should be closed until cleaning and disinfection can be performed.
 - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals (2-5 days) may be required to clean and disinfect the larger areas. This decision should be made in concert with the [Local Health Department](#).
 - If possible, smaller areas should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- The preferred PPE for staff cleaning after a confirmed COVID-19 is an N95 or equivalent or higher-level respirator as well as gown, gloves, and eye protection (goggles or face shield). Staff should be fit-tested for N95s before use. An acceptable alternative would be a surgical mask along with gown, gloves, and face shield. (See [CDC Guidance](#)). Ensure proper and adequate ventilation after cleaning and before returning students to the area.

Dining, Gathering, Athletics, and Extracurricular Activities

- Meal activities continue per normal operating procedures.
- Require students, teachers, and cafeteria staff to wash hands before and after every meal. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- When possible, students and teachers wash hands before and after every event (eg. assemblies, games, plays, etc).
- Large scale gatherings are allowed per normal operating status.

- Extracurricular activities and gatherings conducted normally.
- After school programs are open and operating normally.
- All activities are allowed to continue per normal procedures.
- Spectator events are allowed per normal procedures.

Personal Protective Equipment (PPE)

- Staff that may be in contact with a student with suspected COVID-19 or cleaning after a confirmed COVID-19 case should be provided with PPE, trained on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.
- Cloth face coverings are not required for staff or students.
 - However, [CDC recommends](#) that face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult, so schools may also choose to recommend doing so.
 - Face coverings should be worn over the nose and mouth.
 - One circumstance where distancing cannot be maintained is annual school health screening. Schools should consider having students who are able to wear cloth face coverings do so during the brief time needed for screening.
 - PPE (facemasks, eye protection, gloves) should be worn by staff responsible for delivering direct personal care where physical distancing cannot be maintained. Such staff may include, but is not limited to Health Office staff, health support staff, and special education staff who have close contact with students (within 6 ft.).
- Regular use of hand sanitizer and hand washing is encouraged.

Cleaning

- School campuses should undergo normal cleaning on a daily basis.
- Strongly recommended that frequently touched surfaces including lights, doors, benches, bathrooms, etc. should undergo cleaning with either an [EPA-](#)

[approved disinfectant](#) or dilute bleach solution (½ cup bleach in 1 gallon of water) at least twice daily.

- ❑ Libraries, computer labs, arts, and other hands-on classrooms should undergo standard cleaning procedures per normal operating status.
- ❑ Strongly suggested that student desks should be wiped down with either an [EPA-approved disinfectant](#) or dilute bleach solution at the beginning and end of every day.
- ❑ Strongly suggested that playground equipment and athletic equipment can be cleaned with either an [EPA-approved disinfectant](#) or dilute bleach solution twice daily.
- ❑ Strongly suggested that staff should wear gloves, surgical mask, and face shield when performing all cleaning activities.
 - Store and use cleaning supplies out of the reach of children.

Busing and Student Transportation

- ❑ School busing operations proceed normally.
- ❑ No changes to schedules or seating patterns on the buses are required.

Medically Vulnerable Students and Teachers

- ❑ Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for COVID-19.
- ❑ Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work re-assignments.
- ❑ Enable staff that self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of 6 feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

Scenario 2: Minimal to Moderate Local Community Spread (Yellow/Orange)

Virus Status	<ul style="list-style-type: none">✓ Local Health Departments analyze risk using variables such as number of positive cases, percent of positive cases, hospitalization rate (situationally factored in), and the increase in positive cases from previous rolling averages.<ul style="list-style-type: none">✓ Movement from Red to Orange/Yellow: Similar to movement from DHM Phase I to Phase II✓ Movement from Green to Orange/Yellow: Similar to movement from DHM Phase III/IV to Phase II✓ Risk level corresponds to Phase II and III of Nebraska Directed Health Measures.✓ Robust testing, contact tracing, and containment protocols in place.✓ Need for continued physical distancing, use of facial coverings, and mitigation in school and workplace settings.✓ Gathering sizes limited to small numbers.
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FINAL DRAFT

<p>How to Keep School Communities Safe</p>	<ul style="list-style-type: none"> ● School preparedness and response activities shift from ongoing surveillance to a series of <i>active mitigation measures</i>. ● All staff and students should wear facing coverings when feasible. ● Schools should be prepared to immediately implement physical distancing measures that include: <ul style="list-style-type: none"> ○ Reducing the frequency of large gatherings, ○ Altering schedules, ○ Limiting inter-school interactions, and ○ Deploying remote learning. ● Short-term dismissals of 2-5 days and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes ● Students and teachers at increased risk of severe illness should be prepared to implement distance teaching and learning modalities.
<p>School Operating Status</p>	<p>✓ Situationally dependent</p>

Mental and Social Emotional Health

- Assess social-emotional and mental health resources (personnel, existing partners) to determine if there is a need for additional external support, and reach out to the existing mental health provider community to assess the potential for expanded clientele and services.
- Designate a school-based mental health liaison to work with the school district, mental health providers, local public health agencies, and community partners.
- Establish a mental health crisis response team that includes school administrators, school nurses, mental health practitioners, students, and parents, to focus on student and staff mental health and wellness using trauma informed, evidence-based models.
- Evaluate staff mental health readiness utilizing questionnaires, surveys, screening tools, and direct outreach. If any screening does occur, it should comply with privacy laws and requirements.
- Where feasible, institute evidence-based universal mental health screening tools appropriate for school staff and students in different grades. If any screening does occur, it should comply with privacy laws and requirements.
- Provide resources for staff self-care, including [resiliency strategies](#).
- Consider additional resources designed for populations with special needs that are developmentally, culturally, and linguistically appropriate.

Hygiene

- Provide adequate supplies to support healthy hygiene behaviors (e.g. , soap, hand sanitizer with at least 60% alcohol for safe use by staff and older children, paper towels, and tissues).
- Teach and reinforce handwashing with soap and water for at least 20 seconds or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
- Systematically and frequently check and refill hand sanitizers

- ❑ Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- ❑ Limit sharing of personal items and supplies such as writing utensils.
- ❑ Keep students' personal items separate and in individually labeled cubbies, containers or lockers.
- ❑ Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- ❑ Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering over the mouth and nose).

Spacing, Movement, and Access

- ❑ Spacing is six feet between desks. If not possible, consider another physical barrier such as plexiglass partitions or cardboard dividers.
- ❑ At the Orange level, consider alternative schedules resulting in a hybrid instruction model (ex. half days or A/B days, 3/2 days etc).
- ❑ In early grades, K-2, where tables are utilized, recommend spacing students as far apart as feasible.
- ❑ Arrange all desks facing the same direction toward the front of the classroom.
- ❑ Encourage outdoor lessons, when weather permits and students are able to maintain distancing.
- ❑ Class sizes should be kept to 20 students or fewer (as afforded by necessary spacing requirements and personnel).
 - If all students cannot fit in the classroom space available, it is recommended that a staggered school schedule that incorporates

alternative dates of attendance or use of virtual teaching be implemented.

- ❑ Teachers should try to maintain six feet of spacing between themselves and students as much as possible.
- ❑ Assemblies of more than 50 students at a time are discouraged but allowed as long as facial coverings remain in use and 6-foot distancing implemented.
- ❑ At the Orange level, large scale assemblies of more than 50 students should be discontinued.
- ❑ Facial coverings should be worn at all times in hallways for grades K-12, as feasible or tolerated and/or most essential in times where physical distancing is difficult. Any one that has trouble breathing or is unconscious should not wear a facial covering. Any one that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
- ❑ Staff should continuously wear face coverings as feasible while indoors, except when eating or in closed-door environments (e.g. their empty classroom).
- ❑ Classroom windows should be open as much as possible and conditions allow.
- ❑ Consider having cohorts of students that stay in the same class, eat lunch together, break together, and arrive/leave at the same time. For upper classes, have teachers rotate/move rooms rather than students, as much as possible.
- ❑ As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored if there is a COVID-19 exposure.
- ❑ As able, specialists from laboratories, libraries, and other specialized services or locations should be brought to the classrooms instead of having students transit to those locations.
- ❑ Flow of foot traffic should be directed in only one direction, if possible.
 - If one way flow is not possible, hallways can be divided with either side following the same direction.

- ❑ Efforts should be made to keep six feet of distance between persons in the hallways.
- ❑ Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.
- ❑ Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
- ❑ Provide physical distancing floor/seating markings in waiting and reception areas
- ❑ Mark six feet of spacing to remind students and staff to always stay six feet apart in lines and at other times when they may congregate
- ❑ Have staff monitor arrival and dismissal to discourage congregating outside the building.
- ❑ Parents are not allowed in the school building except under extenuating circumstances determined by district and school officials; adults entering the building should wash or sanitize hands prior to entering.
- ❑ Only one parent per child should be allowed to enter except under extenuating circumstances determined by district and school officials.
- ❑ Strict records, including day and time, should be kept of visitors entering and exiting the building. If resources allow, any visitors should be temperature screened and, ideally, asked about symptoms, close contact with a known or suspected case, and recent travel history

Screening Students

- ❑ Children who become ill at school should be placed in a designated area of quarantine with a surgical mask covering mouth and nose until parents/guardians arrive. Students should not be placed in a mask if developmentally unable to remove it.
 - Larger schools that may have many students per day going to the nurse's office may have to consider entire rooms with privacy curtains or some other barriers.
 - The preferred PPE for nurses or other health staff who care for a student with suspected or confirmed COVID-19 is an N95 or equivalent or

higher-level respirator as well as gown, gloves, and eye protection (goggles or face shield). An acceptable alternative would be a surgical mask along with gown, gloves, and face shield. (See [CDC Guidance](#))

- ❑ Students sent home from school should be kept home until they have completely recovered according to [CDC guidelines](#).
- ❑ Students are allowed to enter the building at only 1-2 sites and must egress from other exits to keep traffic moving in a single direction.
- ❑ Parents are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available. Consider providing thermometers for families who do not have one and need to monitor their child's symptoms.
- ❑ Parents are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, loss of taste or smell, or gastrointestinal symptoms every morning. The presence of any symptoms should prompt the parent to keep the student home from school.
- ❑ If resources allow, temperature checks on students can be performed once per day by staff; febrile students should be sent to the quarantine area, nurse's office, or other area isolated from other students and staff until safe transport home by parents/guardians.

Testing Protocols for Students and Responding to Positive Cases

- ❑ Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- ❑ Parents should be notified of the presence of any positive cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- ❑ Students sent home from school should be kept home until they have completely recovered according to [CDC guidelines](#).
- ❑ In the event that a student tests positive, schools should immediately call their Local Health Department to report it. Additionally, Local Health Departments should report to the school if a student tests positive and work with them to

notify any close contacts (those who spent more than 15 minutes in close proximity to the student) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended, only those that develop symptoms require testing.

Responding to Positive Tests Among Staff and Students

- In the event of a positive test among staff or a student, the classroom or areas exposed should be closed until cleaning and disinfection can be performed.
 - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals (2-5 days) may be required to clean and disinfect the larger areas. This decision should be made in concert with the local public health department.
- If possible, smaller areas should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- The preferred PPE for staff cleaning after a confirmed COVID-19 is an N95 or equivalent or higher-level respirator as well as gown, gloves, and eye protection (goggles or face shield). Staff should be fit-tested for N95s before use. An acceptable alternative would be a surgical mask along with gown, gloves, and face shield. (See [CDC Guidance](#)). Ensure proper and adequate ventilation after cleaning and before returning students to the area.

Dining, Gathering, and Extracurricular Activities

- Students, teachers, and cafeteria staff wash hands before and after every meal.
- If possible, school supplied meals should be delivered to classrooms with disposable utensils, and classrooms should be utilized for eating in place, taking into consideration food allergies.
- If cafeterias need to be used, meal times must be staggered to create seating arrangements with six feet of distance between students.
 - Disposable utensils should be employed.
 - Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks; N95 respirators are not required.

- Assemblies of up to 50 students at a time are discouraged but allowed as long as facial coverings remain in use.
- Outside guests are not allowed to attend.
- Large scale assemblies of more than 50 students should be discontinued.
- Off-site field trips discontinued.
- These assemblies, schools will offer telecasting of events if able.
- Students and teachers wash hands before and after every event (ex. assemblies, games, plays).
- After school programs may continue with the use of facial coverings.
- Additional guidance will be provided for programs and classes which pose higher risk due to potential for increased droplet/aerosol spread (i.e. band/choir).

Athletics and Extracurricular Activities

- Students, teachers, and staff should wash hands before and after every practice, event, or other gathering.
- Each district should develop a procedure and appoint a responsible person (Ex. AD or coach) for every participant to confirm that they are healthy and without any symptoms prior to any event.
- All equipment should be disinfected before and after use.
- Schools should follow guidance from the Nebraska High School Athletics Association and local public health departments when deciding which sports can be safely conducted and with any restrictions required.
 - Spectators are allowed provided that facial coverings are used by observers at all times and physical distancing is maintained.
- Weight room and physical conditioning activities should follow guidance from the Nebraska High School Athletics Association.
- Sports that do not allow adequate distancing such as football, wrestling, basketball, etc. should be discontinued.

- Large scale spectator or stadium events are not allowed.
- Locker rooms and group changing areas should be closed.
- Handshakes, fist bumps, and other unnecessary contact should be minimized.
- Any uniforms or other clothing that need to be washed/launched at school can be washed in warm water with regular detergent. These should be single use without sharing of ice, towels, or other materials.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Personal Protective Equipment

- All staff and students should wear facing coverings when feasible; facial coverings may be homemade or disposable. Any one that has trouble breathing or is unconscious should not wear a facial covering. Any one that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
- PPE (facemasks, eye protection, gloves) should be worn by staff responsible for delivering direct personal care where physical distancing cannot be maintained. Such staff may include, but is not limited to Health Office staff, health support staff, and special education staff who have close contact with students (within 6 ft.).
- Gowns, hair coverings, and shoe covers are not required.
- Staff that may be in contact with a student with suspected COVID-19 or cleaning after a confirmed COVID-19 case should be provided with PPE, trained on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.

Cleaning

- Frequently touched surfaces including lights, doors, benches, bathrooms, etc. should undergo cleaning with either an [EPA-approved disinfectant](#) or dilute bleach solution should now be cleaned every two-four hours.

- ❑ Libraries, computer labs, arts, and other hands on classrooms should undergo cleaning with either an [EPA-approved disinfectant](#) or dilute bleach solution should now be cleaned after every class period. Efforts should be made to minimize sharing of materials between students as able.
- ❑ Student desks should be wiped down with either an [EPA-approved disinfectant](#) or dilute bleach solution after every class period.
- ❑ Playground equipment should be cleaned twice daily, athletic equipment should be cleaned and disinfected with an EPA-approved disinfectant or dilute bleach solution twice daily.
- ❑ Staff should wear gloves, surgical mask, and face shield when performing all cleaning activities. Ensure proper and adequate ventilation after cleaning and before returning students to the area.
- ❑ Store and use cleaning supplies out of the reach of children.

Busing and Student Transportation

- ❑ [Clean and disinfect](#) transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
- ❑ Ensure [safe and correct use](#) and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products. Ensure proper and adequate ventilation after cleaning and before returning students to the area.
- ❑ Clean and disinfect frequently touched surfaces in the vehicle (eg. surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- ❑ Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- ❑ Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.

- ❑ Create a policy that if an individual becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.
- ❑ Create a plan for getting students home safely if they are not allowed to board the vehicle.
- ❑ If a driver becomes sick during the day, they must follow protocols for sick staff above and must not return to drive students.
- ❑ Encourage the use of hand sanitizer before entering the bus. Where possible, hand sanitizer should be supplied on the bus.
- ❑ Where possible, allow for six feet of physical distancing between students, and between students and the driver, while seated on vehicles if feasible (e.g., by utilizing larger vehicles with more seats, by increasing frequency of routes to reduce occupancy, one rider per seat in every other row)
- ❑ Consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Medically Vulnerable Students and Staff

- ❑ Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- ❑ Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work re-assignments.
- ❑ Enable staff that self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of 6 feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

Scenario 3: Significant Community Spread (Red)

<p>Virus Status</p>	<ul style="list-style-type: none"> ✓ Local Health Departments analyze risk using variables such as number of positive cases, percent of positive cases, hospitalization rate (situationally factored in), and the increase in positive cases from previous rolling averages. ✓ Risk level corresponds to Phase I of Nebraska Directed Health Measures. ✓ High, uncontrolled community prevalence rate.
<p>How to Keep School Communities Safe</p>	<ul style="list-style-type: none"> • Nebraska leaders have decided to return to Phase One of the Directed Health Measures for the county/region or have ordered a complete shutdown of the state. • School preparedness and response activities shift from an ongoing surveillance footing to a series of active mitigation measures. • Schools should be closed for all in-house activities for an extended period of time
<p>School Operating Status</p>	<ul style="list-style-type: none"> ✓ Schools are closed for in-person instruction. Remote learning initiated.

Mental and Social-Emotional Health

- Since learning is remote, schools should consider innovative ways to ensure the social-emotional and mental health supports for students and staff. Refer to the [Conditions for Learning](#) page on Launch NE for further resources and support.

Spacing and Movement

- Schools are closed for in-person instruction and will implement a remote learning plan.

Screening Students

- Schools are closed for in-person instruction.

Dining, Gathering, and Extracurricular Activities

- Schools enact off site food programs.

Athletics and Extracurricular Activities

- All athletics and extracurriculars are suspended.

Personal Protective Equipment and Hygiene

- Schools are closed for in-person instruction.

Cleaning

- Schools are closed and cleaning practices adjusted to maintain school buildings in clean and well functioning order.

Busing and Student Transportation

- All busing operations are suspended.

Medically Vulnerable Students and Teachers

- All teaching should be moved to video conferencing platforms[3] .

BOONE CENTRAL SCHOOL DISTRICT

RETURN TO SCHOOL FRAMEWORK

*****The framework guidance included in this document is based on available evidence, while also acknowledging that the current situation is changing rapidly. The information is intended to serve as a guide for decision making and response ~ nothing is definite. Approaches may be refined or changed depending on new guidance, current available evidence, or level of transmission in the school and community.***



The purpose of this document is to provide a framework for re-opening and responding to the COVID-19 pandemic as we prepare to return to school. The framework is structured using tenets and tiers in order to allow the district to adapt and respond accordingly to changing public health circumstances. The guidance was developed based on available evidence and acknowledging that our understanding of the COVID-19 pandemic is changing rapidly.

The guidance in this document is intended to mitigate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk. Framework guidance was developed based on the following objectives:

- Our re-entry plan will foster the overall health of our students, staff, and community members.
- Re-entry policies and procedures will be based on available evidence while also acknowledging that our understanding of the COVID-19 pandemic is changing rapidly. Approaches will be refined when specific strategies are not working.
- Schools play a vital role in the academic development, social and emotional well-being, and safety of our students; physical, in-person opportunities for students will be a priority.
- Guidelines, effectively implemented and followed, will ensure that school environment is safe for learning and working.
- Framework strategies will provide flexible guidance that can be adapted depending on the level of viral transmission in the school and throughout the community.
- Framework guidance will be practical, feasible, and appropriate for students at various grade levels.
- Special considerations and accommodations will be made to support the safe return of students with health, educational, developmental, disability and poverty needs.
- No child will be excluded from school unless required in order to adhere to public health mandates; accommodations will be developed when needed.

This document serves as the core structure that will guide decision making and the response to the public health crisis in addition to board policy, administrative regulations and memorandums during the pandemic. The following framework tenets are outlined in this document:

Health and Wellness: includes protocol for assessing students, staff and visitors for COVID-19 symptoms prior to engaging in the school environment, guidelines for contact tracing, procedures for responding to symptoms and COVID-19 test results, guidance for recommended and required PPE for students and staff, health services provided by the school nurse including location of the health office, handling symptomatic students, monitoring illness and absentee rates, staff training, and strategic promotion of good personal hygiene habits, as well as guidance on protecting students and staff in higher risk categories.

School Operations: includes aspects on how the district may adjust the calendar, arrival/dismissal times, daily schedules, passing periods, visitor access, student movement throughout the school, staff meetings, recess, student attendance policies, and other aspects of operation.

Academics: includes plans to address unfinished learning, continuity of learning (remote learning) in the event of extended school closure, and the delivery of educational services to special populations.

Facilities Cleaning: includes guidelines for custodians and staff for how to proactively avoid the spread of germs and illness, how to respond when someone who has tested positive for COVID-19 has been on campus, and any safety related facility modifications made to reduce exposure or eliminate existing high touch areas.

Curricular and Extracurricular Activities: includes sports, activities, field trips, and co-curricular functions beyond core, within school day, and instruction, as well as community use of school facilities.

Food Service: includes school meal services such as breakfast, lunch, and grab and go when school is operating on campus and during extended school closure.

Technology: includes promotion and support for the use of instructional technology for in-person and remote learning as well as logistics related to the distribution of devices and technology support (device repair, internet access, etc.) in the event of an extended school closure.

Transportation: includes guidelines and plans to keep students safe and healthy on school buses and in school vehicles.

Human Resources: includes policies and programs related to staff absenteeism, strategies to address personnel shortages, and high-risk populations.

Safety, Security and Crisis Management: includes procedures for handling the safety and security of students and staff, response protocols in an emergency situation, and modifications related to providing crisis support for students, staff, and the community in the event of a tragic incident or death during the pandemic.

Tiered Model: The tenets in this plan outline tiered levels of response. The intended definition of each tier has been provided below; however, the application may vary depending upon guidance from local public health officials or the governor (issued directed health measures). Depending upon public health guidance and other local context, the application of the tiers may vary. For example, public health officials may recommend the use of tier II or III strategies based on county or health district-wide spread, while the school may choose to apply Tier I or Tier II based on the local impact. Likewise, the school district may choose to apply tier II actions in one tenet area when the conditions and public health recommendations will only result in the use of tier I practices. In this way, the real intent behind the tiered model below is to proactively outline the actions the district may take as circumstances change throughout the pandemic.

Tier I	No to Low Spread/Risk	School buildings are open with 100% of students in attendance. Preventative practices or additional proactive protocols initiated.
Tier II	Minimal Spread/Risk	School buildings are open with 100% of students in attendance. Minimal, altered restrictions in place. Increased physical distancing measures.
Tier III	Moderate Spread/Risk	Short-term closures (2-10 continuous school days) with possible hybrid educational delivery plans will be in place. Physical distancing measures required for in-person instruction.
Tier IV	Substantial Spread/Risk	School buildings will be closed for more than 10 continuous school days. Instructional delivery will be via remote learning.

TIER I – GREEN OVERVIEW

Low Risk of Spread	School Operations	Monitoring	Wellness	Facility
<ul style="list-style-type: none"> No COVID-19 positive cases within the school systems. Minimal cases of COVID-19 within the community COVID-19 has minimal impact on the local healthcare system. Viral testing and effective treatment is readily available. PPE is easily obtainable through standard supply chains. 	Normal school operations with preventative and proactive measures in place.	Students and staff with flu/COVID-like symptoms required to stay home. Infected and symptomatic students and staff self-isolate as directed.	Face coverings recommended.	Normal, routine cleaning practices
	Normal calendar and schedules followed; activities resume normally, including travel.	All visitors required to complete pre-screening at entry.	Handwashing regulations in place; hand-sanitizers stations placed throughout the facility.	Incorporate COVID-19 disinfecting practices for all high-touch surfaces.
	Parent and visitor access may be limited – preventative measures in place.	Students and staff absence (sick) reasons documented.	Facility signage displaying prevention strategies placed in all appropriate places.	Community use of facilities is allowable.

TIER II – YELLOW OVERVIEW

Moderate Risk of Spread	School Operations	Monitoring	Wellness	Facility
<ul style="list-style-type: none"> Increased levels of flu/COVID-like symptoms or positive cases within the school system; direct exposure to staff and students. Upward trajectory in numbers of COVID-19 positive cases or upward trajectory in levels of flu/COVID-like symptoms in the community. COVID-19 has minimal impact on the local healthcare system capacity. Critical medical equipment is readily available. COVID-19 testing is available for all suspected cases and focused asymptomatic surveillance PPE supplies are adequate for critical workers and community needs. Contact tracing information is available and accessible by the Health Department without assistance. 	Normal school operations with increased physical distancing measures incorporated into daily school operations.	Students and staff with flu/COVID-like symptoms required to stay home. Infected and symptomatic students and staff self-isolate as directed.	Face coverings are recommended especially when physical distancing cannot be maintained.	Increased cleaning and disinfecting practices in place.
	Normal calendar and schedules followed; activities may be postponed or canceled.	Temperature checks at entry may be required for students and staff. Visitors are required to complete pre-screening questions at entry.	Handwashing regulations in place; hand-sanitizers stations placed throughout the facility.	Increased COVID-19 disinfecting practices for all high touch surfaces.
	Parent and visitor access may be limited – preventative measures in place.	Student and staff absence (sick) reasons documented.	Facility signage displaying prevention strategies placed in all appropriate places.	Community use of facilities not allowed.

TIER III – ORANGE OVERVIEW

Elevated Risk of Spread	School Operations	Monitoring	Wellness	Facility
<ul style="list-style-type: none"> Substantial increase in flu/COVID-like symptoms in students and staff or increased number of positive COVID-19 cases within the school system; direct exposure to increased number of students and staff. High stable numbers of COVID-19 positive cases or percent of positive cases within the community. Critical medical equipment is in limited supply; the healthcare system is nearing capacity. PPE supplies are only adequate for critical workers. COVID-19 testing is only available for symptomatic people. Health departments are in need of assistance to preform contact tracing investigations. 	Hybrid instructional plans implemented.	Persons with flu or COVID-like symptoms required to stay home. Infected and symptomatic students and staff self-isolate as directed.	Face coverings are highly recommended; may be required by staff when unable to physically distance.	Increased cleaning and disinfecting practices in place.
	Calendar and schedule changes are likely; activities will be postponed or canceled.	Prescreening at entry required for all students, staff, and visitors. Temperatures checks required.	Hand-washing regulations in place; hand-sanitizing stations throughout the facility.	Increased COVID-9 disinfecting practices for all high touch surfaces.
	Parents and visitors are not allowed in the facility without administrative approval.	Student and staff absence (sick) reasons documented.	Facility signage displaying prevention strategies placed in all appropriate places.	Community use of facilities not allowable.

TIER IV – RED OVERVIEW

Severe Pandemic Outbreak	School Operations	Monitoring	Wellness	Facility
<ul style="list-style-type: none"> Significant number of students and staff with flu or COVID-like symptoms. Significant number of students and staff testing positive for COVID-19. Widespread community transmission of COVID-19 Shortage of critical medical equipment and supplies; PPE shortages are impacting critical workers. Hospitals are utilizing Surge Capacity. Inadequate number of COVID-19 tests available for critical workers. Health Departments do not have the capacity to conduct investigation and contact tracing. 	No in-person instruction.	Persons with flu or COVID-like symptoms required to stay home. Infected and symptomatic students and staff self-isolate as directed.	Face coverings are highly recommended; required if 6-foot physical distancing measures cannot be maintained.	Increased cleaning and disinfecting practices in place.
	Calendar will be followed; schedules changes likely; activities are postponed or canceled.	Attendance tracking, screening questions and temperature checks completed at entry doors for non-essential workers.	Hand-washing regulations in place; hand-sanitizing stations throughout the facility. Essential workers within the facility required to follow physical distancing guidelines.	Increased COVID-19 disinfecting practices for all high touch surfaces.
	Building restricted to essential staff only.	Staff illness documented.	Facility signage displaying prevention strategies placed in all appropriate places.	Community use of facilities not allowed.

HEALTH AND WELLNESS:

Health and Wellness Priority Statements:

- Guidelines will foster the overall health of our students, staff, and community members.
- Immediate preventative and proactive measures implemented in order to ensure safe return of all students and staff.
- The health and safety of our students is a shared responsibility

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Prescreening	<ul style="list-style-type: none"> • Students and Staff screen independently prior to arrival at school • All visitors complete prescreening at entry 	<ul style="list-style-type: none"> • Students and Staff screen independently prior to arrival at school • All visitors complete prescreening at entry 	<ul style="list-style-type: none"> • Prescreening completed at entry for all students and staff • Essential non-staff complete prescreening at entry 	<ul style="list-style-type: none"> • Essential staff attendance tracked • Essential non-staff complete prescreening at entry
Temperature Checks	<ul style="list-style-type: none"> • Temperature checks not required for entry 	<ul style="list-style-type: none"> • Temperature checks not required for entry 	<ul style="list-style-type: none"> • Temperature checks included with prescreening at entry 	<ul style="list-style-type: none"> • Temperature checks included with prescreening at entry
COVID-19 Symptoms	<ul style="list-style-type: none"> • Staff and students required to stay home if temperature is 100.4 or higher 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Contact Tracing	<ul style="list-style-type: none"> • Building attendance tracked for all students, staff and visitors • Mask wearing added to visitor prescreening form 	<ul style="list-style-type: none"> • Building attendance tracked for all students, staff and visitors • Mask wearing tracked for all students, staff and visitors 	<ul style="list-style-type: none"> • Building attendance tracked for all students, staff and visitors • Mask wearing tracked for all students, staff and visitors 	<ul style="list-style-type: none"> • Building attendance tracked for all students, staff and visitors • Mask wearing tracked for all students, staff and visitors
Symptom Tracing	<ul style="list-style-type: none"> • Flu/COVID-like symptoms for students and staff will be traced <ul style="list-style-type: none"> ○ Parents will be asked to communicate symptoms for sick students ○ Staff will be asked to communicate symptoms when sick 	<ul style="list-style-type: none"> • Flu/COVID-like symptoms for students and staff will be traced <ul style="list-style-type: none"> ○ Parents will be asked to communicate symptoms for sick students ○ Staff will be asked to communicate symptoms when sick 	<ul style="list-style-type: none"> • Flu/COVID-like symptoms for students and staff will be traced <ul style="list-style-type: none"> ○ Parents will be asked to communicate symptoms for sick students ○ Staff will be asked to communicate symptoms when sick 	<ul style="list-style-type: none"> • Flu/COVID-like symptoms for staff will be traced <ul style="list-style-type: none"> ○ Staff will be asked to communicate symptoms when sick
Staff Masks	<ul style="list-style-type: none"> • Masks are not required; highly recommended for staff especially when physical distancing measures cannot be met 	<ul style="list-style-type: none"> • Masks are not required; highly recommended for staff especially when physical distancing measures cannot be met 	<ul style="list-style-type: none"> • Masks are required when physical distancing measures cannot be met <ul style="list-style-type: none"> ○ Special circumstances may be considered 	<ul style="list-style-type: none"> • Masks are required when physical distancing measures cannot be met <ul style="list-style-type: none"> ○ Special circumstances may be considered
Student Masks	<ul style="list-style-type: none"> • Masks are not required; students are encouraged to bring a mask to school and use throughout the day especially when physical 	<ul style="list-style-type: none"> • Masks are not required; students are encouraged to bring a mask to school and use throughout the day especially 	<ul style="list-style-type: none"> • Masks are not required; students are highly encouraged to bring a mask to school and use throughout the day 	

	distancing measures cannot be met	when physical distancing measures cannot be met		
Nurse's Office	<ul style="list-style-type: none"> Nurses office will remain as is; situations may require the use of a triage room Students referred to the nurse's office will be asked to wear a mask Cleaning and disinfecting protocol 	<ul style="list-style-type: none"> Triage room will be utilized. *Procedure/protocol for handing sick students Students referred to the nurses' office will be asked to wear a mask Cleaning and disinfecting protocol 	<ul style="list-style-type: none"> Triage room will be utilized. *Procedure/protocol for handing sick students Students referred to the nurse's office will be asked to wear a mask Cleaning and disinfecting protocol 	
Isolation Room	<ul style="list-style-type: none"> Students who become sick at school will be placed in isolation (away from other students with adult supervision) until parent/guardian can pick up from school Cleaning and disinfecting protocol 	<ul style="list-style-type: none"> Students who become sick at school will be placed in isolation (away from other students with adult supervision) until parent/guardian can pick up from school Cleaning and disinfecting protocol 	<ul style="list-style-type: none"> Students who become sick at school will be placed in isolation (away from other students with adult supervision) until parent/guardian can pick up from school Cleaning and disinfecting protocol 	
Staff Training	<ul style="list-style-type: none"> Recognition and response to symptomatic students 			
Mental Health Services				
Hygiene Practices and Hand Washing	<ul style="list-style-type: none"> Handwashing/Hand Sanitizing protocol for students and staff when transitioning throughout the building 	<ul style="list-style-type: none"> Handwashing/Hand Sanitizing protocol for students and staff when transitioning throughout the building 	<ul style="list-style-type: none"> Handwashing/Hand Sanitizing protocol for students and staff when transitioning throughout the building 	
Hand Sanitizer	<ul style="list-style-type: none"> Hand Sanitizer dispensers located throughout the building and at entry doors Students and staff required to use sanitizer when entering and exiting classrooms 	<ul style="list-style-type: none"> Hand Sanitizer dispensers located throughout the building and at entry doors Students and staff required to use sanitizer when entering and exiting classrooms 	<ul style="list-style-type: none"> Hand Sanitizer dispensers located throughout the building and at entry doors Students and staff required to use sanitizer when entering and exiting classrooms 	
Building Signage	<ul style="list-style-type: none"> Facility signage displaying prevention strategies placed in all appropriate places. 	<ul style="list-style-type: none"> Facility signage displaying prevention strategies placed in all appropriate places. 	<ul style="list-style-type: none"> Facility signage displaying prevention strategies placed in all appropriate places. 	<ul style="list-style-type: none"> Facility signage displaying prevention strategies placed in all appropriate places.
Water Fountains and Water Bottle Filling Stations	<ul style="list-style-type: none"> Water bottle filling stations only (no use of water fountain) 	<ul style="list-style-type: none"> Water bottle filling stations only (no use of water fountain) Additional bottle fillers will be placed throughout the building 	<ul style="list-style-type: none"> Water bottle filling stations only (no use of water fountain) Additional bottle fillers will be placed throughout the building 	

	<ul style="list-style-type: none"> • Additional bottle fillers will be placed throughout the building • Students must bring a water bottle from home 	<ul style="list-style-type: none"> • Students must bring a water bottle from home 	<ul style="list-style-type: none"> • Students must bring a water bottle from home 	
Student/Parent Communication and Waivers	<ul style="list-style-type: none"> • Waiver requiring parents to keep students home if ill with listed symptoms, close contact or possible exposure to positive COVID-19 case, plans to pick up student immediately if symptoms arise while at school 			

Protocol for sending students to the Nurse’s office:

1. Teacher will contact nurse’s before sending a student to get direction on where to send student for evaluation.

Nurse’s Office:

- Physical distancing will be maintained by students in the nurse’s office
- Students in nurse’s office will be asked to wear a mask
- Nurse’s office will be cleaned and disinfected after each ill student visits

Responding to COVID-19 Related Symptoms and COVID-19 Test Results

Sick students and staff:

- Students and staff members are required to stay home with flu/COVID-like symptoms including, but not limited to:
 - Fever of 100.4 or higher, unusual headache, stuffy/running nose, shortness of breath, sore throat or cough
 -
- Symptomatic students and staff required to stay home and communicate with healthcare providers.

Responding to a student or staff member who becomes sick while at school:

- Students and staff members who become sick (Symptoms including temperature at or above 100.4, unusual headache, stuffy/running nose, shortness of breath, sore throat or cough) while at school will immediately be sent home.
 - The specific area used by the sick individual will be immediately cleaned and disinfected.
- Student/staff symptom information will be documented.

Responding to positive COVID-19 Test Results:

- Contact tracing will be initiated.
- Student/Staff with confirmed COVID-19 test must provide a note from healthcare provider stating risk of exposure to others is no longer present.

Responding to negative COVID-19 Test Results:

SCHOOL OPERATIONS:

School Operations Priority Statements:

- Preventative and proactive procedures and practices focused on limiting the spread of contagion between individuals.
- Appropriate and effective risk mitigation strategies per age group.
- Framework allows for decision making to be made at each building level when appropriate.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Business Office	<ul style="list-style-type: none"> • Business Office access limited 	<ul style="list-style-type: none"> • Students should not enter Business Office 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

ELEMENTARY	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Before School Drop-off	<ul style="list-style-type: none"> • Doors open at 7:40 a.m. • Breakfast available • No morning fitness program • Assigned waiting areas in MP and PA gyms <p><u>Preschool</u></p> <ul style="list-style-type: none"> • Parents drop-off in vestibule 	<ul style="list-style-type: none"> • Doors open at 7:40 a.m. • Breakfast available • No morning fitness program • Assigned waiting areas in MP and PA gyms <p><u>Preschool</u></p> <ul style="list-style-type: none"> • Parents drop-off in vestibule 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Students are not allowed to enter the building
Entering Building	<ul style="list-style-type: none"> • Parents/guardians check-in at front office vestibule window • Students and staff enter as usual; hand sanitizer stations located at entries 	<ul style="list-style-type: none"> • Parents/guardians check-in at front office vestibule window; visitor limitations in place • Students and staff enter as usual; hand sanitizer stations located at entries 	<ul style="list-style-type: none"> • Designated entrances utilized 	<ul style="list-style-type: none"> • Staff – Only essential staff allowed • Students are not allowed to enter the building
Reception and Front Office Area	<ul style="list-style-type: none"> • Reception windows in vestibules utilized; entry into reception offices limited to staff members only. 	<ul style="list-style-type: none"> • Reception windows in vestibules utilized; entry into reception offices limited to staff members only. 	<ul style="list-style-type: none"> • Reception windows in vestibules utilized; entry into reception offices limited to staff members only. 	<ul style="list-style-type: none"> •
Exiting the Building	<ul style="list-style-type: none"> • Normal exit doors used 	<ul style="list-style-type: none"> • Normal exit doors used 	<ul style="list-style-type: none"> • Designated exit doors utilized 	
After School Pick-up	<ul style="list-style-type: none"> • Normal pick-up 	<ul style="list-style-type: none"> • Normal pick-up 	<ul style="list-style-type: none"> • Pick-up times and locations may be altered depending on academic schedule 	
Classroom Capacity	<ul style="list-style-type: none"> • Normal classroom capacity 	<ul style="list-style-type: none"> • Normal classroom capacity 	<ul style="list-style-type: none"> • Classroom capacity determined by allowable physical distancing options 	<ul style="list-style-type: none"> • No in-person instruction
Classroom Seating	<ul style="list-style-type: none"> • Student desks spaced apart when possible; no student desks placed front-to-front 	<ul style="list-style-type: none"> • Student desks spaced apart when possible; no student desks placed front-to-front 	<ul style="list-style-type: none"> • Physical distancing required in classrooms 	<ul style="list-style-type: none"> • No in-person instruction

Elementary Hallway Transitions	<ul style="list-style-type: none"> • Normal hallway transitions 	<ul style="list-style-type: none"> • Normal hallway transitions 	<ul style="list-style-type: none"> • Designated flow patterns utilized 	<ul style="list-style-type: none"> • No in-person instruction
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MS AND HS	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Before School Drop-off	<ul style="list-style-type: none"> • Normal drop-off procedures 	<ul style="list-style-type: none"> • Normal drop-off procedures 	<ul style="list-style-type: none"> • Modified drop-off procedures according to academic schedule 	<ul style="list-style-type: none"> • Students are not allowed to enter the building
Entering Building	<p><u>Middle School</u></p> <ul style="list-style-type: none"> • Albion Campus – Doors open at 7:30 a.m. <ul style="list-style-type: none"> ○ Students enter at ?? doors; proceed to main gym and wait in designated areas • Petersburg Campus – Doors open at ?? a.m. <ul style="list-style-type: none"> ○ Students enter main doors and proceed to class as normal <p><u>High School</u></p> <ul style="list-style-type: none"> • Doors open at 7:30 a.m. • Commons area only for students eating breakfast; all other students must wait in designated gym location • Dismissal from gym to class normal 	<p><u>Middle School</u></p> <ul style="list-style-type: none"> • Albion Campus – Doors open at 7:30 a.m. <ul style="list-style-type: none"> ○ Students enter at ?? doors; proceed to main gym and wait in designated areas • Petersburg Campus – Doors open at ?? a.m. <ul style="list-style-type: none"> ○ Students enter main doors and proceed to class as normal <p><u>High School</u></p> <ul style="list-style-type: none"> • Doors open at 7:30 a.m. • Commons area only for students eating breakfast; all other students must wait in designated gym location • Dismissal from gym to class by grade level 	<p><u>Middle School</u></p> <ul style="list-style-type: none"> • Albion Campus – Doors open at 7:30 a.m. <ul style="list-style-type: none"> ○ Students enter at ?? doors; ○ Prescreening and hand sanitizing station ○ Proceed to main gym and wait in designated areas • Petersburg Campus – Doors open at ?? a.m. <ul style="list-style-type: none"> ○ Students enter main doors and proceed directly to first period class <p><u>High School</u></p> <ul style="list-style-type: none"> • Doors open at 7:50 a.m. <ul style="list-style-type: none"> ○ Prescreening and hand sanitizing station • Proceed directly to first period class 	<ul style="list-style-type: none"> • Staff – Only essential staff allowed • Students are not allowed to enter the building
Middle School Bus Loading	<ul style="list-style-type: none"> • Students dismissed from gym by grade level, proceed to “West Bus Loading Zone” (Near Supt. Office door) 	<ul style="list-style-type: none"> • Students dismissed from gym by grade level, proceed to “West Bus Loading Zone” (Near Supt. Office door) 	<ul style="list-style-type: none"> • Students dismissed from gym by grade level, proceed to “West Bus Loading Zone” (Near Supt. Office door) 	<ul style="list-style-type: none"> •
Reception and Front Office Area	<ul style="list-style-type: none"> • Reception windows in vestibules utilized; entry into reception offices limited. • Physical distancing measures in place 	<ul style="list-style-type: none"> • Reception windows in vestibules utilized; entry into reception offices limited to staff members only. 	<ul style="list-style-type: none"> • Reception windows in vestibules utilized; entry into reception offices limited to staff members only. 	<ul style="list-style-type: none"> •
Exiting the Building	<ul style="list-style-type: none"> • Staggered dismissal may be utilized 	<ul style="list-style-type: none"> • Staggered dismissal will be utilized 	<ul style="list-style-type: none"> • Staggered dismissal will be utilized 	<ul style="list-style-type: none"> •

After School Pick-up	<ul style="list-style-type: none"> Petersburg Campus – normal after-school pick up; physical distancing measures in place Students arriving at Albion Campus from Petersburg can be picked up from the “West Bus Loading Zone” High School pick up normal 	<ul style="list-style-type: none"> Petersburg Campus – normal after-school pick up; physical distancing measures in place Students arriving at Albion Campus from Petersburg can be picked up from the “West Bus Loading Zone” High School pick up normal 	<ul style="list-style-type: none"> Petersburg Campus – normal after-school pick up; physical distancing measures in place Students arriving at Albion Campus from Petersburg can be picked up from the “West Bus Loading Zone” High School pick up normal 	
Transition to and from Pathways	<ul style="list-style-type: none"> Hand-sanitizing upon entry and exit of both buildings 	<ul style="list-style-type: none"> Hand-sanitizing upon entry and exit of both buildings 	<ul style="list-style-type: none"> Hand-sanitizing upon entry and exit of both buildings 	
Classroom Seating	<ul style="list-style-type: none"> Student desks spaced apart when possible; no student desks placed front-to-front 	<ul style="list-style-type: none"> Student desks spaced apart when possible All desks/tables facing same direction 	<ul style="list-style-type: none"> Physical distancing measures in place 	X
Classroom Capacity	<ul style="list-style-type: none"> Normal classroom capacity 	<ul style="list-style-type: none"> Normal classroom capacity 	<ul style="list-style-type: none"> Seating capacity will follow adjusted academic schedule 	X
Hallway Transitions	<ul style="list-style-type: none"> Normal transitions 	<ul style="list-style-type: none"> Students may only stop at lockers after specified class periods (Ex: Students with odd number lockers stop at locker after period 1, 3, 5, and 7 only) 	<ul style="list-style-type: none"> Student hallway transitions limited; protocol based on adjusted academic schedule (Ex: students may only stop at locker once in the morning and once in the afternoon. Backpacks will be allowed) 	

CALENDAR SCENARIOS

Scenario	Risk Level	Description
A1	No to Low Spread/Risk	<ul style="list-style-type: none"> School calendar runs on schedule. 100% of students and staff on campus. Preventative practices and proactive measures in place. Arrival and dismissal times do not change.
A2	No to Low Spread/Risk	<ul style="list-style-type: none"> Alternate school calendar may be utilized to prepare for interruptions during the school year. 100% of students and staff on campus. Preventative practices and proactive measures in place. Arrival and dismissal times do not change.
B1	Minimal Spread/Risk	<ul style="list-style-type: none"> Alternate school calendar is utilized to prepare for interruptions during the school year. 100% of students and staff on campus. Social distancing restrictions in place. Arrival and dismissal times may be altered.

B2	Minimal Spread/Risk	<ul style="list-style-type: none"> • Alternate school calendar is utilized to prepare for interruptions during the school year. • Number of students and staff on campus may be restricted. • Social distancing restrictions in place. • Arrival and dismissal times may be altered.
C1	Moderate Spread/Risk	<ul style="list-style-type: none"> • Short-term closures (3-10 continuous school days) can be expected following an altered school calendar. • Remote learning will be initiated.
C2	Moderate Spread/Risk	<ul style="list-style-type: none"> • Hybrid instructional model utilized consisting of both in-person and remote learning. • Attendance days and instructional hours will be altered.
D1	Substantial Spread/Risk	<ul style="list-style-type: none"> • School buildings are closed. • No in-person instruction; instruction will be delivered remotely only.
D2	Substantial Spread/Risk	

ACADEMICS:

Academic Priority Statements:

- In-person instruction is our #1 priority.
- Immediate implementation of remote learning plans.
- Continuous instruction focused on teaching and learning new content.
- Regular assessment data used to prioritize standards and to monitor student progress.
- Provide a high-quality educational experience to all students regardless of the circumstances.

ELEMENTARY	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Remote Learning	<ul style="list-style-type: none"> • Initiate remote learning plan in August (Preparation to offer instruction both in-person and remotely) • Remote learning will support continuous focus on teaching new content no matter if a closure is short-term or long-term 			
Instructional Delivery	<u>Preschool - 2nd Grade</u> <ul style="list-style-type: none"> • Google Classroom set up in August and utilized on a regular basis. <u>3rd Grade – 5th Grade</u> <ul style="list-style-type: none"> • Departmentalizing – teacher will move; students remain in homeroom • Google Classroom set up and utilized 	<u>Preschool – 2nd Grade</u> <ul style="list-style-type: none"> • Google Classroom set up in August and utilized on a regular basis. <u>3rd Grade – 5th Grade</u> <ul style="list-style-type: none"> • Departmentalizing – teacher will move; students remain in homeroom • Google Classroom set up and utilized 	<u>Preschool</u> <ul style="list-style-type: none"> • Preschool schedule may be adjusted or canceled • Zoom/SeeSaw/Google Classroom may be utilized <u>Kindergarten – 2nd Grade</u> <ul style="list-style-type: none"> • In-person instruction priority with physical distancing measures required • Zoom/SeeSaw/Google Classroom may be utilized 	<ul style="list-style-type: none"> • Zoom/SeeSaw/Google Classroom may be utilized • 3rd – 5th Chromebooks assigned to students at start of year; students allowed to take Chromebooks home (Chromebook policy covers 3rd – 12th) • Kindergarten - 2nd Grade Chromebooks potentially assigned and sent home with students for closure lasting 2 weeks or more

			<u>3rd Grade – 5th Grade</u> <ul style="list-style-type: none"> In-person instruction priority with physical distancing measures required Departmentalizing – teacher will move; students remain in homeroom Google Classroom set up and utilized 	
Scheduling	<ul style="list-style-type: none"> Normal schedule 		<ul style="list-style-type: none"> Priority will focus on continued in-person instruction starting with the lowest grade first and students with individualized education plan 	
Specials	<ul style="list-style-type: none"> Normal scheduling, attendance and participation 	<ul style="list-style-type: none"> Normal scheduling and attendance; physical distancing measures considered 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Recess	<ul style="list-style-type: none"> Normal 	<ul style="list-style-type: none"> Recess with physical distancing and limited use of equipment 	<ul style="list-style-type: none"> 	
Grading Practices	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Classroom assignments will be graded 	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Classroom assignments will be graded 	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Classroom assignments will be graded 	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Assignments will be graded
Curriculum	<ul style="list-style-type: none"> Continuous focus on teaching new content Standards prioritized based on assessment data 	<ul style="list-style-type: none"> Continuous focus on teaching new content Standards prioritized based on assessment data 	<ul style="list-style-type: none"> Continuous focus on teaching new content Standards prioritized based on assessment data 	<ul style="list-style-type: none"> Continuous focus on teaching new content Standards prioritized based on assessment data
Assessments	<ul style="list-style-type: none"> MAP testing will be completed within first week of school; results used to adjust and prioritize standards Progress monitoring MTSS 	<ul style="list-style-type: none"> MAP testing will be completed within first week of school; results used to adjust and prioritize standards Progress monitoring MTSS 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Special Education Instruction	<ul style="list-style-type: none"> Student IEP's will be followed 	<ul style="list-style-type: none"> Student IEP's will be followed 	<ul style="list-style-type: none"> Student IEP's will be followed In-person instruction priority over remote learning Smaller group sizes considered for in-person instruction Instructional in-person hours may be adjusted to meet individual needs 	<ul style="list-style-type: none"> Student IEP's will be followed

Special Education Services				
Special Education Transportation				
August Professional Development	<ul style="list-style-type: none"> Technology training for teachers Remote Learning Instruction PD 			
Professional Learning Communities	<ul style="list-style-type: none"> Weekly in-person meetings as scheduled Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices 	<ul style="list-style-type: none"> Weekly in-person meetings as scheduled Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices 	<ul style="list-style-type: none"> Weekly virtual meetings as scheduled Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices 	<ul style="list-style-type: none"> Weekly virtual meetings as scheduled Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices
Educational Field Trips	<ul style="list-style-type: none"> Field Trips will be considered on an individual basis; destination and transportation factors considered. 			
Rule 10 Attendance Requirements				<ul style="list-style-type: none"> NDE – allow remote learning to count towards attendance requirements?
Parent Teacher Conferences	<ul style="list-style-type: none"> Will be conducted in person with physical distancing measures in place 			

MS AND HS	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Remote Learning	<ul style="list-style-type: none"> Initiate remote learning plan in August (Preparation to offer instruction both in-person and remotely) Remote learning will support continuous focus on teaching new content no matter if a closure is short-term or long-term 			
Instructional Delivery	<ul style="list-style-type: none"> All classes will utilize Google Classroom (in-person and remote learning) Alignment of video delivery method 	<ul style="list-style-type: none"> All classes will utilize Google Classroom (in-person and remote learning) Alignment of video delivery method 	<ul style="list-style-type: none"> Middle School - In-person instruction priority with physical distancing measures required 	<ul style="list-style-type: none"> All classes will utilize Google Classroom (in-person and remote learning) Instruction offered via Zoom

			<ul style="list-style-type: none"> All classes will utilize Google Classroom (in-person and remote learning) Adjusted academic schedule will dictate exactly curriculum delivery model. Short term closure may or may not allow for in-person instruction. Possible alternating schedule that includes both in-person and remote. A/B Schedule may be utilized (Students assigned to either A or B day; alternating in-person instruction) 	<ul style="list-style-type: none"> Remote learning only to include delivery of new contact Students are responsible for attending course and completing course requirements. All assignments are graded
Assessments	<ul style="list-style-type: none"> MAP testing will be completed within first week of school; results used to adjust and prioritize standards 	<ul style="list-style-type: none"> MAP testing will be completed within first week of school; results used to adjust and prioritize standards 		
Scheduling	<ul style="list-style-type: none"> Normal scheduling 	<ul style="list-style-type: none"> Normal scheduling; transition time may be adjusted to accommodate physical distancing measures 	<ul style="list-style-type: none"> Priority will focus on continued in-person instruction <ul style="list-style-type: none"> Potential for MS to be in-person, while HS is 100% remote Adjusted academic schedule may be utilized 	
Recess	<ul style="list-style-type: none"> Middle school recess as normal 	<ul style="list-style-type: none"> Middle school recess with physical distancing and limited use of equipment 	<ul style="list-style-type: none"> Middle school recess with physical distancing and limited use of equipment 	X
Grading Practices	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Classroom assignments will be graded 	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Classroom assignments will be graded 	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Classroom assignments will be graded 	<ul style="list-style-type: none"> Ongoing collaboration in PLC's with emphasis on consistent grading practices Assignments will be graded and count toward GPA
Curriculum	<ul style="list-style-type: none"> PLC's focus on prioritizing standards based on student assessment data 	<ul style="list-style-type: none"> PLC's focus on prioritizing standards based on student assessment data 	<ul style="list-style-type: none"> PLC's focus on prioritizing standards based on student assessment data 	<ul style="list-style-type: none"> PLC's focus on prioritizing standards based on student assessment data
High School Work-Study Program	<ul style="list-style-type: none"> Students may attend work-study program as usual (Potential changes based on program location) 			
Special Education Instruction				

Special Education Services				
August Professional Development	<ul style="list-style-type: none"> Technology and remote learning training for teachers Pandemic Training 			
Professional Learning Communities	<ul style="list-style-type: none"> Weekly in-person meetings as scheduled Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices 	<ul style="list-style-type: none"> Weekly in-person meetings Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices 	<ul style="list-style-type: none"> Weekly virtual meetings Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices 	<ul style="list-style-type: none"> Weekly virtual meetings Focus on assessment data, prioritizing standards, curriculum delivery and consistent grading practices
Educational Field Trips	<ul style="list-style-type: none"> Field Trips will be considered on an individual basis; destination and transportation factors considered 	<ul style="list-style-type: none"> Field Trips will not be allowed 		
Rule 10 Attendance Requirements	<ul style="list-style-type: none"> 			<ul style="list-style-type: none"> NDE – allow remote learning to count towards attendance requirements?
Parent Teacher Conferences	<ul style="list-style-type: none"> Will be conducted in person with physical distancing measures in place 			<ul style="list-style-type: none">

FACILITIES CLEANING:

Facility Priority Statements:

- Cleaning and disinfecting strategies implemented to mitigate student and staff transmission.
- Elimination of high-touch surfaces when feasible

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Touch Surface Cleaning	<ul style="list-style-type: none"> Desks, door handles, and restrooms will be cleaned/disinfected frequently throughout the day 			
Supplies and Equipment	<ul style="list-style-type: none"> Student supplies will not be shared 			
Cleaning Supplies				
Student Desk Cleaning	<ul style="list-style-type: none"> Regular, frequent cleaning throughout the day 			

Classroom Cleaning				
Cafeteria Cleaning				
Restroom Cleaning				
Restrooms during non-school hours				
Locker Room Cleaning				
Weight Room Cleaning				
Signage	<ul style="list-style-type: none"> Signage posted at entry, in hallways, restrooms and classrooms to communicate how to minimize the spread of COVID-19. 	<ul style="list-style-type: none"> Signage posted at entry, in hallways, restrooms and classrooms to communicate how to minimize the spread of COVID-19. 	<ul style="list-style-type: none"> Signage posted at entry, in hallways, restrooms and classrooms to communicate how to minimize the spread of COVID-19. 	<ul style="list-style-type: none"> Signage posted at entry, in hallways, restrooms and classrooms to communicate how to minimize the spread of COVID-19.
Hand Sanitizer Stations	<ul style="list-style-type: none"> Hand sanitizer dispensers placed throughout the facility 			

CURRICULAR AND EXTRACURRICULAR ACTIVITIES:

Curricular and Extracurricular Activity Priority Statements:

- Decreasing potential exposure while ensuring that our students have the opportunity to participate in both curricular and extracurricular activities and organizations.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Equipment	<ul style="list-style-type: none"> Normal use of equipment; additional cleaning and disinfecting daily Coaches/sponsors required to oversee cleaning and disinfecting of equipment 	<ul style="list-style-type: none"> Normal use of equipment; additional cleaning and disinfecting daily Coaches/sponsors required to oversee cleaning and disinfecting of equipment 		
Practices – Noncontact Activities	<ul style="list-style-type: none"> Full practices and competitions as scheduled 	<ul style="list-style-type: none"> Refer to NSAA Return to Activities guidance Non-NSAA activities will follow same guidelines 	<ul style="list-style-type: none"> Refer to NSAA Return to Activities guidance Non-NSAA activities will follow same guidelines 	
Practices – Limited Contact Activities	<ul style="list-style-type: none"> 			

Practices – Contact Activities	•			
Clubs and Organizations	•			
Rehearsals				
Competitions	• Striv used to stream competitions			
Fan Attendance	<ul style="list-style-type: none"> Physical distancing measures in place for entrances and exits to activities; groups/gatherings limited Possible assigned entry and exits 	<ul style="list-style-type: none"> Fans restrictions may be in place Assigned entry and exit doors/gates Certain competitions may be restricted to no fans 		
Bleacher Seating	• Additional outdoor bleacher seating utilized	• Physical distancing measures in place; bleachers sections taped off		
Student Assemblies & Speakers	<ul style="list-style-type: none"> Homeroom Assemblies as normal Guest speakers allowed with administrative approval Rock n’ Rally – Limited to immediate family members only; physical distancing measures utilized Pep Rallies - 	<ul style="list-style-type: none"> Homeroom Assemblies as normal Guest speakers allowed with administrative approval Rock n’ Rally – Limited to immediate family members only; physical distancing measures utilized Pep Rallies – only if physical distancing measures can be used 	<ul style="list-style-type: none"> No Assemblies Rock n’ Rally – Remote recognition option only No Pep Rallies 	
Travel		<ul style="list-style-type: none"> Bus seating limited to one person per seat Travel rosters may be limited to 		
Non-School Student Clubs and Organizations (Ex. FCA, Boy Scouts, etc.)	• Allowed to meet with social distancing guidelines in place			
Field Trips	•			
Youth Community Clubs/Groups	•			
Adult Community Clubs/Groups				
Locker Rooms				
Tickets	• Potential for online tickets; use of family season tickets			

Concessions		<ul style="list-style-type: none"> Potential for limited menu options 	<ul style="list-style-type: none"> No concessions offered 	
Worker Safety				

FOOD SERVICE:

Food Service Priority Statements:

- Safe delivery of meals at school.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Breakfast	<ul style="list-style-type: none"> Breakfast available at 7:30 Students not eating breakfast must wait in gym No self-serve breakfast 	<ul style="list-style-type: none"> Breakfast available at 7:30 Students not eating breakfast must wait in gym No self-serve breakfast Increase number of tables in cafeteria 	<ul style="list-style-type: none"> Breakfast offered as Grab-n-Go only 	<ul style="list-style-type: none"> Grab-n-Go options available
Lunch	<ul style="list-style-type: none"> Normal lunch menu offered in cafeteria 	<ul style="list-style-type: none"> Normal lunch menu offered in cafeteria 	<ul style="list-style-type: none"> Lunch offered as Grab-n-Go only 	
Meal Serving	<ul style="list-style-type: none"> Meals served (no self-serve) Condiments served in packets 	<ul style="list-style-type: none"> Meals served (no self-serve) Condiments served in packets 	<ul style="list-style-type: none"> Packaged meals will be distributed 	
Cafeteria Seating	<ul style="list-style-type: none"> Students will be seated in cafeteria – assigned seating MP Gym seating may be utilized Students finished eating will immediately exit the cafeteria 	<ul style="list-style-type: none"> MP Gym seating will be utilized 	<ul style="list-style-type: none"> Meal program will follow schedule/calendar changes 	
Cafeteria Table Cleaning	<ul style="list-style-type: none"> All tables disinfected between groups 			
Open-Campus	<ul style="list-style-type: none"> 			
Kitchen Staff	<ul style="list-style-type: none"> Staff will comply with NDE safety requirements (Ex. Face shields, gloves, etc.) 			

TECHNOLOGY:

Technology Priority Statements:

- Accessible options for students at appropriate grade levels.
- Technology instruction for students and staff priority upon return.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Kind. – 2nd Technology				
3 rd – 5th Technology				
6 th – 8th Technology				
High School Technology				
Teacher Classroom Technology				
Teacher Laptops				

TRANSPORTATION:

Transportation Priority Statements:

- Continued option to safely transport students as needed.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Bus Routes	<ul style="list-style-type: none"> • Routes operate at full capacity • Assigned Seating 	<ul style="list-style-type: none"> • Routes operate at full capacity • Students are spaced to meet social distancing guidelines 	<ul style="list-style-type: none"> • Social distancing guidelines required • Transportation may not be provided depending on situation 	<ul style="list-style-type: none"> • No transportation available
Activity Routes	•	•	•	•
Van Routes	•	•	•	•
	•	•	•	•
Bus Cameras	•	•	•	•
Student Screening	•	•	•	•
Hand Sanitizer	•	•	•	•
Seating	<ul style="list-style-type: none"> • Assigned seating arrangements; First student on seated in back row. • Students from same household may share a seat 			•
Unloading	<ul style="list-style-type: none"> • Front seats exit first 			•

Cleaning and Sanitizing	<ul style="list-style-type: none"> • Driver must sanitize all surfaces after every trip 	•
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HUMAN RESOURCES:

Human Resource Priority Statements:

- Health and safety of staff members.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Contracted Teachers	<ul style="list-style-type: none"> • Staff will be in the building daily for contracted hours and days 	<ul style="list-style-type: none"> • Staff will be in the building daily for contracted hours and days 	<ul style="list-style-type: none"> • Staff will be required to fulfill contractual agrees based on adjusted schedule and instructional delivery 	<ul style="list-style-type: none"> • Staff will be required to fulfill contractual agrees remotely
Essential Employees (Office, Custodial, Kitchen)	<ul style="list-style-type: none"> • Staff will be in the building daily per work agreement terms 	<ul style="list-style-type: none"> • Staff will be in the building daily per work agreement terms 	<ul style="list-style-type: none"> • Staff will be expected to fulfill agreement terms based on adjusted schedules 	<ul style="list-style-type: none"> • Staff will be expected to fulfill agreement terms per the Return to Work Agreement
Return to Work Agreements	<ul style="list-style-type: none"> • Certified and non-certified staff work under normal contract and agreement terms 	<ul style="list-style-type: none"> • Certified and non-certified staff work under normal contract and agreement terms 	<ul style="list-style-type: none"> • Certified staff work under normal contract and agreement terms • Non-certified staff terms may be adjusted depending on schedule and instructional changes 	
FMLA and ADA Requirements				
Extra-duty Assignments				
Staff Attendance at Non-district PD and Training	<ul style="list-style-type: none"> • Staff PD and Training may be limited 	<ul style="list-style-type: none"> • Staff PD and Training will be limited or not allowed. • No travel; Remote option only 		
Staff Meetings	<ul style="list-style-type: none"> • No full-staff meetings unless social distancing measures can be met 	<ul style="list-style-type: none"> • Staff meetings limited 		<ul style="list-style-type: none"> • Staff meetings held remotely only
Teacher Evaluations	•	•	•	•
Substitute Teachers	<ul style="list-style-type: none"> • Training? • Subs who work in multiple districts? 	•	•	•
Staff Lounge	•	•	•	•

SAFETY, SECURITY AND CRISIS MANAGEMENT:

Safety, Security and Crisis Management Priority Statements:

- Management plans that protect the health of safety of all students, staff, and visitors.

DISTRICT	No to Low Spread/Risk	Minimal Spread/Risk	Moderate Spread/Risk	Substantial Spread/Risk
Visitors & Volunteers				
Safety Drills	<u>Bus Evacuation</u> <ul style="list-style-type: none"> • Drills conducted by class (one class at a time) <u>Tornado</u> <ul style="list-style-type: none"> • Drills conducted by class <u>Fire</u> <ul style="list-style-type: none"> • Normal monthly drills conducted 	<u>Bus Evacuation</u> <ul style="list-style-type: none"> • Drills conducted by class (one class at a time) <u>Tornado</u> <ul style="list-style-type: none"> • Drills conducted by class <u>Fire</u> <ul style="list-style-type: none"> • Normal monthly drills conducted 	<u>Bus Evacuation</u> <ul style="list-style-type: none"> • No bus evacuation drills <u>Tornado</u> <ul style="list-style-type: none"> • No tornado drills <u>Fire</u> <ul style="list-style-type: none"> • No fire drills 	
Responding to Crisis	<ul style="list-style-type: none"> • Crisis Response Team will response to situations with physical distancing measures considered 	<ul style="list-style-type: none"> • Crisis Response Team will response to situations with physical distancing measures considered 	<ul style="list-style-type: none"> • Crisis Response Team will response to situations with physical distancing measures considered 	
Responding to Weather Threat (Shelter-in-Place)	<ul style="list-style-type: none"> • Shelter-in-Place with no changes 	<ul style="list-style-type: none"> • Shelter-in-Place with no changes 	<ul style="list-style-type: none"> • Shelter-in-Place with no changes 	
Responding to Physical Threat (Lockdown, Lockout, Shelter-in-Place, Evacuation)	<ul style="list-style-type: none"> • No changes to emergency response 	<ul style="list-style-type: none"> • No changes to emergency response 	<ul style="list-style-type: none"> • No changes to emergency response 	

2020–2021 BOONE CENTRAL SCHOOL DISTRICT RE-OPENING RESOLUTION

WHEREAS, the school district was closed during a portion of the 2019–2020 school year based on the statewide outbreak of COVID-19; and

WHEREAS, the President and the Governor have declared a state of emergency; and

WHEREAS, the State of Nebraska and the East Central District Health Department have issued various directed health measures in response to the novel coronavirus and the COVID-19 pandemic; and

WHEREAS, the directed health measures currently in place allow the school facilities to be reopened to in-person student attendance; and

WHEREAS, the Board of Education wishes to support student learning while taking reasonable precautions to keep students, staff, and administrators safe; and

WHEREAS, the school district is also completing reopening plans with contingencies for changes in circumstances, but for the time being, the Board of Education believes it is important to address these critical issues to assist the administration in preparing for plans when school resumes;

NOW, THEREFORE, be it resolved that the Board of Education has determined as follows:

Site for Instruction

Student instruction will occur in-person in the classroom unless otherwise required by law. All students who are enrolled in the school district must attend school on all days when school is open for in-person instruction unless the student's illness makes attendance impossible or impractical or is otherwise excused by board policy.

Masks

All district teachers, staff, employees, and volunteers will not be required to wear face coverings at all times, but are strongly encouraged to do so.

All students will not be required to wear face coverings at all times, but will be strongly encouraged to do so.

Leave / Staff Attendance

Employees will be permitted to take leave (paid or otherwise) provided by the terms of employment (staff contract, negotiated agreement, etc.) and as provided by law (e.g., ADA, FMLA, FFCRA, etc.).

The superintendent is authorized to take all reasonable and necessary action to implement this resolution without further action of the Board.

If there is any conflict between this resolution and any provision of Board policy or of staff or student handbooks, the terms in this resolution shall control.

NOW, THEREFORE, be it finally resolved that this resolution will expire upon the sooner of action taken by the Board to rescind it or the expiration of the 2020-2021 school year.

Approved by the Board on July 20, 2020.

Board President

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform (SafeSchools Alert) to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Reference: KSB 5054, Perry 5101, 5415

Adopted on: July 20, 2015

Revised on: July 16, 2018

Reviewed on: July 15, 2019

Revised on: July 20, 2020

Boone Central Schools
Internet and School Device
Policy and Usage Handbook
2020-2021

The policies, procedures, and information within this document apply to Internet and School Devices used at Boone Central Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

*Teachers may set additional requirements for Internet and School Device use in their classroom.

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Receiving Your Chromebook

1. Parent/Guardian Orientation

A parent/guardian is required to attend an orientation and sign the Boone Central Schools Internet & School Device Agreement before a Chromebook can be issued to their student.

2. Distribution

Students in grades 6-12 will receive their Chromebooks during the registration. Students and parents must sign the BCS Student Internet & School Device Policy before they receive their Chromebook.

3. Students in the grades 6-12 will keep the same Chromebook throughout their time at Boone Central school years.

4. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook from the Boone Central Schools registration dates. Both students and a parent/guardian must go through the policy handbook and sign the Boone Central Schools Internet and School Device Agreement prior to picking up a Chromebook. An appointment will need to be set up with technology staff if not able to come to registration dates.

5. Please note, it is the responsibility of the student to bring their Chromebooks every day to class. It is also the student's responsibility to bring the Chromebook fully charged at the beginning of each school day.

Returning Your Chromebook

1. End of Year

At the end of the school year, students will turn in their Chromebooks. There will also be a charge for any missing peripheral equipment such as the case or power supply. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Boone County Sheriff's Office.

- a. Identification and inventory labels/tags have been placed on the Chromebooks. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. If damage is intentional, the incident may result in a fine based on damage done.
- b. A dirty machine (stickers/markers) will be assessed at \$15 cleaning fee.
- c. A missing or damaged cord is the responsibility of the student. Students will be charged \$25 in order to purchase a replacement cord.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Boone Central Schools must turn in their Chromebooks and chargers to the High School Media Center Staff on their last day of attendance. Failure to turn in these items will result in the student being charged the full replacement cost for each item missing. Unpaid fines and fees of students leaving Boone Central Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Boone County Sheriff's Office.

Training

- Students will receive training provided by Boone Central staff to address care and usage of the Chromebook, Google Drive, Google Apps (boonecentral.esu7.org Accounts), digital citizenship, and respectful, responsible, and ethical use of the Internet and digital tools.

Usage Fee

- A Usage fee will be charged to each student prior to the deployment of the Chromebook. The usage cost is \$15.00 annually for each Chromebook.

Incident Fees:

This policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Boone Central Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse based on the following guidelines.

- An incident fee can/will be charged per incident in relation specifically to each individual incident.
 - ★ Type 1= \$0 free general wear and tear, not specific to significant device damage.
 - ★ Type 2= Students pay replacement costs
 - Incident #1
 - Screen - 50% of the cost
 - Keyboard/touchpad - 50% of the cost
 - Power cord - \$25.00
 - Chromebook - \$300
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$325
 - Incident #2
 - Screen - 75% of the cost
 - Keyboard/touchpad - 75% of the cost
 - Power cord - \$25.00
 - Chromebook - \$300
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$325
 - Incident #3 or more
 - Screen - 100% of the cost
 - Keyboard/touchpad - 100% of the cost
 - Power cord - \$25.00
 - Chromebook - \$300
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$325

(Frequent incidences may result in disciplinary action.)

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the High School Media Center Staff as soon as possible. If a loaner Chromebook is needed, one will be issued to the student, at the discretion of administration, and for use within the school day until their Chromebook can be repaired or replaced.
 - If students with a replacement device need to complete homework on their device, but don't have an equivalent at home, the student will be required to complete the assignment before or after school.
- Students are responsible for bringing the device to school each day fully charged.
- Devices must remain clean and clear of any stickers, adhesive, marker, or anything that may deface the device-

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted and removed carefully into/from the Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Do NOT leave them outside or in your vehicles.
- Always bring your Chromebook to room temperature prior to turning it on.

Disciplinary Action Plan

Consequences for any misuse of the Chromebook or Internet privileges will be:

- First Offense: restricted use until student completes a ½ hour STOPiT Class.
- Second Offense: Student completes an additional ½ hour STOPiT class. Restricted use to school hours only for 1 week.
- Third Offense: extended restricted access for school hours only

**After the third offense, the student loses Chromebook for the remainder of the school year.

- **STOPiT Class: STOPiT Class is an offense based class that teaches students the appropriate use of digital media with digital citizenship integration.**
 - The administration retains the right to suspend the student's Chromebook for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the Chromebook for the remainder of the semester or school year. Suspension days are school days. All Elementary School, Middle School and High School Student Handbook procedures will apply.
 - Boone Central Schools is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.
 - A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the Chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by, or related to, the inappropriate use of the Chrome network.

Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

- Students are expected to bring a **fully charged** Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Failure to do so will result in disciplinary action.
- Unattended Chromebook or charger that is brought to the office/HS Media Center will result in a \$1.00 fee to get it back for student use.

If a student does not bring his/her Chromebook to school:

- A student may stop at the Middle School Office/High Media Center and check out a loaner for the day, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the respective staff before the end of each school day.
- If a loaner is not turned in by the end of each day, a report will be filed with the student's grade level administrator and the administrator will work on retrieving the loaner. Disciplinary action may apply.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home for Type 1 incidences/damage only.
- Chromebooks on loan to students having their devices repaired for Type 2 incidences/damage will not be allowed to take loaner devices home. These loaner devices will only be allowed for use within the school day.
 - If students with a loaned device need to complete homework on their device, but don't have an equivalent at home, the student will be required to complete the assignment before or after school.

- The Media Center/Tech. staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Chromebooks must be brought to school each day with a **full charge**.
- Students should charge their Chromebooks at home every evening with the cords provided. Charging cords should remain at home.

Personalizing the Chromebook

- Chromebooks must remain free of any additional decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by staff at any time.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Printers will not be set up on the Chromebooks. If printing is required for class, students can log into a desktop designated for printing within each Media Center location.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@boonecentral.esu7.org) account.
- Students should never share their account passwords with others. In the event of a compromised account Boone Central Schools Technology Department reserves the right to disable your account.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Boone Central Schools Acceptable Use Policy, Administrative Procedures, Acceptable Use of Technology Agreement, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school.

Inspection

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use.
- The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (Boone Central Accounts)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites and Gmail.
- All work is stored within Google Drive.
- If additional storage is required, the students may utilize a flash drive or a portable hard drive of their own.

Additional Apps and Extensions

- Students are able to install additional apps and extensions on their Chromebook as long as they are appropriate for school use, and are subject to administrator discretion.

Repairing or Replacing Your Chromebook

- All Chromebooks in need of repair must be brought to the Middle School Office or High School Media Center as soon as possible.
- All repair work must be reported to the Boone Central Public Schools Technology Helpdesk/ High School Media Center

- For student assigned charge for repairs see Incident Fees section of this policy.

Theft or Loss of Your Chromebook

- The Boone Central Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Chromebook Technical Support

- Boone Central School High School Media Center will be the final point of contact for repair of the Chromebooks. Services provided include:
 - Password Identification
 - User account support
 - Distribution of replacement Chromebooks
 - Hardware maintenance and repair
 - Operating System or software configuration support
 - Restoring Chromebook to factory default
 - Appropriate Uses and Digital Citizenship
- School issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.
- If students need to sign up for specific services on their device, they should ALWAYS use their @boonecentral.esu7.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
 - Respect Yourself.
 - I will show respect for myself through my actions.
 - I will select online names that are appropriate.
 - I will use caution with the information, images, and other media that I post online.
 - I will carefully consider what personal information about my life, experiences, or relationships I post.
 - I will not be obscene.
 - I will act with integrity.
 - Protect Yourself.
 - I will ensure that the information, images, and materials I post online will not put me at risk.
 - I will not publish my personal details, contact details, or a schedule of my activities.
 - I will report any attacks or inappropriate behavior directed at me while online.
 - I will protect passwords, accounts, and resources.
 - Respect Others.
 - I will show respect to others.
 - I will not use electronic mediums to antagonize, bully, harass, or stalk people.
 - I will show respect for other people in my choice of websites
 - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 - Protect Others.
 - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
 - I will avoid unacceptable materials and conversations.
 - Respect Intellectual property.

- I will request permission to use copyrighted or otherwise protected materials.
- I will suitably cite all use of websites, books, media, etc.
- I will acknowledge all primary sources.
- I will validate information.
- I will use and abide by the fair use rules.
- Protect Intellectual Property.
 - I will request to use the software and media others produce.
 - I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
 - I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Internet & Computer Use

Policy #5205

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another

user's password.

10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- a. Loss of computer privileges;
- b. Short-term suspension;
- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Children's Online Privacy Protection Act (COPPA)**

A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Reference: KSB 5037
Perry 6800

Adopted on: July 20, 2015
Revised on: August 14, 2017
Revised on: July 16, 2018

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Boone Central Schools community understand and agree to these rules of conduct, Boone Central Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Boone Central Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Boone Central Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Boone Central Schools, any of its employees, or any institution providing network access to Boone Central Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Boone Central Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Boone Central Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Boone Central Schools responsible for materials acquired or sent via the network.

I agree not to hold the Boone Central Schools, any of its employees, or any institution providing network access to Boone Central Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's _____ Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

Boone Central Schools Chromebook Policy and Usage Handbook is available on the Boone Central Schools website at www.boonecentral.org.

Boone Central Schools Student Acceptable Use of Technology Policy is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Boone Central Schools Policy regarding the use of computers and the Internet in the Boone Central Schools District. Your signature also states that you authorize Boone Central Schools to create and utilize "cloud services" accounts that will be under the control of Boone Central Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to BCS.)

Boone Central Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Boone Central Schools insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Boone Central staff will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Intended Use

_____ The device checked out to me is to be used in support of school related activities. The device must
(initial) accompany me each day school is in session.

_____ Any software installed on the computer must be licensed by the district. The license agreement of
(initial) installed "free" software must allow it to be free for educational organizations, not personal use.

_____ I recognize that, as part of my handbook acceptance form, I have already agreed to comply with
(initial) the school Student Internet and Computer Access Policy and the Chromebook Policy & Usage Handbook. Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

Boone Central Schools Internet Use, Safety, and Computer Use Policy

- Boone Central Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.
- Administration reserves the right to refuse access to the Internet by Boone Central Schools to anyone when it is deemed necessary in the public interest.

Student Signature

Date

Parent/Guardian Signature

Date

Boone Central Elementary
3rd-5th Grade
Internet and School Device
Policy and Usage Handbook
2020-2021

The policies, procedures, and information within this document apply to Internet and School Devices used at Boone Central Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

*Teachers may set additional requirements for Internet and School Device use in their classroom.

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Receiving Your Chromebook

1. Parent/Guardian Orientation
A parent/guardian is required to attend an orientation and sign the Boone Central Schools Internet & School Device Agreement before a Chromebook can be issued to their student.
2. Distribution
Students in grades 3rd-5th will receive their Chromebooks during the first few weeks of school. Students and parents must sign the BCS Student Internet & School Device Policy before they receive their Chromebook.
3. Transfer/New Student Distribution
All transfers/new students will be able to pick up their Chromebook from the Boone Central Schools registration dates. Both students and a parent/guardian must go through the policy handbook and sign the Boone Central Schools Internet and School Device Agreement prior to picking up a Chromebook. An appointment will need to be set up with technology staff if not able to come to registration dates.
4. Please note, it is the responsibility of the student to bring their Chromebooks every day to class. It is also the student's responsibility to bring the Chromebook fully charged at the beginning of each school day.

Returning Your Chromebook

1. End of Year
At the end of the school year, students will turn in their Chromebooks. There will also be a charge for any missing peripheral equipment such as the case or power supply. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Boone County Sheriff's Office.
 - a. Identification and inventory labels/tags have been placed on the Chromebooks. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. If damage is intentional, the incident may result in a fine based on damage done.
 - b. A dirty machine (stickers/markers) will be assessed at \$15 cleaning fee.
 - c. A missing or damaged cord is the responsibility of the student. Students will be charged \$25 in order to purchase a replacement cord.
2. Transferring/Withdrawing Students
Students who transfer out of or withdraw from the Boone Central Schools must turn in their Chromebooks and chargers to the High School Media Center Staff on their last day of attendance. Failure to turn in these items will result in the student being charged the full replacement cost for each item missing. Unpaid fines and fees of students leaving Boone Central Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Boone County Sheriff's Office.

Training

- Students will receive training provided by Boone Central staff to address care and usage of the Chromebook, Google Drive, Google Apps (boonecentral.esu7.org Accounts), digital citizenship, and respectful, responsible, and ethical use of the Internet and digital tools.

Usage Fee

- A Usage fee will be charged to each student prior to the deployment of the Chromebook. The usage cost is \$15.00 annually for each Chromebook.

Incident Fees:

This policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Boone Central Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse based on the following guidelines.

- An incident fee can/will be charged per incident in relation specifically to each individual incident.
 - ★ Type 1= \$0 free general wear and tear, not specific to significant device damage.
 - ★ Type 2= Students pay replacement costs
 - Incident #1
 - Screen - 50% of the cost
 - Keyboard/touchpad - 50% of the cost
 - Power cord - \$25.00
 - Chromebook - \$300
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$325
 - Incident #2
 - Screen - 75% of the cost
 - Keyboard/touchpad - 75% of the cost
 - Power cord - \$25.00
 - Chromebook - \$300
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$325
 - Incident #3 or more
 - Screen - 100% of the cost
 - Keyboard/touchpad - 100% of the cost
 - Power cord - \$25.00
 - Chromebook - \$300
 - Full Replacement Cost (Chromebook, Charger, Bag) - \$325

(Frequent incidences may result in disciplinary action.)

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the High School Media Center Staff as soon as possible. If a loaner Chromebook is needed, one will be issued to the student, at the discretion of administration, and for use within the school day until their Chromebook can be repaired or replaced.
 - If students with a replacement device need to complete homework on their device, but don't have an equivalent at home, the student will be required to complete the assignment before or after school.
- Students are responsible for bringing the device to school each day fully charged.
- Devices must remain clean and clear of any stickers, adhesive, marker, or anything that may deface the device-

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted and removed carefully into/from the Chromebook.
- Chromebooks should not be used or stored near pets.

- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Do NOT leave them outside or in your vehicles.
- Always bring your Chromebook to room temperature prior to turning it on.

Disciplinary Action Plan

Consequences for any misuse of the Chromebook or Internet privileges will be:

- First Offense: restricted use until student completes a ½ hour STOPiT Class.
- Second Offense: Student completes an additional ½ hour STOPiT class. Restricted use to school hours only for 1 week.
- Third Offense: extended restricted access for school hours only

**After the third offense, the student loses Chromebook for the remainder of the school year.

- **STOPiT Class: STOPiT Class is an offense based class that teaches students the appropriate use of digital media with digital citizenship integration.**
 - The administration retains the right to suspend the student's Chromebook for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the Chromebook for the remainder of the semester or school year. Suspension days are school days. All Elementary School, Middle School and High School Student Handbook procedures will apply.
 - Boone Central Schools is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.
 - A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the Chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by, or related to, the inappropriate use of the Chrome network.

Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

- Students are expected to bring a **fully charged** Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Failure to do so will result in disciplinary action.
- Unattended Chromebook or charger that is brought to the office/HS Media Center will result in a \$1.00 fee to get it back for student use.

If a student does not bring his/her Chromebook to school:

- A student may stop at the Middle School Office/High Media Center and check out a loaner for the day, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the respective staff before the end of each school day.
- If a loaner is not turned in by the end of each day, a report will be filed with the student's grade level administrator and the administrator will work on retrieving the loaner. Disciplinary action may apply.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home for Type 1 incidences/damage only.
- Chromebooks on loan to students having their devices repaired for Type 2 incidences/damage will not be allowed to take loaner devices home. These loaner devices will only be allowed for use within the school day.
 - If students with a loaned device need to complete homework on their device, but don't have an equivalent at home, the student will be required to complete the assignment before or after school.
- The Media Center/Tech. staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Chromebooks must be brought to school each day with a **full charge**.
- Students should charge their Chromebooks at home every evening with the cords provided. Charging cords should remain at home.

Personalizing the Chromebook

- Chromebooks must remain free of any additional decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by staff at any time.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Printers will not be set up on the Chromebooks. If printing is required for class, students can log into a desktop designated for printing within each Media Center location.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@boonecentral.esu7.org) account.
- Students should never share their account passwords with others. In the event of a compromised account Boone Central Schools Technology Department reserves the right to disable your account.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Boone Central Schools Acceptable Use Policy, Administrative Procedures, Acceptable Use of Technology Agreement, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).

- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school.

Inspection

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use.
- The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (Boone Central Accounts)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites and Gmail.
- All work is stored within Google Drive.
- If additional storage is required, the students may utilize a flash drive or a portable hard drive of their own.

Additional Apps and Extensions

- Students are able to install additional apps and extensions on their Chromebook as long as they are appropriate for school use, and are subject to administrator discretion.

Repairing or Replacing Your Chromebook

- All Chromebooks in need of repair must be brought to the Middle School Office or High School Media Center as soon as possible.
- All repair work must be reported to the Boone Central Public Schools Technology Helpdesk/ High School Media Center
- For student assigned charge for repairs see Incident Fees section of this policy.

Theft or Loss of Your Chromebook

- The Boone Central Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Chromebook Technical Support

- Boone Central School High School Media Center will be the final point of contact for repair of the Chromebooks. Services provided include:
 - Password Identification
 - User account support

- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- Appropriate Uses and Digital Citizenship
- School issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.
- If students need to sign up for specific services on their device, they should ALWAYS use their @boonecentral.esu7.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
 - Respect Yourself.
 - I will show respect for myself through my actions.
 - I will select online names that are appropriate.
 - I will use caution with the information, images, and other media that I post online.
 - I will carefully consider what personal information about my life, experiences, or relationships I post.
 - I will not be obscene.
 - I will act with integrity.
 - Protect Yourself.
 - I will ensure that the information, images, and materials I post online will not put me at risk.
 - I will not publish my personal details, contact details, or a schedule of my activities.
 - I will report any attacks or inappropriate behavior directed at me while online.
 - I will protect passwords, accounts, and resources.
 - Respect Others.
 - I will show respect to others.
 - I will not use electronic mediums to antagonize, bully, harass, or stalk people.
 - I will show respect for other people in my choice of websites
 - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 - Protect Others.
 - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
 - I will avoid unacceptable materials and conversations.
 - Respect Intellectual property.
 - I will request permission to use copyrighted or otherwise protected materials.
 - I will suitably cite all use of websites, books, media, etc.
 - I will acknowledge all primary sources.
 - I will validate information.
 - I will use and abide by the fair use rules.
 - Protect Intellectual Property.
 - I will request to use the software and media others produce.
 - I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
 - I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation

provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

a. Loss of computer privileges;

b. Short-term suspension;

c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Children's Online Privacy Protection Act (COPPA)**

A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Reference: KSB 5037
Perry 6800

Adopted on: July 20, 2015
Revised on: August 14, 2017
Revised on: July 16, 2018

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Boone Central Schools community understand and agree to these rules of conduct, Boone Central Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Boone Central Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Boone Central Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Boone Central Schools, any of its employees, or any institution providing network access to Boone Central Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Boone Central Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Boone Central Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Boone Central Schools responsible for materials acquired or sent via the network.

I agree not to hold the Boone Central Schools, any of its employees, or any institution providing network access to Boone Central Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's _____ Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

Boone Central Schools Chromebook Policy and Usage Handbook is available on the Boone Central Schools website at www.boonecentral.org.

Boone Central Schools Student Acceptable Use of Technology Policy is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Boone Central Schools Policy regarding the use of computers and the Internet in the Boone Central Schools District. Your signature also states that you authorize Boone Central Schools to create and utilize "cloud services" accounts that will be under the control of Boone Central Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to BCS.)

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Intended Use

_____ The device checked out to me is to be used in support of school related activities. The device must
(initial) accompany me each day school is in session.

_____ Any software installed on the computer must be licensed by the district. The license agreement of
(initial) installed "free" software must allow it to be free for educational organizations, not personal use.

_____ I recognize that, as part of my handbook acceptance form, I have already agreed to comply with
(initial) the school Student Internet and Computer Access Policy and the Chromebook Policy & Usage Handbook. Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

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- Boone Central Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.
- Administration reserves the right to refuse access to the Internet by Boone Central Schools to anyone when it is deemed necessary in the public interest.

Student Signature

Date

Parent/Guardian Signature

Date

To be completed for students participating in any NSAA activities.

Student and Parent Consent Form



School Year: 20____-20____
 Member School: _____
 Name of Student: _____
 Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury **or illness** of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; **(d) the severity of an illness, including contagious diseases such as the COVID 19 virus, and bacterial infections may be so severe as to result in disability and death;** and, (e) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

(5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any **injury or illness** that occurs during the student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.

(6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

Name of Student [Print Name] _____ Student Signature _____ Date _____

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

Baseball	Basketball	Cross Country	Debate	Football	Golf	Journalism
Music	Play Production	Soccer	Softball	Speech	Swim/Dive	Tennis
Track & Field	Unified Bowling	Unified Track & Field	Volleyball	Wrestling		

Parent(s)/Guardian Printed Name(s)	Parent/Guardian Signature	Date of Signature

***Both Mother and Father must sign, unless parents are divorced, the custodial parent must sign, or if the student is not living with parents, the student's legal guardian.**
 Revised June 2020

COVID-19: Participants Agreement for Sports or Other Recreational Activities

(Please print clearly or type and fill in all blanks and sign below.)

Participant Name (Player, Coach, Official, or Other Participant): _____

Address: _____

Municipality: _____ State: _____ Zip: _____

Telephone #: _____

Age of Participant _____

If Participant is 18 years of age or older, only Participant must sign. If Participant is 17 years Old or Younger, Parent or Legal Guardian must sign.

ACKNOWLEDGMENT AND ASSUMPTION OF RISK

The COVID-19 coronavirus has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is believed to spread mainly from person-to-person contact. By signing this, you ACKNOWLEDGE AND ASSUME THE RISK AND DANGERS OF ILLNESS, DISEASE, MEDICAL COMPLICATIONS, INJURY OR DEATH, caused by or related to COVID-19, by voluntarily entering the property and/or public facilities of any Municipality and participating in or viewing adult and/or youth games, practices, or other group recreational activities, or by authorizing the participation of a minor in or the presence of a minor at such games, practices, or other group recreational activities. No one guarantees that you or your child(ren) will not become infected with COVID-19. The person signing below voluntarily assumes this risk because s/he chooses or elects to do so.

COVID-19 RELEASE AND INDEMNITY AGREEMENT AND COVENANT NOT TO SUE

In consideration of the above-listed player, coach, or official ("Participant") being allowed to participate in adult and/or youth team sports or other group recreational activities on municipal property and/or public facilities, the Participant or the parent(s) or legal guardian (if Participant is a Minor), on his or her own behalf and on behalf of any Minor Participant, agree as follows:

1. RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE every city or village (hereinafter, **Municipality**) on whose property and/or public facilities Participant participates in any adult and/or youth games, practices, or other group recreational activities, together with each such **Municipality's** mayor and council, village board of trustees, manager/administrator, clerk, agents and employees, and all others who participate with Participant in such activities (all of whom are collectively referred to herein as "Releasees") from any and all liability to the Participant (or Participant's personal representatives, assigns, heirs, parents, legal guardians, siblings, children or dependents) on account of injury, illness, disease, quarantine or death from the COVID-19 coronavirus and any complication

or related disease or condition, occurring as a result of entering the property of any such **Municipality**, participating in or viewing any such game, practice, or other group recreational activity, or other use of public facilities on the property of any such **Municipality**, whether such injury, sickness, disease, condition, or death is caused by the negligence or other wrongful conduct of one or more of the Releasees or any other participants, spectators or other individuals present at the game, practice, or other group recreational activity, or whether liability for such injury, sickness, disease, condition, or death is assigned to one or more of the Releasees as a matter of strict liability or any other legal doctrine.

2. AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from any liability, damage or loss (including, but not limited to, attorneys' fees and other defense costs) one or more of them may suffer or incur arising out of or related to the Participant's or any of the undersigned's entry onto the property and/or public facilities of any such **Municipality** in connection with any game, practice, or other group recreational activity, whether such claim is based on one or more of the Releasees' negligence, breach of contract or warranty, strict liability or other legal theory. The undersigned COVENANTS not to sue any Releasee related to injury, disease, loss, quarantine, or illness related to COVID-19.

3. THE PERSON SIGNING BELOW AGREE(S) to comply with all federal, state and local laws and regulations, all directed health measures and guidelines, and all security policies or procedures established by any such **Municipality** relating to COVID-19 or other safety or hygiene precautions, understanding that the **Municipality** may elect to deny entrance to the property (including any facilities present thereon) and the Participant may not be allowed to participate or continue to participate in the game, practice, or other group recreational activity at the election of the **Municipality** at any time. The undersigned agree(s) that in the event any portion of this document is held to be invalid, the balance shall, notwithstanding, continue in full legal force and effect to the greatest extent possible under applicable law. The parents or guardian of the Participant agree that by signing below they are in addition to binding themselves *and* binding any minor Participant on whose behalf they have signed, to the maximum extent permitted by applicable law to this Agreement in full.

I AM THE AGE OF MAJORITY, AM COMPETENT AND HAVE FULL AUTHORITY TO SIGN THIS, HAVE READ THE ABOVE AND UNDERSTAND ITS TERMS. I SIGN KNOWING ITS EFFECTS.

Signature of Participant
(If 18 Years Old or Older)

Print Clearly or Type Name of Participant

Signature of Parent/Legal Guardian
(If Participant is 17 Years Old or Younger)

Print Clearly or Type Name of Parent/Guardian

Signature of Parent/Legal Guardian
(If Participant is 17 Years Old or Younger)

Print Clearly or Type Name of Parent/Guardian

BOONE CENTRAL SCHOOLS



Cardinal Kids Club

2020-21 HANDBOOK

The Cardinal Kids Club is geared toward providing expanded learning opportunities and support for students in Boone County. The program is focused on interaction, exploration, and hands-on learning in an environment dedicated to quality and excellence.

Revised May, 2020

Dear Parents and Students:

Welcome to the Cardinal Kids Club! The CKC program is a before and after-school program operated as an extension of the Boone Central School District. Additional programming is also available by the week during the summer months.

The Cardinal Kids Club Program is an opportunity for students living in our district to be exposed to STEM based learning experiences on a weekly basis. That means that your child will regularly have the opportunity to take part in hands-on learning that is not only fun and engaging, but also promotes critical thinking and creative problem solving.

The handbook is intended to be used as a guide to the program's general information and regulations. Parents are encouraged to use the handbook as a resource of information. The handbook provides an overview of specific topics, but it is not intended to be all encompassing. Our number one priority is the well-being of our students!

Thank you for choosing the Cardinal Kids Club!

Sincerely,

Mollie Morrow
CKC Director

Staci Sandman
CKC Site Director

Craig Theis
Elementary Principal

Nicole Hardwick
Superintendent

Contact Information

Boone Central School

(402) 395-2134

*After 3:30 Extension #398 can be used to directly contact the CKC

Mollie Morrow, CKC Director

mmorrow@boonecentral.esu7.org

Staci Sandman, CKC Teacher

ckc@boonecentral.esu7.org

Craig Theis, Boone Central School Elementary Principal

ctheis@boonecentral.esu7.org

Nicole Hardwick, Boone Central School Superintendent

nhardwick@boonecentral.esu7.org

Program Registration

The Cardinal Kids Club is available to students during the school year to those currently attending Kindergarten through 5th grade. Students may enroll in summer programming following the completion of their Kindergarten year and may enroll through the summer following the completion of their 5th grade year.

School-Year Registration

Registration applications must be submitted prior to any student attending the CKC and are available by contacting the program director. Students may apply for the program at any time throughout the school year.

Required Forms

The following forms are required to be submitted with a child's application:

- Enrollment Form, including Emergency Contact Information and Medical Information
- Dismissal Plan
- Handbook Acceptance
- Photo Permission Form
- Direct Draft Authorization Form
- Medical Action Plan, if necessary

Immunization Records

Each student is required to have an immunization record on file and must be submitted prior to attending. No student will be allowed to attend until an immunization record is on file with the CKC or with Boone Central School.

*Students currently enrolled at Boone Central School do not need to provide an additional immunization record to the CKC for registration.

Program Acceptance/Denial

Students will be accepted based on availability of space within the program and completion of all required registration forms and records. It is our full intent to accept all applications.

An application may be denied in the event the program is at capacity or when acceptance of a student:

- Would increase the operating cost of the program.
- Would require the procurement of new equipment, technology, or furnishings.
- Is reasonably deemed by appropriate staff to pose a potential risk to the health or safety of students or staff.

Program Hours, Calendar, and Daily Schedule

After-School Program

During the school year, the CKC will follow the Boone Central School calendar. The program will be available each day after school from 3:30 p.m. to 6:00 p.m. The CKC will not provide care on days when school is dismissed early (Example: 11:50 a.m. dismissal) or cancelled due to inclement weather.

Full-time and part-time options are available for attendance in the after-school program. A drop-off option is not available.

Wednesday Mornings (School-Year Only)

The CKC is available on Wednesday mornings during the school year from 7:30 a.m. to 8:30 a.m.

Program Tuition and Payments

After-School Program

The cost for attendance in the after-school program will be determined annually. The tuition is intended to cover the cost of materials, snacks, and programming offered. The first monthly payment is due upon registration. Automatic withdraw payments are required for all subsequent months, unless the full annual fee is paid prior to attendance. The Direct Draft Authorization Form is included with registration packet and processed through Boone Central Schools. Automatic withdraws will be processed on the 15th of each month starting in September and ending in May.

Full-time tuition covers the 172 days kids are scheduled to be in school. The annual amount is divided up into 9 equal payments with the first payment due at registration. Part-time care is available and days of attendance must be specified in advance for the days the child will be in attendance each week. (Part-time fee is based on scheduled enrollment.)

	<u>Annual Rate</u>	<u>Monthly Rate</u>
<u>Full-Time Attendance</u>	\$1,032	\$114.67
<u>Part-Time Attendance</u>		
<u>3 Days/Week</u>	\$888	\$98.67
<u>2 Days/Week</u>	\$592	\$65.78
<u>1 Day/Week</u>	\$296	\$32.89

Before-School Program (Wednesday's Only)

The cost for attendance in the before-school program will be determined annually. The first monthly payment is due upon registration. Automatic withdraw payments are required for all subsequent months, unless the full annual fee is paid prior to attendance. The Direct Draft Authorization Form is included with registration packet and processed through Boone Central Schools. Automatic withdraws will be processed on the 15th of each month starting in September and ending in April.

The tuition fee covers every scheduled Wednesday morning during the Boone Central school year from 7:30 a.m. to 8:30 a.m. Part-time and pay-as-you-go options are not available. The 2020-21 fees are listed below:

	<u>Annual Rate</u>	<u>Monthly Rate</u>
<u>Wednesday Morning Care</u>	\$108	\$12

Refunds and Reimbursements

Fees are based on scheduled full-time and part-time enrollment. There will be no reduction in fees for absences, holidays, snow days, vacations, non-school days, or suspensions from the program. In addition, absences due to

illness, holidays, severe weather closings, or for personal reasons will not be deducted from the scheduled weekly fee. Fees will not be pro-rated if care begins or ends during the week.

Financial Assistance

A scholarship program has been established to assist families in need of financial assistance. Scholarship applications are available by contacting the CKC Director. Scholarships will be determined annually based on the amount of funds available and the number of students in need. The following will be used to determine need:

- Qualification for Free and Reduced Meals Prices
- Number of family members attending the CKC.

Direct Draft Authorization

Automatic deduction is required for attendance unless the full annual fee is paid prior to attendance. A Direct Draft Authorization Form is included with the registration packet and processed through Boone Central Schools.

Return Payment

If a tuition payment is returned by the bank due to insufficient funds the balance must be paid immediately in the form of cash or a money order. Failure to resolve an outstanding balance will result in dismissal from the program.

Termination/Change of Status

A parent wishing to withdrawal or reduce the number of days in attendance is required to submit a Withdraw/Change of Days Notice 30 days in advance. This form is included in this packet but can also be obtained by contacting the CKC director. Automatic withdraw payment would reduce or terminate the following month.

A parent wishing to increase days in attendance or wishing to enroll mid-month during the school year will be required to provide a prorated payment with registration or enrollment change. The automatic draft payment would be adjusted accordingly the following month.

Fees for a child dismissed or suspended from the program will not be prorated for the current month during the school year. The automatic draft payment would automatically terminate the month following the suspension or dismissal.

Weather-Related Cancellations

The CKC will be closed whenever Boone Central School is closed due to inclement weather. Refunds will not be issued for days when the school is closed due to snow or other weather-related issues.

If the school day is delayed due to weather on a Wednesday morning, no morning care will be available.

Location

The CKC is housed within the existing Albion Mason's Lodge building located directly north of the Boone Central Elementary School.

Dismissal from School

Students enrolled in the CKC will be dismissed by their regular classroom teacher. It will be the responsibility of the student to walk to CKC after school on their designated days. If necessary, accommodations can be made to assist students who require it.

Drop-Off and Pick-Up Procedures

Each parent/guardian is required to complete a dismissal plan at the time of enrollment. This form will provide the site director information on how they are to dismiss each individual child. This plan can be changed throughout the year with prior notice given to the CKC site director. If someone other than the parent/guardian or authorized persons listed on the child's dismissal plan is picking up the child, parents are required to notify the site director with a written note, phone call, or email.

Late pick-up

The CKC program closes at 6:00 p.m. during the school year. Parents are expected to arrive by at least 5 minutes prior to closing to pick up students. If an on-time pick-up is unlikely please contact the staff. We understand that emergencies and unexpected situations occur, however, these occurrences should be rare. After the third occurrence of late pick-up, a conference with the parent will be held with the potential of removal of the child from the program.

If a child remains at the CKC 15 minutes past closing with no contact from the parent, the staff will attempt to contact a person on the student's emergency contact list. At last resort, the CKC staff will contact the Boone County Sheriff's Office for assistance.

Communication with Program Staff

CKC maintains an open-door policy, encouraging parents/guardians to contact the CKC staff about any concerns or questions. Please contact the program direction with questions regarding tuition, staffing, activities, or a child's participation. Communication about a child's daily participation (leaving early, not attending due to illness, etc.) may be directed to the site director.

Attendance

Attendance will be taken each day when children arrive to CKC. If a child will not be attending as scheduled, it is the responsibility of the parent to notify the site director (ckc@boonecentral.esu7.org) of the child's absence.

When a child who is scheduled to attend the CKC does not arrive we will initiate the following actions:

- A call will be made to the school to see if the child left school or went home ill.
- A call will be made to the main contact number given at enrollment. A message will be left if no one is home.
- A call will be made to the secondary number given. A message will be left if no one is home.
- Once a child's parents have been contacted, CKC will assist in the effort to locate the child, but will shift primary responsibility for locating the child to the child's parents.
- If all contacts have been attempted with no answer, the program staff will contact the Boone County Sheriff for assistance.

Absence and Illness

If a student becomes ill while at the CKC a parent will be notified. The child is expected to be picked up as soon as possible. Children attending the CKC should be well enough to follow the normal routine of the day. A child may not attend if they have a contagious condition, eye ailment, head lice, rash, fever, vomiting or diarrhea. A student who has had a fever must be fever-free for at least 24 hours before returning to the CKC.

Program Activities

Throughout the year children are offered a variety of activities through a carefully designed schedule of educational, enrichment, and recreational programming. If a child does not wish to participate in an activity, they may be withdrawn from the activity with written permission from their parents.

Students attending on a part-time basis may miss out on certain activities. We will do our best to ensure that all students receive an opportunity to finish projects while in attendance.

Homework

Time will be set aside each day to give students the opportunity to work on homework and complete assignments. Staff members will assist with homework unless notified by a parent. Because of the number of children who require assistance during homework time, the staff members are not always able to check each child's homework for accuracy. Although we check-in daily with children regarding homework, using the time set aside to complete homework is the responsibility of the child. Please communicate with the site director about any issues regarding homework or if you prefer a child complete his/her homework at home.

Snacks and Meals

After-School Program

Students attending the after-school program will receive a snack each day. All snacks are included in the cost of attendance and meet the *Healthy Snack* guidelines provided by the school.

Before-School Program

Breakfast is available at the school starting at 8:30 a.m. on Wednesday mornings. Students attending the morning program will be dismissed for breakfast.

Weather and Outdoor Activities/Play

Each day at CKC there is a designated outdoor play time. If outdoor play is cancelled due to precipitation, icy ground conditions, low temperatures, or excessive heat, the children will be allowed to play in the gym.

Personal Belongings

All children are responsible for their personal items and should keep those items in their backpack. CKC will not assume responsibility for items brought from home; missing items will not be replaced. CKC employees cannot

hold money for a child in the event that a child brings money to the site. Use of cell phones by the children during CKC hours is prohibited unless permission is given by staff.

Medication

Medication will NOT be dispensed to children while attending the CKC. Non-prescription medication will only be given when there is written permission from a parent or guardian. The non-prescription medication must be in the original container/packaging and labeled with the student's name.

Students with medical needs will need to speak with the program director prior to enrollment. All CKC staff members are first aid and CPR certified, but no staff is available to administer or handle any type of prescription medication. Children attending the CKC with any kind of medical condition will need to complete a Medical Action Plan Form and protocol for handling a medical emergency.

Students with a history of asthma or breathing difficulties are allowed to possess and use an asthma inhaler at the CKC. Students with a history of life-threatening allergies are allowed to possess and use an auto injectable epinephrine at the CKC. No CKC staff members have been trained to administer the Epi-Pen and/or Albuterol. In the event of an emergency and the child cannot administer the medication independently, the CKC staff will follow the steps in the child's Action Plan. Depending on the severity of the situation, 911 may be called prior to calling a parent/guardian.

Accidents and Injuries

If a minor accident occurs during a child's time at CKC, staff will address the situation and provide any needed care. In the event of an accident or acute illness, every effort will be made to notify the child's parents. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Staffing and Personnel Requirements

All CKC employees are certified in CPR and first aid, and are screened through the Nebraska Central Registry of Child Abuse and Neglect and the Nebraska Adult Protective Services Registry.

At least one adult/certified staff member will be present at all times during program hours and within appropriate range of the students. In addition, the CKC maintains a 1:15 ratio staff/child ratio.

Students with Special Needs

The Cardinal Kids Club does not discriminate against children with special needs or who need additional support, but additional information may be requested in order to provide a safe and enjoyable experience for each child. Please note that certain activities may make it difficult to accommodate specific needs. The CKC will make every reasonable effort to accommodate a child's special needs, but accommodations are not guaranteed. Children with special needs will need to speak with the program director prior to enrolling.

CKC cannot provide one-on-one supervision during operating hours. All children enrolled in CKC must meet each of the following criteria:

- Must be toilet trained and non-diapered,
- Must be able to move to and from the toilet in the restroom without assistance,
- Must have age-appropriate hygiene skills,
- Must have age-appropriate eating skills,
- Must have age-appropriate dress skills,
- Must have physical endurance to interact and participate in indoor and outdoor play,
- Must be able to adhere to the discipline policy and indoor and outdoor rules.

CKC reserves the right to restrict admission or continued enrollment on a case-by-case basis. Children with special needs will need to complete an Emergency Action Plan. The feasibility of the plan's implementation will be determined by CKC staff and Boone Central Schools prior to allowing a student to enroll.

Behavior Expectations

To keep our site safe and operating smoothly, children are expected to adhere to certain rules and expectations. Other, more specific rules, may be added and reviewed with children at the discretion of the site director.

- Children will show respect to the property of CKC and use that property for its intended use.
- Snacks will be eaten at the tables, unless working on homework in another room.
- Children should clean up after themselves and ensure that all materials are put back where they belong.
- Children will ensure they are using an unoccupied restroom and will keep the restroom space clean and picked-up.
- Respect will be shown to staff at all times.
- Any physical aggression, disrespect of property, and use of profanity or improper gestures will not be tolerated.
- Bullying will not be tolerated.

Discipline Procedures

Children are expected to abide by the same rules and guidelines as listed in the Boone Central Schools Handbook in addition to the CKC Family Handbook. Parents/Guardians will be informed if a child's behavior becomes a discipline problem.

If inappropriate behavior does occur, we will use a positive approach by encouraging a child's good behavior and redirecting their activity. If the behavior continues, the child will be removed from the situation and given a "cool down" period. The child will then have the opportunity to problem solve the incident with a staff member and rejoin the group/activity.

When a behavior is deemed to be hurtful to other children or disrespectful to staff, the child's parent will be notified and the child will be sent home for the day. The child may return the following day, however, if the same or similar behavior continues to occur, he/she will be dismissed from the program under the discretion of the site director and program director. In order for a child to be re-enrolled in CKC, a conference must be held between CKC staff, school administration and the parents to determine if the child will be allowed back into the program.

Examples of behavior which may result in immediate suspension or removal from the CKC program may include:

- Intentionally hitting or injuring another child or staff person.
- Intentionally damaging school or CKC property.
- Threatening another child or CKC employee.

- Repeated occurrences of a behavior.

Supervision, Safety and Transportation

Every precaution will be taken to ensure safety at all times.

- Fire and Tornado drills will be conducted to ensure procedures are understood and followed.
- In the event of an emergency, the CKC will ensure all parents and families are notified in a reasonable amount of time. Notifications may be sent via email or phone.
- All CKC staff will be First Aid trained and the site director will be CPR and First Aid trained. First Aid kits are kept in the facility and in all vehicles.
- The 1:15 staff/child ratio will be met at all times.
- Student employees will never be alone with students at any time.
- Transportation vehicles will be provided by Boone Central Schools. All drivers will be properly certified and under the direct supervision of the school district.
- CKC staff operating a school vehicle will be at least 21 years of age and with a good driving record. All drivers are required to be properly insured under the school district.
- Employees will carry a cell phone with them when supervising program participants away from the facility.

Removal from Program

If CKC can no longer provide care, we will give the parent/guardian a two-week notice. This notice does not apply if the child is removed for disciplinary reasons or if CKC is unable to meet the child's needs. The parent/guardian is responsible for payment for the remainder of the month, regardless of the child's attendance during that period. CKC may terminate services for any of the following reasons (but not limited to):

- Failure to honor obligations listed in the Family Handbook.
- Inability to meet the child's needs without additional staff.
- Failure to complete the required forms.
- Failure to maintain current account balance.

Cardinal Kids Club Registration Check List
School Year 2019 – 2020

Use this form as a check list to ensure that all required forms are submitted to Cardinal Kids Club for your child's enrollment in the program. All forms must be submitted prior to your child attending CKC.

- ✓ Handbook Acceptance Form
- ✓ Emergency Contact Information and Medical Information
- ✓ Immunization Records (will already be on file if child attends Boone Central)
- ✓ Dismissal Plan
- ✓ Photo Permission Form
- ✓ Direct Draft Authorization Form
- ✓ Check for first month's fee (or annual amount)
- ✓ Medical Action Plan, if necessary

Cardinal Kids Club Child Enrollment Form

Child's Name: _____ Grade: _____ (2020 - 2021 school year) DOB: _____

Child's Name: _____ Grade: _____ (2020 - 2021 school year) DOB: _____

Child's Name: _____ Grade: _____ (2020 - 2021 school year) DOB: _____

Address: _____

Primary Phone Number: _____

Parent/Guardian Name: _____

Phone #: _____ Email: _____

Parent/Guardian Name: _____

Phone #: _____ Email: _____

Please indicate if your child will be taking part in full-time or part-time care during the school year.

- Full-time care (per child with a 10% discount for multiple children)

Annual Rate: \$1032

Monthly Rate: \$114.67

- Part-time care (per child)

1 day Annual Rate: \$296 Monthly Rate: \$32.89

2 days Annual Rate: \$592 Monthly Rate: \$65.78

3 days Annual Rate: \$888 Monthly Rate: \$98.67

*Please indicate which days per week your child will be attending. If your child attends more than 3 days per week, you will be billed for the weekly full-time rate.

___Monday ___Tuesday ___Wednesday ___Thursday ___Friday

Please indicate if your family is in need of financial assistance to help cover the cost of enrolling your child/children in the program.

___ Yes, I am in need of financial assistance.

___ No, I do NOT need financial assistance at this time.

Cardinal Kids Club Before School Program

The before-school program takes place on Wednesday late start days. CKC provides care on these days from 7:30-8:30 a.m. Please indicate if you are taking part in this program.

Annual Rate: \$108

Monthly Rate: \$12

___ Yes, my child will be attending the CKC before-school program.

___ No, we do not require care on Wednesday late-start days.

Medical Information

Student Name: _____

DOB: _____

Does your child have any of the following? If yes, please explain below.

Allergies Asthma Diabetes Heart Problems Seizures Other

Explain: _____

Does your child currently take any medications that the CKC should be aware of? If yes, please list medications and explain: _____

Has your child ever experienced any serious illness or injury that may limit his/her activity?

Does your child currently have a medical action plan on file at Boone Central Schools? If yes, please explain:

As a parent or guardian, I authorize the Cardinal Kids Club Staff to obtain and to direct emergency medical treatment by professional medical personnel to my child, while under the care of the CKC, going to or from the CKC, while riding in an authorized CKC vehicle, or while participating in a CKC activity.

I understand that I will be contacted as soon as possible in the event of an emergency.

I understand that the above information may be shared with appropriate staff members unless I notify the school of my objection.

Parent/Guardian Signature

Date

Emergency Contact Information

Emergency Contact Person: _____ Relationship to Student: _____

Phone Number: _____

Emergency Contact Person: _____ Relationship to Student: _____

Phone Number: _____

Emergency Contact Person: _____ Relationship to Student: _____

Phone Number: _____

Cardinal Kids Club Handbook Acceptance Form

The Cardinal Kids Club Handbook is intended to be used as a guide to the rules, regulations, and general information about the program. Parents/guardians are responsible for becoming familiar with the handbook and knowing the information contained in it.

The Student/Parent Handbook does not create a “contract” between the Cardinal Kids Club, staff members, students or parents. Boone Central School District reserves the right to make decisions and make rule revisions at any time to implement the program and to ensure the well-being of all students attending.

Students and parents will have access to the handbook at the beginning of each school year via the school’s website.

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT OF UNDERSTANDING

I understand that the Student/Parent Handbook contains rules, regulations, and procedures about the Cardinal Kids Club and that it is my responsibility to know and understand the information contained in the handbook.

Printed Parent/Guardian Name

Parent Signature

Date

Cardinal Kids Club Photo Permission Form

Child/Children's Name _____

Photo Permission

Throughout the year, we will be promoting the CKC program through articles in newspapers and through social media. Please indicate your preference for including your child's picture in these publications.

_____ I give permission for my child's photograph to be used publicly (web, newspaper, etc.) for promotion of the CKC program.

_____ I do not wish for my child's photograph to be used for the promotion of the CKC program.

Parent/Guardian Signature: _____

Cardinal Kids Club Dismissal Plan

Child/Children's Name _____

Your child's safety is of the utmost importance to us. In order to ensure that your child is safe after they leave the CKC premises, we will strictly follow this dismissal plan set up by you. If this plan changes at any time throughout the year, please let the Program Director or Site Director know and we will have you complete a new Dismissal Plan.

My child will walk home from CKC. He/She will check out at the following time to walk home:

5:00

5:30

6:00

Other: _____

My child will be picked up from CKC. I give permission for the following people to pick up my child from CKC. Students will not be released to someone NOT on this list, unless prior arrangements have been made with the Site Director: Staci Sandman (ckc@boonecentral.esu7.org)

Name: _____ Relation: _____

Phone: _____

Name: _____ Relation: _____

Phone: _____

Name: _____ Relation: _____

Phone: _____

Approximate time that my child will be picked up from CKC: _____

Attachments

Boone Central Master Calendar

BOONE CENTRAL SCHOOLS



Cardinal Kids Club

2020-21 Staff HANDBOOK

The Cardinal Kids Club is geared toward providing expanded learning opportunities and support for students in Boone County. The program is focused on interaction, exploration, and hands-on learning in an environment dedicated to quality and excellence.

Revised April, 2020

Dear Staff:

Welcome to the Cardinal Kids Club! The CKC program is a before and after-school program operated as an extension of the Boone Central School District.

The Cardinal Kids Club Program is designed to be a safe and welcoming environment for all students within our program. We aim to provide weekly STEM-based programs that challenge students to think creatively, without the fear of failure.

This handbook is intended to be used as a guide to the program's general information and regulations. Staff are encouraged to use the handbook as a resource of information. The handbook provides an overview of specific topics, but it is not intended to be all encompassing. The Boone Central Staff Handbook will provide more details and expectations regarding your role as a Boone Central employee.

Thank you for your commitment to the Cardinal Kids Club!

Sincerely,

Mollie Morrow
CKC Director

Nicole Bennett
CKC Site Director

Craig Theis
Elementary Principal

Nicole Hardwick
Superintendent

Contact Information

Boone Central School

(402) 395-2134

*After 3:30 Extension #398 can be used to directly contact the CKC

Mollie Morrow, CKC Director

mmorrow@boonecentral.esu7.org

Nicole Bennett, CKC Teacher

ckc@boonecentral.esu7.org

Craig Theis, Boone Central School Elementary Principal

ctheis@boonecentral.esu7.org

Nicole Hardwick, Boone Central School Superintendent

nhardwick@boonecentral.esu7.org

General Staff Expectations

Professionalism

All CKC staff are expected to adhere to the following guidelines of professionalism at all times:

- Arrive on time and remain for entire shift, unless communicated otherwise with site and/or program director.
- Is not absent or requesting leave on a regular basis and will find a substitute when necessary.
- Dress appropriately for interacting with children.
- Respects the confidential information received regarding children and families enrolled in CKC.
- Displays a positive attitude toward CKC and the children in attendance.
- Attend monthly staff meetings.

Ratios

At least one adult/certified staff member (19 years or older) will be present at all times during program hours and within appropriate range of the students. In addition, the CKC maintains the following staff to student ratios:

- 1-15 students = 1 adult staff member
- 16-25 students = 1 adult staff member plus two assistant staff members
- 26-35 students = 1 adult staff member plus 3 assistant staff members
- 36-45 students = 2 adult staff members plus 2 assistant staff members
- 46+ students = 2 adult staff members plus 3 assistant staff members

During recess times or when an activity takes place outside of the CKC building, 2 staff members must accompany that group of students.

Cell Phones

It is important that staff member's attention remain on children at all times. Therefore, cell phones are NOT permitted for personal use at any time during your shift at CKC. Cell phone use is permitted when used to communicate with the site director, to take pictures of student activities when requested by the site director, or in an emergency situation. When a CKC activity takes place away from the CKC building, staff members should bring a cell phone in order to communicate with the site director and/or if an emergency arises.

Time Cards and Payroll

Each staff member is responsible for clocking in and out each scheduled shift using the CKC computer. If a staff member forgets to clock in or out, the program director should be notified promptly so that he/she is able to rectify the situation before the upcoming pay period.

Food/Snacks

CKC provides snacks to students on a daily basis. Staff members are included in that weekly snack count. Please feel free to choose a snack to eat for yourself during your scheduled shift. If you choose to bring in your own

snack, please be cognizant of any student allergies. CKC is a peanut free environment so no food containing, or processed in a facility with peanuts, are allowed in our space.

Transportation

Transportation vehicles will be provided by Boone Central Schools. All drivers will be properly certified and under the direct supervision of the school district. CKC staff operating a school vehicle will be at least 21 years of age and with a good driving record. All drivers are required to be properly insured under the school district.

Professional Development

Required Trainings/Certifications

All CKC employees are certified in First Aid and are screened through the Nebraska Central Registry of Child Abuse and Neglect and the Nebraska Adult Protective Services Registry. The site director and program director will be CPR and First Aid certified. There may be additional staff trainings throughout the year set up at the discretion of the program and site director. Those will be communicated to staff as necessary.

Staff Meetings

CKC staff members are required to attend monthly staff meetings throughout the school year. Important information regarding individual student concerns, procedures, and changes in routines are introduced and reviewed at these meetings. It is important to have as close to 100% attendance as possible. The program director will work to ensure that these staff meetings are scheduled around extracurricular activities and at a time that works for all staff members. If a staff member is unable to attend a meeting after it has been scheduled they must inform the program director of their absence and schedule a time with the program director to receive the information covered at the staff meeting.

New Staff Orientation

All new staff members will be asked to read the CKC staff and parent handbooks. Prior to the start of the school year CKC program, the program director will schedule an orientation meeting to complete required paperwork and review policies and procedures.

Evaluations

Individual staff evaluations will be conducted by the program director and will take place a minimum of two times per school year, one evaluation per semester. Staff members do not have to agree with the results of the evaluations, but the program director does have the authority to make decisions about future employment in the event a staff member fails to be within compliance of what is expected. Prior to each of these evaluations, staff members will complete a self-evaluation to be discussed with the program director during the evaluation. It is the expectation that staff members will bring up any concerns, insights, or suggestions about CKC students or the program in general during individual conferences as well as during monthly staff meetings.

Beyond individual staff evaluations, any group or individual concerns will be addressed with the staff by the program director during monthly staff meetings and/or during individual conferences initiated by the program director.

Personnel Policies

Confidentiality

It is important that all staff members be discreet in sharing information regarding the children and their parents in public. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working at CKC and the program director and site director. Confidentiality is expected and required when grievances arise. Concerns should be brought directly to the program director and should not be discussed with individuals not directly related to the situation and program. Staff members may not distribute or post children's names, address, phone numbers, etc., with the exception of distribution to the CKC program/site director.

More detailed information regarding confidentiality as well as policies concerning the following items can be found in the Boone Central Staff Handbook:

- Child Abuse and Neglect
- Grievance Procedures
- Non-Discrimination Policy

Attendance Policies

Attendance

Consistency is important to creating a successful and impactful program for kids. All staff members are expected to be in regular attendance for your scheduled shift. If a staff member becomes sick during the day and cannot work during their scheduled shift, they are expected to reach out to other staff members in order to find a substitute. Staff members are also required to notify the program director and/or site director of this change in staffing.

Scheduling

Staff schedules will be done on a monthly basis by the program director. Staff is expected to inform the program director during the month prior about availability for the upcoming month. Once the schedule has been completed, it is the responsibility of the staff member to find a substitute if they cannot work during their scheduled shift.

Voluntary Resignation

If a staff member chooses to resign from their position at CKC, they are asked to give at least 4 weeks-notice to the program director. This will ensure that an appropriate replacement can be hired and adequately trained.

Health and Safety Policies

Illness

Our first priority is providing a safe environment for all the kids in our care. Children/staff will be sent home as soon as possible if the child/staff has a fever, becomes sick, or presents with any illness that prevents the child from participating in activities.

Any child who becomes ill while at CKC will be removed from the larger group of children to limit exposure until parents can arrive. CKC reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a doctor.

Medication

Medication will NOT be dispensed to children while attending CKC. Non-prescription medication will only be given when there is written permission from a parent or guardian. The non-prescription medication must be in the original container/packaging and labeled with the student's name.

Information regarding students with medical needs will be communicated to the program director prior to enrollment and that information will be discussed with all CKC staff. All CKC staff members are first aid certified, but no staff is available to administer or handle any type of prescription medication. Children attending CKC with any kind of medical condition will have a Medical Action Plan Form on site for handling a medical emergency.

Students with a history of asthma or breathing difficulties are allowed to possess and use an asthma inhaler at CKC. Students with a history of life-threatening allergies are allowed to possess and use an auto injectable epinephrine at CKC. No CKC staff members will be trained to administer the Epi-Pen and/or Albuterol. In the event of an emergency and the child cannot administer the medication independently, the CKC staff will follow the steps in the child's Action Plan. Depending on the severity of the situation, 911 may be called prior to calling a parent/guardian. Each child's Action Plan will be thoroughly discussed and understood by all staff before CKC begins for the school year.

Accidents and Injuries

Staff members are expected to document accidents and injuries using the Accident/Incident Report. When filling out these forms, please refrain from using another child's name, if the incident involves another child other than the one being referred to on the report. If the accident is serious, a parent needs to be contacted prior to pick-up. If the situation requires immediate attention, 911 will be called.

The parents should sign the report form and return to CKC in a timely manner, preferably that same day, if the parent picks up their child from CKC. All Accident/Incident Report forms will be given to the program or site director and placed in the student's file.

Allergies and Special Health Care Needs

A child that has any allergies will have documentation of that in his/her file and Action Plan. All cases of allergies will be discussed with the staff and all staff will have an understanding of emergency procedures should a child have an allergic reaction while at CKC. All allergic reactions must be documented with an Accident/Incident Report Form.

An Action Plan will be on file for any child with special health needs (seizures, etc). All staff should be familiar with the plan should an emergency arise.

Students with Special Needs

CKC will make every reasonable effort to accommodate a child's special needs, but accommodations are not guaranteed. Children with special needs will need to speak with the program director prior to enrollment.

CKC cannot provide one-on-one supervision during operating hours. All children enrolled in CKC must meet each of the following criteria:

- Must be toilet trained and non-diapered,
- Must be able to move to and from the toilet in the restroom without assistance,
- Must have age-appropriate hygiene skills,
- Must have age-appropriate eating skills,
- Must have age-appropriate dress skills,
- Must have physical endurance to interact and participate in indoor and outdoor play,
- Must be able to adhere to the discipline policy and indoor and outdoor rules.

CKC reserves the right to restrict admission or continued enrollment on a case-by-case basis. Children with special needs will have an Emergency Action Plan on file at CKC. The feasibility of the plan's implementation will be determined by CKC program director and Boone Central Schools prior to allowing a student to enroll.

Activity Planning

Weekly Activities

Curriculum at CKC is meant to be student-centered and hands-on. The activities and experiences are driven by STEM concepts as well as student-interest and community-involvement. The site director and program director will work collaboratively to develop the daily activities and plan for how all children will be engaged, considering their various needs/abilities. The site director and program director will also make plans for which staff members will be leading/helping with various groups and that information will be communicated before the start of each week.

Staff Role

The expectation is that staff members will be engaged at all times. If a staff member is not leading a group activity then he/she is expected to be engaged with the children and assisting the lead teacher. This assistance includes helping kids work on the activity, keeping them attentive and engaged, organizing and cleaning up supplies to assist the teacher, and/or taking over teaching duties if the lead teacher should need to attend to an issue outside of the group being led.

Recess Time/Outdoor Play

The same rules that apply during the school day for recess apply during CKC. Students will be made aware of these rules and procedures, but it is the staff's responsibility to ensure that these rules and procedures are followed. Two staff members will go out to recess each day together. That allows for one staff member to bring a child back to the CKC space if necessary. A Recess Rules handout is included which outlines specific rules that are specific to recess at CKC.

Supplies

The site director will communicate any supply needs to the program director. The site director will also communicate any broken equipment or building maintenance issues that arise. The program director is responsible for ensuring that equipment, furnishings, fixtures, and supplies are kept in clean, safe, and good condition. The program director will develop and maintain an annual inventory report that will be submitted to the superintendent on an annual basis in August.

Duties for CKC

Daily Duties

It is the expectation that all staff help with keeping the CKC space and its surroundings clean and organized. The children should certainly help in those duties, but there are some duties that staff will need to be responsible for. The following duties should be attended to on a daily basis:

- Taking out trash in CKC room and entryway and replacing with clean garbage bags.
- Picking up bathrooms and flushing toilets at the end of the day. Any significant issues in the bathrooms should be immediately reported to the site director and custodial staff.
- Putting away and organizing all materials from daily activity.
- Disinfecting all tables.

Weekly Duties

The following duties should be attended to on a weekly basis. It often works best to attend to these duties on Fridays during free-play.

- Washing and drying all drinking cups.
- Taking snack and supply inventory and replenish if able to or communicate needs to site director and program director.
- Organize all board games, craft supplies, books, and play materials.
- Air up and organize outdoor equipment.
- Check with all students about materials in the Lost and Found.

Arrival and Departure

Arrival

When students arrive to CKC they will be signed in by the site director. If there are any students who are not in attendance, but scheduled to be, the site director will make all the necessary phone calls in order to determine the student's whereabouts. Because the site director is often busy with checking kids in, it is the expectation that staff arrive at CKC as soon as possible and then immediately help with organizing and directing students. The goal is to keep the transition times as short as possible so that behaviors don't arise. Any staff taking kids out to recess should do so in a timely manner. Staff left back in the CKC room to help with homework should direct students to work quietly and then assist with distributing snack to all kids.

Departure

Each parent/guardian is required to complete a dismissal plan at the time of enrollment. This form will provide the site director information on how they are to dismiss each individual child. These dismissal procedures will be

communicated to the staff. If a child is not picked up by a parent, but rather walks home, staff should check that child out on the attendance clipboard to verify that the child has been signed out.

Guidance/Discipline Strategies

Behavior Expectations

To keep our site safe and operating smoothly, children are expected to adhere to certain rules and expectations. Other, more specific rules, may be added and reviewed with children at the discretion of the site director.

- Children will show respect to the property of CKC and use that property for its intended use.
- Snacks will be eaten at the tables, unless working on homework in another room.
- Children should clean up after themselves and ensure that all materials are put back where they belong.
- Children will ensure they are using an unoccupied restroom and will keep the restroom space clean and picked-up.
- Respect will be shown to staff at all times.
- Any physical aggression, disrespect of property, and use of profanity or improper gestures will not be tolerated.
- Bullying will not be tolerated.

Discipline Procedures

When a behavior is deemed to be hurtful to other children or disrespectful to staff, the child's parent will be notified and the child may be sent home for the day. The child may return the following day, however, if the same or similar behavior continues to occur, he/she will be dismissed from the program under the discretion of the site director and program director. In order for a child to be re-enrolled in CKC, a conference must be held between CKC staff, school administration and the parents to determine if the child will be allowed back into the program.

Examples of behavior which may result in immediate suspension or removal from the CKC program may include:

- Intentionally hitting or injuring another child or staff person.
- Intentionally damaging school or CKC property.
- Threatening another child or CKC employee.
- Repeated occurrences of a behavior.

Preventing Misbehavior

Children's misbehavior is something to be expected and impossible to completely prevent. However, there are things that we can do to help prevent behaviors from escalating or even occurring in some instances.

- Set clear and consistent rules (walking behind you in line, cleaning up snack, etc.)
- Make certain the environment is safe and worry-free
- Show interest in the child's activities (encouraging and participating with children will help them stay engaged in the activity for a longer period of time)
- Focus on what you *want* to see, not what you *don't* want to see ("Please push your chairs in quietly.")
- Give clear directions, one at a time.
- Say "yes" whenever possible
- Notice and recognize when children do things correctly.
- Encourage children often and generously

- Set a good example

Responding to Misbehavior

The following are strategies that CKC staff will use when responding to misbehavior:

Redirection: This strategy should be used as often as possible, particularly with the younger children. This simply means drawing their attention to another activity or idea. This can immediately help ward off further misbehaviors.

Logical Consequences: These are structured consequences that directly relate to the misbehavior. For example, if a child hurts someone's feelings, they should find an appropriate way to apologize to the child. Or, if a child makes a mess, they should help with cleaning it up.

Taking a Break: In some instances a child may need to be removed from the activity or area so that the behaviors don't escalate or he/she becomes overwhelmed or aggressive. The child should be directed to "take a break" until he/she feels calmer. Once the child has calmed down, staff should talk with the child about the actions that led up to him/her needing to take a break.

If any of the methods above do not help in changing the behavior of that child, the site director should be notified and take over in assisting the child. At that point, the staff member should be prepared to take over any current duties that the site director was engaged in at the time of the behavior. That may mean leading a group, checking kids out, etc. The responsibility of the staff is to ensure the management of the larger group is overseen and maintained.

Parent Relationships

Parent Interactions

Many of the staff will become well acquainted with the parents of the children. This is an important part of providing quality supervision. The following guidelines should be adhered to by CKC staff:

- Acknowledge parents when they come into the CKC space. Greet them in a friendly manner.
- Any behavior concerns regarding a child should be brought to the parent's attention by the site director.
- All staff are encouraged to share positive experiences with parents as it pertains to their child.
- If a parent asks a question that you don't know the answer to, avoid saying "I don't know." Rather, say "I'm not certain, but I can ask our site director when she's available" and then find the answer and relay to parents.
- Conversations at pick-up should be brief; your primary responsibility remains to the care of the children.
- If a child walks home and a behavior concern needs to be addressed, a note or call home by the site director is in order.

Emergency Procedures

Emergency Medical Procedure

If a child requires it, a Medical Action Plan will be on file at CKC. This form contains the procedures that are to take place in the event of a medical emergency pertaining to that particular child. However, for all general emergency procedures, the child's registration form on file will have emergency contact information. It is the responsibility of the parent to update this form throughout the school year if necessary.

If a child requires immediate medical attention:

- A staff member will remain with the injured child and instruct someone to call 911.
- The site director and school principal will be notified.
- Staff may **not** transport an ill and/or injured child in a personal vehicle.

Emergency Fire Procedure

In the event that the fire alarm sounds or a fire is detected, the procedures outlined in the Crisis Response Manual should be followed.

When evacuating from the CKC space, all students and staff will gather on the sidewalk directly across the street to the south of the CKC building.

Fire drills will be practiced monthly and the program and site director will initiate drills and maintain record of all drills.

Emergency Tornado Procedure

In the event of a *tornado watch*, all CKC staff and students will move to the school building, gathering in a gym, flex room, or commons area. Activities may need to be adjusted to accommodate the children and the location. Parents will then be notified of the location change so they know where to pick up children.

In the event of a *tornado warning* and the tornado warning sirens are sounded, the procedures outlined in the Crisis Response Manual should be followed.

Students and staff will gather in the hallway between the two restrooms.

Tornado drills will be practiced in the spring and fall months on a monthly basis and the program and site director will initiate and maintain record of all drills.

Lockdown and Lockout Procedures

A lockdown will be initiated by school officials and/or law enforcement. In the event that a lockdown or lockout does occur, the procedures outlined in the Crisis Response Manual should be followed.

Following the lockdown, CKC parents will be notified by Boone Central Administration. CKC staff are *not* allowed to communicate with the public or offer comments during or following a lockdown or lockout.



Dear Parents,

Welcome to the Cardinal Kids Club! We are an after-school extended learning opportunity serving students in K-5th grades. The Cardinal Kids Club provides your child with after-school programming, offering snacks and homework assistance by our staff who is both CPR and first-aid certified. However, in addition to this daily schedule, all students will also be exposed to STEM-based learning experiences on a weekly basis. That means that your child will regularly have the opportunity to take part in hands-on learning that is not only fun and engaging, but also promotes critical thinking and creative problem solving.

The attached form has information regarding our **after-school program** for the 2020-2021 school year as well as our **before-school care program** for the Wednesday, late-start days. Please read through and fill out the information requested. Return the form to the elementary office no later than **August 7th**. Once we receive this enrollment form back we will send home the CKC handbook and registration forms.

If questions arise please feel free to send an email or call. We look forward to serving your family and child's needs!

Sincerely,

Mollie Morrow
Program Director

(402)201-5247

mmorrow@boonecentral.esu7.org

Child's Name: _____ Grade: _____ (2020 - 2021 school year) DOB: _____

Child's Name: _____ Grade: _____ (2020 - 2021 school year) DOB: _____

Child's Name: _____ Grade: _____ (2020 - 2021 school year) DOB: _____

Address: _____

Primary Phone Number: _____

Parent/Guardian Name: _____

Phone #: _____ Email: _____

Parent/Guardian Name: _____

Phone #: _____ Email: _____

Please indicate if your child will be taking part in full-time or part-time care during the school year.

Full-time care (per child with a 10% discount for multiple children)

Annual Rate: \$1032

Monthly Rate: \$114.67

Part-time care (per child)

1 day Annual Rate: \$296 Monthly Rate: \$32.89

2 days Annual Rate: \$592 Monthly Rate: \$65.78

3 days Annual Rate: \$888 Monthly Rate: \$98.67

*Please indicate which days per week your child will be attending. If your child attends more than 3 days per week, you will be billed for the weekly full-time rate.

___Monday ___Tuesday ___Wednesday ___Thursday ___Friday

Please indicate if your family is in need of financial assistance to help cover the cost of enrolling your child/children in the program.

___ Yes, I am in need of financial assistance.

___ No, I do NOT need financial assistance at this time.

Cardinal Kids Club Before School Program

The before-school program takes place on Wednesday late start days. CKC provides care on these days from 7:30-8:30 a.m. Please indicate if you are taking part in this program.

Annual Rate: \$108

Monthly Rate: \$12

___ Yes, my child will be attending the CKC before-school program.

___ No, we do not require care on Wednesday late-start days.

June 1st Statewide Sports Reopening Guidelines

The below guidelines lay out the planned reopening of certain sports. The State of Nebraska will utilize the April 2008 American Academy of Pediatrics Classification of Sports According to Contact as a guideline for opening sports of differing contact levels. Violation of these rules may mean a team is prohibited from practicing or playing games for the entire summer.

The below guidelines apply only to team sports. Individual sports such as golf and tennis (including doubles tennis) are not prohibited under any Directed Health Measure (DHM), however, participants must practice social/physical distancing.

Classification of Team Sports According to Contact Level

Contact	Limited-Contact	Non-Contact
Basketball	Baseball	Badminton
Boxing	Football, flag or touch	Bowling
Cheerleading	Softball	Crew/Rowing
Football, tackle	Volleyball	Curling
Gymnastics		Dance
Hockey		Rodeo* and horseback riding
Lacrosse		Swimming
Martial arts		Track and field events
Rugby		
Soccer		
Wrestling		

* Exception for rodeo as there is limited or no contact with other people, primary contact is with animals.

Month of May

- No Organized Team Sports games for youth and adults.
- No Team Organized Sports practices for youth and adults. This prohibition includes any practice, training or group exercise program organized by a coach of a sports team.
- Businesses and organizations that provide sports training AND that sell memberships to provide such training are allowed to offer sports training as long as they follow the same guidelines as fitness centers/clubs, gymnasiums, health clubs, and health spas. No team organized training is allowed.

June 1

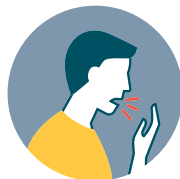
- Schools are permitted to open weight rooms for use by all student athletes as long as they follow the same guidelines as fitness centers/clubs, gymnasiums, health clubs, and health spas.

- Team Organized practices for Noncontact and Limited-Contact Sports may begin unless circumstances dictate a change in date.
- Rodeo events may also begin.
- Players, coaches, and staff showing signs/symptoms of COVID-19 (fever over 100.4F, sudden onset of cough or sudden onset of shortness of breath) shall not participate.
- Dugout and bench use will not be allowed. Players and their items when not on the field/court should be lined up against the fence/wall at least six (6) feet apart.
- Parents must remain in their cars or drop off and pick players up afterwards.
- Players should use their own protective equipment including gloves, helmets, and bats as much as possible.
 - When protective equipment is needed to be shared, it should be disinfected between players use. Coaches are encouraged to rotate equipment when possible.
- Coaches must disinfect shared equipment before and after each practice.
- Coaches are responsible for ensuring social/physical distancing is maintained between players as much as possible. This means additional spacing between players while playing catch, during drills, or while waiting to participate.
- Players must bring their own water/beverage to consume during and after practice. No shared drinking fountains or coolers.
- Players must bring their own snacks to consume during and after practice. No shared/communal snacks.
 - The use of sunflower seeds, tobacco products, and spitting while practicing or playing is prohibited.
- Team organized practices for contact sports remain suspended.

June 18

- Team Organized games for Noncontact and Limited-Contact sports may begin unless circumstances dictate a change in date.
- Same guidelines apply as above for practices.
- Use of dugouts and benches are permitted during games only.
 - For baseball and softball, the bleachers located between the dugout and home plate should also be used to spread out players. Players should have designated spots to place their personal items. Coaches must designate an adult who is responsible for ensuring players are seated on the benches unless they are actively participating in the game.
 - For all other sports, additional benches or bleachers should be used to spread out players. Players should have designated spots to place their personal items. Coaches must designate an adult who is responsible for ensuring players are seated on the benches unless they are actively participating in the game.
- Players should use their own equipment including gloves, helmets, and bats as much as possible.
 - When protective equipment is needed to be shared, it should be disinfected between players use.
 - Coaches are encouraged to rotate equipment when possible.
- Coaches must disinfect shared equipment before and after each game/match.
- Fan attendance is limited to household members of the players on the team. (*Collegiate, semi-professional, and professional games will follow gathering requirements under the Directed Health Measures and must submit plans prior to reopening if facilities meet these requirements.*) For outdoor sports, no use of bleachers for fans. Fans must bring their own chairs or stand. Fans should keep six (6) feet of social distancing between different household units. No fan seating or standing is allowed within in six (6) feet of the teams' benches or for baseball and softball within the area from behind home plate to six (6) feet past the far end of each dugout.
 - If game/match is held at a facility that has a capacity of 500 or more individuals, (1,000 or more in counties over 500,000 population) shall follow reopening plans submitted, reviewed and approved by the Local Health Department by the facility.
- Teams to play next must be provided designated areas for player warm-ups that provide for necessary physical/social distancing.
- Post-game handshakes or interaction between teams are prohibited.

- When games end, the leaving team must sanitize the dugout or bench area. No post-game talks at the field or court are permitted. Fans and players must leave the playing area and return to their cars immediately after the game.
- The team to play next must remain in their designated warm up area until the prior team has finished disinfecting and is completely out of the dugout or off of the court/field.
- Fans for upcoming games must remain in their cars during player warm ups. They will be permitted to come to the field/court once the team they are there to watch enters the playing area.
- Restrooms must be cleaned and disinfected regularly (at least every 2 hours) while players and fans are present. Markings should be placed on the ground to ensure individuals waiting to use the restroom are spaced six (6) feet apart.
- Players must bring their own water/beverage to consume during and after practices and games. No shared drinking fountains or coolers.
- Players must bring their own snacks to consume during and after practice/games. No shared/communal snacks.
- Concession stands are allowed to open, if they meet the following:
 - Markings should be placed on the ground to ensure individuals are spaced six (6) feet apart.
 - Clean and disinfect high touch surfaces regularly while players and fans are present.
 - Staff must serve food directly to customers and remove self-serve condiment stations (e.g. provide customers with condiment packets upon request).
 - Whenever possible, practice social distancing between staff.
 - All employees directly interacting with customers should wear face coverings.
 - All food code regulations must still be followed.
 - Employees should wash hands frequently; provide hand sanitizer for customers.
- Team organized practices and games for other sports may remain suspended.



COVID-19: Participants Agreement for Sports or Other Recreational Activities

(Please print clearly or type and fill in all blanks and sign below.)

Participant Name (Player, Coach, Official, or Other Participant): _____

Address: _____

Municipality: _____ State: _____ Zip: _____

Telephone #: _____

Age of Participant _____

If Participant is 18 years of age or older, only Participant must sign. If Participant is 17 years Old or Younger, Parent or Legal Guardian must sign.

ACKNOWLEDGMENT AND ASSUMPTION OF RISK

The COVID-19 coronavirus has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is believed to spread mainly from person-to-person contact. By signing this, you ACKNOWLEDGE AND ASSUME THE RISK AND DANGERS OF ILLNESS, DISEASE, MEDICAL COMPLICATIONS, INJURY OR DEATH, caused by or related to COVID-19, by voluntarily entering the property and/or public facilities of any Municipality and participating in or viewing adult and/or youth games, practices, or other group recreational activities, or by authorizing the participation of a minor in or the presence of a minor at such games, practices, or other group recreational activities. No one guarantees that you or your child(ren) will not become infected with COVID-19. The person signing below voluntarily assumes this risk because s/he chooses or elects to do so.

COVID-19 RELEASE AND INDEMNITY AGREEMENT AND COVENANT NOT TO SUE

In consideration of the above-listed player, coach, or official ("Participant") being allowed to participate in adult and/or youth team sports or other group recreational activities on municipal property and/or public facilities, the Participant or the parent(s) or legal guardian (if Participant is a Minor), on his or her own behalf and on behalf of any Minor Participant, agree as follows:

1. RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE every city or village (hereinafter, **Municipality**) on whose property and/or public facilities Participant participates in any adult and/or youth games, practices, or other group recreational activities, together with each such **Municipality's** mayor and council, village board of trustees, manager/administrator, clerk, agents and employees, and all others who participate with Participant in such activities (all of whom are collectively referred to herein as "Releasees") from any and all liability to the Participant (or Participant's personal representatives, assigns, heirs, parents, legal guardians, siblings, children or dependents) on account of injury, illness, disease, quarantine or death from the COVID-19 coronavirus and any complication

or related disease or condition, occurring as a result of entering the property of any such **Municipality**, participating in or viewing any such game, practice, or other group recreational activity, or other use of public facilities on the property of any such **Municipality**, whether such injury, sickness, disease, condition, or death is caused by the negligence or other wrongful conduct of one or more of the Releasees or any other participants, spectators or other individuals present at the game, practice, or other group recreational activity, or whether liability for such injury, sickness, disease, condition, or death is assigned to one or more of the Releasees as a matter of strict liability or any other legal doctrine.

2. AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from any liability, damage or loss (including, but not limited to, attorneys' fees and other defense costs) one or more of them may suffer or incur arising out of or related to the Participant's or any of the undersigned's entry onto the property and/or public facilities of any such **Municipality** in connection with any game, practice, or other group recreational activity, whether such claim is based on one or more of the Releasees' negligence, breach of contract or warranty, strict liability or other legal theory. The undersigned COVENANTS not to sue any Releasee related to injury, disease, loss, quarantine, or illness related to COVID-19.

3. THE PERSON SIGNING BELOW AGREE(S) to comply with all federal, state and local laws and regulations, all directed health measures and guidelines, and all security policies or procedures established by any such **Municipality** relating to COVID-19 or other safety or hygiene precautions, understanding that the **Municipality** may elect to deny entrance to the property (including any facilities present thereon) and the Participant may not be allowed to participate or continue to participate in the game, practice, or other group recreational activity at the election of the **Municipality** at any time. The undersigned agree(s) that in the event any portion of this document is held to be invalid, the balance shall, notwithstanding, continue in full legal force and effect to the greatest extent possible under applicable law. The parents or guardian of the Participant agree that by signing below they are in addition to binding themselves *and* binding any minor Participant on whose behalf they have signed, to the maximum extent permitted by applicable law to this Agreement in full.

I AM THE AGE OF MAJORITY, AM COMPETENT AND HAVE FULL AUTHORITY TO SIGN THIS, HAVE READ THE ABOVE AND UNDERSTAND ITS TERMS. I SIGN KNOWING ITS EFFECTS.

Signature of Participant
(If 18 Years Old or Older)

Print Clearly or Type Name of Participant

Signature of Parent/Legal Guardian
(If Participant is 17 Years Old or Younger)

Print Clearly or Type Name of Parent/Guardian

Signature of Parent/Legal Guardian
(If Participant is 17 Years Old or Younger)

Print Clearly or Type Name of Parent/Guardian

INTERLOCAL AGREEMENT

This is an Interlocal Agreement between the Boone Central Public School ("School"), a political subdivision of the State of Nebraska, and the City of Albion ("City"), a city of the 2nd Class and also a political subdivision of the State of Nebraska. This agreement shall not be binding until it has been approved by the School Board for the School and the City Council of the City of Albion and has been signed by the representatives of each political subdivision.

The City owns and operates a sports complex in the City of Albion and the School wishes to establish a women's softball program as a school activity and to use the facilities at the sports complex that is owned by the City.

The purpose of this Agreement is to make a cooperative action agreement with respect to the use of the facilities by the School. To accomplish this, it is agreed as follows:

1. The two softball fields referred to as Fields A and B at the sports complex will be available to the School from August 1, 2020, to October 31, 2020, for the School's practices and home games.
2. The City will mow and water, as it deems necessary, the grassy area of the fields. The City will also be responsible for dragging the infield on a regular basis. The School will be responsible for the placement of the bases and lining of the fields. The School will be responsible for providing staff for supervision of the practices and umpires for games as needed. The School will also rake and water the infields as necessary after each game.
3. The School agrees to provide insurance coverage for participants in the activities at the facility while under its supervision. The City will be responsible for any injury or damage as a result of the negligence of the City in the maintenance or upkeep of the sports complex.
4. The lights at the facility will be made available by the City to the School for its use and the School will pay a fee for the use of the lights at the City's hourly rate from its electricity supplier for the hours the lights were used during the season.
5. The School will pay a fee at the adopted hourly mowing rate for the City's park employee for all labor and maintenance done by the City for the fields for the School's use.
6. The City has a concession stand located at the facility. The School will have the use of the concession stand for selling concessions if it desires and the concessions will be under the supervision and control

of the School. The School shall do a thorough cleaning of the concession stand at the end of each season. City personnel will do a walk-through of the stand with the operator to determine if the clean-up is acceptable. A \$50 deposit shall be due prior to operations of the concession stand and shall be returned after inspection of the premises.

7. The School is responsible for cleaning up all trash created by the items sold by the concession stand following the games/tournaments each day. Trash not picked up by the School will result in a daily fine of \$25 for each day of violation.

8. The School appoints Jon Perone as its representative to resolve any matters that may arise during the course of the season that need to be resolved, and the City appoints Andrew Devine as its representative to resolve any matters that may arise during the course of the season.

BOONE CENTRAL SCHOOL

Dated: _____

by: _____
Chairman of the Board

CITY OF ALBION

Dated: 7/14/2020

by: 
Mayor

COVID-19: Addendum to Agreement for Use of Municipal Property for Sports or Other Recreational Activities

This Addendum to Agreement (“Addendum”) is made and entered into as of the 14th day of JULY, 2020, by and between BOONE CENTRAL SCHOOLS (“Licensee”) and the City of Albion (“Licensor”).

RECITALS

- A. The parties previously executed an Agreement effective as of 7/14/2020, (the “Agreement”) relating to certain real property as described in the Agreement (the “Premises”).
- B. Licensee has utilized the Premises for organizing and operating high school softball on municipal playing fields and/or the associated structures and improvements included therewith.
- C. Licensor recognizes the additional requirements associated with operating the Premises as a result of the ongoing COVID-19 and novel coronavirus situation.
- D. Licensee desires to continue to utilize the Premises for high school softball and is willing to enter into this Addendum in order to ensure that the operation of the real property during all practices and games follows the current applicable rules for safe operation.
- E. The parties desire to amend the Agreement to clarify certain management obligations of Licensee in effect as a result of the COVID-19 and novel coronavirus situation.

NOW THEREFORE, Licensor and Licensee agree as follows:

1. Management. The parties acknowledge and agree that Licensee shall be solely responsible for the operation and management of the Premises during the term of the Agreement when the Premises are being utilized for high school softball, including, but not limited to, games, practices, and related activities. Licensee shall be responsible for operating and managing the Premises in accordance with all applicable rules and regulations of any governmental entity with jurisdiction over the Premises, including, but not limited to, the *June 1st Statewide Sports Reopening Guidelines*, issued by the State of Nebraska attached hereto as Exhibit “A” and incorporated herein by this reference, any other comparable guidelines that may be promulgated by the State of Nebraska regarding sports or other recreational activities, and any amendments, replacements, or supplements thereto, any applicable directed health measure, and all resolutions and ordinances of Licensor (collectively the “Rules”). Licensee represents and covenants to Licensor that Licensee is familiar with the Rules and that Licensee shall operate and manage the Premises in accordance with the Rules. Licensee shall ensure that all coaches or appropriate personnel utilizing the Premises shall conduct themselves and their

teams in accordance with the Rules. Licensee agrees to provide training and education as appropriate to all coaches or team managers to ensure that the Rules are followed.

2. Maintenance. Licensee shall be responsible for maintaining the Premises in accordance with the Rules so that the Premises may be utilized for high school softball hereunder. Such obligation shall include, but not be limited to, cleaning and disinfecting restroom facilities regularly while players and fans are present, and placing markings on the ground to ensure individuals waiting to use the restroom are spaced six (6) feet apart, if any such restroom facilities are included and open for use on the Premises. Licensee shall also ensure that the concession stand, if any, is only allowed to open if all requirements set forth in the Rules are followed. Licensee shall ensure that the stands, bleachers, or other facilities are only utilized in accordance with the applicable Rules and that any spectators are those permitted to be in attendance at the Premises in accordance with the Rules.

3. Insurance. During the License Term, it is recommended but not required that Licensee, at its own cost and expense, procure and continue in force such insurance policies that, at a minimum, include commercial general liability insurance with a combined policy limit of at least \$1,000,000 or such other amount as is reasonable. If possible and financially feasible, Licensee should endeavor to have the foregoing insurance policy provide coverage for issues related to COVID-19, novel coronavirus, or similar issues. Licensee should provide workers' compensation and employer liability coverage as it may be required by the State of Nebraska.

4. Indemnification. Licensee agrees to indemnify and hold Licensor harmless from and against any and all claims, damages, or causes of action and all liability, cost or expense specifically including court costs and all reasonable attorney fees to the extent the same arise out of or in any way connected with Licensee's or Licensee's agents' use of the Premises during the term hereof. Whether the same are raised during the term hereof or after. Without limiting the foregoing, the parties acknowledge and agree that the foregoing indemnification specifically includes any claims, damages, or causes of action and all liability, cost or expense specifically including court costs and all reasonable attorney fees for any COVID-19, novel coronavirus, or related issues.

5. Participants Agreement. Licensee shall be responsible for ensuring that all players, coaches, officials and other participants have completed and signed the agreement titled *COVID-19: Participants Agreement for Sports or Other Recreational Activities* in substantially the same form as attached hereto before entering the playing or practice fields, grounds, and/or other facilities of the City of Albion to participate in games or practices. This requirement shall include players, coaches, officials and other participants from other teams and other communities not just the listed individuals which the Licensee has direct responsibility for. Copies of all signed agreements together with a roster containing a complete list of the names of all players, coaches, officials, and others affiliated with the team must

be provided to the City Clerk before the municipal property can be used by any listed individual.

6. Reconfirm Other Terms. All other terms and conditions of the Agreement are hereby confirmed by Licensor and Licensee, except to the extent they expressly conflict with the terms of this Addendum.

7. Counterparts. This Addendum may be executed in two or more counterparts, all of which shall, in the aggregate, be considered one and the same instrument.

8. Terms. Any capitalized terms used herein and not otherwise defined in this Addendum shall have the meaning assigned in the Agreement.

IN WITNESS WHEREOF, the parties hereto hereby execute this Addendum as of the day and year first above written.

“LICENSEE”
Boone Central School District

By: Nicole Hardwick
Its: District Superintendent

“LICENSOR”
City of Albion, Nebraska

By: James Jarecki
Its: Mayor

Exhibit "A"

[Attach a copy of the current Rules]

4829-8404-3453, v. 3

School	Daily Rate	Long -Term
Boone Central	\$115	\$120 days 6-10, 130 days 10+
Neligh-Oakdale	\$110	1/185 base after 10 days
Newman Grove	\$115	\$120 for days 6-10, \$188.65 after 10 days
St. Edward	\$110	\$120 after 10 days
Riverside	\$120	\$197 after 10 days
Fullerton	\$115	
Twin River	\$130	1/185 base after 10 days
Humphrey	\$125	1/185 base after 15 days
Lakeview	\$125	1/185 for long-term
Twin River	\$130	1/185th after 10 days
Leigh	\$120	1/185th after 10 days
Battle Creek	\$120	1/185th for long-term
Humphrey	\$125	1/185th after 15 days
Cross County	\$120	1/185th for long-term
Pierce	\$120	1/185th after 10 days

Boone Central last increase was 15-16 school year

*191.49 is Boone Central's 1/185th

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A “service animal” is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler’s disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person’s disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student’s respective IEP Team and/or 504 Team for its consideration and/or input.

Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal’s current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;

- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Legal Reference: KSB 3046

Date of Adoption: July 20, 2015

Revised on: July 15, 2019

Revised on: July 20, 2020

Board of Education Organization, Committees, and Roles Policy #2001

Membership, Term and Election

- a) The Board of Education shall be comprised of six members who will be elected at large by qualified voters of the school district in a manner prescribed by law under the provision pertaining to a Class III school district in the statutes of the State of Nebraska.
- b) Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

Board Members

- a) Individual members of the board have authority only when acting as a Board legally in session.
- b) The Board shall not be bound in any way by any action or statement on the part of an individual Board member, except when such statement or action is in the pursuance of specific, formal instruction from the Board.

Annual Organization Meeting (Board Officer Voting and Tie Breakers)

- a) An organizational meeting of the Boone Central School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating new members and electing officers.
- b) After new Board members are sworn in, the Board will elect from its members a President, Vice President, and Secretary, and Treasurer.
- c) Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- d) In the event any officer cannot be elected by majority after 5 ballots,
 - i. The chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
 - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
 - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- e) The President shall assume the chair immediately upon the President's election.

Internal Organization and Officers

a) President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings and shall perform such other duties as may be prescribed by law or by action of the board.

b) Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president and shall perform such other duties as are assigned by the board.

c) Secretary

- i. At the regular January meeting, the board shall elect, employ, or appoint a secretary who need not be a member of the board. The secretary will serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d) Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. from among its members a treasurer who shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district. The treasurer shall give a bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.

Signing and Authorizing Checks, Warrants, and other Instruments

- a) Unless otherwise delegated by the board, the president and treasurer of the board shall sign checks, warrants, and other instruments of the district.
 - i. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
 - ii. The board delegates that the vice president may sign any warrant in the absence of either the president or the treasurer.

Committees

To achieve its goals and objectives and to promote efficiency, the school board may conduct its business or assign various tasks to committees as required or allowed by law.

- a) **Temporary, Special, or Ad Hoc Committees.** The board shall authorize such temporary, special, or *ad hoc* committees as it deems necessary.
- b) **Committee Members.** Except as otherwise provided in this policy, the board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work. The board president may authorize the superintendent or other administrator to appoint the members of the committees.
- c) **Open Meetings Act.** Committees that constitute a quorum of the board, hold hearings, make policy, or take formal action on behalf of the board of education and committee meetings attended by a quorum of the board shall be subject to the Open Meetings Act. Nothing in this policy shall otherwise require or prohibit the committee from complying with the Open Meetings Act.
- d) The board of education shall have the following standing committees:
 - i. **Committee on American Civics.** On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
 - a. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
 - b. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
 - c. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
 - d. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
 - e. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
 - f. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
 - g. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student

demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
- h. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

e) The board of education will typically have the following standing committees:

- a) **Policy Committee.** The committee will assist in identifying, evaluating and monitoring of all Board policies. The committee will anticipate and recommend policy adjustments as needed.
- b) **Negotiations Committee.** This committee will oversee contract negotiations between the Board of Education and the Certified Staff.
- c) **Facility Committee.** This committee will assist in evaluating and monitoring the buildings and grounds. The committee will make recommendations to the Board concerning these areas.
- d) **Transportation Committee.** This committee will assist in evaluating and monitoring all school transportation vehicles. The committee will make recommendations to the Board concerning transportation.
- e) **Finance Committee.** This committee will assist in evaluating and monitoring the school budget. The committee will make recommendations to the Board concerning finances, bills, and the annual budget.
- f) **Legislative Representative.** One member of the Board of Education will serve as the Legislative Representative for the Board.
- g) **Early Childhood Committee.** The committee will assist in monitoring and promoting the early childhood education program
- h) **Cooperative Committee.** The committee will assist in monitoring and evaluating cooperative agreements with outside entities. The committee will make recommendations to the Board concerning existing and new cooperative opportunities.

Vacancies

- a) A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

- iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
- iv. Such other reasons as are set forth in Nebraska statutes.
- v. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- vi. Vacancies shall be filled in the manner set forth in Nebraska statutes.

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

Reference: KSB 2002
Perry 8130, 8150, 8151, 8152, 8153, 8160, 9111, 8131, 9121, 9122, 9123, 9124, 9125, 9126, 9127

Date of Adoption: January 8, 2018
Revised on: July 16, 2018
Revised on: July 15, 2019
Revised on: July 20, 2020

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

Definitions

- a) A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b) A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

Obligation to Report threatening Statements or Behaviors

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made, or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

Threat Assessment Team

The threat assessment team (team) shall consist of the Superintendent and building Principals. Additional team members may include the Special Education Director, Activities Director, or Technology Director. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

Law Enforcement Investigation and Response - At any time, the team, or a member of the team, may immediately forward a report on to a law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements

or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the unit determines to be reasonable and useful. The law enforcement unit must confer with at least one member of the school's guidance counseling staff as part of the investigation.

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. Superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

Communication with the Public and Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Legal Reference: KSB 3039

Date of Adoption: July 15, 2019

Revised on: July 20, 2020

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self, others and property.

The use of chemical and mechanical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Legal Reference: KSB 6033

Date of Adoption: July 20, 2015

Revised on: July 20, 2020

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Legal Reference: KSB 5016

Date of Adoption: July 20, 2015

Revised on: July 15, 2019

Revised on: July 20, 2020

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having

done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered

evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or

attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Reference: KSB 5035
Perry 5101

Date of Adoption: July 20, 2015
History of Revisions: 08-14-2017, 07-16-2018, 11-12-2018, 07-15-2019
Revised on: July 20, 2020

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals. The district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the district's multicultural education program.

Providing Staff Development. Appropriate district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with district and program goals.

Periodic Assessment. Appropriate district staff and/or committee(s) will periodically review the district's multicultural education program by reviewing the criteria in this policy to assess whether the district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the district's multicultural education program annually.

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

Reference: Perry 6370

Date of Adoption: July 20, 2015
Reviewed on: August 14, 2017
Reviewed on: August 13, 2018
Revised on: July 20, 2020

Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated Danielle Frewing, Occupational Health Services, as the individual any driver may contact with questions about this policy for the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Danielle Frewing, Occupational Health Services, Columbus Community Hospital may be contacted at:

3005 19th Street, Suite 300
Columbus, NE 68601
p. 402.562.4483
f. 402.562.3267
dafrewing@columbushosp.org

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance

test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use

following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Legal Reference: KSB #4003

Date of Adoption: July 20, 2020

Locker Room Supervision

Policy #4333

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Locker Room Supervision

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities. Appropriate supervision includes, but is not limited to, the following:

- Maintaining a visual presence in and/or around locker rooms at regular and irregular intervals to provide supervision and to assess student behavior.
- Coaches, staff members and sponsors of the opposite sex are obligated to maintain a visual presence outside locker room area and may designate another adult of the same sex as the students to provide supervision within the locker room.
- Setting and maintaining expectations for a safe, clean and orderly locker room.
- Adequately and immediately addressing any misbehaviors.

Delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met.

Locker Room Access

Staff members, coaches, and sponsors are responsible for controlling access to the locker rooms. Access control includes, but is not limited to, the following:

- Ensuring that locker rooms remain locked when unsupervised. Staff, coaches, and sponsors will unlock the locker room so students may enter and will relock locker room after all students have exited.
- Locker rooms will remain locked during any activity.
- Preventing access to the locker rooms during a class, practice or an activity; students returning to the locker room during a class, practice or activity must be supervised.
- Students are not allowed to enter or reenter the locker room without appropriate supervision.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensure that all students have exited the locker room and facility following completion of after-school activities and competitions.
- Locker rooms will be locked at all times when unsupervised.

Student Access to Locker Rooms

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Student Safety

Staff, coaches and sponsors are responsible for the safety and security of the students when locker rooms are being utilized. Safety and security measures include, but are not limited to, the following:

- Ensuring the students have assigned lockers with locks.
- Setting, communicating and maintaining expectations for keeping the locker room clean and orderly.
- Ensuring that locker rooms remain locked when unoccupied.
- Students are never left unattended after a game, practice, or other school-sponsored activity.
- Ensuring that cell phones and other devices with visual or auditory recording capability are not used in the locker room at any time or for any reason.

In an emergency situation, parents/guardians who have allowed their student to participate in an activity with a cross-gender coach consent to the entry of the staff member at times as necessary to maintain the safety and security of the students.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Legal Reference: KSB #4062

Date of Adoption: July 20, 2020